



Roncalli Catholic
Schools'
Policy Manual
in accordance with the
Diocese of Green Bay
SY 2022-2023

June 2021 revision



Diocese of
Green Bay

Education

Table of Contents

R - Denotes a Roncalli Only Policy

Note: After the name of the policy are codes to indicate who the policy is intended for:

- PS | Parish Schools
- SS | System Schools
- RE | Religious Education

Table of Contents	2
Vision of the Diocese of Green Bay	7
Mission of the Diocese of Green Bay	7
Communities of Discipleship:	7
Values of the Diocese of Green Bay	7
Explore Potential	7
Connect to Inspire	7
Embrace People's Hearts	7
Empowered to Act	7
Nurture Abundant Life and Growth	7
Mission Covenant of the Roncalli Catholic Schools	8
Values of the Roncalli Catholic Schools	8
Discipleship	8
Academic Excellence	8
Spirituality	8
Community	8
Belief and Philosophy Statements - Series 500	9
510: Belief Statement PS, SS RE - (New Policy)	10
520: Catholic Principles of Human Sexuality PS, SS, RE - (New Policy)	12
Community Relations - Series 1000	19
1005: Confidentiality PS, SS, RE - 7/10/2014	20
1040: Visitors to School Properties - R	21
1055: Public Communications Related to Potentially Controversial Topics PS, SS - 9/1/2011	23
1080: Fundraising Activities PS, SS - 9/1/2011	24
Administration - Series 2000	25
2005: Principal/Administrator Certification PS, SS (Revised Policy)	26
2006: Teacher Certification PS, SS - (Revised Policy)	28
2010: Parish Boards/Committees of Education PS, RE	30
2030: Parish Financial Support of Diocesan Catholic Elementary/Middle Schools PS, SS	31
2040: Closing/Consolidation of K-12 Educational Programs PS, SS, RE -(Revised Policy)	32
2050: School Accreditation PS, SS	33

2055: Mission Audit PS, SS	34
2060: Use of School Building/Parish Facilities for Religious Education PS, SS, RE	36
2070: Affiliation as a Catholic School/System PS, SS - (Revised Policy)	37
2080: Publishing Comparative Information PS, SS, RE	38
Business - Series 3000	39
3025: Financial Management PS, SS, RE	40
3080: Parish Financial Support of Diocesan Catholic High Schools PS, SS	41
3250: Expense Allocation Policy - R	42
Professional Staff - Series 4000	43
4000: Application Process for Teachers - R	44
4021: Grievance Policy - R	45
4140: Employee Benefits Policy - R	46
4200: Staff No Longer Employed, Relinquishing Technology - R	49
4302: Teacher/Staff Appreciation Recognition Program - R	50
Students - Series 5000	51
5004: Non-Discriminatory Practice PS, SS	52
5005: Admissions PS, SS, RE	53
5006: Admissions and Acceptance Policy - R	54
5007: Tuition - R	56
5007.1: Tuition for International Students - R	57
5007.2: Tuition Payment Plan - R	58
5007.3: Flexible Tuition Program - R	59
5007.4: Delinquent Tuition - R	60
5007.5: Tuition Refund Plan - R	61
5010: Attendance PS, SS	62
5011: National Testing PS, SS, RE - (Revised Policy)	63
5015: Absences PS, SS	64
5020: Student Records PS, SS, RE	66
5021: Records Access to Custodial and Non-Custodial Parents PS, SS	68
5025: Acceptable Use for Computers and Telecommunications PS, SS, RE	69
5027: Media Release PS, SS, RE	70
5030: Travel and Field Trips PS, SS, RE	71
5030a: Field Trips Parental/Guardian Consent Form and Liability Waiver Form PS, SS, RE	74
5030b: Field Trips Risk Management Information PS, SS, RE	77
5030c: Field Trips Risk Control Memo - September 2013 PS, SS, RE	84
5035: Social Workers and Law Enforcement on Campus PS, SS, RE	87
5040: Student Involvement in Living Justice PS, SS, RE	88
5045: General Policy Concerning Gender Identity PS, SS, RE - (New Policy)	89
5045.1: Gender Identity: Employees and Volunteer PS, SS, RE - (New Policy)	90
5045.2: Gender Identity: Students PS, SS, RE - (New Policy)	91

5046: Formal Title and Names PS, SS, RE - (New Policy)	92
5047: Dress Code/Uniform Code PS, SS - (New Policy)	93
5048: Facilities Use PS, SS, RE - (New Policy)	94
5049: Overnight trips PS, SS, RE - (New Policy)	95
5050: Pregnancy, Abortion and Marriage PS, SS, RE	97
5055: Locker Room Policy PS, SS, RE	98
5060: Reporting Child Abuse and Neglect PS, SS, RE	99
5070: Dispensing Medication PS, SS, RE	100
5090: Student Expulsion PS, SS, RE	102
5141: Student Conduct/Discipline PS, SS, RE	103
5141.4: Student Wellness PS, SS, RE	105
5141.4a: Diocesan Wellness Regulations PS, SS, RE - 8/25/2006	106
5150: Alcohol Use During Student Activities and/or Events PS, SS, RE	109
5160: Bullying/Harassment Policy PS, SS, RE	110
5160a: Bullying/Harassment Incident Report Form PS, SS, RE - Revised 8/2016	113
5165: Threats and Crimes PS, SS, RE	114
5165a: Threats and Crimes Incident Report Form PS, SS, RE - Revised 8/2016	116
5166: Sexually Explicit Images and Messages PS, SS, RE	118
5166a: Sexually Explicit Images and Messages Incident Report Form PS, SS, RE - Revised 8/2016	120
5170: International Students Attending Catholic Schools PS, SS - (Revised Policy)	122
5180: Dress Code - R	123
5190: Class Size - R	126
5200: Promotion, Retention and Remediation - R	127
Instruction - Series 6000	129
6005: School/Religious Education Programs PS, SS, RE	130
6010: Curriculum Guidelines and Instruction PS, SS, RE	131
6011: Diocesan-wide Academic Assessments PS, SS, RE - (Revised Policy)	132
6015: Student Participation in Religious Activities PS, SS, RE	133
6030: Catholic Education Programs on Human Sexuality PS, SS, RE	134
6040: Academic Contests in Educational Programs PS, SS	135
6080: Instructional Time When School/Religious Education Class is Canceled PS, SS, RE	136
6090: Outside Programs at School PS, SS	137
APPENDIX A: Diocesan Policies Addendum to Education Policies from Diocese of Green Bay Personnel Manual	138
For resources related to Human Resources, go to the diocesan webpage.	138
A1: Contracts PS, SS, RE	139
A2: Employee Breach of Contract PS, SS, RE	141
A3: Staff Assignments PS, SS, RE	142
A4: Salary Schedule Placement PS, SS, RE	143
A5: Performance Appraisals PS, SS, RE	144

A6: Reduction in Force PS, SS, RE	145
A7: Substitute Teachers PS, SS	146
A8: Family and Medical Leave for Instructional Personnel PS, SS	147
A9: Staff Dress Code - R	148
A10: Memorandum: Clarification Regarding Criminal Background Checks (DPI Choice Bulletin 09-01)	149
A11: Notice to Schools/Systems regarding employment of a former priest or deacon	149
APPENDIX B: Diocesan Policies Addendum to Education Policies from Diocese of Green Bay Finance and Accounting Department	150
B1: SCRIP PS, SS, RE	151
B2: Budget Process PS, SS, RE	155
B3: How to Run A Raffle PS, SS, RE	159
APPENDIX C: Diocesan Policies Addendum to Education Policies from Diocese of Green Bay Canonical Services Department	160
C1: Speaker Policy PS, SS, RE	161
APPENDIX D: Diocesan Policies Addendum to Education Policies from Diocese of Green Bay Facilities and Properties Department	162
D1: Risk Management (prevention measures)	163
D2: Property and Liability Issues (boiler inspection, facility use agreement, incident form, vehicle use)	163
D3 Insurance (requests for certificate of insurance)	163
D4: Claim Reporting and Information	163
D5: Camp Guidelines (guidelines for camp and rock climbing wall)	163
D6: Other Risk Control memos (child care centers, air conditioning, space heaters, etc.) (scroll down age to Other Risk Control memos)	163
APPENDIX E: Diocesan Policies Addendum to Education Policies from Diocese of Green Bay SafeEnvironment Office	164
E1: Practice on Public School Professionals & Private Practice Service Providers for Schools/Systems (Practice NOT a Policy)	165
E2: Memorandum: Clarification Regarding Criminal Background Checks (DPI Choice Bulletin 09-01)	165
E3: Letter from Bishop Ricken regarding: Accountability to a Safe Environment in Our Catholic Schools	165
E4: Safe Environment Memo - IMPORTANT CLARIFICATION RE VENDORS & DPI Audit (April 4, 2019)	165
APPENDIX F: Diocesan Policies Addendum to Education Policies from Diocese of Green Bay Chancery Office	166
F1: New Naming Guidelines for the Diocese of Green Bay	167
APPENDIX G: Roncalli Enrollment and Admission Policies	168
G1: Next School Year Enrollment for a Current RCS Student	169
G2: Open Enrollment REQUEST for a NEW RCS Student	169
G3: Enrollment REQUEST for a New Student Who is a Sibling of a Current RCS Student	171
G4: Student Waitlist	172

APPENDIX H: Roncalli Policies Addendum to Employment Practices	173
H1: The Role of the Employer	174
H2: The Role of the Employee	174
H3: Employment Cycle	175
H4: Employee Classification, Compensation, and Employment Practices	175
H5: Personal Conduct	179
H6: Employee Benefits	182
H7: Anti-Harassment	186
H8: Family Medical Leave	188
H9: Health, Safety, and Workers' Compensation	190
H10: Whistleblower	193

If discrepancies between the Roncalli Catholic Schools (Board of Education) Policy Manual and Roncalli Staff Handbook exist, the policy manual supersedes the handbook as it is the most recent and has the approval of the Board of Trustees.

Vision of the Diocese of Green Bay

We are missionary disciples striving to lead all people to the Kingdom of God.

Mission of the Diocese of Green Bay

As friends and followers of Jesus, we are devoted to fostering households and communities of discipleship through the mission and ministry of the Catholic Church.

Communities of Discipleship:

Discover Jesus.

Follow Jesus.

Worship Jesus.

Share Jesus with others.

Values of the Diocese of Green Bay

Explore Potential

We all have God-given potential. We work together to see the possibilities and the gifts each of us has been given in order to accomplish the vision and mission of the Church to evangelize and impact communities.

Connect to Inspire

We are able to accomplish more together than we can on our own. The connection we have with God and others creates growth and excitement.

Embrace People's Hearts

Each person is created in the image and likeness of God and is deserving of respect and honor. All of our interactions communicate the positive regard and appreciation we have for each and every person.

Empowered to Act

All baptized Christians are empowered to act according to the gifts given to them by the Father, through the Son, in the Holy Spirit. By living out the diocesan vision and mission of missionary discipleship, we are empowered to take responsibility to act.

Nurture Abundant Life and Growth

Life is a gift and we are charged by the Creator to protect it and to foster its growth wherever possible. We actively pursue life over death, potential over limitation, and light over darkness.

Roncalli Catholic Schools

Mission Covenant*

To cultivate the call to holiness, inspire missionary disciples, and champion academic excellence in the Catholic tradition based on the life and teachings of Jesus Christ.

Value Statements

Through the charisms of St. John Baptist de La Salle, St. Francis of Assisi, St. Edith Stein, and St. John XXIII which animate our mission, we commit to these values:

Discipleship

We make visible the Gospel command to love God and neighbor, by making a commitment to act justly toward all peoples and creation for the common good.

Academic Excellence

We strive to develop servant leaders, critical thinkers, and life-long learners who transform a global community by their witness of respect for all persons created in the image of God.

Spirituality

We commit to witness the gift of faith through the practice of prayer, liturgy, word and servant leadership at Roncalli Catholic Schools, our local churches and the communities in which we live.

Community

We welcome, respect, and affirm the dignity and goodness of each person we encounter, recognizing our kinship as sisters and brothers of Jesus through life-affirming evangelization and service.

*Denotes a binding promise of relationship: Roncalli Catholic Schools and those served become one.

Belief and Philosophy Statements - Series 500

SUBJECT: Belief Statement – PS, SS
NUMBER: 510
EFFECTIVE DATE: 7/1/2022 (New Policy)

Belief Statement

“Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost; Teaching them to observe all things whatsoever I have commanded you: and, lo, I am with you always, even unto the end of the World” (MT 28: 19-20).

With this statement, Christ sent forth His apostles on a mission of evangelization. Catholic education is an expression of the Church’s mission of salvation and an instrument of evangelization: to make disciples of Christ and to teach them to observe all that He has commanded.¹ Through Catholic education, students encounter God, who in Jesus Christ reveals His transforming love and truth.² Christ is the foundation of Catholic education;³ He is the Master who journeys with students through school and life as genuine Teacher and perfect Man.⁴ As a faith community in communion with the Church, all its members give witness to Christ’s teachings as set forth by the Magisterium and especially as articulated in the Catechism of the Catholic Church. With a Christian vision, Catholic education fulfills its purpose of the critical transmission of culture in the light of faith⁵ and integral formation of students in body, mind, and spirit.⁶

Evangelization. Our school assists in the salvific mission of the Catholic Church by preparing all students to seek and proclaim the Good News through education and formation in the Catholic faith.⁷

Encounter with Christ. Through daily interaction, prayer, liturgies, and participation in the sacraments,⁸ all members of the school community encounter Christ and His transforming love and truth and in so doing are drawn to proclaim and fulfill His calling for them and for the Christian community.⁹ Through this encounter, students are moved toward the fullness of their humanity, becoming more aware of the gift of Faith given them at Baptism,¹⁰ to mature into adults who will bear witness to the Mystical Body of Christ, respect the dignity of the human person, provide service, lead apostolic lives, and build the Kingdom of God.¹¹

Community of faith. As members of a Catholic educational community, we are all called to model confident and joyful public witness in both word and deed and to live by the moral demands of the Gospel¹² in order to model for students the integration of faith and life and to assist in the development of virtues

¹ [Matthew 28:19-20](#)

² Pope Benedict XVI, [Meeting With Catholic Educators](#), Washington, DC, 2008; Pope Benedict XVI, [Spe Salvi](#), 2007, #4.

³ Sacred Congregation for Catholic Education, [The Catholic School](#), 1977, #34.

⁴ Congregation for Catholic Education, [The Religious Dimension of Education in a Catholic School](#), 1988, #25.

⁵ [The Catholic School](#), 1977, #49.

⁶ Congregation for Catholic Education, [Circular Letter to the Presidents of Bishops’ Conferences on Religious Education in Schools](#), 2009, #1.

⁷ [The Catholic School](#), 1977, #5

⁸ [The Catholic School](#), 1977, #54, #55

⁹ Pope St. John Paul II, [Catechesi Tradendae](#), 1979, #23.

¹⁰ [The Religious Dimension of Education in a Catholic School](#), #98.

¹¹ [The Religious Dimension of Education in a Catholic School](#), #95; [The Catholic School](#), #7.

¹² Sacred Congregation for Catholic Education, [Lay Catholics in Schools: Witnesses to Faith](#), 1982, #6.

characteristic of the Catholic Christian.¹³ We do this by living in communion with the Church and its teachings.

Believing in the mercy and forgiveness of Christ, we acknowledge our sinful and fallen nature and look to Christ and to the Sacraments He has given us as sources of grace and strength, particularly when striving to live according to the Ten Commandments given to us in the Old Testament and the Beatitudes given to us by Christ in the New.

Authority for teaching. We profess that all authority for our moral and spiritual teaching is based on the Gospels of Jesus Christ¹⁴ and the traditions of the Catholic Church as taught by its ordinary and extraordinary Magisterium, and especially as contained within the *Catechism of the Catholic Church*.

Transmission of culture. Permeated by an evangelical spirit of authentic freedom and charity,¹⁵ our school provides a unique setting where everyone is aware of the living presence of Jesus Christ as evidenced throughout the daily rituals of prayer and Sacraments, harmonious and friendly relationships,¹⁶ and curricular selections where faith and culture are intertwined in all areas of school life.¹⁷ Cultivating within students their intellectual, creative, and aesthetic faculties in order to develop the right use of reason, promote a sense of values, and encouraging just attitudes and prudent behavior,¹⁸ our school environment strives to hand down the cultural patrimony of previous generations, in particular a Christian anthropology which teaches that man was made in the image and likeness of God.

¹³ Congregation for Catholic Education, [Educating Together in Catholic Schools: A Shared Mission Between Consecrated Persons and the Lay Faithful](#), 2007, #24.

¹⁴ [The Catholic School](#), #34.

¹⁵ Pope Paul VI, [Gravissimum Educationis](#), 1965, #8.

¹⁶ [The Religious Dimension of Education in a Catholic School](#), #26, 27.

¹⁷ United States Conference of Catholic Bishops, [Renewing our Commitment to Catholic Elementary and Secondary Schools in the Third Millennium](#), 2005.

¹⁸ [Gravissimum Educationis](#), #5; [Lay Catholics in Schools: Witnesses to Faith](#), #8.

520: Catholic Principles of Human Sexuality | PS, SS, RE - (New Policy)

SUBJECT: Catholic Principles of Human Sexuality – PS, SS, RE
NUMBER: 520
EFFECTIVE DATE: 7/1/2022 (New Policy)

Catholic Principles of Human Sexuality

All members of the parish/school/system community are expected to strive to live a life of virtue guided by the teachings of the Catholic Church in all aspects of their lives. Our pastoral and policy practices are written in fidelity to the moral guidance and teachings of the Catholic Church in all areas that touch on human flourishing. The parish/school/system establishes an environment of encouragement, mercy, healing, and love to accompany its members as we journey on the path toward holiness.

At the heart of a Catholic educational institution’s unique educational charism is integral formation of the whole human person. The Church instructs us,

Since true education must strive for complete formation of the human person that looks to his or her final end as well as to the common good of societies, children and youth are to be nurtured in such a way that they are able to develop their physical, moral, and intellectual talents harmoniously, acquire a more perfect sense of responsibility and right use of freedom, and are formed to participate actively in social life.¹⁹

Because our efforts at integral formation include the integrity of body, spirit, and moral development, we have a proper concern for each student’s behavior and development in the complex area of human sexuality. As Catholic institutions, we believe that human bodies are gifts from God and temples of the Holy Spirit.²⁰ All men and women are called to a life of chastity appropriate to their vocation as single, married, or consecrated religious. The Church defines chastity as “the successful integration of sexuality within the person and thus the inner unity of man in his bodily and spiritual being”.²¹

The Church also teaches that “sexuality, in which man’s belonging to the bodily and biological world is expressed, becomes personal and truly human when it is integrated into the relationship of one person to another, in the complete and lifelong mutual gift of a man and a woman”.²² We believe that human sexual behavior is only properly oriented to the ends of love and life in the context of Holy Matrimony.²³

The proper understanding of human sexuality requires personal integrity and full integration of body and soul as created by God. According to the Church, “the chaste person maintains the integrity of the powers of life and love placed in him. This integrity ensures the unity of the person; it is opposed to any behavior that would impair it. It tolerates neither a double life nor duplicity in speech.”²⁴

We believe that the body and soul are intimately united: the body does not contain the soul like water in a glass, but the two are intimately dependent upon each other to express man as the highest order of creation.²⁵ We believe

¹⁹ Libreria Editrice Vaticana, [Code of Canon Law](#), Canon 795.

²⁰ [1 Cor 6:19](#)

²¹ [Catechism of the Catholic Church](#), #2337.

²² [Ibid.](#)

²³ [Catechism of the Catholic Church](#), #2360.

