

## **Chapter 4: Office of Catholic Schools**

### **Canonical Overview**

The policies in this chapter are subject to and shall be administered and interpreted consistently with ecclesiastical principles, Catholic doctrine and the Code of Canon Law, especially Canons 796 through 806 and 827.2, all of which are incorporated into this chapter by reference.

Specifically, the Archbishop has the right to watch over and inspect the Catholic schools within the territory of the Archdiocese, even those established or directed by members of religious institutes. He has also the right to issue directives concerning the general regulation of Catholic schools; these directives apply also to schools conducted by members of a religious institute, although they retain their autonomy in the internal management of their schools. Further, those who are in charge of Catholic schools are to ensure, under the supervision of the Archbishop, that the formation given in them is, in its academic standards, at least as outstanding as that in other schools in the area. (Canon 806)

Accordingly, the norms contained in The Office of Catholic Schools Administrators' Manual are subject to the general administration, interpretation, and authority of the Parish Pastor and Principal, and in regard to matters of religion, morals and general regulation, to the canonical authority of the Archbishop and his designee, the Superintendent.

The Office of Catholic Schools Administrators Manual is organized in the following series:

- Series 1000 – Organization and Administration
- Series 2000 – Students
- Series 3000 – Personnel
- Series 4000 – Instruction and Evaluation
- Series 5000 – Parish School Finances
- Series 6000 – Federal and State Regulations and Aid Programs

However, this chapter of the Pastoral Handbook contains only Series 1000, 5000 and 6000 (referred to as Parts 1, 3 and 4 herein). Series 2000, 3000 and 4000 are contained solely in the Office of Catholic Schools Administrators Manual.

## **Part 1: Organization and Administration**

Within the territory of the Archdiocese, there are two types of Catholic schools as well as specific guidelines for the establishment of Catholic schools as follows:

Schools which are a part of and which operate under the authority of the Archbishop referred to as Archdiocesan Catholic schools.

Schools owned or operated by a person or organization other than the Archdiocese with the necessary ongoing approval of the Archbishop as specified in the Archdiocesan Related School Form. These schools are referred to as Archdiocesan related Catholic schools.

The Archbishop has sole ecclesiastical authority to recognize and designate a school as “Catholic.” All Catholic schools within the Archdiocese are canonically responsible to the Archbishop pursuant to Canon 806.

Schools seeking the title “Catholic” are required to submit a request in writing to the Superintendent of Catholic Schools, who evaluates the request and makes a recommendation to the Archbishop.

Each school owned or operated by a canonically recognized religious institute and privately operated schools seeking a relationship with the Archdiocese are to demonstrate a written philosophy and Mission Statement in accord with the 1983 Code of Canon Law in its section on schools and the major documents published by the Congregation for Catholic Education. The school is to adhere to all Archdiocesan policies contained in the Office of Catholic Schools Administrators’ Manual. The school is to strive to ensure that all aspects of education are rooted in and faithful to Catholic teaching as set forth in *The Catechism of the Catholic Church*. The school personnel are to cooperate in the periodic review of the school for compliance with these standards. A written agreement is entered into in acknowledgment of meeting the requirements for related schools.

On behalf of the Archbishop, the Superintendent of Catholic Schools will conduct periodic reviews of schools related with the Archdiocese or schools bearing the title “Catholic.”

Unless explicitly stated to the contrary, policies contained in the Office of Catholic Schools Administrators’ Manual refer only to Archdiocesan Catholic schools and not Archdiocesan related schools.

### **4.1.1. Accreditation and Licensing**

All Archdiocesan elementary and high schools will be accredited by the North Central Accrediting Association and certified as Catholic through the Catholic School Endorsement of the Office of Catholic Schools.

The purpose of accreditation is to acknowledge the professional educational standards of the school. The accreditation process is intended to act as a means of ongoing planning and school improvement.

All Catholic preschool and elementary school before and after school care programs will be licensed by the Colorado Department of Human Services.

#### 4.1.2. **Request for New School Openings**

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

- a. Discuss the proposal with the Superintendent of Catholic Schools and obtain approval before initiating any formal steps in the process of opening such a school.
- b. Submit to the Superintendent a written proposal, which includes a professional feasibility study estimating support, projected enrollment, financial resources, and other pertinent information that may be requested.
- c. 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 such a 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.
- d. If the proposal includes construction, the PFRC must also be consulted (Ref: Chapter 8 – Building, Property and Construction Projects - Project Financing Review Committee - 8.3.).

