

St. Pius X Board of Total Catholic Education

Policies

Policy 101

Policy for Open Meetings

All meetings of the St. Pius X Board of Total Catholic Education (the “Board”) shall be open meetings. However, the Board shall have the right and duty to convene in executive session at any time at the discretion of the Board Chairperson. During Board meetings, only those persons whose petition has been approved by the Chairperson and included in the Agenda of the meeting shall have the right to address the Board, unless waived by a majority vote of the voting members present.

Executive sessions are not open meetings.

Approved/Revised: May 2021

Policy 102

Keeping Policies Current

All approved policies shall have an effective enforcement life of seven (7) years from the date of the initial or most recent approval. If a policy has not been re-reviewed and adopted by the Board of Total Catholic Education and approved by the Pastor by the seven (7) year anniversary date in which it was officially accepted, the policy will be recommended to the Pastor for rescission.

Approved/Revised: May 2021

Policy 200

Active Parishioner Policy

St. Pius X Parish shall maintain a comprehensive list of its parishioners for the purpose of parish and diocesan information. Additionally, St. Pius X Parish shall formally identify and designate “active” parishioners, as further defined below, for the purpose of those parish services and ministries for which such a distinction is important and necessary. Active parishioners shall generally receive priority in school registration, eligibility for Participating In-Parish tuition and fees, as well as parish educational and sacramental services.

An “active” parishioner is classified as one who completes the following activities:

1. Is formally registered in the parish;
2. Participates in the Sunday liturgy;
3. Deposits his/her numbered envelope into the Sunday collection basket, with or without monetary offerings; and
4. Makes a commitment of stewardship (i.e., “time, talent, and treasure”) to St. Pius X

Parish.

All four (4) criteria shall be required in determining active parishioner status.

The only tangible knowledge St. Pius X Parish administration has of a parishioner's active participation in the Sunday liturgy is through the regular use of the personalized collection envelopes. Such envelopes are numbered, dated, and contain the parishioner's name and contact information. If there has been no use of the personalized collection envelope(s) within a three (3) month period, with or without monetary offering, a parishioner may be moved to inactive status.

To return to active status, the parishioner must contact the Pastor through the Parish Office and request reinstatement. The parishioner must then fulfill the above criteria for a minimum of (3) months, in which they will then be placed back in active parishioner status.

The responsibility for determining active parishioner status ultimately rests with the Pastor. Any such exceptions to this policy shall be reviewed and made by the Pastor.

Approved/Revised: May 2021

Policy 201

Policy for Receiving the Sacraments of Eucharist, Reconciliation and Confirmation

Parish members of sacramental age are eligible to receive the individual Sacraments at St. Pius X Parish upon satisfying the requirements set forth by the Covington Diocese in the handbook entitled "Initiation and Reconciliation." The primary objective of Sacramental preparation is to help foster an understanding and appreciation of the concepts related to each Sacrament.

The following are three (3) basic guidelines from this handbook:

1. One and one half (1.5) consecutive academic years with regular class attendance is generally required. In certain limited circumstances, an approved alternative program may be developed with the St. Pius X DRE and Pastor.
2. Those preparing for the Sacraments are to be active parishioners who are actively participating in the Church community and attending Sunday liturgy on a regular basis as further outlined in Policy 200.
3. Parents and students must attend the special programs offered by the Parish in preparation for the Sacraments. These include, but are not limited to, parent education meetings, retreats, evenings of reflection, etc.

Approved/Revised: May 2021

Policy 202

Handbooks

Each school and/or parish program under the auspices of the Board of Total Catholic Education (BOTCE), Parish and School Administration, shall have a Handbook. This includes: St. Pius X School and PSR.

Approved/Revised: March 2018

Policy 203

Non-Parish and/or Non-School Sponsored Trips

St. Pius X Parish and/or School shall not be named as the sponsoring body nor shall the St. Pius X Parish/School tax-exempt number or name be used in any way in connection with non-Parish and/or non-School sponsored trips.

Approved/Revised: May 2021

Policy 300

Acceptance of Students into the Preschool Sunday School Program

Students are accepted into the Preschool Sunday School program for 3, 4 and 5 year olds provided the parents or guardians are members of St. Pius X Parish. Children of non-members will be considered on an individual basis provided there is space in the program for that child and any other requirements are met as set forth in Policy 500.

Students must be toilet trained prior to attending Preschool Sunday School classes.

