

TABLE OF CONTENTS

ORGANIZATION AND ADMINISTRATION – Series 1000

SUBJECT	POLICY NUMBER
CATHOLIC SCHOOLS IN THE ARCHDIOCESE OF SANTA FE	1000
ROLE OF THE ARCHBISHOP	1010
ROLE OF THE SUPERINTENDENT	1020
ROLE OF THE ASSISTANT SUPERINTENDENT	1030
ROLE OF THE CATHOLIC SCHOOL OFFICE	1040
ROLE OF THE SCHOOL PASTOR	1050
ROLE OF THE PRINCIPAL	1060
ROLE OF THE ELEMENTARY ASSISTANT PRINCIPAL	1060.1
ROLE OF THE TEACHER	1060.2
ROLE OF THE PRESCHOOL DIRECTOR	1070
ROLE OF THE ARCHDIOCESAN CONSULTATIVE COUNCIL	1080
ROLE OF LOCAL SCHOOL COUNCILS	1090
PARENT ORGANIZATIONS	1095
ACCREDITATION AND LICENSING	1100
REQUEST FOR NEW SCHOOL OPENINGS	1200
REQUEST FOR SCHOOL CLOSING	1210
ESTABLISHMENT, EXPANSION, OR ELIMINATION OF SCHOOL PROGRAMS	1220

ORGANIZATION AND ADMINISTRATION – Series 1000

SUBJECT	POLICY NUMBER
LOCAL SCHOOL PLANNING	1230
ARCHDIOCESE OF SANTA FE CATHOLIC SCHOOL POLICY MANUAL	1300
APPEAL PROCESS	1310
APPENDICES	1320
INTERPRETATION OF POLICIES	1330
ARCHDIOCESAN ACADEMIC CALENDAR	1400
LENGTH OF SCHOOL DAY	1420
CLOSURE DUE TO WEATHER OR FACILITY CONDITIONS	1430
SCHOOL HANDBOOKS	1500
COMMUNICABLE DISEASES	1510
EMERGENCY PLAN AND PROCEDURES	1520
REPORTING	1530
USE-OF-NAME	1540
SCHOOL BUILDINGS	1600
REQUIRED POSTINGS	1610
LEGAL ISSUES	1700

STUDENTS – Series 2000

SUBJECT	POLICY NUMBER
ADMISSION	2000
FOREIGN STUDENTS	2010
CERTIFICATES OF IMMUNIZATION	2020
STUDENT ATTENDANCE	2100
STUDENT PERMANENT RECORDS	2110
SUBPOENA OF RECORDS	2120
STUDENT WITHDRAWAL	2130
STUDENT PROGRAMS	2200
EXTENDED CARE PROGRAMS	2210
SOCIAL ACTIVITIES	2220
STUDENT SAFETY	2300
SUPERVISION OF STUDENTS	2310
MEDICATIONS GIVEN AT SCHOOL	2320
TOBACCO, ALCOHOL AND OTHER DRUGS	2330
ACCIDENTS OR ILLNESS AT SCHOOL	2340
REPORTING CHILD ABUSE AND/OR NEGLECT	2350
CONTACT WITH STUDENTS DURING SCHOOL HOURS	2360
RELEASE OF STUDENT DIRECTORY INFORMATION	2370
MEDIA POLICY	2380

STUDENTS – Series 2000

SUBJECT	POLICY NUMBER
DISCIPLINE	2400
STUDENT HARRASSMENT AND BULLYING	2410
SEARCHES OF STUDENTS AND SCHOOLS	2420
STUDENTS UNDER COURT ORDER OR RELEASED ON BAIL	2430
PROBATION	2440
SUSPENSION	2450
EXPULSION	2460
STUDENT WITHDRAWAL DUE TO PARENTAL BEHAVIOR	2470
MARRIAGE AND PREGNANCY	2500
GRADUATION	2600

PERSONNEL – Series 3000

SUBJECT	POLICY NUMBER
EQUAL EMPLOYMENT OPPORTUNITIES	3000
RELIGIOUS STANDARDS IN EMPLOYMENT	3010
BACKGROUND INVESTIGATIONS	3020
SAFE ENVIRONMENT TRAINING	3030
CONTRACTS AND AT-WILL AGREEMENTS	3100
BENEFITS	3110
SALARIES	3120
VOLUNTEERS	3130
PERSONNEL FILES	3140
LEAVES OF ABSENCE	3150
TEACHER BREAKING OF CONTRACT	3160
REFERENCES FOR FORMER EMPLOYEES	3170
TEACHER APPLICATIONS	3200
LICENSURE AND CERTIFICATION	3210
REQUIREMENTS, IDENTIFICATION, SELECTION AND TRAINING OF PRINCIPALS	3300
INTERIM APPOINTMENT OF PRINCIPALS	3310
PROFESSIONAL GROWTH	3400
INSERVICES	3410
TUTORING	3420

PERSONNEL – Series 3000

SUBJECT	POLICY NUMBER
PROFESSIONAL BEHAVIOR	3500
DRUG AND ALCOHOL USE	3510
USE OF SOCIAL MEDIA	3520
USE OF THE INTERNET	3530
USE OF SCHOOL/PARISH OWNED TECHNOLOGY	3540
HARASSMENT	3550
LAWSUIT AGAINST THE ARCHDIOCESE	3560
TEACHER EVALUATION	3600
PRINCIPAL EVALUATION	3700
CORRECTIVE ACTION	3800
ADMINISTRATIVE LEAVE	3810
APPEAL PROCESS	3900

INSTRUCTION AND EVALUATION – Series 4000

SUBJECT	POLICY NUMBER
CURRICULUM – INSTRUCTIONAL PROGRAM	4000
TEXTBOOKS, TECHNOLOGY AND RESOURCES TO SUPPORT THE CURRICULUM	4020
E-MAIL, INTERNET AND SOCIAL MEDIA	4030
RELIGIOUS EDUCATION	4100
RELIGIOUS OBSERVANCES	4120
HOMEWORK	4200
ARCHDIOCESAN SCHOOL CO-CURRICULAR PROGRAMS	4220
CONTROVERSIAL ISSUES	4300
POLITICAL ISSUES	4310
FIELD TRIPS	4340
REPORTING OF STUDENT PROGRESS	4400
PARENT TEACHER CONFERENCES	4410
ELEMENTARY SCHOOL PROMOTION AND RETENTION	4420
TESTING PROGRAM	4430
RETENTION OF INSTRUCTIONAL RECORDS	4500

FINANCIAL ADMINISTRATION of PARISH SCHOOLS–Series 5000

SUBJECT	POLICY NUMBER
INTRODUCTION	
FINANCIAL ADMINISTRATION OF ARCHDIOCESAN SCHOOLS	5000
SCHOOL BUDGETS	5010
PARISH INVESTMENT FOR ELEMENTARY SCHOOLS (PREK-8)	5020
INTERNAL CONTROLS	5030
SCHOOL AUDITS	5040
FUND RAISING	5050
FUND RAISING BY DIRECT SOLICITATION	5060
TUITION ASSISTANCE/SCHOLARSHIPS	5070
GRANTS, ENDOWMENT FUNDS AND DEVELOPMENT	5080
INVENTORIES	5090
SCHOOL MAINTENANCE	5100

FEDERAL GOVERNMENT PROGRAMS – Series 6000

SUBJECT	POLICY NUMBER
ADMINISTRATION OF FEDERAL GOVERNMENT PROGRAMS IN ARCHDIOCESAN SCHOOLS	6000
TEXTBOOKS – NEW MEXICO STATE FUNDING	6100
STATEMENT OF NON-DISCRIMINATION BY ARCHDIOCESAN SCHOOLS	6200

**SUBJECT: CATHOLIC SCHOOLS IN THE ARCHDIOCESE OF
SANTA FE**

Schools located in the Archdiocese of Santa Fe are classified as Archdiocesan Schools, Parish Schools and Private Catholic Schools. All Archdiocesan Schools and Private Schools are subject to the authority of the Archbishop of Santa Fe with respect to their Catholicity and religious education curriculum.

A. Archdiocesan Schools

An Archdiocesan School is defined as a Catholic school which functions as part of the educational mission of the Archdiocese and is directly accountable to the Archbishop through the Superintendent of Schools. The Superintendent delegates administrative responsibilities to the school's principal.

B. Parish/Regional Schools

A Parish/Regional school, which includes Preschools and Elementary Schools, is part of the educational mission of the parish/deanery for which the Pastor/Rector is the canonical administrator. The Pastor/Rector delegates administrative responsibilities to the school Principal/Preschool Director, who is accountable to him.

C. Private Catholic Schools

Private Catholic Schools are owned and operated by a person or organization other than the Archdiocese of Santa Fe. In order to call themselves Catholic, these institutions must receive formal approval from the Archbishop and must commit themselves to follow the Archdiocesan religious education curriculum and catechist formation requirements, safe environment training and Catholicity of the school. Statistics are reported to the Catholic Schools Office annually. Principals of Private Catholic schools attend and participate in the required Archdiocesan Principals' meetings.

D. Unless explicitly stated to the contrary, policies contained in the **Archdiocese of Santa Fe Catholic Schools Administrators' Manual** refer only to Archdiocesan and Parish/Regional Catholic schools.

SUBJECT: ROLE OF THE ARCHBISHOP

The Archbishop, as Ordinary of the Archdiocese, is responsible for the educational apostolate of the Church within the Archdiocese of Santa Fe.

As part of his role, the Archbishop oversees Catholic education in the Archdiocese of Santa Fe. The Archbishop approves policies to ensure they comply with and adhere to Catholic doctrine and tradition.

Private Catholic schools in the Archdiocese are to respect the canonical jurisdiction of the Archbishop as well as that delegated by him to the Superintendent and the Office of Catholic Schools. The autonomy of the private Catholic school is recognized in its right to govern its operations and in its separately incorporated status.

The Archbishop owns and operates the Archdiocesan high school, acts as employer and delegates the authority and responsibilities of the employer administration through the Superintendent.

SUBJECT: ROLE OF THE SUPERINTENDENT OF CATHOLIC SCHOOLS

The Superintendent of Catholic Schools is appointed by the Archbishop and is delegated the responsibility for the supervision, coordination, and efficient operation of all Archdiocesan Catholic Schools.

The Superintendent is responsible for the formulation, implementation and interpretation of policies and regulations that are contained in the **Archdiocese of Santa Fe Catholic School Policy Manual** and oversees all personnel, services and communications of the Catholic Schools Office.

The Superintendent articulates the Catholic philosophy that permeates the schools, as directed by the Archbishop of Santa Fe, through an emphasis on Catholic identity and community of faith, and provides vision and direction for the operation of Catholic schools in the Archdiocese of Santa Fe.

The Superintendent directs the Office of Catholic Schools which professionally and collaboratively carries out the educational mandates of the Archbishop.

SUBJECT: ROLE OF THE ASSISTANT SUPERINTENDENT

Under the supervision of the Superintendent of Catholic Schools, the Assistant Superintendent assists the Superintendent in the administration, supervision and coordination of the Catholic Schools in the Archdiocese of Santa Fe. The Assistant Superintendent works in areas of specialization as directed and assigned by the Superintendent. The Assistant Superintendent exercises the authority of the Superintendent in his/her absence.

SUBJECT: ROLE OF THE OFFICE OF CATHOLIC SCHOOLS

The Office of Catholic Schools, under the direction of the Superintendent of Catholic Schools, is authorized to carry out the mandate of the Archbishop pursuant to Canon Law. This delegation of authority is further classified and defined by policies in the **Archdiocese of Santa Fe Catholic Schools Policy Manual**. The Superintendent of Catholic Schools may delegate certain responsibilities.

The Office of Catholic Schools is also responsible for the following areas:

- Provides leadership and support to the principals and directors of all Parish Catholic preschools and elementary schools, and the Archdiocesan high school.
- Determines policy in regards to the qualifications, hiring, supervision, and evaluation of Archdiocesan Catholic school principals, assistant principals and teachers.
- Takes appropriate action to ensure the quality of Catholic education and the financial stability of the schools.
- Visits the schools and maintains communication with pastors, principals, and preschool directors.
- Directs planning for new schools.
- Sets academic standards for the schools.
- Sets technology standards for the schools and assists in this area.
- Provides consultative services to the pastor, principal, and preschool director.
- Keeps schools informed of legal and school safety issues.
- Organizes, directs, and implements staff development programs for school staff members.
- Implements the policies and procedures of the Archdiocese in regards to schools.

**SUBJECT: THE ROLE OF THE PASTOR/RECTOR IN
PARISH/REGIONAL PRESCHOOLS AND ELEMENTARY
SCHOOLS**

The Pastor/Rector is the Canonical leader of the parish/deanery of which the school is a part. In collaboration with the Superintendent, the Pastor/Rector has the responsibility for both the spiritual and administrative leadership of the Parish/Regional school. The administrative supervision of the Parish/Regional school is delegated to the Principal/Preschool Director. In addition to the Pastor/Rectors's responsibilities, as described in other sections of this handbook, the Pastor/Rector in collaboration with the Superintendent is responsible for hiring and supervising the Principal/Preschool Director of the Parish/Regional preschool and elementary school, promulgating school policies, and approving local school consultative council recommendations. As the primary administrative and spiritual leader for the Catholic school, the Pastor/Rector consults and cooperates with the Superintendent and Principal/Preschool Director in matters concerning educational policy, administrative practices, and formation of the Catholic school community. He works closely with the Superintendent of Catholic schools and Principal/Preschool Director in areas such as law, personnel, and the administration of the school.

SUBJECT: THE ROLE OF THE PRINCIPAL

Under the supervision of the Pastor/Rector and the Superintendent, the Principal is responsible for the general administration and operation of the school as specified in the Archdiocese of Santa Fe Principal Competencies and in accordance with Archdiocesan and local school policies, applicable state laws and the policies and standards of the accrediting association designated by the Superintendent. S/he functions as the school's spiritual leader and chief administrator and provides leadership in all phases of the educational programs of the school.

**SUBJECT: THE ROLE OF THE ELEMENTARY SCHOOL ASSISTANT
PRINCIPAL**

Under the direct supervision of the Principal, the Assistant Principal assists in the administration and supervision of the school. The Assistant Principal performs the duties assigned by the Principal as well as those outlined in the Assistant Principal's job description. The Assistant Principal exercises the authority of the Principal when the s/he is away from the school.

SUBJECT: THE ROLE OF THE TEACHER

Under the supervision of the Principal/Preschool Director, the teacher serves actively in the education and faith development of the students. Archdiocesan and Parish/Regional Catholic school teachers are expected to abide by the standards of faith, morals and teachings of the Catholic Church. Archdiocesan and Parish/Regional Catholic school teachers fulfill the duties as specified in the Archdiocese of Santa Fe Teacher Competencies and in accordance with Archdiocesan and local school policies.

SUBJECT: THE ROLE OF THE PRESCHOOL DIRECTOR

Under the supervision of the Pastor/Rector, Superintendent and/or Principal, the Preschool Director is responsible for the general administration of the preschool. The Preschool Director provides leadership in the faith, academic and administrative dimensions of the preschool program in accordance with Archdiocesan policies, applicable state laws and the policies of the local school.

**SUBJECT: THE ROLE OF THE ARCHDIOCESAN CONSULTATIVE
COUNCIL**

The Archdiocesan Consultative Council is a consultative body to the Superintendent of Schools and the Archbishop in matters designated by the Council's Constitution and Bylaws or as requested by the Superintendent. Areas of consultation and support include: implementation of the strategic plan, the advancement of Catholic schools in the Archdiocese of Santa Fe, finances, legislative action, and public relations.

SUBJECT: ROLE OF LOCAL SCHOOL COUNCILS

Each school will have a local school Consultative Council that reports to the Principal and Pastor/Rector. The Consultative Council provides support to the Principal and Pastor/Rector in matters designated by the Council's Constitution and Bylaws or as requested by the Principal and Pastor/Rector. Areas for Council consultation and support include: planning, finances, facilities, public relations, marketing, enrollment management, and advancement/development and other areas identified in the strategic plan and approved by the Pastor/Rector and Principal.

SUBJECT: PARENT ORGANIZATIONS

Parent Organizations assist the school in achieving its mission. These groups shall be subject to the supervision and control of the Principal/Preschool Director. The primary functions of the Parent Organization shall be hospitality, classroom activities, parent education/information and small fundraising events for the purpose of funding the organization's activities or projects as directed by the Principal/Preschool Director.

SUBJECT: ACCREDITATION AND LICENSING

All parish elementary schools and the Archdiocesan high school will be accredited through the accrediting association designated by the Superintendent.

The purpose of accreditation is to confirm that the professional educational standards of the school meet applicable guidelines. The accreditation process is intended to promote continuous school improvement.

SUBJECT: REQUEST FOR NEW SCHOOL OPENINGS

Any group wishing to open a Catholic school in the Archdiocese of Santa Fe must comply with procedures outlined by the Catholic Schools Office and with approval of the Archbishop of the Archdiocese of Santa Fe. The Archbishop has sole ecclesiastical authority to recognize and designate a school as “Catholic.”

A. Any group/parish wishing to open a Catholic school in the Archdiocese of Santa Fe must first comply with the following procedures:

1. Discuss the proposal with the Superintendent and obtain approval before initiating any formal steps in the process of opening a school.
2. Submit to the Superintendent a written proposal, which includes a professional feasibility study estimating support, projected enrollment, financial resources, proposed academic program and other pertinent information that may be requested by the Superintendent. The Superintendent will review the proposal with other Archdiocesan personnel as appropriate.
3. If, after reviewing the proposal and supporting data, the Superintendent determines that the proposal has sufficient merit, the Superintendent will recommend to the Archbishop that he approve the request to establish the school. Only with the approval of the Archbishop may a school call itself "Catholic" or use the term "Catholic" in its title and/or communication with the public.
4. If the proposal includes construction, the Archdiocesan Office of Finance must also be consulted.

B. Any group wishing to open an Archdiocesan Affiliated Catholic school must first comply with the following procedures:

1. Contact the Archbishop for permission to enter the Archdiocese.
2. Contact the Superintendent of Catholic Schools to begin the process to become an Archdiocesan Affiliated Catholic school.
3. After approval of the Superintendent of Catholic Schools, the founding group must request the approval of the Archbishop to open the school.

SUBJECT: REQUEST FOR SCHOOL CLOSING

The decision to close a Catholic School can only be made by the Archbishop of Santa Fe. Any pastor or religious order desiring to close a Catholic School must submit a written proposal to the Superintendent. Following a thorough study of the situation and alternatives, the Superintendent will make a recommendation to the Archbishop regarding the future of the school. Upon the Archbishop's approval, the Superintendent with the Pastor or Religious Community will determine a timeline and process for the announcement and closing of the school.

If an Archdiocesan school closes, the school's records shall be kept at the Catholic Schools Office. If a parish school closes, the school's records shall be kept at the parish.

**SUBJECT: ESTABLISHMENT, EXPANSION OR ELIMINATION OF
SCHOOL PROGRAMS**

Adding or eliminating grade levels or rounds, programs, instructional pilot programs or curriculum offerings requires that the Principal/Preschool Director and Pastor/Rector in elementary schools and preschools or the Principal in consultation with the Consultative Council, in the Archdiocesan high school, confer with the Superintendent and submit a written request for approval. The Superintendent will review the proposal and render a final written decision.

SUBJECT: LOCAL SCHOOL PLANNING

Every Parish/Regional preschool, elementary school and the Archdiocesan high school shall have an ongoing three to five year strategic plan.

The plan shall be data based and shall flow from the school's Mission Statement.

The implementation of this plan shall be the responsibility of the Principal in collaboration with the local school Consultative Council and the Pastor/Rector or for the Archdiocesan high school, the Superintendent.

**SUBJECT: ARCHDIOCESE OF SANTA FE CATHOLIC SCHOOL
POLICY MANUAL**

The **Archdiocese of Santa Fe Catholic School Policy Manual** governs all Parish/Regional preschools and elementary schools and the Archdiocesan high school.

SUBJECT: APPEAL PROCESS

Any appeal concerning any matter relating to Parish/Regional preschools and elementary schools and the Archdiocesan high school shall be processed in accordance with the following regulations:

A. Resolution of Ordinary Differences within the School Community

Every attempt should be made to resolve a conflict at the lowest possible level. Occasionally, matters may arise which will require an objective review by a third party in order to assure the maintenance of positive relationships within the school community. To facilitate reconciliation, communication and the strengthening of the community of faith, the following general guidelines shall be followed:

- 1) In any conflict, an effort shall first be made to resolve the issue in a spirit of fairness and justice by following the ordinary and regular communication channels between the people involved.
- 2) If the conflict cannot be resolved to the satisfaction of the parties involved, recourse may be made to the person with the next higher level of accountability up to and including the school principal/director. The specific provisions for a fair process are to be contained in the local school handbooks.
- 3) If the Principal/Preschool Director is believed to be acting contrary to Archdiocesan or local school policy, or if there is a disagreement regarding the principal's or preschool director's decision affecting a student, then the student (18 years or older), the student's parent or legal guardian may request that the Pastor/Rector in the case of a Parish/Regional school or the Superintendent in the case of the Archdiocesan high school review the matter or the decision.
- 4) If the conflict cannot be resolved in an elementary school or preschool following steps one through three above, then a parent, student (18 years or older) or employee may have recourse to the Superintendent.
- 5) If an aggrieved party requests that the Superintendent review a matter or a decision arising out of a local school, the Superintendent may (at his or her sole option) assign a hearing officer to review the matter and take testimony if necessary. The Superintendent may consider evidence obtained by the hearing officer in reviewing the matter and in making his/her final decision.

B. Recognition of Local Authority

In cases involving Principal and Pastor discretion, the Catholic Schools Office recognizes the local administrations' authority to exercise discretionary rights within the parameters of local and Archdiocesan policy.

C. Appeal of Required Withdrawal of a Student

If a Principal/Preschool Director requires, for whatever reason, that a student withdraw from school, the student (if 18 years or older), or the parent or legal guardian may appeal the principal's/director's decision following the steps in A. 3 and 4 above.

D. Appeal of Other Serious Decisions

There shall be no right of appeal for a student, parent or legal guardian if a Principal/Preschool Director takes some disciplinary action toward a student other than required withdrawal from the school. There shall be no right of appeal, for example, for the suspension of a student, or for detention. There may be occasions; however, where a Principal/Director's decision has serious consequences and the student (if 18 years or older) or the student's parent or legal guardian requests a review by the Pastor/Rector or Superintendent. It shall be within the sole discretion of the Pastor/Rector or Superintendent to determine whether to review the decision.

E. Process of Appeal

1. When a parent, an employee or a student (18 years or older) believes his/her rights have been violated and/or the Principal/Director and/or Pastor/Rector is believed to be acting contrary to Archdiocesan or local policy, the person may submit an appeal in writing to the Superintendent with the following information, provided steps one through three above have been followed:
2. The subject of the appeal.
3. Any factual data, other than hearsay, the person considers appropriate.
4. The efforts that have been made to resolve the issue
5. The decision of the Principal, Preschool Director and/or Pastor/Rector must be appealed within ten (10) working days of the communication of that decision by the aggrieved party.
6. The Superintendent may, in his or her sole discretion, designate another person to hear the appeal and to render a decision on the Superintendent's behalf.
7. If the Superintendent accepts the appeal, the Superintendent (or his or her designee) shall have the discretion to review documents and take testimony (if necessary) from any witness who may have knowledge or information regarding the subject of the

appeal. Should a hearing be necessary, the Superintendent may hear the appeal alone or form a hearing committee, if s/he deems appropriate.

8. The decision of the Superintendent is final and binding and concludes the appeal process. There shall be no further right of appeal.
9. The appeal process is designed to support the Catholic Church's belief in subsidiarity and, therefore, at no time during the appeal process may the parent, employee or student (18 years of age) be represented by an attorney.

SUBJECT: APPENDICES

All appendices are a part of the policies and regulations of the **Archdiocese of Santa Fe Catholic School Policy Manual.**

SUBJECT: INTERPRETATION OF POLICIES

Any dispute regarding the interpretation of Archdiocesan policies is to be referred to the Superintendent, whose decision in such matters shall be final.

