

THE DIOCESE OF HELENA



Policy Manual

SECTION 1000

ORGANIZATION, ADMINISTRATION, AND GOVERNANCE

FOR CATHOLIC SCHOOLS

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1000 Diocesan Mission and Belief Statement

1002 Mission

- Our Catholic schools exist to provide our students with the best Catholic formation and education possible. Each school accepts the mission of the Church to teach the redeeming message of God's love and to form an active community of believers.

1004 Belief Statement

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

1100 Diocesan Organization

1102 Bishop

- The Bishop of the Diocese of Helena is the chief catechist of the Catholic faith in the Diocese. As participants in the teaching mission of the Church, Catholic grade school and high school personnel are responsible to the Bishop and his delegates; the Superintendent and the local Pastor (where applicable).
- The Bishop has sole authority to recognize and designate a school as “Catholic”. All responsibilities regarding school operations for Diocesan, non-parish schools shall be determined by the Bishop or his delegate, the Superintendent of Catholic Schools.
- The Bishop, through the local Deaneries, will seek to ensure that sacramental ministries are regularly available to meet the needs of the school community, including celebrations of liturgy.
- The Bishop will appoint a priest representative to each Diocesan School Advisory Council, as a representative of local Deanery.

1104 Pastor

- By virtue of his office, the Pastor is the primary spiritual leader of the parish school and is responsible for all matters within the school that affect worship, ministry, and the spiritual welfare of students. It is the Pastor’s duty to see that the teachings of the Roman Catholic Church are clearly and accurately presented, as well as an integral component of the school culture and environment.
- The Pastor assures the parish school is integral to the teaching mission of the parish. He fulfills this function by observing Diocesan policies and in close collaboration with the school Principal and the Superintendent.
- The Pastor shall approve the policies of the parish school. He is responsible for the fiscal operation of the school.
 - The Pastor shall assure that adequate and appropriate parish funds support the parish school according to a reasonable formula, with due consideration to the mission and the operating needs of the school and the resources of the parish.
- The pastor shall ensure that the parish school collaborates with parishes’ religious education programs by sharing facilities, activities, curricula, and teachers, whenever possible.
- The Pastor of a parish without a school, whose children attend a Catholic school, shall consider in good faith, the ability of his parish to financially support an in-parish rate for the student(s) of his parish that attend the Catholic school.
- The Pastor of a parish without a school, whose children attend a Catholic school, shall consider, in good faith, participating in the fundraising efforts of the Catholic school.

1106 Superintendent of Schools

- The Bishop appoints the Superintendent of Catholic Schools to provide direction, services, and leadership to ensure the Catholic identity of and support for Catholic schools in the Diocese.
- The Superintendent serves at the Bishop’s discretion and as the Bishop’s liaison to the Catholic school administration, faculty, support staff, and Advisory Council.
- The responsibilities of the Superintendent include:

- Oversight and development of the school curriculum
- The development of a marketing and recruitment / retention strategy to attract Catholic families to the Catholic school that might otherwise not consider Catholic education
- The development and maintenance of a financial plan for supporting Catholic schools
- Regularly visits to the Catholic schools within the Diocese as a means to consult with the school administration and to participate in the Schools' Advisory Council meetings
- Formulating and implementing Catholic school policies
 - Policies may only be approved by the Bishop, after consultation with Chancellor, Director of Chancery Services, School Administrators, and School Advisory Councils
- Promoting financial development by reviewing and approving the Diocesan Catholic school budgets
 - School budgets may be approved by the Bishop, after consultation with the Diocesan Business Office, School Administrators, and School Advisory Councils
- Being the liaison between the Diocese and local Education Foundations
- The recommendation of employment of school administrators
 - School administrators are appointed by the Bishop, after consultation with the Pastor (if applicable) and School Advisory Council
- Supervision and annual evaluation of the school administrators
 - The decision to retain or remove a Principal is made by the Superintendent or Pastor (if applicable) with the approval of the Bishop and after consultation with the School Advisory Council

1200 School Affiliation with the Diocese

- All Catholic schools in the Diocese of Helena are canonically responsible to the Bishop.
 - The Bishop of the Diocese of Helena has sole authority to recognize and designate a school as "Catholic."
- All Catholic schools within the Diocese must be affiliated with the diocese in one of three ways:
 - Schools that are owned and operated by the Diocese of Helena;
 - Parish schools and regional diocesan schools
 - Schools that are owned and/or operated by a Religious Community;
 - Private schools that are formally recognized by the Bishop as "Catholic."
- All schools sponsored by a parish, a group of parishes, the Diocese, or by a Religious Community shall be automatically affiliated with the Diocese if they have been established according to Diocesan policy and continue to meet the Diocesan Standards of Affiliation.

1210 Diocesan Standards of Affiliation

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

1220 Process to Gain Affiliation

- For Independent Schools Sponsored by a Religious Community or Lay Corporation

1220.1 Required Documentation

- A school seeking recognition and approval must submit to the Bishop through the Superintendent of Schools:
 - A letter requesting that the Bishop of Helena recognizes and approves the School as a private Catholic school.
 - Documentation that demonstrates the School has met or is in the process of meeting the Standards of Recognition and Approval. This documentation shall include:
 - A school philosophy and mission statement that is consistent with the principles of Catholic education enunciated with the Church documents: To Teach As Jesus Did (1973); The Catholic School (1977); and The Religious Dimension of Education in A Catholic School (1988).
 - Evidence the school employs religion teachers who grasp Church doctrine, are active and practicing Catholic parish members, and exhibit a competency in the art of classroom teaching.
 - A statement of commitment that the school will work toward Diocesan approved and/or accepted accreditation standards.
 - A written description of the structure, goals, and governance of the school;
 - A current resume/vita for each member of the governing board and a statement of commitment that a minimum of 75% of the governing board shall be active and practicing Catholics.
 - A current resume/vita for each administrator;
 - A current resume/vita for each faculty member who supervise and/or teach religion, including their assignments;
 - A current list of religion textbooks being used;
 - Copies of all handbooks, contracts, and policy manuals used by the school;
 - Evidence of a public liability insurance policy.
 - The Superintendent may, at his/her discretion request further documents or waive requirements for evidence of meeting the standards.
 - The Superintendent shall review documents submitted by the School, summarize his/her findings, and make a recommendation to the Bishop whether the Standards for Recognition and Approval have been met.
 - The Bishop shall determine whether recognition and approval as a private Catholic school is to be granted and will communicate his decision to the School.
 - When granted, recognition and approval as a private Catholic School shall be memorialized by a formal statement that will include the above-mentioned requirements and be signed by the Bishop and the duly authorized officer of the School's governing board seeking recognition and approval.