Approved/Revised: May 2020

Policy 402

School Fees

- **Registration Fee.** St. Pius X School charges a fee at the time of registration for the next school year. The fee is non-refundable, but the fee is applicable to the tuition for the following year for grades K-8. The amount of the registration fee will be set annually by the school administration.
- **Technology Fee.** St. Pius X also charges a Technology Fee at the time of registration for the next school year. This fee is non-refundable and serves to cover the cost of student devices and any other technology needs and services.

Approved/Revised: May 2020

Policy 404

Number of Students Per Grade Level

No additional students will be admitted to any grade level until the number of students in that grade level drops below 90.

Approved/Revised: March 2017

Policy 404.5

Acceptance and Grade Level Waiting List

St. Pius X is a Parish School and partners with families to educate children. Admission to the school will be considered for any child whose parents/guardians submit the required paperwork and complete a registration form during the stated enrollment period. Students will be accepted in the order outlined below provided that their educational needs can be met by the programs offered and that the parents/guardians agree to support the administrative and academic policies of the school.

Kindergarten Age of Admission – Beginning with the 2018-19 school year, children must turn 5 years old no later than August 31st to enroll in a Diocese of Covington school. (*In the public schools, the cutoff is August 1st.*) Individual schools may make the local level decision to grant exceptions for early entry if the child turns 5 between September 1st and October 1st and meets the early entrance criteria.

Early Entrance Criteria

1. Verification of date of birth
2. Written request by the parent or guardian for early entry submitted to the school principal by June 1st prior to the date of the requested entrance.
3. Successful completion of a Diocesan-approved standardized test.
4. Available space at the receiving school.
5. Best interest of the child.

Order of Acceptance

1. *In-House* - Parents of students currently enrolled in Kindergarten through Seventh Grade shall have the opportunity to re-register their child/ren for the next school year beginning the third week in January. Registration form and fees must be completed to secure the student's spot. Priority registration will be guaranteed until February 1. **Thereafter, this priority status is lost.** (Please see below for acceptance of siblings.)

2. *Parishioner Siblings* - SPX parishioners help support the school by contributing an amount that equals approximately one-third of the total budget. Therefore, registration of children with siblings who are currently enrolled in or have graduated from SPX whose parents/guardians are parishioners will be included during the January re-registration period. Registration materials and fees must be completed to secure the student's spot. Priority registration will be guaranteed until February 1. **Thereafter, this priority status is lost.** In the event that a grade level reaches capacity enrollment, seniority of registration based on original registration date in the parish will be the determining factor.

3. *New School Family Parishioners* - Registration of children whose parents/guardians are parishioners of SPX with no students currently enrolled or graduated will occur beginning February 1. Registration materials and fees must be completed to secure the student's spot. Priority registration will be guaranteed until March 1. **Thereafter, this priority status is lost.** In the event that a grade level reaches capacity enrollment, seniority of registration based on original registration date in the parish will be the determining factor.

4. *Non Parishioners* - Open enrollment will occur beginning March 1 in the following order, provided registration materials and fees are completed:
 - a. Children with siblings who are currently enrolled in SPX School whose parents/guardians are members of other Catholic parishes.
 - b. Children with siblings who are currently enrolled in SPX School whose parents/guardians are members of other faith traditions.
 - c. All other children based on the date the school registration materials were completed. In the event that a grade level reaches capacity enrollment, the date the registration materials and fees were completed and returned will be the determining factor.

Approved/Revised: May 2020

Policy 405.5

Collection of Tuition and School Fees

1. St. Pius X School charges annual per student fees that includes technology, school materials, book rental, workbooks, and other operational expenses. Additionally, there will be a fee assessed, beginning in the 5th grade year and continuing through the 8th grade, to help cover the cost of the student device, case, carrying cover and insurance. The students will own the device upon graduation and will be theirs to keep. Eighth grade students are charged an additional fee to cover

expenses applicable only to eighth graders. These school fees are combined with tuition for payment purposes.

2. All families must have tuition and school fee balances paid to current by the following dates:

- September 30
- December 31
- March 31
- June 30

3. Any family behind on payments on these dates will be notified that they have ten (10) days to bring their current balance to zero or otherwise make arrangements with the principal or Parish business manager regarding payment. Failure to comply within ten days of notification will result in the child(ren) not being permitted to attend classes.