²⁴ [Ibid.](#)

²⁵ [Catechism of the Catholic Church](#), #358, 365; [Catechism of the Catholic Church](#), #2332.

that the sexes are complementary and that as “male and female he made them”.²⁶ Our given biological sex is part of the divine plan.²⁷ The Church teaches that sexual identity is “a reality deeply inscribed in man and woman,”²⁸ it constitutes but is more than one’s biological identity,²⁹ and a person “should acknowledge and accept his sexual identity”.³⁰ One’s biological sex and gender expression are not to be disaggregated,³¹ but should be seen in harmony, according to God’s plan.

As Catholic educational institutions, we understand truth to be the correspondence of mind to reality:³² a reality which is created by and held in existence by God and which entails the fullness of God’s creation and divine plan. We also affirm that reality is knowable through the use of properly functioning senses and reason, as well as through the aid of divine revelation and the teaching of the Church.³³

We believe that man and woman share the same humanity³⁴ and “inalienable dignity which comes to them immediately from God their Creator.”³⁵ We believe “they are equal as persons (“bone of my bones...”) and complementary as masculine and feminine.” Therefore they are deserving of respect, and no harassment, violence, or discrimination because of one’s sex will be tolerated.

Offenses against *chastity and marriage, including those described in the Catechism of the Catholic Church*, will not be tolerated. Members of communities may not advocate for such behaviors, share conversations or publications of a prurient nature, or otherwise impede chastity in the context of our Catholic school classes, activities, or events.

Behaviors that are contrary to Catholic morality and the expectations of this diocese include but are not limited to: vulgar language and gestures of a sexual nature, immodest dress or deportment, expressions of lust, masturbation, pornography, fornication, homosexual activity, expressing a gender that is discordant with one’s biological sex, adultery, cohabitating in a sexual relationship outside of marriage, voluntary sterilization, artificial contraception, in vitro fertilization, procuring an abortion, and sexual harassment or abuse.

²⁶ [Catechism of the Catholic Church](#), #369-373; [Gen 1:27](#).

²⁷ [Gen. 1:27](#); [Matthew 19:4](#); [Mark 10:6](#).

²⁸ Congregation for the Doctrine of Faith, [Letter to Bishops of the Catholic Church on the Collaboration of Men and Woman in the Church and the World](#), 2004, #8.

²⁹ [Catechism of the Catholic Church](#), #2332-2333; [Catechism of the Catholic Church](#), #2361; Pontifical Council for the Family, [Family, Marriage and ‘De Facto’ Unions](#), 2000, #8.

³⁰ [Catechism of the Catholic Church](#), #2393.

³¹ [Family, Marriage and ‘De Facto’ Unions](#), #8.

³² St. Thomas Aquinas, *Summa Theologica*, First Part, Question 16.

³³ Pope St. John Paul II, [Fides et Ratio](#), 1998, #22.

³⁴ [Catechism of the Catholic Church](#), #371.

³⁵ [Catechism of the Catholic Church](#), #369.

Definition of Terms

“Sex” means the biological condition of being male or female as based upon physical differences at birth.³⁶ “Gender” is a person’s identity as male or female, harmonious with one’s biological sex upon birth.³⁷ “Chastity” is the successful integration of sexuality within the person and thus the inner unity of man in his bodily and spiritual being.³⁸ “Marriage” is the Sacrament of Holy Matrimony, by which one man and one woman unite in a lifelong partnership for the good of the spouses and the procreation and education of children.³⁹

The expression “person with same-sex attraction” refers to one who feels an erotic and emotional attraction, which is predominant and not merely episodic, towards persons of the same sex, whether with or without sexual relations. The terms “gay” and “lesbian” are not used to define people in the Church’s official teachings and documents. Although these words are common terms in current speech, and many people use them to describe themselves, they do not describe persons with the fullness and richness that the Church recognizes and respects in every man or woman. Instead, “gay” and “lesbian” are often cultural definitions for people and movements that have accepted homosexual acts and behaviors as morally good.

Gender Identity

The diocesan school will interact with students according to their biological sex as based upon physical differences at birth. A member of the diocesan school community who wishes to express a gender other than his or her biological sex is understood as operating outside of the “reality deeply inscribed”⁴⁰ within. Assisting the person in his or her disconnection with this reality, however sincerely experienced, by agreeing to participate in any efforts to change natural gender expression is contrary to the pursuit of the truth. Authentic love, a gift of the self for the good of the other, requires that we compassionately dwell in the truth and assist those we love to do the same.

The parish/school/system recognizes that occasionally there may be instances where young people experience dissonance between their biological sex and the roles and norms advocated by society.⁴¹ Some young people might feel drawn to dress, act, and even manipulate their physical bodies in ways contrary to God’s plan.

The parish/school/system advocates that young people, working with their parents, bring these types of issues to their pastor as well as to other trained professionals who might best assist them in clarifying and defining issues of self (and sexual) identity in accord with Catholic teaching and God’s natural plan. The diocesan school’s pastoral and counseling services are available to all members of the school community.

From *Amoris Laetitia*.⁴²

[T]he young need to be helped to accept their own body as it was created, for “thinking that we enjoy absolute power over our own bodies turns, often subtly, into thinking that we enjoy absolute power over creation... An appreciation of our body as male or female is also necessary for our own self-awareness in an encounter with others different from ourselves. In this way we can joyfully accept the specific gifts of

³⁶ Physical differences at birth include chromosomal levels. In the unlikely event that a biological sex determination made at birth is uncertain or inaccurate (a situation affecting less than .1% of the human population) chromosomal levels may need be taken into consideration.

³⁷ [Catechism of the Catholic Church](#), #2333.

³⁸ [Catechism of the Catholic Church](#), #2337.

³⁹ [Catechism of the Catholic Church](#), #1601.

⁴⁰ [Letter to Bishops of the Catholic Church on the Collaboration of Men and Woman in the Church and the World](#), #8.

⁴¹ Pontifical Council for the Family, [Family, Marriage and ‘De Facto’ Unions](#), 2000, #8.

⁴² Francis, Pope [Amoris Laetitia](#) (PDF). Vatican Press (19 March 2016), 285.

another man or woman, the work of God the Creator, and find mutual enrichment”.⁴³ Only by losing the fear of being different, can we be freed of self-centeredness and self-absorption. Sex education should help young people to accept their own bodies and to avoid the pretension “to cancel out sexual difference because one no longer knows how to deal with it”.⁴⁴

Mission Integrity

The diocesan school joyfully exercises its responsibility to teach Catholic faith and morals in all fullness and especially as expressed in the *Catechism of the Catholic Church*. Parents or guardians and non-Catholics whose religious practices and beliefs run counter to Church teaching might experience possible conflicts as we maintain mission integrity. Sincere questioning of the practices of the Catholic faith in order to more deeply understand them are welcome, but openly hostile, public defiance and challenge of Catholic truths or morality, are signs that a student, parent, staff or faculty member may not be a fit for our school’s primary evangelical mission and, thus, may be denied admission or may be asked to leave the school.

Same-Sex Attraction

In her teaching, the Church never condemns persons with same-sex attraction. She carefully distinguishes between an individual’s inclinations or feelings – some of which are transitory and/or situational and others which are deep-seated or permanent – and one’s actions. While homosexual acts are always objectively wrong, same-sex inclinations are not in themselves sinful or a moral failing.⁴⁵ The Catholic Church teaches that sexual activity is only appropriate for the purposes of love and life within Holy Matrimony.⁴⁶

To the extent that a same-sex attraction is not freely chosen, there is no personal culpability in having such an inclination. Nonetheless, when oriented toward genital activity, this inclination is “objectively disordered.” This does not mean that the person as a whole is somehow defective or “badly made,” or that he or she has in some way been rejected by God. Inclinations to homosexual acts in no way diminish the full human dignity or intrinsic worth of the person. For many people, same-sex attraction constitutes a trial. They therefore deserve to be approached by pastors with charity and prudence.⁴⁷

Labels can falsely promote a lasting identification or enduring notion of self, therefore, the diocesan school avoids labeling individuals with such terms as “gay,” “lesbian,” “bisexual,” or “queer,” even when the individual might desire such identification.

The Church encourages individuals experiencing same-sex attraction to pursue the virtues of chastity, self-mastery, and friendship instead of acting upon those inclinations romantically or sexually.⁴⁸ The school offers its pastoral and counseling services as sources of comfort and direction for any member of the school community.

⁴³ Francis, Pope Encyclical Letter *Laudato Si’* (24 May 2015), 155.

⁴⁴ Francis, Pope [Catechesis \(15 April 2015\): L’Osservatore Romano, 16 April 2015](#), p. 8.

⁴⁵ [Pastoral Ministry to Young People with Same-Sex Attraction](#), 6. Episcopal Commission for Doctrine of the Canadian Conference of Catholic Bishops, June 2011

⁴⁶ [Catechism of the Catholic Church](#), #2360.

⁴⁷ [Pastoral Ministry to Young People with Same-Sex Attraction](#), 6. Episcopal Commission for Doctrine of the Canadian Conference of Catholic Bishops, June 2011

⁴⁸ Sacred Congregation for the Doctrine of the Faith, [Persona Humana](#), 1975, #8; Synod of Bishops, [The Pastoral Challenges of the Family in the Context of Evangelization: Instrumentum Laboris](#), 2014, #110-112.

Guiding Principles for Gender-related Situations in Catholic School and Religious Education Programs

In today's reality society has blurred the lines and caused much confusion in the area of gender identity. This popular ideology has found its way into our schools and religious education programs to a limited extent thus far. But in all probability challenges by the public, parents, children and youth may become more frequent from those who are forming their own consciences more in line with current public opinion than with consistent and historic Church teaching. It is even possible that legal challenges may occur in the future assuming that society keeps headed down this path.

It would be difficult to devise a comprehensive policy to cover all of these gender-related issues because the facts of each case can vary widely, and should be given due consideration. There is also concern that a concrete policy statement could seem more divisive than helpful, and may even force hardline decisions that really should be made in keeping with the Gospel of Jesus Christ. Therefore, the following Guiding Principles are offered as a backdrop for proper discernment as these situations arise.

Mark 10:21: "Jesus, looking at him, loved him . . ."⁴⁹

Guiding Principles:

Jesus holds us individually in his gaze. And in that gaze he affirms his deep love for each of us. He did not die for the salvation of a faceless crowd; rather he died for us as named and unique persons each of whom he invites into everlasting mutually loving relationship. We too must see each person as person and look on them with the love of Jesus. We do not seek to exclude but rather to invite all others in.

Jesus sees through all of the external trappings, expectations, societal judgments to see the true self of each individual. He knows our true self. Our identity is not segmented. Our identity must be seen in terms of the whole self – body and soul. When someone tries to build an entire life view around just one element of self, such as gender or sexual attraction, they must be helped to better understand the wholeness of our personhood.

Genesis 1:27: "God created man in his image, in the divine image he created him; male and female he created them."⁵⁰

Guiding Principles:

Each human person has an inherent God-given dignity and therefore deserves respect. Our starting point in any discussion, especially in discussions where we anticipate divergent viewpoints, we must always afford the other their dignity.

Also, from the onset of creation God recognized just two distinct yet and equal and complimentary genders: male and female. Popular culture has missed the mark in equating sexual attraction with sexual identity. Although it seems factual that some persons have an innate sexual attraction for others of their same gender, it should also be recognized that modern culture is actively attempting to desensitize others and even entice others without such innate tendencies into broadening their sexual attraction and activity beyond natural inclination with empty promises of additional excitement, adventure and fulfillment. We cannot support any activity that looks to either

⁴⁹ [Mark 10:21](#)

⁵⁰ [Gen. 1:27](#)

confine a person's image to their sexual attraction or to celebrate misplaced sexual attraction in such a way that it causes confusion for others as to God's plan for humanity.

Genesis 1:31: "God looked at everything he had made, and he found it very good."⁵¹

Guiding Principles:

We must see and recognize the core goodness of each individual. This must be evident in our private discussions and in our public statements.

There is a difference between a person's God-shaped goodness and one's chosen behavior. To simply say that each person in their goodness may define for themselves what behavior is good, holy and pure is to fall into the pit of relativism.

1 John 3:2: "See what love the Father has bestowed on us that we may be called children of God. Yet so we are."⁵²

Guiding Principles:

Humankind has a special relationship with Creator God. As reflected in healthy parent/child relationships within our human families, it is the role of parent to provide clear and loving example of how to live the truth to the children. We do not seek to exclude the voice of the parent, but rather seek and welcome it.

In our familial relationship with God, it is God, who as parent provides direction for us. Like Jesus, we seek to know and follow the Father's will to find true happiness.

John 18:37-38: "For this I was born and for this I came into the world, to testify to the truth. Everyone who belongs to the truth listens to my voice. "Pilate said to him, "What is truth?"⁵³

Guiding Principle:

Truth is not relative and subject to mere human redefinition to fit human wants. There is concrete truth in God's creation. Jesus himself told us, "I am the way the truth and the life." (John 14:6) Truth is unchangeable because all truth is of God. It is in Jesus that we have truth; it is in Jesus that we have life.

Matthew 18:15-17: "If your brother sins against you go and tell him his fault between you and him alone. If he listens to you, you have won over your brother. If he does not listen, take one or two others along with you so that every fact may be established on the testimony of two or three witnesses. If he refuses to listen even to them, tell the church."⁵⁴

Guiding Principle:

⁵¹ [Gen. 1:31](#)

⁵² [1 John 3:2](#)

⁵³ [John 18:37-38](#)

⁵⁴ Matthew 18:15-17

Modern people resist direction from the Church, especially in the areas of what is seen by many as personal, especially guidance concerning sexual activity. However, the Church not only has the authority to provide guidance on all areas of faith and morals, but there is clear expectation from Jesus that the Church will provide the ultimate direction. The choice and responsibility of individuals is not to undermine or redefine Church teaching in faith and morals but to choose whether or not to follow.

Community Relations - Series 1000

1005: Confidentiality | PS, SS, RE - 7/10/2014

SUBJECT: Confidentiality – PS, SS, RE
NUMBER: 1005
EFFECTIVE DATE: 7/10/2014

I. POLICY

It is the policy of the Diocese of Green Bay that confidentiality shall be maintained by all school, system and program employees, as appropriate, in regard to business, personnel and student matters.

II. PURPOSE

It is the purpose of this policy that the privacy of individuals and the integrity of education-related records, business transactions, conversations and situations be respected.

III. RESPONSIBILITY

It is the responsibility of each school, system and program employee to respect these confidentiality standards, and for the principal or administrator to enforce these standards.

IV. PROCEDURE

- A. Confidentiality will be kept with regard to, but not necessarily limited to, records, conversations and activities, including: health, payroll, discipline, correspondence, contributions, counseling, disputes, personnel, student family matters and other privacy issues and privileged information.
- B. The exception to the confidentiality policy shall be a situation in which an employee believes that one or more individuals may be at risk in any way, and that a private conversation with someone in authority is needed. A further exception would be with respect to mandatory reporting of any abuse allegations.
- C. Personnel need to ensure conversations regarding confidential matters are held in an environment in which conversations cannot be overheard.
- D. Personnel need to establish procedures and controls for the secure filing of confidential records in paper or electronically
- E. Violation of this policy may result in disciplinary action up to and including termination of employment.

1040: Visitors to School Properties-R

SUBJECT: Visitors to School Properties
NUMBER: 1040
EFFECTIVE DATE: 07/01/2022

I. POLICY

It is the policy of the Diocese of Green Bay and Roncalli Catholic Schools that the system president and/or administrators define and implement specific regulations, which facilitate effective visits by parents and the public in general.

II. PURPOSE

It is the purpose of this policy to inform others of visitor guidelines.

III. RESPONSIBILITY

For the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to establish visitor guidelines.

In accordance with 120.13(35), Wisconsin Statutes:

Presence in school buildings.

(a) A school board may adopt rules applicable to persons who enter or remain in a building operated by the school board, including requirements that such persons identify themselves and sign in when entering or remaining in the building or any specified portion of the building and designating time periods during which such persons may enter or remain in the building or any portion of the building.

(b)

- 1. Except as provided in subd. 2., any person entering or remaining in a building or portion of a building in violation of the school board's rules is subject to a forfeiture of not more than \$1,000. Any person entering or remaining in a building or portion of a building in violation of the school board's rules under circumstances tending to create or provoke a breach of the peace may be fined not more than \$10,000 or imprisoned for not more than 90 days or both.*
- 2. Subdivision 1. does not apply to pupils, parents of pupils, school district employees or officials or agents of a certified or recognized representative of school district employees who are included in a collective bargaining unit.*

The school administrator has the authority to establish conditions for entering or remaining in a school building, prohibit the entry of any person to a school of these regional schools and to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Non-staff access to students and classes must be limited and only in accordance with a schedule which has been determined by the principal after consultation with the teacher whose classroom is being visited. Classroom visitations must be non intrusive to the education process and learning environment and should not occur on an excessive basis.

Administration shall promulgate such administrative guidelines as are necessary to protect students and employees from disruption to the educational program or the efficient conduct of their assigned tasks.

All visitors to Roncalli Catholic Schools must comply with the visitor rules as identified by each campus.

For the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to establish visitor guidelines.

IV. PROCEDURE

- A. Visitors enter the building through the prescribed door.
- B. All visitors sign in upon entering the building and sign out upon leaving the building.
- C. Visitors are asked to wear a badge identifying themselves as such.
- D. Visitors are asked to visit the person/people with whom they have scheduled time to meet.

1055: Public Communications Related to Potentially Controversial Topics | PS, SS - 9/1/2011

SUBJECT: Public Communications Related to Potentially Controversial Topics – PS, SS
NUMBER: 1055
EFFECTIVE DATE: 9/1/2011

I. POLICY

It is the policy of the Diocese of Green Bay that the system president and/or administrators contact the Diocesan Director of Communications and Director of Education prior to releasing information that may garner negative or controversial implications.

II. PURPOSE

It is the purpose of this policy to inform appropriate Diocesan staff persons in order to receive guidance.

III. RESPONSIBILITY

It is the responsibility of all persons employed within the Diocese to make no public comment regarding controversial topics without consulting the Diocesan Director of Communications and Director of Education.

IV. PROCEDURE

- A. Teachers and staff must alert the administrator.
- B. In the case of systems, the administrator must alert the system president who in turn will contact the Diocesan Director of Communications and Director of Education.

1080: Fundraising Activities | PS, SS - 9/1/2011

SUBJECT: Fundraising Activities – PS, SS
NUMBER: 1080
SUPERSEDES DATE: Revised 12/05
EFFECTIVE DATE: 9/1/2011

I. POLICY

It is the policy of the Diocese of Green Bay that all fundraising activities and organizations are approved by the system president and/or administrator and local Board of Trustees.

II. PURPOSE

The purpose of this policy is to ensure that all fundraising activities that utilize the name of the school/parish and/or tax exempt status of the school/parish follow the policies of the diocese.

III. RESPONSIBILITY

It is the responsibility of the administrators to ensure that such approved activities and organizations follow accurate accounting practices and account for the use of funds.

IV. PROCEDURE

- A. For schools connected to a parish the pastor/parish director is consulted for approval of all fundraising. Once approved by the pastor/parish director, the local Board of Education must approve the fund raising activity.
- B. Where a school is not connected to one parish, such as a regional high school, the local Board of Education holds final approval.
- C. With the approval of the local administrator, funds can be collected for a charitable cause outside the school/parish, however, the use of such funds shall be consistent with Catholic teachings.
- D. All fundraising activities involving students shall have adult supervision in their organization, administration and implementation.
- E. Intended use of the funds and any excess funds must be stated in writing prior to the fundraising activity.

Administration - Series 2000

2005: Principal/Administrator Certification | PS, SS (Revised Policy)

SUBJECT: Principal/Administrator Certification – PS, SS

NUMBER: 2005

SUPERSEDES DATE: Revised 2/22

EFFECTIVE DATE: 7/1/2022 (New Policy)

I. POLICY

It is the policy of the employer to hire and retain qualified administrators for the purpose of providing quality Catholic education.

