

MONTANA CATHOLIC SCHOOLS

*Diocese of
Helena*



*Diocese of
Great Falls-
Billings*

Policy Manual

SECTION 1000: ORGANIZATION, ADMINISTRATION, AND GOVERNANCE

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1000 Diocesan Mission and Belief Statement

1002 Mission

- The Catholic schools in Montana exist to provide our students with the best Catholic formation and academic preparation possible so that our graduates will live their adult life as examples of Christ's love, forgiveness, and justice.

1004 Belief Statement

- We believe that Catholic education is Christ-centered and strives to address the spiritual, intellectual, emotional, physical, and social needs of each person.
- We believe that the Catholic School is the most effective means to teach our young people the Catholic culture of faith, values, traditions, and doctrine.
- We believe that the entire Catholic community shares in the responsibility to educate young people in faith, spirituality, and traditions of the Catholic Church.
- We believe the Church and Catholic School support and challenge the parents in their role as the primary educators of their children.
- We believe the Catholic School is a loving faith community that includes students, parents, clergy, faculty, support staff, parishioners, and friends.
- We believe that the Catholic School program maintains standards of academic excellence, recognizing the dignity and uniqueness of the person so that the gifts of each are recognized, developed, and celebrated.
- We believe that the Catholic School prepares students to be leaders and advocates for justice and peace in the Church and in our world.
- We believe the Catholic School models justice and financial responsibility in its stewardship of resources, including time, talent, and treasure.
- We believe that given its limited resources, the Catholic School strives to be accessible to students of diverse economic needs, physical or mental abilities.
- We believe that the Catholic Church in Montana has a rich and proud history

1100 Diocesan Organization

1102 The Bishop

- Appointed by the Holy Father, the bishop is the man to whom the care of a given diocese is entrusted. The bishop is the shepherd or head of the diocese and retains all responsibility and authority of the Catholic institution. Under the Bishop's leadership and vision, the diocese is divided into parishes - a "certain community of Christ's faithful stably established within a particular Church, whose pastoral care, under the authority of the diocesan Bishop" (Canon Law Society, 1983).
- The bishop has the right and responsibility to watch over and inspect the Catholic schools situated in his territory, and he has the right to issue directives concerning the general regulation of Catholic schools. So that Catholic school is synonymous with educational excellence, those who are in charge of Catholic schools are to ensure, under the supervision of the local Ordinary, that the formation given in them is, in its academic standards, at least as outstanding as that in other schools in the area (Canon 806 § 1 & 2).

1104 The Pastor

- The bishop appoints to each parish a parish priest as its pastor who is responsible for providing the educational, spiritual, and sacramental needs of the parishioners, as well as for administering all of the parish goods in accordance with the law. The pastor has many responsibilities within his parish community that include, but are not limited to, presiding at Mass, administering the sacraments, leading prayer, visiting the sick, conducting funerals, and bringing the gospel to those who no longer practice the faith. In addition, in all juridical matters, the parish priest acts in the person of the parish, in accordance with the law. He is to ensure that the parish goods are administered in accordance with canon 1281-1288" (Canon Law Society, 1983).
- The pastor clearly is not only the pastor of the parish, but also the pastor of the school. However, when a pastor hires a principal to be the administrator of the school, he is to permit the principal to become the leader of the school and support the principal in this leadership role. The pastor should attempt to be available to the principal and be willing to help the principal with any reasonable requests that the principal may have of him, depending on his specific talents and gifts (Gilbert, 1983).
- Aside from the employing a principal, one of the most important roles of the pastor in respect to the school is addressing the spiritual and pastoral needs of the school employees, the students and their families. The pastor is also involved in the school governance, which in most cases he establishes a local parish school boards/council/commission that is advisory or consultative. When it comes to policy development, this body formulates policy that is recommended to the pastor. It is then the pastor's responsibility to enact the policy; and the principal's responsibility to implement it (Sheehan, 1990, Geelan, 2000).

- Therefore, the pastor's primary role in the school is to be focused on spiritual and pastoral leadership of the school, and overseeing school policies, including those of the financial kind. Furthermore, his role in the Catholic school also includes his presence during school events; his willingness to make certain that the school is integrated into parish life; his desire to ensure that the school has established both short- and long-term plans; and his willingness to share his experience in both life and ministry, as well as provide his insights regarding the parish community's expectations for the school (Drahmann, 1985, Barrett 1996).
- The Pastor through the School Advisory Council must ensure that the school and its personnel are following all Diocesan and Catholic School policies.

1106 The Superintendent

- Most often the bishop appoints a superintendent of schools to act on behalf of the bishop regarding the Catholic schools within the diocese. The superintendent is one of the persons who assist the diocesan bishop with his responsibilities and tasks pertaining to Catholic schools (Canon Law Society, 1983).
- The superintendent cannot act apart from the will of the diocesan bishop and can be removed from appointed office by the bishop, or when the office of the diocesan bishop is suspended.
- The superintendent, who is a trained and experienced educator first, serves as the bishop's chief advisor on matters regarding the schools of the diocese.
- The superintendent is also an advisor to the pastor; in that he/she is to help the pastor find and select a qualified principal and work directly with the principal in administering the school. Furthermore, the superintendent can be of critical assistance to the pastor and the school in such areas as federal and state guidelines, finance issues, legal concerns, expedient political action, curriculum, and research practices for schools (Thomas, 1996).

The responsibilities of the Superintendent include:

1106.1 Policy, Strategic Planning and Catholic Identity Services

- In order to assist the school in the formulation of policies, strategic planning, and Catholic identity the Diocesan Superintendent shall provide the following services to the local Catholic school:
 - Act as a communication liaison between the Bishop, the chancery staff, and diocesan parish communities
 - Coordinate professional and religious development workshops for the School's administrative personnel.
 - Maintain contact with the school principal to facilitate accountability on the formulation of policies to satisfy the guidelines and requirements of the National Catholic Educational Association (NCEA), Western Catholic Educational Association (WCEA) for secondary schools, and Montana Office of Public Instruction (OPI) for secondary schools.