4. In the instance of divorced, separated, and/or split parent households, parents must designate one parent who is responsible for payment of tuition and fees.

5. All families are required to have an account with FACTS Tuition Management System. Parents may pay their tuition in full by June 30th, twice a year in July and December, or monthly on the 5th or 20th. Parents who do not pay in full will incur a FACTS processing fee. Parents may choose to pay with a credit card, however, credit card processing fees will not be covered by St. Pius X.

6. Families who choose to pay tuition in full prior to June 30th may deduct 2% off of tuition only, not fees.

Approved/Revised: May 2020

Policy 405.6

Tuition Assistance

Any active parishioner of St. Pius X who wishes to send their child(ren) to St. Pius X School may apply for tuition assistance as needed based on financial necessity. Applications for tuition assistance are completed in FACTS at registration or at any time throughout the school year. It is highly recommended that you apply for assistance as early as possible. There is a set amount of assistance each year and grants are typically made as early as possible for the upcoming school year. Application deadline determined by the Pastor, Business Manager, and Administration.

Approved/Revised: May 2020

Policy 406

Refund of Prepaid Tuition

Families withdrawing their children from St. Pius X School during the course of the school year must pay in full tuition through the end of the month of withdrawal. Any prepaid tuition will be refunded as of the first of the next month based on twelve (12) month year, with the first month being July. (Example: A family withdraws on January 14. If the total annual tuition has been paid in advance, the family would receive 5 months/12 months of the total paid as a refund.) Fees are not refundable. All bank charges and late fees are not refundable.

Approved/Revised: May 2020

Policy 408

Pregnancy Policy

In addressing the concerns of individuals and families in a pregnancy situation within SPX Grade School, the school recognizes the responsibility as a Catholic Christian community to support life and each other. If it becomes known that a student is pregnant, a conference will be scheduled with the principal, pastor, guidance counselor, parents/legal guardians, and the student(s). The conference will address the following criteria for the student(s) to remain enrolled as a student(s) at St. Pius X:

- The student(s) and parents/legal guardians must meet on a regular basis with a professional counselor from Catholic Charities or another agency approved by the principal, and allow the guidance counselor to have open communication with that party.
- A program of appropriate alternative instruction will be recommended by the school.
- After the birth, it will be determined if the student(s) shall continue at the school. If so, a medical release must be obtained by the family in order for the student(s) to attend classes.

For clarification purposes, the provisions stated above shall also apply to a male student who has fathered a child if he is a student at St. Pius X.

Approved/Revised: May 2020

Policy 409

Substance Abuse Policy

Students shall not be in possession of or under the influence of any drug, including but not limited to any counterfeit, synthetic, imitation or otherwise, controlled substance which is prohibited by law on St. Pius X campus or at any school or Parish sponsored event. This includes, but is not limited to alcohol, tobacco, drugs and drug paraphernalia. Additionally, students shall not be in possession of or intentionally smell or inhale the fumes of any volatile substance.*

Students found in possession and/or under the influence of the aforementioned substances shall be subject to disciplinary action.

Students needing to take medication during the school day need to submit an administration of medication form. All medication is to be brought to the school office in original packaging. School personnel are not permitted to dispense any medication, including over the counter pain relievers, for any reason without written permission from a parent. Students are prohibited from giving any medication to another student. This policy is in effect at all times year round regardless of whether or not school is in session.

**Per Kentucky Revised Statute 217.900 - volatile substance means any glue, cement, or paint or other substance containing a solvent or chemical having the property of releasing toxic vapors or fumes which when inhaled may cause a condition of intoxication, inebriation, stupefaction, dulling of the brain or nervous system, or distortion or disturbance of the auditory, visual, or mental processes.*

Approved/Revised: May 2020

Policy 411

Anti-Bullying/Harassment Policy

St. Pius X will not condone any form of bullying and/or harassment. All students are expected to treat fellow classmates and others with dignity and respect. St. Pius X will pursue the necessary measures to create a safe and respectful learning environment for all students and employees.

Bullying/harassment is defined as any type of action, physical, verbal, and/or nonverbal, that is unwelcome, repeated, makes someone feel uncomfortable and unsafe, and prevents students from learning and enjoying school. This includes behavior that threatens the physical, spiritual, and/or psychological well-being of another student, such as, but not limited to, the following:

- Name-calling
- Put-downs
- Taunting
- Baiting
- Teasing
- Imposing physical harm
- Social exclusion
- Coercion
- Cyberbullying, e.g. Internet Use/Blogging/Social Media/Communication

Harassment in any form is unacceptable and will not be tolerated. The Administration reserves the right to use discretion in determining the appropriate consequence(s) in individual situations.

