

ADMINISTRATION (Series 2000)

CANON LAW AND CATHOLIC SCHOOLS	2100
Archbishop	2110
ADMINISTRATIVE PERSONNEL.....	2200
Office of Lifelong Formation and Education	2210
Executive Director of the Office of Lifelong Formation and Education	2211
Appointment of the Executive Director.....	2211.1
Advisory Board for the Office of Lifelong Formation and Education	2212
Superintendent.....	2213
Functions of the Superintendent	2213.1
Consultants of the Office of Lifelong Formation and Education.....	2214
Pastor	2220
Canonical/Archbishop's Delegate	2221
School Board	2230
Responsibilities of the School Board.....	2231
Director of Religious Education	2280
INCLEMENT WEATHER.....	2300
Delayed Schedule	2310
Early Dismissal.....	2311
Extreme Heat Conditions	2312
EMERGENCY PROCEDURES	2400
Coordination with Community Agencies	2410
Police	2411
Fire Protection	2412
Health and Sanitation	2413
Drills	2420
Fire Drills.....	2421
Severe Weather (Storm/Tornado) Drills.....	2422
Earthquake Drills.....	2423
Emergency Plan.....	2430
Bomb Threats	2440
Trespasser/Intruder on Property.....	2450
OPENING NEW SCHOOLS AND CLOSING EXISTING SCHOOLS	2500
Closing a School Building	2510
DESIGNATION AS A CATHOLIC SCHOOL	2600
SCHOOL CERTIFICATION	2700
School Improvement Through Long Range Planning.....	2710

ADMINISTRATION

CANON LAW AND CATHOLIC SCHOOLS

2100

Canon 803 Section 1

"A Catholic school is understood to be one which is under the control of the competent ecclesiastical authority or of a public ecclesiastical juridical person, or one which is, in a written document, acknowledged as Catholic by the ecclesiastical authority."

Section 2

"Formation and education in a Catholic school must be based on the principles of Catholic doctrine."

Section 3

"No school, even if it is in fact Catholic, may bear the title 'Catholic school' except by the consent of the competent ecclesiastical authority."

Canon 804 Section 1

"The formation and education in the Catholic religion provided in any school, and through various means of social communication, is subject to the authority of the Church. It is for the Episcopal Conference to issue general norms concerning this field of activity and for the diocesan Bishop to regulate and watch over it."

Section 2

"The local Ordinary is to be careful that those who are appointed as teachers of religion in schools, even non-Catholic ones, are outstanding in true doctrine, in the witness of their Christian life, and in their teaching ability."

Canon 805

"In his own diocese, the local Ordinary has the right to appoint or to approve teachers of religion and, if religious or moral considerations require it, the right to remove them or to demand that they be removed."

ARCHBISHOP

2110

The Second Vatican Council redefined the role of the bishops in the Dogmatic Constitution on the Church and the Decree on the Bishops' Pastoral Office in the Church. Both documents clarify the Bishops' role as "true and authentic teachers of the faith." In his function as teacher, the Most Reverend Bishop is the director of the Catholic Schools in the Archdiocese.

Canon 806 Section 1

The diocesan Bishop has the right to watch over and inspect the Catholic schools situated in his territory, even those established or directed by members of religious institutes. He also has the right to issue directives concerning the general regulation of Catholic schools; these directives apply also to schools conducted by members of a religious institute, although they retain their autonomy in the internal management of their schools.

Section 2

Those who are in charge of Catholic schools are to ensure, under the supervision of the local Ordinary, that the formation given in them is, in its academic standards, at least as outstanding as that in other schools in the area.

ADMINISTRATIVE PERSONNEL

2200

OFFICE OF LIFELONG FORMATION AND EDUCATION

2210

The Office of Lifelong Formation and Education oversees administration in the areas of Catechesis, Elementary and Secondary Schools, and Youth and Young Adult Ministry.

EXECUTIVE DIRECTOR OF THE OFFICE OF LIFELONG FORMATION AND EDUCATION 2211

The Executive Director of the Office of Lifelong Formation and Education provides overall direction for the Archdiocesan education and formation efforts as they are articulated in the pastoral letter on lifelong formation and education, church documents and diocesan policies.