- The recognition and approval as a private Catholic school is to be published by the School and communicated to its faculty, parents, students, and greater school community.
- The Diocese will communicate (e.g., Montana Catholic, Chancery Newsletter, etc.) the recognition and approval of the school as a private Catholic school, along with an explanation of what that status means.

1220.2 Standards for Recognition and Approval

- The recognition and approval process shall be guided by but not limited to evidence that the School has achieved the following standards.
 - General Standards
 - The School shall be incorporated as a nonprofit corporation, shall be exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.
 - The School shall have a written philosophy in accord with the Mission Statement and Philosophy of Education of the Office of Catholic Schools of the Diocese.
 - The School's administration and governing board shall consult with and seek the counsel of the Diocese regarding the opening, expansion, reduction or closing of the School itself, a school division or grade level.
 - The School's various policies, handbooks, contractual and other agreements, etc. shall be in compliance with federal and state employment rules and regulations and those other requirements set forth for all schools in the Diocese of Helena.
 - The School shall follow and comply with the Diocese of Helena Policy Regarding Abuse of Minors, Sexual Misconduct and Sexual Harassment.
 - The School shall cooperate with all Catholic schools in the Diocese in furthering the educational mission of the Church.
 - The School shall cooperate with the Bishop through the Superintendent of Schools in the ongoing review of all Catholic schools in the Diocese for compliance with these Standards, which may include periodic scheduled visits to the School.
 - The School shall maintain public liability in the amount of not less than two million dollars per occurrence for the duration in which the School is recognized and approved by the Bishop. It is further agreed that the School agrees to protect, indemnify, defend and hold harmless the Bishop or his employees or agents against and from any claim of action arising out of or from any negligence or other actionable fault caused by the School or its employees, agents, members or officers to the policy limits defined above. The School agrees to provide a certificate of insurance to the Bishop, which will name the Bishop and the Diocese as an additional insured on the School's liability policy.
 - The School shall maintain a governing board whose membership is subject to term limits and diversity to ensure the opportunity for involvement and representation across a wide spectrum of the school community. It is recommended that membership of the school's governing board ensures a representative from each of the Catholic Parishes from whom the School enrolls its students.
 - Catholicity and Religious Education Standards
 - The School shall conform to the authority of the Bishop in all matters of Faith and morals, especially as related to the Catholicity of the School, Religious education, and Church liturgical requirements and practice.

- The School shall provide for its students on a regular basis sacramental and liturgical services that are conducted by priests and/or deacons officially authorized by the Bishop. Prayer services and other pastoral programs should reflect Catholic teaching and practice.
 - Canonically, the responsibility for the preparation of students to receive the Sacraments of Initiation (Baptism, Confirmation and Holy Eucharist) rests with Pastors and their parish communities. The School shall cooperate fully and provide effective coordination with the pastors of the local parishes in this regard.
 - The School shall ensure that its religious education program complies with the religious education policies of the Diocese.
 - The religious education curriculum and textbooks provided by the School for the religious education and spiritual development of students shall be approved and periodically reviewed by the Superintendent of Catholic Schools. Additionally, all religion textbooks must have been approved by competent ecclesiastical authority.
 - The School shall strive to ensure that all aspects of education in the School are rooted in Catholic teaching.
 - The School shall not knowingly permit the use of school facilities or invite to the School, support and/or endorse any speaker, program, political or other groups or persons who publicly oppose or bring into question the teachings of the Catholic Church.
- **Administrative Leadership Standards**
 - Principals of Catholic schools shall be an active and practicing Catholic, outstanding for their doctrine, their witness of Christian living, exhibit a lifestyle that is compatible with Catholic moral values and professional conduct consistent with Catholic teaching.
 - The Bishop, through the Superintendent of Schools, shall be consulted before a candidate is named Principal.
 - The Principal shall hold or be able and actively pursuing a Class 3 Administrative License with the Montana Office of Public Instruction.
 - **Teacher and Support Staff Employee Standards**
 - All school employees will live a lifestyle compatible with Catholic moral values. They must exercise conduct consistent with Catholic teachings and not engage in any practice, whether in their personal life or their employed capacity that may be in conflict with the Catholic Church teachings on faith and morals.
 - Teachers are encouraged to concentrate their continued professional education and development in Catholic theology, history, and practice.
 - Teachers of religion must be active and practicing Catholics in their local community, outstanding for their doctrine, witness of Christian living, and pedagogically competent.

1220.3 Related Issues

- A private Catholic school in the Diocese will demonstrate the spirit of cooperation with all Catholic schools in the Diocese.
- A private Catholic school in the Diocese must state on all its official materials and documents that it is "a private Catholic school recognized and approved by and within the Diocese of Helena".