- Follow the guidance from the NCEA, the United States Conference of Bishops (USCCB), WCEA and OPI in order to assist with the development and promulgation of the religious goals and policies for the School.
- Complete all diocesan reports, for the requirements of the NCEA, WCEA, OPI or the USCCB.
- Collect, disaggregate, and publish Catholic school data for an annual school report.
- Consult with the Pastor(s) (when applicable), the Principal, and/or the Council / Board / Commission in the strategic planning process.
- Collaborate with state agencies and the local public school district in which the Catholic school is located.
- Assist the school leadership in the development of a handbooks and/or policy manuals, in accordance with the guidelines of the Diocesan Catholic Schools Handbook.
- Assist the school leadership in providing safe and secure environments and in formulating crisis and compliance plans.
- Provide consultation and assistance to the school leadership on the development and training of its Council / Board / Commission.
- Serve as an “ex-officio” member and maintain regular communication with the School Council / Board / Commission.
- Coordinate Diocesan-wide publicity and public relations for Catholic schools.

1106.2 School Personnel and Human Resource Services

- In order to assist the school in identifying potential Catholic administrators and teachers and support them in carrying out their responsibilities the Diocesan Superintendent shall provide the following services to the local Catholic school:
 - Assist the school in developing, promulgating and annually revising the employee handbook, which incorporates and corresponds with the Montana Catholic Schools Handbook, as well as the Diocesan vision statement and core beliefs, philosophy, mission, goals and objectives, and the school’s human resource policies, regulations and procedures.
 - Develop, implement and administer a safe environment program that includes professional development, training, and policy application such as criminal history background checks on all school employees and volunteers.
 - Establish and make available one standard employment applications for all school personnel.
 - Be the final arbiter in all matters regarding school personnel, including personnel discipline, up to and including termination.
 - Direct the employment search, annual evaluation, and termination process for school administrator(s).
 - The Superintendent will either chair or serve on the search committees for school principals or chief administrators.
 - Principal search committees will involve school advisory council members, parish members, parents, and perhaps even staff members.
 - Provide consultation and support services to Pastors and principals regarding school personnel matters.

- Provide employment contracts and/or employment agreement forms for school personnel.
- The Superintendent will generate contract offers for all chief administrators or school principals. Compensation will be set at the local level.
- Schedule and facilitate quarterly school administration meetings
- Serve as the primary consultative resource for the human resource issues.
- Develop and distribute school personnel compensation and benefit system(s) for the eligible school employees.
- Directly supervise school leadership when in the process of an employee termination.

1106.3 Curriculum, Instruction and Assessment Services

- In order to assist the school in providing a quality education and continuous school improvement, the Diocesan Superintendent shall provide the following services to the local Catholic school:
 - Assist school leadership in developing, promulgating and annually revising the parents/student handbook, which incorporates and corresponds with the Montana Catholic Schools Handbook.
 - Provide training opportunities and/or current research for ongoing curriculum development, with involvement from faculty, administration, and Council / Board / Commission.
 - Facilitate the study and development of curriculum standards (guidelines and policies) consistent with Roman Catholic teachings, the policies of the diocese, and the State of Montana.
 - Assist with the process of accreditation of the School, where appropriate, in accordance with the guidelines of the WCEA and OPI.
 - Coordinate the standardized testing program and the ACRE (Assessment of Catechesis Religious Education) program, as well as analyze the ACRE data to determine curricular needs, staff development and textbook adoption.
 - Regularly observe school and classrooms on an informal basis.
 - Consult with school leadership regarding serious student discipline matters and be the final arbiter in all matters regarding student discipline.

1106.4 Facility, Property, Financial and Accounting Services

- In order to assist the school in securing financial and viable stability, the Diocesan Superintendent shall provide the following services to the local Catholic school:
 - Act as the initial Diocesan consultative resource for all accounting and financial issues.
 - Review for Diocesan approval, the annual school budget.
 - Monitor school financial income and expenditure in association with the approved annual budget.
 - Be the final arbiter in all matters regarding school finances, including tuition assessment and collection.
 - Provide consultation and/or training on policies and procedures relating to insurance, internal audits, accounting and internal controls.

- Assist in the procurement of special events coverage insurance and student accident insurance coverage for the School.
- Assist in managing insurance (including property and liability) claims, obtaining certificates of insurance and adding/deleting coverage.
- Provide consultation and assistance to the school on indemnification and insurance provisions for School contracts.
- Assist the school to obtain and retain licenses from State and/or County governments to operate education and scholastic programs.
- Serve as the LEA leader and assists the school in the required documentation to participate in federal programs.
- Establish contracts with independent firms to conduct three-year asbestos inspections as required by the EPA.
- Serve as the LEA leader to compile asbestos documentation for the EPA.

1106.5 Legal Services

- In order to assist the school in all legal matters and/or avoiding potential litigious conflict, the Diocesan Superintendent shall provide the following services to the local Catholic school:
- Provide consultation regarding legal matters, including any real or potential legal claim against the school.
- Negotiate for the settlement, compromise or satisfaction of claim(s) asserted by or against the School.

The Principal of the School shall contact the Diocesan Catholic School's Office whenever attorney or insurance claim services are needed.

- Facilitate resolution when serious conflict arises between school personnel and parent(s) and/or student(s).
- Provide conflict resolution consultation, including legal advice to the School regarding labor and employment claims.

With regard to all legal matters, the diocese may obtain and retain outside counsel to assist the School, as needed.