SUBJECT: ARCHDIOCESAN ACADEMIC CALENDAR

The Catholic Schools Office shall publish a general Archdiocesan academic calendar. Principals shall submit to the Catholic Schools Office a copy of the proposed local calendar for their school, signed by the Pastor/Rector and Principal, by the date requested. All local school calendars must be based on the Archdiocesan academic calendar and include at least the number of student contact days required by the State of New Mexico.

SUBJECT: LENGTH OF SCHOOL DAY

Instructional time on all regular school days in all Parish/Regional elementary schools and the Archdiocesan high school will be at least that required by the State of New Mexico.

Minimal school days may be taken a maximum of ten times per year for the purpose of professional development or for extended faculty meetings. On minimal school days, schools must be in session a minimum of either one-half period more than half the total number of periods or 3.5 hours. Parental notice of minimal school days should be given well enough in advance for parents to make arrangements for after school care. Whenever possible, minimal school days will be noted on the annual school calendar. The Superintendent must approve requests for exceptions to the minimal school day requirements.

**SUBJECT: CLOSURE DUE TO WEATHER OR FACILITY
CONDITIONS**

Ordinarily, a school will close for snow if the local public school district is closed or if local conditions or faculty absences warrant closure. The Principal should consult with the Pastor/Rector regarding closure due to weather or facility conditions.

When closures exceed a reasonable number of days, the Catholic Schools Office may require that days be added to the calendar in order to maintain the level of instruction.

Each school shall develop and disseminate local policies that address closure and special schedules for weather or facility conditions. These policies should include procedures for faculty and media notification.

Ordinarily, students should not be released early. Emergency conditions that may warrant early release require the permission of the Pastor/Rector in Parish/Regional preschools and elementary schools and consultation with the Superintendent prior to the dismissal of the students. The Archdiocesan high school requires the permission of the Superintendent prior to the dismissal of students.

SUBJECT: SCHOOL HANDBOOKS

Each school shall publish and distribute a parent/student handbook that states the philosophy, mission, rules and regulations of the school. The Principal/Preschool Director shall communicate the contents of the handbook to parents and students on an annual basis. All elements of the handbook must be in compliance with policies and regulations of the Archdiocese of Santa Fe.

Each school shall publish and distribute a faculty handbook containing rules and regulations for school faculty and staff. The Principal/Preschool Director shall communicate the contents of the handbook to faculty and staff on an annual basis. All elements of the handbook must be in compliance with policies and regulations of the Archdiocese of Santa Fe.

All handbooks shall be accompanied by an **Acknowledgement and Disclaimer** form approved by the Catholic Schools Office.

- All school handbooks must be submitted to the Catholic Schools Office by September 15 of each academic year.
- All signed acknowledgement and disclaimer forms are due to the **local** school office by September 15 of each academic year.

SUBJECT: COMMUNICABLE DISEASES

Any student, teacher or other staff member having a communicable disease will be dealt with on a case by case basis. The Superintendent must be consulted prior to any action on the part of the Pastor/Rector or Principal/Preschool Director.

In all cases, due consideration will be given to the needs and well being of the individual(s) involved, those with whom they have contact and the broader school/parish community being served. Information will be conveyed on a need to know basis only.

Where required by law, the school will report a communicable disease to the New Mexico Department of Health and Human Services (505) 827-0006 and proceed according to their directives. The Superintendent must be notified immediately of any action directed by the Department of Health and Human Services.

SUBJECT: EMERGENCY PLAN AND PROCEDURES

Crisis Plans

- A. All principals/preschool directors in cooperation with the faculty shall develop written general and specific crisis procedure plans, which shall be reviewed annually. These plans should provide specific procedures for emergency situations including, but not limited to intruders from within, intruders from outside, fire, tornado, and earthquake.
- B. They should also include, at a minimum, information regarding evacuation, notification of police and other appropriate authorities, signals/codes for personnel, a system to contact parents or responsible parties, a system for release of students, provisions for site isolation, methods of communication, both internal and external, first aid, faculty and staff assignments, closing of school and early dismissal of students.
- C. In the event of a natural disaster, the school shall respond to directions given by the Catholic Schools Office or local governing authority.
- D. The responsibility for determining whether the building should be evacuated rests with the principal. In the absence of the principal, the assistant principal, or the principal's designee, who shall be a certified teacher, shall be responsible for carrying out the emergency procedures.
- E. Copies of the procedures are to be distributed to all school personnel and families. All school personnel, including those involved in coaching and before and after school programs, shall be instructed in these procedures. Any emergency, disaster, or dangerous situation shall be reported to the pastor and to the Superintendent as soon as possible.
- F. In the event of a lockdown the Pastor/Rector of parish preschools and elementary schools and the Superintendent must be notified. In the case of a lockdown at the Archdiocesan high school the Superintendent must be notified. S/he will provide for notification of Catholic Center personnel.

Emergency Drills

- A. Written standards of procedures for emergency drills (fire, tornado, etc.) shall be posted in each classroom, gymnasium, cafeteria, and all other occupied areas of the building. All occupants of the building shall be made aware of the emergency procedures as posted.

- B. According to New Mexico law, private schools must conduct an emergency drill at least once a week during the first four weeks of the school year and at least once a month thereafter. Two drills during the year must be shelter-in-place (as opposed to evacuation) drills and one must be an evacuation drill, as directed by the State Department of Education. The remainder of the drills must be fire drills.
- C. Fire extinguishers shall be placed in appropriate locations, clearly identified, and checked annually or more frequently, if required by local fire regulations.
- D. The fire marshal must prescribe reasonable rules, regulations and programs for teaching proper methods of fire prevention and control to all children in the state, whether in public or private schools.

Non-Authorized Persons

- A. All Parish/Regional preschools and elementary schools and the Archdiocesan high school shall establish procedures to register visitors on campus and monitor non-authorized persons. Persons with no legitimate reason or written authorization to be on the school grounds should be asked to leave by any school personnel. If the person does not leave, the police should be called.

SUBJECT: REPORTING

All Parish/Regional preschools and elementary schools and the Archdiocesan high school must submit reports on immunization status, fire drills, length of school day, compulsory school attendance and enforcement of attendance law to the requesting agency.

SUBJECT: USE-OF-NAME POLICY

Attaching the school name, logo, or other insignia to an event, activity, or publication implies a close connection with the school, usually sponsorship or endorsement. Involvement by individual faculty, staff, students or parents is not, by itself, sufficient basis to title an activity, program, or event as “school” sponsored. Rather, the activity, program or event must be one for which the school takes institutional responsibility.

Faculty members, staff, students, parents, and parish members may use or authorize the use of the school name, logo, or insignia (alone or in conjunction with the name of a specified organization or activity) only with the written approval of the Principal and Pastor/Rector in Parish/Regional schools and the Principal and Superintendent in the Archdiocesan high school.

In appropriate cases determined by the Principal and Pastor/Rector or Principal and Superintendent, permission for ongoing events, activities, or publications requiring approval under this policy may be given.

SUBJECT: SCHOOL BUILDINGS

All school buildings and grounds shall meet the applicable standards of the New Mexico Department of Health, Fire Department and any other applicable state or municipal building code standards. In addition, all school buildings shall meet all standards published by the Catholic Schools Office or other Archdiocesan offices.

SUBJECT: REQUIRED POSTINGS

Notices regarding the following legislation must be posted in a prominent location at the school. To order copies of these posters, please contact the Human Resources Department of the Archdiocese of Santa Fe.

- ◆ Equal Employment Opportunity Notice
- ◆ Family and Medical Leave Act
- ◆ Wage-Hour Poster (Fair Labor Standards Act)
- ◆ Job Safety and Health Protection Notice (OSHA)
- ◆ Employee Polygraph Protection Act
- ◆ New Mexico Civil Rights Law
- ◆ New Mexico Workers' Compensation Law
- ◆ Smoke-free Environment

SUBJECT: LEGAL ISSUES

The Superintendent of Schools keeps Pastors/Rectors, Principals and Preschool Directors informed of laws binding upon Catholic schools and provides consultation on legal issues for the schools. The Superintendent will advise the local school administration and/or consult an attorney when necessary.

SUBJECT: ADMISSION

All Catholic preschools, elementary schools and the Archdiocesan high school shall admit only those students who sincerely seek a Catholic education.

For admission purposes, preference is given to students who are practicing Catholics, who have a basic knowledge and understanding of the Catholic faith, and who are registered members of a parish or mission within the Archdiocese.

By applying for admission to a Parish/Regional school or the Archdiocesan high school, parents or legal guardians acknowledge and agree that their student will participate in religious instruction and formation in the Catholic faith. By applying for admission to a Parish/Regional school or the Archdiocesan high school, parents or legal guardians acknowledge and agree that they will support the philosophy and mission of the Catholic school and all Catholic teachings. No student will be refused admission to a Parish/Regional school or the Archdiocesan high school because of race, color, national origin, or gender.

Each school shall have a written admissions policy in its Parent/Student Handbook that shall include the following:

- A. All students must be in compliance with the minimum age requirements of the State of New Mexico in order to enroll; students entering Kindergarten must be 5 by September 1st.
- B. Locally set admission priorities and/or preferences including:
 - 1. Dates for application, registration, testing, admission acceptance and parent/student commitment procedures and deadlines;
 - 2. An interview with the parent or legal guardian and student, when possible; and
 - 3. A statement regarding application, tuition and other fees.
- C. If a student applies to transfer from one Parish/Regional school to another (except in the case of a student who is entering high school), the Principal/Preschool Director of the school to which the student wishes to transfer may request that the parents or legal guardians of the student provide a reason for the requested transfer.
- D. If a student applies to transfer from one Parish/Regional school to another (except in the case of a student who is entering high school), the Principal/Director of the school

to which the student wishes to transfer should confer with the Principal/Preschool Director of the school from which the student wishes to transfer.

Home-Schooled Students

- A. Parents or legal guardians who seek admission to a Parish/Regional school, or the Archdiocesan high school for children who have been home-schooled shall provide proper documentation to the school that will allow the school to properly evaluate and place the student. Such documentation shall include, but not be limited to: immunization records, samples of student work, report cards (if applicable), recommendation from the leadership of the home school, copy of curriculum used by the home school with the student, and grade level/subject testing. At the school's discretion, the student may be required to undergo standardized testing or admission testing prior to admission. In the event of such testing, and if it is administered by a third party or agency, the parents or legal guardians of the student may be asked to pay for the testing. The school reserves the right to place the student in the grade or course that the school deems appropriate.

Admittance Of Non-Catholic Students

- A. Parish/Regional schools and the Archdiocesan high school may admit a student who is not Catholic, provided that this student will not displace a Catholic student, and provided that the student and his/her parents/legal guardians clearly understand that the student will be required to participate in Catholic religious instruction and school activities related to the Catholic identity of the school. Parents/legal guardians of non-Catholic students acknowledge and agree that students will participate in religious instruction and formation in the Catholic faith. By applying for admission to a Parish/Regional school or the Archdiocesan high school, parents/legal guardians acknowledge and agree that they will support the philosophy and mission of the Catholic school and all Catholic teachings.

SUBJECT: FOREIGN STUDENTS

Non-immigrant Students

- A. Parish/Regional schools and the Archdiocesan high school may admit non-immigrant students so long as the students have a qualifying visa.
- B. The Archdiocesan high school is on the electronic Student and Exchange Visitor Information System (SEVIS). Therefore, the Catholic Schools Office is the only entity qualified to issue, report, and monitor students on Form I-20 Status (Certificate of Eligibility for Non-immigrant Student Status). The Catholic Schools Office will handle all official documentation for non-immigrant students.

SUBJECT: CERTIFICATES OF IMMUNIZATION

All schools, preschools, and extended day care programs will follow guidelines established by the Catholic Schools Office and/or the county health department, where appropriate, regarding all student health matters, including but not limited to physical examinations, immunizations and contagious diseases.

A. Student Health Records

Each student shall have a health record on file. This record is to be kept confidential. All immunizations and screenings required by law, as well as other pertinent health information, shall be listed on each student's health record. When a student transfers, the original health records shall be sent to the student's new school. A copy of those records shall be placed in the student's permanent file.

SUBJECT: STUDENT ATTENDANCE

The regular and prompt attendance of students is required in all Parish/Regional schools and the Archdiocesan high school.

Attendance Records/Registers/Computer Logs

- A. All schools shall keep accurate records of student absences and tardiness. These records are kept as a part of the student's permanent record. Parents/legal guardians of students must provide an explanation in the format designated by the school, of any absences or tardiness. The explanations must be retained by the school office in written or digital format, for at least four years.
- B. School attendance registers/computer attendance logs are legal documents; therefore, teachers must keep an accurate record of daily attendance. These registers/computer logs must be signed or digitally verified by the teacher. The registers/computer logs must be kept by the school office for at least four years.
- C. The Parent/Student Handbook shall contain a specific statement on the potential consequences to a student who has excessive absences and/or tardiness.

SUBJECT: STUDENT PERMANENT RECORDS

Each Parish/Regional school and the Archdiocesan high school shall maintain the required records of each student enrolled in the school.

A. Permanent Records

B. Parish/Regional schools and the Archdiocesan high school shall keep the following student records (hereinafter the “official records”) in a permanent fireproof file or digital format for a period of no less than 99 years:

1. Academic transcripts (including attendance);
2. Academic test results; and
3. Immunization records.

C. Guidance Department and disciplinary records are not part of the student’s official records and shall not be kept in the permanent file. Those records shall be destroyed four years after the student graduates, transfers or withdraws from the school.

All health records (except for immunization records) are not part of the student’s official records and shall not be kept in the permanent file. When a student graduates, transfers or withdraws from the school, the school may give the student’s health records to the student (provided s/he is emancipated or above the age of majority) or the parents/legal guardians.

D. Transcripts

1. When a student transfers to another school, a Parish/Regional school or the Archdiocesan high school shall send a copy of the student’s official records (as defined above) directly to that new school if requested to do so (in writing) by the student’s parents/legal guardians or by the student (if over the age of majority and not dependent on the parents/legal guardians).
2. The official record, including the official transcript, shall only be sent to the transferring school; it is not to be given to the student or his/her parents/legal guardians.
3. When a student transfers to another school, a Parish/Regional school or the Archdiocesan high school must record the date and reason for the student’s transfer on the student’s permanent record card.

E. College Applications

When a student applies for admission to a college, university or other post-graduate program, and when a request is made to send copies of the student's official records to such college, university or other post-graduate program, the Archdiocesan high school shall send copies of the student's official transcript and all other school records that are requested, including disciplinary records, if appropriate. The Archdiocesan high school shall not release any medical records relating to any student absent express authorization by the student (if over the age of majority and not dependent on the parents/legal guardians) or the student's parent/legal guardian.

F. Report Cards

Parish/Regional schools and the Archdiocesan high school shall issue report cards in accordance with the guidelines set forth in their Parent/Student handbooks. Report cards, standardized test scores and parent-teacher conferences shall provide parents/legal guardians with an opportunity to review and discuss student progress and achievement.

G. Privacy of Student Records

Principals and Preschool Directors shall take particular care to preserve both the integrity and privacy of official school records.

H. Access to Student Records

1. Parents/legal guardians of Parish/Regional schools and the Archdiocesan high school students, as the primary educators of those students, shall have the right to inspect and review the official records of their child in the presence of a school official. Parents/legal guardians of students who are enrolled in the high school and who are listed as a dependent on the parents'/legal guardians' most recent Federal Income Tax form(s), shall have the right to inspect and review the official records of their child in the presence of a school official. Once a student attains the age of majority and is no longer a legal dependent of his or her parents/legal guardians, the student shall have the sole right to inspect and review his or her official records in the presence of a school official. All requests to review a student's official records shall be made in writing, and shall be directed to the Principal or Preschool Director.
2. Unless otherwise provided by a court order, both parents and legal guardians of a student are entitled to inspect and review the student's official records in the presence of a school official, regardless of who has legal custody of the student. Unless otherwise provided by court order or by law, both parents and legal guardians of a student shall have equal access to school documents and other information concerning the student's education.

3. Parish/Regional schools and the Archdiocesan high school shall not release any personal information concerning a student to any person who is not the student's parent or legal guardian, unless the school is authorized to do so by the student's parent or legal guardian, or unless the school is compelled to do so by court order or by other operation of law.

I. Release of Student Information

1. Student Directories

Before printing any student directories, Parish/Regional schools and the Archdiocesan high school shall obtain verifiable permission from each student's parents or legal guardians to publish information regarding the student or the student's family (such as names, addresses, telephone numbers). Parish/Regional schools and the Archdiocesan high school must retain these permissions in the student file for the duration of the school year.

2. Other Publications and Media

Parish/Regional schools and the Archdiocesan high school shall not publish or use a student's name, picture, voice or likeness in any form of publication or media unless a verifiable photo/publicity release is obtained from the student's parents or legal guardians (or from the student if the student is over the age of majority). Absent a verifiable photo/publicity release, Parish/Regional schools and the Archdiocesan high school shall not use a student's name, picture, voice or likeness in any publications or media, including but not limited to photographs, films, motion pictures, audio, DVD, videotape, websites, class pictures, school yearbook, or the school newspaper, whether in connection with the student's education or participation in school activities or events or otherwise. The verifiable release must be kept on file for the entire length of time that the student is at the school.

POLICY NO. 2120

SUBJECT: SUBPOENA OF RECORDS

No person other than a parent or legal guardian of a student shall be permitted to review school records absent a subpoena. All subpoenas or other legal documents that are served upon a Parish/Regional school or Archdiocesan high school or any teacher or staff member shall be immediately forwarded to the Principal and/or Preschool Director and the Superintendent for review. All Parish/Regional school and Archdiocesan high school teachers and staff members shall obtain the permission of the Principal and/or Preschool Director and the Superintendent before producing any records, testifying or otherwise participating in any legal proceeding (including participating in an interview with an attorney) that involves a student, a student's family, or the school.

In all legal matters the Superintendent will determine the action to be taken by the school and whether to seek legal counsel.

POLICY NO. 2130

SUBJECT: STUDENT WITHDRAWAL

When a student is not making sufficient academic progress at a Parish/Regional school, or is experiencing emotional difficulties or is engaging in uncooperative or disruptive behavior, or if a student's parents or legal guardians are engaging in uncooperative or disruptive behavior (Ref: Policy No. 2470), the school may request that the student withdraw and transfer to another school.

POLICY NO. 2200

SUBJECT: STUDENT PROGRAMS

Parents who wish to enroll their children in special programs outside the school, academic or otherwise, during the school day, may do so only with the written consent of the Principal and Pastor/Rector; and the approval of the Superintendent. Such requests shall be judged on a case-by-case basis and if granted, shall be for a period of no more than one academic year.

Granting this type of enrollment is solely at the discretion of the Principal and Pastor/Rector and is subject to the approval of the Superintendent.

POLICY NO. 2210

SUBJECT: EXTENDED CARE PROGRAMS

Parish/Regional schools may sponsor extended care programs for students enrolled in the school. The Principal must supervise programs operated by the school.

Parish/Regional schools may enter into an agreement with a third party vendor to provide extended care for students enrolled in the school. Such agreements are subject to the approval of the Pastor/Rector and Superintendent.

POLICY NO. 2220

SUBJECT: SOCIAL ACTIVITIES

School-sponsored social activities may be held on school campuses with the approval of the Principal/Preschool Director. Faculty members and parents or legal guardians will appropriately supervise all school-sponsored social activities.

POLICY NO. 2300

SUBJECT: STUDENT SAFETY

The Principal/Preschool Director and school staff shall be responsible for ensuring that the school campus and facilities are safe and secure for all students, teachers and staff.

- A. The Principal/Preschool Director shall ensure that all buildings and structures on school property, as well as the school grounds, shall be maintained in a neat, orderly and secure manner.
- B. The Principal/Preschool Director shall ensure that adequate security is maintained on the school campus at all times during the school day.
- C. Before the opening of the school year, the Principal/Preschool Director shall arrange with local law enforcement officials for the protection of students who cross traffic intersections on their way to and from school.
- D. Local law enforcement shall be given a copy of the school calendar and shall be informed about any change in the schedule.

SUBJECT: SUPERVISION OF STUDENTS

Principals/Preschool Directors of Parish/Regional schools and the Archdiocesan high school are responsible for providing adequate supervision of students while students are present on the school premises during school hours or while they are otherwise under the jurisdiction of school personnel. The faculty and staff share the responsibility of student supervision.

A. Supervision

1. Supervision requires both physical presence and attention to students. Since it is not always possible for a teacher to be physically present in every situation, it is important for teachers to instruct students on what to do if a teacher, staff member, or educational assistant is not present and an emergency situation occurs.
2. Teachers, staff members, or educational assistants who are charged with supervising students outside the classroom must be provided with the following:
 - a. A basic course or local in-service update on emergency procedures;
 - b. A written list of procedures and rules to be followed relating to the conduct of students in the school yard or on the campus; and
 - c. A specific diagram of the campus, where appropriate, to assist in stationing of supervisory personnel.

It is the responsibility of the Principal/Preschool Director to insure that adequate supervision of students is provided.

Supervisors shall be present and actively supervising students in a reasonable and prudent manner appropriate to the activities/classes to which they have been assigned.

3. Release of Students

- a. Students shall only be released from school during school hours at the written request of their custodial parents or legal guardians.
- b. Students shall not be permitted to go off campus for field trips or school-sponsored events without the written permission of their custodial parents or legal guardians.
- c. School personnel shall not knowingly permit students to leave campus during school hours or immediately before or after school with any person, agency or organization other than the student's custodial parent or legal guardian unless the school is explicitly authorized to do so in writing by the custodial parent or legal guardian.

SUBJECT: MEDICATIONS GIVEN AT SCHOOL

A. Medications

School personnel may **not** administer medications of any kind to any student without appropriate consent forms. The following **requirements must be met** for a student to receive medication at school:

1. The medicine must be in a prescription bottle or original container.
2. There must be a written request, signed by the student's parent or legal guardian, and by the student's doctor, specifically authorizing school personnel to administer any medication sent to school. That request must contain the following information:
 - a. The dates and times when the medication is to be administered;
 - b. Instructions as to proper dosage; and
 - c. The original signature of the student's parent or legal guardian and the original signature of the prescribing doctor.
3. Principals/Preschool Directors **may not** accept general, on-demand or standing orders for students to take over the counter (OTC) medications for non-specific conditions.
4. All medications must be kept in a secure place to which students do not have access. (Exception: School personnel may keep back-ups of inhalers or Epi-pens in the classroom, as well as in the school office, if such inhalers or Epi-pens are properly secured.) Because of the risk of students sharing medication, no student may carry his or her own medications on school campus or at any school-related event. If a student would be seriously at risk if they were not able to personally carry an Epi-pen or inhaler, and the student's parent or legal guardian requests that the student be permitted to do so, the school may grant an exception to this policy if the student's parent or legal guardian, and the student's doctor document the following:
 - a. That there would be a risk to the student if the student were not able to personally carry the medication; and
 - b. That the student has been instructed on the indications for use of the medication, on the administration of the medication, on the possible side effects, on the student's responsibility not to share the medication with anyone, and the student's responsibility to notify

the teacher of the use immediately after such use.

5. The person designated by the Principal/Preschool Director to administer medication to students shall keep a log of all medicine administered. Where reasonable and feasible, a student's medication is to be self-administered in the presence of the Principal/Preschool Director (or designee).
6. Glucose testing and insulin administration is to be coordinated by the student's parent or legal guardian, in collaboration with the school's Principal/Preschool Director (or designee).
7. At the end of each school year, all medications shall be returned to the students' parents or legal guardians, or disposed of in an appropriate manner.
8. These requirements apply to over-the counter drugs as well as to prescription drugs. Other than as specifically permitted above, school personnel **shall not** furnish any medication, including acetaminophen, cough drops, medicated lip balm, etc. to any student, at any time, for any reason.

B. Students With Food Allergies

Parish/Regional schools and the Archdiocesan high school do not have a legal obligation to accept a student with a food allergy. It is acceptable for a Parish/Regional school or the Archdiocesan high school to deny enrollment to a student if the school cannot reasonably accommodate the student's food allergy. If a Parish/Regional school or the Archdiocesan high school knowingly accepts a student with a food allergy, the school should follow the following guidelines provided by the Food Allergy & Anaphylaxis Network ("FAAN"):

1. Family's Responsibility
 - a. Notify the school of the child's allergies.
 - b. Work with the school to develop a plan to accommodate the child's needs.
 - c. Provide written medical documentation, instructions and medications as directed by the child's physician.
 - d. Provide properly labeled medications and replace medications after use or when expired.
 - e. Provide the school, at the minimum, with at least two (2) Epi-pens for school or student use.
 - f. Educate the child in the self-management of the food allergy. This would include strategies for avoiding exposure; safe and unsafe foods; symptoms of allergic reactions; how to tell an adult when having allergy symptoms; and how to read food labels (age appropriate).
 - g. Review procedures with the school, the child's physician, and the child after a reaction has occurred.
 - h. Provide up-to-date emergency contact information.

