

APPENDIX
BOOK III: TEACHING OFFICE OF THE CHURCH

SECTION 304:
CATHOLIC SCHOOL POLICY HANDBOOK

DATE: APRIL 30, 2024

Approval

School Handbook

My dear friends in Christ:

I, the undersigned Diocesan Bishop, approve this school handbook to be used for all Catholic Schools within the the Diocese of Boise. This handbook will be included into the Diocesan *Policies and Practices manual*. I entrust them to the watchful care of all concerned for their implementation and observance, and declare that they shall have effect from the 30th day of April, 2024.

Given at the Diocesan Pastoral Center in Boise, Idaho, this 30th day of April, 2024.



Bishop Peter F. Christensen, D.D.
Catholic Bishop of Idaho

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PREAMBLE

The Roman Pontiff and the bishops are “authentic teachers, that is, teachers endowed with the authority of Christ, who preach the faith to the people entrusted to them, the faith to be believed and put into practice.”¹ The ordinary and universal magisterium of the Pope, and the bishops in communion with him, teach the faithful the truth to believe, the charity to practice, the beatitude to hope for.²

Therefore, the authority of Catholic schools to pass on the deposit of the faith and the academics necessary to form Catholic Christians devolves from the above stated magisterium. The Bishop of the Diocese is the local personification of that authority.

Canon Law on Catholic education is summarized in canons 773 through canon 806. However, 803, 804, 805, and 806 are “anchor” canons in describing and recognizing the Catholic school must be operated and/or recognized by Church authority; they also address the nature of Catholic religious formation and education. The Bishop of the Diocese of Boise has created the Office of Catholic Schools to help support the operations of Catholic schools, the parishes, and school boards that operate and oversee the education of our students. The Diocese has created a mission statement and has articulated its mission to bring Christ to all, which informs the mission statement for our schools.

Diocesan Mission Statement: United with our Bishop and in communion with the universal church, we the People of God in Idaho are called to build up the Kingdom of God by:

- proclaiming the presence of God in word and sacrament;
- calling each other to conversion and to joyful sharing of the Good News by word and deed;
- nurturing and supporting vital faith communities;
- being a prophetic voice which affirms the good values of society and challenges what is destructive;
- discovering, celebrating, and integrating the gifts of each individual, community, and culture; and
- recognizing and responding to those in need.

Diocese of Boise Catholic Schools Mission Statement: The Diocese of Boise Catholic Schools embrace our Catholic identity which is centered on the Eucharist and the Gospel. Our Catholic Schools are committed to faith formation, academic excellence, and service.

The Office of Catholic Schools, through a model of centralized collaboration and communication, exists to support pastors and school administrators in their pastoral and educational administrative mission to provide an effective Catholic educational environment for the spiritual and academic formation of each student. This administrative mission is informed by the four domains of the [National Standards and](#)

¹ SECOND VATICAN COUNCIL, Dogmatic Constitution on the Church, *Lumen Gentium*, 21 November 1964, in *AAS*, 57 (1965), 5-67, no. 25.

² CATHOLIC CHURCH. *The Catechism of the Catholic Church*, (2nd ed.), Washington, D.C., United States Conference of Catholic Bishops, 2019, #2034.

[*Benchmarks for Effective Catholic Elementary and Secondary Schools*](#) (NSBECS)³. The following handbook has been reorganized in alignment with those domains to better support all diocesan schools in meeting mandatory accreditation requirements and is grounded in NCEA's [*Defining Characteristics of Catholic Schools*](#):

- *Centered in the Person of Jesus Christ*
- *Contributing to the Evangelizing Mission of the Church*
- *Distinguished by Excellence*
- *Committed to Educate the Whole Child*
- *Steeped in a Catholic Worldview*
- *Sustained by Gospel Witness*
- *Shaped by Communion and Community*
- *Accessible to All Students*
- *Established by the Express Authority of the Bishop*

This document is complimentary to the teachings of the Church, the Policies and Practices of the Diocese, and provides guidance that is unique for schools. The Diocese has the right to amend these policies at any time.

³ NCEA NSBECS Advisory Council (Eds.). (2023). *National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools*, 2nd edition. Arlington, VA; National Catholic Educational Association.

MISSION AND CATHOLIC IDENTITY

The Church's teaching mission includes inviting young people into a relationship with Jesus Christ or deepening an existing relationship with Jesus, welcoming young people into the life of the Church, and assisting young people to see and understand the role of faith in one's daily life and in the larger society. "This unique Catholic identity makes our Catholic elementary and secondary schools 'schools for the human person' and allows them to fill a critical role in the future life of our Church, our country and our world" (*The Catholic School on the Threshold of the Third Millennium*, 1997).
NCEA NSBECS Advisory Council (Eds.). (2023)

1000 CATHOLIC SCHOOLS AFFILIATION

1000 Catholic Schools Affiliation

1010 The Bishop of the Diocese has sole ecclesiastical authority to recognize and designate a school as "Catholic." All Catholic schools within the Diocese of Boise are canonically responsible to the Bishop.

1020 Catholic schools within the Diocese of Boise are designated in one of the following ways:

1. *Parish Schools*: Schools which are operated by a parish or several parishes in a given deanery. The Pastor, as Canonical Administrator of the parish, has responsibility for the school, subject to the authority of the Bishop. For multi-parish schools, one pastor may be designated as the "Enactor" representing all pastors and representative parishes. Local School Board is advisory;
2. *Diocesan Schools*: Schools which are not specifically tied to a parish, but are under the jurisdiction of the Diocese and subject to the authority of the Bishop. Board of governance is regulatory;
3. *Private/Lay/Independent Schools*: Schools which are owned and operated by an entity legally independent of the Diocese, and which are formally recognized by the Bishop as "Catholic" schools. The governing bodies of these schools have limited jurisdiction since the Bishop has direct authority over the school in matters of faith and morals and exercises supervision over the Catholicity and religious education program of the school.

1030 Catholicity of Schools and Standards for Recognition: Under Canon Law, a school operated by the Diocese, a parish, or a religious institute is inherently Catholic and affiliated with the Diocese. A

private/independent school, however, must seek to be recognized as a “Catholic” school and affiliated with the Diocese.⁴

- 1031 No school shall be opened or closed without the direct authorization of the Bishop.
- 1032 Process to Gain Affiliation: A school seeking recognition as “Catholic” and affiliation with the Diocese of Boise must submit to the Office of Catholic Schools:
1. A letter requesting that the Bishop give consent to formally recognize the school as “Catholic” as required by c. 803, and
 2. All documents requested by the Diocese to substantiate that the school will be able to meet the Standards for Recognition as a Catholic school which are set forth below.
- 1033 The Bishop will determine and communicate to the school in a written document whether the school shall be recognized as “Catholic.” A school so recognized will be granted a two-year probationary affiliation. At the end of this probationary period, the school must request continued affiliation. The Bishop shall specify what, if any, additional steps must be taken before a school is granted continued affiliation.
- 1034 At any time the Bishop may remove the designation as a “Catholic” school if he should deem necessary and appropriate as within his right as the competent ecclesiastical authority.

