

ST. AGNES BOARD OF TOTAL CATHOLIC EDUCATION - POLICIES

BOARD OF CATHOLIC EDUCATION – ADMINISTRATION

SERIES P1000

BOARD OF CATHOLIC EDUCATION OF ST. AGNES PARISH – FUNCTIONS

P1030

The Board of Catholic Education of St. Agnes Parish is directly responsible to the pastor, and is consultative to the educational administrators. The Board shall aid in policy formation, advise on administrative details when requested, and review policies and practices of the educational programs.

(Reference Diocesan P1110)
(03-01, 11-05, 11-10, 4-14,
6-19)

BOARD OF CATHOLIC EDUCATION OF ST. AGNES PARISH – POLICIES – ENFORCEMENT LIFE

P1034

All approved policies of the Board of Catholic Education of St. Agnes Parish shall have an effective enforcement life of five years from the date of approval. If a policy has not been reviewed, readopted by the Board, and ratified by the Pastor, by that date, the policy is rescinded.

(Reference Diocesan P1034)
(03-01, 11-05, 11-10, 4-14,
6-19)

BOARD OF CATHOLIC EDUCATION OF ST. AGNES PARISH – POLICIES – COMPLIANCE

P1112

All St. Agnes Board or Committee policies shall comply with Diocesan educational policies and are superseded by Diocesan policies. Concerning issues or procedures where there is no Diocesan policy, the Board of Catholic Education of St. Agnes or Parish or Committees thereof may develop its own policy.

(Reference Diocesan P1112)
(03-01, 11-05, 11-10, 4-14,
6-19)

SCHOOL ADMINISTRATOR – THE POSITION

P1230

St. Agnes School shall be administered by a principal or head teacher, referred to in diocesan policy as the school administrator, who holds, or is working toward eligibility for, or renewal of the appropriate Kentucky certification. The school administrator shall work closely with the Pastor or parish administrator and the St. Agnes Board of Catholic Education.

(Reference Diocesan P1230)
(11-05, 11-10, 10-14,
6/20)

ASSISTANT PRINCIPAL – THE POSITION

P1238

The assistant principal, referred to in diocesan policy as the assistant to the school administrator, who holds, or is working toward eligibility for, or renewal of the appropriate Kentucky certification. The assistant principal shall perform the duties agreed upon by the school administrator and the Pastor, and specified in a mutually approved job description, as outlined in the employment contract.

(Reference Diocesan P1238)
(11-05, 11-10, 10-14,
6/20)

PARISH BASED RELIGIOUS EDUCATION ADMINISTRATOR- THE POSITION

P1240

St. Agnes Parish religious education programs shall be administered by a director or coordinator of religious education who holds or is eligible for, appropriate diocesan certification, or is taking courses by which diocesan certification can be obtained. The religious education administrator is responsible to the St. Agnes Board of Catholic Education and to the Pastor or parish administrator. A mutually agreed-upon job description, as outlined in the contract, shall be written and reviewed on a yearly basis between the Pastor and the religious education administrator.

(Reference Diocesan P1240)
(11-05, 11-10, 10-14,
6/20)

PARISH BASED ADULT FAITH FORMATION COORDINATOR – THE POSITION

P1250

If the position is filled, the St. Agnes Parish adult education programs shall be administered by a director or coordinator who holds or is eligible for, the appropriate diocesan certification, or is taking courses by which diocesan certification may be obtained. The Adult Faith coordinator is responsible to the Pastor/parish administrator. A mutually agreed-upon job description, as outlined in the contract, shall be written and reviewed on a yearly basis between the Pastor and the Adult Faith Formation coordinator.

(01-11, 10-14,
6/20)

HIRING AN ADMINISTRATOR – A PARISH RESPONSIBILITY

P1260

The St. Agnes Board of Catholic Education shall develop a process to select and hire educational administrators.

(Reference Diocesan P1260)
(11-05, 11-10, 4-14,
6-19)

BOARD OF CATHOLIC EDUCATION OF ST. AGNES PARISH MISSION STATEMENT

P1330

The Board of Catholic Education of St. Agnes Parish and all parish-based religious education programs shall develop and publish a philosophy and mission statement consistent with the principles and spirit of Catholic education.

(Reference Diocesan P1330)
(03-01, 11-05, 11-10, 4-14,
6-19)

RELIGIOUS EDUCATION PROGRAMS – PHILOSOPHY

P1331

In accordance with the philosophy of all St. Agnes Parish religious education programs, the faculty will strive to meet each person at his/her stage of faith development, and give the information, support, and prayer needed to help each person move forward in his/her faith.

(Reference Diocesan P1330)
(03/01, 06/06, 06/11, 10/14,
6/20)

SCHOOL ACCREDITATION

P1340

The Kentucky Non-Public Accreditation Committee will be the accrediting body for Saint Agnes School. Saint Agnes School will meet the curriculum requirements set forth by the Diocese of Covington.