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

- a. Contact the Archbishop for permission to enter the Archdiocese.
- b. Contact the Superintendent to begin the process to become an Archdiocesan related Catholic school.

4.1.2.3. After approval of the Superintendent, the founding group must request the written approval of the Archbishop to open the school.

#### 4.1.3. **Request for School Closing**

Any consideration of permanently closing or substantially changing the enrollment of a Catholic school, whether Archdiocesan or Archdiocesan related, must be initiated in writing by the pastor, president of the religious order, or appropriate administrator of the school to the Superintendent by October 1 of the school year prior to the proposed change. The Office of Catholic Schools, at the direction of the Superintendent, will direct a thorough study of

the situation and alternatives. The Superintendent will then present recommendations to the Archbishop. The actual decision to close a school can be made only by the Archbishop.

Sufficient time should be provided in announcing a closure to allow faculty to seek employment and for student enrollment opportunities at other Catholic schools where available.

#### 4.1.4. **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/director and pastor in preschools and elementary schools or the principal with consultation from the Board of Trustees, in Archdiocesan high schools, confer with the Superintendent and submit a written request for approval. The Superintendent will render a final written decision.

#### 4.1.5. **Use of Name Policy**

Attaching the school's 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 in parish schools and the principal and Superintendent in Archdiocesan high schools.

In appropriate cases determined by the principal/pastor or principal/Superintendent of Catholic Schools, permission for ongoing events, activities, or publications requiring approval under this policy may be given.

#### 4.1.6. **School Handbooks**

Each school shall develop and distribute a parent/student handbook. This handbook must state the philosophy, mission, rules, and regulations of the school. All elements of the handbook must be in compliance with the policies and regulations of the Archdiocese of Denver.

In addition, each school shall develop and distribute a faculty handbook containing rules and regulations not in conflict with the policies of the Archdiocese. Both the parent/student handbook and the faculty handbook must confirm, using a form approved by the Office of Catholic Schools, that the handbook does not constitute an express or implied contract with the school and the parent or student, and with the school and faculty.

Both parent/student and faculty handbooks must be reviewed by administration and other appropriate parties, updated annually, and published prior to the opening of the school year. Copies must be submitted to the Office of Catholic Schools at the beginning of each school year.

Agreement forms signed by parent(s) and by student(s) in grades 3 – 12 must be on file in the school office no later than October 1 of the current school year.

Agreement forms signed by faculty and staff must be on file in the school office no later than September 15 of the current school year.

4.1.7. **Roles and Responsibilities: Archbishop, Pastors, Superintendent, Office of Catholic Schools, Principal, Preschool Director, Assistant Principal, and Teacher**

The roles and responsibilities of the Superintendent, Office of Catholic Schools, pastor, principal and preschool director in the administration of the Catholic schools are interrelated and collaborative and are to reflect the intent of the local Ordinary in the duties of education and sanctification.

4.1.7.1. *Archbishop.* The responsibility for the educational apostolate in the Archdiocese belongs to the Archbishop. All policies in this manual have been approved by the Archbishop.

4.1.7.2. *Pastors.* The pastor, on behalf of the Ordinary, assumes responsibility for both the administrative and spiritual leadership of the parish Catholic school.

The pastor is also responsible in the following areas:

- a. Works with the Superintendent as co-supervisors of the principal.
- b. Works with the principal as employer and co-supervisor of the teachers and school staff.
- c. Cooperates with the Office of Catholic Schools in the supervision of the school's academic and religious programs.
- d. Ensures that the religious teachings directed by the Archbishop are implemented in the parish school.
- e. Consults with the Office of Catholic Schools before making any decisions regarding legal matters and contractual disputes.
- f. Maintains a close working relationship with the principal.
- g. Approves the budget and long-range plans.
- h. Provides for worship opportunities at the school.
- i. Is visible at school and present to students.
- k. Employs the principals in parish schools. For the incorporated high schools operated by the Archdiocese, principals are employed by the

respective schools with oversight by its Board of Trustees and the Board of Members.