- The Diocesan performance regarding all legal claims is contingent on receipt of timely notice from the school administration of the assertion of any claim against the school or knowledge of facts that the school reasonably believes may lead to the filing of a claim against the school.

Therefore, the diocese shall be notified of the existence of any and all claims, demands, crimes, or the presence of facts that the school reasonably believes may lead to a claim, charge or demand against the school.

Any and all information regarding such claim(s) shall make available to the diocese, as well as any assistance that the diocese may reasonably request.

The diocese may obtain and retain on behalf of the School outside counsel to assist the School, as deemed necessary.

1200 School Affiliation with the Diocese

1202 – Diocesan Authority

- All Catholic schools in the diocese are canonically responsible to the Bishop.
- The Bishop of the diocese has sole authority to recognize and designate a school as "Catholic."
- All Catholic schools within the diocese must be affiliated with the diocese in one of four ways:
 - Diocesan Schools:
 - Schools that are owned and operated by the diocese;
 - Parish schools
 - Schools that are part of the local parish community
 - Order Schools
 - Schools that are owned and/or operated by a Religious Community;
 - Private schools
 - Schools that are formally recognized by the Bishop as "Catholic."

1210 Diocesan Standards of Affiliation

- All Catholic schools shall meet the following Standards of Affiliation:
- The Catholic school shall conform to the authority of the Bishop in all matters related to religious education and liturgical practice.
 - With regard to religious education, the Catholic school shall:
 - Ensure that the religious education program reflects the content of major Church documents (e.g., Basic Teachings of Religious Education, The National Catechetical Directory, To Teach as Jesus Did, The Catholic School, To Teach Them, The Religious Dimension of Education in a Catholic School, and Catechism of the Catholic Church).
 - Employ licensed, competent school personnel who are supportive of the teachings of the Catholic Church.
- The Catholic school shall have a written school philosophy in accord with the "Mission Statement" and "Belief Statement" of the diocese.
- The Catholic school shall ensure that its employees meet the Diocesan requirements for their respective areas of professionalism and adhere to Diocesan personnel policies.
- The Catholic school shall adhere to diocesan policies regarding school operations and standards.
- The Catholic school shall adhere to the standards for schools as established by the State of Montana and approved by the diocese Catholic Schools Office.

1220 Process to Gain Affiliation for Independent Schools Sponsored by a Religious Community or Lay Corporation

1220.1 Required Documentation

- A school seeking recognition and approval must submit to the Bishop through the Superintendent of Schools:

A letter requesting that the Bishop recognizes and approves the school as a private Catholic school.

Documentation that demonstrates the school has met or is in the process of meeting the Standards of Recognition and Approval.

- The Bishop may, at his/her discretion request further documents or waive required documents for evidence of meeting the standards.

1220.2 Standards of Recognition and Approval

- The recognition and approval process shall be guided by but not limited to evidence that the school has achieved the following standards.

General Standards

- The school shall be incorporated as a nonprofit corporation, shall be exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.
- The school has a written philosophy consistent with the principles of Catholic education enunciated within the following Church documents:
 - ☞ To Teach As Jesus Did (1973);
 - ☞ The Catholic School (1977);
 - ☞ The Religious Dimension of Education in a Catholic School (1988).
- The school has a written statement of commitment that it will work toward Diocesan approved and/or accepted accreditation standards.
- The school has a written statement of commitment that it will cooperate with the Catholic schools in the diocese to further the educational mission of the Church.
- The school's various policies, handbooks, contractual and other agreements, etc. are in compliance with federal and state employment rules and regulations and those other requirements set forth for all schools in the diocese.
 - ☞ The school will submit a copy of all handbooks, contracts, and policy manuals it uses
- The school has a public liability insurance policy, in the amount of not less than two million dollars per occurrence
 - ☞ The school will protect, indemnify, defend and hold harmless the Bishop or his employees or agents against and from any claim of action arising out of or from any negligence or other actionable fault caused by the school or its employees, agents, members or officers to the policy limits defined above.
 - ☞ The school will provide a certificate of insurance to the diocese, which will name the Bishop and the diocese as an additional insured.
 - ☞ The school will retain this policy for as long as it is recognized and approved by the Bishop.

Personnel Standards

- The school employs men and women that understand Church doctrine, respect the Catholic faith and its practices, and exhibit a competency in their selected profession.
- The school complies with the diocese Policy Regarding Abuse of Minors, Sexual Misconduct and Sexual Harassment.

Administrative Leadership Standards

- The school employs a school administrator (principal) who is an active and practicing Catholic, outstanding for their doctrine, their witness of Christian living, exhibit a lifestyle

that is compatible with Catholic moral values and professional conduct consistent with Catholic teaching.

☞ The school shall submit the current resume/vita for each administrator.

- The Principal shall hold or actively in pursuit of a Class 3 Administrative License with the Montana Office of Public Instruction **or an equivalent certificate appropriate to the setting.**

Teacher and Support Staff Employee Standards

- The school employees live a lifestyle compatible with Catholic moral values, exercise conduct consistent with Catholic teachings, and not do engage in any practice, whether in their personal life or their employed capacity that may be in conflict with the Catholic Church teachings on faith and morals.
- Religion/Theology teachers are active and practicing Catholics in their local community, outstanding for their doctrine, witness of Christian living, and pedagogically competent.
 - ☞ The school shall submit a current *resume/vita for each faculty member assigned to supervise and/or teach religion.*

Governance Standards

- The school's governance structure supports a membership that is subject to term limits and diversity to ensure the opportunity for involvement and representation across a wide spectrum of the school community.
 - ☞ It is recommended that membership of the school's governing board ensures a representative from each of the Catholic Parishes from whom the school enrolls its students.
 - ☞ It is recommended that a minimum of 75% of the governing board shall be active and practicing Catholics.
 - ☞ The school shall submit a current resume/vita for each member of the governing structure