(Reference Diocesan P1340)
(12-98, 02-02, 11-05, 11-10, 4-14,
6-19)

ADMINISTRATIVE LEEWAY IN ABSENCE OF BOARD POLICY

P1360

In cases where emergency action must be taken and where the St. Agnes Board of Catholic Education and/or the Diocesan Board of Education has provided no guidelines for administrative action, the administrators, after seeking consultation with the appropriate authorities, has the power to act; but such action shall be subject to review by the St. Agnes Board of Catholic Education at a regular meeting. It shall be the duty of administrator to inform the board promptly of such need for policy.

(Reference Diocesan P1360)
(11-05, 11-10, 4-14, 6-19)

BOARD OF CATHOLIC EDUCATION – SCHOLARSHIPS

SERIES P2000

STUDENT ACTIVITIES- HIGH SCHOOL SCHOLARSHIPS

P2430

St. Agnes school will award available scholarships to eligible 8th grade students for Catholic high schools on an annual basis. Scholarships will be awarded based on individual scholarship criteria. Determination of scholarship awards will be decided by a St. Agnes school administrative committee consisting of the school principal and select faculty. Students may receive only one (1) St. Agnes awarded scholarship. Students receiving scholarships directly from a Catholic High School are eligible to receive a St. Agnes scholarship. All decisions of the administrative scholarship committee will be final.

(6-11, 12-11, 4-16)

BOARD OF CATHOLIC EDUCATION – BUSINESS OPERATIONS

SERIES P3000

BOARD OF CATHOLIC EDUCATION - MEMBERSHIP

P3010

The Board of Catholic Education of St. Agnes Parish shall be representative of the Total Catholic community.

(Reference Diocesan P3010)
(06-06, 06-11, 12-11, 4-16)

POLICY HANDBOOK



P3040

Educational and catechetical program administrators and the Board of Catholic Education of St. Agnes Parish have the responsibility of maintaining a current Handbook containing the policies of the Parish and Diocesan Boards of Education.

(Reference Diocesan P3040)
(06-06, 06-11, 12-14, 6/20)

ADMISSION POLICY

P3050

Families registered in St. Agnes Church are expected to contribute to the weekly collection and be active parishioners to be considered for the parish tuition rate.

(06-06, 06-11, 12-14,
6/20)

NEW MEMBER ORIENTATION

P3105

All persons elected/appointed to voting membership on the Board of Catholic Education of St. Agnes Parish 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. This policy is effective for new members in 2004-05 and subsequent years. Failure to complete this requirement shall be cause for loss of voting board/committee membership.

(Reference Diocesan P3105)
(06-06, 06-11, 12-14,
6/20)

RELIGIOUS EDUCATION PROGRAMS – FUNCTIONS

P3110

All St. Agnes Parish religious education programs shall formulate and recommend policies for all areas of education – early childhood through adult faith development. The St. Agnes Parish religious education programs shall have the following components: Children’s Religious Education, Pre-School Religion, Liturgy of the Word, Adult Education and Rite of Christian Initiation of Adults.

(Reference Diocesan P3110)
(06-06, 06-11, 02-15,
6/20)

BOARD SELF ASSESSMENT

P3130

The Board of Catholic Education of St. Agnes Parish shall conduct an annual self-assessment. The basis for this assessment shall be the functions of the board and its committees as stipulated in board

documents issued by the Department of Catholic Education. A copy of the Annual Assessment Report shall be submitted to the parish pastor.

(Reference Diocesan P3130)
(06-06, 06-11, 02-15,
6/20)

BOARD ASSESSMENT OF ADMINISTRATORS

P3140

The Board of Catholic Education of St. Agnes Parish shall conduct an annual assessment of administrators of education programs. Administrators shall include the principal and coordinator of religious education. The basis of this assessment shall be the functions of the administrators as outlined in diocesan policy, the administrative contract and the locally approved job description of the administrators. A copy of the Annual Assessment Report shall be submitted to the parish pastor and the Diocese.

(Reference Diocesan P3140)
(06-06, 06-11, 02/15,
6/20)

RELIGIOUS EDUCATION PROGRAMS – FEES

P3390

The program administrator for each St. Agnes Parish sponsored religious education program shall establish fees subject to the approval of the parish Pastor. Participants or their legal parent/guardian shall be notified that payment of fees does not constitute a tax-deductible contribution. St. Agnes Parish shall not use minimum giving programs (in lieu of fees) to finance the costs of the programs. Religious education through all St. Agnes Parish religious education programs will not be denied to any active member of St. Agnes Parish based solely on financial need.

(Reference Diocesan P3390)
(06-06, 06-11, 02/15,
6/20)

FOOD SERVICE PROGRAM

P3420

The St. Agnes School Cafeteria participates in the National School Lunch Program, which is administered locally by the Diocesan Office of Catholic Schools.