1040 Standards for Ongoing Affiliation as a Catholic School

- 1041 The school shall have a written mission statement/philosophy in accord with that of the Diocesan Office of Catholic Schools.
- 1042 The school shall provide on a regular basis sacramental and liturgical services that are conducted by priests or deacons appropriately authorized by the Bishop.
- 1043 The school shall adhere to the Western Catholic Education Association accreditation requirements as well as to those state laws which pertain to the operation of private schools.

⁴ See canon 803 §3 which states, “No school, even if it is in fact catholic, may bear the title ‘catholic school’ except by the consent of the competent ecclesiastical authority.”

- 1044 The school shall not open, expand, reduce, or close a school division or grade level without the direct authorization of the Superintendent of Catholic Schools.
- 1047 All liturgies and devotional practices conducted by the school will be approved by the local pastor. In his absence, liturgies and devotional practices approved by the local pastor may be conducted by a priest designated or approved by the local pastor.
- 1048 The school shall conform to the authority of the Bishop in matters of faith and morals, especially as related to the Catholicity of the school, religious education, and Church liturgical requirements and practice.
- 1049 The school shall cooperate with the Diocese of Boise and the Office of Catholic Schools in the ongoing review of the school for compliance.

1050 Withdrawal of Affiliation

- 1051 The Office of Catholic Schools will advise and assist the school in complying with the Standards for Recognition as a Catholic school and maintaining continued affiliation with the Diocese. Nonetheless, the Bishop may withdraw recognition if a school fails to comply with these policies.
- 1052 Should a school have their Catholic affiliation withdrawn, the Bishop will consider reinstating recognition as a Catholic school only after the Standards for Recognition have been met.
- 1053 A school will be given an opportunity to address and remedy any concerns with respect to its compliance with the Standards. A timeline for compliance will be provided by the Office of Catholic Schools. For serious reasons, however, and at his sole discretion, the Bishop may, at any time, withdraw the recognition of a school as “Catholic.” Any withdrawal of affiliation/recognition will be communicated to the school in a written document.

1060 Catholicity: Religious Education Requirements/Guidance

- 1061 The school shall ensure that all aspects of education in the school are rooted in Catholic teaching.
- 1062 A teacher of religion in a Catholic school will be a practicing Roman Catholic and attain catechetical certification according to the criteria established by the Diocese.

- 1063 Canonically, the responsibility for the preparation of students to receive the sacraments of Baptism, Reconciliation, Holy Eucharist and Confirmation rests with pastors and their parish communities. The school shall cooperate fully and provide effective coordination with the pastor of the local parish(es) in this regard.
- 1064 The school shall not invite to the school, support and/or endorse any speaker, program, political group, or person who publicly opposes the teachings of the Roman Catholic Church. Prayer services and other pastoral programs should reflect Catholic teaching and practice.

GOVERNANCE AND LEADERSHIP

Central to the mission of the Church is the work of Catholic education. The success of this mission depends on the key components of effective governance, which provides direction or authority, and leadership, which ensures effective operations. Catholic school governance and leadership can be seen as a ministry that promotes and protects the responsibilities and rights of the school community. Governance and leadership based on the principles and practices of excellence are essential to ensuring faith formation and Catholic identity, academic excellence, and operational vitality of the school. Although governance models vary based on the sponsorship of the school, those who serve on the governing body or leadership team in Catholic schools provide for an environment for the teaching of doctrine and Sacred Scripture, the building and experiencing of community, the serving of others, and the opportunity for worship.

NCEA NSBECS Advisory Council (Eds.). (2023)

2000 ADMINISTRATION

2000 Administration

- 2010 *Bishop*: The Bishop, as the center and source of the pastoral life of the Church in Idaho, is responsible for the total educational mission of the Church.
- 2020 *Superintendent*: The Diocese of Boise shall have a Superintendent of Catholic Schools. The superintendent is the Bishop's designee in all school matters. The Superintendent of Catholic Schools is responsible for the implementation of diocesan policies, accreditation, and curriculum oversight throughout the Catholic schools' community and provides an account of their effectiveness to the Bishop.

- 2021 The Superintendent of Catholic Schools shall be a member of the search committee for a new principal, president, and/or head of the school.
- 2022 The Superintendent of Catholic Schools shall be evaluated annually. The prime responsibility for this evaluation is with the Bishop or his designated representative.
- 2030 *Pastor:* The Pastor is the pastoral and administrative leader responsible for the total mission of the parish.
- 2031 The Pastor, acting in mutual cooperation with the school administrator(s), is responsible for implementing the policies of the Diocese concerning Catholic schools.
- 2040 *State:* The State of Idaho is the governmental agency to which the Office of Catholic Schools may refer for guidance on certain issues.

2050 School Administrator Qualifications

- 2051 The School Administrator, who may be the Principal, President, and/or Head of School, is the leader of a Catholic School. The administrator is the professional faith and instructional leader in the school community. The administrator is responsible to the pastor and Office of Catholic Schools for the administration and supervision of the school in conformity with diocesan and local school policies and regulations.
- 2052 The School Administrator shall be a practicing Roman Catholic who actively participates in the sacramental pastoral life of the church. Any exception to this requirement must have prior approval by the Bishop.
- 2053 The School Administrator shall exhibit a lifestyle that is compatible with Catholic moral values and professional conduct consistent with Catholic teaching.
- 2054 The School Administrator is considered the spiritual leader who ensures the Catholic identity and practice, culture, and mission of the Catholic school. This leader has a special role to play in the faith formation of faculty, staff, and students.

2055 Full-Time School Administrator: Schools with six or more full-time equivalent teachers shall have a full-time school administrator.

2060 School Administrator Requirements and Responsibilities

2061 *Interview and Selection:* The initial application of all potential school administrator candidates shall be made to the Office of Catholic Schools. The Pastor shall select candidates to interview from the group of qualified applicants. The responsibility for interviewing and selecting a Catholic School Administrator rests with the Pastor and the Superintendent of Catholic Schools in collaboration with the local school board. Final approval rests with the Bishop.

2062 *Resignation:* If a school administrator must resign, a letter of resignation stating the reasons for the resignation shall be submitted to the pastor and to the Office of Catholic Schools.

2063 In the event a school administrator vacancy occurs during a school year, an acting school administrator will be appointed by the pastor. This appointment will take place after consultation with the local school board and the Superintendent of Catholic Schools.