1. Pastors are encouraged to familiarize themselves with *The Office of Catholic Schools Administrator's Manual* in order to support the Superintendent of Catholic Schools and the principal in carrying out these mandatory policies.

4.1.7.3. *The Superintendent of Catholic Schools (the Superintendent)*. The Superintendent has been appointed by the Archbishop as his designee in all matters pertaining to Catholic schools. Therefore, s/he is responsible to the Archbishop for all activities of the apostolate of Catholic schools and directs this apostolate in its entirety. The Superintendent ensures the Catholicity of all Catholic preschools, elementary schools and high schools in the Archdiocese.

The Superintendent intervenes when called upon by the Archbishop, pastor or principal or when an emergent or significant cause has been brought to his/her attention.

The Superintendent oversees the implementation of all school policies according to the *Office of Catholic Schools Administrator's Manual*. Exemption from any of these policies must be obtained in writing from the Superintendent.

The Superintendent assists each school in evaluation of program effectiveness.

Associate Superintendents may be delegated specialized responsibilities that they will fulfill on behalf of and in communication with the Superintendent.

4.1.7.4. *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 *Office of Catholic Schools Administrators' Manual*. The Superintendent of Catholic Schools may delegate certain responsibilities.

The Office of Catholic Schools also:

- a. Serves the educational needs of the people of the Archdiocese through Catholic schools by providing necessary programs at the Archdiocesan level, as well as leadership, support and consultative services to pastors, principals, and to those who collaborate with them in the ministry of Catholic school education.
- b. Recommends to the Archbishop policies in regard to the qualification, hiring, supervision, and evaluation of Archdiocesan Catholic school principals, assistant principals, and teachers.
- c. Helps to ensure the quality of Catholic education and places particular emphasis on faith formation in each Catholic school in the Archdiocese by cultivating a love for Jesus Christ, fidelity to His Church, commitment to the dignity of the human person, service to others, and evangelization.

- d. Directs planning for new schools, sets the academic standards for the schools and sets technology standards for the schools.
- e. Assists pastors and Catholic school educational leaders in managing educational and administrative trends. This includes: developing creative approaches to methodology; evaluating new and revised theological and catechetical texts; assisting with and developing, implementing, and monitoring the required curriculum; and implementing Church directives important to the educational ministry.
- f. Coordinates services, communication and cooperation among the various educational components.
- g. Supervises the spiritual and professional formation of all Archdiocesan school educators.
- h. Helps to ensure the financial stability of the school. In school financial matters requiring additional monitoring, reporting, and intervention, the Superintendent of Catholic Schools works with the Office of Parish Finance.
- i. Organizes, directs, and implements staff development programs and promotes professional and faith educational programs and services among the faculty and staff of each Catholic school in the Archdiocese, while providing valuable resources to parents whose children are served by these schools.
- j. Provides advice and consultation to schools in legal, financial, business operations, school safety, and evaluates the quality of Catholic education in accord with the guidance of the Archbishop.

4.1.7.5. *Principal.* The principal is responsible for the ordinary operation of the school as specified in the principal contract and for the following Archdiocesan policies and directives. The principal is also responsible for:

- a. Exercising leadership in all phases of the educational program.
- b. Maintaining communication with the pastor and the Office of Catholic Schools.
- c. Collaborating with appropriate parties in establishing the budget and in long-range planning for the school.
- d. Setting local school policies in consultation with the pastor.
- e. Interviewing, hire, supervise and terminate teachers in consultation with the pastor and in accordance with Archdiocesan policy.

- f. Meeting expectation of the Office of Catholic Schools regarding implementation of the curriculum and co-curricular programs.
- g. Working with the pastor to provide spiritual leadership in the school.
- h. Establishing positive public relations within and outside the school community.
- i. Fostering a positive working relationship with the other principals in the Archdiocese.
- j. Attending Archdiocesan principals' meetings and annual retreat.

4.1.7.6. *Preschool Director.* The preschool director is responsible for the administration of the Catholic preschool. The director provides leadership in all phases of the educational process.