(Reference Diocesan P3420)
(06-06, 06-11, 02/15,
6/20)

FAMILY SERVICE HOURS

P3450

St. Agnes School is a ministry of St. Agnes Parish. St. Agnes School has a Family Service Hours Program to promote a sense of community through participation and interaction. We as a whole are a better School, Parish, and Faith Community with the participation of all our members.

Each family is responsible for 20 hours of service to the Parish/school per school year (10 hours for single-parent families). For reporting purposes, the school year runs from August 1st through June 30th.

Service will come in the form of volunteer participation in a variety of programs including those administered by the Parish, School, PTO, Boosters, Youth Group, Adult Faith Groups, Facilities and Grounds and the School Board. A comprehensive list of volunteer opportunities will be developed and posted.

(8-09, 1/11, 02/15,
6/20)

SCHOOL TUITION POLICY

P3500

St. Agnes is committed to providing a quality Catholic education to all. We recognize and appreciate the sacrifice that School Families make to send their children to a Catholic School. Therefore, St. Agnes offers a variety of tuition assistance programs to help make your investment in a quality Catholic education more affordable. However, it is important to note that School Tuition alone does not cover the cost of educating your child(ren) for a school year. St. Agnes Parish contributes a significant subsidy for each student to help offset the cost of their education. It is our commitment to you to continue providing quality education with fiscal responsibility.

In order for the School to continue to provide a quality Catholic education, it is necessary for the School to meet its own financial obligations. Toward that end, the following School Tuition Payment Policy has been adopted:

1. It is the obligation of every family with children attending St. Agnes School to remain current with regard to tuition and fees incurred prior to, during and following a school year. Remaining current is defined as being paid in full on or before the date on which payment is due.
2. If payment remains unpaid for thirty (30) days beyond the due date, the Parish Business Manager shall send a delinquency notice. The family has the responsibility to respond to the notice and provide reason for delinquency.
3. After receipt of a delinquency notice, the family shall have fourteen (14) days to either satisfy the outstanding balance, including all applicable late fees or provide a plan of action to the Parish Business Manager to satisfy the outstanding balance.
4. For families who remain uncommunicative with the Parish Business Manager, providing neither payment nor a payment schedule, student attendance shall be suspended. Students shall not be permitted to return to school until balance is satisfied or a mutually agreed upon payment plan is confirmed in writing with the Parish Business Manager.
5. Students from families with outstanding balances, who have not communicated with the Parish Business Manager and/or have not complied with an agreed upon payment plan, will:

- a. Not receive report cards or transcripts;
- b. Not be permitted to register for the following school year;
- c. Lose priority registration placement privileges;
- d. Be transferred to the class waiting list;
- e. Not be added to a class list

(08-10, 1-11, 5-16)

WAIT LIST ADMISSION POLICY

P3510

Priority placement for determination of selecting and admitting students from the class waiting list shall be determined by the following: (Level 1 having first priority)

- a. Level 1: Registered active parishioner; including regular Mass attendance, financial support of both school and Parish; active support via School Service Hours program
- b. Level 2: Non-parish school family; active support via School Service Hours program
- c. Level 3: Registered parishioner with no school or parish involvement; Non-parish family with no school involvement

- * Families on the same “level” will be determined on a first-come, first-admitted basis.
- * Status for “Active parishioner” may be considered for extended family members.

(6-16)

BOARD OF CATHOLIC EDUCATION – STUDENTS

SERIES P5000

ATTENDANCE – NON-DISCRIMINATION

P5010

No one shall be refused admission to St. Agnes Church, school, membership in any Catholic society, or organization on the grounds of race or nationality.

(Reference Diocesan P5010)
(06-06, 06-11, 06-15,
6/20)

ATTENDANCE – STUDENTS IN ALL RELIGIOUS PROGRAMS

P5014

All students attending St. Agnes Parish School are expected to attend Liturgical functions and participate in the religion program.

All students attending St. Agnes Parish children’s religious education programs are expected to attend Liturgical functions associated with the programs.

(Reference Diocesan P5104)
(06-06, 06-11, 06-15,
6/20)

ATTENDANCE – DAILY RECORDING AND MAINTENANCE

P5020

St. Agnes School shall record and maintain daily attendance according to regulations established by the Department of Catholic Education and the Kentucky Department of Education.

(Reference Diocesan P5020)
(06-06, 06-11, 06-15)

ATTENDANCE – DIOCESAN AND STATE REPORTS

P5024

Diocesan and state reports shall be completed and submitted to the Department of Catholic Education as required.

(Reference Diocesan P5024)
(06-06, 06-11, 02-17)

ATTENDANCE – IN CLASS EVERY DAY

P5030

School shall be in session every scheduled day unless such sessions are in opposition to the health or safety of students and faculty or impractical due to circumstances beyond the control of the location administration.