- The Bishop shall appoint a Diocesan representative to be an ex-officio, non-voting member of the School's governing board.
- The Diocese (including any parish or parishes) shall have no financial obligation with respect to the ownership or operation of the private Catholic School.
- Local parishes, as well as the Diocese, are under no obligation to support the School financially; however, they may support the school financially and are encouraged to support Catholic education whenever and however possible.
- The Diocese of Helena and the local parishes may provide tuition assistance to any student who enrolls at the School, but are under no obligation to do so.
- Private Catholic schools will be encouraged to participate in Diocesan in-services, administrative meetings, curriculum conferences, and any other activities provided for Catholic schools in the Diocese.
- A private Catholic school will not pay fees to the Diocese nor will the Diocese be obligated to provide services or resources of the Office of Catholic Schools or any other diocesan office to the private Catholic school.
- A private Catholic school in the Diocese will provide statistical data, as requested by the Superintendent of Catholic Schools and/or the Diocesan Chancery.
- Students of a private Catholic school will not be covered by the diocesan school insurance program.
- Although a cleric of the Diocese of Helena may volunteer with the approval of the Bishop to celebrate liturgy, the Diocese shall not be required to assign a cleric to serve as chaplain and/or celebrate liturgy.
- All clergy and religious employed or engaged by a private Catholic school to provide any services whatsoever for the School must be approved by the Bishop.
- All private Catholic school personnel matters shall be handled by the governing board of the particular private Catholic school.
- Due to its recognition and approval as a private Catholic school, the School will be listed in the Diocesan Catholic Directory as a private Catholic school.
- For the purposes of monitoring the religious education program, the principal will meet with the Diocesan Superintendent of Schools once each semester to review content and personnel related issues.

1220.4 Withdrawal of Recognition and Approval

- Recognition and approval may be withdrawn by the Bishop if a school fails to comply with or maintain these Standards. The School will be given three weeks to address and remedy any concerns with respect to its compliance with these Standards.
- For serious reasons and/or in his sole discretion, the Bishop may withdraw at any time the recognition and approval of a school as "Catholic". Any withdrawal of recognition and approval shall be communicated to the School in a written document.

- If recognition and approval is withdrawn by the Bishop, the governing board and school administrator(s) must immediately remove the Catholic designation from all school references,
- The School may withdraw from this agreement at any time without cause. However, sufficient notification must be sent to the Diocese preceding this action.
- This policy on Requirements for Recognition and Approval of a Private Catholic School within the Diocese may, from time to time, be amended by action of the Bishop, who will consult with all parties impacted by the amendment. Such amendments may originate by a request of the school or a request of the Diocese.

1220.5 Continuation of Recognition and Approval

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

1300 Catholic School Governance

1302 School Advisory Council

- The Second Vatican Council called for greater involvement of the laity in the total life of the Catholic parish and schools. Catholic schools will establish an Advisory Council that will meet regularly throughout the school year.
- The Advisory Council is a representative and consultative body to the school administration and to the Bishop, subject to the regulations promulgated by the Bishop or the Diocesan Superintendent of Schools acting on behalf of the Bishop.
- The Advisory Council will appropriately involve the laity in shared responsibility and decision-making.
 - The School Advisory Council is a body propagated on process of consensus. In reaching consensus, School Advisory Council decisions are made after consideration of the opinions of all members present. All members shall have the opportunity to articulate his/her thoughts in discussion before a decision is made. Upon reaching consensus, each member understands the decision, recognizes it as the best possible, given the group and the situation, and willing to accept and support the decision of the School Advisory Council.

1302.1 Membership

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

1302.2 Responsibilities

- In the exercise of its consultative functions, incident to the operation and perpetuation of the schools as Roman Catholic educational institutions, the School Advisory Council shall have the following areas of responsibility:
- Planning
 - Assist the school administrator(s) in the establishment of a school mission statement and strategic plan, which include short and long-term school operation goals, student enrollment objectives, employee development opportunities, public relations themes, and marketing strategies.
 - Assist the administrator(s) in establishing annual goals and objectives for the Advisory Council.
- Policy Development
 - Provide general direction for administrative action. Policy categories include:
 - School Advisory Council governance and operation
 - School organization and operations
 - School financial management
 - Student conduct and affairs
 - School Community relations
 - Student and employee health and safety
 - The operation, acquisition, replacement and maintenance of facilities and equipment
 - All school policies shall be in accordance with Diocesan policies and as appropriate, state and federal rules / laws concerning schools.
 - Enactment of policies shall be effective upon receipt of written approval from the Diocesan Superintendent of Schools.
- Finance
 - Advise the school administrator(s) or pastor (where applicable) in ways to maximize the financial capacity of the school while at the same time, remain committed to the mission of a Catholic school.
 - Advise the school administrator(s) or pastor (where applicable) in ways to develop plans / means to finance the educational programs, including establishing an annual operating budget.
 - Advise the school administrator(s) or pastor (where applicable) in establishing tuition levels and tuition payment programs.
 - Advisory Council members will not be involved in the process of tuition collection.
 - Advise the school administrator(s) or pastor (where applicable) in developing the annual school operations budget.
 - Monitor all financial matters involving the school, school personnel, and school operations on a monthly basis.
- Public Relations

- Assist the school administrator(s) in developing public relations and marketing efforts consistent with planning and policy functions.
- Assist the school administrator(s) in coordinating communication, action plans, and efforts with the local education foundation and/or the organization established or maintained for the purposes of raising, receiving, holding, investing and disbursing funds to financially support Catholic schools.
- **Evaluation**
 - Annually review the school's mission statement and strategic plans to determine whether they are appropriate and effective.
 - Annually review the goals and objectives for the Advisory Council and determine their effectiveness for pending school year.
 - Assist the Superintendent or Pastor (if applicable) in the personnel evaluation of the school administrator(s).

1400 Catholic School Personnel

1402 Employment Principles

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

1404 Personnel Policies

- The Diocese of Helena and local Catholic school personnel policies should be in accord with the following principles and circumstances:
 - The mutual dignity, rights, and responsibilities of the school and employee
 - Applicable Diocesan, state, and federal policies, regulations, and laws
 - The employee's professional status
 - Ethical and acceptable management policies
 - Fiscal realities based on valid data
 - The common interest of the entire Catholic Church community

1404.1 Equal Employment Opportunity

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

1404.2 Employment

- All school employees are employed by the Diocese and entitled to the employee benefits presently in force.
- Employment is effective only when the employment documentation is signed by the appropriate supervisor and employee.
- All school employees will receive their employed assignment and responsibilities from their supervisor and/or school principal.
- All school employees shall perform their duties subject to the supervision, advice, and direction of their supervisor and/or school principal.
- All school employees will have an annual performance evaluation documented and placed in their personnel file by their assigned supervisor.