2. School's Responsibility

- a. Notify parents and the student that the school cannot guarantee an allergy-free environment.
- b. Ensure that all staff understand food allergies; can recognize symptoms; know what to do in case of an emergency; and work with other school staff to eliminate the use of allergens in the student's meals, educational tools, arts and crafts projects, etc.
- c. Create and review the Food Allergy Action Plan before an allergic reaction occurs to ensure the plan is efficient.
- d. Ensure that medications are appropriately stored, and be sure that an emergency kit is available containing the physician's standing order for epinephrine. If student is seven (7) years old, or older, the student may carry an Epi-pen on his/her person if properly trained.
- e. Designate and properly train school personnel to administer medications.
- f. If a student needs or has self-injected with an Epi-pen, call 911, the parents and the student's doctor in that order.
- g. Ensure that a trained staff member is available during school operations.
- h. Discuss field trips and other special activities with the family of the child to decide appropriate strategies for managing the food allergy.
- i. Discourage children from "trading" food.
- j. Ensure all surfaces such as tables and toys are washed clean of contaminating foods.
- k. If needed, designate a specific table in the cafeteria for children with food allergies.
- l. Encourage all students to wash hands after handling food.

3. Student's Responsibility

- a. Do not trade food with other students
- b. Do not eat anything with unknown ingredients or known to contain the food allergen.
- c. Be proactive in the care and management of food allergies and reactions (age appropriate).
- d. Notify an adult immediately if they believe they have eaten or been exposed to the food allergen.

C. First Aid Kit

All Parish/Regional schools and the Archdiocesan high school shall keep essential first aid supplies available at all times. First Aid kits must be the standard Red Cross First Aid kit (WITHOUT the OTC medications) and must be taken on all field trips. First Aid kits may be purchased or developed using typical first aid supplies. First

Aid kits must be regularly checked and refilled as necessary. Gloves must be included and worn when there is a possibility of exposure to blood or body fluids in administering first aid.

POLICY NO. 2330

SUBJECT: TOBACCO, ALCOHOL AND OTHER DRUGS

All Archdiocesan and Parish/Regional schools shall promote and maintain a smoke-free, alcohol-free and drug-free environment. All students are prohibited from possessing, using, or being under the influence of tobacco, alcohol or illicit drugs while on the school premises and at all school-sponsored activities. If a student possesses, uses, or is under the influence of tobacco, alcohol or illicit drugs while on school premises or at any school-sponsored activity, the school shall immediately contact the student's parents or legal guardians, and the school may, at its discretion, contact local law enforcement. The possession, use, sale or attempted sale of tobacco, alcohol or illicit drugs by a student may result in the required withdrawal or expulsion of the student from the school.

School personnel shall immediately report any incident involving the presence of any person on school campus or at any school-sponsored activity for purposes of possessing, using, manufacturing, selling or transferring marijuana, prescription, dangerous or narcotic drugs, to the Principal/Preschool Director. The Principal/Preschool Director shall in turn report the incident to local law enforcement.

SUBJECT: ACCIDENTS OR ILLNESS AT SCHOOL

A. Accidents and Illness at School (Emergency Information Form)

1. Each school, preschool, and extended day care program must have readily available, updated and completed emergency forms for each student.
2. When a student becomes ill or is involved in an accident, the Principal/Preschool Director (or designee) shall immediately contact the student's parent or legal guardian.
3. In case of serious injury, the Principal/Preschool Director (or designee) should call the paramedics. If the Principal/Preschool Director (or designee) cannot reach the student's parent or legal guardian, an attempt shall be made to contact any other person listed on the student's emergency card.
4. All Parish/Regional schools and the Archdiocesan high school must require that the parents or legal guardians of all students sign a statement authorizing the school to seek medical attention for the student if they or other persons cannot be contacted.

POLICY NO. 2350

SUBJECT: REPORTING CHILD ABUSE AND/OR NEGLECT

When school personnel reasonably suspect child abuse or neglect by a person responsible for a student's welfare, they shall follow the procedures of the state of New Mexico and report the suspicion to proper authorities.

For suspected sexual misconduct, the Archdiocese's Policy and Procedures are to be followed.

Any school official or employee who has knowledge or reasonably suspects that a student has been subjected to injury, abuse or neglect must immediately report the injury, abuse or neglect to the Principal or Preschool Director. The New Mexico mandatory reporting law, Abuse and Neglect Act: §32A-4-3 NMSA requires that school personnel, or any person who has the responsibility for the care or treatment of a minor, who reasonably believes that the minor has been the victim of physical injury, physical abuse, sexual abuse, or neglect, shall immediately report or cause a report to be made of this information to Children, Youth and Families Department (CYFD) at (855) 333-SAFE [7233] or #SAFE from a cell phone or local law enforcement. The initial report must be made orally by the teacher or other school official who has knowledge or a reasonable suspicion of injury, abuse or neglect, in the presence of the Principal/Preschool Director. That oral report shall be followed by a written report to be filed at the school within 72 hours. The Principal/Preschool Director shall immediately notify the Pastor/Rector and the Superintendent of Schools of any oral or written report that is filed with CYFD or with local law enforcement.

The information that should be included in the initial report of suspected abuse is:

1. Name, address, age, sex, race of child.
2. Name and address of parent or guardian.
3. Nature and extent of child's injuries or neglect.
4. Name and address of person(s) suspected of abuse or neglect.
5. Family composition.
6. Source of information.
7. Person making the report.
8. Any action taken by the reporting source.
9. Any other helpful information.
10. Name of the agency and official to whom the report was made.

If an employee or volunteer of the school is suspected of being responsible for the physical injury, abuse, or neglect of a student (as defined in the New Mexico Statutes), the Principal/Preschool Director will report the situation to CYFD or the police, as required by law, and will immediately contact the Catholic Schools Office at the Archdiocese.

Pursuant to New Mexico statute[s], any certified person or governing board member who reasonably suspects or receives a reasonable allegation that a person who is certified by the State of New Mexico has engaged in conduct involving minors that would be subject to the reporting requirement of the New Mexico Statute[s] shall report or cause a written report to be made to the New Mexico Public Education Department about the misconduct, as soon as is reasonably practicable, but no later than three (3) business days after the person first suspects or receives an allegation of the misconduct.

Reporting Suspected Sexual Abuse or Pregnant Teen

School personnel must consider the possibility of sexual abuse in pregnant teen cases. If the pregnant teen is under 15 years of age, then school personnel must make a child abuse report immediately to CYFD and local law enforcement. If the teen is 15 years or older, the situation may still be a reportable offense, and it is recommended that school personnel contact CYFD or local law enforcement.

Reporting Suspected Physical Abuse, Sexual Abuse or Neglect

School personnel should be observant of bruising, injury, markings, or unusual behavior of a student that may be the result of abuse or neglect. When school personnel suspects physical abuse or neglect of a student, they may ask what happened, who did it, when did it happen, and where did it happen, and then report the information to the Principal/Preschool Director. A report must then be made to local law enforcement or CYFD. When school personnel suspect sexual abuse of a student, they will not ask any follow up questions, and will report the information to the Principal/Preschool Director. A report must then be made to local law enforcement or CYFD.

Third Party Report of Abuse

If a third party informs school personnel that a student may be the victim of abuse or neglect, the third party should be encouraged to make a written report. Upon receipt of an oral or written report of abuse or neglect, the Principal/Preschool Director shall immediately report the claim to CYFD or local law enforcement.

SUBJECT: CONTACT WITH STUDENTS DURING SCHOOL HOURS

Contact by Police

The following procedures must be followed when a police officer seeks to interview or take custody of a student during school hours:

- A. The Principal/Preschool Director shall request that the police officer identify himself or herself, produce credentials, and state the purpose for the visit. The Principal/Preschool Director shall make a written notation of the police officer's name and badge number, and the date, time and summary of the conversation, and shall retain the notation in the school file.
- B. The Principal/Preschool Director shall inquire whether it is necessary to handle the law enforcement business on school premises during school hours. Final responsibility shall rest with the officer to determine whether the law enforcement business should take place on school premises during school hours.
- C. Except in the case of an emergency or other circumstances justifying other action, the Principal/Preschool Director should summon the student to the school administration office in a routine manner, so that the law enforcement contact or arrest does not occur in the presence of other students. The Principal/Preschool Director should make every effort to handle the matter in a manner that is calculated to minimize embarrassment to the student and to ensure confidentiality for the student.
- D. If the police officer seeks to interview a student about the suspected child abuse of that student, the Principal/Preschool Director shall permit the police officer to interview the student without first contacting the student's custodial parents or legal guardians to advise them of the requested interview. It shall be the responsibility of the police officer to meet any legal requirements relating to advising a student of his or her constitutional or statutory rights. If appropriate, the Principal/Preschool Director may remain in the room with the police officer and the student to witness the interview. It shall be the responsibility of the police officer to contact the student's parents or legal guardians following the interview to advise them of the fact that the interview has taken place. In all such situations, the Principal/Preschool Director shall immediately contact the Pastor/Rector (Parish/Regional School) and the Superintendent of Schools to advise them of the interview.

- E. If the police officer seeks to interview a student about some matter other than suspected child abuse, the Principal/Preschool Director should immediately contact the student's custodial parents or legal guardians to advise them of the requested interview. The Principal/Preschool Director shall not permit the police officer to interview the student until and unless the Principal/Preschool Director receives verbal authorization from the student's custodial parents or legal guardians to allow such interview to proceed without them being present, or until and unless the custodial parents or legal guardians are present. It shall be the responsibility of the police officer to meet any legal requirements relating to advising a student of his or her constitutional or statutory rights. If it is found to be appropriate to question a student without the custodial parent/guardian being present, the investigating officer shall inform the student that if requested, the Principal/Preschool Director may remain in the room with the police officer and the student to witness the interview. If the custodial parent/guardian is present and requests to witness the interview, it shall be up to the police officer to decide whether and how to proceed. In all such situations, the Principal/Preschool Director shall immediately contact the Pastor/Rector (Parish/Regional School) and the Superintendent of Schools to advise them of the requested interview.
- F. If the police officer seeks to arrest a student, and produces a warrant for such arrest, the Principal/Preschool Director shall inspect the warrant, contact the student's custodial parents or legal guardians to advise them of the warrant and the requested arrest, and then contact the Pastor/Rector (Parish/Regional School) and the Superintendent of Schools. The Principal/Preschool Director should request that the police officer speak with the student's custodial parents or legal guardians before removing the student from the premises.

Contact by Children, Youth and Families Department (CYFD)

The following procedures must be followed when a CYFD representative seeks to interview or take custody of a student during school hours:

- A. The Principal/Preschool Director shall request that the CYFD representative produce identification, CYFD credentials, and state the purpose for the visit. The Principal/Preschool Director shall make a written notation of the CYFD representative's name and credentials, and the date, time and summary of the conversation, and shall retain the notation in the school file.
- B. The Principal/Preschool Director shall inquire whether it is necessary to handle the CYFD business on school premises during school hours. Final responsibility shall rest with the CYFD representative to determine whether such business should take place on school premises during school hours.
- C. Except in the case of an emergency or other exigent circumstances justifying other action, the Principal/Preschool Director should summon the student to the school administration office in a routine manner, so that the CYFD contact does not occur in the presence of other students. The Principal/Preschool Director should make every

effort to handle the matter in a manner that is calculated to minimize embarrassment to the student and to ensure confidentiality for the student.

- D. If the CYFD representative seeks to interview a student, the Principal/Preschool Director shall not allow such interview unless the CYFD representative produces a warrant or court order, or unless emergency circumstances exist, or unless the student's custodial parent or legal guardian consents to such interview. In the case of a warrant or court order or emergency circumstances, the Principal/Preschool Director shall permit the CYFD representative to interview the student without first contacting the student's custodial parents or legal guardians. In the absence of a warrant, court order, or emergency circumstances, the Principal/Preschool Director shall not permit the CYFD representative to interview the student until and unless the Principal/Preschool Director receives verbal authorization from the student's custodial parents or legal guardians to allow such interview to proceed without them being present, or until and unless the custodial parents or legal guardians are present. It shall be the responsibility of the CYFD representative to meet any legal requirements relating to advising a student of his or her constitutional or statutory rights. If it is found to be appropriate to question a student without the custodial parent/guardian being present, the Principal/Preschool Director (or the student's teacher, if appropriate) shall remain in the room with the CYFD representative and the student to witness the interview. If the custodial parent/guardian is present and requests to witness the interview, it shall be up to the CYFD representative to decide whether and how to proceed. In all such situations, the Principal/Preschool Director shall immediately contact the Pastor/Rector (Parish/Regional School) and the Superintendent of Schools to advise them of the requested interview.
- E. If the CYFD representative seeks to take custody of a student, the Principal/Preschool Director shall not allow that to occur unless the CYFD representative produces a warrant or court order permitting such custody, or unless emergency circumstances exist, or unless the student's custodial parent or legal guardian consents to such custody. In all such cases, the Principal/Preschool Director shall immediately contact the Pastor/Rector (Parish/Regional School) and the Superintendent of Schools. The Principal/Preschool Director shall request that the CYFD representative speak with the student's custodial parents or legal guardians before removing the student from the premises. If the CYFD representative decides to take custody of the student without first notifying the parent/guardian, the Principal/Preschool Director shall:
1. Request information from the CYFD representative regarding when the parents or legal guardians will be notified and by whom;
 2. Obtain all pertinent information from CYFD regarding where the child will be taken and how the parents or legal guardians can reach the caseworker(s);
 3. Request that a gender specific police officer accompany the CYFD representative and the student to wherever the student is being taken; and
 4. If permitted by CYFD, call the student's custodial parents or legal guardians

to advise them of the situation.

Contact by Others

- A. The Principal/Preschool Director and the student's teachers shall not allow any student to be alone on the school campus with anyone who is not a teacher, school employee, school counselor, tutor, fellow student or custodial parent or legal guardian of the student, even if that person is a doctor, nurse, psychologist or counselor, unless the student's custodial parent or legal guardian gives consent.
- B. Teachers shall not allow any student to leave a classroom to speak with non-school personnel without the explicit permission of the Principal/Preschool Director.
- C. The Principal/Preschool Director and the student's teachers shall not allow any student to leave a classroom to speak with a non-custodial parent unless the student's custodial parents or legal guardians give consent or such contact is permitted by court order.
- D. The Principal/Preschool Director shall not allow any organization, agency, or person (excluding police officers and CYFD personnel) to take custody of any student on school premises during school hours or immediately before or after school, unless explicitly authorized in writing by the student's parent or legal guardian.
- E. All schools shall establish procedures to register visitors on campus. If a person has no legitimate reason or written authorization to be on school grounds, school personnel shall ask such person to leave the school campus. If the person does not leave, school personnel and/or the Principal/Preschool Director shall call local law enforcement.

SUBJECT: RELEASE OF STUDENT INFORMATION

A. Student Directories

Before printing or publishing any student directories, Parish/Regional schools and the Archdiocesan high school shall obtain verifiable permission from each student's parents or legal guardians to publish information regarding the student or the student's family (such as names, addresses, telephone numbers). Parish/Regional Schools and the Archdiocesan high school must retain these permissions in the student file for the duration of the school year.

B. Other Publications and Media

Parish/Regional schools and the Archdiocesan high school shall not publish or use a student's name, picture, voice or likeness in any form of publication or media unless a signed photo/publicity release is obtained from the student's parents or legal guardians or from the student (if the student is over the age of majority). Absent a signed photo/publicity release, Parish/Regional schools and the Archdiocesan high school shall not use a student's name, picture, voice or likeness in any publications or media, including but not limited to photographs, films, motion pictures, audio, DVD, videotape, websites, class pictures, school yearbook, or the school newspaper, whether in connection with the student's education or participation in school activities or events or otherwise. The signed release must be kept on file for the entire length of time that the student is at the school.

SUBJECT: MEDIA

The Superintendent of Schools serves as the official spokesperson for the Archdiocese and its Parish/Regional schools and the Archdiocesan high school in all situations. In the event of a crisis or emergency situation, the Superintendent of Schools will handle all contacts with the media, and will coordinate the information flow from the Parish/Regional schools or the Archdiocesan high school to the public. In all such situations, all school personnel should refer calls from the media to the Superintendent of Schools. School personnel are free to respond to requests from the media for general information regarding scholarship, teaching, athletics, special accomplishments, events, activities, programs and student awards. In such cases, school personnel should notify the Principal/Preschool Director as soon as possible after the contact to inform him or her of the contact. Under no circumstances may school personnel discuss legal issues, personnel issues, a campus crisis or emergency or personal information about any student, parent, teacher or staff member with the media. All inquiries regarding such issues must be directed to the Superintendent of Schools.

SUBJECT: DISCIPLINE

All schools shall insist upon and promote self-discipline within each student in order to maintain a school environment that is conducive to learning. Schools shall publish certain rules and regulations and expectations of student conduct on an annual basis in the family (parent/student) handbook. Parents or legal guardians and students are expected to review, agree and abide by those rules, regulations and expectations, without exception.

A. Scope

1. Catholic schools have a legitimate interest in promoting self-discipline, respect, order, and Catholic morals and ideals in their students, both during and outside of school hours, and both on and off campus. Accordingly, the school's disciplinary rules and regulations shall apply broadly to all student conduct at all times, including, without limitation:
 - a. During attendance at school;
 - b. During attendance at school-sponsored events;
 - c. During travel to or from school or school-sponsored events;
 - d. Involving misconduct that is in any way school-related, or that affects the operation of the school; and
 - e. Involving misconduct that impugns the school's integrity and/or reputation, and/or that has the possibility of creating scandal.

B. Disciplinary Regulations and Procedures: Code of Conduct

1. All schools shall adopt and publish their own disciplinary regulations and procedures and/or codes of conduct. The regulations shall identify specific examples of student misconduct (e.g. cheating, leaving school premises, tardiness, etc.) that will result in disciplinary action.
2. Parents or legal guardians and, if appropriate, students shall acknowledge in writing their receipt and review of the Parent/Student Handbook and their assent to the school's disciplinary rules and regulations.
3. Any student who engages in conduct that is contrary to the school's rules and regulations and/or code of conduct should expect appropriate consequences.

C. Imposition of Disciplinary Measures

1. Subject to Archdiocesan regulations, the Principal/Preschool Director may impose disciplinary measures, including, without limitation, probation, suspension, required withdrawal and expulsion.
2. Disciplinary measures may be imposed separately or progressively, depending on the nature and degree of the offense. Corporal punishment is not to be administered.

SUBJECT: STUDENT HARASSMENT AND BULLYING

HARASSMENT

The Archdiocese strongly opposes and prohibits all forms of harassment (e.g. harassment based on an individual's race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, and disability), whether verbal, physical, visual or environmental. Any student who violates this policy will be subject to disciplinary action, up to and including required withdrawal.

Each Parish/Regional school and the Archdiocesan high school shall develop and disseminate a policy, in the context of the school mission and Catholic identity, which addresses student-to-student bullying and harassment. This policy shall state that it prohibits any verbal, physical, or visual conduct on the part of students that has the purpose or effect of substantially interfering with an individual's academic performance or of creating an intimidating, hostile or offensive, education environment.

In addition to this statement, the policy shall contain the following: descriptive behaviors; procedures for reporting; investigative procedures; consequences and penalties; discretion statement that allows the Principal/Preschool Director and Pastor/Rector (Superintendent for the high school) to review individual situations and waive any or all penalties. The policy should also state if the school provides a bullying/harassment prevention program for staff, students, and parents and how individuals may access that program.

SUBJECT: SEARCHES OF STUDENTS AND SCHOOLS

A student assigned a locker or desk has use of, but not proprietary right to the locker or desk. Lockers and desks are the property of the school. Authorized school personnel may make periodic checks of lockers and desks, and their contents, at any time for any reason.

The Principal, Pastor/Rector, Assistant Principal and high school Dean of Students, Superintendent or professional staff of the Catholic Schools Office may conduct a search of the school plant and every aperture thereof, including lockers and desks. School searches must be reasonable and related to the school official's responsibilities.

Normally, inspection of personal property, e.g. pockets, handbags, book bags, cars, etc. should not be conducted without the student's permission. If permission is given, the search must be made in the presence of at least two school officials. If permission is not given, the Principal should contact the Catholic Schools Office for further instructions.

After consultation with the Catholic Schools Office, inspection of personal property, e.g. pockets, handbags, book bags, cars, etc. may be made if the school official has a reasonable suspicion that such an inspection will reveal possession of objects or any substance which is prohibited on school property.

To facilitate compliance with this policy, schools shall publish in the school handbook a policy stating inspection rights when there is a suspicion of a threat to the health, welfare, or safety of students.

SUBJECT: STUDENTS UNDER COURT ORDER OR RELEASED ON BAIL

COURT ORDER

- A. All schools shall immediately comply with any court order regarding the name, custody or legal guardianship of a student.
- B. Any student who is the subject of a temporary restraining order which prevents the student from having contact with another student, teacher or other employee at the same school and which cannot be reasonably complied with if the student continues attending school, shall not be permitted to attend class pending the adjudication of the restraining order. Over the duration of the temporary restraining order, the student shall receive materials that will allow the student to maintain class progress from home. Should a permanent injunction be issued, the school may begin expulsion procedures for the student in accordance with Policy 2460.

RELEASED ON BAIL

- A. Any student who has been arrested and charged with any felony or any misdemeanor involving assault or drug use and/or sale shall not be permitted to attend class pending the disposition of the charge. The student shall receive materials that will allow the student to maintain class progress from home. Upon disposition of the charge, the school shall make a final determination regarding the student's continued enrollment.

SUBJECT: PROBATION

Probation refers to the careful supervision and evaluation of the student's conduct or academic progress for a specified period, at the end of which a determination is made concerning whether the student has corrected the misconduct or made appropriate academic progress.

A student may be placed on probation by the Principal/Preschool Director.

- A. Probation may be imposed in accordance with rules established by the school. Probation shall include an agreement in writing between or among the student, parents or legal guardians and the school administrator addressing the student's misconduct or academic deficiencies, duration of probation, corrective measures to ensure compliance with applicable rules or requirements and the consequences of any violation of the terms of the probation. Parents must be notified in writing when the probation is terminated or if it is to be extended.

Subject to compliance with the terms of the probation agreement, a probationary period shall not exceed two semesters.

SUBJECT: SUSPENSION

Suspension refers to the isolation of a student from some or all classes and/or school activities. Suspension is defined as a temporary dismissal of a student from the school. Suspension is a serious consequence that should be used rarely and only in response to an action of a very serious nature or after other remedial measures have been employed without success.

A student may be placed on suspension for serious misconduct occurring on campus, during school related activities off campus, or for continued misconduct after having been placed on probation.

- A. Suspension may be imposed in accordance with rules established by the school. The student may be required to attend school, but be separated from classes (in-school suspension) or remain at home (out-of-school suspension). The suspended student will be expected to continue schoolwork on an independent basis either at school or at home. Whether a student is in or out of school, suspension may not exceed three days, except in extraordinary circumstances or to allow time to complete and investigation or inquiry pending expulsion.
- B. Suspension may encompass extracurricular activities subject to the school's handbook. School officials shall make reasonable efforts to notify the student's parents or legal guardians prior to imposing any suspension upon a student. In situations where immediate suspension is warranted, school officials shall notify a student's parents or legal guardians about the suspension as soon as is practicable under the circumstances.
- C. The school shall keep a written record including date of the suspension, reasons, notes relating to the conference with the parents and terms and conditions of the suspension that shall be signed by the parent and Principal/Preschool Director. A copy of the record must be kept in a file separate and apart from the student's Permanent Record.

The Principal/Preschool Director must approve any suspension of a student.