Parents (guardians) must make the decision about their own children attending classes during inclement weather or other circumstances of health or safety.

In all cases of non-weather related closings, the school authorities shall notify the Department of Catholic Education.

(Reference Diocesan P5030)
(06-06, 06-11, 02-17)

ATTENDANCE – STARTING TIME/LENGTH OF SCHOOL DAY

P5034

The length of the school day shall be fixed by St. Agnes Parish or school administration, in accordance with the Kentucky State Law (KRS 158.060), the regulations of the Diocesan Board of Education and the regulations of any accrediting association of which St. Agnes is a member.

(Reference Diocesan P5034)
(06-06, 06-11, 12-17)

ATTENDANCE – ADMISSION

P5040

2017-2018 School Year

Children who turn 5 years of age no later than October 1, 2017 following the opening of school may enroll in kindergarten. Children who turn 6 years of age no later than October 1, 2017 following the opening of school may enroll in first grade. There will be no exceptions for early entry into kindergarten or first grade after the October 1st cutoff date. Readiness testing is not required, however, schools may make the local level decision to assess student readiness to ensure teachers are prepared to meet student needs in the classroom.

(Reference Diocesan P5040)
(06-06, 06-11, 06-17)

2018-2019 School Year

Children who turn 5 years of age no later than August 31, 2018 following the opening of school may enroll in kindergarten. Children who turn 6 years of age no later than August 31, 2018 following the opening of school may enroll in first grade. Exceptions for early entry into kindergarten or first grade may be considered for students who turn 5 years of age (kindergarten) or 6 years of age (first grade) on/or between September 1, 2018 and October 1, 2018 and who meet the early entrance criteria.

Early Entrance Criteria

1. Certification 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

(Reference Diocesan P5040)
(06-06, 06-11, 06-17)

ATTENDANCE – REGISTRATION

P5041

All students in grades K-8 must register annually for admission to St. Agnes School. A registration fee will be required.

(Reference Diocesan P5041)
(06-06, 06-11, 1-18)

ATTENDANCE – ACCEPTANCE POLICY

P5045

St. Agnes School will accept students of registered and supporting members of the parish. Catholic students from outside the parish and non-Catholic students are also accepted contingent upon enrollment projections.

(Reference Diocesan P5045)
(06-06, 06-11, 1-18)

ATTENDANCE – DAILY EXCUSES

P5050

Students are the responsibility of school authorities who are, consequently, liable under law for their safety. A notification is required from the parent (guardian) following every period of student absence.

(Reference Diocesan P5050)
(06-06, 06-11, 2-18)

ATTENDANCE – ON SCHOOL GROUNDS

P5053

St. Agnes School does not permit students to be on the school grounds at any time before 7:20 a.m. or after afternoon dismissal without adult supervision. St. Agnes School is not responsible for supervision of students in either of these circumstances.

(Reference Diocesan P5053)
(06-06, 06-11, 1-18)

ATTENDANCE – LEAVING SCHOOL GROUNDS

P5054

St. Agnes School students are the responsibility of school authorities who are, consequently, liable under law for their safety. A written request from the parent or guardian is required before a student will be permitted to leave the school prior to the time of dismissal. A written explanation is required from the parent or guardian following every period of student absence.

(Reference Diocesan P5054)
(06-06, 06-11, 1/18)

STUDENT PROGRESS – TESTING PROGRAM

P5110

St. Agnes School shall administer standardized tests to students according to the annual diocesan testing program.

(Reference Diocesan P5110)
(06-06, 06-11, 1-18)

RELEASE OF STUDENT RECORDS – CURRENT OR PAID UP ACCOUNTS

P5113

No official transcript or diploma will be released from St. Agnes School until all tuition and fee accounts are judged to be current or paid in full. A request for records from the new school must be sent to St. Agnes School before any records regarding the individual student will be released.

Prior to official enrollment of a student transferring from another elementary school, St. Agnes School shall verify that tuition and fee accounts are judged to be current or paid in full by the school of last attendance. Verbal grades may be requested to assist in preliminary scheduling.

(Reference Diocesan P5113)
(06-06, 06-11, 1/18)

STUDENT PROGRESS – REPORTING TO PARENTS/GUARDIANS

P5120

At St. Agnes School, report cards are given four (4) times per school year. Parent/Teacher conferences will be scheduled throughout the school year.

(Reference Diocesan P5120)
(06-06, 06-11, 1/18)

RECORDS – NON-CUSTODIAL PARENTS

P5124

Access to student records and information will be granted to non-custodial parents only to the extent provided in the divorce decree, in written instructions from the custodial parent (guardian) or in a valid court order (c.f.P5572).

(Reference Diocesan P5124)
(06-06, 06-11, 1-18)

STUDENT PROGRESS – PROMOTION/RETENTION

P5130

The promotion or retention of a student shall be based on evaluation of the following factors: maturity, attendance, completion of required curriculum, testing results.