II. PURPOSE

The purpose of this policy is to ensure that all principals/administrators meet the requirements of the Wisconsin Catholic Conference and the Office of Catholic Schools, Diocese of Green Bay.

III. RESPONSIBILITY

It is the responsibility of the pastor/parish director or the system president to ensure that minimum requirements are met and maintained for administrator positions.

It is the responsibility of the employer to keep current records on file and track academic achievements for compliance and payroll purposes.

It is the responsibility of the administrator to obtain minimum requirements for his/her position, keep current his/her certification, and provide pertinent documentation to the employer.

IV. PROCEDURE

- A. All school principals are practicing Catholics (see item H). *
- B. All principals must obtain Foundational Catechetical Certification by completion of six (6) foundational courses: creed, liturgy and sacraments, morality, prayer and spirituality, bible, and methods. One course per year is required. After the six foundational courses are completed, administrators are annually required to take one approved ten-hour on-going catechetical course. On-going courses are approved by the diocesan Office of Catholic Schools.
- C. All principals hold a Master's degree and Wisconsin (DPI) principal license (#51) or, upon hire, provide a study plan to obtain a principal license (#51) within five years. **
- D. All administrators maintain current Wisconsin DPI certification.
- E. Failure to meet the above requirements may result in loss of school accreditation.
- F. Failure to meet the above requirements may result in principal's receiving a locked current salary rate or a non-offer of a future year contract.
- G. Qualifications for principal positions outside of the academic environment are listed on job descriptions for his/her position.

- H. Exceptions to this policy are requested in writing to the Diocesan Superintendent of Catholic Schools for approval.

* [Standards for Educators in Catholic Parishes and Schools](#), pp.3-4, Wisconsin Catholic Conference (2008) “School principals will be practicing Catholic”.

** [Standards for Educators in Catholic Parishes and Schools](#), pp.3-4, Wisconsin Catholic Conference (2008).

[Wisconsin Catholic Schools Accreditation, Essential Benchmark 6.1](#), “The leader/leadership team meets national, state and/or (arch)diocesan requirements for school leadership preparation and licensing to serve as the faith and instructional leader(s) of the school”

2006: Teacher Certification | PS, SS - (Revised Policy)
SUBJECT: Teacher Certification – PS, SS
NUMBER: 2006
SUPERSEDES DATE: Revised 2/22
EFFECTIVE DATE: 7/1/2022

I. POLICY

It is the policy of the employer to hire and retain qualified teaching staff for the purpose of providing quality Catholic education..

II. PURPOSE

The purpose of this policy is to ensure that all teaching staff meet the requirements of the Wisconsin Catholic Conference and the Office of Catholic Schools, Diocese of Green Bay.

III. RESPONSIBILITY

It is the responsibility of the principal to ensure that all requirements are met and maintained for teaching positions at his/her campus.

It is the responsibility of the employer to keep current records on file and track academic achievements for compliance and payroll purposes.

It is the responsibility of the teacher to obtain all requirements for his/her position, keep current his/her academic and faith formation certification, and provide pertinent documentation to the employer.

IV. PROCEDURE

- A. All teachers are practicing Catholics. (note * below)
- B. All teachers and aides are required to obtain Foundational Catechetical Certification by completion of six (6) foundational courses: creed, liturgy and sacraments, morality, prayer and spirituality, bible, and methods for teachers. From date of hire one course per year is required. After the six foundational courses are completed, teachers and aides are annually required to take one approved ten-hour on-going course. On-going courses are approved by the diocesan Office of Catholic Schools.
- C. All teachers, 4K-12, hold a Bachelor or Master Degree, and are licensed, or at hire complete a study plan to be licensed within three years, in his/her teaching development level and content area by the Wisconsin Department of Public Instruction (DPI). **

Early Childhood teachers (three-year old or younger) need a minimum of a Registry Credential, Associate Degree in Early Childhood (CDA), or Bachelor Degree that includes 12 semester hours in teacher education or in addition to the degree.

Teachers whose major assignment is teaching religion have a Bachelor Degree with a major in Catholic theology and attain 12 credits in teacher education as part of, or in addition to, the degree, or at hire complete a study plan to have requirements completed in three years. ***

Specialized areas: Ideally, teachers of specialized areas (i.e., music, art, physical education, world languages, technology) hold a Bachelor Degree in the specialized content area and WI teacher licensure, or at hire complete a study plan to be certified within three years. If not licensed in the specialized area, the teacher must have a teacher license in the developmental level and expertise in the area and follow the specific standards of the discipline in curriculum development.

Paraprofessional support staff, at a minimum, have a high school diploma and local training for position; ideally hold an associate degree or two years of college.

- D. All teachers maintain current Wisconsin DPI licensure.
- E. All teachers are encouraged to achieve the Master Educator license.
- F. Failure to meet the above requirements may result in loss of school accreditation.
- G. Failure to meet the above requirements may result in teacher receiving a locked current salary rate, or non-offer of a future year contract.
- H. Exceptions to this policy are requested in writing to the Superintendent of Catholic Schools for approval.

* “While some situations might entail compelling reasons for members of another faith tradition to teach in a Catholic school, as much as possible, all teachers in a Catholic school should be practicing Catholics.” National Directory for Catechesis, p. 233, United States Conference of Catholic Bishops (2005); [Standards for Educators in Catholic Parishes and Schools, pp.3-4, Wisconsin Catholic Conference \(2008\)](#)

[Wisconsin Catholic Schools Accreditation, Essential Benchmark 2.3](#), “All faculty meet (arch)diocesan requirements for academic and catechetical preparation and certification to provide effective religion curriculum and instruction”.

** [Standards for Educators in Catholic Parishes and Schools, pp.3-4, Wisconsin Catholic Conference \(2008\)](#); “Minimum requirements for school teachers is appropriate state of Wisconsin licensure”.

[Wisconsin Catholic Schools Accreditation, Essential Benchmark 7.8](#), “The faculty and professional support staff meet (arch)diocesan, state, and/or national requirements for academic preparation and licensing to ensure their capacity to provide effective curriculum and instruction.”

*** [Standards for Educators in Catholic Parishes and School, pp 3-4, Wisconsin Catholic Conference \(2008\)](#); Teaches Religion for a majority of their school day has Bachelor’s degree with a major in Catholic theology and attain 12 semester hours of credit in teacher education as part of, or in addition to, the degree”.

[Wisconsin Catholic Schools Accreditation, Essential Benchmark 2.3](#), “All faculty meet (arch)diocesan requirements for academic and catechetical preparation and certification to provide effective religion curriculum and instruction”.

2010: Parish Boards/Committees of Education | PS, RE

SUBJECT: Parish Boards/Committees of Education – PS, RE
NUMBER: 2010
SUPERSEDES DATE: 12/98
EFFECTIVE DATE: 9/1/2011

I. POLICY

It is the policy of the Diocese of Green Bay that every parish shall have a committee(s)/board(s) specifically delegated by the Board of Trustees to require that religious education will be provided for every person.

II. PURPOSE

The purpose of this policy is to ensure that committees/boards are created and maintained to address the educational needs of all members of the Catholic Community.

III. RESPONSIBILITY

It is the responsibility of the pastor/parish director and parish council to establish, maintain and evaluate such boards and committees.

IV. PROCEDURE

A. For procedure, consult the [Diocesan Board Manual](#)

2030: Parish Financial Support of Diocesan Catholic Elementary/Middle Schools | PS, SS

SUBJECT: Parish Financial Support of Diocesan Catholic Elementary/Middle Schools – PS, SS
NUMBER: 2030
SUPERSEDES DATE: Revised 5/98
EFFECTIVE DATE: 9/1/2011

I. POLICY

It is the policy of the Diocese of Green Bay that all parishes financially support Diocesan Catholic elementary/middle schools in the diocese.

II. PURPOSE

It is the purpose of this policy to ensure that Diocesan Catholic elementary/middle schools remain viable through the support of all diocesan parishes.

III. RESPONSIBILITY

It is the responsibility of the pastor/parish director to ensure that the parish/es provide/s support for Catholic elementary/middle schools consistent with the policies of the Diocese of Green Bay.

IV. PROCEDURE

- A. Understand the requirements of the Diocesan policy with respect to supporting Catholic elementary/middle schools and follow it.

2040: Closing/Consolidation of K-12 Educational Programs | PS, SS, RE –(Revised Policy)

SUBJECT: Closing/Consolidation of K-12 Educational Programs – PS, SS, RE
NUMBER: 2040
SUPERSEDES DATE: Revised 2/22, Revised 5/98
EFFECTIVE DATE: 7/1/2022 (New Policy)

I. POLICY

It is the policy of the Diocese of Green Bay that consultation with the Office of Catholic Schools and/or Office of Children and Youth Faith Formation and approval of the Bishop shall precede any action adding, consolidating or closing any educational institution or program.

II. PURPOSE

The purpose of this policy is to provide steps to be taken prior to the consideration of any educational institution or program additions, consolidation or closing.

III. RESPONSIBILITY

It is the responsibility of the administrators and local boards to comply with the procedures outlined in this policy.

IV. PROCEDURE

- A. Notify and seek the assistance of the Office of Catholic Schools and/or Office of Children and Youth Faith Formation before consideration of closing or adding, consolidation becomes critical or imminent.
- B. Work cooperatively with the Office of Catholic Schools and/or Office of Children and Youth Faith Formation.
- C. Consider in good faith any recommendations of the Office of Catholic Schools and/or Office of Children and Youth Faith Formation.
- D. Seek the approval of the Office of Catholic Schools and Office of Children and/or Youth Faith Formation before taking any specific steps toward adding, closing, or consolidation.
- E. Receive the approval of the Bishop before closing and/or consolidation action.
- F. Follow the Office of Catholic Schools and/or Office of Children and Youth Faith Formation procedures concerning the adding, closing or consolidation of any educational institution or program.
 1. Inform your accrediting agency any such action (i.e. Cognia/WRISA).

2050: School Accreditation | PS, SS

SUBJECT: School Accreditation – PS, SS
NUMBER: 2050
SUPERSEDES DATE: Revised 9/1/2011
EFFECTIVE DATE: 11/30/2015

I. POLICY

It is the policy of the Diocese of Green Bay that all Catholic schools be accredited by the [Wisconsin Council of Religious and Independent Schools Association \(WRISA\)](#) or [AdvancED](#) with the [National Standards and Benchmarks for effective Catholic Elementary and Secondary Schools](#) or the [Wisconsin Catholic School Accreditation \(WCSA\) instrument](#).

II. PURPOSE

It is the purpose of this policy to ensure that students receive the highest quality of Catholic education.

III. RESPONSIBILITY

It is the responsibility of the administrator to implement, maintain, and budget for accreditation processes.

IV. PROCEDURE

- A. Administrators should investigate and select which accreditation program, [WRISA](#) or AdvancED, would be the best option to utilize for their school.
- B. Schools using the WRISA process will use Wisconsin Catholic Schools Accreditation (WCSA) instrument for their accreditation process.
- C. [AdvancED](#) accreditation ([Catholic Criteria](#)) will include the [National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools](#) (Catholic Schools Standard Project, 2012) or the [Wisconsin Catholic School Accreditation \(WCSA\) instrument](#).
- D. Complete self-study and schedule validation visits.
- E. Annually submit a long-range plan to an accrediting agency and obtain accreditation approval.

SUBJECT: Mission Audit – PS, SS - (New Policy)
NUMBER: 2055
EFFECTIVE DATE: 7/1/2022 (New Policy)

I. POLICY

It is the policy of the Diocese of Green Bay that all Catholic schools be accredited undertake a mission audit the year before they begin their accreditation self-study (or by December of 2022 whichever comes first).

II. PURPOSE

It is the purpose of this policy to ensure that students receive the highest quality of Catholic education and that our Catholic Schools are not simply a private or alternative school system, but authentically Catholic.

The process helps Catholic schools/systems:

- Better articulate their charism inside and outside their community.
- Clarify and implement this charism as it relates to their various programs, departments, and positions; and
- Better steward their school's charism and resources.

III. RESPONSIBILITY

It is the responsibility of each school/system to implement and regularly conduct (every 7 years) a comprehensive Mission Audit.

IV. PROCEDURE

- A. Evaluate how well the School/System's documents and operations reflect its Catholic Mission.
 1. Clarify the School/Systems Core Mission and Convictions.
 - a) Is the School/System centered in the person of Jesus Christ?
 - b) Does the School/System contribute to the evangelizing Mission of the Catholic Church?
 - c) Does the school/system form participants as disciples of Jesus Christ?
 - d) Is the school/system distinguished by excellence?
 - e) Is the school/system committed to educate the whole child?
 - f) Is the school/system steeped in a Catholic worldview?
 - g) Is the school/system sustained by gospel witness?
 - h) Is the school/system shaped by communion and community?
 - i) Is the school/system accessible to all students?
 - j) Is the school/system established by the expressed authority of the Bishop?
 2. Clarify the School/System's Expectations of Its Employees as a Catholic Employer
 3. Review Corporate Documents: The best place to begin such a review is with the organization's governing documents: articles of incorporation, bylaws, mission statement, and related documents.
 - a) Do these documents clearly establish the school's unambiguous Catholic character?

- b) In reviewing corporate documents, consider whether the school/system's powers and purposes are limited to those consistent with Catholic doctrine and values.
 - c) Do All constituents know and understand the mission?
 - 4. Review Human Resources Policies and Practices: Catholic Schools/Systems should also review their human resources documents and procedures. This will include handbooks, employment agreements, policies, selection materials, and broader practices speaking to how an organization treats and evaluates its employees.
 - a) Do these documents clearly establish the school's unambiguous Catholic character?
 - b) Do Employees understand that they will always model and support Catholic values, including outside business hours.
 - 5. Student-related documents
 - 6. Documents related to third-party obligations, including sports leagues, grants, and government contracts
- B. Identify Issues Related to the Organization's Ministries or Activities
 - 1. Facility use policies: Parishes/Schools/Systems should review policies and related documents for their facilities. Whether or not facilities are made available to individuals or groups unrelated to the religious organization, every organization should have rules and safeguards in place to ensure that its facilities are used in ways that are consistent with its convictions and with its religious mission.
 - 2. Gender identity issues. Schools need to review policies for bathrooms, locker rooms, dressing rooms, showers, and sleeping facilities as they relate to gender identity issues.
 - 3. Volunteer criteria. Is the school/system full compliant with the Diocese of Green Bay Safe Environment volunteer policies.
 - 4. Sexual abuse policies. Is the school/system fully compliant with the Diocese of Green Bay's Safe Environment Policies.
 - a) Do All employees and volunteers understand their responsibility under the Diocese of Green Bay's Safe Environment Policies.
- C. Make Strategic Decisions to Protect the School/Systems Catholic Mission
- D. Identify Obstacles That Can Be Avoided
 - 1. Eliminate unnecessary legal conflicts;
 - 2. Eliminate peripheral activities;
 - 3. Reduce dependence on government funding;
- E. Improve the School/System's Ability to Claim Religious Exemptions
- F. Take Steps to Avoid Controversy
 - a) Treat Employees Fairly
 - b) Apply Moral Standards Consistently
 - c) Live the Catholic Mission Unambiguously
 - (1) In trying to avoid controversies, do not make it inconsistent with the mission of a Catholic school.

2060: Use of School Building/Parish Facilities for Religious Education | PS, SS, RE

SUBJECT: Use of School Building/Parish Facilities for Religious Education – PS, SS, RE
NUMBER: 2060
EFFECTIVE DATE: 7/10/2014

I. POLICY

It is the policy of the Diocese of Green Bay that the school building/parish facilities not be used for any non-related Religious Education (RE) activities during the afternoons/evenings that have been designated as K-12 RE afternoons/evenings.

II. PURPOSE

It is the purpose of this policy to emphasize that the use of the school/parish facilities for the Religious Education program during the days and times designated for RE instruction is primary. Therefore, these facilities will be made available for Religious Education staff and students. The Religious Education program is vital in the evangelization of our Catholic children so every means to support the RE program is essential to that end.

III. RESPONSIBILITY

It is the responsibility of the pastor, administrator, or pastoral leader of the parish, and the school administrator(s), to cooperate with the Religious Education administrator in making the parish facilities available for Religious Education on their designated day(s) and times of the week.

It is the responsibility of the pastor, administrator, or pastoral leader and/or school administrator(s) to give priority to the RE program on the designated day(s) and times of the week that RE programming takes place.

It is the responsibility of the Religious Education administrator to communicate the RE calendar dates and times at an appropriate date agreed upon by administrators before the start of the next school year, to the school administrator and any other parish staff who may need that information, to clear the way for any parish facility to be utilized by the parish RE program.

IV. PROCEDURE

- A. The Religious Education program has the priority of the school building/parish facilities during the designated dates and times in the RE calendar that has been communicated to the appropriate parish staff.
- B. No activities for the school will be held on any afternoon or evening of the designated day(s) that RE takes place in the facility where the Religious Education administrator has scheduled instructional or other faith-formation activities.
- C. Exceptions are allowed only with the consent of the Religious Education administrator, if it does not inconvenience the Religious Education program.
- D. Use of the school building/parish facilities is essential to the Religious Education program because these resources are to be used to support the entire parish community and its activities.

2070: Affiliation as a Catholic School/System | PS, SS - (Revised Policy)

SUBJECT: Affiliation as a Catholic School/System – PS, SS

NUMBER: 2070

SUPERSEDES DATE: Revised 2/22 (11/15)

EFFECTIVE DATE: 7/1/2022

I. POLICY

It is the policy of the Diocese of Green Bay that only the Diocesan Bishop has the authority to designate a school or school system as Catholic. It follows that all such institutions in the Diocese, according to the law of the Catholic Church and our Diocesan regulations, come under his authority.

II. PURPOSE

It is the purpose of this policy to establish clear guidelines for all new PreK-12 schools, school systems, which the Diocese would be called “Catholic,” thus enabling them to be eligible for programs, services and/or funding available through the Diocese, including the Office of Catholic Schools. This would include schools affiliated through the Diocese with the Bishop, and those institutions administered by trustees or a religious congregation but accountable to the Bishop for religious instruction and sacramental rites. Only officially recognized Catholic schools are listed in The Official Catholic Directory.

III. RESPONSIBILITY

It is the responsibility of the principal/administrator of any school or school system called Catholic to become aware of and carefully follow Diocesan, Office of Catholic Schools and parish policies.

IV. PROCEDURE

- A. The principal/administrator of a school or school system shall stay abreast of all current policies governing educational institutions in the Diocese of Green Bay, communicate these policies to faculty and staff, and ensure that the institution is run in accordance with these regulations.
- B. At all times, these institutions and their employees are to be a credit to the Diocese and to the Catholic Church, through exemplary behavior, speech and visual presentation, including social media venues.
- C. Guidelines to be followed in obtaining authorization:
 - 1. Belong to a parish, or a diocesan Catholic school system, or be incorporated as 501(c)3 not-for-profit corporation.
 - 2. Obtain the necessary liability, worker’s comp insurance or seek to be covered under the diocesan policies.
 - 3. Abide by Protecting God’s Children/Virtus program procedures and policies.
 - 4. Seek/obtain accreditation (WRISA, AdvancED).
 - 5. Teachers must have or be working towards teacher certification (state and religion certification).
 - 6. Follow the Diocesan religion curriculum and use those religion textbook series approved by the diocesan Bishop.
 - 7. Once written evidence of criteria has been met, formal meeting with Bishop, Superintendent of Education and administrator of new school entity will occur.
 - 8. Bishop gives final authorization designating school entity or school system as Catholic.