The Executive Director coordinates the implementation of the objectives and action steps of the Archdiocesan Strategic Plan as it pertains to Lifelong Formation and Education and facilitates ongoing planning for the agency.

The Executive Director is responsible for the administration of the Office of Lifelong Formation and Education and represents the agency to the public.

APPOINTMENT OF THE EXECUTIVE DIRECTOR 2211.1

The Archbishop appoints the Executive Director of the Office of Lifelong Formation and Education.

ADVISORY BOARD FOR THE OFFICE OF LIFELONG FORMATION AND EDUCATION (02/04) 2212

The Advisory Board for the Office of Lifelong Formation and Education shall assist the Archbishop in the governance of the formation and education programs of the Archdiocese and provide leadership and direction necessary to implement the major goal of the Archdiocese as articulated in the pastoral *Teaching and Sharing the Faith: Lifelong Formation and Education in the Archdiocese of Louisville*.

The functions of the board are to:

- 1) participate in the process of development of policies consistent with the formation and educational philosophies of the Catholic Church and the Archdiocese;
- 2) perform planning functions as designated by the Archbishop;
- 3) participate in the process of monitoring stewardship;
- 4) oversee ongoing needs assessment;
- 5) provide consultation in financial management of programs;
- 6) provide consultation in development/public relations issues;
- 7) participate in dialogue with other diocesan offices;
- 8) participate in ongoing board education; and
- 9) participate in evaluation.

SUPERINTENDENT 2213

The Superintendent is appointed by and accountable to the Executive Director of the Office of Lifelong Formation and Education.

FUNCTIONS OF THE SUPERINTENDENT 2213.1

The Superintendent provides overall leadership, direction and support to those engaged in the ministry of Catholic school education through consultation and cooperation with the Office of Lifelong Formation and Education personnel and school leaders, through the identification of strengths and needs of Catholic schools and through the development of programs and services to foster quality and excellent Catholic education.

The Superintendent provides leadership to the personnel of the Office of Lifelong Formation and

Education school cluster, including supervision, evaluation, management and delegation of responsibilities.

The Superintendent is responsible for the formulation, promulgation and interpretation of policies pertaining to the operation of Catholic schools and for overseeing school/parish compliance with established policies, including compliance with federal, state and local regulations applying to non-public schools.

CONSULTANTS OF THE OFFICE OF LIFELONG FORMATION AND EDUCATION

2214

The consultants of the office serve as resources in the areas of curriculum, planning, professional development, special education, catechesis, youth ministry, catechumenate, media/technology and federal programs. Each year a directory is provided to parishes and schools that specifies archdiocesan services to schools.

PASTOR

2220

The pastor, appointed by the bishop, has the rights and responsibilities specified by Canon Law. As administrator of the parish, the pastor holds an important role in relation to the parish school. Most of the educational responsibilities of this role the pastor delegates to the school principal and faculty, who collaborate with the Archdiocesan school officials. He does, however, maintain certain responsibilities related to the school.

By virtue of his position as spiritual leader of the parish community, the pastor is responsible for those matters within the school which affect religious education, worship, and the spiritual welfare of the students. It is the pastor's duty to see that the teachings of the Church are clearly and accurately presented.

The pastor is also the canonical administrator of the parish. He is usually the agent of the civil corporation and the person who enacts local policy. The pastor is responsible, in consultation with the board, for hiring, supervising, and (with the assistance of the Office of Lifelong Formation and Education) evaluating the principal. (*Building Better Boards, 1993, p.52*)

Collaboration and cooperation are encouraged between the Pastor/Archbishop's delegate and those who share the ministries of teaching: principal, teachers, school board members, parish school of religion teachers, etc. The Pastor shows his interest in the parish school by:

1. maintaining visibility in the school when possible;
2. having special liturgies according to the season of the year;
3. promoting faith community and other activities that his pastoral concern and initiative will suggest;
4. giving support and encouragement to principals, teachers and students;
5. being present at student activities when possible; and
6. attending the school board's meetings when possible.