St. Agnes School students shall not be promoted nor retained more than two grade levels away from their chronological peers.

(Reference Diocesan P5130)
(06-06, 06-11, 1-18)

RECORDS – PRESERVATION OF PERMANENT STUDENT RECORDS

P5210

St. Agnes School shall maintain all student records indefinitely in a safe, well-protected area. The Family Educational Rights and Privacy Acts of 1974 control access to this information.

(Reference Diocesan P5210)

STUDENT ACTIVITIES – PICTURES PUBLISHED IN MEDIA AND ON INTERNET P5356

St. Agnes School programs and all programs of religion sponsored by St. Agnes Parish, must obtain parental/guardian permission in order to publish student photos in the media and on Internet websites using the currently approved diocesan permission form, which follows the criteria and procedures as outlined in the Diocesan policy guideline G5356.

Permission is not required for publication of group pictures (six or more persons) as long as names are not provided.

(Reference Diocesan P5356)
(06-06, 06-11, 1-18)

STUDENT ACTIVITIES – EXTRA-CIRRICULAR P5403

St. Agnes School provides students with opportunities to participate in extra-curricular activities.

(Reference Diocesan P5403)
(06-06, 06-11, 1-18)

STUDENT ACTIVITIES – DRESS CODE P5404

St. Agnes School shall have a dress code and uniform requirements.

(Reference Diocesan P5404)
(06-06, 06-11, 1-18)

STUDENT DISCIPLINE – DISCIPLINE CODE P5410

St. Agnes School and each St. Agnes religious education program shall have a written discipline code consistent with parish policies. The discipline code shall be reviewed annually and distributed to parents/guardians, students and staff.

(Reference Diocesan P5410)
(06-06, 06-11, 1-18)

STUDENT WELFARE – IMMUNIZATION AND MEDICATION P5516

St. Agnes School will meet state and diocesan regulation in the dispensing of medicine and regarding student medical forms and immunization information on file. Medicines at school will only be administered by designated school administrative staff.

STUDENT WELFARE – CHILD ABUSE REPORTING

P5554

St. Agnes School and Religious Education Administrators, PTO, Athletic Boosters, and all representative boards shall insure 100% compliance for all personnel, coaches, chaperones and volunteers with regards to training and education with child abuse and sexual misconduct programs as specified by Diocese.

Pursuant to Kentucky laws (KRS 620.030 and KRS 620.050) and the Diocese of Covington Policies and Procedures for Addressing Sexual Misconduct, all cases of suspected child abuse or neglect in a school or parish program must be reported to the local child protective service or law enforcement agency and to the Bishop of the Diocese or to his delegate (c.f.P4320)

(Reference Diocesan P5554)
(06-06, 06-11, 1-18)

STUDENT WELFARE – PREGNANCY POLICY

P5560

If it becomes known that a student is pregnant, or a student fathers a child, and the student wishes to remain at, or be enrolled at St. Agnes School or religious education program, a conference will be scheduled to explain the conditions, which must be observed by the student and the parent/guardian. Attending the conference will be the pastor, administrator, counselor, parent/guardian, and the student.

St. Agnes School reserves the right to evaluate attitudes, cooperation, safety and etc., for male or female students as these factors relate to a student remaining at St. Agnes.

1. The pregnant student and/or her companion shall inform the administrator of the pregnancy as soon as possible.
2. The student and parent/guardian must meet on a regular basis with a professional counselor from Catholic Social Services or another agency approved by the administrator.
3. In the event that the counselor and/or physician recommend that the student not attend classes, the administrator will recommend a program of appropriate alternative instruction.
4. The female student may attend school or religious education program up until the end of the first trimester. Appropriate alternative instruction will be recommended at this time.
5. A physician's statement will be required monthly concerning the status of the pregnancy and the student's physical ability to attend classes or participate in extra-curricular activities.
6. After the birth, the student must obtain a medical release in order to return to class.

(Reference Diocesan P5560)
(06-06, 06-11,

2-18)

STUDENT WELFARE – ACCESS TO STUDENT BY NON-CUSTODIAL PARENTS

P5572

Access to students will be granted to non-custodial parents only to the extent provided in the divorce decree, in written instructions from the custodial parent/guardian or in a valid court order (c.f.P5230)

(Reference Diocesan P5572)
(06-06, 06-11, 1-18)

STUDENT WELFARE – SCHOOL VISITORS

P5578

St. Agnes School requires all visitors to sign in and out and receive a visitor badge at the school office. The administrator or administrator’s designee must authorize access to the school premises.

(Reference Diocesan P5578)
(06-06, 06-11, 12-17)

STUDENT WELFARE – SAFETY REGULATIONS

P5582

St. Agnes School shall conduct safety and emergency drills consistent with the regulations of the Kentucky Department of Education. In addition, St. Agnes School will enhance its program by considering the recommendations of local fire and police agencies.