Any student who makes negative or inappropriate comments about another via the internet (a social network, blogging site, etc.) will be held accountable. St. Pius X reserves the right to discipline students for off-campus conduct.

Approved/Revised: May 2020

Policy 500

Acceptance of Out of Parish Children into PSR

Students who are not registered in the parish are not accepted into St. Pius X PSR program. Exceptions may be made for those who for circumstances beyond their control cannot attend the PSR program in their parish. This will be decided by the DRE in conjunction with the Pastor.

Three conditions govern the acceptance of an out of parish student into the PSR program of St. Pius X Parish.

1. There must be space available. Acceptance during one year of the Program does not guarantee acceptance the following year. Class space will be given to parishioners of St. Pius X first then to non-parishioners.
2. A letter must be obtained from the Pastor of the child/children stating that he is aware that the child/children are coming to St. Pius X for religion classes and that this arrangement is acceptable to him. According to Diocesan guidelines for reception of the Sacraments, these out of parish students must return to their parishes to receive the Sacraments of Initiation.
3. Since Canon Law, the Universal Law of the Church, requires that Baptism be performed at the home parish of the individual and since First Communion and Confirmation complete Baptism as the Sacraments of Initiation that brings a person into the Church and makes them a full member of their parish, the sacraments of First Reconciliation, First Communion and Confirmation are to be received in the home parish of the child/children.

Any alterations to this policy shall be at the discretion of the Pastor and DRE.

Approved/Revised: May 2020

Policy 503

PSR Teacher Compensation

St. Pius X will compensate PSR teachers in grades 1 – 8 in accordance with a set scale. To maintain this standard set by St. Pius X Parish, teachers must be certified within five years of beginning work in the PSR Program. The DRE shall review compensation annually with the finance committee and pastor.

Approved/Revised: March 2018

Policy 504

Acceptance of Transfer Students into St. Pius X School

Persons who request admission of their children to St. Pius X School from other educational institutions or after home schooling, should comply with the same procedures used for enrolling a student from an accredited private or public school. In addition, St. Pius X School may require:

1. An interview with the parents/guardian and the prospective student along with completion of a formal application for admission;
2. A review by St. Pius X School Administrators of the prior course of study, including but not necessarily limited to a review of the content and levels of academic achievement by the proposed student;
3. A review of the testing results of the student in academic areas, using standardized testing provided by the applicant's parent/guardian, and
4. Provision of all academic and/or discipline records from the previous institution(s) attended by the prospective student.

Parents/guardian of the prospective student are responsible for all testing costs and/or any costs associated with obtaining requested records.

Approved/Revised: December 2016

Policy 504.1

Home Schooling During the Sacramental Years

Families who homeschool their children for all academic subjects may also choose to homeschool them for their religious training. Sacramental preparation, however, does involve community activities and families who choose to homeschool for all subjects should contact the Office of Religious Education prior to the beginning of the Sacramental year to obtain necessary information regarding these activities. Children shall not be home schooled only in religious education during a Sacramental year or the year prior to the reception of a Sacrament.

Exceptions may be made in special cases by the Director of Religious Education in consultation with the Pastor.

Approved/Revised: May 2021

Policy 504.2

Sacraments Of Out Of Parish Children Into St. Pius X School

Canon Law, the Universal Law of the Church, requires that sacraments be received in a person's home parish. In order for families who are not active registered parishioners at St. Pius X Parish to send their children to St. Pius X School, room must be available as outlined in Policy 404.5. In addition, a letter must be presented to the pastor before final registration from the student's pastor/pastoral administrator stating that he/she is aware that the child is attending school at St. Pius X and that they will expect the children to return to their parish to receive the Sacraments of Initiation. It is the responsibility of the parents to obtain this letter.

Approved/Revised: March 2018

Policy 504.3

Sacramental Preparations for Parish Children not Attending St. Pius X School

All sacramental preparation for students who are home schooled, attend public school, or attend other schools, will receive sacramental preparations during the PSR classes.