2080: Publishing Comparative Information | PS, SS, RE

SUBJECT: Publishing Comparative Information – PS, SS, RE

NUMBER: 2080

EFFECTIVE DATE: 11/30/2015

I. POLICY

It is the policy of the Diocese of Green Bay that no program, school, or school system will place advertisements or distribute information comparing itself against other diocesan school, system, or religious education program.

II. PURPOSE

It is the purpose of this policy to ensure collaboration between and among our diocesan institutions and to avoid competition.

III. RESPONSIBILITY

It is the responsibility of the school administrator/religious education director to ensure that no distribution of information or advertisements reflects or implies comparative data between or among other diocesan schools, systems, or religious education programs..

IV. PROCEDURE

- A. Administrator establishes a communication plan that adheres to above policy.
- B. Administrator oversees published communications from the school/religious education program.

Business - Series 3000

3025: Financial Management | PS, SS, RE

SUBJECT: Financial Management – PS, SS, RE
NUMBER: 3025
EFFECTIVE DATE: 9/1/2011

I. POLICY

It is the policy of the Diocese of Green Bay that all educational programs have appropriate financial policies.

II. PURPOSE

It is the purpose of this policy to have consistent and effective financial management practices.

III. RESPONSIBILITY

It is the responsibility of the administration to establish and maintain these effective financial management practices.

IV. PROCEDURE

- A. Accounting
 - Follow the accounting procedures recommended by the Diocese.
- B. Tuition
 - Every parish/school/system shall establish tuition and fees and an appropriate collection procedure.
- C. Tuition Assistance
 - Every parish/school/system shall adopt a formal program of tuition assistance.
- D. Development Programs
 - Every parish/school/system shall create and maintain a development program.

3080: Parish Financial Support of Diocesan Catholic High Schools | PS, SS

SUBJECT: Parish Financial Support of Diocesan Catholic High Schools – PS, SS
NUMBER: 3080
SUPERSEDES DATE: 7/93
EFFECTIVE DATE: 9/1/2011

I. POLICY

It is the policy of the Diocese of Green Bay that all parishes financially support Catholic high schools in the Diocese.

II. PURPOSE

It is the purpose of this policy to ensure that Diocesan Catholic high schools remain viable through the support of all diocesan parishes.

III. RESPONSIBILITY

It is the responsibility of the pastor/parish director to ensure that the parish/es provide/s support for Catholic high schools located within the diocese consistent with the policies of the Diocese of Green Bay.

IV. PROCEDURE

- A. Understand the requirements of the Diocesan policy with respect to supporting Diocesan Catholic high schools and follow it.

3250: Expense Allocation Policy-R

SUBJECT: Expense Allocation Policy
NUMBER: 3250
EFFECTIVE DATE: 07/01/2022

I. POLICY

It is the policy of Roncalli Catholic Schools that proper accounting of all expenses is done in such a manner as to achieve a complete distribution of expenses to program areas and provides the organization with an accurate understanding of true program costs.

II. PURPOSE

The purpose of the Expense Allocation Policy is to ensure all expenses incurred by the organization are consistently and appropriately designated to their functional expense categories (program services, administrative, and fundraising) to allow for an accurate representation of the true program costs of the organization.

III. RESPONSIBILITY

It is the responsibility of those tasked to account for expenses of Roncalli Catholic Schools and will be implemented in conjunction with the other governance and financial policies.

IV. PROCEDURE

Expenses will be assigned and allocated using the following process:

- A. Each functional expense category (academic programs, auxiliary programs, student activities, management and general, fundraising and other programs as identified by administration of the school) is assigned those expenses which are specific to only that particular category.
- B. Shared direct costs are allocated proportionately to each functional expense category (academic programs, auxiliary programs, student activities, management and general, fundraising and other programs as identified by administration of the school) by an allocation method appropriate for a given category (payroll or use).
- C. Indirect expenses are allocated across all program areas by an allocation method appropriate for a given category (payroll or use).
- D. Rent of the elementary and middle school buildings is 100% academic programs expense.
- E. Fundraising expenses are not an educational expense. They are netted against fundraising revenues when determining net income.

Professional Staff - Series 4000

4000: Application Process for Teachers-R

SUBJECT: Application Process for Teachers
NUMBER: 4000
EFFECTIVE DATE: 07/01/2022

I. POLICY

It is the policy of Roncalli Catholic Schools to provide an Equal Employment Opportunity.

II. PURPOSE

Roncalli Catholic Schools admit teachers of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to teachers at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship programs, and other school-administered programs.

III. RESPONSIBILITY

It is the responsibility of all personnel, regardless of position, to understand and support the philosophy and mission of a Catholic school. All qualifications being equal, preference may be given to a Catholic applicant in hiring or promotion.

IV. PROCEDURE

- A. A standard application form (via mail, email or WECAN) listing academic preparation, professional experiences and three references is to be filed in the Administrative Office.
- B. For professional staff, this may include official transcripts and current teaching license, and/or college (or for academic aides, high school) diploma.
- C. Applications are kept in the active file for one year.
- D. Any eligible staff member may apply for a posted vacancy by sending a letter of application to the appropriate campus principal and/or WECAN.
- E. First consideration for posted positions will be given to existing regional schools' personnel.
- F. Following the interview procedure, campus principals will recommend the most qualified candidate to the president.
- G. The campus principal and the president will sign all contracts for teaching personnel.
- H. The president will sign all employment agreements for administrative personnel and other staff.
- I. An appropriate administrator may sign agreements for temporary staff or coaches.

4021: Grievance Policy-R

SUBJECT: Grievance Policy
NUMBER: 4021
EFFECTIVE DATE: 07/01/2022

I. POLICY

It is the policy of Roncalli Catholic Schools to have a process if any claim by an employee that a violation, misinterpretation, or misapplication of the Condition of Employment has occurred, or violation of his/her right to fair treatment, or a violation.

II. PURPOSE

The purpose of this policy is to ensure that the employees have a process to present a claim of a grievance.

III. RESPONSIBILITY

It is the responsibility of the administrator, system president or board of trustees to resolve a grievance.

IV. PROCEDURE

- A. It is desirable for an employee and the administrator to resolve problems through mutual and honest communication.
- B. If the concern is not resolved in the initial meeting/conferences, a grievance shall be filed within fifteen (15) days of the meeting. The employee must present the grievance in writing to the president and to the administrator. The president will arrange a meeting with the employee and the chair of the board within ten (10) working days. The president must provide the grievant with a written answer within five (5) working days of the meeting, and inform the grievant of the right to request a formal hearing with the board.
- C. A grievance may be withdrawn through mutual consent at any level without prejudice or record.
- D. Board Procedure
 - 1. The goal of a hearing is to have the facts of the case presented in an informal but fair and complete manner. The role of the board is to hear those facts and to make a non-arbitrary decision to determine if there is just cause for grievance. Thus, any member of the board who has a conflict of interest (i.e. child in class, personal relationship) shall disqualify himself/herself prior to the hearing.
 - 2. The hearing will be held before the full board. The board chair may act as chairperson or appoint a hearing chairperson.
 - 3. The chairperson sets the procedure for the hearing.
 - 4. The administrator shall present documentation.
 - 5. The employee shall present documentation on his/her behalf.
 - 6. The board may ask questions to clarify the issues before them.
 - 7. At the close of the hearing, the board will meet to consider all testimony, deliberate and render its recommendation. The board will consider only the material presented.
 - 8. The decision of the board shall be sent to the president who may copy that decision to the administrator and employee.

4140: Employee Benefits Policy - R

SUBJECT: Employee Benefits Policy
NUMBER: 4140
EFFECTIVE DATE: 07/01/2022

I. POLICY

It is the policy of Roncalli Catholic Schools to provide a benefits package for employees that meets the needs of the employees in accordance with the Diocese of Green Bay.

II. PURPOSE

The purpose of this policy is to ensure that the employees have benefits which promote a healthy work environment.

III. RESPONSIBILITY

It is the responsibility of the system president, administrators, and business manager to make sure fair and just benefits are offered to employees.

IV. PROCEDURE

The following are sub policies of this policy and can be updated each year:

4140.05 - Full-time benefit eligible teaching staff will work 187 days. Any employee who is considered at least 50% full-time is benefit eligible. Employees 50%, but less than 100% will have prorated benefits. If an employee is at least 80% full time equivalent, Roncalli Catholic Schools does not reduce their insurance benefits.

4140.1 - Employee contribution to health insurance is determined each year during the budgeting and is at least at the Affordable Care Act Minimum.

4140.15 - Full time equivalency is calculated each year based on actual hours worked as a percentage of work hours expected of a full time employee. Full time hours are calculated as follows: 2088 hours per year, less 160 vacation hours, less 96 sick hours, less 16 personal hours, less 80 holiday hours.

4140.2 - Participation in a retirement plan is offered for all employees working a minimum of 50%. The retirement contribution shall be paid on the employee's behalf at the rate of 6.5% of Total Gross Pay. Contributions shall be paid on the employee's behalf by Roncalli Catholic Schools into a 401(a) retirement savings account managed by Empower. Optional participation in a 403(b) plan is available. Funds that are deposited into this account are subject to all the rules and regulations of the Internal Revenue Service governing income distribution.

4140.3 - Twelve sick days per year, cumulative to 60, for full-time salaried staff shall be granted by Roncalli Catholic Schools.

4140.4 - Two personal days, non-cumulative with restrictions determined by the administration, shall be granted by Roncalli Catholic Schools.

4140.5 - Paid funeral leave for all employees with the following restrictions: Four days for parent, spouse, or child; three days for siblings, mother-in-law, father-in-law, brothers-in-law, sisters-in-law or grandchildren; two days for grandparents and one day for other relatives. Any additional time needed for funeral purposes must be obtained through the use of accrued sick days.

4140.6 - 20% tuition discount will be provided to full-time employees for each son/daughter attending a Roncalli Catholic school. This is a non-tax benefit. A 10% tuition discount will be provided to part-time employees for each son/daughter attending a Roncalli Catholic school. This is a non-tax benefit.

4140.9 - School staff shall receive free extended care services for children in the system grades K-8. A minimum of three additional non-employee children must be attending the session(s) for the Roncalli Catholic school employee to use the service.

4140.10 - Benefits are prorated according to percentage of employment hours for policies 4140.3 and 4140.6. Full time is considered 40 hours per week. Newly hired employees do have paid time off prorated based on hire date within a given school year.

4141 - A teacher with previous experience will be accorded one hundred percent (100%) of the full-time teaching experience with a maximum credit of seven (7) years. Part-time substitute teaching experience does not apply to the one hundred percent (100%) experience.

4152 - Upon exhaustion of all accumulated sick days and personal days, Roncalli Catholic Schools contracted employees shall have a day of pay from their contracted salary deducted for each day of work missed. A leave of absence (LOA) request is required if such a situation extends beyond one week.

A request for LOA is to be submitted in writing to the campus administrator. The request should state the reason for the leave, date of return and include a doctor's statement, if applicable. A LOA should be requested as early as possible so a determination can be made. A LOA may be granted, but for a period no longer than six weeks.

If an individual cannot return within the six weeks duration (the LOA duration), a request for Extended Leave of Absence (ELOA) must be requested by the employee, spouse or relative. This ELOA should be submitted in writing, stating the reason for the extension, date of return and include a doctor's statement, if relative.

An ELOA will be approved at the discretion of the Administrative Team.

A continuation of the LOA and ELOA must be submitted before the previous extension expires.

During the ELOA the employee must be in contact with the school administrator every 30 days to keep the school informed of the situation.

An individual returning from an ELOA will be employed in a similar capacity, but not necessarily the exact position the employee previously held.

If an individual can return to work before the LOA or ELOA expires, he/she should contact the Administrative Team. Considering the replacement situation, the returning teacher and the Administrative Team will determine a date of return for the individual.

In no event will the total of sick/person days, LOA and ELOA extend beyond 12 months (1 calendar year) from the original date of the employee's absence. If the employee is absent longer than 12 months (1 calendar year), he/she must reapply to the Roncalli Catholic Schools for re-employment.

Unpaid Family Leave is allowed for up to six weeks after all sick leave is used*. An LOA need only be requested if Family Leave will exceed six weeks.

Wages are not paid during an LOA or ELOA. Insurance benefits may be retained if the employee pays the full cost of the coverage. Inclusion in the retirement plan is frozen during a LOA or ELOA.

*Roncalli Catholic Schools follow all Federal and State FMLA laws.

4153 - Roncalli Catholic Schools discourage staff who work an academic calendar from taking vacations on school days or in-service days. In the event a vacation must be taken during such days, the employee shall have a day of pay from their contracted salary (1/187) deducted for each day absent from work, after personal days are used.

4153.1 - Roncalli Catholic Schools discourage staff who work an academic calendar from taking personal days the day immediately preceding or following an extended break.

4154 - Roncalli Catholic Schools will provide Life and Long-Term Disability Insurance and it is paid in full by Roncalli Catholic Schools. Long-Term Disability benefits begin after 90 calendar days. Life Insurance will include Accidental Death & Dismemberment Insurance.

4155 - In order for an hourly employee to receive holiday pay, they must work the weekday immediately preceding and following the holiday.

4200: Staff no longer employed, relinquishing of technology-R

SUBJECT: Staff no longer employed by Roncalli Catholic Schools, relinquishing of technology and equipment

NUMBER: 4200

EFFECTIVE DATE: 07/01/2022

I. POLICY

It is the policy of Roncalli Catholic Schools to remove technology and other equipment privileges from staff members upon resignation, termination, administrative leave or retirement of employees.

II. PURPOSE

It is the purpose of this policy that the integrity of the equipment and technology systems be respected.

III. RESPONSIBILITY

It is the responsibility of Roncalli Catholic Schools to disable the technology privileges from staff members upon resignation, termination, administrative leave or retirement of employees along with RCS property.

IV. PROCEDURE

- A. Business office and administration is responsible for notifying the technology department of the resignation, termination, administrative leave or retirement of employees.
- B. Following the last day of employment, upon resignation, termination, administrative leave or retirement of employees, employees are to relinquish electronic devices back to Roncalli Catholic Schools. If this is not done, the employee will be charged for the device.
- C. Following the last day of employment, system access will be disabled.
- D. Following the last day of employment or final payday, whichever occurs latest, the employee's email address will be disabled. It is the employee's responsibility to update their self-serve account to ensure continued access.
- E. All keys and school property are to be left with school administration.

4302: Teacher/Staff Appreciation Recognition Program-R

SUBJECT: Teacher/Staff Appreciation Recognition Program
NUMBER: 4302
EFFECTIVE DATE: 7/1/2021

I. POLICY

It is the policy of Roncalli Catholic Schools to recognize teachers/staff who have served Roncalli Catholic Schools.

II. PURPOSE

The purpose of this policy is to to recognize teachers/staff who have served Roncalli Catholic Schools for ten years, and thereafter to recognize staff in five year increments.

III. RESPONSIBILITY

It is the responsibility of the administration team to plan and implement this event each year before the end of the school year.

IV. PROCEDURE

- A. A list of teachers and the number of years teaching will be maintained. Along with this list will be the number of years that an employee has been serving Roncalli Catholic Schools. This list will be updated and maintained by the human resources department.
- B. The administration team will review the list of employees in March to determine the teachers and staff being recognized.
- C. A date will be determined to have the recognition event before the school year ends.
- D. Based on the years of service teachers will receive a gift.
- E. If the employee requests that no gift be given, that request will be honored.

Students - Series 5000

5004: NON-DISCRIMINATORY PRACTICE | PS, SS

SUBJECT: NON-DISCRIMINATORY PRACTICE – PS, SS - (New Policy)
NUMBER: 5004
EFFECTIVE DATE: 7/1/2022 (New Policy)

I. POLICY

It is the policy of the Diocese of Green Bay that Catholic schools are open to all students; however we are not simply a private or alternative school system. In consideration for enrolling their child(ren) in a Catholic school in the Diocese of Green Bay, parent(s)/adoptive parent(s)/legal guardian(s) shall agree that they 1) understand and agree that children in the school will be taught the teachings of the Catholic Church in their fullness, 2) accept a commitment to the stewardship way of life as practiced in their parish, 3) pledge their full cooperation with the system, school and parish to prepare their child(ren) to be a disciple of Jesus Christ, and 4) will make every effort to supervise their child(ren)'s commitment to this agreement.

II. PURPOSE

The purpose of Catholic education is to provide an environment of academic excellence where students learn how to become committed disciples of Jesus Christ, to grow in holiness as stewards of God's creation, share the Good News of Christ's love with others and invite them to join us in the Christian community of the Catholic Church.

III. RESPONSIBILITY

It is the responsibility of each parish, school, system and program employee to respect these standards, and for the principal or administrator to enforce these standards.

IV. PROCEDURE

- A. All children are welcome in the Catholic schools in the Diocese of Green Bay provided their parent(s)/adoptive parent(s)/legal guardian(s) sign and agree to the terms above.
- B. It is understood that our schools exist to pass on the Catholic faith for children as well as for their parent(s)/adoptive parent(s)/legal guardian(s) to grow in holiness living as disciples of Jesus Christ.
- C. All children will be taught the Catholic faith in its fullness, regardless of the situation of their parent(s)/adoptive parent(s)/legal guardian(s).
- D. Parent(s)/adoptive parent(s)/legal guardian(s) not living in accord with Church teaching are expected to discuss with the pastor of their Catholic parish ways in which we hope they could.
- E. Special attention is to be given to discussion of moral issues that may be problematic for the parent(s)/adoptive parent(s)/legal guardian(s) prior to signing the Family School Agreement.
- F. Failure to abide by the terms of the above agreement shall be grounds for the child(ren)'s expulsion from the school.
 1. Parent(s)/adoptive parent(s)/legal guardian(s) and students who cause public scandal by actively promoting a moral or doctrinal position contrary to Catholic teaching or by making a public issue of their state in life contrary to Catholic teaching shall be considered in violation of the Family School Agreement.
 2. These policies and procedures deal with the future and not with the past (see canon 9 of the Code of Canon Law).

5005: Admissions | PS, SS, RE

SUBJECT: Admissions – PS, SS, RE

NUMBER: 5005

EFFECTIVE DATE: 5/1/2014

I. POLICY

It is the policy of the Diocese of Green Bay that, when space is available, parent(s) or guardian(s) accept the premise that Catholic religious formation is our primary purpose. Students of appropriate age and qualifications are admitted to our schools and religious education programs, following proper admission procedures, with no bias to national origin; ethnicity, religion; gender; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Parent(s)/guardian(s) of students in Catholic schools must accept and understand that the teachings of the Catholic Church are an essential and required part of the curriculum.

II. PURPOSE

It is the purpose of this policy to allow students to have fair access to our Catholic school and religious education programs, at an age and/or qualification level where they may succeed, and with support from parents/guardians for the Catholic teaching and environment which we offer.

III. RESPONSIBILITY

It is the responsibility of the administrator to ensure that clear admissions protocols are in place and followed in the case of each and every program admission.

It is the responsibility of all faculty, staff and volunteers to alert the administrator should a discrepancy to a policy be found.

IV. PROCEDURE

- A. The administrator of each Catholic school/system and religious education program under the auspices of the Diocese of Green Bay shall have in place admissions protocols which set age and/or qualification level, any educational prerequisites and other qualifications and procedures for entry into each grade level program.
- B. Before admission is approved, all appropriate procedures, including submission of required forms, shall be followed.
- C. Because of limitations in resources, individual schools, school systems, and religious education programs, within the Diocese of Green Bay, may not be able to accommodate all students with special needs.
- D. Admission of an applicant shall require communication between the administrators of the prior and admitting school or parish faith formation program, plus appropriate documentation including official transcript and, as needed, an interview with parents/guardians.
- E. With all other factors being equal between two candidates for admission, if space is limited to just one candidate, preference shall be given to:
 - candidate from the local Catholic parish who has or had one or more siblings in a program
 - one who is Catholic from the local parish
 - a Catholic from another parish
 - a non-Catholic local resident

5006: Admissions and Acceptance Policy-R

SUBJECT: Admissions and Acceptance Policy
NUMBER: 5006
EFFECTIVE DATE: 07/01/2022

I. POLICY

It is the policy of Roncalli Catholic Schools to admit and accept students who are able to attend their schools.