(Reference Diocesan P5582)
(06-06, 06-11, 12-17)

BOARD OF CATHOLIC EDUCATION – INSTRUCTIONS

SERIES P6000

SCHOOL CALENDAR

P6020

The minimum length of the school year shall be in accordance with the current Kentucky Revised Statutes. St. Agnes School and religious education programs shall publish a calendar for the education year.

(Reference Diocesan P6020)
(06-06, 06-11, 1-18)

SCHOOL DAY

P6030

A minimum of six (6) hours of actual schoolwork shall constitute a school day.

(Reference Diocesan P6030)
(06-06, 06-11, 1-18)

CURRICULUM GUIDELINES – ACADEMICS

P6210

In forming and adjusting the curriculum, St. Agnes School shall meet state requirements as designated in the Kentucky Program of Studies (current edition), and shall consult the Curriculum Guidelines of the Department of Catholic Education.

(Reference Diocesan P6210)
(06-06, 06-11, 1-18)

CURRICULUM GUIDELINES – RELIGIOUS EDUCATION

P6220

All religious education programs at St. Agnes Parish, pre-school through adult, shall be shall be in accordance with the curriculum and guidelines as set forth by the Dioceses of Covington.

(Reference Diocesan P6220)
(06-06, 06-11, 2-18)

RELIGIOUS EDUCATION – RECEPTION OF SACRAMENTS OF INITIATION AND FIRST RECONCILIATION

P6224

The reception of Sacraments and Initiation and First Reconciliation are to take place in St. Agnes Parish in accordance with the current parish norms.

(Reference Diocesan P6224)
(06-06, 06-11, 1-18)

ANNUAL CURRICULUM AND FUTURE PLANNING

P6340

At the end of the academic year, the St. Agnes School and each religious education program shall conduct a curriculum review and future planning session.

(Reference Diocesan P6340)
(06-06, 06-11, 1-18)

PUPIL-TEACHER RATIO

P6410

St. Agnes School will maintain a 26:1 ratio of students to teachers.

(Reference Diocesan P6410)
(06-06, 06-11, 12-17)

STUDENT SUPPORT SERVICES

P6540

St. Agnes School offers student support services as designated by the administrator on an annual basis.

(Reference Diocesan P5582)
(06-06, 06-11, 12/17)

CONSTITUTION/BYLAWS OF THE BOARD OF CATHOLIC EDUCATION OF ST. AGNES PARISH – SERIES 9000

CONSTITUTION AND BYLAWS OF THE BOARD OF CATHOLIC EDUCATION OF ST. AGNES PARISH P9002

For the purposes of establishing a constitution and set of bylaws for The Board of Catholic Education of St. Agnes Parish, the 9000 series of policies, hereafter referred to as bylaws, shall be written, approved and promulgated.

(Reference Diocesan P9002)
(1-06, 1-11, 1-18)

NAME OF ORGANIZATION

P9010

The name of this organization shall be The Board of Catholic Education of St. Agnes Parish.

(Reference Diocesan P9010)
(1-06, 1-11, 1-18)

PURPOSE OF THE ORGANIZATION

P9020

The purpose of this Board shall be to formulate and evaluate policy for parish educational programs ranging from early childhood through adult faith development. The Board of Catholic Education of St. Agnes Parish shall act as a consultant to the pastor and administrators of Catholic education in conduct of catechetical and educational programs of the parish. The board shall aid in the origination of ideas and the formation of those policies, which give direction to the education programs of the parish and, when appropriate, advise on administrative practices of parish education. The board shall evaluate policies and consider issues involving the future of Catholic education. The board, acting through its chairperson, shall communicate with the pastor, the administrators of Catholic education, and the people of the parish, whom it serves.

All decisions of the board shall be subject to the approval of the pastor of St. Agnes Parish and, when approved, shall be binding on the administrators for Catholic education, and staff of parish catechetical and educational programs.

(Reference Diocesan P9020)
(11-05, 11-10, 4-14, 6-19)

BOARD MEMBERSHIP

P9110

1. Voting Members

The nine (9) voting members of this board shall consist of a cross-sectional representation of St. Agnes Parish.

2. Ex-Officio Members

The ex-officio, non-voting members of the board shall be the Pastor of St. Agnes Parish, the Principal, the Director/Coordinator of Religious Education, the Adult Faith Coordinator, Director/Coordinator of Religious Education a Parish Council Representative.

3. Nominations and Selections

The Chairperson can appoint individuals to compose a nominating committee from the voting members of the board to oversee nominating and selection of new board members.