CANONICAL/ARCHBISHOP'S DELEGATE

2221

All merged schools will have a School Board representing all parishes involved; it will function as a consultative body to the pastors of the parishes involved in the school.

The Bishop will appoint a Canonical Delegate who is to represent the priests in the respective parishes involved in the merged school.

The appointed delegate is empowered to sign all contracts and make final decisions pertaining to the school in question.

It is presumed that the delegate will consult the elected School Board and will listen carefully to its advice, deviating from that advice only for the most serious reasons.

SCHOOL BOARD (02/04)

2230

Each Catholic school in the Archdiocese of Louisville shall have a local school board or a Board of Total Catholic Education which functions as a subcommittee of the Formation and Education Committee of the parish. These boards are consultative to the pastor.

The school board is called into being by the pastor and the local parish and given its mission to provide quality Catholic education for all those children in the parish whose parents desire to take advantage of such an opportunity. To be a school board member, then, is more than just a job and is distinctly different from a political commitment. It means accepting a mission and bringing to that mission one's talents, wisdom, experience, faith life and good will. It also implies a willingness to accept and an eagerness to seek information, training and spiritual formation. School boards have specific areas of responsibility.

RESPONSIBILITIES OF THE SCHOOL BOARD

2231

1. **Attendance** at orientation and yearly update sessions provided by the Office of Lifelong Formation and Education;
2. **Planning** establishment of a school mission statement consistent with the parish mission statement, goals, future plans;
3. **Policy Development** is formulation of policies which give general direction for administrative action. Policy development is the role of the board. Implementation of the policy is accomplished by established directives of the principal of the school.

The function of the school board is to recommend policy, not to administer the school.

4. **Financing** development of plans/means to finance the educational programs, including tuition and development and fund-raising plans; allocation of resources according to a budget; monitoring those plans;
5. **Public Relations** communication with various publics about the programs and attention to their needs and concerns, recruitment of students and promotion of the education programs;
6. **Evaluation** determination as to whether goals and plans are being met, evaluation of its own function and effectiveness. The School Board does not evaluate individual staff members or students.
7. **Development** of a constitution and by-laws for the board. This constitution must be reviewed by the pastor, members and principal at least every 3 years. Updates or changes in the constitution must be approved by the Office of Lifelong Formation and Education; and
8. **Utilization** of Building Better Boards - A Handbook for Catholic Education by Lourdes Sheehan RSM, Ed. D., published by NCEA, as a means of enhancing board members' knowledge.

DIRECTOR OF RELIGIOUS EDUCATION

2280

The parish school is an integral part of the parish religious education program. It requires cooperation among those commissioned to this task, i.e., pastor, associate, deacon, principal of the parish school, director of religious education and the formation committee of the parish council. It is important that there be a close working relationship between the principal of the school and the Director of Religious Education.

Every parish needs a coherent, well-integrated catechetical plan which provides opportunities for all parishioners, infants through adults, to encounter the gospel message.

Regarding total religious education, the DRE and principal must consult and keep each other informed on a regular basis.

The DRE will serve as a resource for school religion teachers in areas of prayer and liturgy, instructional materials and other areas of a religious nature.

The principal will serve as a resource for the parish catechists in educational methodology.

The function of the DRE is to initiate the planning for the preparation and celebration of the sacraments in cooperation with the principal.

The principal will invite the DRE's participation in the school's self-study in the area of Catholic identity.

The principal and the DRE will promote and practice the sharing of resources, i.e., personnel, parish buildings, materials, equipment and current programs that affect all areas of instruction.

INCLEMENT WEATHER

2300

The decision to close schools due to weather conditions will be announced via radio and TV for the Catholic schools of Jefferson County. Catholic schools outside Jefferson County will follow the local public school closing announcements.

One of the following announcements will be made:

1. all Catholic elementary and high schools in Jefferson County are **OPEN;**
2. Catholic elementary and high schools in Jefferson County will be **OPEN BUT ON A DELAYED SCHEDULE;**
3. all Catholic elementary and high schools in Jefferson County are **CLOSED.**

DELAYED SCHEDULE

2310

Each administrator, after consultation with the local school board or an equivalent decision-making group, will determine a **DELAYED SCHEDULE** for the individual school. Written notice about how the school will react to all inclement weather announcements will be given to all persons affected by the decision.