Approved/Revised: May 2020

Policy 506

Policy for Receiving the Sacrament of Baptism

Parish members who wish to have their child baptized at St. Pius X Church must fulfill the following requirements:

1. Must be an active member of St. Pius X as defined in the Active Parishioner Policy, Number 200; and
2. Must attend a baptismal preparation class within the last three (3) years prior to the date of baptism.

Exceptions to this policy may be made in the discretion of the Director of Religious Education in consultation with the Pastor.

Approved/Revised: May 2021

Policy 700

Acceptance of Candidates into RCIA

All Candidates for RCIA are encouraged to become members of the St. Pius X Parish upon completion of the RCIA program. All others would be considered on an individual basis with approval by the Pastor and the DRE.

Baptism, First Communion, and Confirmation are the Sacraments that bring a person into the Church and make them a full member of their Parish. Since Canon Law, the Universal Law of the Church, requires that Baptism be performed at the home parish of the individual, First Reconciliation, First Communion, and Confirmation are to be received in the home parish of the Candidate as well.

Approved/Revised: May 2021

Policy 800

Gift Acceptance Policy

The purpose of this Gift Acceptance Policy is to provide a general and brief guideline relating to the acceptance and processing of gifts consistent with the St. Pius X mission and in support of its core values and programs. Donors and prospective donors are urged, as well as solely responsible for, seeking the assistance and advice of independent professional advisors, including, but not limited to, tax, legal or financial advisors, prior to and in matters relating to making a gift. This Policy does not anticipate all possible gift situations.

A gift will be accepted by St. Pius X only if there is a reasonable expectation that accepting the gift will be of a charitable nature that will ultimately benefit St. Pius X. Donations and other forms of support will generally be accepted from individuals, partnerships, corporations, foundations, government agencies or other entities. When considering whether to solicit or accept gifts, St. Pius X will consider factors which include, but are not necessarily limited to, the following:

- Whether the gift supports the core values and mission of St. Pius X.
- Whether there is compatibility between the intent of the donor and St. Pius X's use of the gift.
- Whether acceptance of the gift would damage or compromise the reputation of St. Pius X.
- Whether the primary benefit is to St. Pius X versus the donor.
- Whether the gift is offered in a form that St. Pius X can use without incurring substantial expense, burden or difficulty in relation to the gift.
- What is the impact of the gift on St. Pius X.

Donors are encouraged to make the least restrictive gifts. Gifts must be made to St. Pius X and not to individuals who represent St. Pius X. Gifts that are overly restrictive, burdensome or inconsistent with the St. Pius X mission and values cannot be accepted. Some gift types, however, require prior review and written approval by the Pastor and/or St. Pius X Administration before they can be accepted by St. Pius X.

1. Unrestricted cash gifts are the most popular way to support the St. Pius X mission. Cash gifts will generally be accepted without prior review and approval. Cash gifts are acceptable in any form, including by check, money order, credit card, or on-line. Checks shall be made payable to St. Pius X. Checks shall not be made payable to individuals who represent St. Pius X. Donors wishing to make a gift by credit card must provide the card type (e.g. Visa, MasterCard, American Express), card number, expiration date, and name of the card holder as it appears on the credit card.

2. Certain types of Donations/Gifts must be reviewed prior to acceptance due to the special liabilities and obligations they may pose for St. Pius X. Examples of gifts which will be subject to prior review and written approval include, but are not necessarily limited to, restrictive gifts, gifts of real property, gifts of personal property, gifts of securities, gifts of life insurance, gifts of in-kind personal services, and gifts of real estate. Such listing of gift types requiring prior review and approval is not exhaustive. Donors are urged to first contact the Pastor or St. Pius X Administration regarding gift types that may not be able to be accepted.

All decisions regarding the restrictive nature of a gift, and its acceptance or refusal shall be made by the Pastor. St. Pius X reserves the right to decline any financial commitment, gift, pledge or bequest, as well as the right to determine how a gift will be credited and/or recognized.

St. Pius X will administer gifts properly and will comply with all applicable laws and regulations including those governing reporting and retention and acknowledgement of gifts. Any gifted item that is accepted becomes the exclusive property of St. Pius X. St. Pius X may determine at any time to discontinue the use of any donated item.

St. Pius X is extremely grateful that donors wish to support the St. Pius X mission. St. Pius X will endeavor to use accepted gifts to the best extent possible.

Approved: May 2021

ADDENDUM: DIOCESE OF COVINGTON GUIDELINES AND POLICIES PERTAINING TO LOCAL BOARDS
Guidelines 3000 Series: Local Boards

Parish Boards or Committees of Catholic Education should make an effort to establish membership criteria that reflect the demographic characteristics of a parish community.

In general, membership on a local board or committee of Catholic education should be open to all registered adult members of a parish who are not employees of any educational program under the apices of the board or committee.

Factors taken into consideration may, when applicable, also include, but not be limited to:

- Representation of parents of students in both the Catholic school and parish religious education programs;
- Representation based on the various levels of educational services provided by the parish;
- Ethnic and gender representation;
- Geographic representation

Guideline G3110

Local Boards or Committees of Catholic Education – Functions

Policies formulated and recommended by local boards or committees of Catholic education may not be in conflict with diocesan policy.

The writing guidelines, which are designed to assist in implementing policies, are the responsibility of the parish and school administrators.

Guideline G3130

Board Self-Assessment

In conducting the annual self-assessment, parish boards or committees of Catholic education in the Diocese of Covington should follow a timeline that allows for adequate review, discussion and, when necessary, restructuring. The self-assessment process should consider both the internal and external functions of the board, and should utilize the self-assessment instrument currently provided by the Department of Catholic Schools.

It is recommended that the board or committee members complete the self-assessment instrument individually. Following the individual self-assessment, the board or committee should discuss the results and compile a consensus of the rating for each item and a summary of the comments.

A copy of the results should be shared with the parish and school administrators and sent to the Department of Catholic Schools by June 30 of each year.

The results of this self-assessment process could assist the board or committee in determining its goal as well as forming the basis for future board in-service.

The Department of Catholic Schools will annually distribute copies of a recommended assessment instrument to each board or committee.

Guideline G3140

Board Assessment of Administrator

An assessment committee of the board or committee of Catholic education should conduct an annual assessment of the administrator(s). This ongoing process should begin with the appointment of the committee in October and, in all cases, should be a mutually agreed upon procedure involving the board of administrator(s).

The process should include:

- self-assessment by the administrator(s);
- conferences are held involving the committee and administrator(s).

- In these conferences, the committee and the administrator(s) review any differences in what was required by the contract or job description and what was actually being accomplished;
- the assessment committee prepares a report to the full board or committee, the pastor, parish life collaborator, or pastoral administrator. This report should note areas of strength and growth and, if necessary, a recommendation for alteration of the administrator's job description in subsequent contracts;
- a copy of the final assessment report is to be sent to the Department of Catholic Schools by June 30th each year.

The Department of Catholic Schools will annually distribute a recommended administrator assessment instrument to each board or committee.

Policy P3010

Local Boards or Committees of Catholic Education – Membership (See Guideline)

At the parish level, local boards or committees of Catholic education shall be representative of the total Catholic community.

Policy P3040

Policy Handbook

School administrators and local boards or committees of Catholic education have the responsibility of maintaining a current Handbook containing the policies of the Diocesan Board of Education.

Policy P3105

High School and Local Boards or Committees of Catholic Education New Member Orientation

All persons elected or appointed as voting members of a local or high school board or committee of education shall be required to attend a diocesan sponsored orientation program for new board members. Participation in the orientation program must take place no later than the second year of board membership. Failure to complete this requirement shall be cause for loss of board or committee membership.

Policy P3110

Local Boards or Committees of Catholic Education – Functions (See Guideline)

Local boards or committees of Catholic education shall formulate and recommend policy for all areas of school education. Such policies may not be in conflict with diocesan policy.

Policy P3130

Board Self-Assessment (See Guideline)

Local boards or committees of Catholic education, high school boards and interparochial boards of education shall conduct an annual self-assessment. The basis for this assessment shall be the functions of the boards or committees of Catholic education as stipulated in documents issued by the Department of Catholic Schools. A copy of the Annual Assessment Report shall be submitted to the Department of Catholic Schools.

Policy P3140

Board Assessment of Administrator (See Guideline)

Local boards or committees of Catholic education, high school boards and interparochial boards shall conduct an annual assessment of administrators of local school programs.

Administrators shall include principals or head teachers of schools.

The basis of this assessment shall be the functions of the administrator as outlined in diocesan policy, the administrative contract and the locally approved job description of the administrator. A copy of the Annual Assessment Report shall be submitted to the Department of Catholic Schools.