SUBJECT: EXPULSION

The permanent dismissal of a student from school is an extreme measure to be taken only as a last resort: a) after all other efforts of motivation and counseling have failed or b) where attendant circumstances of crime, scandal, immorality or disruption constitute a threat to the physical or moral welfare of other persons or c) as set forth in Policy 2470 regarding student withdrawal on grounds of parental behavior. Local schools should publish in the parent/student handbook a non-exclusive list of those actions that may constitute expulsion.

PROCEDURES FOR EXPULSION

- A. A record shall be kept of previous measures of remediation, counseling, probation, conferences and/or suspensions. This documentation should include written communication between the school and the family.

In the case of serious circumstances as described in "b" above, the student shall be immediately suspended until the process described in numbers B-H can be completed.

- B. Parents **MUST** be informed by **WRITTEN** notice that expulsion is contemplated.
- C. A conference shall be held with parents, student, Principal/Preschool Director, Pastor/Rector, and, if appropriate, teachers at which time the grounds for dismissal will be presented and discussed.
- D. Expulsion should be determined only after consultation with the Superintendent (and the Pastor/Rector in Parish/Regional schools and preschools). The final decision to expel a student rests with the Principal/Preschool Director and Pastor/Rector with the knowledge and consent of the Superintendent.
- E. Once the decision has been made to expel a student, **WRITTEN** notification of the decision must be sent to the parents and a copy forwarded to the Superintendent.
- F. The Principal/Preschool Director shall notify the parents in writing of the appeal process. (See Policy 1310)
- G. The Principal/Preschool Director shall properly document all expulsion cases including grounds, evidence, record of conferences and final notice. Such documentation shall be maintained in a file separate and apart from the Student Permanent Record.

**SUBJECT: STUDENT WITHDRAWAL DUE TO PARENTAL
BEHAVIOR**

Normally a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, parents may so significantly reduce the school's ability to effectively serve its students that the parents may be requested to remove their student from the school for ANY of the following reasons:

- a. Refusal to cooperate with school personnel; or
- b. Refusal to adhere to Archdiocesan or local policies and regulations; or
- c. Interference in matters of school administration or discipline.

In such cases, reasonable effort to elicit the minimum requisite parental cooperation shall be made and documented. The Principal/Preschool Director must verify that parents were informed to terminate the inappropriate behavior and begin cooperating with the school or Policy 2470 would be enforced. If such effort does not correct the situation, then after consultation with the Superintendent and, in the case of elementary and preschools, the Pastor/Rector, the Principal/Preschool Director may require the parents to withdraw their child. Documentation signed by the Principal/Preschool Director and parents as well as any other information or evidence of consultation with the parents on the matter must be retained on file.

If the parents refuse to accept the withdrawal, the procedures for expulsion shall be followed as outlined in letters B - G in Policy No. 2460.

Registration for the following school year may be denied on the basis of this policy but is not limited to the actions specified herein.

SUBJECT: STUDENT BECOMING A PARENT

The Catholic Church reveres the life and dignity of each human person. In the event that a student becomes pregnant, Parish/Regional schools and the Archdiocesan high school should require counseling for that student and for the father of the unborn child. In such a case, the Principal shall determine whether it is appropriate for the student to continue to participate in school, provided the Principal consults with and obtains the approval of the Superintendent and of the Pastor/Rector in elementary schools, and in consultation with the student and her parents or legal guardians prior to making a final decision.

SUBJECT: GRADUATION

Graduation exercises from either elementary or secondary schools shall take place no earlier than one week preceding the closure of school.

ELEMENTARY SCHOOL

- A. Graduation from elementary school should be kept appropriately simple and inexpensive. A Eucharistic liturgy shall be central to the graduation ceremony and should be followed by a simple, dignified exercise that recognizes the unique value of the Catholic education just completed.
- B. A student must meet the minimum requirements established by the school, as set forth in the parent/student handbook. An elementary school may withhold a student's diploma until that student or the student's parents or legal guardians satisfy their educational, financial and/or disciplinary obligations to the school. A student's participation in graduation exercises is a privilege, not a right.
- C. Notice

Parish/Regional schools shall notify a student's parents or legal guardians in writing if a student is in danger of not graduating. Such notice shall be given as soon as reasonably possible, but at least prior to final examinations.

- D. Exclusion From Graduation Exercises

Parish/Regional schools may exclude a student from participating in graduation exercises for reasonable cause (i.e. discipline, failure to meet financial obligations) even if the student is to receive a diploma. The Principal shall have the discretion to exclude a student from participation in graduation exercises after consultation with the Pastor/Rector and the Superintendent of Schools.

HIGH SCHOOL

Graduation from high school more specifically represents the beginning of a more adult life in either post-high school education or in the work world. Hence, the occasion merits greater ceremony in its celebration. Baccalaureate address, Eucharistic liturgy, and awarding of honors and diplomas in a formal, dignified ceremony are to be held in accordance with the directives of the Catholic Schools Office and the Archbishop.

In order to graduate from the Archdiocesan high school, a student must meet the minimum requirements established by the state of New Mexico, must take at least one unit of theology for each year of attendance at a Catholic high school, and must meet such additional requirements as may be designated by the high school. The high school may withhold a student's diploma until that student or the student's parents or legal guardians satisfy their educational, financial and/or disciplinary obligations to the school. A student's participation in graduation exercises is a privilege, not a right.

A. Student Obligations

All students must meet all educational, financial and disciplinary obligations prior to graduating from high school. The Principal may prohibit a student from taking an examination at the end of a semester until all financial obligations have been met, even if the student's failure to take that examination may result in an incomplete or failing grade.

B. Notice

The high school shall notify a student's parents or legal guardians in writing if a student is in danger of not graduating. Such notice shall be given as soon as reasonably possible, but at least prior to final examinations.

C. Exclusion From Graduation Exercises

The high school may exclude a student from participating in graduation exercises for reasonable cause (i.e. discipline, failure to meet financial obligations) even if the student is to receive a diploma. The Principal shall have the discretion to exclude a student from participation in graduation exercises after consultation with the Superintendent of Schools

SUBJECT: EQUAL EMPLOYMENT OPPORTUNITIES

It is the policy of the Archdiocese of Santa Fe to provide equal employment opportunity to all employees and applicants for employment. No person shall be discriminated against in employment because of such individual's race, gender, age, color, disability or national origin/ancestry/citizenship, veteran, or any other protected class. In certain circumstances, religion may appropriately be considered as a bona fide occupational qualification (BFOQ). Applicants must be informed of the school's philosophy and rules prior to hiring.

SUBJECT: RELIGIOUS STANDARDS IN EMPLOYMENT

It is the unique responsibility of a Catholic school to provide means and opportunities for the religious education and development of students. Hiring priority will be given to candidates for teaching positions who are Catholic, have an understanding of the Catholic faith and a commitment to living that faith. Whether Catholic or not, teachers must model and uphold the teachings of the Catholic Church.

All school personnel are to conduct themselves in a manner that will be reflective of the goals of Catholic education. They are expected to become familiar with the mission statement, philosophy, goals and objectives of the school and be supportive of them.

SUBJECT: BACKGROUND INVESTIGATIONS

The Catholic Schools Office requires that all certified/licensed Catholic school personnel, including administrators and teachers, complete a background check and attend the Archdiocese of Santa Fe Abuse Awareness Training. The Safe Environment/Victims Assistance Office of the Archdiocese will conduct a background check that must be completed prior to the employee start date for the position. The Abuse Awareness Training must take place within 60 days of the date of hire.

Failure to complete the Abuse Awareness Training within the first 60 days of the date of hire and the background check prior to the employee start date will result in suspension until both are completed. Suspension may not last more than 30 days and will result in termination if the training and background check are not completed by that time.

The Catholic Schools Office may require Catholic school personnel to update their background check on a rotating basis.

Revised: January 14, 2016

Approved by **Archbishop John Wester 1/21/2016**

SUBJECT: SAFE ENVIRONMENT TRAINING

New administrative staff and teachers shall attend an orientation meeting sponsored by the Catholic Schools Office at the beginning of each school year. Non-instructional personnel shall attend an orientation meeting sponsored by the Archdiocese of Santa Fe Safe Environment/Victims Assistance office within 60 days of hire.

All new employees shall be trained on the following policies and shall sign acknowledgment forms confirming such training.

- A. Archdiocese Policy Against Harassment
- B. Policy 3550 of the **Archdiocese of Santa Fe Catholic School Policy Manual**
- C. Archdiocese Policy and Procedures for the Protection of Minors, including Safe Environment Training and Code of Conduct form
- D. Archdiocese Policies on Bloodborne Pathogens, OSHA, Safety, Crisis

Principals shall provide annual Bloodborne Pathogens training, OSHA and Safety training, and school crisis plan procedures.

SUBJECT: CONTRACTS AND AT-WILL AGREEMENTS

NON-INSTRUCTIONAL AT-WILL AGREEMENTS

When a Parish/Regional school or the Archdiocesan high school hires non-instructional personnel, the Principal shall give such personnel an at-will agreement upon hire. All non-instructional personnel shall be considered to be at-will employees of the Parish/Regional school or the Archdiocesan high school.

CONTRACTS

- A. All Assistant Principals, full-time and part-time Teachers are to be employed pursuant to an annual written contract using the form prepared by the Catholic Schools Office. The contract shall be signed by the Principal, the Pastor/Rector, Superintendent and the Teacher in Parish/Regional schools and by the Superintendent, the Principal, and the Teacher in the Archdiocesan high school.

Principals are to be employed pursuant to an annual written contract using the form prepared by the Catholic Schools Office. The contract shall be signed by the Principal, the Pastor/Rector and the Superintendent in Parish/Regional schools and by the Principal and the Superintendent in the Archdiocesan high school.

- B. All Assistant Principal and Teacher contracts will be for a term of one academic year only. The Principal shall notify all Assistant Principals and Teachers no later than the last day of the academic year of the current academic year as to whether an offer to contract will be made for the next academic year. An Assistant Principal or Teacher who has been offered a contract can accept the offer by returning the signed contract to the designated school authority no later than fourteen (14) days after the offer. Failure to accept the offer in this manner within fourteen days shall constitute a rejection of the contract offer. Any extension of the date for offer, or deadline for acceptance, can be made only by mutual consent of Principal or Pastor/Rector and the employee. Such an extension must be written and signed by both parties, with notification of the extension given to the Superintendent.
- C. Principals are to submit a letter of intent to the Superintendent by the date designated by the Catholic Schools Office. A contract will be offered by the Pastor/Rector in a Parish/Regional school and by the Superintendent in the Archdiocesan high school.
- D. The term of a Principal contract is typically July 1 to June 30.
- E. The fact that a Principal, Assistant Principal or Teacher may be employed by the Archdiocese of Santa Fe over one or more years, does not give rise to tenure, in fact

or implied, or to any continuing right to employment or the offer of subsequent contracts of employment.

- F. Contracts are to be issued only to Principals, Assistant Principals, Teachers and Educational Assistants.
- G. Ordinarily, the Pastor/Rector (in the case of a Parish/Regional school), the Superintendent of Schools, and the Principal shall all sign the contract for a Principal who is a member of a religious congregation. A copy of the contract shall be filed with the Archdiocesan Office of Religious.
- H. The decision to terminate the contract of a Teacher or an Assistant Principal should only be made after consultation with the Catholic Schools Office and with the Pastor/Rector in elementary schools. The termination must be done by way of written notice to the Teacher or Assistant Principal, and a copy of this notice must be sent immediately to the Catholic Schools Office.

The decision to terminate the contract of an elementary Principal can be made by the Pastor/Rector only after consultation and with the approval of the Superintendent.

The decision to terminate the Archdiocesan high school Principal can be made by the Superintendent after consultation and with the approval of the Archbishop.

SUBJECT: BENEFITS

HEALTH INSURANCE AND RETIREMENT

- A. Benefit plans including health insurance and retirement are made known through the Catholic Schools Office. These are to be reviewed and included before contracts are offered and signed for the new school year.
- B. Health insurance coverage paid by the school is to be 50% of the cost of a single premium for the employee.
- C. The Archdiocese of Santa Fe provides a tax deferred annuity Retirement Plan (403b) for lay employees who are at least twenty-one (21) years of age. An employee is eligible to participate after three (3) months of permanent full-time or part-time employment. The maximum amount you may contribute is controlled by federal regulations and is limited to contributions up to 20% of wages or \$9500 whichever is less. The local parish/school contribution may apply up to 10% of the employee's wages. Any employee contribution greater than 10% is voluntary and there will not be a parish/school contribution toward that amount. The parish/school may add to the employee's contribution a percentage as follows:

<u>Length of Service</u>	<u>Percentage of Contribution by School</u>
90 days through completion of 3 years	25%
3 years through completion of 5 years	35%
5 years through completion of 10 years	50%
After 10 years	75%

- D. Accumulation and Use of Sick Days and Personal Leave
 - 1. Principals are given ten (12) sick days and three (3) personal days and 20 days of paid vacation (to be taken during the summer) per school year. A principal is able to accumulate a maximum of 30 days.
 - 2. Faculty and staff are given eight (8) sick days and two (2) personal days per school year. A teacher is able to accumulate a maximum of twenty (20) days a year which include the ten (10) days for the current school year.
 - 3. There will be no payment of unused sick leave paid at the end of a contract year, on termination or in the event of death.

SUBJECT: SALARIES

The Archdiocesan Salary Scale is applicable to all full-time lay elementary school teachers unless a Parish/Regional school has received a written exemption from the Superintendent. The Superintendent must approve the Archdiocesan high school salary scale and accompanying regulations.

- A. A full-time teacher is one who works under direct supervision of the Principal for at least 37.5 hours per week.
- B. The amounts shown on the salary scale are annual contract salaries for full-time teachers. Part-time teachers should be paid a proportion of the salary scale based on the number of hours worked compared with 37.5 hours per week. Payment is made, less required deductions, over a ten or twelve month period at the option of the teacher.
- C. First year teachers entering employment in the Archdiocese shall ordinarily begin on the first step (Step 0) of their classification. Further advancement on the salary schedule shall be governed by the provisions in paragraphs D-H below.
- D. Classification under the salary scale is based upon earned collegiate degrees, regular semester credits earned in excess of degree requirements in fully accredited colleges and universities and CDE units. Credits earned elsewhere will be acceptable only on approval of the Catholic Schools Office.
- E. Classifications under the salary scale are determined once annually, on the basis of credits earned prior to the first day of service. It is the responsibility of the teacher, according to local policy, to indicate in writing his/her intention to take courses during the summer that may result in reclassification before the first day of required service. Any classes taken without prior notification, and any credits earned after the first day of service, count towards salary classification for the following academic year.
- F. Transcripts or official grade cards containing evidence of credits earned should be filed with the principal immediately upon completion. The principal shall file these transcripts with the permanent academic record of the teacher.
- G. A teacher who has accumulated the necessary additional semester and/or CDE credits will be advanced to the next lane in the following academic school year.

- H. When determining an employee's years of service, all years of *applicable* experience within our *school system* will be counted and up to 5 years of *applicable* experience external to our school system may be counted.
- I. Religious personnel may choose to follow *either* the lay *or* the religious structure for salaries and benefits; they may not utilize a combination of the two. The Office of the Vicar for Religious can be reached at the Catholic Center and can provide information regarding the salaries for religious employees who choose to follow the religious structure. At the time of hire, pastors will disclose to employees who are members of religious communities the salary and benefits options being offered, and the contract will note which scale the individual chooses.

The annual salary for principals shall be appropriate placement on the Archdiocesan Administrators Salary Schedule as determined by the Superintendent.

The annual salary for priests working in a school of the Archdiocese shall be the current priest salary as stated by the Archdiocese.

POLICY NO. 3130

SUBJECT: VOLUNTEERS

All regularly scheduled school volunteers and those volunteers who occasionally assist with school activities, are subject to a background investigation prior to the date they begin to volunteer their time. Each volunteer shall complete a volunteer application and attend the Archdiocesan Abuse Awareness Training. The Safe Environment/Victims Assistance Office of the Archdiocese will conduct a background check after the Abuse Awareness Training is completed. The school shall pay the cost of the background check. All volunteers will be required to produce their date of birth and Social Security Number for the purpose of conducting this background check. A copy of the completed volunteer application (see appendix), together with a copy of the results of the background check, shall be kept in a confidential file at the local school or parish.

POLICY NO. 3140

SUBJECT: PERSONNEL FILES

The Catholic Schools Office maintains the original personnel files of all licensed employees. Each principal shall keep a duplicate personnel file for the assistant principal and each teacher.

All licensure information must be sent to the Catholic Schools Office by **September 30** of the current school year or within **60 days** of the date of hire. The documents required for the files of licensed personnel kept in the Catholic Schools Office, include:

- A. Completed Archdiocesan application
- B. Three letters of recommendation of professional nature
- C. Current State licensure, **valid for the position**
- D. Signed contract for the current position/school year
- E. Official college transcripts which substantiate the salary lane indicated on the current contract
- F. Personnel Employment Record
- G. Record of Professional Development
- H. Formation For Christian Service certification
- I. Sexual Misconduct Policy and Procedures Workshop record of attendance
- J. Criminal Background Check report
- K. Form I-9, Employment Eligibility Verification
- L. Drug/Alcohol Screening (if hired after May 1, 1998)
- M. Copies of these items are also kept in the school's personnel file. When an employee terminates, the personnel file is kept indefinitely by the Catholic Schools Office; the Personnel Employment Record is kept permanently.

Items in an employee's personnel file are the property of the Archdiocese of Santa Fe and the local school where the individual is employed. Access to personnel files shall be limited to the Superintendent, professional staff of the Catholic Schools Office, Pastor/Rector, Principal/Director, attorneys designated by the Archdiocese and as otherwise designated by law. While under contract and with prior notice to the Principal/Director, the Assistant Principal or Teacher may have access to all unrestricted material in his/her file and may review the unrestricted material only in the presence of the Principal/Director. The personnel file may not be removed from the office; however, the Assistant Principal or Teacher may request copies of any unrestricted materials. No other request for information from a personnel file will be honored. This policy does not apply to documents requested by a properly served subpoena.

Requests for personal information about an employee, such as for verification of employment or salary, must be handled by the Catholic Schools Office or the school administrator and may only be given when the request has been verified to be legitimate.

The CSO and school office are to keep confidential the employee's home address and telephone numbers and may not provide such information without the employee's permission, which includes uses for fund-raising and other school-related activities.

When an employee transfers from one school to another within the system, the employee should request in writing that the principal forward the personnel file to the new school. The school is to send the complete file, keeping a copy of the Personnel Employment Record permanently for verification of employment. The employee must immediately notify the Catholic Schools Office about the change.

SUBJECT: LEAVES OF ABSENCE

- A. Leaves of Absence - Leave is defined as any authorized absence within a contract year for regularly scheduled work days that has been approved by the proper authority. The following types of leave are available to principals, preschool directors, assistant principals and full-time teachers, full-time educational assistants and may be made available to part-time teachers and educational assistants if specifically provided in their contracts. A full-time teacher is one who works under direct supervision of the principal for at least 37.5 hours per week.

(NOTE: In the case of the Archdiocesan high school principal, assistant principals, deans and teachers, all references to the Pastor/Rector in this document are deemed as references to the Superintendent.)

1. Sick Leave - Sick leave is earned by principals, assistant principals, full-time teachers and educational assistants and, part-time teachers and educational assistants, at the rate specified in the individual's contract.

An employee may, at the discretion of the administration, use a portion or all of the total annual sick leave to be earned during the year in advance; s/he then must complete the school year in order to be entitled to the full amount. Unused sick leave may be accumulated to a maximum of thirty working days for principals and twenty working days for teachers. Unused sick leave shall be transferred with the principal or teacher from school to school in the Archdiocesan system. Sick leave **may not** be used for vacation. Sick leave may be used **only** for employee illness, injury or pregnancy; or to care for an immediate family member. No pay will be given for unused sick leave. A doctor's certification verifying inability to work may be required when sick leave is taken in excess of three consecutive working days. A fitness for duty medical certification to return to work must also be provided if the sick leave or medical leave has exceeded twenty days. Sick leave that is taken in circumstances that would qualify for Family and Medical leave (FMLA) will also be counted against the individual's total available FMLA leave.

2. Personal Leave With Pay – Principals may use three days per year to conduct personal business. Assistant principals, teachers and educational assistants may use two days per year to conduct personal business. These days **must** be approved by the Pastor/Rector or the Principal **in advance**. The day before and after a holiday and the first and last day of school should not be used for personal leave.

3. Leave Without Pay - Principals, assistant principals, teachers and educational assistants will be considered on Leave Without Pay any time the employee is absent from work for a purpose not specifically covered by Policy No. 3150, or when the employee has used up his or her available leave under a specific category (i.e., if an employee is absent due to illness but has no Sick Leave available). The employee's daily wage will be subtracted for each day the employee is on Leave Without Pay. The daily wage shall be computed at the rate defined by the number of contracted days to be worked in the current academic year.
4. Bereavement/Funeral Leave - Principals, assistant principals, teachers and educational assistants may use up to three working days for death in their immediate family. Bereavement Leave is with pay and is **not** to be deducted from Sick Leave or Personal Leave. Additional days, if necessary for travel, may be taken as Personal Leave. "Immediate family" is defined as: parent, step-parent, legal guardian, brother, sister, spouse, child, step-child, grandparent, grandchild, and in-laws. Leave for funerals other than immediate family will be considered on an individual basis and must be approved by the Pastor/Rector or Principal.
5. Court Leave - Time off for jury duty shall be granted. It is the policy of the Archdiocese of Santa Fe that full pay will be granted to an employee who is required to respond to a formal written summons to appear in court for jury duty, subpoena, or other legal process which requires an absence from work (but does not include court summons that are the result of personal issues, negligence, or infraction of the law, in which cases personal leave must be used).

The employee must notify his/her supervisor of the required court leave by presenting the official court summons as soon as possible after receipt of notice to appear. Upon completion of the employee's court obligation, he/she is required to return to work promptly, unless to do so would equate to less than one hour remaining in his/her normal work day. In the case of jury duty or other court-compensated service, the employee is required to turn in such compensation to the Catholic school.

In the event that an employee reporting to the court for jury duty, or pursuant to subpoena, is excused for the day, s/he shall report to school for duty within a reasonable time the same day.

6. Military Leave - Military leave will be granted as required by applicable federal and state law.
7. Professional Leave - The principal, at his or her discretion, may grant permission to assistant principals and teachers to attend educational meetings, workshops, or conventions, or to observe the educational programs of other schools without loss of pay. The Pastor/Rector, in his discretion, may similarly grant permission to the Principal to attend

educational meetings, workshops, or conventions, or to observe the educational programs of other schools without loss of pay.

8. Educational Leave of Absence - For needs extending beyond the benefit of FMLA or for other personal reasons, an *unpaid* leave of absence or a sabbatical leave (for professional study) may be granted for a valid reason. As an extension of the FMLA, such a leave may be granted to an employee with at least 1 year of service; leave of absence for other reasons or sabbatical leave may be approved for an employee who has worked at least 7 years in the Archdiocese of Santa Fe Catholic Schools System.

Such leave is restricted to not more than one contract year. For contract employees, the leave must be requested in writing and approved by the Principal and Superintendent; for other school personnel, the leave must be requested in writing and approved by the Principal and Pastor/Rector; in the case of a principal, the request must be directed to the Pastor/Rector and Superintendent. The date of departure and return must be clearly indicated in the written request.

During the time of the leave, no vacation or personal leave will accrue, nor is the employee eligible for holiday pay, however, the employee has the option to pay the monthly medical and life insurance premiums to maintain group coverage. No contribution will be made to the retirement fund during the leave, as such payment is based upon salary received. The time away on leave of absence is not counted toward total years of service.

A return from leave of absence status is subject to and contingent upon availability of current openings for which the employee is deemed qualified. The Catholic school will endeavor (without guarantee) to place the employee in a position of like status and pay with former rights and benefits; in some cases, this may require that the employee transfer to another Catholic school.

Following an employee's return from an educational leave of absence, the employee may not request another educational leave of absence for a period of two years from the last day of the educational leave of absence.

9. Procedures for Requesting Leave - For all leave, except sick leave and FMLA leave, dates of departure and return must be approved by the principal (or by the Pastor/Rector or Superintendent, where it is the Principal who is taking leave) prior to the taking of the leave.

- B. Family and Medical Leave. The Archdiocese allows time off without pay for Family and Medical Leave pursuant to the provisions of the Family and Medical Leave Act (FMLA) of 1993. Any request for leave under this section and any questions about this policy **must be referred to the Catholic Schools Office**.