1404.3 Probationary Period

- The first six (6) months of employment shall be considered a probationary period during which an employee may be discharged at any time with or without cause.

1404.4 Employment Termination

- Employees who have been employed for more than six (6) months may be terminated during the school year according to the terms stated in the employment agreement and/or employment contract.
 - Said termination shall be effective fifteen (15) days after the employee's receipt of the school's written notice or shall be effective immediately with the employee receiving fifteen (15) days severance compensation.
- A school employee termination may take place only after obtaining approval from the Superintendent of Schools.
 - The Superintendent shall consult with the Diocesan Attorney prior to approving any termination of a school employee.

1406 School Administration

1406.1 Administration Employment Status

- The Catholic school administrator is an academic officer of the school, engaged by the Diocese of Helena and financially compensated by the Catholic school, as outlined in his/her employment contract.

1406.1.1 Exempt Employee

- Catholic school administrators are "exempt employees" and therefore, not entitled to overtime pay and / or hourly wages in accordance with the Fair Labor Standards Act ("FLSA").
 - As an exempt employee, the administrator is provided one (1) financial compensation package for all work associated with and conducted on behalf of the school, under the terms of his/her employment contract.
 - The administrator may not work a second position associated with or conducted on behalf of the school, for additional / supplementary financial compensation.
 - Any additional duties or responsibilities assumed by the administrator do not entitle him/her to additional financial compensation, unless it is pre-approved by the Superintendent and a formal amendment to the employment contract takes place.
- Any work conducted by the administrator for compensation, that is not outlined in his/her employment contract or does not meet the "exempt" qualifications, increases the risk that the position could be classified as non-exempt and therefore, is unacceptable. Examples include but are not limited to:
 - Substitute Teaching:
 - ☞ In the event the school principal is not able to find a qualified substitute teacher, it may be necessary for him/her to "cover" the class.
 - ☞ The administrator does not receive additional financial compensation for substitute teaching. The school principal is the academic leader of the school and is at times, is required to assure the academic instruction for students.
 - Bus Driving:
 - ☞ In the event the school administrator is not able to find a qualified bus driver, it may be necessary for the administrator to drive the team bus (if qualified to do so).

- ☞ The administrator may not receive additional financial compensation for driving the bus. The school administrator is the managerial leaders of the school and at times, is required to assure the safe transportation of students to and from school sponsored activities.
- Coaching:
 - ☞ The school associate principal may volunteer to help coach the soccer team, as long as the time obligation and responsibility does not negatively impact his/her administrative employment responsibilities
 - ☞ The associate principal does not receive additional financial compensation for helping coach the high school soccer team. The associate principal may request permission from the building principal to “help” - volunteer - and not be an “assistant” or “head” coach, where the position would normally receive financial remuneration.

1406.1.2. Outside Employment

- School Administrators may not engage in any outside employment or other activities that may interfere or conflict with their duties and responsibilities of the school or the interests of the school.
- Outside employment is permitted and as long as it does not interfere or conflict with the school operations or the doctrines of faith or morals of the Catholic Church.
 - Any outside employment shall be pre-approved by the Superintendent or Bishop.

1406.2 School Administrative Positions

1406.2.1 The Chief Administrator

- The person appointed as Chief Administrator shall be responsible for the overall administration of the local Catholic school system in complete accordance with the policies of the Diocese of Helena. This person shall be responsible for the administrative leadership and direction of the local Catholic school system in all facets of spirituality, education, finance, organization, and communication.
- The Chief Administrator shall act as the liaison between the local School Advisory Council, Education Foundation Board, and Diocesan Superintendent for communication and involvement of each organization.
- The Chief Administrator answers to the Superintendent.
- Professional Responsibilities
 - The Chief Administrator is the educational and administrative leader of the Catholic Schools. As such, he/she has the following responsibility to the local school Advisory Council:
 - ☞ To formulate the agenda for school Advisory Council meetings in collaboration with the School Advisory Council Chair.
 - ☞ To provide relevant and necessary information to all School Advisory Council members to help them understand the operation and administration of the schools.
 - ☞ To be responsible for selection, employment, and evaluation of all Catholic School personnel.
 - ☞ To develop and implement the Catholic School budget.
 - ☞ To oversee all financial operations of the Catholic schools – including expenses and tuition.

- ☞ To consult with the School Advisory Council on all matters pertaining to school finances, operations, policy, and protocol.
- ☞ To communicate to the School Advisory Council and receive approval for out of the ordinary expenditures not included in the annual operations budget.
- ☞ To know and support Diocesan policy.

○ Requisites

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

○ Employment

- After a Diocesan Approved application, screening, interview, and selection process, the School Advisory Council Chair shall recommend to the Superintendent the Chief Administrator.
- The Superintendent will communicate the committee's recommendation to the Bishop
- The Bishop appoints the Chief Administrator.
- The Chief Administrator is employed by the Helena Diocese and entitled to all Diocesan employee benefits.
- The employment agreement between the Chief Administrator and the Diocese shall be by annual contract and effective when signed by the Superintendent and the Chief Administrator.

○ Contract

- Employment contracts are executed for a one-year term and are not automatically renewable.
- The Chief Administrator contract is based on a full-time Diocesan employment (twelve (12) months / year).
- The terms of the contract will be arranged between the School Advisory Council and the Superintendent.

○ Contract Notification

- If the Superintendent does not intend to recommend a new contract with the Chief Administrator for the following school year, the Superintendent shall notify the Chief Administrator by March 1.
 - ☞ Failure to give notice by March 1 shall not be deemed as an offer of a new contract to the Chief Administrator for the following year.

○ Salary

- The Chief Administrator's salary is negotiable, subject to the approved of the School Advisory Council and the Superintendent.