EARLY DISMISSAL (05/03)

2311

No public announcements will be made about early dismissal in Jefferson County Catholic elementary schools except in the case of extreme emergency (i.e., city emergency, chemical leaks/spills, etc.). Each administrator, after consultation with the local school board or equivalent decision-making group, will determine an early dismissal policy and communicate it in writing to all

persons affected by the decision.

Should inclement weather develop during the course of a school day, the Superintendent's office will make a decision regarding an early dismissal for Catholic high schools in Jefferson County. If an early dismissal is necessary, the Superintendent's office will contact the high schools and radio and television stations with the announcement, "Catholic high schools in Jefferson County will dismiss at 1:30 p.m. If inclement weather conditions necessitate a change in the 1:30 p.m. early dismissal time, the Superintendent's office will make that decision and communicate the dismissal time to the high schools and radio and television stations..

EXTREME HEAT CONDITIONS

2312

The decision to close school due to extreme heat conditions will be made at the local school level.

Each administrator, after consultation with the local school board or equivalent decision-making group, will determine whether the school schedule will be altered due to extreme heat conditions. Once a decision has been made to alter the school schedule, written notice when possible will be given to all persons affected by the decision.

EMERGENCY PROCEDURES

2400

COORDINATION WITH COMMUNITY AGENCIES

2410

POLICE

2411

Properly designated parish or school authorities are responsible for liaison and coordination with appropriate police agencies for site security, traffic control, crowd control, etc., as needed during routine, special or emergency operations or events.

FIRE PROTECTION

2412

Properly designated school authorities are responsible for liaison and coordination with local fire protection agencies for appropriate compliance with applicable fire safety codes and for appropriate response to fire safety inspection reports.

HEALTH AND SANITATION

2413

Properly designated parish authorities are responsible for liaison and coordination with appropriate agencies to institute and maintain health and sanitation measures.

DRILLS

2420

In accordance with local and state laws, emergency drills must be held during the school year.

FIRE DRILLS (02/04)

2421

In accordance with requirements of state law, all schools shall hold at least two fire drills the first two weeks of a school term and eight additional fire exit drills per year.

The Office of Lifelong Formation and Education shall provide a form for reporting all fire drills. A report of each fire drill shall be completed and kept at the individual school's office, and drills shall be listed on the Drill Schedule and Log in the School-Centered Emergency Management and Recovery Guide.

Please refer to School-Centered Emergency Management and Recovery Guide Response section "Fire" for additional information.

SEVERE WEATHER (STORM/TORNADO) DRILLS (02/04) **2422**

Two severe weather drills shall be held each year, including one in March.

Reports of these drills shall be sent to the Superintendent at the Office of Lifelong Formation and Education on the drill Schedule and Log in the School-Centered Emergency Management and Recovery Guide.

Please refer to School-Centered Emergency Management and Recovery Guide Response section “Weather Emergencies” for additional information.

EARTHQUAKE DRILLS (02/04) **2423**

Two earthquake drills shall be held each year.

Reports of these drills shall be sent to the Superintendent at the Office of Lifelong Formation and Education on the Drill Schedule and Log in the School-Centered Emergency Management and Recovery Guide.

Please refer to School-Centered Emergency Management and Recovery Guide Response section “Earthquake” for additional information.

EMERGENCY PLAN (02/04) **2430**

Each school must have a crisis plan which includes plans for preparedness, response, and recovery. Please refer to the Archdiocese of Louisville’s School-Centered Management and Recovery Guide for specific emergency procedures, model plans, and other information related to school emergencies. School emergency plans are to be reviewed and updated annually.

Each school is to submit a copy of their plan (chapter 4, School Planning, pp. 6-19) to OLFE each year.

BOMB THREATS (02/04) **2440**

If a telephone or written bomb threat is received, immediate procedures are:

1. evacuate the building;
2. call 911;
3. inform the Superintendent at the Office of Lifelong Formation and Education.