Under the supervision of the pastor and/or the principal, the preschool director:

- a. Provides leadership in the faith, academic, and administrative dimensions of the preschool program.
- b. Formulates, evaluates, and periodically revises the philosophy of the preschool program.
- c. Maintains a continuous plan for the supervision and evaluation of the teachers and support staff.
- d. Develops an ongoing program to ensure the religious and professional development of the faculty.
- e. Makes recommendations to the pastor regarding the hiring and dismissing of teachers and support staff.
- f. Develops, evaluates, and revises the preschool curriculum according to Archdiocesan guidelines.
- g. Maintains appropriate records as required by the Archdiocese and the State of Colorado.
- h. Ensures the maintenance and safety of the school buildings according to local procedures.
- i. Administers the preschool program budget.
- j. Promotes good public relations within and beyond the parish.

4.1.7.7. *Assistant Principal.* The assistant principal shall assist in the administration and supervision of the school under the direction of the principal and shall exercise the authority of the principal during the latter's absence from the school. A job description should be developed at each local school to outline specific job responsibilities.

4.1.7.8. *Teacher.* Catholic school teachers serve actively in the education and faith development of their students. Catholic school teachers are expected to abide by the standards of faith, morals and teachings of the Catholic Church. Catholic school teachers shall fulfill the duties outlined in the teacher job description and those stated in the contract. Under the supervision of the principal/director, the teacher:

- a. Strives to achieve the goals of Catholic education.
- b. Assumes responsibility for the leadership and management of the grades or classes assigned.
- c. Develops and implements a daily instructional program according to the needs of the students and established curriculum.
- d. Maintains accurate records of attendance, scholastic achievement, etc. as required by the school, Archdiocese, and state.
- e. Establishes positive public relations within and outside the school community.

## Part 2: Child Abuse

### 4.2.1. Reporting Child Abuse and/or Neglect

Reference should be made to Chapter 3, Part 2 “The Teaching Office – Child and Youth Protection,” which provides both an overview and the specific Archdiocesan policies concerning Child and Youth Protection, including notification to law enforcement officials or Department of Social Services, and mandatory reporting by the Superintendent of Catholic Schools and Parish Pastors.

In addition, Colorado law (§§ 19-3-304 (1), (2), (2.5), 19-3-311) requires the reporting by school personnel of suspected cases of child abuse and neglect to the appropriate county department or local law enforcement agency.

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

- 4.2.2.1. Name, address, age, sex, race of child
- 4.2.2.2. Name and address of parent or guardian
- 4.2.2.3. Nature and extent of child's injuries or neglect
- 4.2.2.4. Name and address of person(s) suspected of abuse or neglect
- 4.2.2.5. Family composition
- 4.2.2.6. Source of information
- 4.2.2.7. Person making the report
- 4.2.2.8. Any action taken by the reporting source
- 4.2.2.9. Any other helpful information
- 4.2.2.10. Name of the agency and official to whom the report was made.

4.2.3. In cases where the suspected abuse involves parish or school personnel, the procedure for reporting is outlined in the Archdiocesan Code of Conduct.

4.2.4. In cases that do not involve parish or school personnel, the procedure for reporting is as follows:

4.2.4.1. Any person who has reasonable cause to suspect that a child has been subjected to abuse or neglect including sexual assault or sexual molestation by any person, other than parish/school personnel, shall immediately make an oral report of this to the appropriate county department or local law enforcement agency.

4.2.4.2. In no case should the person make the report without notifying the principal/director or his/her designee.

4.2.4.3. If the reporting party is the principal/director, s/he shall then notify immediately the pastor in an Archdiocesan preschool and elementary school. If the report is made by someone other than the principal/director, the employee shall notify the principal/director prior to the report, and then notify the pastor or other responsible supervisor of an Archdiocesan school that the report has been made. All information pertaining to the matter should be treated as confidential.

4.2.4.4. The individual making the oral report indicated in paragraph "a" shall report in writing to the agency to whom the oral report was made and to the principal/director within twenty-four hours of the oral report being made.

4.2.4.5. The school principal/director shall keep one copy of the written report and forward a copy marked "CONFIDENTIAL" to the pastor and one to the Superintendent.

4.2.4.6. School personnel shall carefully consider all recommendations of the county department or law enforcement agency in handling the situation at school and with the parents.