2064 *Certification:* The school administrator of a Catholic school will possess State Administrative Certification or, consistent with rules governing Idaho charter school administrators, have equivalent, documented leadership experience. Prior to hiring a non-certified school administrator, the candidate must have the prior approval of the pastor, the school board, and the Superintendent of Catholic Schools.

2065 *Responsibilities:* The school administrator takes responsibility for the development and oversight of personnel, including recruitment, professional growth, faith formation, and formal assessment of faculty and staff in compliance with diocesan policies.

2066 The school administrator directs the development and continuous improvement of Catholic identity and faith formation and uses school-wide evidence to plan for continued and sustained growth in these areas.

2067 The school administrator directs the development and continuous improvement of curriculum and instruction and utilizes school-wide

data to plan for continued and sustained academic excellence and growth.

2068 *Annual Evaluation*: Summative evaluations for school administrators will be conducted annually and submitted to the Office of Catholic Schools no later than June 15th of each year.

1. *Parish Schools - Principal Evaluation*: The priest conducts the school administrator's evaluation. This evaluation may be done in consultation with the Superintendent of Catholic Schools.
2. *Diocesan/Independent Schools – President/Head of School Evaluation*: The Superintendent of Catholic Schools, in collaboration with the Board of Governance, conducts the annual evaluation.

2069 *Professional Growth Plan*: Each school administrator is responsible for developing an annual professional growth plan in response to the summative evaluation. The Growth Plan shall include a minimum of one faith goal and three professional goals that align with the school's educational improvement plan.

1. *Parish Schools-Principal*: The growth plan shall be submitted to both the pastor and the Superintendent of Catholic Schools for parish schools.
2. *Diocesan/Independent Schools – President/Head of School*: The growth plan shall be submitted to the Superintendent of Catholic Schools and the School Board.

2070 School Boards

2071 *Local school board*: Each affiliated Catholic school in the Diocese of Boise will have a local school board. There are three types of school boards: Advisory, Limited Jurisdiction, and Governance.

1. *Advisory Boards*: Advisory Boards assist the pastor and the school administrator by making recommendations in the following areas: Finance, Marketing/Development, Facilities, and Financial Aid. Policies recommended by such a board are enacted when approved by the pastor.

2. *Limited Jurisdiction Boards:* Limited Jurisdiction Boards have powers to make policy and monitor compliance in those areas delegated by the pastor. Decisions of a limited jurisdiction board are subject to veto by the pastor.
3. *Boards of Governance:* Boards of Governance are regulatory bodies that have responsibility for developing policy in all areas of school governance. Decisions of a board of governance are subject to veto by the Diocesan Bishop.

2072 *Bylaws/Constitution:* Each local school board will have written bylaws or a constitution defining board structure/type, membership, and functions. A copy shall be on file with the Office of Catholic Schools.

2073 *Orientation:* Orientation of new members is the responsibility of the administrator and pastor, assisted by the Office of Catholic Schools.

2080 Board Policies

2081 The policies in this document shall be the policies of all affiliated Catholic schools in the Diocese of Boise. The local school board may recommend additional policies as are necessary to assist the administrator and pastor in the administration of the school. Such policies shall be in accord with and not contradict the policies in this document.

2090 Board Operations

2091 *Committees:* Recommended advisory board committees include: Mission and Catholic Identity, Finance, Marketing/Development, Strategic Planning, Buildings/Facilities/Grounds, and Financial Aid. Other committees may be established as needed.

2092 *Formulation of Administrative Regulations:* The school administrator shall develop such administrative regulations as are necessary to ensure consistent implementation of policies adopted by the local board.

2093 *Meetings:* School boards will schedule regular meetings to conduct school business. Meetings shall be open except in situations where confidentiality requires an executive session. The Board shall establish

and publish policy related to participation/formal addition of agenda items for the open portion of the board meeting.

- 2094 *Minutes*: A record of all meetings and actions taken by local boards shall be kept and maintained at the school site.
- 2095 *Self-Evaluations*: Boards should conduct annual self-evaluations to assess their internal and external effectiveness ensuring the faithful execution of their responsibilities and continuous improvement.

ACADEMIC EXCELLENCE

The United States Conference of Catholic Bishops (USCCB) affirms the message of the Congregation on Catholic Education that intellectual development of the person and growth as a Christian go forward hand in hand. Rooted in the mission of the Church, the Catholic school brings faith, culture, and life together in harmony. In 2005, the bishops noted that “young people of the third millennium must be a source of energy and leadership in our Church and our nation. And, therefore, we must provide young people with an academically rigorous and doctrinally sound program of education” (*Renewing Our Commitment to Catholic Elementary and Secondary School in the Third Millennium*, 2005).

Essential elements of “an academically rigorous and doctrinally sound program” mandate curricular experiences—including co-curricular and extra-curricular activities—which are rigorous, relevant, research-based, inclusive, global, and rooted in Catholic faith and traditions (*Fratelli Tutti*, 2020).

In the words of the Vatican Congregation for Catholic Education, “It is an education – at the same time – that is sound and open, that pulls down the walls of exclusivity, promoting the richness and diversity of individual talents and extending the classroom to embrace every corner of social experience in which education can generate solidarity, sharing and communion” (*Educating to fraternal humanism: Building a ‘civilization of love’ 50 years after Populorum Progressio* 2017).

NCEA NSBECS Advisory Council (Eds.). (2023)

3000 ACADEMICS AND STUDENT LIFE

3000 Academic Excellence and Mission Alignment

- 3010 *Accreditation*: All schools in the Diocese of Boise will be accredited through the Western Catholic Education Association (WCEA). The WCEA Annual Report will be submitted to the Office of Catholic Schools no later than June 15th each year.
- 3020 *Textbooks and Curricular Materials*: The Office of Catholic Schools, in collaboration with school administrators, will select three approved texts per

subject area. Included in the process will be religious education texts in accordance with the previous guidance for *Catholic Schools Affiliation*.

3030 *Instructional Arrangements*: Student-Teacher ratio: All schools will maintain student-teacher ratios at levels that support effective instruction and financial stability.

3100 Curriculum

3110 Catholic schools in Idaho will follow the Diocese curriculum requirements and instructional materials which will exceed content standards as defined by the Idaho Department of Education.

3120 *Areas of Study*: Regular instruction in Religion, Language Arts (English, Reading, Writing, Spelling, Speaking, and Listening), Mathematics, Science, and Social Science is required in all Catholic schools, and includes the purposeful integration of *Catholic Curriculum Standards*⁵ throughout all academic subject areas.

3121 *Religion Courses*: Religion courses will be taught regularly in all grade levels within Idaho Catholic schools.