TRESPASSER/INTRUDER ON PROPERTY (02/04) **2450**

In the event that an intruder attempts to enter or enters the building or property, call 911, determine whether to initiate lockdown procedures, and take measures to keep subject away from students and building.

Please refer to School-Centered Emergency Management and Recovery Guide Response section “Trespasser/Intruder” for additional information.

OPENING NEW SCHOOLS AND CLOSING EXISTING SCHOOLS (02/04) **2500**

The Office of Lifelong Formation and Education acknowledges the responsibility of each parish to make a local decision regarding the following changes in school structure:

1. opening or closing a parish/school;
2. consolidation/merging of parish/school;

3. addition or elimination of any grades (K-12) in a school.

At the same time, the Office of Lifelong Formation and Education recognizes that the decision of a parish has implications for the total Archdiocesan community.

As a part of planning, each pastor/school board responsible for a school shall establish a plan for the existence/structural change of the school. If the pastor sees a need to consider structural change, he shall notify the Superintendent at the Office of Lifelong Formation and Education. Notification shall be made by October 1, preceding implementation, so that there is sufficient time to permit a formal evaluation of the school plan with the consultant for planning. The final decision is to be made by the pastor with consultation with the school board and parish/pastoral council.

The pastor shall notify the Superintendent by April 1, preceding implementation. At that time, the school board shall provide OLFE with a written report.

GUIDELINES:

1. When the Superintendent is notified by the pastor of a proposed structural change, the Superintendent shall notify the Archbishop, archdiocesan staff, and the OLFE Advisory Board.
2. The Superintendent shall provide for evaluation of the school and shall do everything possible to assist the pastor and local school/parish community in reaching its decision.
3. The Superintendent shall report to the OLFE Advisory Board on the status of the evaluation and shall report the final decision.
4. In its report notifying the OLFE Advisory Board of its decision, the pastor shall respond in writing to the following questions:
 - What is the rationale for the change?
 - In what ways did the school/parish consult the Office of Lifelong Formation and Education on the change prior to the decision?
 - In the event of closing of grades or a school, how will the parish provide for the religious education of these students?

CLOSING A SCHOOL (02/04)

2510

Proper procedures, available from the superintendent, are to be followed when closing a school building.

DESIGNATION AS A CATHOLIC SCHOOL

2600

A school is designated as a Catholic school in the Archdiocese of Louisville when it is recognized as Catholic by the Archbishop and it is certified by the Kentucky Non-Public Schools Commission (KYNPSC) or an accrediting agency recognized by the KYNPSC.

Canon 803 That school is considered to be Catholic which ecclesiastical authority or a public ecclesiastical juridic person supervises or which ecclesiastical authority recognizes as such by means of a written document.

It is necessary that the formation and education given in a Catholic school be based upon the principles of Catholic doctrine; teachers are to be outstanding for their correct doctrine and integrity of life.

Even if it really be Catholic, no school may bear the title Catholic school without the consent of the competent ecclesiastical authority.

Canon 806 The diocesan bishop has the right of vigilance over and visitation of the Catholic schools located in his territory, even those schools which have been established or are being directed by members of religious institutes; he is likewise competent to issue prescriptions dealing with the general regulation of Catholic schools; such prescriptions are also operative for those schools which are directed by religious, with due regard for their autonomy regarding the internal management of their schools.

The directors of Catholic schools, under the vigilance of the local ordinary, are to see to it that the instruction given in them is at least as academically distinguished as that given in the other schools of the region.

SCHOOL CERTIFICATION (02/04)

2700

Schools in the Archdiocese of Louisville are to be certified through the Kentucky Non-Public Schools Commission (KYNPSC) or an accrediting agency recognized by the KYNPSC.

SCHOOL IMPROVEMENT THROUGH LONG RANGE PLANNING (02/04)

2710

All schools are to implement and update, on an annual basis, school improvement plans that focus on instructional improvement and consistent growth in student faith formation and academic achievement. Schools are to create an annual process to analyze student achievement indicators and other data sources to create specific goals, objectives, and action steps focusing on continuous school improvement. School improvement plans are to be part of long range planning efforts that are regularly shared with pastors, pastoral councils, school boards, administrators, faculty/staff, and school/parish communities.