○ Evaluation

- In consultation with the Advisory Council, the Superintendent will conduct an annual evaluation of the Chief Administrator.

1406.2.2 The Building Principal (Principal)

- The person employed as Principal shall be responsible for the administration of his/her building or program in complete accordance with the policies of the Diocese of Helena.
- The Principal answers to the Chief Administrator.
 - In the absence of a Chief Administrator, the Principal answers to the Superintendent.
- Professional Responsibilities
 - The Principal is the instructional and operational leader of the school or program. As such, he/she has the following responsibilities:
 - ☞ To present school news and activities for school Advisory Council meetings.
 - ☞ To consult with the Council on all matters pertaining to school finances, operations, policy, and protocol.
 - ☞ To provide relevant and necessary information to all Advisory Council members to help them understand the operation and administration of the school.
 - ☞ To interview, employ, and evaluate building personnel.
 - ☞ To assist in the development and implementation of the school budget.
 - ☞ To know and support diocesan policy.
 - In the absence of a Chief Administrator, the Principal assumes the responsibilities the Chief Administrator, as they apply to his/her school, unless otherwise determined in his/her formal job description.
 - ☞ Under normal circumstances, a principal's responsibility will not include oversight and accountability to the school's tuition assessment and collection process. This responsibility will be assigned by the Superintendent, after consulting with the School Advisory Council.
- Requisites
 - Candidates for principalship in the Catholic School should meet the following requirements:
 - ☞ Active membership in the Catholic Church
 - ☞ Graduate degree in education, administration or related field
 - ☞ Educational license in school administration or ability to obtain one.
 - ☞ Unless otherwise noted, Principals must have a current Montana School Administrator's License with the appropriate endorsements in their personnel file within sixty (60) days of the first day of employment.
 - ☞ A minimum of five (5) years teaching experience, preferably in a Catholic school.
- Employment
 - After a Diocesan Approved application, screening, interview, and selection process, the Chief Administrator shall recommend to the Superintendent the Building Principal.
 - The Superintendent will communicate the committee's recommendation to the Bishop
 - The Bishop appoints the Principal.
 - The Principal is employed by the Helena Diocese and entitled to all Diocesan employee benefits.

- The employment agreement between the Principal and the Diocese shall be by annual contract and effective when signed by the Chief Administrator and Principal.
- **Contract**
 - Employment contracts are executed for a one-year term and are not automatically renewable.
 - The Principal contract is based on a full-time Diocesan employment (twelve (12) months / year).
 - The terms of the contract will be arranged between the School Advisory Council and the Chief Administrator.
- **Contract Notification**
 - If the Chief Administrator does not intend to recommend a new contract with the Principal for the following school year, he/she shall notify the Principal by March 1.
 - ☞ Failure to give notice by March 1 shall not be deemed as an offer of a new contract for the following year.
- **Salary**
 - The Principal's salary shall be connected with a Diocesan-approved salary protocol for school administrators and subject to the approval of the School Advisory Council and the Superintendent.
- **Evaluation**
 - In consultation with the Advisory Council, the Chief Administrator will conduct an annual evaluation of the Principal.

1406.2.3 The Assistant Principal

- The person employed as the Assistant Principal is responsible to support and assist the Principal in every way possible in the school, to assume the leadership in the absence of the Principal or when delegated by the Principal, to fulfill additional duties as assigned.
- The Assistant Principal is a building principal and subject to the same policies, regulations, and protocol as outlined for the Building Principal.
- The Assistant Principal answers to the Principal.
- In the absence of a Principal, the Assistant Principal assumes the responsibilities assigned to the Principal.
- **Professional Responsibilities**
 - The Assistant Principal is the assistant to the Principal in all capacities of leadership and for duties assigned. Such duties may include:
 - ☞ Supervising and assisting substitute teachers
 - ☞ Serving as the building test coordinator
 - ☞ Supervising volunteers and support staff
 - ☞ Designating routine assembly procedures
 - ☞ Planning, coordinating, timing, and recording emergency drills
 - ☞ Coordinating one section of the school, e.g., primary, intermediate, middle school grades, or specific high school departments

- ☞ Curriculum coordination
- ☞ Student activities coordinator
- ☞ Student discipline
- ☞ Student schedules and academic supervision

1406.2.4 The Controller

- The person employed as Controller is responsible for the administration of the school business operations in complete accordance with the policies of the Diocese of Helena.
- The Controller answers to the Chief Administrator.
 - In the absence of a Chief Administrator, the Controller answers to the Superintendent.
- Professional Responsibilities
 - The Controller is the business and financial leader of the school system and program. As such, he/she has the following responsibilities:
 - ☞ To present business and financial news and activities for school Advisory Council meetings.
 - ☞ To consult with the Council on all matters pertaining to school finances, operations, policy, and protocol.
 - ☞ To provide relevant and necessary information to all Advisory Council members to help them understand the operation and administration of school finance operations.
 - ☞ To interview, employ, and evaluate business office personnel.
 - ☞ To assist in the development and implementation of the school budget.
 - ☞ To know and support diocesan policy.
- Requisites
 - Candidates for Controllership in the Catholic School should meet the following requirements:
 - ☞ Active membership in the Catholic Church
 - ☞ Graduate degree in business, finance, accounting, or related field(s)
 - ☞ A minimum of five (5) years leadership experience, preferably in a Catholic school business operation.
- Employment
 - After a Diocesan Approved application, screening, interview, and selection process, the Chief Administrator shall recommend to the Superintendent the Building Controller.
 - The Superintendent will communicate the committee's recommendation to the Bishop
 - The Bishop appoints the Controller.
 - The Controller is employed by the Helena Diocese and entitled to all Diocesan employee benefits.
 - The employment agreement between the Controller and the Diocese shall be by annual contract and effective when signed by the Chief Administrator and Controller.
- Contract

- Employment contracts are executed for a one-year term and are not automatically renewable.
- The Controller contract is based on a full-time Diocesan employment (twelve (12) months / year).
- The terms of the contract will be arranged between the School Advisory Council and the Chief Administrator.
- **Contract Notification**
 - If the Chief Administrator does not intend to recommend a new contract with the Controller for the following school year, he/she shall notify the Controller by March 1.
 - ☞ Failure to give notice by March 1 shall not be deemed as an offer of a new contract for the following year.
- **Salary**
 - The Controller's salary shall be connected with a Diocesan-approved salary protocol for school administrators and subject to the approval of the School Advisory Council and the Superintendent.
- **Evaluation**
 - In consultation with the Advisory Council, the Chief Administrator will conduct an annual evaluation of the Controller.