An employee who has been employed by the Archdiocese at least 12 months and who has worked at least 1,250 hours during the 12 months preceding the commencement of a leave of absence is eligible for FMLA leave.

An employee who meets these criteria is eligible for unpaid leave for a period of up to 12 work weeks (60 work days) during any 12 month period. For purposes of determining eligibility the Archdiocese shall look to see whether the employee has taken FMLA time off or leave in the 12 month period immediately preceding the date the requested leave is expected to begin.

An eligible employee may take a leave for one or more of the following reasons:

1. Birth of the employee's child or placement of a son or daughter with the employee for adoption or foster care;
2. The inability of the employee to perform the functions of his or her position due to a serious health condition; or
3. Care for a spouse, child (under 18 years or disabled) or parent with a serious health condition.

"Serious health condition" is defined as an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider.

Applications for Family and Medical Leaves of absence must be submitted to the school Principal (Pastor/Rector or Superintendent for Principals) at least thirty (30) days or as soon as practicable before the leave is to commence. If notification and appropriate medical certification are not provided within 15 calendar days from the date of the request, approval of leave may be delayed.

Medical certification of the serious health condition of the employee for which leave is requested is required within 15 days of date of request. FMLA leave may be delayed pending receipt of necessary information.

Where both spouses work for the Archdiocese, they may be limited to a combined total of 12 work weeks during a 12 month period unless the leave is necessitated by the serious health condition of the employee or that of the employee's spouse or child.

Employees may be required to use any earned sick leave concurrently with and from the beginning of any FMLA leave. In that case, the FMLA leave will be paid until earned sick leave is exhausted. Leave is without pay once any earned sick leave is exhausted. In circumstances where workers' compensation disability leave is taken for reasons that would qualify an employee for FMLA leave under this policy, the workers' compensation leave will run concurrently with the FMLA leave.

Where medically necessary, the FMLA leave may be taken on an intermittent or reduced schedule basis. Instructional employees may be subject to certain limitations on taking intermittent leave or taking leave on a reduced leave schedule (29 C.F.R. §§ 825.600 et seq.). Instructional employees are defined as those whose principle function is to teach and instruct students in a class, small group or individual setting.

After the maximum length of time allotted for FMLA Leave expires, an employee who does not return to work may be terminated.

During FMLA leaves of absence, the Archdiocese will continue to pay the health insurance premiums. Barring other circumstances beyond an employee's control, if the employee is able but does not return to work after the expiration of the leave, the employee will be required to reimburse the Archdiocese for repayment of insurance premiums during the FMLA leave.

Employees on leave must contact the Principal and the Catholic Schools Office before the first day back to work, and must bring a medical release from their physician certifying the ability to return to work if the leave was for health reasons. Failure to return to work on the day after the expiration of leave may result in termination of employment.

The employee will be restored to the same or equivalent position of employment held when leave commenced, including all benefits, pay and other terms and conditions of employment.

The Catholic Schools Office must be contacted in any situation in which FMLA leave is or may be involved

SUBJECT: TEACHER BREAKING OF CONTRACT

Justice and professionalism demand that employees having entered into contractual agreement for a particular school year will not seek employment at another school or business during that same contract term.

A teacher who has signed a contract with a school of the Archdiocese of Santa Fe may not terminate employment without prejudice during the term of the contract nor for a period of 30 days prior to the beginning of the school year except by written mutual agreement of the Principal and the Teacher. **Teachers who break a contract with prejudice must pay 10% of the contract amount to the school.**

Teachers who sign two contracts may be subject to the loss of teaching license/certificate if reported to the issuing State Department of Education.

Revised: March 29, 2019

Approved by Archbishop John Wester 3/29/2019

SUBJECT: REFERENCES FOR FORMER EMPLOYEES

Generally, it is the policy of the Archdiocese of Santa Fe to provide only the dates of employment and position held when asked for reference information on previous employees.

SUBJECT: ADMINISTRATOR AND TEACHER APPLICATIONS

Application

Applications for administrative and teaching positions are to be made through the Catholic Schools Office. Names of qualified applicants will be made available to Pastor/Rector, Principals and Preschool Directors. Applications for non-instructional staff positions are made directly to the school administrator.

Selection

Upon receiving applications for any position, the Principal or Preschool Director will:

1. Verify that the applicant has the qualifications that meet the regulations and applicable state and local requirements;
2. Interview selected candidates in person;
3. Check references verbally, and note in writing the date, time and main points of conversation;
4. Arrange for a background check in accordance with Archdiocesan policy; and
5. In the case of final candidates for Parish/Regional school positions, obtain the approval of the Pastor/Rector.

SUBJECT: LICENSURE AND CERTIFICATION

Principals, assistant principals, full-time and part-time classroom and specialty teachers, educational assistants, and athletic directors/coaches (grades 7-12) are required by the State Department of Education to be licensed. The Catholic Schools Office requires evidence of licensure by September 30 of the current school year or within 60 days of the date of hire.

The Archdiocese of Santa Fe requires that:

1. All principals and full-time assistant principals employed by Parish/Regional schools and the Archdiocesan high school shall hold a current and valid state license or certificate in administration.
2. Part-time assistant principals employed by the schools shall hold a current and valid state license or certificate in either administration or teaching.
3. Teachers employed by the schools shall hold a current and valid state license or certificate.
4. Parish/Regional schools and the Archdiocesan high school should impose additional qualifications or requirements as to areas of endorsement for teaching assignments. Schools will comply with accrediting association standards regarding teacher qualifications and preparation.

5. Athletic Directors and Athletic Coaches

“Athletic Directors” and “Athletic Coaches” are defined as individuals who oversee “after school” and seasonal athletic programs. All athletic coaches for grades 7-12 must be licensed. Licensure requirements are based on *one* of the following:

- a. A coaches’ training program approved by the State Board of Education.
- b. A valid teaching license with an endorsement in physical education.
- c. Twenty-four (24) semester hours of credit in physical education *and* completion of the NMAA coaches’ training program.

6. Religious Certification

All faculty members are required to earn the basic-level certification in the Formation for Christian Service program by the end of their fourth year of employment.

7. Requirements for Teachers of Religion

Only Catholics in good standing with the Church who meet the certification requirements of the Archdiocese, or who are in the process of certification, or have a Catholic theological degree may teach religion classes.

Teachers of religion are required to earn the basic-level certification described above and must be working toward the advanced-level certification. This requires an additional 60 hours of classes in spirituality/theology and 20 hours of skills workshops.

Note: Credit for theology/religion classes taken elsewhere may substitute for any or all of the requirement. Contact the Office of Formation for Christian Service for more information.

**SUBJECT: REQUIREMENTS, IDENTIFICATION, SELECTION AND
TRAINING OF PRINCIPALS**

The Principal must be a practicing Catholic in full communion with the Catholic Church, who evidences knowledge and understanding of the Catholic faith. The Principal must hold a **Masters Degree in Education**.

The Principal is charged with providing spiritual and instructional leadership in accordance with Archdiocesan and school mission statements and philosophy, and with assisting faculty in carrying out the teaching mission of the Church. The Principal must promote educational excellence, and ensure that the school meets the standards set by the Archdiocese, the State of New Mexico, and the current accrediting association.

- E. The Principal shall give active witness to the Catholic Tradition, including the teachings of the Church and the Sacred Scriptures.
- F. The Principal shall have or be working toward Catechist certification as required by the Catholic Schools Office.
- G. The Principal shall have a minimum of three years professional experience in a Catholic school, e.g. teacher, administrator, counselor.

The process to recruit and select a Catholic school principal should begin as soon as possible after the Pastor/Rector and Superintendent receive the current Principal's written notice of resignation or termination.

1. The Superintendent and Pastor/Rector meet to review the process for selecting a new principal.
2. A Search Committee is established, headed by the Superintendent and the Pastor/Rector. The Superintendent may request that another principal serve on the Search Committee. The Superintendent reviews the procedures with the Search Committee and establishes a timeline for the position to be filled.
3. All applicants must be processed through the Catholic Schools Office. Persons who wish to apply for a principal position should be referred to the Catholic Schools Office for an application packet and screening interview with the Superintendent to ensure that they meet the requirements of the position
4. The Superintendent presents the applications of qualified candidates to the Search Committee.

5. The Search Committee reviews the applications and selects the top candidates. The Search Committee then interviews the top candidates and makes its final recommendations to the Pastor/Rector and Superintendent.
6. Final selection is made jointly by the Pastor/Rector and the Superintendent. The Superintendent notifies each applicant when the final selection has been made.

The Archbishop and Superintendent of Schools are responsible for hiring the Archdiocesan high school Principal.

All new Principals shall attend the orientation meetings designated by the Superintendent.

POLICY NO. 3310

SUBJECT: INTERIM APPOINTMENT OF PRINCIPALS

In the event that an elementary school principal resigns, is placed on leave or is terminated before the end of the contract year, the Pastor/Rector after consultation with the Superintendent, will appoint an interim principal to serve for the remainder of the current school year.

In the event that the high school principal resigns, is placed on leave or is terminated before the end of the contract year, the Superintendent after consultation with the Archbishop, will appoint an interim principal to serve for the remainder of the current school year.

If an elementary school principal is not contracted by August 1, the Pastor/Rector in consultation with Superintendent will appoint an interim principal.

If the high school principal is not contracted by August 1, the Superintendent in consultation with the Archbishop will appoint an interim principal.

POLICY NO. 3400

SUBJECT: PROFESSIONAL GROWTH

Each teacher and assistant principal, full or part-time, will plan and engage in programs of religious and professional growth. The Assistant Principal/Teacher and Principal will review the professional growth program as part of the annual evaluation process.

Each principal will likewise plan and engage in programs of religious and professional improvement. These plans will be reviewed and updated as part of the annual Principal evaluation process.

POLICY NO. 3410

SUBJECT: IN-SERVICES

Principal, assistant principal and teacher attendance at Archdiocesan and local in-services is mandatory. Absences will be handled in accordance with the Archdiocesan policy on Leaves of Absence (Policy No. 3150). Unauthorized absence from an in-service will be treated as any unauthorized absence from work. Wages will be deducted at a rate based on the daily wage and the length of the in-service time missed (6 hrs. = 1 day). The daily wage shall be computed on 195 days for principals and assistant principals and 185 days for teachers.

In addition to attendance at Archdiocesan and local in-services, Archdiocesan principals shall also attend all mandatory meetings, the annual retreat and in-services scheduled by the Catholic Schools Office for administrators.

POLICY NO. 3420

SUBJECT: TUTORING

Teacher recommendations for tutoring must be approved by the Principal.

No teacher may accept pay for tutoring a pupil from his/her class during the academic year.
In rare instances an exception may be sanctioned by the Principal.

POLICY NO. 3500

SUBJECT: PROFESSIONAL BEHAVIOR

Teachers in the Archdiocese of Santa Fe have been placed in a position of trust and as such are expected to maintain professional relationships at all times with their students, parents and other staff both in and out of school, including vacation periods. By virtue of their position in the community, teachers have an obligation to maintain Catholic Christian, professional decorum at all times.

All gatherings, whether in or out of school, where teachers are present with students and/or parents are considered occasions that call for professional behavior.

In the absence of permission from the principal, teachers should not entertain students in their homes. Teachers shall not engage in dating or other social relationships with students outside school.

All social activities with students or groups of students organized by teachers are to be conducted on school premises unless otherwise directed by the principal.

Use of alcohol, cigarettes and/or tobacco products by teachers in the presence of students is forbidden during working hours and during activities connected with the school.

Teachers should not meet with students other than on school premises, except with permission of the principal in extraordinary circumstances.

All electronic communications to and from Archdiocesan school employees shall be for the purpose of official school business. Teachers should not use the Internet to engage in chat rooms, e-mail, social networks or other electronic communication for the purpose of socializing or informally communicating with students outside of school. Any teacher who knowingly enters pornographic or other inappropriate web sites or uses the hardware or electronic capabilities of the school for personal reasons without the permission of the principal may be subject to disciplinary action or termination. Teachers are responsible for maintaining security of computer hardware, thus prohibiting student access to the teacher's e-mail and/or confidential files.

POLICY NO. 3510

SUBJECT: DRUG AND ALCOHOL USE

The abuse of controlled substances at work is an unsafe and counterproductive practice that will not be tolerated by the Archdiocese of Santa Fe. Employees are prohibited from selling, purchasing or using illegal drugs or alcohol on school premises, during school functions, or while conducting school business. Additionally, employees are prohibited from reporting to work or to any school function while under the influence of illegal drugs or alcohol. This policy includes the abuse of prescription drugs. Any violation of this policy is cause for termination.

SUBJECT: USE OF SOCIAL MEDIA

The Archdiocese of Santa Fe recognizes that employees, students and parents may engage in the use of social media. At all times while using social media the employee's postings should reflect the values of the Catholic school community. Administrators, faculty and staff may not post:

1. The Archdiocesan or school logo without written consent of the Superintendent or the Principal/Preschool Director;
2. Confidential information about students;
3. Images of students or co-workers;
4. Using their school email address.

The line between professional and personal relationships is blurred within a social media context. Therefore employees should not join or engage with students, families or fellow employees in a social media context that exists outside those approved by the school.

In using school approved social media, employees are advised to maintain their professionalism as Catholic school employees and have responsibility for addressing inappropriate behavior or activity on these networks, including requirements for mandated reporting.

POLICY NO. 3530

SUBJECT: USE OF THE INTERNET

Use of the internet in the classroom shall be for an educational purpose related to the curriculum of the Archdiocese of Santa Fe and be approved by the Principal, Assistant Principal or Department Chair. All faculty, staff and students shall comply with the copyright laws. The administrator will determine if the content requires parental permission before student viewing.

All electronic communications to and from Archdiocesan school employees shall be for the purpose of official school business. Teachers should not use the Internet to engage in chat rooms, e-mail, social networks or other electronic communication for the purpose of socializing or informally communicating with students outside of school. Any teacher who knowingly enters pornographic or other inappropriate web sites or uses the hardware or electronic capabilities of the school for personal reasons without the permission of the principal may be subject to disciplinary action or termination. Teachers are responsible for maintaining security of computer hardware, thus prohibiting student access to the teacher's e-mail and/or confidential files.

SUBJECT: USE OF SCHOOL/PARISH OWNED TECHNOLOGY

The hardware, software and electronic media provided to faculty, staff and students is the property of the school and/or parish and is not for personal use.

School administrators will establish procedures for monitoring the appropriate use of technology and electronic media for instruction or in the extended day programs.

SUBJECT: HARASSMENT

The Archdiocese strongly opposes and prohibits all forms of harassment (e.g. harassment based on an individual's race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, and disability), whether verbal, physical, or environmental. Any employee who believes that s/he is being harassed should notify his or her immediate supervisor or, in the case of the immediate supervisor as the source of the harassment, the next immediate supervisor.

Any employee who violates this policy will be subject to disciplinary action, up to and including termination

SUBJECT: LAWSUIT AGAINST THE ARCHDIOCESE

Any person who is or has been involved in a lawsuit against the Archdiocese of Santa Fe is not eligible for hire in the Archdiocese.

SUBJECT: TEACHER EVALUATION

The Principal in accordance with the Archdiocesan Teacher Professional Growth Process shall evaluate teachers annually. A copy of the process will be placed in the faculty handbook and formally reviewed with the faculty at the beginning of each academic year.

The teacher evaluation must be signed by both the Principal and the Teacher. The signed original shall be placed in the Teacher's personnel file. A signed copy must be given to the Teacher.

SUBJECT: PRINCIPAL EVALUATION

All principals will be evaluated annually in accordance with the Archdiocesan Principal Professional Growth Process. A signed copy of the Principal's professional goals and the evaluation will be given to each Pastor/Rector and Principal. The signed originals shall be placed in the Principal's personnel file at the Catholic Schools Office.

SUBJECT: CORRECTIVE ACTION

The Superintendent, Pastor/Rector or Principal/Preschool Director may use corrective action to assist an employee in performing professional duties or as a component of a disciplinary action plan. In all cases, the employee must meet with the supervisor to discuss the corrective action that is planned. The employee must be given the corrective action plan in writing. The corrective action plan must include:

1. The time and date of the corrective action meeting;
2. A description of the inappropriate action(s) or identified problem;
3. The specific action(s) to be taken by the employee to correct the action(s) or problem;
4. The time allowed for correcting the action(s) or problem;
5. Any actions the supervisor will take to assist the employee; and
6. An opportunity for the employee to ask for clarification or obtain more information.

The employee and supervisor should sign two copies of the corrective action plan. The employee should keep one copy and the supervisor should file the second copy.

SUBJECT: ADMINISTRATIVE LEAVE

The Superintendent, Pastor/Rector and Principal/Preschool Director may place an employee on administrative leave for any one or combination of the following reasons:

A. DISCIPLINE

1. Actions of a serious nature that require an immediate response;
2. Repeated disregard for school policy or the directives of the Superintendent, Pastor/Rector or Principal/Preschool Director;
3. As a final disciplinary step when previous corrective action has failed
4. When termination is being contemplated; or
5. To remove the employee from the work place to conduct an investigation of a serious allegation. The leave shall last the duration of the investigation which should not exceed ten working days.

Administrative leave for discipline as described in 1- 4 above should be for a period no longer than 3 days. Administrative leave for discipline may be with or without pay. The Superintendent must be notified of any administrative leave for discipline.

B. OFFICIAL LEAVE

1. Any leave granted by the Superintendent, Pastor/Rector, Principal/Preschool Director as defined in Archdiocesan Policy 3150 section A: 6 - 8;
2. To comply with a court order, subpoena or to act as a witness in a case as a representative of the school; or
3. Any other “official” reason the Superintendent, Pastor/Rector, or Principal/Preschool Director deems necessary.

SUBJECT: APPEAL PROCESS

Any appeal concerning any matter relating to Parish/Regional preschools and elementary schools and the Archdiocesan high school personnel shall be processed in accordance with the following regulations:

A. Resolution of Ordinary Differences within the School Community

Every attempt should be made to resolve a conflict at the lowest possible level. Occasionally, matters may arise which will require an objective review by a third party in order to assure the maintenance of positive relationships within the school community. To facilitate reconciliation, communication and the strengthening of the community of faith, the following general guidelines shall be followed:

- 6) In any conflict, an effort shall first be made to resolve the issue in a spirit of fairness and justice by following the ordinary and regular communication channels between the people involved.
- 7) If the conflict cannot be resolved to the satisfaction of the parties involved, recourse may be made to the person with the next higher level of accountability up to and including the school Principal/Director. The specific provisions for a fair process are to be contained in the local school personnel handbooks.
- 8) If the Principal/Preschool Director is believed to be acting contrary to Archdiocesan or local school policy, or if there is a disagreement regarding the Principal/Preschool Director's decision affecting an employee, then the employee may request that the Pastor/Rector in the case of a parish/regional school or the Superintendent in the case of the Archdiocesan high school review the matter or the decision.
- 9) If the conflict cannot be resolved in an elementary school or preschool following steps one through three above, then the employee may have recourse to the Superintendent.
- 10) If an aggrieved party requests that the Superintendent review a matter or a decision arising out of a local school, the Superintendent may (at his or her sole option) assign a hearing officer to review the matter and take testimony if necessary. The Superintendent may consider evidence obtained by the hearing officer in reviewing the matter and in making his/her final decision.

B. Recognition of Local Authority

In cases involving principal and pastor discretion, the Catholic Schools Office recognizes the local administrations' authority to exercise discretionary rights within the parameters of local and Archdiocesan policy.

C. Appeal of Other Serious Decisions

There shall be no right of appeal for an employee if a Principal/Preschool Director takes some disciplinary action toward the employee other than termination from the school. There shall be no right of appeal, for example, for suspension or administrative leave. There may be occasions; however, where a Principal/Director's decision has serious consequences and the employee requests a review by the Pastor/Rector or Superintendent. It shall be within the sole discretion of the Pastor/Rector or Superintendent to determine whether to review the decision.

D. Process of Appeal

10. When an employee believes his/her rights have been violated and/or the Principal/Director and/or Pastor/Rector is believed to be acting contrary to Archdiocesan or local policy, the employee may submit an appeal in writing to the Superintendent with the following information, provided steps one through three above have been followed:

11. The subject of the appeal.

12. Any factual data, other than hearsay, the person considers appropriate.

13. The efforts that have been made to resolve the issue

14. The Principal/Preschool Director's and/or Pastor/Rector's decisions must be appealed within ten (10) working days of the communication of that decision by the aggrieved party.

15. The Superintendent may, in his or her sole discretion, designate another person to hear the appeal and to render a decision on behalf of the Superintendent.

16. If the Superintendent accepts the appeal, the Superintendent (or his or her designee) shall have the discretion to review documents and take testimony (if necessary) from any witness who may have knowledge or information regarding the subject of the appeal. Should a hearing be necessary, the Superintendent may hear the appeal alone or form a hearing committee, if s/he deems appropriate.

17. The decision of the Superintendent is final and binding and concludes the appeal process. There shall be no further right of appeal.

18. The appeal process is designed to support the Catholic Church's belief in

subsidiarity and, therefore, at no time during the appeal process may the employee be represented by an attorney.

SUBJECT: CURRICULUM – INSTRUCTIONAL PROGRAM

All Parish/Regional preschools and elementary schools and the Archdiocesan high school will follow the requirements regarding specific courses, time allotments and instructional materials set by the Archdiocesan Catholic Schools Office, the State of New Mexico and the current accrediting association.

The primary goal of the program of instruction in the schools of the Archdiocese of Santa Fe is to provide learning experiences which most effectively inculcate worthwhile attitudes and impart the knowledge and skills necessary for the spiritual, intellectual, emotional and physical development of the student.

The Catholic Schools Office provides courses of study/curriculum guides for mandatory use in all Parish/Regional preschools and elementary schools. Courses of study/curriculum guides are developed by the academic departments of the Archdiocesan high school under the supervision of the Assistant Principal for Curriculum and Instruction and are approved by the Superintendent.

Curriculum evaluation committees consisting of teachers, principals and/or other curriculum experts are charged with the responsibility of assisting the Catholic Schools Office in reviewing, revising and developing implementation for individual subject areas of the curriculum. Changes to curriculum areas are made according to a set subject rotation, as determined by the Assistant Superintendent with the approval of the Superintendent.

A. Preschool Course of Instruction

1. The basic program in preschool includes: religion, language, mathematics, personal-social development, social studies, media-art, music, science and sensory-motor development.
2. The basic program in pre-kindergarten includes: religion, communication and language arts, mathematics, self, family and community, science, art, physical education, music and rhythm and technology.
3. The underlying instructional strategy in preschool and pre-kindergarten is the use of organized and free-play activities that are intended to provide opportunities for the child to interact, explore and relate successfully in his/her environment.

B. Elementary School Course of Instruction

1. The basic program in kindergarten through grade three shall include religion, language arts, mathematics, music, art, and physical education. Concepts of social studies, science, health and safety should be incorporated into the basic program.

Use of technology should be integrated into the instructional program. Inclusion of foreign language is recommended, but optional.

2. The basic program in grades four through eight shall include religion, mathematics, language arts, social studies, science, fine arts, physical education, health and safety.

Use of technology should be integrated into the instructional program. Inclusion of foreign language is recommended but optional.

C. High School Course of Instruction

1. The Archdiocesan high school shall offer a broad based program of liberal arts studies.
2. Curriculum offerings and content are to be continuously reviewed by the principal and responsible department personnel within the school. Reports are made to the Catholic Schools Office, as requested by the Superintendent.
3. Special attention should be given to the coordination of curriculum and articulation of student performance expectations between high schools and elementary schools.
4. Twenty-four (24) credits are required for graduation from the Archdiocesan high school and must include:

Theology	4 units of credit
English	4 units of credit
Mathematics	4 units of credit
Social Studies	3.5 units of credit
Laboratory Science	4 units of credit
*Communication Skills/Foreign Language	1 unit of credit (2 units of credit are standard)
Fine Arts	1 unit of credit
Technology	.5 units of credit
Physical Education	1 unit of credit
Other Electives	1.5 units of credits

*The communication skills requirement may be fulfilled by competency in both speaking and writing skills in a language other than English (2 units of credit) or 1 unit of Developmental Psychology and 1 unit of Independent Living.

