



	EDUCATION POLICY MANUAL
Category:	PERSONNEL
Policy:	402
Approved Date:	19 April 1999
Revised Date:	Approved by the Board Mar 8, 2018
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TEACHERS: CATHOLIC Policy 402

Rationale:

“Parents, Pastors, and Staff collaborate to form a community where students are inspired to live the sacramental life, to grow in the moral life of virtue, and to thrive intellectually.” (Vision Statement for the CISPG)

“Teachers must remember that it depends chiefly on them whether the Catholic school achieves its purpose.”
Gravissimum Educationis (Declaration on Christian Education, Second Vatican Council)

Procedures:

To provide an education enlightened by faith, the CISPG will employ qualified teachers who are practicing Catholics and witnesses to the faith.

CATHOLIC TEACHERS

Catholic teachers employed by CISPG will demonstrate at all times conduct and a way of life that are consistent with the Catholic Denominational Standards which include, but are not limited to:

- be a living witness of the Catholic faith, through attending Sunday Mass, school liturgies & services, and living a single or married life according to the tenets of the Catholic Church
- be an active member of a parish
- be committed and capable of teaching the Diocesan-approved Religious Education Program
- be a Christian role model for others in the school, parish and community
- exhibit exemplary attitude, ethics and moral qualities as delineated in the Independent School Teacher Conduct and Competence Standards.

The determination of what are Catholic Denominational Standards shall be the right and prerogative of the Employer.

The primary reference for Catholic Teaching on Faith and morals is *The Catechism of the Catholic Church*.

A breach of this clause shall constitute just cause for dismissal.



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Category:	PERSONNEL
Policy:	403
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TEACHERS: OTHER FAITHS/DENOMINATIONS

Policy 403

Rationale:

There are occasions when qualified Catholic teachers are not available. At such times, other suitably qualified teachers may be hired.

Procedures:

Schools may hire non-Catholic teachers on limited duration contracts when a qualified Catholic teacher is not available.

1. Non-Catholic teachers who were employed as teachers in the Catholic Schools of the Diocese prior to 1994 and where no requirements for being Catholic were included in their employment are exempt from the procedures of this policy during the time of their employment, excepting their recognition of the contract conditions regarding non-Catholics.
2. Non-Catholic teachers hired since 1994 will demonstrate at all times, to the satisfaction of the employer, respect for the aims and nature of the school and its Catholic beliefs and practices which include, but are not limited to:
 - living a single life or having a valid marriage certificate
 - participate in the liturgical life of the school
 - be a Christian role model for others in the school, parish and community
 - exhibit exemplary attitude, ethics and moral qualities as delineated in the Independent School Teacher Conduct and Competence Standards.
3. Non-Catholic teachers will continue to be hired on limited duration contracts of yearly terms to a maximum of two consecutive years. Extension of terms beyond the two consecutive years must be approved by the CISPG Board of Directors.



EDUCATION POLICY MANUAL	
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	February 19, 2014
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TEACHERS: HIRING AND APPOINTMENT OF PROFESSIONAL STAFF

Policy 405

Rationale:

The goal of the Society is to create a Catholic educational community in each of its schools where human culture and knowledge, enlightened by faith, are shared in the spirit of freedom, hope, and love. The school depends upon Catholic teachers to accomplish this objective.

In order to ensure the hiring of qualified Catholic teachers, the Superintendent of Schools is responsible for selecting candidates who are practicing members of the Catholic Church, possessing the necessary academic and professional preparation for their assigned teaching duties.

Procedures:

1. Letters of Intent:

- 1.1 Each year by February 1st each teacher will receive a letter indicating the school's intention to renew his or her contract. By mid February the teacher will return the "Teacher Staffing Information" form indicating either the intention to return to the school for the next year or not to return.

2. Advertising Vacant Positions:

- 2.1 All vacancies will be posted:
 - 2.11 by the school in the parish bulletin, school newsletter and website and local papers
 - 2.12 by CISPG at www.cispg.ca, the diocesan weekly newsletter and other forms as determined and approved by the Superintendent
- 2.2 All advertising will be approved by the Superintendent's office.

3. Hiring Professional Staff:

- 3.1 Applicants will be screened by the Superintendent's office and successful candidates placed on an "approved for hiring" list.
- 3.2 In consultation with the Superintendent, principals and school council members will select candidates for interviews. The school council shall consider only candidates who have been placed on the approved list for employment.
- 3.3 The Pastor, Chairperson or designate of the local school council, and Principal, will conduct interviews. The Superintendent of Schools may also be part of the interview.