1408 Teaching Faculty

1408.1 Faculty Employment Status

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

1408.1.1 Exempt Employee

- Catholic school faculty members are “exempt employees” and therefore, not entitled to overtime pay and / or hourly wages in accordance with the Fair Labor Standards Act (“FLSA”).
 - As an exempt employee, the faculty member is provided one (1) financial compensation package for all work associated with and conducted on behalf of the school, under the terms of his/her employment contract.

- The faculty member may be offered additional responsibilities for compensation, such as coaching a team or directing a program.
 - ☞ Under normal circumstances, additional work-related responsibilities beyond the faculty contract shall be outlined and compensated per a supplementary contract offered by the school.
- Any additional duties or responsibilities assumed by the faculty member do not entitle him/her to additional financial compensation, unless it is pre-approved by the Principal and a formal amendment to the faculty contract takes place.

1408.2 Requisites

- Candidates for a faculty position in the Catholic School shall meet the following requirements:
 - A Bachelor's degree
 - A teaching license or ability to obtain a license in State of Montana
- Unless otherwise noted, all faculty members shall have an up-to-date Montana teaching license with the appropriate endorsements in their personnel file within sixty (60) days of the first day of employment.
- Each faculty member is expected to remain current in his/her particular field or discipline.
- Because of the distinct purpose of the Catholic school is “to create a Christian educational community where knowledge is enlightened and enlivened by faith” and because faculty members are expected to model the principles and moral values which are part of Catholic school curriculum, all faculty members employed in the Catholic school should:
 - Be practicing Catholics who have knowledge of the Catholic faith adequate to teach its content.
 - Live out the practical demands of the Catholic faith in their lives.
 - Understand and be dedicated to the ministry of Catholic education.
- If a Catholic faculty member is not available, or when deemed otherwise appropriate by the school administration, the school may employ non-Catholic applicant.
 - A non-Catholic applicant may be offered a teaching position before a Catholic applicant, only when the qualifications, education, and experience surpass those of the most qualified Catholic applicant
 - Faculty members of other faiths can make a valuable contribution as members of the faculty. Their employment should be:
 - An exception made by the Superintendent.
 - On the condition that they understand and are fully committed to the distinctive purpose, philosophy, and spirit of Catholic school education.
 - Contingent upon living their professional and personal life within the spirit of the Catholic Church and its teachings.

1408.3 Faculty Positions

1408.3.1 The Classroom Teacher

- The role of the Teacher calls for persons of faith who will integrate the inseparable religious and educational goals of a Catholic school. Teachers must be qualified, professionally and pastorally, to perform the educational and instructional responsibilities of the school programs, in accordance with the policies of the Diocese of Helena.
- A comprehensive Diocese of Helena Faculty Handbook will be made available to each teacher at the beginning of his/her employment (see Section 3000).

1408.3.2 The Religion / Theology Teacher

- In addition to the above requirements, applicants seeking positions as teachers of religion shall provide evidence of the following:
 - Elementary school religion teachers:
 - Active and participating Catholic
 - Secondary school religion teachers:
 - Active and participating Catholic
 - Preferred: M.A. or B.A. in theology or religious studies or twenty-four (24) college credit hours in theology or religious studies.
- All teachers of religion in the Catholic Schools are responsible for continuing education in religious studies and Diocesan religious certification, if available.
- Annually, the Principal shall verify with the Pastor of the reported Catholic Parishes, that Religion / Theology teachers are active and practicing Catholics.

1408.3.3 The Dean

- The role of the Dean calls for persons of faith who will integrate the inseparable religious and educational goals of a Catholic school. Deans must be qualified, professionally and pastorally, to perform the educational and instructional responsibilities of the school programs, in accordance with the policies of the Diocese of Helena.
- A Dean's assignment is that of a liaison between the school administration and teaching / support staff. Deans may be assigned to teach but are normally assigned responsibilities such as:
 - Student activities / athletics
 - Student disciplines
 - Student academics
 - Student spirituality
- A comprehensive Diocese of Helena Faculty Handbook will be made available to each Dean at the beginning of his/her employment (see Section 3000).

1408.3.4 The Counselor

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

- A Counselor's assignment is that of a liaison between the school administration / teaching staff and students. Counselors may be assigned to teach but are normally assigned responsibilities such as:
 - Personal counseling
 - Post-secondary education planning and counseling
 - Employment counseling
 - Student spirituality
 - Scholarship and grant education, planning, and counseling
- A comprehensive Diocese of Helena Faculty Handbook will be made available to each Counselor at the beginning of his/her employment (see Section 3000).

1410 Support Staff

1410.1 Support Staff Employment Status

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

1410.1 Requisites

- Candidates for a Support Staff position in the Catholic School shall meet the required federal, state, and local certifications / licensure (when applicable).
- Because of the distinct purpose of the Catholic school is "to create a Christian educational community where knowledge is enlightened and enlivened by faith" and because support staff personnel are expected to model the principles and moral values which are part of Catholic school curriculum, support staff employees should:
 - Be practicing Catholics who have knowledge of the Catholic faith adequate to teach its content.
 - Live out the practical demands of the Catholic faith in their lives.
 - Understand and be dedicated to the ministry of Catholic education.
- If a Catholic applicant is not available, or when deemed otherwise appropriate by the school administration, the school may employ non-Catholic applicant.
 - A non-Catholic applicant may be offered an employment position before a Catholic applicant, only when the qualifications, education, and experience surpass those of the most qualified Catholic applicant

- Support staff employees of other faiths can make a valuable contribution as members of the faculty. Their employment should be:
 - An exception made by the Superintendent.
 - On the condition that they understand and are fully committed to the distinctive purpose, philosophy, and spirit of Catholic school education.
 - Contingent upon living their professional and personal life within the spirit of the Catholic Church and its teachings.