II. PURPOSE

The purpose of this policy is to ensure that the system is able to meet the needs of the students that want to attend Roncalli Catholic Schools.

III. RESPONSIBILITY

It is the responsibility of administration and the director of admissions to ensure that admission and acceptance procedures are followed when students are admitted and accepted to Roncalli Catholic Schools.

IV. PROCEDURE

- A. Enrollment period will be established each school year.
- B. Enrollment caps per grade level will be established by school principals.
- C. Parents/Guardians must use FACTS to initiate the application process.
- D. Parents/Guardians must complete an enrollment packet for each student every year.
- E. Families are required to provide or update their FACTS family portal information for each student on an annual basis following the directions in the enrollment packet.
- F. Parents will complete required home language surveys and Individual Education Plan (IEP) questions.
- G. Establish a tuition payment plan. Note: tuition payment plan from the previous school year will automatically apply unless otherwise arranged.
- H. All families are strongly encouraged to familiarize themselves with the Wisconsin Parental Choice Program (WPCP). Only students whose WPCP applications are complete and verified for the school year will have their tuition payment plan requirement and enrollment fee waived.
- I. Complete, electronically sign, and submit the Safe Environment Social Communications Policy from the Diocese of Green Bay.
- J. Pay application fee, when applicable.

- K. Admission will be on a first come first serve basis. In the event of a waitlist, we will enroll students when seats become available. New students of existing RCS families will receive priority.
- L. Roncalli Catholic Schools offer flexible tuition. Families interested in applying for flexible tuition, must enter the family portal in FACTS and provide the additional documentation through the FACTS Grant & Aid process.
- M. Prior to the offer of enrollment, the building principal and/or other professionals will meet with all new families to determine if RCS can meet the needs of the student. Information provided during that meeting will determine if RCS can adequately meet the needs of the student. Admittance may be granted on a probationary basis and reviewed on a regular basis.

5007: Tuition-R

SUBJECT: Tuition
NUMBER: 5007
EFFECTIVE DATE: 07/01/2022

I. POLICY

Roncalli Catholic Schools requires all parents/guardians to have a FACTS Financial Account with a payment method on file.

PURPOSE

It is the purpose of this policy is to ensure that the process of billing and collection is clear, consistent and complete.

II. RESPONSIBILITY

It is the responsibility of the business office to ensure that these policies are followed.

III. PROCEDURE

- A. Once enrollment is completed through the FACTS Family Portal (see Enrollment Procedures, Appendix G), the tuition payment is established or, for Wisconsin Parental Choice Program (WPCP) students, waived.
- B. It is the parent/guardian's responsibility to make sure that their payment method is valid, and that all payments are made in a timely manner.
- C. It is the parent/guardian's responsibility to contact the business office when individual financial circumstances require accommodations. This may include flexible tuition application or adjustments, reduced or waived fees.
- D. It is the responsibility of the business office to address any lapses in parental/guardian accounts.
- E. Parents/Guardians can further reduce their tuition by buying SCRIP, hosting an international student, looking for additional scholarship opportunities through local parishes, using the state income tax deduction, or using a 529 or other education savings account.

5007.1: Tuition for International Students-R

SUBJECT: Tuition for International Students
NUMBER: 5007.1
EFFECTIVE DATE: 07/01/2022

I. POLICY

It is the policy of Roncalli Catholic Schools to accept international students and tuition is charged as follows in procedures.

PURPOSE

It is the purpose of this policy is to ensure that the process of billing and collection is clear, consistent and complete.

II. RESPONSIBILITY

It is the responsibility of the business office and the international program coordinator to ensure that these policies are followed.

III. PROCEDURE

- A. There is no tuition or school fees charged for Global Outreach students.
- B. For all other programs, the international rates are determined annually.
- C. International tuition includes the enrollment fee, international fee, tuition, and the student expense fund.
- D. All annual fees and tuition for the first semester are due before the student arrives in the United States. Second semester tuition is due by January 1.
- E. Host families may be offered a tuition discount for their own child(ren).
- F. Host family stipends are paid by the sponsoring program directly to each family.

5007.2: Tuition Payment Plan-R

SUBJECT: Tuition Payment Plan
NUMBER: 5007.2
EFFECTIVE DATE: 07/01/2022

I. POLICY

It is the policy of Roncalli Catholic Schools to make sure that all students can receive a quality Catholic education.

PURPOSE

As family circumstances vary, it is the purpose of this policy that we consider each enrollment individually with no predetermined limits to household income. Number of children, marital status, employment uncertainties, and extended family obligations affect how much of their income a family can commit to paying tuition.

II. RESPONSIBILITY

It is the responsibility of the business office to ensure that these policies are followed.

III. PROCEDURE

- A. Once enrollment is completed through the FACTS (see Enrollment Procedures, Appendix G), the tuition payment plan is established or waived for Wisconsin Parental Choice Program (WPCP) students.
- B. The enrollment packet is completed first. Then the Flexible Tuition Application is completed. When both these steps are completed the business office will assign flexible tuition amounts and bill tuition.
- C. It is the parent/guardian's responsibility to make sure that their payment method is valid, and that all payments are made in a timely manner.
- D. It is the parent/guardian's responsibility to contact the business office when individual financial circumstances require accommodations. This may include flexible tuition application or adjustment, reduced or waived fees.
- E. It is the responsibility of the business office to address any lapses in parental/guardian accounts.

5007.3: Flexible Tuition-R

SUBJECT: Flexible Tuition
NUMBER: 5007.3
EFFECTIVE DATE: 07/01/2022

I. POLICY

It is the policy of Roncalli Catholic Schools to make sure that all students can receive a quality Catholic education.

II. PURPOSE

As every family's circumstances are different, it is the purpose of this policy that the business office considers each application individually with no predetermined limits to household income. Number of children, marital status, employment uncertainties, extended family obligations can affect how much of their income a family can commit to paying school tuition.

III. RESPONSIBILITY

It is the responsibility of the business office to ensure that these policies are followed.

IV. PROCEDURE

- A. Every family's circumstances are different, so the business office considers each application individually with no predetermined limits to household income. Number of children, marital status, employment uncertainties, extended family obligations can affect how much of their income a family can commit to paying Catholic school tuition.
- B. Families that feel that the maximum tuition is beyond their means should complete the Flexible Tuition application. This allows Roncalli Catholic Schools to determine a fair flexible tuition amount.
- C. A family may appeal the Flexible Tuition determination by contacting the Business Office. If the matter is not resolved to the parent/guardian's satisfaction, they may make a final appeal to the President.

5007.4: Delinquent Tuition-R

SUBJECT: Delinquent Tuition
NUMBER: 5007.4
EFFECTIVE DATE: 07/01/2022

V. POLICY

It is the policy of Roncalli Catholic Schools to make sure that monies that are owed are returned and monies that are due are collected.

VI. PURPOSE

It is the purpose of this policy that all parties are treated fairly.

VII. RESPONSIBILITY

It is the responsibility of the business office to ensure that these policies are followed.

VIII. PROCEDURE

- A. Roncalli Catholic Schools makes every attempt to make tuition affordable for every family in a given school year and to address hardships as they arise rather than allowing problems to perpetuate.
- B. It is the responsibility of the business office to address any lapses in parental accounts.
- C. In order for any student to be readmitted to Roncalli Catholic Schools, previous tuition accounts must be current.

5007.5: Tuition Refund Plan-R

SUBJECT: Tuition Refund Plan
NUMBER: 5007.5
EFFECTIVE DATE: 07/01/2022

IX. POLICY

It is the policy of Roncalli Catholic Schools to make sure that applicable funds not utilized for billed expenses are reimbursed to the appropriate parties.

X. PURPOSE

It is the purpose of this policy that all parties are treated fairly.

XI. RESPONSIBILITY

It is the responsibility of the business office to ensure that these policies are followed.

XII. PROCEDURE

- A. Tuition is proportional to the number of days that a student has been enrolled in the school(s).
- B. Any additional amount owed is billed after all Roncalli materials and equipment have been returned.
- C. Scheduled payments will continue to draw from the parent/guardian's account until all financial obligations are met.
- D. Any amount paid in excess is refunded.

5010: Attendance | PS, SS

SUBJECT: Attendance – PS, SS

NUMBER: 5010

EFFECTIVE DATE: 5/1/2014

I. POLICY

It is the policy of the Diocese of Green Bay that there shall be a set number of instructional days for each academic year in accordance with the [law of the State of Wisconsin](#).

II. PURPOSE

It is the purpose of this policy that all schools under the auspices of the Diocese of Green Bay shall afford students sufficient opportunity to learn required course material, while following the [requirements of state law](#).

III. RESPONSIBILITY

It is the responsibility of each administrator to establish and make known an attendance policy.

It is the responsibility of the teachers and/or designated office staff to keep complete records of attendance and to notify the administrator of any violations of policy.

IV. PROCEDURE

- A. The administrator shall prepare (or review) an existing attendance policy, which shall include penalties for infractions as well as exceptions/special conditions such as health issues, family emergencies, etc.
- B. The administrator shall make this policy known among all students, teachers, other relevant school/program staff, and parents/guardians of students.
- C. Comprehensive records of each student's attendance shall be kept and recorded.
- D. Violations of this policy shall be reported in a timely manner by teachers and other relevant staff members to the administrator who will, as needed, contact parents/guardians, impose appropriate sanctions and/or determine a course of action for special circumstances.

5011: National Testing | PS, SS, RE - (Revised Policy)

SUBJECT: National Testing – PS, SS, RE -

NUMBER: 5011

SUPERSEDES DATE: Revised 2/22 (9/11)

EFFECTIVE DATE: 7/1/2022

I. POLICY

It is the policy of the Diocese of Green Bay that all diocesan schools and religious education programs notify and consult with the Diocesan Office of Catholic Schools and/or Office of Children and Youth Faith Formation before any school or religious education program participates in any national testing program other than those testing programs approved by the Diocese of Green Bay.

II. PURPOSE

It is the purpose of this policy to ensure that only appropriate testing occurs and that the testing information is properly recorded and reported.

III. RESPONSIBILITY

It is the responsibility of the administrator to notify and consult with the Diocesan Office of Catholic Schools and/or Office of Children and Youth Faith Formation before participating in any national testing.

IV. PROCEDURE

- A. Before action is taken with testing, notify and consult with the Diocesan Office of Catholic Schools and/or Office of Children and Youth Faith Formation.
- B. Follow the recommendations of the Diocese.

SUBJECT: Absences – PS, SS
NUMBER: 5015
EFFECTIVE DATE: 8/30/2016

I. POLICY

It is the policy of the Diocese of Green Bay that each Catholic school and school system shall establish standards on absences which will be in keeping with [Wisconsin state law](#).

II. PURPOSE

It is the responsibility of the principal or system administrator to make known and enforce [state standards on absences](#) (including the number of absences allowed, what constitutes an excused absence, and penalties which will be imposed for not meeting standards).

It is the responsibility of designated school/system personnel to record absences and to keep such records of attendance, plus any submitted excuses for absences, for at least seven years. Furthermore, teachers and instructors have the responsibility to document and report absences and to notify the administrator regarding concerns about individual students' absences.

III. RESPONSIBILITY

It is the responsibility of the principal or system administrator to make known and enforce state standards on absences (including the number of absences allowed, what constitutes an excused absence, and penalties which will be imposed for not meeting standards).

It is the responsibility of designated school/system personnel to record absences and to keep such records of attendance, plus any submitted excuses for absences, for at least seven years. Furthermore, teachers and instructors have the responsibility to document and report absences and to notify the administrator regarding concerns about individual students' absences.

IV. PROCEDURE

- A. Each absence – whether excused or unexcused -- shall be recorded on both the student's permanent record (electronic or paper copy) and on the regularly scheduled report card.
- B. A written or verbal excuse from a parent/guardian is to be provided for an absence. All students who leave during the school day must be signed out by a parent or guardian, or have written parent permission to leave, and must be signed in when they come back to school. Not following this procedure will result in this absence being treated as unexcused.
- C. Possible reasons for excused absences:
 - i. Illness
 - ii. Death in the family
 - iii. Family emergency
 - iv. Quarantine
 - v. Medical appointments
 - vi. Travel in poor weather
 - vii. Pre-approved family vacation
 - viii. Other excuses will be at the discretion of the principal

- D. Any unexcused absence and frequent absences – whether excused or unexcused -- shall be examined by school personnel, with possible consultation and/or penalties imposed for unexcused absences.
- E. Excessive absences (10 days or more per semester), whether they be anticipated, excused or unexcused, should be reviewed by a school administrator.
- F. If a student will be out longer than 3 weeks with an illness, a physician's order must give a reason why the student will be out, what can be expected of the student during the time out, a projected return date, and the physician's order must be renewed every 30 days if it is a prolonged issue.
- G. If a student is out for longer than a month, a release to speak with the doctor must be on file.
- H. Any absence that does not fit the guidelines of an excused absence is considered to be unexcused. The school administrator reserves the right to determine if an absence is to be judged excused or unexcused. If a student has more than five unexcused absences in a semester, the student will be considered habitually truant under [118.16\(1\)\(a\)\(c\)](#) of the Wisconsin State Statutes.
- I. Schools are encouraged to have a school-wide policy and procedure for student responsibility and expectations for making up work missed through absence. Additionally, schools are encouraged to develop a required pre-approval form for parents/guardians to request anticipated absences.

5020: Student Records | PS, SS, RE

SUBJECT: Student Records – PS, SS, RE
NUMBER: 5020
EFFECTIVE DATE: 9/1/2011

I. POLICY

It is the policy of the Diocese of Green Bay that all schools/religious programs shall collect, maintain and disseminate student health care and academic records.

II. PURPOSE

It is the purpose of this policy to maintain appropriate records and preserve the integrity and privacy of the student information.

III. RESPONSIBILITY

It is the responsibility of the administrator to maintain records consistent with diocesan policy. The diocesan resource “Records Retention for Parishes” is a reference guideline for maintaining and retaining records. The administrator has sole discretion to determine who has access to the information.

IV. PROCEDURE

- A. For the purpose of this policy student records and files refer to paper and electronically stored information.
- B. All student permanent records shall be kept in perpetuity by the school or by the parish if the school closes. If a parish closes, records will be kept at the diocese or its designee.
- C. All student records shall be kept by the school that the student is currently enrolled in. Student records should be kept in a central office that is locked. Electronic information needs to be password protected. Access should be limited to the administrator and his/her designee.
- D. Two separate files shall be maintained:
 - 1. One file shall contain the student’s registration forms, progress reports and or report cards, attendance records, kindergarten screening and standardized test results and other information except healthcare or medical records.
 - 2. A separate file shall be maintained for health care or medical records.
- E. Upon written request by the parents/legal guardians or school, official transcripts may be released to another school in which the student intends to enroll or in compliance with a court order to release information concerning a student.
- F. All other requests for release of student records may be granted only with the written authorization of the parents/legal guardians or the student if 18 years of age or older.
- G. Schools/religious education programs may withhold student records, consistent with existing law, in the case of minors because of a financial obligation to the program or other lawful reasons.

- H. Parents and legal guardians wishing to access files must give a 24 hour notice by way of written request and set up a time to review the file with the principal or his/her designee present.
- I. In the absence of a court order, the school will provide the non-custodial parent with access to the student records. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.
- J. Upon graduation or transfer copies may be sent of current grade progress report or current grade information. Schools may request additional information. Court documents including custody papers cannot be sent without parent permission. Medical and health information shall not be transferred or released

5021: Records Access to Custodial and Non-Custodial Parents | PS, SS

SUBJECT: Records Access to Custodial and Non-Custodial Parents – PS, SS
NUMBER: 5021
EFFECTIVE DATE: 5/1/2014

I. POLICY

It is the policy of the Diocese of Green Bay that both custodial parents/guardians of students shall be given equal access to all notifications of school activities, report cards and schedule of parent-teacher conferences. Non-custodial parents/guardians with proper court permission shall be given equal access to all notifications of school activities, report cards and schedule of parent-teacher conferences. When a student turns 18, such access will be the right of the student alone to determine.

II. PURPOSE

It is the purpose of this policy to ensure that both custodial and non-custodial parents/guardians are given due respect, while following all legal requirements and safeguarding our students.

III. RESPONSIBILITY

It is the responsibility of each school principal or program administrator to establish and make known a clear policy regarding records access, that includes protocols for custodial parents, and court-appointed guardians, among others.

It is the responsibility of each staff member and volunteer to become familiar with these protocols and to carefully follow them.

IV. PROCEDURE

- A. The principal or program administrator shall establish and communicate to all staff, volunteers and parents/guardians a procedure covering access to obtain records.
- B. A form shall be developed for each custodial parent/couple and also each non-custodial parent who wishes record access to sign at the beginning of the school year. This form will require a listing of names of students, address, and relevant contact information for each adult.

This form shall include spaces in which custodial parents shall indicate any legal action which may prevent a non-custodial parent from having records access and also the name(s) of any other person(s) such as a grandparent who may have records access. Copies of pertinent records such as divorce decrees or court orders should be attached

5025: Acceptable Use for Computers and Telecommunications | PS, SS, RE

SUBJECT: Acceptable Use for Computers and Telecommunications – PS, SS, RE
NUMBER: 5025
EFFECTIVE DATE: 9/1/2011

I. POLICY

It is the policy of the Diocese of Green Bay to maintain harmony within the community and ensure technology use by students is consistent with the values of the faith community.

II. PURPOSE

It is the purpose of this policy to ensure acceptable practices by students in regards to computers, telecommunications or use of any technology.

III. RESPONSIBILITY

It is the responsibility of the administrator to have a policy on the Acceptable Use for Computers and Telecommunications signed annually at registration by parents/legal guardians.

It is the responsibility of the administrator to investigate and take appropriate action regarding all violations.

IV. PROCEDURE

- A. Inappropriate or unacceptable use of resources include, but are not limited to, violations of the law; failing to follow the rules of network etiquette; or hampering the integrity or security of any network connected to the internet.
- B. Access to the school's/catechetical program's email and similar electronic communications systems is a privilege and certain responsibilities accompany that privilege. Users are expected to demonstrate the same level of ethical and professional manners as is required in face-to-face or written communication.
- C. This agreement applies to stand-alone units as well as units connected to the network or the internet.
- D. Any attempt to violate the provisions of this agreement will result in the suspension/revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, disciplinary action, and/or appropriate legal action may be taken. The decision of the administrator is final. The administration reserves the right to seek restitution for damage necessitating repair or replacement of software, equipment, networks, and systems.
- E. Parent/legal guardians must sign a user agreement form annually at registration. Students must sign a user agreement form at the beginning of each school year.
- F. Schools and religious education programs may have their own policy in place for the use of computers and technology in addition to this policy. It may not be in conflict with this policy.
- G. The administrator is required to include the minimum components of the diocesan guidelines in formulating their Acceptable Use of Computers and Telecommunications policy.
- H. This policy does not supersede any policies contained in the employee and administrator's handbooks. Employees and administrators have their own policy in place for the use of computers and technology.

5027: Media Release | PS, SS, RE

SUBJECT: Media Release – PS, SS, RE
NUMBER: 5027
EFFECTIVE DATE: 9/1/2011

I. POLICY

It is the policy of the Diocese of Green Bay that local administrators manage promotional materials and images regarding students that are used or released to the public.

II. PURPOSE

It is the purpose of this policy to promote the beneficial aspects of Catholic Education through the use of positive images.

III. RESPONSIBILITY

It is the responsibility of the local administrator to manage privacy concerns and determine what is published.