Additional credits may be required of students in the Honors Program by local school policy.

**SUBJECT: TEXTBOOKS, TECHNOLOGY AND RESOURCES TO
SUPPORT THE CURRICULUM**

The Catholic Schools Office issues a list of approved textbooks for the various subject areas. Textbook selection for individual schools must be made from the approved list. Any deviation from that list will be made only with the permission of the Assistant Superintendent and approval of the Superintendent.

To guarantee the selection of appropriate materials, curriculum committees consisting of teachers, principals and/or other curriculum experts are appointed by the Catholic Schools Office. These committees are charged with the task of developing curriculum, reviewing materials available in each of the subject areas and forming recommendations for the Catholic Schools Office regarding textbook selection.

Principals, with faculty input, may choose textbooks that are best suited for the levels of primary, intermediate and middle school as long as they are from the approved list. Adequate and appropriate instructional resources, technology and materials that align with and support the curriculum are to be provided for all levels of the school program.

Teachers are encouraged to use a variety of supplemental materials to enrich the educational program and to provide for the individual differences of their students.

Each Parish/Regional preschool and elementary school and the Archdiocesan high school will develop policies for the selection of resources, technology and materials.

The policies will include:

- A written philosophy of selection,
- Designation of those who will participate in the selection of materials (ultimate responsibility rests with the Principal),
- Procedures for the selection of equipment, supplemental instructional resources, technology and materials,
- Compliance with copyright and licensing laws,
- Criteria for the selection of equipment, supplemental instructional resources, technology and materials, and
- Procedures for handling challenged material.

Media and technology used in the classroom must have an educational purpose related to the instructional program and must be approved by the Principal. Materials with sensitive or mature content used for instructional purposes shall require written parental permission prior to student viewing. All Parish/Regional preschools and elementary schools and the Archdiocesan high school will support their teachers in their work to convey messages that are consistent with the teachings of the Catholic Church. Catholic spiritual and moral dimensions must always be considered in the resources, technology and materials selected.

Educational technologies must be used, both by Catholic educators and students in a manner that is educationally appropriate and with the standards of electronic ethics and copyright law.

At the Archdiocesan high school, subject area departments make recommendations for new textbooks, technology, resources and materials to the Principal and/or Assistant Principal for Curriculum and Instruction.

All resources, technology, and materials are to be inventoried according to each classroom at the closing of the school year. One copy of the inventory is to be kept in the classroom and another copy is to be kept in the Principal/Preschool Director's office.

SUBJECT: E-MAIL, INTERNET AND SOCIAL MEDIA USE

All electronic communications to or from any Parish/Regional preschool, elementary or the Archdiocesan high school shall reflect the Christian principles upon which the school is founded, in support of its mission, Catholic identity and educational goals.

Each school shall develop and publish in the parent/student handbook and faculty handbook a policy regarding e-mail, Internet and Social Media use.

All computers at the school are the property of the parish or school. The school and/or the Catholic Schools Office reserve the right to view e-mails sent from or to the school and/or any Internet/social media sites accessed on school computers.

Students should be instructed in the appropriate use of e-mail, Internet and Social Media.

SUBJECT: RELIGIOUS EDUCATION

“The Catholic School should strive to integrate the Catholic faith into every aspect of its life. It seeks to relate all human culture to the news of salvation, so the life of faith will illuminate the knowledge that the students gradually gain of the world, of life and of humankind. In Catholic schools, children and young people can experience learning and living fully integrated in the light of faith.” *National Directory for Catechesis*

The religion program of all Parish/Regional preschools and elementary schools and the Archdiocesan high school must present the central doctrines and morals of the Catholic faith clearly and accurately, and be supported and enhanced by community service and liturgical experiences. Religion is a required subject in Archdiocesan schools. All students must be enrolled in religion courses.

All Parish/Regional preschools and elementary schools and the Archdiocesan high school must follow the Archdiocesan Religion Curriculum and adopt textbooks from the approved list. Any deviation from the Religion Curriculum or approved textbooks will be made only with the permission of the Superintendent and the Archbishop. The Archdiocesan high school will follow the directives of the United States Conference of Catholic Bishops regarding religion curriculum, course offerings and approved textbooks and materials.

For Archdiocesan related schools, the 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, as determined by the Religion Curriculum guidelines.

Sacramental Preparation

Sacramental preparation is arranged in conjunction with Archdiocesan and Parish guidelines.

Catholic Human Development/Sexuality

All Parish/Regional preschools and elementary schools and the Archdiocesan high school shall have a Human Development/Catholic sexuality program taught at appropriate grade levels as detailed in the Archdiocesan Religion, Science and Health Curriculum.

It is vital that communication with and involvement of parents be an integral part of this instruction.

Campus Ministry

The Archdiocesan high school must establish a four-year campus ministry program adapted to the intellectual, moral, spiritual and emotional growth of high school students. These programs must include ministry/service components.

SUBJECT: RELIGIOUS OBSERVANCES

The faculty and students of all Parish/Regional preschools and elementary schools and the Archdiocesan high school shall participate in daily prayer, regularly scheduled liturgies and other devotions. Schools must provide liturgy on holy days and at a minimum of once a month. Traditional devotions including but not limited to the Rosary, Stations of the Cross, Benediction and May Crowning should be provided.

No principal, teacher or student will be exempted from participation in religious observances that are deemed part of the school program.

SUBJECT: HOMEWORK

Homework is an integral part of the school's instructional program. It is intended to reinforce learning and to foster habits of independent study. Local schools should develop and publish general homework guidelines in the parent/student handbook. Minimum suggested time allotments for homework in elementary schools are as follows:

Grades P-K – Two	15 to 30 minutes per day
Grades Three - Five	30 to 60 minutes per day
Grades Six – Eight	60 to 90 minutes per day

Teachers in a departmental system are to plan cooperatively toward a balanced schedule of homework assignments.

The amount of time that high school students spend on homework will depend on the course of study being pursued.

**SUBJECT: ARCHDIOCESAN SCHOOL CO-CURRICULAR
PROGRAMS**

All Parish/Regional preschools and elementary schools and the Archdiocesan high school shall offer appropriate co-curricular enrichment programs for their students.

All co-curricular activities will be correlated with the course of studies and directed by the same general objectives. All co-curricular activities at the Archdiocesan high school must meet the minimum standards set by the NMAA

It shall be the responsibility of the Catholic Schools Office to direct Archdiocesan wide co-curricular organizations and activities.

The Catholic Schools Office shall establish policies and procedures for ensuring the following:

- ♦ Appropriateness of the activity
- ♦ Conduct corresponding to Catholic school mission, philosophy and policy
- ♦ Coordinated scheduling
- ♦ Financial accountability
- ♦ Adequate supervision of students
- ♦ Qualifications of those administering, sponsoring, teaching or coaching

The Catholic Schools Office shall approve the bylaws of the co-curricular organizations.

- A. It shall be the school principal's responsibility to supervise a balanced program of student co-curricular offerings in an Archdiocesan school. Such programs must not interfere with the school's academic program, but should provide intellectual, spiritual, artistic and physical enrichment for students and advance the mission of the school.

The Principal shall:

1. Be responsible for the supervision and final approval of all co-curricular enrichment activities. The Principal may share this responsibility with a faculty moderator.
2. Be knowledgeable of the bylaws and operating procedures of all co-curricular organizations in which the school participates and ensure that the school abides by the bylaws and operating procedures of all co-curricular organizations in which the school participates,
3. Act as chief administrator of the school's co-curricular programs,

4. Supervise the conduct of all co-curricular moderators, sponsors, coaches, participants and spectators,
5. Ensure that adequate instruction, supervision and maintenance of facilities are provided for student safety during such activities,
6. Ensure that the appropriate applications and background checks have been secured on any moderators, sponsors and coaches participating in co-curricular programs.

Parish/Regional schools and the Archdiocesan high school shall not permit any school related athletic activities or any school related social activities during the Easter Triduum (Holy Thursday, Good Friday, and Holy Saturday).

SUBJECT: CONTROVERSIAL ISSUES

A controversial issue is defined as a current problem or subject which has publicly evoked opposing viewpoints on the part of any mass medium or communication or of any organized group, or as any subject that arises in the classroom on which strong emotional bias is expressed by members of the classroom group.

- A. Catholic school administrators and teachers have the obligation of teaching and advocating Church doctrine, which is contained in the Catechism of the Catholic Church or in other authentic teaching documents of the Catholic Church when this doctrine is relevant to any controversial issue being considered.

B. Principal Responsibility

The presentation of controversial issues in the classroom shall take place solely at the discretion of the Principal and only after the Principal has approved all materials and information to be used in the presentation. The Principal shall also supervise the manner in which controversial issues are presented and discussed in the classroom.

The Principal shall exercise professional judgment in granting permission for outside speakers to address any class or the entire student body. If the issue or topic is religious or doctrinal in nature, speakers must be approved by the Pastor/Rector for Parish/Regional schools, or the Superintendent for the Archdiocesan high school, as well as through the Archdiocesan approval process. No speaker may at any time contradict the teaching of the Church as presented in the Catechism of the Catholic Church or in other authentic teaching documents of the Catholic Church.

POLICY NO. 4310

SUBJECT: POLITICAL ISSUES

The teaching of political matters should evoke faithful citizenship, an obligation to study the issues and political involvement. However, advocating a specific political stance, party affiliation and/or political agenda is not to be exercised by faculty, parents and/or students in the building, in the name of the school or during school-sponsored activities.

The posting of political materials in all Parish/Regional preschools and elementary schools and the Archdiocesan high school is strictly prohibited.

SUBJECT: FIELD TRIPS

- A. A field trip is defined as a school sponsored educational activity supervised by school personnel and adult volunteers that occurs off-campus and is recognized as a valuable extension of the classroom experience. The educational value of the trip should support and reinforce Archdiocesan curriculum guidelines and justify the time, distance and expense involved.
- B. The Principal/Preschool Director must give approval and sanction all field trips. Since field trips are a privilege, conditions for participation in an activity should be established and communicated to parents and students.
- C. The following guidelines must be followed:

- 1. The teacher should provide adequate preparation and follow-up for students.
- 2. Parental approval must be obtained in writing on the form provided by the Archdiocese of Santa Fe (*Appendix: Field Trip Authorization*).

Students who do not have the signed authorized permission form shall be excluded from participation in off-campus activities. Verbal permission or permission communicated through e-mail is not acceptable. Permission forms that have been signed and faxed in their entirety are permissible.

- 3. Parents should be informed of the date, purpose, departure time, destination, expense, means of transportation and probable time of return.
- 4. Careful arrangements should be made to provide for students' safety. When students travel on foot, they should be instructed and supervised regarding the crossing of streets, etc. When students travel by vehicle, it is preferable that the travel be on a bus with a professional driver, proper licenses and insurance. In all cases, field trip transportation shall meet local, state and federal laws and Archdiocesan policy regarding the transportation of children.
- 5. If volunteer drivers are used, they must first sign the Archdiocesan volunteer driver's agreement certifying the driver's auto liability insurance, provide proof of current driver's license and willingness to provide adequate safety measures in transporting students (*Appendix: Volunteer Driver Agreement*). Documentation of participation in the Archdiocesan Safe Environment training is required.

6. School personnel may not transport students in personal vehicles.
7. When students are traveling to and from a school-sponsored activity off campus (e.g., campus ministry, athletic activities) where students are driving themselves or other students, a policy should be developed at the local level that includes the documentation found in (*Appendix: Requirements for Student Drivers*).
8. The field trip must be adequately supervised. Ordinarily, one adult should accompany every ten students. The nature of the trip and age of the students may require additional supervision. If parents assist in the supervision, they should receive instructions regarding their responsibilities.
9. For high school students participating in interscholastic sports, a single permission slip for the academic year, which clearly lists the dates, locations and mode of transportation to all off-campus games, may be used by the school.
10. Field trips for preschool and elementary school students (PS-8) shall be limited to day trips, unless approved in advance by the Superintendent.
11. Only with the permission of the Superintendent may high school students (9-12) participate in field trips involving an overnight stay. (*Appendix: Overnight Permission Form Grades 9-12*)
12. Archdiocesan schools may not sponsor field trips outside the continental United States, unless approved in advance by the Superintendent.
13. For field trips involving overnight stay, the school authorities shall obtain from the parents of each student a special written authorization on a form approved by the Archdiocese and in addition to previous forms, obtain emergency medical care information for the student in the event of an emergency. These authorizations shall be in the possession of the person supervising the field trip.
14. All overnight or out-of-state field trip requests must be submitted to the Superintendent in writing using the authorized field trip forms (*Appendix: Secondary Overnight Field Trip Request*).
15. Schools must take all original signed permission forms on the field trip. A copy of all signed field trip forms should be kept in the school office for a period of one year from the date of the field trip.

POLICY NO. 4400

SUBJECT: REPORTING OF STUDENT PROGRESS

Academic grades are to be based solely on scholastic achievement as defined by the individual school. Behavior should be evaluated separately.

Teachers have the primary responsibility to confer with parents about the progress of their children. The Principal has responsibility to oversee this process. In cases involving ongoing problems or serious concerns which may lead to action beyond the scope of the teacher's responsibilities, the principal must be included in the conference with the parents.

Report cards, standardized test scores and parent-teacher conferences shall provide parents with tangible evidence of student progress.

When semester and/or quarter failure in a particular subject seems likely, parents shall be promptly notified in advance of the probable failure.

Unless otherwise defined by the local school and approved by the Superintendent, the grading standard for all parish/regional preschools and elementary schools shall be as follows:

93-100	A	Superior
85-92	B	Above Average
76-84	C	Average
70-75	D	Below Average
69 and below	F	Failure
E	Excellent	
G	Good	
S	Satisfactory work according to ability level	
N	Unsatisfactory work according to ability level	

At the Archdiocesan high school, all grades are recorded in letters. The 4-point grade system is used.

Grade	Scale	Points	Grade	Scale	Points	Grade	Scale	Points
98-100	A+	4.333	80-82	B-	2.667	63-66	D	1.000
94-97	A	4.000	77-79	C+	2.333	60-62	D-	0.667
90-93	A-	3.667	73-76	C	2.000	0-59	F	NONE
87-89	B+	3.333	70-72	C-	1.667			
83-86	B	3.000	67-69	D+	1.333			

The Advanced Placement (AP®) and Honors courses at the Archdiocesan high school are on the 5-point grade system: A=5, B=4, C=3, D=2, F=0 and no credit.

Disciplinary measures should not be reflected in academic grades. According to the local school policy, credit may or may not be given for work completed during unexcused absences or suspension.

SUBJECT: PARENT TEACHER CONFERENCES

The teacher is expected to meet periodically with the parents of each student for the purpose of discussing the student's development and academic progress in school. The student may be present for all or part of the conferences at the discretion of the teacher.

Conferences should take place at the designated school conference times and at other times deemed necessary by the teacher or parent.

Designated conference days may be considered contact days, provided students are required to attend all or part of the conference.

Unless specifically prohibited by a court order, the non-custodial parent has the right to the same information and opportunities for conferences provided for the custodial parent.

**SUBJECT: ELEMENTARY SCHOOL PROMOTION AND
RETENTION**

A. Promotion

Promotion of students shall be based on completion of academic work and mastery of academic skills. Credit for courses shall not be given solely on the basis of class attendance.

B. Retention

All decisions regarding retention are the responsibility of the Principal in consultation with the teacher(s).

In cases of inadequate progress, each student should be considered individually. Any decision concerning non-promotion must be made after considering all the factors related to the student's development (emotional, physical, social, as well as intellectual and academic) collected from a wide range of sources throughout the year. Excessive absences and/or tardies may be cause for retention or withdrawal from the school as defined in the local school handbook.

C. The following are minimum procedures for retention:

1. Consultation between teachers and principal,
2. A conference is held with the parents no later than the end of the first semester to advise them of the possibility of retention and to discuss possible remedial actions,
3. Follow-up conferences with the parents are held to evaluate the progress of the student,
4. Evaluations and reports to parents must indicate lack of student progress,
5. Ordinarily, a decision will be made by the end of the third quarter regarding retention.

D. No student shall be retained more than one year at any given grade or level. Ordinarily, a student should not be retained more than once while in elementary school (grades K-5) and once in middle school (grades 6-8).

- E. Local school policy should define the extent to which the school can serve students with special needs. Schools may accommodate students with learning challenges who require curriculum modifications. Adaptations and modifications should be regularly discussed with parents and use of significant modifications should be noted on the report card and in the permanent record. Such a record should say, “Grade indicated by an asterisk denotes progress made based on a curricular program adapted to the needs and abilities of this student.”

SUBJECT: TESTING PROGRAM

All Parish/Regional preschools and elementary schools and the Archdiocesan high school shall follow the basic program of standardized testing determined by the Archdiocesan Catholic Schools Office. In elementary schools, grades three through eight shall be assessed yearly. Each school is responsible for ordering tests, providing teacher in-service regarding test administration, maintaining test security, recording the results, utilizing test scores for instructional improvement, and reporting results to parents. Additional achievement and/or diagnostic testing may be done at the recommendation of the teacher and/or at the discretion of the Principal.

A. Achievement Testing

The Catholic Schools Office will make public each year the Archdiocesan average test scores.

The Catholic Schools Office will not make available individual school or classroom results to anyone except other appropriate officials of the Archdiocese.

Individual student's test scores will be made available to their parents and teachers. Individual schools may publish their own test scores as part of their marketing initiatives. School test scores may only be compared to published Archdiocesan average test scores or public school scores.

- B. The Catholic Schools Office will use an individual school's test scores for the purpose of monitoring and improving instruction within that school.
- C. ESL students will be tested; however, accommodations may be made to assist them in taking the test in their own language.
- D. All students will participate in the assessment program and all students will be included in the class and school averages. Accommodations for test taking for students with accommodations may be made at the discretion of the local school principal.

POLICY NO. 4500

SUBJECT: RETENTION OF INSTRUCTIONAL RECORDS

All Parish/Regional preschools and elementary schools and the Archdiocesan high school must retain the following school records in fireproof, lockable containers on campus for the following periods of time:

- A. Permanent Student Records, including personal identifying information such as name, student identification number, transcript of final grades, summary of attendance and standardized test scores, must be kept permanently,
- B. Teacher lesson plans, school registers, student sign in/out logs, and excused absence reports must be kept for five (5) years,
- C. Grade records must be kept for two (2) years after the grades are transferred to the Permanent Student Record,
- D. Standardized test score sheets must be kept for three (3) years after the scores are transferred to the Student Permanent Record,
- E. Student activities records, including extracurricular activities, awards, recommendations and other related records must be kept for four (4) years after the fiscal year of last attendance,
- F. Discipline records must be kept for five (5) years,
- G. Child abuse reports to CYFD and/or the police must be kept for two (2) years after the student's 18th birthday. These reports follow the student and are sent to transferring school confidentially, they are not part of the permanent record,
- H. Professional counseling and working records must be kept for four (4) years after the fiscal year of last attendance,
- I. Access to and release of records must be kept for four (4) years after the fiscal year of last attendance,
- J. Pesticide notification records must be kept for two (2) years after being posted,
- K. Health records, including basic identifying data, general medical history, medical reports, vision and hearing tests, student accident reports, and other related records

- (not including immunization records), must be kept for three (3) years after the fiscal year of last attendance,
- L. Immunization records (card specified by the Department of Health Services) must be kept permanently,
 - M. Anecdotal records must be kept for four (4) years after the fiscal year of last attendance,
 - N. Non-medical professional reports (including reports from psychologists, social workers and other related records) must be kept for four (4) years after the fiscal year of last attendance,
 - O. Student withdrawal notices must be kept for four (4) years after the fiscal year of withdrawal,
 - P. Records for Students with Disabilities (including placement records, referrals, evaluations, testing data and other related records) must be kept for four (4) years after the fiscal year of the final enrollment in program. (Parents must be notified prior to destruction of records.)
 - Q. Tuition program records must be kept for four (4) years after the fiscal year in which they were created or received,
 - R. Juvenile probation records must be kept for three (3) years after the student's 18th birthday,
 - S. All other non-permanent student records must be kept for four (4) years after the fiscal year of last attendance.

FINANCIAL ADMINISTRATION of PARISH SCHOOLS

INTRODUCTION

These finance policies are written to provide the Catholic schools with financial procedures and guidelines that will help to standardize financial practices within the Archdiocese. The first policy in this chapter, POLICY NO. 5010 is a reproduction of the Finance policy from the **Parish Administrative and Policy Manual**, which is the policy and procedures manual for parishes.

Questions regarding information contained in these policies should be directed to the Superintendent of Schools or as otherwise directed in the specific policy. All forms referenced in these policies can be obtained from the Archdiocesan Office of Finance or the Catholic Schools Office.

POLICY NO. 5000

**SUBJECT: FINANCIAL ADMINISTRATION OF ARCHDIOCESAN
SCHOOLS**

All Parish/Regional schools and the Archdiocesan high school shall comply with the financial policies contained in the Parish Administrative and Policy Manual and the Archdiocese of Santa Fe Catholic School Policy Manual.

SUBJECT: SCHOOL BUDGETS

Policy: Each year, Archdiocesan schools are to prepare a balanced budget based on actual per-pupil costs in order to provide a realistic framework for the school's financial needs. For elementary schools, this budget must be approved by the school Pastor/Rector and the Parish/Regional school Finance Council. Once approved at the local school level, the budget is sent to the Catholic Schools Office for final review and approval by the Archdiocesan School Budget Committee appointed by the Superintendent of Schools.

General Procedures:

1 Preparation of School Budget

Using the income and expense line items as defined in the Chart of Accounts of the uniform accounting system, the Principal prepares an annual operating budget that provides for adequate textbooks, instructional materials, contingency planning, and fair salaries and benefits for employees. The Principal must coordinate with the parish and/or school business manager in preparing this budget. Budgets for elementary schools must be approved by the Pastor/Rector and the Parish/Regional school Finance Council. It is expected that the school will not overspend or deviate significantly from the approved budget.

2 Income Categories

Income is to be budgeted based on the four approved categories: tuition/registration fee, subsidy, fund-raising, and other. The following guidelines are to be followed when calculating budgeted income:

- a. Tuition/registration fee income: Shall account for at least **70%** of total operating income. A non-refundable registration fee of at least \$100 shall be assessed per student. The tuition rate must be the same whether the student is a registered member of the school's host parish or not. Because the elementary schools participate in investment income, whether paid by the parish or the family, tuition may not be differentiated on the basis of whether the student is Catholic or not. (See #3 for information on tuition rates.)
- b. Investment income: Shall account for not more than **10%** of total operating income, including any support from the host parish, and

considered a line item independent of tuition/registration fees, regardless of whether it is paid by the parish or the family. The subsidy must be paid for every student—if a parish does not pay a student's subsidy, the school is to collect it directly from the parents.

- c. Fund-raising income: Shall account for not more than **15%** of total operating income, inclusive of income from bingo operations.
- d. Other income: Shall account for not more than **5%** of total operating income and sources of income must be reflected in the appropriate line items of the Chart of Accounts report.

3 Tuition Rates

The school may choose to offer a structured tuition rate based on more than one child from the same family attending the same school. Tuition discounts may not be used as any portion of an employee's benefits. To ensure consistency throughout the Archdiocesan Catholic Schools System, the following rates are to be used:

First child 100% full tuition
Second child.....not less than 80% of full tuition
Third child.....not less than 75% of full tuition
Fourth child (or more)...not less than 70% of full tuition

4 Funding for Salaries/Benefits

The school's annual budget should provide adequate funding for employee salaries and benefits, including health insurance, retirement, and professional development. In their 1987 pastoral letter, *Economic Justice for All: Catholic Social Teaching and the U.S. Economy*, the bishops of the United States articulate important principles that have considerable significance regarding diocesan employee pension plans and related matters.

“We bishops commit ourselves to the principle that those who serve the Church—laity, clergy, and religious—should receive a sufficient livelihood and the social benefits provided by responsible employers in our nation.”

In keeping with the spirit and intent of this directive, the sections that follow outline guidelines for salaries and benefits for school personnel. The schools must strive to follow these guidelines in order to promote consistency throughout the Catholic Schools System. In the case of benefits, these options may be considered minimum standards, and no other benefits may be offered until these minimums are reached.

Tuition discounts may not be used as any portion of an employee's benefits.