1410.2 Support Staff Positions

1410.2.1 Business Office

- The Business Office Personnel are directed by the Controller to fulfill duties as assigned in the individual job descriptions.
 - In the absence of the Controller, the Superintendent or his/her delegate will supervise the Business Office Personnel.
 - All Business Office Personnel shall adhere to the strictest form of confidentiality.

1410.2.2 Paraprofessional

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

1410.2.3 Secretary/Receptionist

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

1410.2.4 Child Care / Pre-School Employee

- Employees of Catholic School Child Care Center and/or Pre-School shall observe all state, county, and city regulations concerning personnel and physical facilities.
- All Catholic School Child Care Center and Pre-School employees shall meet the requirements of employment as required by Montana law and the Diocese of Helena.
- The Child Care / Pre School Employees shall be supervised by the School Principal or his/her delegate.

1410.2.5 Kitchen / Cafeteria Employee

- Employees that provide food service to students shall observe all state, county, and city health regulations concerning personnel and physical facilities.

- All Kitchen / Cafeteria employees shall meet the requirements of employment as required by Montana law and the Diocese of Helena.
- The Kitchen / Cafeteria Employees shall be supervised by the School Principal or his/her delegate.

1410.2.6 Bus Driver

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

1410.2.7 Custodian / Maintenance

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

1500 Students, Parents, Volunteers, and Collaborative Groups

1502 The Student

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

1502.1 Profile for a Grade School Graduate

- **Spiritual Growth**
 - Develop a life-long relationship with God the Father, the Son, and the Holy Spirit
 - Demonstrate knowledge of beliefs and traditions of the Catholic Church
 - Continue to actively and consistently participate in the Catholic faith community
 - Use Christian values when making moral, social, or political choices
 - Demonstrate Christian leadership by being committed to justice and reconciliation
 - Recognize all gifts and talents are God-given
 - Use the talents God has blessed them to serve others
- **Academic Growth**
 - Develop and demonstrate competency in the learning fundamentals
 - Use good study habits and organization skills
 - Communicate effectively and creatively
 - Think independently and cooperatively in a critical and creative way
 - Access and use information for making informed decisions
- **Personal Growth**
 - Demonstrate self discipline and compassion
 - Take responsibility for personal actions and words
 - Respect self, others, and environment
 - Show appreciation for diversity
 - Form meaningful, healthy relationships with others

1502.2 Profile for a High School Graduate

- **Open to Growth**
 - At the time of graduation, the Catholic high school student has matured as a person - emotionally, intellectually, physically, socially, religiously - to a level that reflects some intentional responsibility for one's own growth. The Student:

- Has begun to take responsibility for growth as a person; desires integrity commitment and excellence in multiple facets of one's life.
- Has learned how to accept self, both talents and limitations.
- Has become more conscious of his or her feelings and is, more authentic and free in expressing them; at the same time is beginning to confront responsibilities to oneself and to others.
- Has become more open to a, variety of aesthetic experiences, and continues to develop a wide range of imaginative sensibilities.
- Has become more flexible and open to other points 'of view; recognizes how much one learns from a careful listening to peers and significant others.
- Has developed a habit of reflection on experience.
- Has begun to seek new experiences, even those that involve some risk or the possibility of failure.
- Has explored career and life-style choices within a value framework.
- Has become more open to broader, adult issues.
- **Intellectually Competent**
 - At the time of graduation, the Catholic high school student will exhibit a mastery of those academic requirements for advanced forms of education. While these requirements are broken down into departmental subject matter areas, the student will have developed many intellectual skills and understandings that cut across and go beyond academic requirements for college entrance. The student moreover is beginning to see the need for intellectual integrity in his or her personal quest for religious truth and in his or her response to issues of social justice.
 - By graduation the student already:
 - **Academics**
 - Has mastered the fundamental skills of language.
 - Has mastered the fundamental skills of mathematics.
 - Can read and summarize material at a level of a beginning college freshman.
 - Has mastered those academic subjects required for entrance into college (or for some other form of advanced education).
 - **General Skills and Attitudes**
 - Has developed mastery of logical skills and critical thinking.
 - Has developed greater precision and a personal style in thought and expression
 - Has developed a curiosity to explore ideas and issues.
 - Has developed the ability to apply knowledge and skills to new situations, and can adjust to a variety of learning formats.
 - Has developed an organized approach to learning tasks.
 - Can present a convincing argument in written and oral form.
 - Takes pride and ownership in his or her school accomplishments and beginning to enjoy intellectual and aesthetic pursuits.