4.2.4.7. The school shall keep this report on file indefinitely. This report is a confidential one and is not to be made part of the student's permanent cumulative record. Copies of this report may not be transferred to another school.

4.2.4.8. The parents should be contacted only at the direction of the agency, police or Superintendent.

4.2.4.9. Refer to Contact with Students During School Hours, 4.2.10. for information regarding contact with students during school hours.

### **Part 3: Parish School Finances**

The finances of a parish school within the territory of the Archdiocese of Denver, including its accounting, internal controls, financial reporting and budgeting procedures, must follow the protocols and governance standards set forth in Chapter 10 of this Handbook – **Parish Business Practices within the territory of the Archdiocese of Denver**. The following supplementary information is set forth for those parishes with schools and/or the High Schools within Northern Colorado.

#### **4.3.1. School Budget Preparation**

4.3.1.1. In elementary schools and preschools, the pastor, principal/director, parish business manager, school advisory committee and others deemed appropriate shall help prepare the annual school budget according to Archdiocesan guidelines.

The budget is then submitted to the Parish Finance Council and pastor for final approval.

A working budget, sufficiently developed to set tuition, must be approved by the Parish Finance Council and pastor prior to registration.

4.3.1.2. In Archdiocesan high schools, the principal, any designated staff members, and appropriate financial advisory committee shall prepare the annual school budget according to Archdiocesan guidelines. It is then sent to the Board of Trustees who will approve it to be sent to the Superintendent. The budget will then be submitted to both the CFO and the Board of Members through the Superintendent for final approval.

A working budget, sufficiently developed to set tuition, must be approved by the Board of Members prior to registration.

#### **4.3.2. Tuition**

Tuition for Catholic schools is set at the local level and shall be directly related to the per pupil cost. The Office of Catholic Schools recommends that schools set one tuition rate for Catholics who are registered at a parish within the Archdiocese and who meet the requirements for parishioners and another rate for non-affiliated and non-Catholic students. The rate for non-affiliated and non-Catholic students may be equal to or greater than the per pupil cost.

Schools may reserve the right to charge additional fees as needed. These fees may be non-refundable at the discretion of the local parish/school.

#### **4.3.3. Financial Requirements**

Each school within the territory of the Archdiocese will have a written explanation of financial requirements of parents, including, but not limited to, tuition, fund raising obligations if any, and the procedures for financial delinquency, including continuation at

school and participation in graduation/continuation ceremonies. This should be published in the parent/student handbook and as part of the tuition contract.

- 4.3.3.1. Tuition contracts should include the following elements:
  - a. Name or title the form as a Tuition Contract.
  - b. Complete name(s), addresses, phone numbers of those entering into this contract, along with a statement that they acknowledge full responsibility for the payment of tuition.
  - c. Names of the children whose tuition is covered by the contract.
  - d. The exact amount of tuition that is under contract.
  - e. The payment plan (monthly, semester, quarterly, other) and dates payments are due.
  - f. Specify what constitutes a late payment.
  - g. List all consequences that may apply to late payments.
  - h. Specify all consequences that may apply to non-payment.
  - i. List any terms or provisions for contract cancellation or waiver, if any.
  - j. Include a statement of compliance: "I/We agree to abide by and comply with the terms and conditions stated in this Tuition Contract. We have had the contract explained and been provided the opportunity for questions. We understand this is a legal, binding and enforceable contract."
  - k. Parent(s)/Guardian(s) signature/date.
  - l. Guarantor's signature, if other than Parent/Guardian(s)/date.
  - m. Date contract goes into effect.

Students will not be permitted to register at another Catholic school within the Archdiocese nor graduate from Holy Family High School or Bishop Machebeuf High School, until all financial obligations at their current or previous Catholic school(s) within the Archdiocese have been met.

Transcripts, report cards and/or other student records may not be withheld for non-payment of tuition and/or other school fees.

#### 4.3.4. **School Purchasing Procedures**

Within the limits defined by the approved school budget, the principal/director shall be responsible for all expenditures connected with the school.

Each Archdiocesan school shall have a procedure whereby no employee can obligate the school for any purchase without (1) a requisition signed by the principal/director or the principal's/director's designee and (2) such obligation having been part of the approved school budget.

The principal should obtain bids for purchases and projects to avoid potential conflicts of interest.

In Archdiocesan high schools, expenditures in excess of \$15,000 must be submitted to the Superintendent and approved by the Board of Members. If approved by the Board of Members, capital expenditures must be submitted to the PFRC (Ref: Chapter 8 – Building, Property and Construction Projects - Catholic School Projects - 8.10.). In Archdiocesan preschools and elementary schools, expenditures in excess of \$500 require the written approval of the pastor or his designee.

In Archdiocesan high schools, expenses not part of the budget, must be reviewed by the Board of Trustees, submitted to the Superintendent and approved by the Board of Members.

Refer to Archdiocesan policy for parish expenditures in excess of \$15,000.

#### 4.3.5. **Fund Raising Projects**

No organization may promote a fundraising project in the school's name without prior approval of the school principal/director and pastor in parish preschools and elementary schools and by the principal and Superintendent in Archdiocesan high schools (Ref: Chapter 10 - Parish Fundraising, Capital Campaigns and Gift Acceptance Guidelines – Management of Accounts - 10.1.12.). This policy should be disseminated to the appropriate officers, associations and activity groups.

#### 4.3.6. **Fund Raising Revenue**

All funds collected by the various activity groups of the school shall be deposited in an authorized school/parish account. Those funds shall be disbursed by the school in the approved procedure for purchasing and disbursements.

These fund raising revenues are monitored and administered by the principal/director and pastor in parish preschools and elementary schools and by the principal and Superintendent in Archdiocesan high schools.

Unless previously designated and approved by the principal/director and pastor/Superintendent, all funds raised on behalf of the school or its activities associations are ultimately used at the discretion of the principal, director, pastor and Superintendent.

The Pastor must have his signature on any parish school account. Bank statements must be mailed to the pastor of parish schools and to the Principal for the High Schools who shall review them and pass them along to the appropriate individuals for reconciliation.

This policy should be disseminated to the appropriate officers, associations and activity groups.

#### 4.3.7. **Retaining Financial Records**

School ledgers and payroll records and other financial records and receipts are kept on file in accordance with the policy (Ref: Chapter 7 – Finance, Administration and Planning - Archdiocese and Related Organizations - Ownership of Records – Record Retention Policy, 7.1.8 and pursuant to the Schedule in **Exhibit III**). Financial records related to any potential legal proceedings should be kept until actions are determined closed.

#### 4.3.8. **Use of School Facility by Outside Agencies**

Schools will adhere to Archdiocesan policies regarding the use of parish/school facilities.

#### 4.3.9. **Donations, Grants and Endowments**

Funds in the form of donations/grants shall be accepted only when the purpose or terms are acceptable to the school and the Archdiocese (Ref: Chapter 11 – Fundraising and Charitable Gift Acceptance Guidelines - Provisions for the Archdiocese and its Parishes - 7.5.3.).

Gifts or grants of real property (buildings or land) or securities shall not be accepted without the approval of the Archdiocese.

The pastor and Superintendent must review grants or donations of any kind in excess of \$10,000 before being accepted.

Grants and/or donations specifically designated for new positions must be approved by the pastor in preschools and elementary schools and by the Superintendent in Archdiocesan high schools.

Grants and/or donations specifically designated for new programs must be approved by the Superintendent.

Donors should be advised that all programs must be approved by the Superintendent and will be monitored by the principal and the Office of Catholic Schools.

Endowments and/or separate Foundations established for the support of a Parish School, may be set up only with the permission of the Archdiocese and in accord with Archdiocesan policy.

#### 4.3.10. **Fund Raising/School Volunteer Hours**

At all times schools will comply with the Internal Revenue Service (IRS) guidelines that address fundraising and volunteer hours.

Schools may not impose fines for volunteer hours not completed by parents or accept payment in lieu of volunteer hours.

Schools may neither require nor allow parents to work in lieu of tuition.

Schools may not impose fines for fund raising obligations not met by parents.

Schools may require that parents purchase a reasonable amount of Scrip Certificates.

#### 4.3.11. **Inter-Parish School Assistance (ISA)**

Inter-parish School Assistance allows parishes without their own schools to assist in supporting Catholic schools attended by their parishioners. This subsidy becomes part of the school's operating budget as a sign of joint commitment to Catholic education as offered through the Archdiocesan school system.