3122 *Human Sexuality*: Schools should implement an age-appropriate human sexuality program within the school curriculum based on *Theology of the Body*.

3123 *Student Safe Environment Program*: Each school will implement *Circle of Grace*, the diocesan approved child safe environment program within the school curriculum. Verification of completion shall be sent to the diocesan Office of Youth and Adult Protection no later than June 15th.

3200 Schedules

3210 *School Calendar*: Each Catholic school in the Diocese of Boise shall follow a school calendar which exceeds state minimum requirements for student attendance. Opening, closing, and holiday schedules may vary from school to school to align with local public school district calendars. A copy of each school calendar will be submitted to the Office of Catholic Schools. No

⁵ Catholic Curriculum Standards, Cardinal Newman Society

substantive change to the school schedule may be implemented without being fully vetted through the Superintendent of Catholic Schools.

- 3220 *Instructional Day*: Instructional day means each day of the school year in which students are engaged in educational activity planned by and under the direction of school staff. Instructional days in each Catholic school should exceed the requirements of the local public school.
- 3221 *Time Allotment*: Each school will develop individual class time schedules within its own organizational plan to meet diocesan and local school goals and objectives.
- 3230 *Release Time*: Early dismissal for faculty meetings, in-service, and parent conferences may be scheduled. These should be used with discretion giving consideration to school families' schedules.

3300 Students

- 3310 *Admission*: All Catholic schools within the Diocese are open to students who sincerely seek a Catholic education and meet the requirements as stated below. Because every Catholic child has a right to religious instruction and formation in the Catholic faith, preference is given to Catholic students. Students are accepted without regard to race, color, national, or ethnic origins.
- 3320 *Age of Admission*: Students are eligible to be admitted to school if, by August 31 of the year of admission, they have reached five (5) years of age for kindergarten and six (6) years of age for first grade in accordance with Idaho State Policy.
 - 3321 Any exception to admission age is left to the discretion of the school administrator.
- 3330 *Non-Discrimination*: Catholic schools in the Diocese of Boise will not discriminate on the basis of race, color, national, or ethnic origin, in administration of their educational policies, personnel policies, scholarship programs, athletic, or other school administered programs.
- 3340 *Attendance*: The school administrator will assume collaborative responsibility with parents for the regular school attendance of students. A school attendance policy will be included in the school handbook.

3400 Student Progress and Records

- 3410 *Promotion*: A student is promoted each year on the recommendation of the teacher and the principal. When making an evaluation of the student's progress, the teacher and principal will consider all aspects of a student's academic development. The final determination on promotion will be made by the principal.
- 3420 *Retention*: Retention in a grade for a second year requires careful consideration. A student is retained on the recommendation of the teacher and the principal. Rationale for the decision should be research-based and data-driven. When making an evaluation of the student's progress, the social, emotional, physical, and moral, as well as the academic development of the student will be considered. The final determination on retention will be made by the principal.
- 3430 *Acceleration*: Acceleration requires careful consideration. A student is accelerated on the recommendation of the teachers and the principal. Rationale for the decision should be research-based and data-driven. When making an evaluation of the student's progress, the social, emotional, physical, and moral, as well as the academic development of the student will be considered. The final determination on acceleration will be made by the principal.
- 3440 *Graduation*: Graduation ceremonies shall be appropriate for the age group involved.
- 3450 *Reporting to Parents*: Written reports shall be given to parents regarding their child's progress at least quarterly. Schools may have online student information systems that make grades available to parents more frequently.
- 3460 *Attendance Records*: School administrators and teachers shall be responsible for accurate daily attendance records for each student.
- 3470 *Student Records*: Each school will maintain the required records as designated by the Superintendent of Schools. Student records include – at minimum - attendance, grades, test scores, behavior, and health information. In accordance with other record retention laws, student records should be maintained for a minimum of 5 years.

3471 *Definition*: [Idaho Code §33-133](#) defines “student data” contained in student education records to include:

- state and national assessment results, including information on untested public school students;
- course taking and completion, credits earned, and other transcript information;
- course grades and grade point average;
- date of birth, grade level, and expected graduation date/graduation cohort;
- degree, diploma, credential attainment and other school exit information such as general educational development and drop-out data;
- attendance and mobility;
- data required to calculate the federal four (4) year adjusted secondary cohort graduation rate, including sufficient exit information;
- discipline reports limited to objective information sufficient to produce the federal annual incident reports, children with disabilities disciplinary reports and discipline reports including students involved with firearms;
- remediation;
- special education data;
- demographic data and program participation information; and
- files, documents, images or data containing a student’s educational record that are stored in or transmitted through a cloud computing service.

3480 *Privacy of Student Records*: The administrator of each school shall take particular care to preserve both the integrity and privacy of official school records.

3490 *Withholding of Diplomas/Student Records*: Diplomas/records may be withheld until a student or the student’s parent/guardian completes all financial, academic, and disciplinary obligations to the school. This policy must be noted in the school handbook.

3500 Homework and Student Assessment

3510 Homework is an integral part of the school’s instructional program. It is intended to reinforce learning and to foster habits of independent study. Homework assignments should be designed according to the age and abilities of individual students.

3520 A variety of curriculum-based assessments aligned with learning outcomes and instructional practices will be used to assess student learning and plan for student growth.

3521 School-wide student data will be used to inform, review, and evaluate the curriculum, co-curricular programs, ancillary services, sustained student growth, and faculty performance.

3600 Extracurricular and Co-Curricular Activities

3610 *Athletics in Elementary and Middle School:* Athletic programs will be suited to the needs and abilities of school age elementary/middle school students and shall contribute to their development. Athletic programs will teach strong Christian values by placing primary emphasis on sportsmanship and teamwork.

3620 *Student Eligibility for Extra-Curricular Participation:* Each school administrator will provide written eligibility requirements that govern student participation in extracurricular activities. The requirements should be printed and disseminated through the school’s parent/student handbook.

3621 *Field Trips:* Field trips for sound educational purposes are a valuable tool. Such trips should be planned and scheduled with care.

3622 *Co-curricular Enrichment Activities:* There shall be appropriate co-curricular enrichment activities in all Catholic schools.

3700 Student Support Services

3710 *Accommodation Plans:* Catholic schools provide services as defined by the Individuals with Disabilities Education Act (IDEA). Each school shall identify the level of accommodation they can provide to best serve students. If a student applies to a Catholic school with an existing IEP or 504 Accommodation Plan already established, the plan will be reviewed to determine reasonable accommodations. Reasonable accommodations are

provided unless such accommodations would pose an undue hardship, result in fundamentally altering curriculum or pose a substantial financial burden.