(Reference Diocesan P9110 & P3010)
(1-06, 1-11, 1-18)

ELIGIBILITY FOR MEMBERSHIP

P9114

In order for a person to be eligible, said person must be:

1. a registered, participating and contributing member of St. Agnes Parish who upholds the teachings and doctrines of the Catholic Church.
2. one who has vision and concern for the Catholic faith educational needs of the total parish.
3. one who shows willingness to make a time commitment to the board.
4. one who possesses or is willing to learn skills needed for consensus decision making and communication.
5. one who is not an employee of any educational program under the auspices of the boards or residing in the same household therewith.
6. one who is not residing in the same household as any other member of the board.

(Reference Diocesan P9114)
(1-06, 1-11, 1-18)

TERM OF MEMBERSHIP

P9124

The term of office shall be three (3) years. All terms of office shall begin on the date of the first regular meeting on or after July 1 and all terms shall expire on June 30 of the appropriate year.

(Reference Diocesan P9124)
(1-06, 1-11, 1-18)

BOARD VACANCIES

P9130

1. Vacancies

Vacancies on the board shall be filled in a timely manner; the new member shall complete the unexpired term. Vacancies shall be filled by appointment as stipulated in G9110.

2. In the event the office of chairperson is vacated prior to his/her term of office, the vice-chairperson shall fill the unexpired term. In the event the office of vice-chairperson shall become vacated prior to his/her term of office, the vacated office shall be filled by an election of the board as stipulated in P9220.

(Reference Diocesan P9130)
(1-06, 1-11, 1-18)

ABSENCE FROM MEETINGS – DISMISSAL

P9140

Members are subject to dismissal for unexcused absences from three consecutive board meetings or for failure to attend four meetings in any one year without excuse. Other reasons for dismissal will be at the pastor’s discretion.

(Reference Diocesan P9140)
(1-06, 1-11, 1-18)

OFFICERS

P9210

The officers of the Board of Catholic Education of St. Agnes Parish shall be:

- 1. Chairperson
- 2. Vice-Chairperson
- 3. Secretary

(Reference Diocesan P9210)
(1-06, 1-11, 1-18)

ELECTION OF OFFICERS

P9220

Only members who have served on the board during the previous year shall fill the offices of chairperson, vice-chairperson, and secretary. The board shall elect officers at the last regular meeting of the term or at the next meeting of the board after a vacancy exists.

(Reference Diocesan P9220)
(1-06, 1-11, 1-18)

PERMANENT COMMITTEES

P9310

1. The Board shall have standing business committees to address specific areas requiring additional time and research:

- A. Executive Committee
- B. Public Relations Committee
- C. Development Committee

(Reference Diocesan P9310)
(1-06, 1-11, 1-18)

APPOINTMENT TO COMMITTEES

P9320

Each board member shall serve on at least one committee (permanent or ad-hoc)

(Reference Diocesan P9320)
(1-06, 1-11, 1-18)

EXECUTIVE COMMITTEE – MEMBERSHIP

P9340

The board shall have an executive committee of four (4) members, namely:

- 1. Chairperson
- 2. Vice-chairperson
- 3. Secretary
- 4. Pastor

(Reference Diocesan P9340)
(1-06, 1-11, 1-18)

EXECUTIVE COMMITTEE – FUNCTIONS

P9344

The executive Committee shall set the agenda for board meetings.

(Reference Diocesan P344)
(1-06, 1-11, 1-18)

AD-HOC COMMITTEES

P9348

The board shall appoint special ad-hoc committees to address specific needs and may dissolve them when they make their final report. Membership on ad-hoc committees is not restricted to board members except that at least one member of each committee must be a voting member of the board.

(Reference Diocesan P9348)
(1-06, 1-11, 1-18)

CHAIRPERSON – DUTIES

P9410

The Chairperson shall:

1. preside at all regular and special meetings of the board.
2. chair executive session meetings.
3. prepare and set the agenda for all board meetings.
4. serve on the Executive Committee.
5. may appoint two (2) members of the board to serve on the Executive Committee.
6. report to the Pastor and Parish as requested.

(Reference Diocesan P9410)
(1-06, 1-11, 1-18)

VICE-CHAIRPERSON – DUTIES

P9420

The vice-chairperson shall:

1. perform all the duties of the chairperson in his/her absence.
2. oversee the self-assessment of the board.

(Reference Diocesan P9420)
(1-06, 1-11, 1-18)

SECRETARY – DUTIES

P9430

The secretary shall:

1. maintain a written record of all acts of the board.
2. receive and dispose of all correspondence as directed.
3. preserve all reports and documents committed to his/her care.
4. report to the chairperson
5. send a copy of the approved minutes to the Diocesan Department of Education, the St. Agnes Parish Council representative to the board, and to the rectory office.

(Reference Diocesan P9430)
(1-06, 1-11, 1-18)

INDIVIDUAL MEMBERS – AUTHORITY

P9440

Board members have authority only when acting as a board legally in session. The board shall not be bound by any statement or action on the part of any individual member of the board except when such statement or action is in pursuance of specific instruction by the board.