Catholicity and Religious Education Standards

- All aspects of education in the school shall be rooted in Catholic teaching and the school's religious education program shall comply with the religious education policies of the diocese and approved by the ecclesiastical authority.
 - ☞ The school shall conform to the authority of the Bishop in all matters of faith and morals, especially as related to the catholicity of the school, religious education, and liturgical requirements and practice.
 - ☞ The religious education curriculum and textbooks provided by the school for the religious education and spiritual development of students shall be approved and periodically reviewed by the Superintendent of Catholic Schools.
- The school shall provide sacramental and liturgical services on a regular basis.
 - ☞ The services shall be conducted by priests and/or deacons officially authorized by the Bishop.
 - ☞ Canonically, the responsibility for the preparation of students to receive the Sacraments of Initiation (Baptism, Confirmation and Holy Eucharist) rests with Pastors and their parish communities. The school shall cooperate fully and provide effective coordination with the pastors of the local parishes in this regard.
- The school does not knowingly permit the use of school facilities by any speaker, program, political or other groups or persons who publicly oppose or bring into question the teachings of the Catholic Church.

- The school does not invite, support, and/or endorse any speaker, program, political or other groups or persons who publicly oppose or bring into question the teachings of the Catholic Church.
- The Superintendent shall review documents submitted by the school, summarize his/her findings, and make a recommendation to the Bishop whether the Standards for Recognition and Approval have been met.
 - The Bishop shall determine whether recognition and approval as a private Catholic school is to be granted and will communicate his decision to the school.
 - If granted recognition and approval as a private Catholic school, the diocese will memorialize the affiliation with a formal statement that will include the above-mentioned requirements
 - The statement will be signed by the Bishop and the duly authorized officer of the school's governing board / administration seeking recognition and approval.
 - ☞ The recognition and approval as a private Catholic school is to be published by the school and communicated to its faculty, parents, students, and greater school community.
 - ☞ The diocese will communicate (e.g., Montana Catholic, Chancery Newsletter, etc.) the recognition and approval of the school as a private Catholic school, along with an explanation of what that status means.

1220.3 Related Issues

- If granted recognition and approval, the following related issues shall take effect:
 - The school shall cooperate with the Bishop, through the Superintendent of Schools, in an ongoing review for compliance with these standards, which may include periodic scheduled visits to the school.
 - A private Catholic school in the diocese shall state on all its official materials and documents that it is "a private Catholic school recognized and approved by and within the diocese".
 - Due to its recognition and approval as a private Catholic school, the school will be listed in the Diocesan Catholic Directory as a private Catholic school.
 - The diocese (including any parish or parishes) will have no financial obligation with respect to the ownership or operation of the private Catholic school.
 - Local parishes, as well as the diocese, are under no obligation to support the school financially; however, they may support the school financially and are encouraged to support Catholic education whenever and however possible.
 - The diocese and the local parishes may provide tuition assistance to any student who enrolls at the school, but are under no obligation to do so.
 - The school will be encouraged to participate in Diocesan school in-services, administrative meetings, curriculum conferences, and any other activities provided for Catholic schools in the diocese.
 - Prior to opening, expanding, reducing, and/or closing the school itself, a school division, and/or a grade level, the school administration and/or governing board shall consult with the diocese.
 - The Bishop will appoint a Diocesan representative to be an ex-officio; non-voting member of the school's governing body.

- The school will not pay fees to the diocese nor will the diocese be obligated to provide services or resources of the Office of Catholic Schools or any other diocesan office to the school.
- The school will provide statistical data, as requested by the Superintendent for the annual data bank registry.
- The Bishop shall not be required to assign a cleric to serve as chaplain and/or celebrate liturgy for the school.
- All clergy and religious engaged by the school to provide any services shall be approved by the Bishop.
- The school shall manage and address its personnel matters.
- In cases when the school seeks a new principal, the Bishop, shall be consulted before a candidate is so named.
- The school principal will meet with the Diocesan Superintendent of Schools once each semester.

1220.4 Withdrawal of Recognition and Approval

- Recognition and approval may be withdrawn by the Bishop if a school fails to comply with or maintain these Standards. The school will be given three weeks to address and remedy any concerns with respect to its compliance with these Standards.
- For serious reasons and/or in his sole discretion, the Bishop may withdraw at any time the recognition and approval of a school as "Catholic". Any withdrawal of recognition and approval shall be communicated to the school in a written document.
- If recognition and approval is withdrawn by the Bishop, the governing board and school administrator(s) must immediately remove the Catholic designation from all school references,
- The school may withdraw from this agreement at any time without cause. However, sufficient notification must be sent to the diocese preceding this action.
- This policy on Requirements for Recognition and Approval of a Private Catholic school within the diocese may, from time to time, be amended by action of the Bishop, who will consult with all parties impacted by the amendment. Such amendments may originate by a request of the school or a request of the diocese.

1220.5 Continuation of Recognition and Approval

- Normally private schools requesting affiliation for the first time shall be granted a probationary affiliation for two (2) years. At the end of this probationary period, the school must request continued affiliation.
- The Superintendent of Schools shall determine what steps, if any, must be taken to grant continued affiliation.

1300 Catholic School Governance

1302 School Council / Board / Commission

- All Catholic schools shall establish a Council / Board / Commission that will meet regularly throughout the school year.
- The Council / Board / Commission is subject to the regulations promulgated by the Bishop.