3720 *Federal and State Programs and Materials:* Materials placed in the schools through schools through Federal or State programs are the property of the local public school district. An inventory of the materials is to be maintained in the school office or library. The materials will be used and maintained according to Federal and State regulations governing those programs/materials.

3721 *Title Programs:* Catholic schools in the Diocese of Boise may be eligible for federal funds and/or services under the following titles:

- Title I – Economic Disadvantaged
- Title II – Professional development
- Title III—English Learners
- Title IV – Student Support and Academic Enrichment
- Gifted and Talented Education (GATE)

School administrators should consult annually with the public LEA to determine eligibility and program participation by their school.

3800 Transfers and Withdrawals

3810 *Transfer of Records:* When a student transfers from a parish or inter-parish school, student records shall be sent to the new school upon the written request of the student’s parents or guardian.

3820 *Withholding of records:* Records may be withheld until students, or their parents, satisfy their educational, financial, and disciplinary obligations to the school. This policy must be noted in the school handbook.

3830 *Suspension:* Suspension of a student from a school in the diocese will be enacted only by the principal or by his/her designee in his/her absence, for a serious disciplinary infraction. Disciplinary procedures should be outlined in the school handbook.

3840 *Expulsion:* Expulsion of a student should be rare and only used if a student’s conduct is seriously damaging or threatening to the physical, moral, or mental

well-being of oneself or another. The decision for expulsion is reserved to the principal and may not be delegated.

3850 *Recommended Transfer*: When a student is clearly unable to profit from the school by reason of academic problems, emotional difficulties, or the uncooperative or disruptive behavior of the student or the parent, the student may be required to transfer to another school.

3860 *Student Appeals*: A student or parent of a student has a right to appeal a principal's decision regarding suspension or expulsion. Schools shall enact and publish an appeals procedure. Parish/Interparish school appeals will be made to the pastor. Diocesan school appeals will be made to the Board of Governance.

3900 Childcare Programs

3910 *Childcare Services*. Childcare Services for all school programs shall be approved by the Diocese of Boise. The only recognized programs are pre-school and extended day care programs. Registration exceptions for non-parish families enrolling in extended care must be noted and approved by the Office of Catholic Schools. Enrollment in programs will be prioritized for school families followed by families registered in the host parish.

3920 The Office of Catholic Schools will have on record the type and scope of the childcare services provided and verification of compliance with state and/or city codes.

OPERATIONAL VITALITY

Catholic schools are temporal organizations committed to the Church and the mission of Catholic education including a commitment to a culture of excellence and rigor. These schools face constant socioeconomic challenges, prompting the need for sustainable financial planning, human resource/personnel management, professional formation, facilities maintenance and enhancement, institutional advancement, and contemporary communication. Catholic schools must adopt and maintain standards for operational vitality in these areas and define the norms and expectations for fundamental procedures to support and ensure viability and sustainability. When a school does not maintain standards for operational vitality, the continuation of academic excellence is in grave jeopardy. Over time, even an academically rigorous school with strong Catholic identity will not survive without operational vitality.

Standards for operational vitality focus on the “operation” of the school - how it works and how it is supported - in four key areas: *finances, human resources/personnel, facilities, and institutional advancement*. The leader/leadership team must manage each area and be subject to the direct oversight of the governing body in these matters.

NCEA NSBECS Advisory Council (Eds.). (2023)

4000 FINANCE AND PERSONNEL

4000 Financial Practices, Business, and Personnel

4010 Catholic Schools Budget: A mandatory system of Financial Reporting is established within the Diocese of Boise. All parishes, schools, and other public juridic persons subject to the administrative authority of the Bishop of Boise *must* participate in it.

4011 *Submission of Budget:* The school’s budget is to be submitted to the Diocesan Finance Office in accordance with the budget procedures of the Diocese.

4020 Local School Financial Management

4021 *Budget Approval:* School administrators, in consultation with the appropriate committees, shall prepare an annual budget to be reviewed by the local school advisory board and approved by the pastor in accordance with local parish guidelines. Schools must provide a recap

of their financials and a copy of their budget to the Finance Office of the Diocese of Boise by mid-August.

- 4022 *Tuition:* The pastor, school administrator(s) and local school board of each parish or inter-parish school will determine tuition and fee levels. In Diocesan schools, the Board of Governance will determine tuition.
- 4023 *Tuition Assistance Program:* A tuition assistance program is encouraged at each school to assist families who desire a Catholic school education but are not able to afford the entire tuition.
- 4024 *Accounting System:* Catholic school financial accounting shall be established to present with full disclosure the financial position of each school. Schools are to comply with the accounting system requirements established by the Diocese of Boise.

4030 Financial Management - Income: Catholic schools in the diocese will seek and utilize all available sources of revenue for financing their educational programs. All revenues received will be properly deposited and credited in accordance with diocesan financial regulations.

- 4031 *Surplus Funds:* All surplus funds in excess of three months operating expenses are to be deposited with the diocesan Finance Office. These funds on deposit shall earn interest at a variable rate. Under no circumstances may these funds be kept in another kind of savings' account, certificate of deposit, money market fund, treasury bill or bond, etc., or loaned to any individual or group, without the explicit written consent of the local Ordinary. Surplus funds are defined as those exceeding what can reasonably be projected for the upcoming three month's expenses. Any exceptions must be approved by the Bishop.
- 4032 *Fundraising:* All fundraising activities shall have the prior approval of the pastor and/or school administrator(s) and shall comply with diocesan policies and procedures.
- 4033 *Accounts:* The pastor and/or school administrator(s) shall be a signatory on all school-related account(s).
- 4034 The Diocese shall have no direct financial obligation to any Idaho Catholic School.

4040 Financial Management – Expenditures: All financial obligations and disbursements must be documented in compliance with diocesan regulations and audit guidelines. All purchases, encumbrances, obligations, and disbursements must be approved by the local administrator who has the designated authority.

4041 The school may be financially assessed for services from the Office of Catholic Schools, as determined by the Bishop.

4050 Insurance: All parishes, schools, and other public juridic persons subject to the administrative authority of the Bishop of Boise and which employ persons must participate in the diocesan property, liability, and vehicular insurance programs. These same institutions must implement the diocesan disability and health insurance, workers compensation, and lay retirement plans. Any exceptions must be approved by the Bishop.

4060 Transportation

4061 *Buses:* Operation of school buses and activity buses must be in compliance with state, county, and city laws and in accord with diocesan regulations.

4062 *Private Cars:* Transportation to and from school sponsored events and field trips may be provided in private vehicles. Diocesan regulations regarding age and qualifications of drivers, insurance, and vehicle safety must be followed.

4070 Food Services

4071 Schools with kitchens/cafeterias are to be in compliance with health standards established by the Idaho Department of Health. Meals served to students are to meet current Federal and State nutritional guidelines if the school is receiving federal nutrition funds.