As such, parishes without schools shall pay Archdiocesan elementary and high schools a fixed ISA amount for each of its Catholic students who are enrolled in Archdiocesan schools and whose families are parish members. Normally, parishes with schools are not expected to pay the ISA to other parish schools; however, extenuating circumstances may alter this norm. ISA is required for those attending Archdiocesan high schools.

4.3.11.1. The Archbishop shall fix the amount of subsidy annually, after consultation with the Presbyteral Council, the Superintendent, pastors and principals.

4.3.11.2. Families who are members of parishes without schools, but whose children are enrolled in an Archdiocesan elementary school for kindergarten or a higher class, or one of the Archdiocesan-operated high schools are eligible to apply for the ISA if they meet the following criteria:

- a. The family has been registered in the parish for at least six months.
- b. The family verifiably contributes, according to their means, on a regular basis to the financial support of the parish.
- c. The family attends Mass regularly and is involved in the activities, organizations or programs at the parish.

#### 4.3.12. **School Vehicles**

4.3.12.1. School buses, Inspection and Maintenance: The pastor and principal/director of any Archdiocesan school, which operates school vehicles for transporting students, shall insure that an annual vehicle safety inspection is completed for each such vehicle before the beginning of each school year by a certified Department of Transportation inspector and that records of such inspections are maintained.

The pastor and principal/director shall also make certain that a mandatory pre-trip inspection is performed every time the bus is used and that records of these inspections are maintained.

4.3.12.2. School Bus Drivers: Pastors and principals/directors of Archdiocesan schools, which operate school bus vehicles for student transportation, are responsible for verifying the qualifications of the vehicle drivers. Prior to hiring a bus driver, the pastor and/or principal/ director should call the Archdiocese's Human Resource Department for specific instructions. All such drivers must possess a valid Colorado CDL license, have an excellent driving record and exhibit the ability to maintain student order while driving. All bus drivers must attend a minimum of six hours of safety training annually. Such drivers are under the supervision of the school principal.

4.3.12.3. Contracted School Bus Services: A pastor and principal/director of a school which contracts with a student transportation company operated by an outside agency shall insure that such a company provides high standards of safety for its drivers, and \$5,000,000.00 minimum insurance coverage. A certificate of insurance should be obtained for the school records. The company must also provide verification of their own workers compensation and a statement that all bus drivers have been approved (i.e. drug test and background check) to drive for the company.

It is the responsibility of the pastor and principal/director to observe all pertinent state laws in the operation of an Archdiocesan school transportation program.

4.3.12.4. School Vans: For specific policies regarding use of 10-15 passenger vans, refer to the Archdiocese of Denver Vehicle Policy.

#### 4.3.13. **School Bank Accounts**

4.3.13.1. Any and all school accounts using the parish employer identification number or parish name are considered parish accounts.

4.3.13.2. The school should not maintain a separate check supply apart from the Parish. Instead, all check supply should be maintained in a secure location at the parish business office.

4.3.13.3. Authorized bank account signers on all parish accounts should be limited to the Pastor and if this is impractical because of the frequent absence of the Pastor, a second signer should be added. The second signer should be the Parochial Vicar, Parish Deacon or Pastoral Assistant (Ref: Chapter 10 – Cash Management and Oversight – 10.1.4.).

4.3.13.4. School expenses should normally be paid by check prepared by the parish business office and signed by the Pastor. For smaller expenses of a more immediate nature, the school may maintain a small petty cash fund of no more than \$1,000, solely at the Pastor's discretion. The petty cash fund disbursements must be supported by documentation.

## **Part 4: Federal and State Regulations and Aid Programs**

### **4.4.1. 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 Office of Catholic Schools 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 rest with the principal. It is expected that all principals will take advantage of all federal programs available to their students.

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

### **4.4.2. 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 Office of Catholic Schools Office of Catholic Schools' 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. (See Non-discrimination Form)

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

The Catholic schools of the Archdiocese, under the jurisdiction of the Archbishop, and at the direction of the Superintendent, 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 Denver, under the jurisdiction of Archbishop Charles J. Chaput, O.F.M. Cap. and at the direction of the Superintendent, 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 the policy on Admissions, in the Catholic School's Administrator's Manual. 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.