4. Professional Qualifications:

- 4.1 The applicant must possess a valid teaching certificate in accordance with the regulations of the Ministry of Education and the Teacher Regulation Branch and have competency at the level and in the area of teaching for which he/she is being considered. Current certification by the BC Teacher Regulation Branch is a condition of employment including teachers holding an Independent Teaching Certificate.
- 4.2 The Ministry may grant letters of Permission in lieu of certification; however, annual application for such letters for the same candidate will not be sought unless *bona fide* advertisement of the position has been unsuccessful in attracting a qualified candidate. Such advertisements must appear locally for a minimum of three (3) weeks and provincially at least once. CISPG specific and general advertisements will be considered as part of this search.

5. Character and Religious Training:

- 5.1 Demonstrate commitment and adherence of Catholic denominational standards.
- 5.2 Demonstrate competence to teach the religious education program approved by the Bishop of Prince George.
- 5.3 Be ready to take steps to upgrade or maintain a level of religious knowledge and understanding appropriate to a teacher in a Catholic school.
- 5.4 Be able to integrate the faith into the entire curriculum.

6. Other Qualifications:

- 6.1 Be in good health, sufficient to perform his/her duties as required; and
- 6.2 Be prepared to provide a copy of a recent medical examination if required.
- 6.3 The applicant must sign a criminal record review authorization form. The review results must be received by the Superintendent prior to the teacher commencing work in the school. **If the employee is a BC certified teacher the Criminal Record Search is completed by the Teacher Regulation Branch (TRB).**
- 6.4 Professional and pastoral references;

To ensure consistency, the interview panel should follow and complete the rubric provided by the Superintendent's office.

7. Appointment to a Position:

- 7.1 Once a successful candidate has been identified, a formal offer is made by the Superintendent.
- 7.2 The job offer will usually be made orally and the individual given forty-eight (48) hours to respond. In cases where the successful applicant cannot be reached, a written offer will be made.
- 7.3 The offering of the position may be delegated to the Principal in cases where the Superintendent is not available.
- 7.4 The successful candidate will be provided with a contract of employment prepared and signed by the Superintendent.
- 7.5 The contract will be made in triplicate with a copy for the teacher, the school and CISPG office personnel file.
- 7.6 Unsuccessful candidates will be notified as soon as the appointment has been made.



	EDUCATION POLICY MANUAL
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This whole section is redundant, since the relevant points are included in 402, 403 and 405. Suggestion to Rescind this Policy.

TEACHERS: PROMOTIONS

Policy 423

The CISP Board of Directors is committed to maintaining the Catholic character of each Catholic school in the Diocese of Prince George through the employment of teaching and administrative personnel who are practicing Catholics and in accordance with the following guidelines:

Guidelines:

1. Teachers and administrators are expected and required to be significant participants in the parish, in the local community, and in the religious life of the school.
2. Teachers and administrators are expected to be practising Catholics as this is deemed to be a bona fide occupational qualification.
3. Notwithstanding (1) and (2) above Non-Catholics may be hired on a temporary contract that may be renewed only after annual attempts have been made to hire a qualified practising Catholic for the position. Non-Catholic teachers may not be hired more than twice on a temporary or short term contract.
4. Effective November 1st, 2001 all persons promoted to the positions of responsibility [Superintendent, Directors, Principal, Vice-Principals, Head Teacher, Department Head Co-ordinators or Consultants and any Assistants of the foregoing] with the exception of those described in # 7 below, must be baptized practicing Catholics with a demonstrated commitment to Catholic education:
5. The hiring policy includes the provision that all candidates being considered for a teaching position with the CIS will be made expressly aware, at the time of hiring, that a qualification for promotion to a position of responsibility with the CIS will be that they are practising Catholics;
6. It is further required that candidates acknowledge having been informed by signing a prepared statement to that effect outlined in (5) above;
7. Recognizing that this is a Catholic system and a Catholic system imbued with a spirit of justice, that those non-Catholics currently employed by the CIS continue to pursue their goals within the Catholic Independent Schools.
8. Notwithstanding (3) above in extreme circumstances the CIS Board of Directors may allow the issuance of an extension of a temporary contract.