4100 Personnel

4110 Policies and Contractual Agreements: The school shall ensure that its various policies, handbooks, contractual and other agreements, etc., enable it to comply with the employment-related diocesan policies and other requirements set forth in this policy handbook. A copy of each school's faculty handbook must be on file with the Office of Catholic Schools.

4111 *Anti-discrimination Policy*: The Catholic schools in the Diocese of Boise promote equal opportunity in all employment decisions regardless of race, national origin, disability, or age. Preference may be given to Catholic applicants in accordance with diocesan personnel policy.

4112 *At Will Employment*: The Catholic schools will follow diocesan policy pertaining to employment.

4120 *Contracts*: All contracts are one one-year contracts. The school year will run from August 1st through July 31st for all schools effective August 1st, 2026. The length of contract for certified employees will be determined at the local level. The following is to serve as guidance:

1. *Teachers* - typically, between 187-190 days
2. *Elementary Principals* - typically, around 210 days
3. *Secondary Principals* - typically, around 220 days

4130 *Resignation*: In the event that a Catholic school employee must resign, a letter of resignation stating the reasons for the resignation shall be submitted to the pastor and the school administrator.

4140 *Personnel Records*: Personnel records are to be kept in an employee file at each school site. In accordance with other record retention laws, employee records should be maintained for a minimum of 5 years.

4150 *Safe Environment Requirement*: All Catholic school employees in the Diocese of Boise must pass a criminal background check and complete the diocesan safe environment training workshop. There are no exceptions.

4200 Certified Employees

4200 Employees who are required to hold some type of professional credentials, including most administrators and full-time, part-time, and temporary certified employees.

4210 *Certificated Personnel Appointment*: The school administrator(s) with the concurrence of the pastor will hire, re-hire, or terminate all certified school personnel. Certified school personnel shall be offered a contract of employment pending a clear criminal background check and upon completion of diocesan safe environment training.

- 4220 *Certification*: Teachers and counselors in the Diocese of Boise will have or be eligible for the appropriate Idaho certification. Consistent with Idaho charter school law, the Superintendent of Catholic Schools may approve the option for a school to hire a teacher and certify that teacher under Diocesan certification criteria.
- 4230 *Evaluation/supervision*: Each certified employee in the Catholic schools will have a formal evaluation of his/her professional performance by the principal or designee annually.
- 4240 *Improvement plans*: If a certified employee is going to be placed on an improvement plan, the plan should be reviewed by the Superintendent of Catholic Schools prior to it being presented to the employee.

4300 Certified Employee Requirements

- 4310 A certified employee in a Catholic school shall exhibit a lifestyle that is compatible with Catholic moral values and professional conduct consistent with Catholic teaching.
- 4320 A certified employee in a Catholic school will possess professional credentials and appropriate certifications. Any exception to this requirement must be approved prior to hiring, by the Superintendent of Catholic Schools.
- 4330 All certified employees in Idaho Catholic schools shall attain catechist certification within three years of hire and participate in the ongoing faith formation program established by the Diocese. Any exception to this requirement must be approved by the Superintendent of Catholic Schools.
- 4340 *Annual Evaluation*: Summative evaluations of certified employees should be conducted annually. The principal (or designee) completes the certified employees' evaluations. Student data will be used to inform, review, and evaluate faculty performance. Certified employees' evaluations may be reviewed upon request of the Office of Catholic Schools at on-site visits.

4400 Classified Employees

- 4400 *Employees in a Catholic school who are in a position not requiring certification and paid hourly.*
- 4410 A classified employee is an "at will" employee. Positions are generally categorized into one of the following service groups: Custodians, coaches, paraprofessionals, child nutrition workers, transportation workers, clerical workers, and maintenance workers.
- 4420 Hourly employees will fill out time cards and be paid overtime if they work more than 40 hours per week. Classified employees must be provided with a Memorandum of Understanding (MOU) that documents expected work hours, days, rate of pay and any other pertinent expectations. An MOU template is available through the Office of Catholic Schools.
- 4430 *Athletic directors and coaches:* School administrators are responsible for the appointment and supervision of the school athletic director and coaches and shall provide written job descriptions for each.
- 4331 All coaches, including volunteers, must pass a criminal background check and complete Safe Environment Training prior to starting any coaching duties.
- 4430 *Evaluation/supervision:* Each classified employee in the Catholic schools will have a formal evaluation of his/her professional performance by the principal or designee annually.
- 4440 *Improvement plans:* If a classified employee is going to be placed on an improvement plan, the plan should be reviewed by the Superintendent of Catholic Schools prior to it being presented to the employee.

4500 Compensation

- 4510 Reasonable efforts should be made to establish Catholic school salaries on a comparable basis with the surrounding public school districts. All Catholic schools should establish a minimal goal of being at 80% of the appropriate surrounding public school districts' salary scales for comparable years. Each school should adopt and maintain an administrator and certified employees salary schedule.
- 4520 Experience and educational requirements, including catechetical certification levels, may also be considered in establishing local salary schedules.

4600 Benefits

- 4610 *Eligibility.* All employees who work a minimum of 30 hours per week are eligible for health insurance (medical, dental, vision) and other benefits. Temporary employees are not eligible for benefits except as required by law.
- 4611 [Health Insurance – Certified Employees](#): Insurance becomes effective the first day of the month after the employee’s contract begins.
- 4612 [Health Insurance – Classified Employees](#): Insurance becomes effective the first day of the month after 60 days of employment.
- 4613 *Health Insurance - Long-Term Substitutes:* For Long-Term Substitutes, there is a 90-day look back for medical benefits. If long-term substitutes are employed over 90 days, they need to be offered all applicable benefits. The effective date of insurance would be the first day of the month following the 90-day lookback.
- 4620 *Vacation.* The Diocese of Boise provides paid vacation for all year round (12 month) regular full-time and regular part-time employees. If a paid holiday falls within an employee’s vacation period, that day is counted as a holiday and not vacation time. However, because most school employees are not year-round, the diocesan vacation policy does not apply. Instead, schools typically provide each employee with two (2) personal days each year. These personal days do not carry over into the next year and must be used during the current school year.
- 4630 *All other benefits.* Schools should update the list of benefits and policies regularly in accordance with Diocesan human resource benefits and eligibility policies.

4700 Other Employee Activities

- 4710 *Professional Growth Activities:* All personnel are expected to make regular efforts to improve professionally. Approval for non-college credit courses, workshops, and institutes that apply to recertification credits must be granted through the Office of Catholic Schools.
- 4720 *Non-school Employment:* Employees are not prohibited from employment outside regular working hours as long as they do not use their positions or relationships within the Diocese to obtain that employment. This

employment must not adversely affect the employees' work for the Diocese or present a conflict of interest.