(Reference Diocesan P9440)
(1-06, 1-11, 1-18)

QUORUM**P9504**

A majority of the voting membership of the board must be present at any regular or special meeting of the board to constitute a quorum for the transaction of business.

A majority of the members of any committee shall constitute a quorum for the transaction of committee business.

(Reference Diocesan P9504)
(1-06, 1-11, 1-18)

APPROVAL AND REVISION OF POLICIES**P9510**

Any proposed new policy or revision to existing policy, with the exception of the 9000 series policies (bylaws), must be submitted in writing and read at a regular meeting of the board, and must be held over for action until the next regular meeting or special meeting called for consideration of that proposal. A consensus of the voting members present shall be necessary for approval.

(Reference Diocesan P9510)
(1-06, 1-11, 1-18)

ADOPTION AND AMENDMENT OF BYLAWS**P9520**

Unless all members of the board agree, voting proposed changes to the constitution must be done at a meeting held at least two weeks after the initial meeting where the changes were discussed. These meetings, either regular or special, must have a 2/3 majority approval for any changes to the constitution, (2/3 represents 6 members).

(Reference Diocesan P9520)
(1-06, 1-11, 1-18)

REGULAR MEETINGS**P9610**

Regular meetings shall be called by the chairperson or by a majority of the members. All members shall be informed regarding the dates, locations and times of meetings in advance of the meeting date. Regular meeting dates, locations, and times shall be published to the parish in advance of the meeting. The board may hold executive (closed) sessions at its discretion whenever issues involve personnel or other confidential matters.

(Reference Diocesan P9610)
(1-06, 1-11, 1-18)

EXECUTIVE SESSION

P9614

The executive session shall:

1. Consist of all members of the Board of Catholic Education.
2. Deal with anything not ordinarily presented in the open meeting.
3. Meet immediately upon the close of the open meeting.
4. Confidentiality will be maintained regarding issues discussed in executive session.

(Reference Diocesan P9614)
(1-06, 1-11, 1-18)

SPECIAL MEETINGS

P9620

Special meetings may be called by the chairperson or by a majority of the members. All members shall be informed in advance of the purpose, location, date and time of the special meeting. At such special meeting no action may be taken on any item except that for which the special meeting has been called.

(Reference Diocesan P9620)
(1-06, 1-11, 1-18)

TIME AND PLACE OF MEETINGS

P9640

Meetings of the board will be held at locations, dates and times as determined by the board.

(Reference Diocesan P9640)
(1-06, 1-11, 1-18)

ADVANCE DELIVERY OF MEETING MATERIALS

P9644

Each member of the Board shall receive a copy of the agenda and supporting documents prior to the meeting.

(Reference Diocesan P9664)
(1-06, 1-11, 1-18)

OPEN MEETINGS

P9650

Unless otherwise specified, all board meetings shall be open meetings.

(Reference Diocesan P9650)
(1-06, 1-11, 1-18)

MEETING AGENDAS

P9660

The ordinary order of meetings shall be:

1. The call to order
2. Invocation
3. Approval of minutes
4. Old business
5. New business
6. Communications and reports
7. Future Business
 - a. Meeting dates
 - b. Preview of topics for future agendas
8. Adjournment

(Reference Diocesan P9660)
(1-06, 1-11, 1-18)

PRESENTATIONS TO THE BOARD BY NON-MEMBERS

P9664

Guests and non-members of the board who attend the board meetings will be recognized and welcomed at the beginning of the board meeting. The guests will sign in and state their topic before the meeting. They may speak at the meeting during the time of “New Business.” The chairperson of the board has the discretion to limit the number of guests and the length of the comments to approximately five minutes. The chairperson of the board has the discretion to table any topic for future discussion. To be added to the agenda and speak at a meeting, guests are required to contact the chairperson of the board one week in advance of the meeting.

(Reference Diocesan P9664)
(1-06, 1-11, 1-18)

PARLIAMENTARY PROCEDURES

P9676

The board may adopt its own rules of procedure; but in the absence of such, Robert’s Rules of Order shall apply.

(Reference Diocesan P9676)
(1-06, 1-11, 1-18)

INDEMNIFICATION**P9700**

Each person who is or has been a member of the Board (and his heirs, executors and administrators) shall be indemnified by the Parish against all reasonable costs and expenses and against all liabilities incurred by or imposed upon the member in connection with any action, suit or proceeding to which the member may be made a party by reason of his being or having been a member of the board, including, but not limited to, amounts paid in settlement of any asserted action, suit or proceeding. However, such member shall be indemnified only to such an extent as shall be approved by the pastor or by a court of competent jurisdiction. The foregoing right of indemnification shall not be inclusive but shall be in addition to any of the rights to which any member of the board may be entitled as a matter of law.

(Reference Diocesan P9700)
(1-06, 1-11, 1-18)