Any changes in an employee's benefit status must be reported immediately to the Catholic Schools Office and the Human Resources Office at the Catholic Center. Questions regarding benefits should be directed to the Human Resources Office.

5 Salary Scales

All Archdiocesan schools are to follow the salary scales approved each year for lay and religious employees. Benefits for lay and religious employees are covered below under #6, Health Insurance Benefits, and #7, Retirement Benefits. Religious personnel are to follow *either* the lay *or* the religious structure for salaries and benefits; they may not utilize a combination of the two. At the time of hire, pastors will disclose to potential employees who are members of religious communities the salary and benefits options being offered, and the contract will note which scale the individual chooses.

- » Lay Employees: Salary scales for lay teachers, principals, and vice-principals are reviewed and approved by the archbishop. The approved salaries for the forthcoming year are sent to the schools by the Catholic Schools Office by the first week of December for budget planning purposes. Salaries for other school personnel are determined by the parish/school.
- » Religious Employees: Information regarding the salaries for religious employees who choose to follow the religious structure is provided by the office of the Vicar for Religious, which may be reached at the Catholic Center.

6 Health Insurance Benefits

- » Lay Employees: Currently, the school is authorized to pay 50% of the lay employee's health insurance premium. The employee pays the cost of coverage for any dependents. To be eligible to participate in health, dental, life, AD&D, and vision insurance coverage, the lay employee must work at least 17.5 hours per week. Records of insurance coverage through the Archdiocesan plan are kept at the Human Resources Office at the Catholic Center; questions should be directed to them.
- » Religious Employees: Information regarding benefits provided for religious employees who choose to follow the religious structure is provided by the Office of the Vicar for Religious, which may be reached at the Catholic Center.

7 Retirement Benefits

The Archdiocese of Santa Fe sponsors two tax-deferred annuity retirement plans. *All* lay employees of the Archdiocese who are at least 21 years of age may participate in these plans after three months of regular full-time or part-time employment. The Human Resources Office at the Catholic Center can schedule the plan administrators

to visit the schools to present the retirement options to employees; principals are encouraged to contact them to arrange for this at the beginning of each school year.

Employee contributions are regulated by the federal government; the current maximum an employee may contribute is 20% of the annual salary or \$10,500, whichever is less. As an added benefit, the school will contribute to the employee's retirement. The school may follow the Archdiocesan contribution schedule (as listed below), or the school may develop its own contribution schedule based upon years of service. The contribution schedule applies across the board with all school employees who wish to participate.

School's Contribution schedule:

<u>Length of Service</u>	<u>Employee's Contribution</u>
90 days through completion of 3 years	25%
4 years through completion of 5 years	35%
6 years through completion of 10 years	50%
After 10 years.....	75%

In terms of records retention, the employee's contribution records are retained by the plan administrator. If the school chooses to contribute to the employee's portion, the school's payroll department will keep the employee's original sign-up form as part of the employee's payroll record. Records pertaining to the school's contribution follow the schedule used by the Archdiocesan records retention schedule and fall within the category "Vendor Contracts," which is a period of seven years.

At the beginning of each school year, the school's payroll department should provide to those employees who participated in the retirement plans during the previous school year a statement which shows the percentage the employee contributed and allows them the option to adjust the percentage of their contribution for the current school year.

Questions regarding these retirement plans or payroll requirements may be directed to Human Resources or the business manager in the Finance Office at the Catholic Center.

Religious employees who choose to follow the lay compensation plan are eligible to participate in the retirement benefits described above. They must not mix the two structures by accepting lay compensation and religious retirement. Information regarding the retirement benefit for religious employees who choose to follow the religious compensation plan is provided by the office of the Vicar for Religious, which may be reached at the Catholic Center.

8 Professional Development

Ongoing professional development should be encouraged at the local school level and funds should be budgeted to assist employees in their efforts to improve their skills.

Faculty members should be encouraged to participate in educational activities, such as workshops, seminars, etc., for their continued professional growth. With the prior approval of the principal, the cost of such activities may be reimbursed upon proof of successful completion and based on available funds so budgeted.

9 Budget Approval Process

Archdiocesan elementary schools must submit their budgets to the school Pastor/Rector for his approval and that of the Parish/Regional school Finance Council. The school is to use the format required by the School Budget Committee when preparing the budget. A sample of the required format is sent to the schools each year by the Catholic Schools Office attached to a reminder notice of when the budgets are due. The Catholic Schools Office also provides the cover page to the budget, which includes spaces for signatures by the Principal, the Pastor/Rector, the Parish/Regional school Finance Council, and the Superintendent. The cover page also includes spaces for the number of students enrolled, rates for tuition and registration fees, and a summary of the approved income categories, as well as space for explanations of any anomalies, such as a significant increase or decrease from the previous year's budget, deviation from Archdiocesan policies, or other explanations that will assist in review of the budget and speed processing.

The final budget for each Archdiocesan school must be sent to the Catholic Schools Office by the date determined by the Catholic Schools Office. The budget is reviewed by the School Budget Committee to ensure that it complies with Archdiocesan guidelines and policies. The Superintendent is authorized to withhold faculty contracts, including that of the Principal, for the forthcoming school year until the school's signed budget is received and approved by the Superintendent. When the school's budget is approved, the Superintendent sends a letter of confirmation to the Principal, with a copy to the Pastor/Rector, and authorizes the Principal to issue faculty contracts for the forthcoming school year.

**SUBJECT: PARISH INVESTMENT FOR ELEMENTARY SCHOOLS
(PREK THROUGH 8)**

Policy: Since tuition does not cover the full costs borne by the school to educate the student, each parish (whether the parish has a school or not) will pay a \$500 investment per student for registered parishioners with the following stipulations: (a) the parent/guardian of this student must be registered, for at least one calendar year prior to the subsidy year, in the parish from which they are requesting the investment. Any family that does not meet these criteria must pay the investment amount to the appropriate Catholic elementary school. Families relocating from outside of the school area (i.e., city, state, or town) are to be considered in an equitable manner in regard to the aforementioned criteria.

The investment is to be paid to the school by the family's parish (if they qualify) or by the family (if they do not qualify) as a means of offsetting the operating burden of Catholic elementary schools. The subsidy is not to be used to reduce individual tuition.

General Procedures:

1 Schedule for Reporting/Payments

Recognizing that the school and parish budgets must be formulated in late winter, the following timetable is strongly recommended:

- a) Registration at Catholic elementary schools for the forthcoming school year is the third week of January. At the time of registration, the parent/guardian completes a Parish Investment Form, which is provided to the schools by the Catholic Schools Office.
- b) Upon receipt of this form, which must be signed by the parent/guardian, the school prepares a statement for each parish listing the students registered in the parish and the amount of investment payment due, attaching the Parish Investment Form(s) as verification. These must be sent to the parish office no later than February 15 so that the parish can accurately plan its budgetary response to the statement.
- c) The Pastor's signature (or that of his designee) on the Parish Investment Form(s) indicates his acceptance of and responsibility for the subsidy payment. The signature stamp may *not* be used, for either the

Pastor's or the Principal's signature, on the Parish Subsidy Form. By March 1, the Pastor (or designee) signs and returns the copies of the Parish Investment Form(s) to the school. All investment payments are due by December 31 of the current school year. If a student's investment amount is not paid by a parish, it is the responsibility of the parents to pay it. Families may not move from parish to parish to secure the investment.

NOTE: As noted in POLICY NO. 5010, #2, Income Categories, the investment is one of the four approved budgeted income categories and may not account for more than 10% of total budgeted operating income, inclusive of all support from the host parish.

2 Eligible Parishes

The \$500 investment applies to all parishes, regardless of whether the parish has a school or not. The amount a parish is expected to pay is \$500 multiplied by the number of students registered with that parish. The school must pay its own utilities, insurance, maintenance costs, etc. If the parish elects to assist the school with any operating expenses, it should do so in the form of a donation to the school, rather than paying the expenses directly. This allows for a clearer and more accurate accounting of the costs to operate the school.

SUBJECT: INTERNAL CONTROLS

Policy: The Pastor/Rector and Parish/Regional school Finance Council oversee the financial management of the school and is responsible for setting the priorities of the Parish/Region, including its school. The Pastor/Rector delegates to the Principal the responsibility for the financial administration of the school. The Pastor/Rector remains the final authority and the person responsible for all Parish/Regional school activities, as dictated by canon law (Canon 532). Financial administration of Archdiocesan schools requires collaboration with the Catholic Schools Office and the Archdiocesan Finance Office.

Introduction

This section is written for the purposes of providing internal control policies and guidelines to the parishes in order to better safeguard the assets of the parishes and the Archdiocese.

Basic accounting and internal controls are designed to provide the Church with reasonable assurance that the assets are safeguarded against loss from unauthorized use, and to ensure transactions are executed with proper authorization and recorded to permit the preparation of accurate financial statements.

It is a very difficult line to draw when the organization's purpose of existence is religious and charitable; yet business policies must be applied in order to perform the fiduciary responsibility of safeguarding the assets of the community. At all times the governing body is held accountable for its actions and the actions of its employees.

The pastor of the parish and his agents are responsible for establishing and maintaining internal controls, keeping adequate records, complying with state, federal and canon laws, establishing operating systems and maintaining the records necessary to prepare accurate financial statements.

The Parish Finance Council can play an important role in implementing internal control procedures.

There are inherent limitations in any internal control system, such as human error, possible collusion, and intentional disregard. Therefore, an internal control system can provide only reasonable assurance that compliance exists.

Internal control consists of five basic elements:

1) Control environment

The core of this is the people - individual competency, integrity and ethics, and the operating environment.

2) Risk assessment

This consists of identifying, acknowledging, analyzing, and managing the risks associated with practices of the parishes.

3) Communication and Information

Included are management support, and channels for employees and church workers to report suspected irregularities or illegal acts.

4) Control activities

Examples of this are segregation of duties, collections counted by three or more people, independent counting or confirmation, and controlled access to data processing and adequate back up.

5) Monitoring

Prompt action on reports of problems and follow-up on unusual variances from budget amounts, and comparison of physical inventory, permanent assets, and equipment to the accounting records, along with the reconciliation of such differences.

I Basic Elements of Internal Control – Specific practices and procedures

A. Honest and Competent Employees

1. Require annual vacations of employees
2. Obtain bond or insurance on employees dealing with cash or other assets
3. Educate personnel on policy, procedures and job requirements.
4. Know your employees, and watch for signs they are living beyond their means.
5. Be sure to investigate all employees thoroughly as part of the hiring process.

B. Procedures for processing transactions

The same people should not be responsible for counting, recording and depositing the cash, nor should the person(s) who sign on the bank accounts be responsible for the reconciliation of the account. There should also be a clear segregation of duties between the comparison of reports, purchase orders and invoices and the person disbursing the funds. Reconciliation of the bank accounts should be done on a monthly basis, and compared at least annually with the financial statements by the finance council. Separation of duties is important to reduce the possibility of misappropriation of funds. When only one person is responsible for all the tasks, the chance of theft is greatly increased.

Not only should the physical assets be protected, but the accounting records should also be safeguarded. The ability to eliminate records is a task that should be controlled by management only.

No records are to be kept at an employee's residence.

II. Cash Receipts (section A was eliminated since it only deals with collection procedures)

B. Other Funds

Receipts must be issued for all exchanges of monies received, with the exception of the Sunday collections. The receipt must be issued regardless of whether it is cash or check, or whether the payor wants the receipt. A receipt book should be purchased with numerical sequencing. The receipts should indicate the form of payment (cash or check), check number if applicable, name of payor, date received, what the payment was for and the amount. It must be signed by the person receiving the funds. A separate daily deposit, if applicable, should be made for all miscellaneous items. The deposit slip must include the source of income, and name of payor if payment is by check. As a substitute, a copy of all checks deposited for the day must be attached to the duplicate copy of the deposit slip. The receipt book must agree with the deposit by date.

A cash receipts control log **provided by the Archdiocese** should also be maintained as a control measure, and should match the cash receipts issued.

Deposits should be made on a daily basis, or as soon as feasible. No cash or checks should be retained in the office for longer than 5 days, so as to safeguard the asset from theft or loss. In order to accurately reflect the income, funds must not be commingled. For designated projects or income,

such as building projects or collections for the poor, a second collection must be taken. A percentage of regular collections cannot be utilized. If a second collection is not taken, or the funds are not clearly identified by the donor, it is not considered designated income, and is subject to the 12 1/2% assessment.

Internal Revenue Code requires acknowledgment by the donee (parish) of contributions of \$250 or more in one contribution. The acknowledgment must be in writing and contain the following information:

- 1) The amount of cash and a description (but not the value) of any property other than cash contributed;
- 2) whether any goods or services were provided by the parish for consideration, in whole or in part, for the contribution; and
- 3) a description and good faith estimate (made by the parish) of the value of those goods or services or, if they consist entirely of "intangible religious benefits" a statement to that effect. An "intangible religious benefit" is one that is provided exclusively for religious purposes, and is generally not sold in a commercial transaction.

III. Cash Disbursements

All payments must be made by prenumbered check, and adequate supporting documentation must be maintained for every disbursement. Each payment made must have an invoice or receipt filed by vendor or by month. The invoice or receipt must be approved by the pastor **or his delegate**, either by a stamp or with his initials. It must be stamped with a stamp that indicates date paid, amount, and check number. There must be no exception to this rule. However, each invoice does not have to be cancelled if a requisition form is used whereby invoices are attached to the form and the pastor or delegate initials the form indicating approval. This includes distribution of cash to the needy. When the check is presented to the signer, the invoice should be attached for verification.

If a petty cash fund is maintained, it should be for no more than \$400. The custodian of the fund is solely responsible for maintaining the fund, authorizing any use of it, and obtaining records of receipts for all disbursements. The fund must not be replaced unless accurate accounting is performed, and receipts are available for all disbursements.

SEE PETTY CASH, in FINANCIAL section.

A. Check Signing Privileges:

The pastor **or his delegate** should be the signatory authority on the accounts. The pastor is ultimately responsible for every financial transaction of the parish. A member of the finance council could also be a signer on the account. However, signature stamps or machines must not be used.

If expenditures need to be made by someone with no signatory authority, the parishioner/or employee should pay for the items themselves and give the receipt for those items purchased to the pastor or his agents so they may reimburse the parishioner. If it is unavoidable to release a blank, signed check with a notation made on the check "NOT TO EXCEED XXX" with XXX being the dollar amount. Voided checks should be altered by voiding or removing the signature line to prevent use, and retained to make sure all checks are accounted for. SEE CASH ACCOUNTS, FINANCIAL section.

Documentation for payroll is especially important. All employee files must contain Forms W-4, Employee's Withholding Allowance Certificate and I-9, Employment Eligibility Verification as well as the Archdiocesan application for employment and proof of attendance at the Sexual Misconducts Policies and Procedures Workshop at the Archdioceses. In addition, written documentation concerning salary or hourly rates of pay, date of hire, and any other agreements, such as sick pay or vacation, retirement or health insurance deductions, must be reflected in the file. An accurate narrative of any problems or discussions with the employee, as well as annual evaluations, must also be recorded, but should be maintained separately from the personnel file by the pastor.

Payroll sheets or time cards must be maintained in the parish for at least five years. Compliance with all federal and state payroll tax laws is mandatory. SEE EMPLOYER TAX GUIDELINES.

Hard copies of the weekly posting to the census program and the monthly financial reports from the accounting system should be maintained and reconciled to deposits in the parish.

Use of the miscellaneous categories in the accounting system is strongly discouraged. Any items of miscellaneous nature must be properly classified. This facilitates the budget process, and provides a more accurate accounting for the pastor and finance committee. Using

only the accounts that have an amount budgeted also prevents use of the numerous miscellaneous accounts.

Trust Funds - A trust fund account should be used when the parish receives money from a donor, which is designated for a specific use. After expenses have been paid, the balance in the account should be zero. Money that the parish has restricted (such as money being saved for a construction project) should not be set-up as a trust fund account.

When setting up a trust fund account, keep in mind that the expenses recorded in a trust fund account will not be reflected in the Statement of Financial Activity. If the restricted funds are going to be used for ordinary parish expenses such as religious education, the parish should record payments as expenses for budget purposes and not use a trust fund account. The parish would then track payments of the restricted monies to ensure that it was properly spent.

IV. Other

All transactions must be recorded on the accounting system, for all bank accounts. Interest income earned on the accounts must be recorded as earned.

The posting of the collection envelopes must match the identifiable collection from the collection report, on a weekly basis. Maintaining a copy of all checks received in the collection helps to facilitate this process.

The pastor must be responsible for opening and reviewing all bank statements. All bank statements must be sent to the pastor on all accounts (including St. Vincent de Paul), before opening, or to an accounting firm. All accounts must be reconciled monthly. The bank account must not be reconciled by anyone responsible for counting the cash, signing on the account, opening the mail, making deposits or recording the census information. The bookkeeper should not perform these duties.

If the pastor relies on a delegate to perform numerous financial and administrative responsibilities, it is extremely important the pastor receive unopened bank statements and review the bank statements and their contents for any unusual or significant items.

Adjusting entries to the books must not be made without proper documentation and authorization. They must be reviewed and approved by the pastor or his delegate.

A physical inventory of assets should be done annually, and a numbered tag be identified to each asset. The record should include a description of the item, cost, date of purchase, location, intended use, and eventually disposition or sale. See Other Matters Section XII.

A limited number of keys to the facility must be issued. Each individual who has keys must be required to sign for them. The best way to ensure the security parish is to assign keys to as few individuals as possible by assigning one or two persons the responsibility of opening and closing the facility.

It is important to seek more than two bids on major purchases. Review of the bids by the finance council would conserve the funds of the parish and assure that all purchases made are properly valued.

Safe combinations, computer passwords, and keys should be changed periodically or when there is staff turnover.

V. Exceptions

Exceptions to this section must be requested in writing from the Chancellor.

The pastor should consider forming an audit committee from the Finance Council to assure internal control policies are being followed.

VI. School Specific Area

1 Tuition Payment Options

Each school is to have written guidelines for the parent/guardian indicating how tuition and other school fees are to be paid. These guidelines must also explain how delinquent payments will be handled (see #11 regarding delinquent payments). The following are approved tuition payment options:

- * Prepaid—tuition paid in full by the start of the school year.
- * Monthly installments—only allowed by electronic debit system.

A school shall not accept cash payment for tuition/registration, regardless of whether a receipt is offered.

2 Tuition Payment Records

It is in the school's best interest to encourage prepayment of tuition. If a student's tuition is not prepaid, the school must mail to the responsible party a quarterly statement that itemizes tuition payments to-date and the current amount due. Schools will be required to produce copies of such statements during the school audit.

Note: In regard to subsidy payments, schools should remember that they are due by December 31 of the current school year. If a student's investment amount is not paid

by a parish, it is the responsibility of the parents to pay it. (Refer to POLICY NO. 5010, d, for more information on this requirement.)

3 Delinquent Payments

Tuition that is not prepaid must be paid in monthly installments. Tuition is considered delinquent 10 days after payment is due. Should the tuition remain past due for two consecutive months, on the 10th day after the due date in the second month, the student is considered ineligible to return to classes until the tuition and fines are paid in full. Should the tuition remain past due by the 15th day after the due date in the second month, the student is to be disenrolled from the school.

While the school is a business and must collect fees for services rendered, Christian charity must prevail in attitudes about a family's ability to meet its obligations. Any personnel privy to information about a family's payment record must be discrete in discussing such issues, either among themselves or with the family. Every precaution must be used to ensure that the student is neither implicated by nor overhears any discussion about the family's payment status. Under no circumstances may such issues be discussed with faculty members, nor are they to be informed of any reason for a student's disenrollment.

Based on the procedures outlined in this policy, the school must clearly define in its parent/student handbook the approved tuition payment options, when such payments become delinquent, late charges that accrue, and what actions the school will take if payments become delinquent.

NOTE: The school may withhold a student's report card and diploma, but student transcripts may **not** be withheld at any time; these must be sent immediately to the requesting school.

Parents should be encouraged to contact the school if they experience problems in paying tuition and other fees. The school must also provide them with information about the availability of tuition assistance based on financial need (for information on this, see POLICY NO. 5070 Tuition Assistance/Scholarships).

3 Registration

A registration form must be used for all students. The form can be utilized as a receipt and is to include, at a minimum, the following:

- a. Name of student(s).
- b. Responsible party.
- c. Name, address, and phone numbers of parents, guardians, etc.
- d. Method of payment chosen for tuition (prepaid, electronic debit).
- e. Date and method of payment of fees (check, electronic debit).
- f. Parish registration and who is responsible for the subsidy payment.
- g. Scholarship or tuition assistance information, if applicable.

5 Monthly Financial Reports

By the 20th of each month, all Archdiocesan schools are to send the past month's transactions electronically to the Parish/School Accounting and Support Services Office at the Catholic Center. To ensure consistency, the Chart of Accounts line items and the approved computerized accounting program, as used by the Parish/School Accounting and Support Services Office, must be used. All transactions must be recorded for all bank accounts. Interest earned on the accounts must be recorded as income.

Statements of the monthly reports are routinely provided to the Superintendent for review. Schools that fail to file the report on time each month will be contacted by the Superintendent. Printed copies of these reports must be maintained at the parish and school in accordance with the records retention schedule outlined in Chapter XI of the **Parish Administrative and Policy Manual** and the policies of this Manual. Questions regarding the Chart of Accounts line items and the computerized accounting program, including training in the software, may be directed to the Parish/School Accounting and Support Services Office at the Catholic Center.

Use of the miscellaneous categories in the accounting system is strongly discouraged. Any items of miscellaneous nature must be properly classified. This facilitates the budget process and provides a more accurate accounting of income and expenses. Using only the accounts which have an amount budgeted also prevents use of miscellaneous categories.

Entries may not be adjusted without proper documentation and authorization. Such adjustments must be reviewed and approved by the pastor or his agent.

6 Annual Financial Reports

The **Parish Administrative and Policy Manual** requires that the Pastor and Parish Finance Council oversee all financial matters, including the annual budget, for the schools. An annual financial report for the school must be published in the parish and provided to the parents of registered students. Copies of this report must be forwarded to the superintendent of schools within 120 days of the end of the school's fiscal year, which is June 30.

7 Fund-Raising Reports

The guidelines that govern any fund-raising project must be well documented. A standard fund-raising report must be prepared, which documents all income by cash, check, and payer, where identifiable. All expenses must be reported and documented on the appropriate form and reconciled with receipts. All income and expenses must be accurately reported on financial statements. IRS Form 1099 must be issued for all prizes awarded by the school within the amounts specified by the Internal Revenue Service. As noted in POLICY NO. 5010, #2, Income Categories, fund-raising revenues may not exceed 15% of the total operating income of the school. Refer to POLICY NO. 5050 and POLICY NO. 5060 for specific policies on fund-raising.

8 Security Measures

The Pastor/Rector should consider forming an audit committee from the Parish/Regional school Finance Council to assure internal control policies are being followed at the school. In addition, the physical property of the school must be safeguarded. Keys must be assigned to as few individuals as possible and only one or two persons authorized the responsibility of opening and closing the facility. Each individual who has keys must be required to sign for them. Locks and safe combinations must be changed periodically or when staff turnover warrants.

9 School Property/Equipment

As noted in policy POLICY NO. 5100, School Maintenance, the Pastor/Rector is administratively responsible for managing the real estate within the parish/regional school. The Pastor/Rector's approval is required for any purchase or sale of parish/school property, leasing of space, construction or remodeling projects, and any other transaction affecting the property. Any proposed construction project that involves structural change to a school building, regardless of total cost, must also be pre-approved by the manager of Property/Construction Management at the Catholic Center, the Superintendent of Schools, and the Archdiocesan Director of Finance.

For more information on this, refer to Chapter IV of the **Parish Administrative and Policy Manual**, which explains policies for real estate issues affecting the parish/school property, including property insurance; purchase, sale, and lease of property; and gifts of real property.

10 Inspections and Corrective Actions

Every year, Archdiocesan schools are inspected by the Claims and Risk Manager for Catholic Mutual Group insurance. The results of this inspection are recorded on a "Risk Management Report" and sent to the Pastor/Rector, with a copy mailed to the Principal. Upon receipt of this report, the principal explains on the form what actions have been taken to comply with corrective actions, as noted by the inspector. Principals must coordinate with the pastor when responding to any corrective actions. These inspection reports must be retained by the school until superseded by the next inspection report. Questions regarding inspections and safety requirements may be directed to the Catholic Mutual Group Office at the Catholic Center.

11 School Insurance

Archdiocesan schools are insured by Catholic Mutual Group. Coverage includes:

- » Property (buildings and contents)
- » Liability exposures (as defined by the policy certificate)
- » Vehicles
- » Employees for workers' compensation.

The Catholic Mutual Group Office at the Catholic Center must be notified immediately when there are additions or deletions to property, equipment, or vehicles

at the school so that certificates of insurance may be issued, revised, or canceled, as necessary. Insurance premiums are assessed by the Catholic Mutual Group Office and sent directly to the parish/regional school; payments are made as directed by the Pastor/Rector.

12 Scrip

Many schools utilize Scrip as a fund-raiser. Scrip is a substitute for money or a gift certificate. Families order Scrip from the schools to be used at local stores, such as Smith's, Costco, and K-Mart, as well as many other businesses nationwide which participate in the Scrip program. Orders for Scrip are placed by individual families at the school, which then places a comprehensive order for the Scrip from a provider, such as the National Scrip Center. The Scrip certificates are sent to the parish or school, where they are then distributed to those who purchased them.

Scrip can be an excellent fund-raiser; it can also be a problem if it is not handled correctly. Because Scrip is an alternative form of currency, it must be treated as cash. Therefore, the following procedures must be followed:

1. Volunteers or employees may not take Scrip home for delivery. Scrip must be picked up at the school or church premises in a centralized location by families participating in the program.
2. Scrip must be stored in a safe, which is locked at all times. The safe must be kept in an inconspicuous and secure location on parish premises.
3. The school may not keep a large inventory of Scrip on hand. Scrip can be received from the National Scrip Center in one day by air mail. Schools should only order the amount of Scrip that has been ordered by program participants and distribute it quickly.
4. Adequate bookkeeping is required and must track payments received and the purchase and distribution of Scrip. At least two people must share responsibility for maintaining the Scrip records. When a school receives an order of Scrip, serial numbers must be recorded. In the event that any of the Scrip is lost or stolen, these serial numbers will allow the school to quickly identify the missing Scrip and alert local stores to watch for the stolen Scrip.

Scrip can be an excellent resource for fund-raising if it is handled properly. It can also be safe as long as schools remember that Scrip is a cash equivalent and must be treated with the same care as cash.

SUBJECT: SCHOOL AUDITS

Policy: A primary responsibility of the school's administrative staff is accountability for the finances entrusted to it by its constituents, the Parish/Region, and the Archdiocese.

As noted in POLICY NO. 5010, "audit" shall be defined, for these purposes, as "agreed-upon procedures applied to compliance with administrative and financial policies, internal controls, and cash receipts and disbursements." A copy of each school's audit report will be furnished to the Superintendent of Schools.

General Procedures:

- 1 Sequence of Audits
Refer to the information contained in POLICY NO. 5010-A-VI-C-3 for the sequence of school audits. Any exception requests must be made, in writing, to the superintendent of schools and signed by the pastor and principal. Such requests will be considered by the superintendent and the Archdiocesan director of Finance. The parish and school must be audited at change of pastors in accordance with the requirements of the **Parish Administrative and Policy Manual**.
 - 2 Cost of Audits
Those schools which must be audited annually by an independent accounting firm will be assisted by the Archdiocesan Finance Office in defining the scope of the audit and in seeking "package" proposals from accounting firms in an effort to reduce costs. As noted in POLICY NO. 5010-A-VI-C-4 those schools audited by Archdiocesan staff will be asked to pay the Archdiocese a fee to defray costs. Should any school feel it is unable to meet this expense, the Director of Finance is authorized to subsidize that school, as necessary, upon receipt of a written request from the Pastor/Rector.
 - 3 Preparing for an Audit
The audit should be viewed as educational and instructive, and used as a tool for improving the overall financial condition of the school. The audit report will include a list of suggested changes and ideas designed to help improve procedures at the school.
-

The following is a list of items that may generally be examined by the auditors. This list should not be considered all-inclusive, since other matters may arise during the audit that could cause an expansion of the review.

- * Accounts receivable ledgers for tuition, registration, etc.
- * Budget for current school year for *all* activities.
- * Contracts (employee/teacher/leases/service, etc.).
- * Employee files (includes payroll records and payroll tax reports, as well as individual employee files, time cards, etc.).
- * Financial reports for *all* activities.
- * Fund-raising activities, minutes of meetings for those activities, all receipts, reports, and invoices.
- * Review with personnel of internal control policies and procedures.
- * Annual dated inventory of school equipment (see POLICY NO. 5090, #1, Annual School Inventories).
- * All lease/rental agreements.
- * List of school's Consultative Council members and minutes of meetings for the past year.
- * Copies of minutes from Parish/Regional school Finance Council meetings where school issues were discussed.
- * All petty cash documentation (usually a petty cash count will be performed and documentation reviewed).
- * Registration records, tuition payment records, and subsidy records.
- * Vendor files for all activities, including fund-raising. Vendor files must contain receipts or invoices for *every* check written, with the exception of payroll.
- * Review of school policy manual.
- * All bank statements for *every* account, check stubs, deposit slips and/or ledgers, reconciliations, and a listing of all authorized signers.
- * Review of any restricted funds and use of trust funds, including documentation.
- * Review of vehicle use (if the school owns vehicles).
- * Review of expense reimbursement policy (see POLICY NO. 5030)

SUBJECT: FUND RAISING

Policy: Fund-raising activities sponsored by the school or school-related organizations are to have the recommendation of the Principal and the approval of the Pastor/Rector. Expenditures of these funds must also have the recommendation of the Principal and the approval of the Pastor/Rector. Fund-raising projects are to have defined time limits.

General Procedures:

1 Fund-Raising Guidelines

Fund-raising activities must be approved by the Pastor/Rector. Money generated by these activities must be deposited immediately into the school checking/ operating account. Separate accounts for fund-raising activities or school-related organizations are not allowed.

As noted in POLICY NO. 5010, #2, Income Categories, fund-raising is one of the approved income categories which may be used in formulating school budgets, but must be restricted to not more than 15% of total operating income, inclusive of Bingo operations (see #6 of this chapter, Bingo Operations).

2 Protocol for Fund-Raising

Fund-raising is to be done in accordance with the principles and guidelines set forth by the National Conference of Catholic Bishops, as published in ***Principles and Guidelines for Fund-Raising in the United States by Arch/Dioceses, Arch/Diocesan Agencies, and Religious Institutes*** published by the United States Catholic Conference. The Catholic Schools Office has obtained permission to duplicate this publication.

3 Legal and Financial Releases

Legal and financial releases to vendors, companies, individuals, or employees must be authorized by the Director of Finance or the Chancellor.

4 Accounting Procedures

Archdiocesan accounting procedures are to be followed judiciously. Refer to POLICY NO. 5030, #15, for information on required fund-raising reports. A complete record of each solicitation or fund-raising project is to be recorded in the school's financial Chart of Accounts. In order to accurately reflect income, funds must not be commingled. Funds are to be deposited to the school's operating account; no separate accounts are permitted.

Current Internal Revenue Service Code requires that the recipient (i.e., school) of any contribution of \$250 or more as a single contribution must acknowledge the gift, in writing, along with the following information:

- * The amount contributed and a description (but not the value) of any property, other than money, contributed;
- * Whether any goods or services were provided by the school for consideration, in whole or in part, for the contribution; and
- * A description and good faith estimate (made by the school) of the value of the goods or services or, if they consist entirely of “intangible religious benefits,” a statement to that effect. An “intangible religious benefit” is one that is provided exclusively for religious purposes and is generally not sold in a commercial transaction.

Questions pertaining to these accounting procedures may be directed to the Archdiocesan Finance Office.

5 Building or Capital Campaigns

Capital campaigns and building fund drives must first be approved by the Pastor/Rector, the Archbishop, and the Superintendent of Schools. A letter of request stating particulars is to be sent to the Chancellor’ Office with a copy to the Superintendent. All proceeds from such drives must be listed as a separate line item in the school budget and the funds must be deposited in the school’s operating account. (See also POLICY NO. 5030, #17, School Property/Equipment.)

6 Bingo Operations

The regulations and procedures that govern bingo operations are very important and require the oversight of the Pastor/Rector and the Parish/Regional school Finance Council. Chapter 10 of the **Parish Administrative and Policy Manual** contains important information required for bingo operations, including job descriptions and expectations of employees. Although some of these procedures relate to bingo employees, some may be applied to volunteers. Any deviation from these procedures requires approval from the chancellor or the Archdiocesan Director of Finance.

SUBJECT: FUND RAISING BY DIRECT SOLICITATION

Policy: The Principal is to ensure that organizations or causes for which solicitations are made are legitimate. Fund-raising projects are to have defined time limits.

General Procedures:

1 Direct Solicitation Guidelines

Direct solicitation projects must be approved by the pastor and principal. Money generated by these activities must be reported in the appropriate line item in the Chart of Accounts report. Funds must be deposited immediately into the school checking/operating account. Schools may ***not*** maintain separate accounts for fund-raising activities or school-related organizations.

As noted in POLICY NO. 5010, School Budgets, and POLICY NO. 5050, Fund-Raising, fund-raising is one of the approved income categories used in formulating school budgets, but must be restricted to not more than 15% of total operating income, inclusive of direct-solicitation operations.

2 School/Classroom Projects

Fund-raising by direct solicitation is to be limited to a small number of worthy causes and is to be restricted to a specific length of time. Neither families nor students are to be subjected to continuous solicitations, and such activities must be used to educate the students in the values of serving others and contributing to worthwhile causes; examples include projects for the homeless, missions, global disasters, etc.

3 Door-to-Door Solicitations

Schools may use fund-raising activities that involve door-to-door selling of merchandise by school children only after permission has been given by the Pastor/Rector, the pPrincipal, and the parents, and only when such activities do not take children from the classroom during regular school hours. Parents must be advised that they are responsible for their children's activities and behavior when involved in direct solicitations. Students are to be instructed in proper deportment when soliciting funds, with emphasis placed on courtesy, brevity, and honesty.

4 Ensuring Project Legitimacy

All projects designed to raise funds for the school are to be adequately publicized within the community so that individuals being asked to make contributions are aware of the legitimacy of the project and its goals or purpose. The project must have a definitive time limit. Contributions must be free-will and not mandatory.

Any activity that involves a third-party, such as the sale of Girl Scout cookies, magazine sales, etc., must be considered a professional fund-raising service and must have a written agreement stating clearly the obligations of each party before the project begins.

5 Accounting Procedures

Refer to POLICY 5050, #4, Accounting Procedures, for information on required accounting procedures and acknowledgment of gifts.

SUBJECT: TUITION ASSISTANCE/SCHOLARSHIPS

Policy: All Archdiocesan schools are to make reasonable efforts to assist students having financial difficulties by offering scholarships and other tuition assistance, but such funds must be limited to actual money available and must not endanger the financial stability of the school. All tuition assistance and scholarship funds must be accurately recorded in the appropriate line items of the uniform accounting system.

General Procedures:

1 Tuition Assistance

Parishes are strongly encouraged to make available to their parishioners, as part of their routine collections, the use of envelopes specifically designated for tuition assistance.

Schools are encouraged to establish funds to provide tuition assistance to students who can demonstrate financial need. An application for financial aid must be submitted by families applying for financial assistance. A committee composed of at least three persons is to evaluate the applications and determine eligibility and disbursement of funds.

Archbishop's School Fund. Distributions must be used toward tuition assistance. The Catholic Schools Office initiates an application procedure each year whereby a school may reapply for a distribution of funds from the **Archbishop's School Fund**. This application includes a section in which the school reports how such funds from the previous year were disbursed, but does *not* require the names of individual recipients.

2 Scholarships

Schools are encouraged to establish scholarship funds based on academic excellence. A committee composed of at least three persons is to evaluate the applications and determine eligibility and disbursement of funds based on the following criteria:

- * Good Catholic/Christian character.
- * Leadership qualities.
- * Evidence of service to others.
- * Prior attendance at the school before being awarded funds.

**SUBJECT: GRANTS, ENDOWMENT FUNDS AND
DEVELOPMENT**

Policy: A variety of options exist by which an individual or corporation may provide a financial gift to a school or schools. Such funds may be classified into one of three categories: grants, endowments, or development activities. To avoid overtaxing any one financial resource and to ensure that the appropriation of such funds are consistent with Archdiocesan requirements, all grant applications must be coordinated through the Programs/Development Office of the Catholic Schools Office. All endowments must be coordinated by the Catholic Foundation.

General Procedures:

1 Definitions of Funding Sources

To clarify the distinctions between grants, endowments, and development funds, the following definitions are offered:

- » Grant — A grant is defined as a sum of money given by a philanthropic foundation for charitable activities, including educational programs.
- » Endowment — An endowment is a gift that provides income to the school. Endowments are often established as permanent funds, so that the investment of the gift produces a perpetual stream of income for the school. Archdiocesan policy requires that all permanent endowment funds be managed by the Catholic Foundation.
- » Development — Development activities are not designed to attract funding to ensure the survival of the school, but rather to help the school accomplish its mission and realize its objectives. Examples of development activities would include an alumni association, friend-raising, and the adopt-a-student program.

To ensure accountability, all funds from grants, endowments, and development sources must be managed in accordance with the procedures outlined below. The Principal must ensure that any such funds are applied toward the purpose for which they were solicited.

2 Grant Application Procedures

All grant applications must be coordinated through the Programs/Development Office of the Catholic Schools Office.

- a. Upon learning about the grant opportunity, the school needs to contact the Programs/Development Office of the Catholic Schools Office to determine if application for the grant is appropriate.

- b. When the Programs/Development Office notifies the school that it may proceed with the grant application, the school secures the appropriate forms and instructions from the foundation and completes the required paperwork, attaching any required documentation.
- c. The school sends the application package, complete and signed, to the Programs/ Development Office, which reviews the application; coordinates with the school regarding any modifications or additions; and shares the information with other departments/agencies, as appropriate. In the event the grant also requires letters of support from the archbishop and/or the superintendent of schools, it will be the responsibility of the Catholic Schools Office to secure them.
- d. The Programs/Development Office coordinates with the school in submitting the application package.

NOTE: Teachers soliciting grants must do so under the auspices of the school so that grant money is designated for projects, not personnel. Should the teacher terminate employment with the school, any unused funds must remain with the school.

3 Endowment Fund Procedures

An endowment, either through outright donation or bequest, provides a stable, predictable source of income for today, tomorrow, and future generations. In a permanent endowment, the principle is never used, but is invested, and distribution is restricted to income generated from the principle.

The Catholic Foundation was established in 1991 to manage such endowments for all entities under the jurisdiction of the Archdiocese of Santa Fe. The Foundation offers donors a variety of gift options to suit their desired purpose and meet their individual needs and interests. These gift options take full advantage of the tax benefits available by law, and some provide income to the donor as well. Gift assets are invested by professional investment managers and performance is monitored closely by the Investment Committee of the Board of Trustees. An independent audit is performed annually to ensure open disclosure of all Foundation activities.

Schools are encouraged to make their constituents aware of the importance of endowment gifts and bequests. Designated funds may be created to benefit a specific parish, school, ministry, or organization. The minimum amount required to establish an endowment fund is \$5,000. Schools are to encourage potential benefactors to contact the Catholic Foundation to schedule an appointment to discuss methods and options for creating such a fund.

Archdiocesan policy prohibits a school from establishing its own endowment fund or foundation independent of the Catholic Foundation and stipulates that all permanent endowment funds be managed by the Catholic Foundation, including those set up before the Foundation was created in 1991.

Questions regarding endowments and other financial gifts may be directed to the Catholic Foundation.

4 Development Activity Procedures

The Programs/Development Office of the Catholic Schools Office was created to provide direction and leadership for development activities and to coordinate systemwide efforts for Catholic schools. Some of the Archdiocesan activities include a planned-giving program and the annual alumni appeal. In addition, the office maintains a data base to track which foundations provide financial support to Catholic schools and issues an annual report on development activities. This office is available to provide training in development techniques and protocol.

Any Archdiocesan school intending to contract for development services is required to notify the Programs/Development Office at the Catholic Center concerning the nature of the services and the proposed fees. Alternatives may be proffered.

SUBJECT: INVENTORIES

Policy: The principal is responsible for conducting the required annual inventories. The inventories must be dated and itemized by the appropriate category.

General Procedures:

1 New Equipment Inventories

When the school purchases or is donated new equipment, it must be inventoried within ten working days following the procedures outlined in #2 below. If the purchase or donation involves technical equipment, (computers, hardware and/or software, fax machine, telephone equipment, etc.), a written inventory must be performed before the equipment is used and by a third-party individual or company that is technically competent to identify exactly what was received.

Concerning the donation of computers, the school must obtain from the donor a signed release form for any software that comes with the system(s), either on CDs or is installed on the hard drive(s), or the software must be removed from the hard drive(s) before use. It is illegal to donate or sell a computer with software installed unless the ownership of the software is officially transferred to the new owner via a signed release. Documentation on this is essential.

The Catholic Schools Office can provide the name of a reputable company that can perform computer hardware/software inventories.

2 Annual School Inventories

Each year, the principal is to conduct inventories of the following:

- * School equipment — Includes the physical assets of the school, such as furnishings and equipment.
- * School supplies and instructional materials — Includes all items used in the educational function of the school, excluding state and federal instructional materials.

The official version of these inventories must be completed by June 1 of the current school year, and dated and signed by the Principal. Each item with a cost greater than \$100 must be numbered with a tag; this number is to be recorded on the inventory and include a description of the item, its cost, date of purchase, location, intended use, and, when appropriate, its disposition or sale.

These inventories provide a basis for budgetary planning and control, as well as accountability for school property and justification for insurance purposes. The

inventories must be kept for a period of five years. (See also POLICY NO. 5030 #6, Issuance of Receipts, and POLICY NO. 5040 School Audits.)

3 Chapter/Title Federal Programs Inventories

Accurate records must be kept on all Chapter and Title federal programs participation and materials. Each year by May 31, an updated report is to be sent to the Catholic Schools Office. These reports are to be kept on file at the school for a period of five years.

4 State-Owned Instructional Materials

Accurate records must be kept on all state-owned instructional materials. Each year, schools are to complete "Form II, Inventory," and "Form III, Annual Inventory Transmittal Form for Free Instructional Material." Questions may be directed to the Instructional Materials Office in Santa Fe or to the Superintendent of Schools. The original forms are sent to the state by June 30 at the following address:

Administrative Office Instructional Materials Division,
State Department of Education
300 Don Gaspar,
Santa Fe NM 87501

A copy of both forms must be sent to the Catholic Schools Office; based on the Records Retention schedule, the school retains copies on file for a period of five years.

5 Student Nutrition Programs Records

Schools that participate in the school breakfast, school lunch, and/or special milk programs are required to file monthly claims reports to the State Department of Education, Student Nutrition Department. As of July 1, 1997, these claims must be filed electronically via computer. Questions may be directed to the Student Nutrition Department in Santa Fe. Copies of these claims must be kept on file for a period of three years.

SUBJECT: SCHOOL MAINTENANCE

Policy: The proper maintenance of school buildings and the campus is of utmost importance to assure the health and safety of the students and staff, and to maximize the use of the school facilities. An effective educational program requires clean, safe, and attractive classrooms, buildings, and campus.

General Procedures:

1 Maintenance of School Buildings and Campus

The school is to be kept clean and operational at all times. Facilities are required to meet all federal, state, and local safety regulations and codes.

As noted in POLICY NO. 5010, the Pastor/Rector is administratively responsible for managing the real estate within the parish. Although all parish property is legally owned by the Archdiocese, including the Catholic school, the Pastor/Rector controls the use of parish/school property and is responsible for its care and maintenance. Moreover, the Pastor/Rector's approval is required for any purchase or sale of parish/school property, for leasing of space, and for any other transaction affecting the property.

The Principal is responsible for the cleanliness, safety, and maintenance of the school plant, directing the custodial staff in its duties to care for the facilities. The custodial staff is to have a daily work schedule, with specific directions on how to perform their assigned duties, and must be provided adequate materials and equipment to perform the tasks required to maintain the buildings and campus.

2 Coordination with Pastor

The Principal is expected to communicate with the Pastor/Rector regarding all matters that pertain the school real property. The Principal must immediately bring to the attention of the Pastor/Rector any emergency repairs and/or changes or additions to the school building. Consultation with the Pastor/Rector is required before action is taken unless an emergency precludes immediate notification. Payment for repairs to school property are made as directed by the pastor. Schools are expected to provide funds for contingencies and emergencies as part of their annual budgets.

3 School Appearance

Since a school is often judged by the appearance of the buildings and the school campus, the Principal is to remind the students of their responsibility for the outward appearance of the school. They are to help keep the grounds free of litter and/or graffiti. The Catholic community should be able to point with pride to the buildings and school campus which it has built and which it supports.

4 Changes to School Buildings

As noted in POLICY NO. 5030 #17, School Property/Equipment, any proposed construction or remodeling project that involves structural change to a school building, regardless of total cost, must be reviewed by the manager of Property/Construction Management at the Catholic Center and the Superintendent of Schools and approved by the Archdiocesan Director of Finance.

5 School Cafeterias

School cafeterias must comply with current health regulations. Cafeterias are inspected at least once per year, but may be inspected more frequently if deemed necessary. Schools within Albuquerque and Bernalillo County are under the jurisdiction of the Albuquerque Environmental Health Department; schools in other areas of the Archdiocese are under the jurisdiction of the State Environment Department. Copies of current regulations may be obtained by contacting either of these offices or the school's local district office.

POLICY NO. 6000

SUBJECT: ADMINISTRATION OF FEDERAL GOVERNMENT PROGRAMS IN ARCHDIOCESAN SCHOOLS

All federal government services and programs are provided directly to the individual child through Archdiocesan schools, and are generally administered through the local public school district in which the Catholic school is located. By law, the public school districts and other government agencies are required to inform non-public schools of programs and services available to them. The Catholic Schools Office does not administer those services or programs.

It is the responsibility of the Principal to be knowledgeable about requirements for each government program, to plan for and administer these programs within the school and to meet deadlines for evaluation and application for these services. The acceptance of and involvement in these entitlements rests with the principal. It is expected that all principals will take advantage of all federal programs available to their students.

The Catholic Schools Office will assist principals in this responsibility. Principals are responsible to provide government program information to the Superintendent when requested to do so.

POLICY NO. 6100

SUBJECT: TEXTBOOKS – NEW MEXICO STATE FUNDING

Funds for secular textbooks included on the New Mexico State approved list are available through the New Mexico State Department of Education for each school.

An inventory of all state-owned instructional material included on the adopted list must be made annually. The inventory is kept on file in the school. Copies of the inventory are to be sent annually to the New Mexico Department of Instructional Materials and the Catholic Schools Office by May 31st.

POLICY NO. 6200

SUBJECT: STATEMENT OF NON-DISCRIMINATION BY ARCHDIOCESAN SCHOOLS

All schools must publish their yearly statement affirming non-discriminatory policies regarding race and sex (Title IX) in the treatment of students and the employment practices of the school. These statements are to be in accord with the Catholic Schools Office statements of non-discrimination, which are given below and are to be reprinted in their entirety. Original copies of the statements and methods of publication are to be dated and maintained in the administrative school file. These files are to be available to government and Archdiocesan personnel.

ASSURANCE STATEMENT OF COMPLIANCE WITH THE PURPOSES OF TITLE IX EDUCATION ACT

The Catholic schools of the Archdiocese of Santa Fe, under the jurisdiction of Archbishop Michael J. Sheehan and at the direction of the Superintendent of Catholic Schools, attest that none of the Catholic schools discriminates on the basis of sex in its admission policies, treatment of students or its employment practices.

NOTICE OF STUDENT NON-DISCRIMINATION POLICY

The Catholic schools of the Archdiocese of Santa Fe, under the jurisdiction of Archbishop Michael J. Sheehan and at the direction of the Superintendent of Catholic Schools, state that all of their Catholic schools admit students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. Furthermore, Archdiocesan schools admit handicapped students in accord with Archdiocesan Policy No. 2000 concerning student admission. These schools do not discriminate on the basis of race, age, handicap, color, national or ethnic origin in the administration of their educational policies, employment practices, scholarship and loan programs or athletic or other school administered programs.