5000 COMMUNICATIONS, NON-INSTRUCTIONAL OPERATIONS AND INSTITUTIONAL ADVANCEMENT

5100 External Communication and Relations

5110 Each School should keep stakeholders informed regarding school policies and regulations, budgets, and the actual cost to educate.

5120 At the diocesan level, Catholic Schools Superintendent will coordinate substantive public relations activities. The long-range plans or substantive change proposed by an individual school should be cleared with the appropriate diocesan councils and committees before publicity is given to those plans.

5130 The School Administrator at each school should coordinate the public relations activities under policies and guidelines approved by the Office of Catholic Schools and the local school board. All announcements regarding a given school should be cleared through the administration to ensure consistent policy and to avoid duplication.

5140 *Western Catholic Education Association (WCEA)*. Every school in the Diocese of Boise must have an institutional membership in the Western Catholic Education Association for the purpose of accreditation. The appropriate membership fee for each fiscal year will be included in the school's annual budget.

5150 *National Catholic Education Association (NCEA)*: Every school in the Diocese of Boise is encouraged to have an institutional membership in the National Catholic Education Association and budget the appropriate membership fee for each fiscal year.

5200 Communication with the Public

- 5210 *School News Releases*: Individual schools are encouraged to provide news releases to the *Idaho Catholic Register*, to the local media, the parish, and to the community.
- 5220 *Pictures and Personal Information*: No school may allow pictures or personal information about students, certified employees, or volunteers to be published without the written consent of the person and/or the parent or legal guardian if the person is less than 18 years of age.
- 5230 *Diocesan Education News releases*: Schools shall not release information which is the responsibility of diocesan officials such as general policy statements for Catholic education and decisions which must be approved by a diocesan board or committee.

5300 Participation by the Public

- 5310 *School-Community Associations*: Each school should have an association of parents and certified employees whose purposes include promoting the school, organizing volunteers, fundraising, and implementing special projects for the benefit of the school.
- 5320 *Relations with the Board*: School – Community Associations should have regular communication with the local school board through an ex-officio membership or other established method.
- 5330 *Relations with school community associations*: School personnel are expected to work cooperatively with the school community association to foster positive relations and improve the educational experience for students.
- 5340 *Other School connected organizations*: Booster Club - Schools which have a need may organize booster clubs to assist with athletics or other extracurricular activities. All such organizations must have the approval of both the school administrator and pastor.
- 5350 *Visits to the schools*: Visitors will be required to report to or register in the school office immediately upon their arrival at school. The school administrator(s) shall establish and publish a local policy concerning visits to the school or classes.
- 5360 *Questions, Complaints or Concerns*: The Office of Catholic Schools, with regard to all educational related matters including complaints, will follow the principle

of subsidiarity. Issues and questions should be resolved at the lowest possible level.

The Office will ordinarily operate using the following sequence of responsibility:

<u>Educational Matters</u>	<u>Personnel Matters</u>
Student/Parent	Student/Parent
Teacher	Employee
School Administrator	School Administrator
Pastor	Pastor
Superintendent	Superintendent

5400 Public Activities Involving School

- 5410 *Gifts, Grants and Bequests*: School administrators may accept on behalf of and for the school any gift or bequest provided that the gift or bequest has a purpose consistent with the mission of the school, will not bring undesirable or hidden costs to the school, will not imply any endorsement of any business or product, will not be in conflict with any applicable law, and places no restrictions on the school operation. The administrator will notify the pastor of any gifts, grants, and/or bequests.
- 5420 *Buildings or real property*: Buildings or real property (land) must be accepted in the name of the Diocese by the Bishop for the benefit of the school. No diocesan institution can own a building or property separate from the Diocese.
- 5430 *Soliciting Funds*: Any direct solicitation of funds from students in school is to be kept to a minimum and used only to educate students about the value of sharing their goods with others.
- 5440 *Advertising and Promotions*: Schools may not distribute to students or parents any advertisements, coupons, and other promotional literature except as approved by the school administrator(s). Schools may not release lists of students, parents, or staff to companies for direct mailing of such literature.
- 5450 *Performances and Contests for Students*: Students are encouraged to participate in contests, festivals, and present performances which align with the mission of

the school and represent a genuine learning experience. Participation in these events is to be determined at the local level by the school administrator(s).

- 5460 *Use of School Facilities:* Requests for use of school facilities by parish and other groups are subject to the approval and permission of the pastor and/or school administrator. Outside groups must have proof of adequate insurance on file in the diocesan business office. Policies of the diocese and parish shall be followed.

5500 Health and Safety: External Agencies

- 5510 *Police Department, Child Protection Services, and other governmental child welfare services:* When a law enforcement official, child protection case worker, or other governmental child welfare employee, enters the school, school officials should cooperate and comply with the appropriate legal procedures, and conduct themselves in accordance with the following guidelines.

- 5511 If contact is sought by a police officer or Social Service personnel when the student is a minor, the school administrator must contact the parent/legal guardian of the involved student and request that the interview be deferred until a parent can be present, except if the police or Social Services personnel direct the administrator not to contact the parents. In any case where the child is to be interviewed by an officer, without his/her parent/legal guardian being present, the school official should first ask the officer if the officer would permit the student the option of selecting a member of the faculty or the administration to be present for the interview. (This may be the student's right under Idaho Code if the student is a suspected victim of child abuse.)

In such cases, the school shall follow the directives of the police or social services personnel. The administrator shall obtain information regarding when the parents will be notified of the contact and by whom. A written summary of the directives and information shall be made by the administrator and placed in the school files. The administrator shall notify the pastor (in parish schools) and Superintendent.

- 5512 Ordinarily, the administrator shall not allow students to be alone with anyone who is not a legal guardian or school employee, even if the

visitor is a medical or counseling person not employed by the school. This does not include persons authorized by the parents or administrator as part of the regular curriculum or support programs of the school, nor those in a tutorial or diagnostic position.

- 5513 Certified employees shall not allow students to leave classrooms to speak to non-school personnel without the explicit permission of the administrator or designee.
- 5514 No organization, agency, or person (excluding police officers and social services personnel) may be allowed to assume custody of any student on school premises during school hours or immediately before or after school, unless explicitly authorized in writing by the parent or guardian.
- 5515 The following procedures must be followed when custody of a student is requested by a police officer:
1. The administrator shall ask the officer to produce his/her credentials.
 2. Should a police officer produce a warrant for the arrest of a student, the student shall be immediately surrendered to the officer. The administrator should request that the police officer notify parents before removing the student from the premises.
 3. In cases not involving a warrant, parents may give telephone authorization to surrender their child to the police officer. The administrator shall make a written notation of the time and a summary of the conversation and retain the notation in the school files. The administrator may then surrender the student to the police officer.
 4. Whenever a locker search or custody of a student is requested by a police officer, the administrator shall notify the pastor (in a parish school), and the Superintendent of Catholic Schools as soon as possible.