1302.1 Membership

- School Council / Board / Commission membership shall be a group of adults, supportive of Catholic schools, who willingly volunteer their experience, expertise, and/or education to assist the administration for improving Catholic school administration and operation.
- School Council / Board / Commission membership should be representative of parents of students in the school, members of the parish/parishes that support the school, and/or alumni of the school(s).
- Characteristics of effective School Council / Board / Commission members include:
 - A person of faith and prayer committed to serving the Church
 - Commitment to the support of Catholic schools
 - Readiness to dedicate time, provide talent, and share wisdom
 - Understanding of and commitment to a shared decision-making process and the principles of consensus building
 - Understanding and respect of Church structure and accountability
 - Openness to change and creativity
- Although it is important that a member possess certain talents and secular experiences, it is far more important that the member be in tune with the thinking and morality of the Catholic Church.
- All activities of the School Council / Board / Commission should be modeled on the Gospel values of love and justice toward one another, and toward anyone who will be affected by action recommended by the Council / Board / Commission.

1302.2 Responsibilities

- In the exercise of its functions, as stated in its bylaws, it is recommended the School Council / Board / Commission shall have the following areas of responsibility:
 - Planning
 - Policy Development
 - School Finances
 - Public Relations
 - Administrative Evaluation

1400 Catholic School Personnel

1402 Principles of Employment

- All employees who work in the Catholic schools of the diocese agree to live and/or support a lifestyle compatible with Catholic values, exercise professional conduct consistent with Catholic teaching, and promote the Catholic identity of the schools through personal example.
- All employees will aid students in the Catholic schools in their Catholic formation by good example.

1402.1 Personnel Policies

- The diocese and local Catholic school 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, regulations, and laws
 - The employee's professional status
 - Ethical and acceptable management policies
 - Fiscal realities based on valid data
 - The common interest of the entire Catholic Church community

1402.2 Equal Employment Opportunity

- In keeping with its mission, Catholic Schools will develop recruitment and retention strategies specifically designated to attract, hire, and retain faculty, support staff, and administrators who come from the diverse populations represented in the Catholic schools.
- In keeping with its mission of providing a Catholic education, hiring preference will be given to practicing Catholics.

1404 School Administration

1404.1 Administration Employment Status

- The Catholic school administrator is an academic and/or administrative officer of the school, engaged by the diocese and/or local council / board / commission and financially compensated by the Catholic school system / parish, as outlined in the administrator's letter of employment and corresponding job description.

1404.1.1 Exempt Employee

Catholic school administrators are "exempt employees" and therefore, not entitled to overtime pay and / or hourly wages in accordance with the Fair Labor Standards Act ("FLSA").

- As an exempt employee, the administrator is provided one (1) financial compensation package for all work associated with and conducted on behalf of the school, under the terms of his/her offer of employment.
- The administrator may not work a second position associated with or conducted on behalf of the school, for additional / supplementary financial compensation.
- Any additional duties or responsibilities assumed by the administrator do not entitle him/her to additional financial compensation, unless it is pre-approved by the Superintendent and a formal amendment to the letter of employment takes place.

Any work conducted by the administrator for compensation, that is not outlined in his/her job description or does not meet the "exempt" qualifications, increases the risk that the position could be classified as non-exempt and therefore, is unacceptable. Examples include but are not limited to:

- Substitute Teaching:
 - ☞ In the event the school principal is not able to find a qualified substitute teacher, it may be necessary for him/her to "cover" the class.
 - ☞ The administrator does not receive additional financial compensation for substitute teaching. The school principal is the academic leader of the school and is at times, is required to assure the academic instruction for students.

- **Bus Driving:**
 - ☞ In the event the school administrator is not able to find a qualified bus driver, it may be necessary for the administrator to drive the team bus (if qualified to do so).
 - ☞ The administrator may not receive additional financial compensation for driving the bus. The school administrator is the managerial leaders of the school and at times, is required to assure the safe transportation of students to and from school sponsored activities.
- **Coaching:**
 - ☞ The school administrator may volunteer to help coach a team, as long as the time obligation and responsibility does not negatively impact his/her administrative employment responsibilities
 - ☞ The administrator does not receive additional financial compensation for helping coach a team.

1404.1.2. Outside Employment

School administrators may not engage in any outside employment or other activities that may interfere or conflict with their duties and responsibilities of the school or the interests of the school.

Outside employment is permitted and as long as it does not interfere or conflict with the school operations or the doctrines of faith or morals of the Catholic Church.

- Any outside employment shall be pre-approved by the school administrator's supervisor.

1404.2 School Administrative Positions

1404.2.1 The Chief Administrator

- The person appointed as Chief Administrator shall be responsible for the over-all administration of the local Catholic school system in complete accordance with the policies of the diocese. This person shall be responsible for the administrative leadership and direction of the local Catholic school system in all facets of spirituality, education, finance, organization, and communication.
- The Chief Administrator shall act as the liaison between the local School Council / Board / Commission, Education Foundation Board, and Diocesan Superintendent for communication and involvement of each organization.

Supervision

- The Chief Administrator answers to the Superintendent and/or Pastor and/or council / board / commission – as designated in the school's governance bylaws.

Requisites

- Candidates for the Chief Administrator should meet the following requirements:
 - ☞ Active membership in the Catholic Church
 - ☞ Graduate degree in education, administration or related field
 - ☞ Educational license in school administration or ability to obtain one.
 - ☞ A minimum of five (5) years experience in a Catholic school / Catholic organization or related fields/area

Employment

- After a Diocesan approved application, screening, interview, and selection process, the School Council / Board / Commission and Superintendent shall recommend the Chief Administrator to the Bishop.
- The terms of employment for the Chief Administrator will comply with Diocesan policy, as an exempt, full-time employee (twelve (12) months/year).

Salary

- The Chief Administrator's salary is negotiable, subject to the approved of the School Council / Board / Commission.

Evaluation

- The Chief Administrator shall receive an annual evaluation conducted by his/her supervisor.

1404.2.2 The Building Principal (Principal)

The person employed as Principal shall be responsible for the administration of his/her building or program in complete accordance with the policies of the diocese.

Supervisor

- The Principal answers to the Chief Administrator.
 - ☞ In the absence of a Chief Administrator, the Principal answers to the Superintendent and/or Pastor and/or the person(s) designated in the school's governance bylaws.
 - ☞ In the absence of a Chief Administrator, the Principal assumes the responsibilities the Chief Administrator, unless otherwise determined in his/her formal job description.

Requisites

- Candidates for principalship in the Catholic School should meet the following requirements:
 - ☞ Active membership in the Catholic Church
 - ☞ Graduate degree in education, administration or related field
 - ☞ Educational license in school administration or ability to obtain one.
 - ☞ Unless otherwise noted, Principals must have a current Montana School Administrator's License with the appropriate endorsements in their personnel file within sixty (60) days of the first day of employment.
 - ☞ A minimum of five (5) years teaching experience, preferably in a Catholic school.

Employment

- After a Diocesan approved application, screening, interview, and selection process, the Chief Administrator shall recommend the Building Principal to the School Council / Board / Commission and Superintendent.
- The Superintendent will communicate the recommendation to the Bishop
- The terms of employment for the Building Principal will comply with Diocesan policy, as an exempt, full-time employee (twelve (12) months/year).

Salary

- The Building Principal's salary is negotiable, subject to the approved of the School Council / Board / Commission.

Evaluation

- The Building Principal shall receive an annual evaluation.

1404.2.3 The Controller / Business Manager / Finance Officer / etc. (Controller)

The person employed as Controller is responsible for the administration of the school business operations in complete accordance with the policies of the diocese.

Supervision

- The Controller answers to the Chief Administrator.

Requisites

- Candidates for Controllership in the Catholic School should meet the following requirements:
 - ☞ Active membership in the Catholic Church
 - ☞ Graduate degree in business, finance, accounting, or related field(s)
 - ☞ A minimum of five (5) years leadership experience, preferably in a Catholic school business operation.

Employment

- After a Diocesan approved application, screening, interview, and selection process, the Chief Administrator shall recommend the Controller to the Council / Board / Commission and Superintendent.
- The Superintendent will communicate the committee's recommendation to the Bishop

Salary

- The Controller's salary is negotiable, subject to the approved of the School Council / Board / Commission.

Evaluation

- In consultation with the Council / Board / Commission, the Chief Administrator will conduct an annual evaluation of the Controller.

1404.2.4 The Assistant Principal

The person employed as the Assistant Principal is responsible to support and assist the Principal in every way possible in the school, to assume the leadership in the absence of the Principal or when delegated by the Principal, to fulfill additional duties as assigned.

The Assistant Principal is a building principal and subject to the same policies, regulations, and protocol as outlined for the Building Principal.

Supervision

- The Assistant Principal answers to the Principal.
 - ☞ In the absence of a Principal, the Assistant Principal assumes the responsibilities assigned to the Principal.

Employment

- The employment process for the Assistant Principal shall be the same as a member of the teaching faculty

Salary

- The Assistant Principal's salary is negotiable, subject to the approved of the School Council / Board / Commission

Evaluation

- The Assistant Principal shall be annually evaluated by the Building Principal

1406 Teaching Faculty

1406.1 Faculty Employment Status

- The Catholic school faculty member is an employee of the school, engaged by the diocese and financially compensated by the Catholic school, as outlined in his/her employment contract.
- The Catholic school faculty member is a teaching position of the school, engaged by the diocese and financially compensated by the Catholic school, as outlined in his/her employment contract.
- The Catholic school faculty member shall be a person of faith who will integrate the inseparable religious and educational goals of the school. Faculty members must be qualified, professionally, and pastorally, to perform the duties of the assigned employment responsibilities in accordance with the policies of the diocese.
- The Faculty Handbook shall be made available to each faculty member at the beginning of his/her employment (see Section 3000).

1406.1.1 Exempt Employee

Catholic school faculty members are “exempt employees” and therefore, not entitled to overtime pay and / or hourly wages in accordance with the Fair Labor Standards Act (“FLSA”).

- As an exempt employee, the faculty member is provided one (1) financial compensation package for all work associated with and conducted on behalf of the school, under the terms of his/her employment contract.
- The faculty member may be offered additional responsibilities for compensation, such as coaching a team or directing a program.
 - ☞ Under normal circumstances, additional work-related responsibilities beyond the faculty contract shall be outlined and compensated per a supplementary contract offered by the school.
- Any additional duties or responsibilities assumed by the faculty member do not entitle him/her to additional financial compensation, unless it is pre-approved by the Principal and a formal amendment to the faculty contract takes place.

1406.2 Requisites

- Candidates for a faculty position in the Catholic School shall meet the following requirements:
 - A Bachelor's degree
 - A teaching license or ability to obtain a license in State of Montana
- Unless otherwise noted, all faculty members shall have an up-to-date Montana teaching license with the appropriate endorsements in their personnel file within sixty (60) days of the first day of employment.
- Each faculty member is expected to remain current in his/her particular field or discipline.

- Because of the distinct purpose of the Catholic school is “to create a Christian educational community where knowledge is enlightened and enlivened by faith” and because faculty members are expected to model the principles and moral values which are part of Catholic school curriculum, all faculty members employed in the Catholic school should:
 - Be practicing Catholics who have knowledge of the Catholic faith adequate to teach its content.
 - Live out the practical demands of the Catholic faith in their lives.
 - Understand and be dedicated to the ministry of Catholic education.
- If a Catholic faculty member is not available, or when deemed otherwise appropriate by the school administration, the school may employ non-Catholic applicant.

A non-Catholic applicant may be offered a teaching position before a Catholic applicant, only when the qualifications, education, and experience surpass those of the most qualified Catholic applicant

Faculty members of other faiths can make a valuable contribution as members of the faculty. Their employment should be:

 - An exception made by the Superintendent.
 - On the condition that they understand and are fully committed to the distinctive purpose, philosophy, and spirit of Catholic school education.
 - Contingent upon living their professional and personal life within the spirit of the Catholic Church and its teachings.

1406.3 Employment

- Faculty members are employed by the diocese and are entitled to all employee benefits presently in force.
- The Faculty contract will be effective only when signed by the administration and the employee.
- Faculty members shall perform their duties subject to the supervision, advice, and direction of the building’s Principal.

1406.4 Probationary Period

- A probationary employee may be terminated with or without cause, with or without notice, on or before the completion of the probationary period.

Montana Codes Annotated state that an employee shall be provided six (6) months of a probationary period (MCA 39-2-904)
- Employees who have been employed for more than six months may be terminated during the school year according to the terms stated in the letter of employment and/or employment contract.

1406.5 Assignments

- All faculty members will receive their teaching and classroom assignment from the Principal.

1406.6 Faculty Positions

1406.6.1 The Classroom Teacher

The role of the Teacher calls for persons of faith who will integrate the inseparable religious and educational goals of a Catholic school. Teachers must be qualified, professionally and pastorally, to perform the educational and instructional responsibilities of the school programs, in accordance with the policies of the diocese.

A comprehensive Faculty Handbook will be made available to each teacher at the beginning of his/her employment (see Section 3000).

1406.6.2 The Religion / Theology Teacher

In addition to the above requirements, applicants seeking positions as teachers of religion shall provide evidence of the following:

- Elementary school religion teachers shall be an active and participating Catholic in his/her local Catholic parish
- Secondary school religion teachers shall be an active and participating Catholic
 - ☞ Preferred: M.A. or B.A. in theology or religious studies or twenty-four (24) college credit hours in theology or religious studies

All teachers of religion in the Catholic Schools are responsible for continuing education in religious studies and Diocesan religious certification, if available.

Annually, the Principal shall verify with the Pastor of the reported Catholic Parishes, that Religion / Theology teachers are active and practicing Catholics.

1406.6.3 The Dean

The role of the Dean calls for persons of faith who will integrate the inseparable religious and educational goals of a Catholic school. Deans must be qualified, professionally and pastorally, to perform the educational and instructional responsibilities of the school programs, in accordance with the policies of the diocese.

A Dean's assignment is that of a liaison between the school administration and teaching / support staff. Deans may be assigned to teach but are normally assigned responsibilities such as:

- Student activities / athletics
- Student disciplines
- Student academics
- Student spirituality

A comprehensive Faculty Handbook will be made available to each Dean at the beginning of his/her employment (see Section 3000).

1406.6.4 The Counselor

The role of the counselor calls for persons of faith who will integrate the inseparable religious and educational goals of a Catholic school. Counselors must be qualified, professionally and pastorally, to perform the educational and instructional responsibilities of the school programs, in accordance with the policies of the diocese.

A Counselor's assignment is that of a liaison between the school administration / teaching staff and students. Counselors may be assigned to teach but are normally assigned responsibilities such as:

- Personal counseling

- Post-secondary education planning and counseling
- Employment counseling
- Student spirituality
- Scholarship and grant education, planning, and counseling

A comprehensive Faculty Handbook will be made available to each Counselor at the beginning of his/her employment (see Section 3000).

1408 Support Staff

1408.1 Support Staff Employment Status

- The Catholic school support staff is an employee of the school, engaged by the diocese and financially compensated by the Catholic school, as outlined in his/her job description.
- The role of the Support Staff calls for persons of faith who will integrate the inseparable religious and educational goals of the school. Support Staff employees must be qualified, professionally, and pastorally, to perform the duties of the assigned employment responsibilities in accordance with the policies of the diocese.
- A comprehensive Support Staff Handbook shall be made available to each Support Staff Employee at the beginning of his/her employment (see Section 4000).

1408.1 Requisites

- Candidates for a Support Staff position in the Catholic School shall meet the required federal, state, and local certifications / licensure (when applicable).
- Because of the distinct purpose of the Catholic school is “to create a Christian educational community where knowledge is enlightened and enlivened by faith” and because support staff personnel are expected to model the principles and moral values which are part of Catholic school curriculum, support staff employees should:
 - Be practicing Catholics who have knowledge of the Catholic faith adequate to teach its content.
 - Live out the practical demands of the Catholic faith in their lives.
 - Understand and be dedicated to the ministry of Catholic education.
- If a Catholic applicant is not available, or when deemed otherwise appropriate by the school administration, the school may employ non-Catholic applicant.
 - A non-Catholic applicant may be offered an employment position before a Catholic applicant, only when the qualifications, education, and experience surpass those of the most qualified Catholic applicant
 - Support staff employees of other faiths can make a valuable contribution as members of the faculty. Their employment should be:
 - An exception made by the Superintendent.
 - On the condition that they understand and are fully committed to the distinctive purpose, philosophy, and spirit of Catholic school education.
 - Contingent upon living their professional and personal life within the spirit of the Catholic Church and its teachings.

1408.2 Employment

- Support staff personnel are employed by the diocese and are entitled to all employee benefits presently in force.
- Support Staff members shall perform their duties subject to the supervision, advice, and direction of the Principal.
- At no time does the employment of a support staff employee constitute a contractual relationship between the employee and the diocese or school.

1408.3 Probationary Period

- A probationary employee may be terminated with or without cause, with or without notice, on or before the completion of the probationary period.

Montana Codes Annotated state that an employee shall be provided six (6) months of a probationary period (MCA 39-2-904)

- Employees who have been employed for more than six months may be terminated during the school year according to the terms stated in the letter of employment and/or employment contract.

1408.4 Assignments

- All support staff employees will receive their assignments from the Principal.

1408.5 Support Staff Positions

1408.5.1 Business Office

- The Business Office Personnel are directed by the Controller to fulfill duties as assigned in the individual job descriptions.

In the absence of the Controller, the Superintendent or his/her delegate will supervise the Business Office Personnel.

All Business Office Personnel shall adhere to the strictest form of confidentiality.

1408.5.2 Paraprofessional

- Paraprofessionals, such as aides, whether paid or volunteer, may be involved in clerical, supportive, and/or non-professional capacities.
- Paraprofessionals may be utilized in the instructional program only under the direction and supervision of a certified teacher.
- Paraprofessionals shall fulfill the duties and responsibilities of regular staff members and they shall participate in all regular faculty and departmental meetings.

1408.5.3 Secretary/Receptionist

- Each school shall have at least one full-time or part-time secretary on staff.
- These people, paid or volunteer, shall function under the direction of the Principal and shall be responsible to the Principal.

1408.5.4 Child Care / Pre-School Employee

- Employees of Catholic School Child Care Center and/or Pre-School shall observe all state, county, and city regulations concerning personnel and physical facilities.
- All Catholic School Child Care Center and Pre-School employees shall meet the requirements of employment as required by Montana law and the diocese.

- The Child Care / Pre School Employees shall be supervised by the School Principal or his/her delegate.

1408.5.5 Kitchen / Cafeteria Employee

- Employees that provide food service to students shall observe all state, county, and city health regulations concerning personnel and physical facilities.
- All Kitchen / Cafeteria employees shall meet the requirements of employment as required by Montana law and the diocese.
- The Kitchen / Cafeteria Employees shall be supervised by the School Principal or his/her delegate.

1408.5.6 Bus Driver

- The employment of or contracts with bus drivers must comply with Diocesan insurance policies and procedures.
- All Bus Drivers shall meet the requirements of employment as required by Montana law and the diocese.
- Bus Drivers shall be supervised by the School Principal or his/her delegate.

1408.5.7 Custodian / Maintenance

- Each school must have adequate and competent custodial help responsible for the maintenance of buildings and grounds.
- All Custodial / Maintenance Employees shall meet the requirements of employment as required by Montana law and the diocese.
- Custodial / Maintenance Employees shall be supervised by the School Principal or his/her delegate.

1500 Students, Parents, Volunteers, and Collaborative Groups

1502 The Student

- The Catholic school student shall be an active learner who is a member of the total Catholic school community.
- Students are called to grow to their potential in faith, knowledge, skill development, interdependence and service to others.
- Students shall abide by the rules of the school, as published in the school's handbook.

1502.1 Profile for a Graduate

- Each Catholic school will have published its "Profile of a Graduate", approved by the Council / Board / Commission and integrated into the school's accreditation plan.

1504 The Parent / Guardian

- Catholic parents of students in Catholic schools serve as the primary educators and faith formation leaders for their children and are expected to participate actively in the life of their parish by
 - Attending Mass
 - Contributing to the financial support of the parish

Conscientiously developing a sense of Catholic community among the students, parents, administration, faculty, support staff, and parish.

- Parents are urged to participate in school-related and church-related organizations and activities.
- Parents are expected to comply with all school policies, as published in the school's handbook and Diocesan policy manual(s).

1504.1 Parental Behavior

- Parental cooperation with the teachers and administrators of the Catholic school is essential for the welfare of all students. Parents are expected to behave in a manner consistent with the Catholic School philosophy and be excellent role models for their children at all school sponsored functions and activities.

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership with the parent is irretrievably broken.

- The school may require parents to withdraw their children, if, in the opinion of the administration:
 - Parental behavior seriously interferes with the teaching/learning process.
 - Parental behavior interferes with ability of the teacher or administrator to complete his/her assigned responsibility.
 - Parental behavior/actions are a disruptive influence to the school environment or the school's reputation.
 - Parental behavior is contrary to or in conflict with the teachings and practices of the Catholic Church.
- When students are required to withdraw from the Catholic school due to parental behavior or actions, the student's records shall reflect that the student has either withdrawn or transferred.

The student's records shall not reflect that the student has been expelled, unless the parents refuse to remove the student from the school after having been notified that the child must withdraw or transfer to another school.

1506 The Volunteer

- Volunteers, especially parents, grandparents, parishioners, and civic resource personnel shall be incorporated into school programs for the benefit of the students.
- The Principal will authorize the need for volunteers to work within the Catholic Schools System before individuals volunteer their services.
- Volunteers cooperate with the Principal in providing a positive educational climate for the students in the Catholic school.
- All volunteers are directly accountable to the Principal or his/her delegate.
- All volunteers agree to abide by the established policies and procedures of the diocese.
- Training and background checks will be conducted for volunteers.

1508 Collaborative School Groups

1508.1 Parent/Teacher Organizations

- Groups, such as Parent's Club, Home and School organizations, Parent Teacher Associations, etc., collaborate with the administration, Faculty, and Support Staff to develop and strengthen mutual understanding between the school and the home.
- Such groups shall be organized and maintain affiliation with the school, with the permission of the Principal.

1508.2 Special Interest Groups

- Special Interest Groups and Student groups, such as yearbook, science clubs, athletic or service organizations, etc., using the school name, students, and/or facilities to promote a special interest or activity of any nature and/or to generate monies for such promotion shall function according to the philosophy and policies of the Catholic School and of the diocese.
- Special Interest Groups are ultimately responsible to the administration in consultation with the School Council / Board / Commission.

1508.3 Education Foundations

- With the permission of the Local Ordinary, a Catholic school may have a separate Foundation (designated by the Federal Government as a not-for profit 501 (c) (3)) for the purpose of raising, gaining, and managing funds for the Catholic school.
- The local school administration and/or Superintendent will serve as ex-officio members of the local Education Foundation.