- Substantive Knowledge
 - Has developed a general knowledge of central ideas, methodologies, and the conceptual parameters of a variety of intellectual disciplines of knowledge.
 - Has begun to relate current issues and perspectives to some of their historical antecedents.
 - Has grown in appreciation of his or her cultural heritage.
 - Has begun to understand some of the public policy implications of the uses of science, technology, and capital.
 - Has begun to understand both rights and responsibilities as a citizen of the United States.
 - Has begun to understand the strengths and weaknesses of the United States form and practice of government.
 - Has begun to develop a repertory of images of the human person as presented in literature, biography and history; exemplars which are shaping in him or her to a more compassionate and hopeful appreciation of the human community in its variety and potential.
 - Has begun to develop that critical consciousness which enables one better to analyze the issues facing contemporary men and women and to evaluate the various points of view on these issues.
- Religious
 - At the time of graduation, the Catholic high school student will have a basic knowledge of the major doctrines and practices of the Catholic Church. The graduate will also have examined his or her own religious feelings and beliefs with a view to choosing a fundamental orientation toward God and establishing a relationship with a religious tradition and or community.
 - More specifically, the Catholic high school student:
 - Has read the Gospels and encountered the person of Jesus Christ as He is presented in the New Testament.
 - Has a basic understanding of the Church's teaching about Jesus Christ and His redeeming mission, as well as the embodiment of that mission in and through the Church.
 - Has had some exposure to non-Christian and non-Catholic religious traditions.
 - Is beginning to take more responsibility for exploring and validating one's own faith.
 - Has had the opportunity to experience of God, either in private prayer, while on a retreat, in liturgical prayer, or in some other moving experience; is learning how to express self in various methods of prayer.
 - Has begun to form a Christian conscience and evaluate moral choices, and can reason through moral issues with increasing clarity.
 - Has begun to appreciate the centrality of the Eucharist to a vibrant Christian community.
 - Has learned through his or her own failure of the need for healing by and reconciliation with friends, family, Church, and the Lord.
 - Has an understanding of the relationship between faith in Jesus and being a "person for others."
 - Has an understanding of the Catholic Church's teaching on social justice.
- Loving
 - At the time of graduation, the Catholic high school student is well on the way to establishing his or her own identify. The graduate is also on the threshold of being able to move beyond self-interest or self-centeredness in relationships

with significant others. In other words, he or she is beginning to be able to risk some deeper levels of relationship in which one can disclose self and accept the mystery of another person and cherish that person. Nonetheless, the graduate's attempt at loving, while clearly beyond childhood, may not yet reflect the confidence and freedom of a mature person.

- More specifically, the Catholic high school student:
 - Has learned to trust the fidelity of some friends, members of the family, and some adult of the school community.
 - Has experienced moments when God's love for him or her as person began to be felt.
 - Has come to accept and love self as lovable and loved by God and others.
 - Has begun to come to grips with personal prejudices and stereotypes; communicates more easily with others, especially with peers of other races, religions, nationalities and socio-economic backgrounds.
 - Has experienced the support of various levels of community in the school.
 - Has made specific contributions to building up the school community.
 - Has begun to integrate a Christian-centered sense of sexuality into his or her whole personality.
 - Has begun to appreciate deeper personal friendships, but is also learning that not all relationships are profound and long lasting.
 - Through service of others, has begun to appreciate the satisfaction of giving of oneself for other people and thereby finding life enriched.
 - Has an understanding of other's and their feelings.
 - Has a sense of understanding and sensitivity to the beauty of the created universe and is more caring about life and the natural environment.
- Committed to Doing Justice
 - At the time of graduation, the Catholic high school student has achieved considerable knowledge of the many needs of local and wider communities and is preparing for the day when he or she will take a place in these communities as a competent, concerned and responsible member. The graduate has begun to acquire the skills and motivation necessary to live as a person for others.
 - By graduation the Catholic high school student:
 - Has an awareness of selfish attitudes and tendencies that lead one to treat others unjustly; consciously seeks to be more understanding, accepting, and generous with others.
 - Has begun to see that Christian faith implies a commitment to a just society.
 - Has grown in awareness of the global nature of many current social problems (human rights, energy, ecology, food, population, terrorism, arms limitations, etc.) and their impact on various human communities.
 - Has begun to understand the structural roots of injustice in social institutions, attitudes and customs.
 - Has recognition of the needs of some disadvantaged segments of the community through working with them in community service programs and has gained some empathetic understanding for their conditions of living.
 - Has developed both a sense of compassion for the victims of injustice and a concern for those social changes that will assist them in gaining their rights and increased human dignity.

- Through reflection and study has become aware of alternatives in public policy that govern the services provided for various segments of the community.
- Has begun to reflect on public service aspects of future careers.
- Has begun to understand one's obligation as a Christian to participate in the building of a humane, civic and ecclesial community in a way that respects the pluralism of that community.
- Has begun to see the importance of public opinion and voter influence on public policy in local, regional, national and international arenas.
- Has begun to understand the complexity of many social issues and the need for critical reading of diverse sources of information about them.
- Has begun to confront some of the moral ambiguities imbedded in values promoted by Western culture.
- Has begun to realize that the values of a consumer society are sometimes in conflict with the demands of a just society, and indeed with the Gospel.

1504 The Parent / Guardian

- Catholic parents of students in Catholic schools serve as the primary educators and faith formation leaders for their children and are expected to participate actively in the life of their parish by;
 - Attending Mass
 - Contributing to the financial support of the parish
 - Conscientiously developing a sense of Catholic community among the students, parents, administration, faculty, support staff, and parish.
- Parents have rights and responsibilities as the first educators of the children God has entrusted to them.
 - Collaboration with the schools, especially with teachers, will promote the best interest of each student and assist the parent in fulfilling his/her role as educator.
 - Parents are urged to participate in school-related and church-related organizations and activities.

1054.1 Parental Behavior

- Parental cooperation with the teachers and administrators of the Catholic school is essential for the welfare of all students. Parents are expected to behave in a manner consistent with the Catholic School philosophy and be excellent role models for their children at all school sponsored functions and activities.
- The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership with the parent is irretrievably broken.
- The school may require parents to withdraw their children, if, in the opinion of the administration:
 - Parental behavior seriously interferes with the teaching/learning process.
 - Parental behavior interferes with ability of the teacher or administrator to complete his/her assigned responsibility.

- Parental behavior/actions are a disruptive influence to the school environment or the school's reputation.
- Parental behavior is contrary to or in conflict with the teachings and practices of the Catholic Church.
- When students are required to withdraw from the Catholic school due to parental behavior or actions, the student's records shall reflect that the student has either withdrawn or transferred.
- The student's records shall not reflect that the student has been expelled, unless the parents refuse to remove the student from the school after having been notified that the child must withdraw or transfer to another school.

1506 The Volunteer

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

1508 Collaborative School Groups

1508.1 Parent/Teacher Organizations

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

1508.2 Special Interest Groups

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

1508.3 Education Foundations

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