5520 *Fire Department:* Each school shall plan for fire and safety drills according to state law. Fire prevention programs should be planned in cooperation with local fire departments. All local fire department ordinances or regulations will be strictly observed.

5530 *Welfare Department:* Schools should cooperate with local welfare departments, social workers, and similar agencies which serve the best interest of students. The interviewing of students by representatives of these agencies should be permitted during the school day only when interviews during non-school hours are inconvenient. The representative of these agencies may be requested to wait to interview the student until the student has completed a class period or until such other time as will not interfere with the school program.
(Reference: 1511 – 1512)

5531 The following procedures must be followed when custody of a student is requested by Social Services:

1. Examine the Social Services representative's credentials.
2. Obtain a copy of authorization from an appropriate court or other legal authority
3. Should the Social services personnel request that the student be removed from the school prior to notification of the parent, the administrator shall request information from the social services personnel regarding when the parents will be notified and by whom. Obtain all pertinent information from the Social Services personnel regarding where the child will be taken and how the parents can reach the caseworker.
4. Immediately make a written summary of the event and place it in the school files. Notify the pastor (in parish schools) and the Office of Catholic Schools as soon as possible.

5600 Safety and Welfare

5610 *Insurance:* Every student in any affiliated Catholic school in the Diocese of Boise shall be insured by the Diocese or a comparable private policy. Insurance requirements are available through the Office of Catholic Schools.

5620 *Discipline:* Each school shall enact and publish a current standard of student conduct and consequences for violations.

5630 *Corporal punishment:* No corporal punishment is to be administered.

5640 *Dress and Grooming:* Each school shall specify and publish regulations concerning dress, hairstyle, and cleanliness.

5650 *Child Welfare and Reporting*: The Diocese of Boise requires that all professional school personnel having reasonable cause to believe that a child has suffered abuse or neglect must report or cause a report to be made of this information as required by law.

5660 *Emergency and Disaster Preparedness Plan*: Each school will have a previously planned course of action in the event of fire, intruder, bomb threat, civil disorder, natural disaster (including: earthquake, flood, inclement weather), or other emergency requiring special preparedness.

5700 Health and Safety- Supervision and Privacy of Students

5710 The school administration is responsible for providing adequate supervision of students during the time they are present on school premises, during school hours, or otherwise under the jurisdiction of school personnel. The faculty and staff share the responsibility for student supervision.

5720 *Access to Students and Student Records*: Parents and legal guardians must explicitly state in writing if they wish for any other person to have access to their child(ren) or their child(ren)'s school reports/records.

5730 *Access to Records*: Student records are confidential. Parents and legal guardians have the right to see student records. Items may not be added or removed from a permanent record file without the permission of the school administrator.

5740 *Financial Records (Databases)*: All financial records and personal data provided by families is confidential and may not be shared with any outside agency or individual. All such records are the property of the school. Local policies should be designed to ensure that security and confidentiality are maintained.

5800 Health and Safety

5810 *Accidents and Illness*: Any accident or illness of students at schools or school-related events shall be reported to the administration or another authorized person immediately. The student shall be given appropriate first aid and the parent/guardian shall be notified.

5820 *Emergency Information*: Current emergency information must be accessible for each enrolled student. Access to the emergency information form must be readily accessible by the supervisor on any school sponsored trip off campus.

- 5830 *Accident Reports:* A written accident report shall be kept in the permanent record file of anyone suffering an injury at school or school-related event.
- 5840 *Immunization:* Minimum immunization requirements of the State of Idaho will be enforced in the Catholic schools of the Diocese.
- 5841 *Exemption from Immunizations:* Idaho law allows parents and guardians to claim an exemption for their child from immunization requirements for medical, religious, or other reasons.
- 5850 *Health Services and Records:* All schools in the Diocese of Boise will keep up to date health records on all enrolled students. Schools will follow guidelines established by the State Health Department and/or the Office of Catholic Schools.
- 5851 *Medications.* School personnel shall not administer medications of any kind without appropriate consent forms. The following requirements must be met for a student to receive medication at school:
1. Medicine must be in a prescription bottle or original container.
 2. There must be a written request, signed by the parent or guardian, for school personnel to administer any medication sent to school and providing the following information:
 - a. date or dates and time to be administered
 - b. instruction of dosage
 - c. signature of parent or guardian
- 5852 All medications must be kept in a secure place to which students do not have access. (Exception: back up of inhalers and epi-pens may be secured in the classrooms as well as the office.)
- 5853 The person designated by the principal to administer medication is to keep a log of medicine administered. Where reasonable and feasible, a student's medication is to be self-administered in the presence of the principal or designee.
- 5854 Glucose testing and insulin administration is to be coordinated by the parent/legal guardian in collaboration with the principal.
- 5855 At the end of each school year, medications are returned to the parent/guardian or disposed of in an appropriate manner.

- 5856 These requirements apply to over-the-counter drugs as well as prescription drugs. Parents must give permission for over-the-counter medications, including Tylenol, Acetaminophen, anti-itch cream to be administered by the school.
- 5860 *Communicable Diseases:* School administrator(s) shall follow state guidelines when readmitting a student who has contracted a communicable disease.
- 5870 *First Aid Kits:* Essential first aid supplies shall be available at all times. First aid kits must be taken on all field trips. First aid kits may be purchased or developed using typical first aid supplies. Gloves must be included and worn when there is a possibility of exposure to blood or body fluids in administering first aid.

6000 FACILITIES AND NON-ACADEMIC ACTIVITIES

6000 Facilities

- 6010 *Maintenance:* The school maintains all physical facilities in a clean and operational condition. Facilities should also be kept in such condition as to meet all required regulations and codes.
- 6020 *Insurance:* The school maintains property, vehicle, and related insurance coverage through the diocesan insurance program. The Diocesan Finance Office must be informed regarding the status of all assets.
- 6030 *Libraries:* Each school should maintain a library/media center with age-appropriate books and educational materials that adhere to the Catholic mission of the school.

6100 School-Sponsored Activities

- 6110 *Fund Raising Activities:* Student fund raising activities that develop school spirit and consistent with mission may be held with the approval of the principal.
- 6120 *Social Activities:* School sponsored social activities may be held with the approval of the administrator. All school sponsored activities will be appropriately supervised by faculty members and parents.

Promulgation and Amendments of Catholic School Policy

- Promulgated:
- Amended:
- Amended: