

**Elementary School Organization**

**“We equip saints for this world and the next”**

## **I. Catholic Leadership**

“The Catholic School forms part of the saving mission of the Church, especially for education in the faith. It is not simply an institution which offers academic instruction of high quality, but, even more important, is an effective vehicle of total formation.” *National Directory for Catechesis*, Chapter 8 8/9

“The principal of the Catholic School plays a crucial role in achieving the catechetical objectives of the Church. The Catholic School is the center of evangelization. Thus, its catechetical program is essential to its distinctively Catholic identity and character. It is an active apostolate. Therefore, the principal must be a practicing Catholic in good standing who understands and accepts the teachings of the Church and the moral demands of the Gospel.” *NCD*, Chapter 8/9a

As a catechetical leader of the school, the principal is called to:

- Align mission, goals and strategies with the documents of the Church and the Archdiocese of Philadelphia document, “Education and Faith: Faith and Life.” (A)
- Recognize that all members of a faculty and staff are an integral part of fostering the school’s Catholic culture and include them in the planning of faith initiatives. (C and D)
- Recruit and maintain teachers who are practicing Catholics, who understand and accept the teachings of the Catholic Church, who can contribute to the school’s Catholic identity and apostolic goals and are approved by the Office of Catholic Education and the pastor(s). (B)
- Foster a distinctively Christian community among the faculty, students and families.
- Provide spiritual and liturgical experiences for students, faculty, and school community, with the approval of the pastor(s). (F)
- Follow policies and guidelines set by the Archdiocese of Philadelphia regarding the catechetical certification of teachers and the teaching the religion curriculum.

- Evaluate teachers annually according to the Danielson rubric for Catholic identity.
- Provide school-wide programs and initiatives which provide opportunities for students, faculty, staff and families to perform acts of charity and live out the spiritual and corporal works of mercy. (E)
- Participate in Archdiocesan and district meetings, projects, and activities and in professional organizations supportive of the Church's mission of Catholic Education. (G and H)

## **II. Administration**

### **A. Archdiocese and Parish**

1. To cooperate with the Board of Education, the staff of the Office of Catholic Education, and the pastor(s) in the following of Archdiocesan and state policies concerning schools.
2. To meet with the pastor(s) on a regularly scheduled basis for discussion of the operation of the school and to resolve any concerns relevant to its functioning.
3. To establish good relationships with parents/guardians, parish staff, parish organizations and local education agencies.
4. To encourage teachers to keep parents/guardians informed of students' progress through parent-teacher conferences and individual contact, both verbal and written.

### **B. Faculty and Personnel**

1. To coordinate with the Office of Catholic Education in the hiring of only pre-approved teaching candidates.
2. To maintain qualified Catholic individuals for teaching positions, assign teachers to their specific duties, and ensure effective induction and mentoring of new personnel into the school staff.

3. To supervise on a regular basis all full time and part time personnel as well as the support staff which includes third party and government program personnel.
4. To promote distributed leadership within the school community.
5. To maintain up-to-date personnel records on teacher performance, experience, and professional activities.
6. To recruit, assign, and supervise substitute personnel.
7. To publish a calendar of school events for faculty, student, and parents, and to communicate notices to the staff from the Office of Catholic Education and other educational agencies.
8. To provide professional development opportunities for new all teachers on a regular basis.

**C. School Organization**

- 1 To conduct faculty meetings on a consistent basis and maintain minutes of such meetings.
2. To assume responsibility for any urgent early dismissal.
3. To monitor the safety of all students and implement an All Hazards Plan.
4. To plan month safety drills and keep records of dates and times.
5. To adhere to the local parish and Archdiocesan guidelines regarding registration procedures as outlined in Section 300.
6. To keep student records in a locked file, including the permanent record card, curriculum modification documents, and current legal documents (if applicable).
  - a. Psychological and counseling documents are to be kept in a designated locked file.

- b. Records may be viewed in designated areas only with the approval of the principal. No copies can be made.
- 7. To accept full responsibility for all government funded programs.
- 8. To ensure the availability of materials for all curriculum programs: Religion, English Language Arts, Mathematics, Social Studies, Science, Fine Arts, World Language, Technology, and Physical Education.
- 9. To routinely oversee the inspection of school building(s) for possible infractions of safety and health codes and report such violations to the pastor(s) or his designee.
- 10. To routinely oversee the custodial services and building maintenance which are the joint responsibility of the pastor(s) and principal.
- 11. To maintain school records:

**Type of Records**

**Length of Time Maintained**

**Teacher Records:**

Teacher Files

If the teacher transfers to another archdiocesan school, *the* file is transferred to the new archdiocesan school. If the teacher transfers to a school outside the Archdiocese, the teacher's file is kept at the local school. If the school closes, files of teachers not employed at another archdiocesan school should be sent to the Office of Catholic Education. Here they will be retained for a period of three years and then destroyed.

Teacher Plan Books/  
Hard copy or Electronic

One previous year

Teacher Mark Books

Length of student's enrollment

**Student Records:**

Student Permanent Record	If the student transfers to another archdiocesan school, the student's permanent record is forwarded to the new archdiocesan school. If the student transfers to a school outside the Archdiocese, the permanent record of the student is kept for ten years at the local school.
Student Health Records	Follows the student
Student Roll Slips	If the parish closes, the records should be sent to the merge parish and bound at the end of school year and kept permanently in the school; if the school closes, and the bound roll books should be permanently stored and kept in a fire proof cabinet in the rectory.
Student Absentee Notes	Held for the current school year
Academic Portfolios	Follows the student
Student Textbook Loan Release	Nine years or length of student's enrollment
Responsible User Policy	Length of student's enrollment
Print and Media Interview	Renewed annually
Field Trip Permission	Normally held for current school year plus one. In the event of an incident on the field trip, all permission slips for these trips should be held for seven years.
Standardized Testing Score Reports (School Summary Report)	Length of time the class remains in the school

**School Records**

Archdiocesan Letters	One year
Teacher Attendance Record	Permanently in teacher's file

**P/P**      Principal  
Archdiocesan Schools

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Average Daily Membership	Five years
End of Year Student Assessments in School Office	One year
Government Forms	Seven years
Minutes of Faculty Meetings	Seven Years
Middle States Self-Study & Report of Visiting Team	Seven years until the next accreditation approval
Goal Reports from Office of Catholic Education	Seven years
NCEA Report	Seven years

### III.    **Supervision**

#### A.      Archdiocesan Directives

1.      To supervise and evaluate teachers using the rubric for Catholic Identity based on the Danielson model as set forth by the Office of Catholic Education.
2.      To ensure test integrity by maintaining all testing protocols.
3.      To ensure implementation of curriculum directives and guidelines of the Office of Catholic Education and to apprise the faculty of new curriculum developments.
4.      To monitor that only approved programs and materials are used as established by the Office of Catholic Education and the Office of Catechetical Formation.
5.      to strategically update textbooks and materials following guidelines for Act 195/90.

5. To oversee the annual ordering of textbooks and materials according to the guidelines established by state government funding process

**B. Personnel**

1. To develop a faculty handbook, with periodic revisions.
2. To involve the faculty in planning the general school program and provide a culture of professionalism.
3. To create a professional culture within the school community.
4. To approve and sign lesson plans weekly.
5. To assume responsibility for all required documents for new teacher induction.
6. To promote and monitor the Catechetical certification of all teachers.
7. to work with the safe environment coordinator to ensure compliance with state, federal and Archdiocese of Philadelphia safe environment requirements.
8. To routinely review student information system, roll books, mark books, student assessments, and report cards.

**C. Students**

1. To support a student focused learning environment which addresses all students learning styles, curriculum modifications, and student services.
2. To nurture a school environment that promotes Christian virtues.
3. To provide families with a copy of the parent student handbook and require signed acknowledgment of receipt.



The vice-principal shares with the principal the responsibilities of administration and supervision of the school personnel and the total school program. The vice-principal is directly accountable to the pastor and principal. It is the recommendation of the Office of Catholic Education that a pastor investigate the feasibility of hiring a vice-principal when the student enrollment surpasses 500, and/or the expanded curriculum programs require the hiring and supervision of added professional personnel. Since each school is unique, it is imperative that the principal and vice-principal review job descriptions pertinent to the needs of the total educational program. Once the pastor approves the delineation of the principal's and vice-principal's job descriptions, they are disseminated to the faculty, staff, and parents.

Teacher aides are a valuable asset to a school program. By soliciting volunteer and/or paid aides to help with clerical and non-instructional tasks, the time and talent of the teachers can be utilized more fully in the professional aspects of the school curriculum. All teacher aides are to be in-serviced by the administration as to their specific job descriptions, duties, and responsibilities. The teacher aides work under the direct supervision of a professional teacher with the approval of the administration. Respect for each student as well as a strong sense of confidentiality around the progress of each student are key characteristics of anyone serving in the capacity of teacher aide.

Personal qualities, such as regular attendance, high moral character, and good work habits are essential. An individual should like working with children and should relate well with people. In respecting the rights of children and their parents, confidentiality is essential on the part of any teacher aides. Teacher aides are expected to comply with state and archdiocesan guidelines for Safe Environment in providing Pennsylvania State Police Clearance, Department of Public Welfare Child Abuse Clearance and the FBI fingerprint check if applicable.

Volunteers are a valuable asset of a school program. By recruiting volunteers to help with clerical tasks, the teachers can be utilized more fully in the professional aspects of the school curriculum. Volunteers work under the supervision of the administration of the school.

A volunteer should enjoy working with children and relate well with people. In respecting the rights of children and their parents, confidentiality is essential on the part of any volunteer. The responsibilities and duties of volunteers vary. It is the responsibility of administration to apprise all volunteers of their specific duties and responsibilities. If necessary, training should be provided if appropriate to the specific duty. For example: First Aide, CPR, etc.

**P/P** Custodians  
Maintenance Personnel  
School Secretary  
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Custodians, maintenance personnel, and the school secretary are under the supervision of the pastor or his designate and the administrator of the school. A job description should be developed around the local needs of the parish school and the employee should be aware of job expectations and parameters for his/her position. Each employee should receive an annual review with input from the pastor and administrator.