IV. PROCEDURE

- A. A media release waiver will be signed annually at registration by parents/legal guardians.
- B. All promotional materials must be approved by the administrator.
- C. Media release could include, but is not limited to: TV, radio, internet, newspaper, internal presentations, and internal publications.

SUBJECT: Travel and Field Trips – PS, SS, RE
NUMBER: 5030
SUPERSEDES DATE: Revised 9/1/2011
EFFECTIVE DATE: 11/30/2015

I. POLICY

While Catholic youth programs may be enhanced by travel and field trips, it is the policy of the Diocese of Green Bay that all such excursions are appropriate and safe for students.

II. PURPOSE

It is the purpose of this policy to ensure that students participate in approved, age-appropriate travel and field trips, only with written permission granted by parents/guardians and chaperoned by adults who have received appropriate clearances and training.

III. RESPONSIBILITY

It is the responsibility of the principal/administrator to determine the appropriateness of school/religious education/youth ministry-sponsored travel and field trips and ensure that all procedures of this policy are followed.

It is the responsibility of the principal/administrator to ensure that all chaperones have or obtain proper approval via the Local Safe Environment Coordinator (LoSec) at the parish/school.

IV. PROCEDURE

Each school/religious education/youth ministry program or board will establish its own procedures that are consistent with Diocesan directives. Procedures must include the following:

1. Students may not participate unless a signed parent/guardian permission slip (consent and liability waiver form) for the specific event is on file with the administration or designee. The Diocese will determine the form to be used.
2. All adult supervisors must complete the eApps online background check, complete VIRTUS training, sign the Diocesan Code of Pastoral Conduct for Volunteers, and obtain approval from LoSec prior to the trip..
3. A sufficient number of adult supervisors/chaperones (age 21 and over) need to be present: One adult supervisor/chaperone per 8 minors need to be present. 18-20 years of age are considered Young Adult participants but not chaperones
 - DAY TRIPS: Minimally, there needs to be one adult male chaperone for male minors and one adult female chaperone for female minors.
4. The supervisor of the trip must ensure student emergency information, necessary medication, equipment and any pertinent medical information for student health is in the possession of the supervisor.

5. Prior to the trip, all chaperones will be instructed regarding their expectations and responsibilities. This may include, but not be limited to: their own vulnerability when working with minors; never being alone with a minor; not leaving students unattended; not making unauthorized stops en route to or from a destination; not providing minors with anything illegal; being a witness to chastity; maintaining proper behavior, language and dress at all times.
6. The principal/administrator must follow all state and federal regulations regarding transportation of students. Bus transportation must be provided by an insured carrier.
 - A. No adult chaperone should be sharing a seat with a minor on an overnight trip. Since the participants will be sleeping during the overnight trip while on the bus or in a vehicle, adult chaperones and minors should be separated accordingly. However, during the day, minors may sit next to an adult chaperone.
 - B. No minor should wander to another restaurant or location by him/herself. If minors separate to different fast food locations, there must be an adult chaperone who accompanies each group of minors. There must be at least two minors and one adult at each separate location if the group separates.
 - C. Always count the individuals after making stops so that each person is accounted for.
 - D. Music or movies played in the vehicles or bus must be positive and appropriate.
7. In the event that a private passenger vehicle must be used, the following criteria apply:
 - a. Drivers must be a minimum of 21 years of age.
 - b. Driver must possess a valid, non-probationary driver's license.
 - c. Drivers must complete the eApps online background check, complete VIRTUS training, sign the Diocesan Code of Pastoral Conduct for Volunteers and obtain site approval prior to the trip.
 - d. The vehicle must have a valid registration and have insurance coverage consistent with Diocesan requirements
 - e. Driving alone with a minor is not tolerated at any time.
8. For travel or field trips that involve an overnight stay, including retreats, additional special requirements must be met:
 - a. For safety and security reasons, the sleeping arrangements must always separate males and females. There shall be a minimum of two adults (21 and over) chaperones of the same sex responsible for like-sex participants. Thus, if both male and female students participate in a trip, there will be a minimum of two male and two female chaperones along. (One adult for every eight students.)
 - b. Where space is available, adults and youth should not be housed together, unless it compromises the ability of the adults to chaperone effectively. When a situation occurs where the sleeping arrangements have adults and youth in the same room or tent, there must be a minimum of two adult chaperones of the same sex responsible for like-sex participants present.

- c. At no time shall adult chaperones sleep in the same beds, sleeping bags or small tents in which students sleep.
- d. At no time are adult chaperones alone with a minor person in a residence, sleeping facility, locker room, dressing facility, or other closed room or isolated area.
- e. If a minor enters an adult chaperone room for any reason (i.e. medicine, sickness), two adults must be present.
- f. In the case of communal showers, there must be separate shower times for adult chaperones and minors.
- g. Adult chaperones may not appear in front of a minor when not appropriately clothed.
- h. Adult chaperones may not change clothes in the same area or in view of a minor.
- i. Adult chaperones are to make sure students are in their room at curfew.
- j. If there is probable cause of illegal behavior, the designated group leader is authorized to search a participant's room or possessions with or without permission.
- k. Adult chaperones are responsible for ensuring everyone is appropriately dressed at all times – including in the hallways coming from the shower facilities.
- l. When two or more groups are attending the same event, adults can be shared to achieve the chaperone requirements, as long as each has completed a criminal background check, a VIRTUS Adult Awareness session, sign the Diocesan Code of Pastoral Conduct for Volunteers and obtain site approval prior to the trip.

PARENTAL/GUARDIAN CONSENT FORM AND LIABILITY WAIVER

Participant's name: _____

Birth date: _____ Sex: _____

Parent/Guardian's name: _____

Home address: _____

Home phone: _____ Business phone: _____

_____, request that the parish allow my/our son/daughter

Parent or Guardian Name

(Child's Name)

to participate in this parish activity that may require transportation to a location away from the parish site. This activity will take place under the guidance and direction of parish employees and/or volunteers from _____.

Name of Parish/School

A brief description of the activity follows:

Type of event: _____

Location(s): _____

Individual in charge: _____

Duration of activity: _____

Mode of transportation to and from event: _____

As parent and/or legal guardian, I remain legally responsible for any personal actions taken by the above named minor ("participant"). I agree on behalf of myself, my child named herein, or our heirs, successors, and assigns, to hold harmless and defend _____

Name of Parish/School

Its officers, directors and agents, and the Catholic Diocese of Green Bay, coaches, chaperones, or representatives associated with the activity for reasonable attorney's fees and expenses arising in connection therewith.

Signature: _____ Date: _____

☐ Copy to Parent/Guardian

☐ Copy to Parish/School Permanent File

From the Catholic Mutual Group C.A.R.E.S. Program
Aon Risk Services – Green Bay Wisconsin 800-437-0555
Page 1 of 2

PARENTAL/GUARDIAN CONSENT FORM AND LIABILITY WAIVER

MEDICAL MATTERS: I hereby warrant that to the best of my knowledge, my child is in good health, and I assume all responsibility for the health of my child. (Of the following statements pertaining to medical matters, sign only those that are applicable.)

Emergency Medical Treatment: In the event of an emergency, I hereby give permission to transport my child to a hospital for emergency medical or surgical treatment. I wish to be advised prior to any further treatment by the hospital or doctor. In the event of an emergency, if you are unable to reach me at the above numbers, contact:

Name & relationship: _____
Phone: _____ Family doctor: _____ Phone: _____
Family Health Plan Carrier: _____ Policy #: _____
Signature: _____ Date: _____

Other Medical Treatment: In the event it comes to the attention of the parish, its officers, directors and agents, and the Catholic Diocese of Green Bay, coaches, chaperones, or representatives associated with the activity that my child becomes ill with symptoms such as headache, vomiting, sore throat, fever, diarrhea, I want to be called collect (with phone charges reversed to myself).

Signature: _____ Date: _____

Medications: My child is taking medication at present. My child will bring all such medications necessary, and such medications will be well-labeled. Names of medications and concise directions for seeing that the child takes such medications, including dosage and frequency of dosage, are as follows: _____

Signature: _____ Date: _____

No medication of any type, whether prescription or non-prescription, may be administered to my child unless the situation is life-threatening and emergency treatment is required.

Signature: _____ Date: _____

I hereby grant permission for non-prescription medication (such as aspirin, throat lozenges, cough syrup) to be given to my child, if deemed appropriate.

Signature: _____ Date: _____

Specific Medical Information: The parish will take reasonable care to see that the following information will be held in confidence. Allergic reactions (medications, foods, plants, insects, etc.):

Immunizations: Date of last tetanus/diphtheria immunization: _____

Does child have a medically prescribed diet? _____

Any physical limitations? _____

Has child recently been exposed to contagious disease or conditions, such as mumps, measles, chickenpox, etc.? If so, date and disease or condition:

You should be aware of these special medical conditions of my child:

- ☐ Copy to Parent/Guardian
☐ Copy to Parish/School Permanent File

From the Catholic Mutual Group C.A.R.E.S. Program
Aon Risk Services – Green Bay Wisconsin 800-437-0555

Page 2 of 2



**FIELD TRIP
PERMISSION FORM
(Ref. Diocesan Policy 5030)**

Date: _____

I, _____ grant permission for my child,
(parent/guardian name)

_____ to participate in the school
(student name)

field trip to: _____

This activity will take place under the guidance and direction of _____ and /or other school employees and/or volunteers from Roncalli Catholic Elementary School.

Date of field trip: _____

Means of transportation: _____

Time leaving school: _____

Time returning to school: _____

The educational purpose of the trip is _____. As parent/legal guardian, I remain legally responsible for any personal actions taken by the above-named minor (participant). I agree on behalf of myself, my child named herein, or our heirs, successors, and assigns, to hold harmless and defend Roncalli Catholic Elementary School, its officers, directors, employees and agents, and the Diocese of Green Bay, its employees, and agents, chaperones, or representatives associated with the event, from any claim arising from or in connection with my child attending the event or in connection therewith, and I agree to compensate the parish/school, its officers, directors and agents, and the Diocese of Green Bay, its employees and agents, and chaperones, or representative associated with the event for reasonable attorney's fees and expenses which may incur in any action brought against them as a result of such injury or damage unless such claim arises from the negligence of the school or diocese of Green Bay.

(parent/guardian signature)

(Date)

Home address: _____

Daytime contact phone number(s): _____

SPECIAL INSTRUCTIONS: Appropriate adult supervision will be provided. Please indicate any special needs that your child may have of which we should be aware of for the field trip:

CATHOLIC MUTUAL GROUP

FIELD TRIP RISK MANAGEMENT INFORMATION

OVERVIEW

The purpose of the enclosed information is to provide sample forms and procedures to minimize the exposures created by participation in field trips.

In addition to completion of the enclosed forms, all participating adults should be screened and complete all safe environment requirements.

INDEX OF FORMS

- I. Field Trip (Statement of Policy)
- II. Liability Waiver (Adult)
- III. Parental/Guardian Consent Form and Liability Waiver
- IV. Transportation Policy
- V. Driver Information Sheet

Remember that these forms are only samples or drafts that can be adapted for use in your particular Arch/Diocese. Review by legal counsel is recommended to ensure that wording is appropriate and valid in your jurisdiction.

Thank you for your interest and concern regarding these important issues. If you have any questions or need additional information, please feel free to call the Risk Management Department at (800) 228-6108.

(Rev 2/12)

FIELD TRIP

STATEMENT OF POLICY

The (Arch)Diocese of _____ and/or _____ Parish/School recognizes the importance and value of trips for educational field study and approves of these visits to places of cultural or educational significance to further enrich the lessons of the classroom. This policy permits principals and/or assistants/vice principals to approve of field trips during normal school hours on a single school day. However, if out-of-state field trips, or any field trips to foreign countries are planned, these must have the ultimate approval of the (Arch)Diocese and/or school board. The following regulations should be taken into consideration when any field trips are being planned. They are as follows:

1. Adequate supervision by qualified adults, including one or more employees of the (Arch)Diocese and/or school.
2. Waivers by all adults and all parents/guardians of students taking any field trip of all claims against the (Arch)Diocese and/or the school for injury, accident, illness or death occurring during, or by reason of the field trip.
3. Proper insurance for students, personnel, and equipment. Any children and chaperons registering for a field trip should be able to show evidence of medical/health insurance for any accidents/bodily injury sustained on a field trip. If necessary, group accident insurance can be tailored and written on an event-specific basis. Please consult your Member Services Representative at Catholic Mutual Group if you have any questions. In addition, anyone bringing special equipment or gear from home for the benefit of the field trip should be advised that they are responsible for providing insurance in the event of damage, theft or other unforeseen circumstances.
4. If a fee is charged for the field trip, a contingency should be made for any student member who cannot afford the trip. Ideally, a student(s) should not be excluded because of lack of funds.
5. Inclusion of a proper first aid kit and fire extinguisher.
6. Permission in a written form from each student's parent or legal guardian to provide medical treatment if necessary.

Finally, to ensure the desired outcome of such field trips, teachers should prepare the students for the place that is to be visited and the things that are to be seen. Additionally, an advance visit should be made to the site of the field trip by the teacher so that any and all unforeseen circumstances, situations, and/or events could be properly planned for; so that any difficulties would be minimized.

ADULT LIABILITY WAIVER

Each adult participant, including group leaders and chaperons, must sign this form.

RELEASE OF LIABILITY/MEDICAL RELEASE

I, _____, agree on behalf of myself, my heirs, assigns,
Full Name
 executors, and personal representatives, to hold harmless and defend
 _____, its officers,
Parish/School (Arch) Diocese
 directors, agents, employees, or representatives from any and all liability for
 illness, injury or death arising from or in connection with my participation in the
 trip.

In the event that I should require medical treatment and I am not able to
 communicate my desires to attending physicians or other medical personnel, I
 give permission for the necessary emergency treatment to be administered.
 Please advise the doctors that I have the following allergies: _____

In case of an emergency and for permission for treatment beyond emergency
 procedures, please contact:

Name: _____
 Relationship to me: _____
 Daytime Phone: _____ Night time phone: _____
 Health Insurance Carrier: _____
 Insurance ID Number: _____ Insurance Policy Number: _____

 Signature

 Date

 Print name

FIELD TRIP

MEDICAL INFORMATION AND PARENTAL/GUARDIAN CONSENT FORM/LIABILITY WAIVER

Participant's name: _____
Date of birth: _____ Sex: _____
Parent/Guardian's name: _____
Home address: _____
Home phone: _____ Business phone: _____
I, _____ grant permission for my child, _____
Parent or guardian's name Child's name
to participate in this parish/school event that requires transportation to a location away
from the parish/school site. This activity will take place under the guidance and
direction of parish/school employees and/or volunteers from _____.
Name of parish/school

A brief description of the activity follows:

Type of event: _____
Date of event: _____
Destination of event: _____
Individual in charge: _____
Estimated time of departure and return: _____
Mode of transportation to and from event: _____

As parent and/or legal guardian, I remain legally responsible for any personal actions
taken by the above named minor ("participant").

I agree on behalf of myself, my child named herein, or our heirs, successors, and
assigns, to hold harmless and defend _____, its

Name of Parish/School

officers, directors, employees and agents, and the Arch/Diocese of _____,
its employees and agents, chaperons, or representatives associated with the event,
from any claim arising from or in connection with my child attending the event or in
connection with any illness or injury (including death) or cost of medical treatment in
connection therewith, and I agree to compensate the parish/school, its officers, directors
and agents, and the Arch/Diocese of _____, its employees and agents and
chaperons, or representative associated with the event for reasonable attorney's fees
and expenses which may incur in any action brought against them as a result of such
injury or damage, unless such claim arises from the negligence of the parish/school or
the Arch/Diocese of _____.

Signature: _____ Date: _____

MEDICAL MATTERS: I hereby warrant that to the best of my knowledge, my child is in good health and I assume all responsibility for the health of my child. (Of the following statements pertaining to medical matters, sign only those that are applicable.)

Emergency Medical Treatment: In the event of an emergency, I hereby give permission to transport my child to a hospital for emergency medical or surgical treatment. I wish to be advised prior to any further treatment by the hospital or doctor. In the event of an emergency, if you are unable to reach me at the above numbers, contact:

Name & relationship: _____
 Phone: _____ Family doctor: _____ Phone: _____
 Family Health Plan Carrier: _____ Policy #: _____
 Signature: _____ Date: _____

Other Medical Treatment: In the event it comes to the attention of the parish/school, its officers, directors and agents, and the Arch/Diocese of _____, chaperons, or representatives associated with the activity, that my child becomes ill with symptoms such as headache, vomiting, sore throat, fever, diarrhea, I want to be called collect (with phone charges reversed to myself).

Signature: _____ Date: _____

Medications: My child is taking medication at present. My child will bring all such medications necessary and such medications will be well-labeled. Names of medications and concise directions for seeing that the child takes such medications, including dosage and frequency of dosage, are as follows: _____

Signature: _____ Date: _____

No medication of any type, whether prescription or non-prescription, may be administered to my child unless the situation is life-threatening and emergency treatment is required.

Signature: _____ Date: _____

I hereby grant permission for non-prescription medication (i.e. non-aspirin products such as acetaminophen or ibuprofen, throat lozenges, cough syrup) to be given to my child, if deemed appropriate.

Signature: _____ Date: _____

Specific Medical Information: The parish/school will take reasonable care to see that the following information will be held in confidence.

Allergic reactions (medications, foods, plants, insects, etc.): _____
 Immunizations: Date of last tetanus/diphtheria immunization: _____
 Does child have a medically prescribed diet? _____
 Does child have any physical limitations? _____

Is child subject to chronic homesickness, emotional reactions to new situations, sleepwalking, bedwetting, fainting? _____

Has child recently been exposed to contagious disease or conditions, such as mumps, measles, chicken pox, etc.? If so, list date and disease or condition: _____

You should be aware of these special medical conditions of my child: _____

FIELD TRIP

TRANSPORTATION POLICY

Commercial carrier or contracted transportation is the most desirable method to be used for field trips and, whenever possible, this mode of transportation should be provided. The use of private passenger vehicles is discouraged and should be avoided if at all possible. If commercial carriers are used (i.e. commercial airlines, trains, or buses), no further information is required. However, if transportation is contracted, signed contracts should be executed with an appropriate hold harmless agreement protecting the parish/school and the (Arch)Diocese. Also, contracted carriers should provide proof of insurance with minimum limits of liability of \$2,000,000 CSL (Combined Single Limit).

Leased Vehicles

If a vehicle is leased, rented, or borrowed to transport participants to and from the event, appropriate insurance should be obtained. Coverage can be purchased through the rental company or your local agent. If auto coverage is provided through Catholic Mutual, contact should be made with your Member Services Representative.

COVERAGE CANNOT BE AUTOMATICALLY ASSUMED FOR LEASED, RENTED, OR BORROWED VEHICLES.

Private Passenger Vehicles

If a private passenger vehicle must be used, then the following information must be supplied and this information must be certified by the driver in question.

1. The driver must be 21 years of age or older.
2. The driver must have a valid, non-probationary driver's license and no physical disability that could in any way impair his/her ability to drive the vehicle safely.
3. The vehicle must have a valid and current registration and valid and current license plates.
4. The vehicle must be insured for the following minimum limits: \$100,000 per person/\$300,000 per occurrence.

A signed **Driver Information Sheet** for each driver must be obtained prior to the field trip.

Each driver and/or chaperon should be given a copy of the approved itinerary including the route to be followed and a summary of his/her responsibilities.

Distance Limitations (For non-contracted transportation)

1. Daily maximum miles driven should not exceed 500 miles per vehicle.
2. Maximum number of consecutive miles driven should not exceed 250 miles per driver without at least a 30 minute break.

DRIVER INFORMATION SHEET

Driver

Name _____	Date of Birth _____
Address _____	Home Phone _____
	Cell Phone _____
Driver's License # _____	Date of Expiration _____

Vehicle That Will Be Used

Name of Owner _____	Model of Vehicle _____
Address of Owner _____	Make of Vehicle _____
	Year of Vehicle _____
License Plate # _____	Date of Expiration _____

If more than one vehicle is to be used, the aforementioned information must be provided for each vehicle.

Insurance Information

Insurance Company _____	Liability Limits of Policy* _____
-------------------------	-----------------------------------

(*Please note: The minimal, acceptable liability limit for privately-owned vehicles is \$100,000/\$300,000)

In order to provide for the safety of our students or other members of the parish/school and those we serve, we must ask each volunteer driver to answer the following questions:

- | | <u>TRUE</u> | <u>FALSE</u> |
|--|-------------|--------------|
| 1. I have NOT had a conviction for an infraction involving drugs or alcohol (such as driving under the influence or driving while intoxicated) in the last three years. | _____ | _____ |
| 2. I have NOT had two or more convictions for an infraction involving drugs or alcohol (such as driving under the influence or driving while intoxicated) in the last seven years. | _____ | _____ |
| 3. I have had no more than three moving violations or accidents in the last three years. | _____ | _____ |

Please be aware that as a volunteer driver, your insurance is primary.

Certification

I certify that the information given on this form is true and correct to the best of my knowledge. I understand driving for Church ministry is a profound responsibility and I will exercise extreme care and due diligence while driving. I understand that as a volunteer driver, I must be 21 years of age or older, possess a valid driver's license, have the proper and current license and vehicle registration, and have the required insurance coverage in effect on any vehicle used to transport students. I agree that I will refrain from using a cell phone or any other electronic device while operating my vehicle.

_____ Signature	_____ Date
--------------------	---------------



RISK CONTROL MEMORANDUM

To:	Catholic Diocese of Green Bay Parishes, Schools & Other Facilities
Attn:	School Leaders and Business Managers
Date:	September 2013
From:	Gwendolyn Arps – Risk Control Consultant Direct Line: 920-431-6265 e-mail: gwendolyn.arps@aon.com Barbara Wiegand, Facilities and Properties Director, bwiegand@gbdioc.org
Re:	Field Trips

Field trips can be an enjoyable and memorable part of any child's education. It is often one of the most effective learning tools teachers and administrators have at their disposal. However, without proper planning and consideration, a trip filled with fun, can quickly become an experience filled with stress and fear. To properly prepare for field trips, consider the following guidelines:

General Regulations

- Ensure adequate supervision by qualified adults, including one or more employees of the Parish, Diocese and/or school
- Be proactive in regard to challenging students. Consider asking one of their family members to be a chaperone
- Obtain waivers by all adults and all parents/guardians of students taking any field trip of claims against the Parish, Diocese and/or the school for injury, accident, illness or death occurring during, or by reason of the field trip. *See attached Adult Liability Waiver*
- Require proper insurance for students, personnel, and equipment. Any children and chaperones registering for a field trip should be able to show evidence of medical/health insurance for any accidents/bodily injury sustained on a field trip. If necessary, group accident insurance can be tailored and written on an event-specific basis. Please consult your Member Services Representative at Catholic Mutual Group if you have any questions. In addition, anyone bringing special equipment or gear from home for the benefit of the field trip should be advised that they are responsible for providing insurance in the event of damage, theft or other unforeseen circumstances. *See attached Medical Information and Consent Liability Waiver Form*
- If a fee is charged for a field trip, a contingency should be made for any student member who cannot afford the trip. Ideally, a student(s) should not be excluded because of lack of funds
- Be sure to take along a proper first aid kit and fire extinguisher
- Obtain permission in a written form from each student's parent or legal guardian to provide medical treatment if necessary
- Ensure all emergency contact information is current for each attendee
- Make sure you have all necessary daily and emergency medications, including those for severe allergies such as nuts and bee stings

Transportation Policy

- **Commercial Carrier or Contracted Transportation** is the most desirable method to be used for field trips. Whenever possible, this mode of transportation should be provided. The use of private passenger vehicles is discouraged and should be avoided if at all possible. If commercial carriers are used (i.e. commercial airlines, trains, or buses) no further information is required. However, if transportation is contracted, signed contracts should be executed with an appropriate hold harmless agreement protecting the parish/school and the Diocese. Also contracted carriers should provide proof of insurance with minimum limits of liability of \$2,000,000 CSL (Combined Single Limit).



RISK CONTROL MEMORANDUM

- **Leased Vehicle** – If a vehicle is lease, rented, or borrowed to transport participants to and from the event, appropriate insurance should be obtained. Coverage can be purchased through the rental company or your local agent. If auto coverage is to be provided through the Catholic Mutual, contact Aon in advance. Coverage cannot be automatically assumed for leased, rented, or borrowed vehicles. **Coverage cannot be provided for 10-15 passenger vans.**
- **Private Passenger Vehicles** – If a private passenger vehicle must be used, then the following information must be supplied and this information must be certified by the driver in question.
 1. The driver must be 21 year of age or older
 2. The driver must have a valid, non-probationary driver's license and no physical disability that could in any way impair his/her ability to drive the vehicle safely
 3. The vehicle must have a valid and current registration and license plate
 4. The vehicle must be insured for the following minimum limits: \$100,000 per person/\$300,000 per occurrence or \$300,000 Combined Single Limit

A Signed Driver Information Sheet for each driver must be obtained prior to the field trip.

Each driver and/or chaperone should be given a copy of the approved itinerary including the route to be following and a summary of his/her responsibilities.

Chaperone Guidelines

Chaperones should be at least 25 years of age. It is fine to have "helpers" ages 18-24. However, we recommend that these individuals be supervised by an adult chaperone. Each chaperone will be assigned a group of students for which they are responsible. Regular daily responsibilities will include:

1. Make sure students are present on the bus or other means of transportations every time transportation is used
2. Make sure the students are in their room at curfew
3. Make sure students are awake on time
4. Make sure students understand daily itinerary
5. Observe students for suspicious behavior that might involve breaking the rules
6. Be on guard for students being loud, obnoxious, and/or rude. Do not tolerate this behavior
7. Assist in medical emergencies and contact person in charge immediately
8. Inquire within assigned group about any individual medical abnormalities
9. No students or chaperones should leave the group for unauthorized excursions
10. You may search students' rooms at any time with or without the students' permission
11. Check luggage before the trip
12. Check hotel rooms for any damage or things left behind
13. Make sure students are properly dressed at all times

Content from Catholic Mutual Group

This and other Risk Control Memorandums are also available on the Diocese website at:

<http://www.gbdioc.org/facilities-and-properties/risk-control-memos.html>

Aon Risk Solutions

111 N Washington Street, Suite 300, Green Bay, WI 54301 Tel: 920.437.7123
Aon Risk Services Central, Inc.

September 2013

FIELD TRIP

ADULT LIABILITY WAIVER

Each adult participant, including group leaders and chaperons, must sign this form.

RELEASE OF LIABILITY

I, _____, agree on behalf of myself, my heirs, assigns,
 Full Name
 executors, and personal representatives, to hold harmless and defend
 _____, its officers,
 Parish/School (Arch) Diocese
 directors, agents, employees, or representatives associated with the field trip
 from any and all liability claims, loss or damage arising from or in connection
 with my participation in the field trip.

Signature

Date _____

Print name

5035: Social Workers and Law Enforcement on Campus | PS, SS, RE

SUBJECT: Social Workers and Law Enforcement on Campus – PS, SS, RE
NUMBER: 5035
SUPERSEDES DATE: Revised 8/12/2010
EFFECTIVE DATE: 9/1/2011

I. POLICY

It is the policy of the Diocese of Green Bay to cooperate with law enforcement, legitimate investigatory personnel and social workers acting within the scope of their duties.

II. PURPOSE

It is the purpose of this policy to identify those situations where such individuals as listed above will interact with students without the knowledge or consent of parents.

III. RESPONSIBILITY

It is the responsibility of the administrator of any education program to ensure contact between the law enforcement personnel, investigator or social worker is consistent with this policy.

It is not the responsibility of the administrator of any education program to notify parents or guardians of any communication between a student and law enforcement or social workers.

IV. PROCEDURE

- A. The credentials of the law enforcement personnel, investigator or social worker need to be checked by the administrator or his/her designee.
- B. A safe and appropriate environment needs to be provided for the interview.
- C. All personnel shall be sensitive to privacy issues of the students and allow for discrete notification of the student.
- D. Administrators and personnel shall cooperate with requests of the law enforcement, legitimate investigatory personnel and social workers.
- E. Administrators may advise the diocese or pastor/parish director of the interview when appropriate.

This policy is consistent with state law.

5040: Student Involvement in Living Justice | PS, SS, RE

SUBJECT: Student Involvement in Living Justice – PS, SS, RE
NUMBER: 5040
SUPERSEDES DATE: Revised 6/99
EFFECTIVE DATE: 9/1/2011

I. POLICY

It is the policy of the Diocese of Green Bay that there be a procedure to approve student involvement in living justice.

II. PURPOSE

It is the purpose of this policy to ensure students are involved in age appropriate and Catholic value based living justice activities and programs, i.e., political demonstrations, retreats and service projects.

III. RESPONSIBILITY

It is the responsibility of the administrator to inform parents when a living justice activity/program is sponsored or sanctioned by the school/parish and to obtain individual student's parental consent.

IV. PROCEDURE

- A. Student involvement in living justice activities sponsored or sanctioned by the school/parish shall be pre-approved by the administrator consistent with local board policy.
- B. Parents/legal guardians are to complete consent forms when the activity falls outside of the school premises.

5045: General Policy Concerning Gender Identity | PS, SS, RE - (New Policy)

SUBJECT: General Policy Concerning Gender Identity – PS, SS, RE
NUMBER: 5045
EFFECTIVE DATE: 7/1/2022 (New Policy)

I. POLICY

It is the policy of the Diocese of Green Bay that all parishes, schools, and school systems, or other entities, shall respect the biological sex with which a person is born and shall apply all policies and procedures in relation to that person according to that person's biological sex at birth.

II. PURPOSE

The purpose of this policy is to maintain Church teaching. The Church teaches that our identities as male and female are part of God's good design in Creation, that our bodies and sexual identities are gifts from God, and that we should accept and care for our bodies as they were created.

III. RESPONSIBILITY

It is the responsibility of each parish, school, system and program employee to respect these standards, and for the principal or administrator to enforce these standards.

IV. PROCEDURE

- A. All persons will be addressed and referred to with pronouns in accord with their biological sex;
- B. All correspondence, documents, and records will reflect the subject person's biological sex;
- C. All persons will use bathrooms and locker rooms that correspond with their biological sex while on Diocesan or Parish property.
- D. The Diocese also supports and encourages counseling for those who suffer from or are diagnosed with gender dysphoria by licensed counselors or other medical professionals who hold a correct Christian anthropology of the human person and who understand and adhere to Catholic teaching.
- E. While the Catholic Church does not support transgender therapies and/or surgeries that assist a person in "transitioning" his or her gender, the Church recognizes that appropriate medical care may be necessary in rare cases of true genetic or physical anomalies, such as hermaphroditism or intersex.

5045.1: Gender Identity: Employees and Volunteer | PS, SS, RE - (New Policy)

SUBJECT: Gender Identity: Employees and Volunteer – PS, SS, RE
NUMBER: 5045.1
EFFECTIVE DATE: 7/1/2022 (New Policy)

I. POLICY

It is the policy of the Diocese of Green Bay that employees and volunteers are expected to live virtuous lives guided by Gospel values and the teaching of the Church. Employees and volunteers shall conduct themselves in accord with their biological sex at all times. Likewise, all employees and volunteers shall perform their duties, and tailor their interactions with other persons, in accord with the Diocese's general policy concerning gender identity.

II. PURPOSE

The purpose of this policy is to maintain Church teaching. The Church teaches that our identities as male and female are part of God's good design in Creation, that our bodies and sexual identities are gifts from God, and that we should accept and care for our bodies as they were created.

III. RESPONSIBILITY

It is the responsibility of each parish, school, system and program employee to respect these standards, and for the principal or administrator to enforce these standards.

IV. PROCEDURE

- A. All employees and volunteers will be addressed and referred to with pronouns in accord with their biological sex
- B. All employee or volunteer correspondence, documents, and records will reflect the employee's or volunteer's biological sex
- C. All employees and volunteers will use bathrooms that correspond with their biological sex while on Diocesan or Parish property
- D. Violation of this policy by any employee may include immediate corrective action, suspension, and possible termination of employment.
- E. Violation of this policy by any volunteer may include immediate corrective action, suspension, and possible termination of volunteer status.

5045.2: Gender Identity: Students | PS, SS, RE - (New Policy)

SUBJECT: Gender Identity: Students – PS, SS, RE
NUMBER: 5045.2
EFFECTIVE DATE: 7/1/2022 (New Policy)

I. POLICY

It is the policy of the Diocese of Green Bay that e Students and their parents are expected to live virtuous lives guided by Gospel values and the teaching of the Church. Students shall conduct themselves in accord with their biological sex at all times.

II. PURPOSE

The purpose of this policy is to maintain Church teaching. The Church teaches that our identities as male and female are part of God's good design in Creation, that our bodies and sexual identities are gifts from God, and that we should accept and care for our bodies as they were created.

III. RESPONSIBILITY

It is the responsibility of each parish, school, system and program employee to respect these standards, and for the principal or administrator to enforce these standards.

IV. PROCEDURE

- A. A student diagnosed with gender dysphoria should not be denied admission to a Catholic school as long as the student and his or her parents agree that the child will abide by this policy.
- B. Respectful, critical questioning of Catholic teaching in the classroom is encouraged as long as its intent is to help the student progress toward greater awareness and understanding.
- C. All students and their parents will be addressed and referred to with pronouns in accord with their biological sex.
- D. All school correspondence, documents, and records will reflect the student or parent's biological sex.
- E. Students will participate in competitive athletics in accord with their biological sex.
- F. Catholic schools will not allow, or otherwise cooperate in, the administration of puberty-blocking or cross-sex hormones on school property.
- G. All students will use bathrooms and locker rooms that correspond with their biological sex. Students who have been clinically diagnosed with gender dysphoria, however, may request the use of a single-person, unisex facility. Such requests will be assessed on an individual basis by the appropriate school administrator.
- H. A student of any Catholic school who insists, or whose parents insist, on open hostility toward, or defiance of, Church teaching, or who otherwise intentionally violates this policy, may be expelled from the school pursuant to this policy.

5046: Formal Title and Names | PS, SS, RE - (New Policy)

SUBJECT: Formal Title and Names – PS, SS, RE

NUMBER: 5046

EFFECTIVE DATE: 7/1/2022 (New Policy)

I. POLICY

It is the policy of the Diocese of Green Bay that all students must address all adults by their proper titles as based on school employment documents (Mr., Mrs., Miss, Dr., Sr., Fr., Brother, etc.) and surname (last name). School personnel will address students by the original name with which the student was registered, and which often is to be found on the student's birth certificate (or its common derivative) and correlating pronouns (He/She and Him/Her).

II. PURPOSE

It is the purpose of this policy to maintain order and proper behavior throughout the school day/instructional time and at school/parish events.

III. RESPONSIBILITY

It is the responsibility of each parish, school, system and program employee to respect these standards, and for the principal or administrator to enforce these standards.

IV. PROCEDURE

Each parish/school/system shall state the Formal Title and Names Policy in the Parent/Student Handbook and Employee Handbook.

5047: Dress Code/Uniform Code | PS, SS - (New Policy)

SUBJECT: Dress Code/Uniform Code – PS, SS

NUMBER: 5047

EFFECTIVE DATE: 7/1/2022 (New Policy)

I. POLICY

It is the policy of the Diocese of Green Bay that all students, staff, and faculty must follow the dress code expectations of their biological sex while on campus and while representing the school at outside functions.

II. PURPOSE

It is the purpose of this policy is to maintain order and uniform appearance and proper comportment throughout the school day and at school events.

III. RESPONSIBILITY

It is the responsibility of each school, system and program employee to respect these standards, and for the principal or administrator to enforce these standards.

IV. PROCEDURE

- A. Each school/system will establish a student dress code/uniform code.
- B. The regulations of the dress code/uniform code shall be stated in the Parent/Student Handbook and Employee Handbook.

5048: Facilities Use | PS, SS, RE - (New Policy)

SUBJECT: Facilities Use – PS, SS, RE
NUMBER: 5048
EFFECTIVE DATE: 7/1/2022 (New Policy)

I. POLICY

It is the policy of the Diocese of Green Bay that chaste behavior and modesty in dress and deportment is expected at all times on school/parish property and at school/parish events. All students and visitors are to observe modesty when using changing facilities, locker rooms, showers, and restrooms and may only use facilities that conform to the individual's biological sex. The latter policy applies in any state of undress in front of others.

School facilities are dedicated to the mission of Catholic education and may not be used by any member of the school community or any external organization or individual for any purpose or cause that is contrary to Catholic teaching or otherwise opposed to the Catholic Church.

II. PURPOSE

It is the purpose of this policy to maintain order and proper behavior throughout the school day and at all school/parish events.

III. RESPONSIBILITY

It is the responsibility of each school, system and program employee to respect these standards, and for the principal or administrator to enforce these standards.

IV. PROCEDURE

Each school/system shall state Facilities Use Policy in the Parent/Student Handbook and Employee Handbook.

5049: Overnight trips | PS, SS, RE - (New Policy)

SUBJECT: Overnight trips – PS, SS, RE

NUMBER: 5049

EFFECTIVE DATE: 7/1/2022 (New Policy)

I. POLICY

Overnight trips for elementary school students (pre-kindergarten through grade 8) under the auspices of a Catholic school or parish program must be approached very cautiously with age-appropriate and well-planned educational activities.

Overnight trips by high school students (grades 9-12) are to be taken with utmost care and appropriate supervision to avoid trouble and to protect the safety of students and property in keeping with the good name of the parish/school.

Parishes and Schools are responsible for the safety of the young people participating in overnight trips. Please use these policies to ensure safe environments when planning any overnight events involving students.

Students must be made aware of the importance of, and feel comfortable telling an adult if they feel threatened or uncomfortable in any situation. It is the responsibility of the planners of the trip to ensure that all students are properly trained and educated in the skills necessary to help them identify uncomfortable and unacceptable situations.

Separate sleeping arrangements should be made for males and females (these separate sleeping arrangements should be made in accordance to their biological sex). This applies to students as well as adults, unless the adults are married.

An adult may not share sleeping quarters with students such as hotel rooms or cabins, except when absolutely necessary (such as personal safety) and only with another adult present. In some situations, where accommodations may be in large, open areas, the adults may be housed with students in the same area, but should sleep in an area that is separate from the students.

Students must be properly supervised at all times, with the goal of providing a safe environment. Overnight and extended stay activities must provide for the safety of students at all times. Responsible adult supervisors must be on-site 24 hours a day. Students should have accessibility to adult supervisors at all times. Program director(s) must make decisions about appropriate supervision based on the following:

- Age/maturity of participants
- Gender of participants (single sex vs. mixed)
- Number of participants
- Purpose/activities of program
- Geographic location and associated risks

Sexual contact between students is never permitted at school functions. This policy shall be clearly explained to students before they participate in any school function, especially overnight events. Participants should be kept together as a group. Supervising adults/chaperones are not to surrender their responsibility for the students entrusted to them. Students must always be under the supervision of an

adult from their own parish, school or trip; never under the supervision of another adult from a group not associated with the trip.

If anyone supervising students/student observes, or becomes aware of a situation where civil law, parish and/or school rules are being violated, they must take action immediately.

All participants shall act morally and responsibly, remembering they are a representative of their parish and/or school and the Diocese of Green Bay.

II. PURPOSE

It is the purpose of this policy to ensure that students participate in approved, age-appropriate travel and field trips, only with written permission granted by parents/guardians and chaperoned by adults who have received appropriate clearances and training.

III. RESPONSIBILITY

It is the responsibility of the principal/administrator to determine the appropriateness of school/religious education/youth ministry-sponsored travel and field trips and ensure that all procedures of this policy are followed.

It is the responsibility of the principal/administrator to ensure that all chaperones have or obtain proper approval via the Local Safe Environment Coordinator (LoSec) at the parish/school.

IV. PROCEDURE

Each school or board will establish its own procedures that are consistent with Diocesan directives. Procedures must include the following, in addition to the procedures outlined in Policy 5030 Travel and Field Trips:

1. The Diocese of Green Bay Safe Environment Policies must be strictly followed on all student trips.
2. Separate sleeping arrangements should be made for males and females (these separate sleeping arrangements should be made in accordance to their biological sex).
3. An adult may not share sleeping quarters with students such as hotel rooms or cabins, except when absolutely necessary (such as personal safety) and only with another adult present.
4. Whenever possible, males and females should use separate bathroom and shower facilities. This applies to students as well as adults. In the event that this is not possible, separate times should be designated for male/female and adult /student bathroom and shower use.
5. Sexual contact between students is never permitted at school functions. This shall be clearly explained to students before they participate in any school function, especially overnight events.
6. If anyone supervising students observes, or becomes aware of, a situation where civil law, parish and/or school rules are being violated, they must take action immediately.
7. Students unaccompanied by parents or legal guardians must never be allowed to stay overnight in the rectory or the priest's private residence.
8. Adults may not use or supply alcohol or illegal drugs, when working with students. No possession or use of these substances and tobacco/vaping products by students will be tolerated.
9. Adults may not provide any sexually explicit, inappropriate, or offensive material to students. No possession or use of these kinds of materials by students will be tolerated.

5050: Pregnancy, Abortion and Marriage | PS, SS, RE

SUBJECT: Pregnancy, Abortion and Marriage – PS, SS, RE
NUMBER: 5050
SUPERSEDES DATE: Revised 6/99
EFFECTIVE DATE: 9/1/2011

I. POLICY

It is the policy of the Diocese of Green Bay to establish a policy for students with respect to pregnancy, abortion and marriage in a manner consistent with Catholic values.

II. PURPOSE

It is the purpose of this policy to ensure that students in these situations are treated appropriately.

III. RESPONSIBILITY

It is the responsibility of the administrator, system president and the pastor/parish director in consultation with the Green Bay Diocese Catholic School Director to determine the appropriate plan of action in these instances.

IV. PROCEDURE

- A. The role of the education program is one of forgiveness and understanding.
- B. Students who are pregnant, have had an abortion, or who are in a marriage sanctioned by the church shall continue to participate fully in the complete educational program without consequences.
- C. In the case of students in a marriage not sanctioned by the Church, those students may be expelled at the discretion of the administrator.

5055: Locker Room Policy | PS, SS, RE

SUBJECT: Locker Room Policy – PS, SS, RE
NUMBER: 5055
EFFECTIVE DATE: 9/1/2011

I. POLICY

It is the policy of the Diocese of Green Bay to insure locker room privacy and safety.

II. PURPOSE

The purpose of this policy is to protect individuals using locker rooms.

III. RESPONSIBILITY

It is the responsibility of the administrator or designee to enforce the policy.

IV. PROCEDURE

- A. Locker rooms are provided for the use of physical education students, athletes, other groups and individuals authorized by the administrator or administrator's designee.
- B. No unauthorized person will be permitted to enter the locker room and to communicate with any individual.
- C. No cameras, video recorders, cell phones or any other electronic image or video recording devices may be used in the locker rooms at any time.
- D. Except in cases of emergency, non-team members including coaches shall not be in the locker room when students are changing or showering. Whenever adults are present, at least two adults must be present in the locker room at all times.
- E. When coaching students in the locker room, at least two adults must be present. A parent volunteer may accompany teams with only one coach.
- F. Students and staff violating this policy shall be subject to disciplinary action. Other persons violating this policy may be subject to penalties under state law.

5060: Reporting Child Abuse and Neglect | PS, SS, RE

SUBJECT: Reporting Child Abuse and Neglect – PS, SS, RE
NUMBER: 5060
SUPERSEDES DATE: Revised 6/99
EFFECTIVE DATE: 9/1/2011

I. POLICY

It is the policy of the Diocese of Green Bay that local administrators establish a procedure for reporting abuse and neglect, consistent with Diocesan policy totally guided by the current [Our Promise to Protect](#).

II. PURPOSE

It is the purpose of this policy to protect children in our school/religious education programs from abuse and neglect.

III. RESPONSIBILITY

It is the responsibility of the administrators, school personnel including teachers and all staff members, volunteers and all mandatory reporters to report abuse and neglect. Please refer to the current diocesan handbook “[Our Promise to Protect...](#)” [Policies on Appropriate Conduct](#).

IV. PROCEDURE

Any school or religion education personnel or catechist having reasonable cause to suspect that a child has been abused and/or neglected or has been threatened with an injury and that abuse of the child may occur shall use the following procedure to report:

- A. Report the suspicion immediately to the County Department of Human Services or Sheriff/Police Department or the Tribal Government for Native American Children.
- B. Notify the school principal/religion education administrator as soon as possible.
- C. If the alleged offender is an employee or a volunteer of the school or parish, the administrator or designee must notify the Diocesan Assistance Coordinator at (920) 272-8174 as soon as possible.

5070: Dispensing Medication | PS, SS, RE

SUBJECT: Dispensing Medication – PS, SS, RE
NUMBER: 5070
SUPERSEDES DATE: Revised 5/98
EFFECTIVE DATE: 9/1/2011

I. POLICY

It is the policy of the Diocese of Green Bay to regulate the use of prescription and non-prescription medication in a school/religious educational setting.

II. PURPOSE

It is the purpose of this policy to ensure a safe environment and protect the welfare of students.

III. RESPONSIBILITY

It is the responsibility of the administrator to ensure that the Diocesan policy regarding Dispensing Medication is followed.

IV. PROCEDURE

Physician Prescribed Medications

- A. In order to ensure that the physician retains the power to direct, supervise, decide, inspect and oversee the implementation of this service, no medication shall be given to a student by any employee or volunteer of the school or religious education program unless the following are delivered to the administrator:
 - B. A written statement from the prescribing physician which :
 - Identifies the specific conditions and circumstances under which contact should be made with him/her in relation to the condition or reactions of the student receiving the medications, and
 - Reflects a willingness on the part of the physician to accept direct communications from the person administering the medication.
 - C. A written statement from the parent/legal guardian:
 - Requesting and authorizing the school or religious education personnel to give the medication in the dosage prescribed by the physician, and
 - Authorizing the school or religious education personnel to contact the physician directly.
 - D. Consent forms required:
 - No medication will be administered by school or religious education personnel unless and until the following forms are completed to the satisfaction of the administrator and returned to the administrator:
 - a) Parent/Guardian Medical Consent Form
 - b) Physician Order for Medication Administration Form
 - c) Tracking-Medical Log

- E. Medication Information Required:
- Medication administered at school or at a religious education function (class, activity, etc.) must have the following information printed on the original container in language understandable to the layperson:
 - a) Child's full name
 - b) Name of drugs and dosage
 - c) Time and quantity to be given
 - d) Physician's name
- F. Medications will be dispensed by the administrator or person designated by the administrator in accordance with prescription.
- G. It is the responsibility of the student to get his/her medication at the designated time.
- H. Only limited quantities of any medication are to be kept. These medications are to be placed in a safe place not accessible to students and checked out only by a person designated to administer the medication.
- I. The length of time for which a medication is to be administered shall be specified in the written instructions from the prescribing physician. Any change in dosage, time to be dispensed or discontinuance of medication must be in writing. These changes are to be at the request of the physician only.
- J. All consent forms and related materials must be renewed annually and/or at any time a medication is changed.
- K. Accurate and confidential written records shall be established and maintained for each student receiving medication. The administrator shall maintain a daily and up-to-date record of the student in his/her school or religious education program requiring medication during hours in attendance at school or religious education functions. The record shall include the student's name, name of medication, dosage, time given, and signature of the person designated to administer the medication.

Non-Prescription/Over the Counter Medications

- A. Any drug which may lawfully be sold without a prescription may be administered in compliance with the written instructions and consent of a pupil's parent/legal guardian.
- B. Tracking –Medical Logs are to be kept as described above for prescription medications.
- C. Guidelines are to be used as described above for prescription medications.

Prescription and Over the Counter medications cannot be shared by students.

5090: Student Expulsion | PS, SS, RE

SUBJECT: Student Expulsion – PS, SS, RE
NUMBER: 5090
SUPERSEDES DATE: Revised 7/01
EFFECTIVE DATE: 9/1/2011

I. POLICY

It is the policy of the Diocese of Green Bay to have a policy and procedure for situations when it is necessary to expel a student from school or a religious education program.

II. PURPOSE

It is the purpose of this policy to ensure adequate safeguards when a student's behavior seriously disrupts the educational program and/or has the potential to cause physical or psychological harm to other students, staff members or themselves.

III. RESPONSIBILITY

It is the responsibility of the administrator to enforce this policy.

IV. PROCEDURE

- A. The administrator will notify the Diocesan Office of Education in all instances where expulsion is contemplated.
- B. In the case of a parish-based school the pastor/parish director needs to be consulted prior to expulsion.
- C. Before expulsion the student shall be suspended from school while the administrator investigates and makes a written record of the events and circumstances that give rise to the expulsion.
- D. The student and the student's parents shall be advised in writing concerning the basis for the expulsion.
- E. Prior to making a final decision concerning expulsion, the administrator shall meet with the parents and the student or in the alternative, offer the student and parent an opportunity to provide a written response.
- F. The school shall establish a review procedure that involves the pastor/parish director or in the case of systems, the system president.
- G. Prior to giving a decision on the expulsion, the administrator may give the student an opportunity to withdraw, with the written agreement that they will not re-apply to the school, or school system, for a minimum of one year without incident.

5141: Student Conduct/Discipline | PS, SS, RE

SUBJECT: Student Conduct/Discipline – PS, SS, RE
NUMBER: 5141
SUPERSEDES DATE: 1/06
EFFECTIVE DATE: 9/1/2011

I. POLICY

It is the policy of the Diocese of Green Bay for students to model appropriate behavior and to maintain discipline.

II. PURPOSE

It is the purpose of this policy to establish a code of conduct of appropriate behavior, on campus and off campus.

III. RESPONSIBILITY

It is the responsibility of the administrator to review the conduct/disciplinary situation to determine the level of discipline, including suspension if appropriate, and to follow the proper procedure.

It is the responsibility of the local board to ensure that an appeal policy is in place for suspensions and expulsions.

IV. PROCEDURE

- A. Establish a code of conduct that is distributed to parents and students which is enforced.
- B. The discipline policy should be age appropriate and progressive.
- C. A student may be suspended for serious misconduct occurring on campus, during school/religious education related activities off campus, and for continued misconduct.
- D. Only the principal/director of religious education has authority to suspend a student. Notification must be given to the pastor/parish director or system president, where applicable.
- E. A student shall not be suspended for more than five consecutive school days or one religious education session.
- F. In disciplinary situations the administrator may hold conferences with parents when appropriate.
- G. The student and parents/legal guardians shall be informed of the reasons and decision for the suspension before the student is removed from the school. A conference shall be held with the parents/legal guardians of the student.
- H. The student is entitled to know the reason for the suspension. The student must be given an opportunity to present his/her side of the story before the suspension

- I. A written record including date of the suspension, reasons, and notes relating to the conference with the parents/legal guardians shall be kept in a file separate and apart from the student's permanent record. A copy shall be provided to the parents/legal guardians.
- J. The student's pastor/parish director or system president must be informed in confidence of any suspension, including an explanation of facts and circumstances.

5141.4: Student Wellness | PS, SS, RE

SUBJECT: Student Wellness – PS, SS, RE
NUMBER: 5141.4
SUPERSEDES DATE: 6/06
EFFECTIVE DATE: 9/1/2011

I. POLICY

It is the policy of the Diocese of Green Bay that all school/religious education programs have a written wellness policy consistent with the current diocesan wellness regulations.

II. PURPOSE

It is the purpose of this policy to ensure a healthy environment by promoting physical and nutritional education, physical activity, and school based activities to promote student health and wellness.

III. RESPONSIBILITY

It is the responsibility of the administrator/designee to develop and enforce a local wellness policy.

IV. PROCEDURE

Refer to [diocesan wellness regulations](#) adopted October 25, 2006.

Diocesan Wellness Regulations

Goals

In order to create and maintain an environment which supports and teaches healthy eating habits as well as physical activity, the meal program(s), physical education and health curricula will work together to meet the following goals:

Physical and Nutrition Education Goals

- Students in EC3 through grade 12 will receive nutrition education that is interactive and teaches the skills they need to adopt healthy eating behaviors.
- School faculty and staff will collaborate on school nutrition education.
- Nutrition education will be integrated into all areas of the curriculum.
- Staff development will be provided in nutrition education.
- Schools are encouraged to enroll as Team Nutrition Schools.
- Schools will conduct nutrition education activities and promotions that involve parents, students, and the community.
- Parents and guardians are encouraged to support their children's participation in making healthy nutritional choices.

Physical Activity Goals

- Students in EC3 through grade 12 will be given opportunities for physical education (PE) classes, daily recess periods for elementary school students, and the integration of physical activity into the academic curriculum.
- Students should be given opportunities for physical activity through a range of before- and/or after-school programs including, but not limited to, intramurals, interscholastic athletics, and physical activity clubs.
- Schools will provide a quality physical education program that helps develop the knowledge, attitudes, skills, behaviors and confidence needed to be physically active for life.
- Schools will work with the community to create ways for students to walk, bike, rollerblade or skateboard safely to and from schools.
- Schools will provide training to enable teachers, and other school staff to promote enjoyable, lifelong physical activity among students.
- Parents and guardians are encouraged to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.
- Schools will work towards ensuring that physical education teachers are state certified.

School – Based Activities Designed to Promote Student Health and Wellness Goals

Dining Environment

- Schools will provide a clean, safe, enjoyable meal environment where students will have adequate time to eat.
- Schools will provide enough space and serving areas to ensure students have access to school meals with minimum wait time.

- Students are encouraged to participate in school meals programs.
- Lunch will be scheduled as near to the middle of the school day as possible.
- Schools will attempt to schedule recess for students before lunch so that children will come to lunch less distracted and ready to eat.

Food and Physical Activity as a Reward or a deterrent

- Food as a reward is discouraged; however, food that is used as a reward should be nutritional.
- Physical activity is not to be used as a deterrent/punishment.
- Sufficient nutrition and ample physical activity should be provided daily; denying student access to nutrition, recess or other physical activities is strongly discouraged.

Consistent School Activities and Environment

- Fundraising efforts should support healthy eating.
- Food service personnel shall remain current on nutritional issues.
- Efforts will be made to keep physical activity facilities available for use outside school hours.
- Parents, school staff, students, and community members are encouraged to serve as role models in practicing healthy eating and physical activities.
- Students will have access to drinking water throughout the school day.
- Schools will adhere to the following nutrition guidelines:

Nutrition Practices

Students' lifelong eating habits are greatly influenced by the types of foods and beverages available in their daily environment.

Foods, Beverages

All foods and beverages that are available during the school day will contribute to meeting the dietary needs of students.

- They are from the five major food groups of the Food Guide Pyramid
- They are working toward reducing trans fat/hydrogenated, saturated fats and sugar content.
- They are nutritionally dense foods.
- Foods and/or beverages offered at school functions outside of the school day should include healthy alternatives.

This includes, but is not limited to: a la carte sales, vending machines, snack bars, school stores, concession stands, and any foods or beverages served at parties, celebrations, and school meetings.

Fundraising

All fundraising projects for sale and consumption within and prior to the instructional day will be expected to follow the Diocesan Nutrition standards when determining the items being sold. Items that are sold that do not meet the Diocesan Nutrition Standards may be acceptable for student consumption within moderation and on an intermittent basis.

Diocesan Nutritional Standards

Schools will follow the guidelines as outlined by the USDA in the National School Lunch Program and/or the Dietary Guidelines for Americans 2005 available through the U.S. Department of Health and Human Services, U.S. Department of Agriculture at <https://health.gov/dietaryguidelines/>. This document is updated every four years.

The following guidelines apply to foods served outside of the morning nutrition and lunch program.

Food:

- Encourage the consumption of nutrient dense foods, i.e. whole grains, fresh fruits, and vegetables.
- Any given food item for sale prior to the start of the school day and throughout the instructional day will have no more than 30% of its total calories derived from fat and no more than 10% of its total calories derived from saturated fat.
- Nuts and seeds are exempt from these standards because they are nutrient dense and contain high levels of monounsaturated fat. Foods high in monounsaturated fat help lower “bad” LDL cholesterol and maintain “good” HDL cholesterol.

Beverages:

- The consumption of beverages that are not nutrient dense is strongly discouraged.
- Milk, water, and 100% fruit juices may be sold on school grounds both prior to and throughout the instructional day.
- The sale or distribution of beverages with less than 100% fruit juice may begin at the conclusion of the instructional day.

Candy:

- The sale or distribution of candy to students will not be permitted on school grounds during the school day.
- Candy is defined as any item that has sugar (including brown sugar, corn sweetener, corn syrup, fructose, glucose {dextrose}, high-fructose corn syrup, honey, invert sugar, lactose, maltose, molasses, raw sugar, table sugar {sucrose}, syrup) listed as one of the first two ingredients and is not nutrient dense.

5150: Alcohol Use During Student Activities and/or Events | PS, SS, RE

SUBJECT: Alcohol Use During Student Activities and/or Events – PS, SS, RE
NUMBER: 5150
EFFECTIVE DATE: 9/1/2011

V. POLICY

It is the policy of the Diocese of Green Bay to have a non-alcohol environment during student activities and/or events.

VI. PURPOSE

It is the purpose of this policy to provide an appropriate environment for student activities.

VII. RESPONSIBILITY

It is the responsibility of the administrator to ensure that alcohol is not served at student activities and/or events.

It is the responsibility of staff and parents to assist in providing an appropriate non-alcohol environment on school grounds at student activities and/or events.

VIII. PROCEDURE

- A. Administrators shall notify directors/coordinators of student activities and events regarding the policy.
- B. Administrators or directors/coordinators of activities shall monitor activities/events to ensure compliance with policy.
- C. Administrators shall enforce the policy.

5160: Bullying/Harassment Policy | PS, SS, RE

SUBJECT: Bullying/Harassment Policy – PS, SS, RE - (Revised Policy)
NUMBER: 5160
SUPERSEDES DATE: Revised 7/10/2014
EFFECTIVE DATE: 8/30/2016
SUPERSEDES DATE: Revised 3/22 (8/16 & 7/14)
EFFECTIVE DATE: 7/1/2022

I. POLICY

It is the policy of the Diocese of Green Bay to treat each person with dignity and respect because we are all made in the image of God. Our educational and catechetical environment must reflect Catholic values in attitudes and actions at all times, as the Lord has called us to do: “Love one another as I have loved you.” We are obliged to follow the Lord’s commands and teach our students that “What you do to the least among you, you do it to me.” Thus, Jesus insisted that we treat others with dignity, respect and courtesy.

Each school, parish religious education and youth ministry program strives to provide a safe, secure and respectful learning environment for all persons in school and parish buildings, in social media, on school and parish grounds, on school buses, and at school and parish-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school and parish consistently and vigorously need to address bullying with a focus on what Jesus has taught us about the dignity of persons so that there is no disruption to the learning environment and learning process.

II. PURPOSE

It is the purpose of this policy to ensure that the moral standard given to us by Jesus be the focus in our educational environment so it is safe from physical or emotional conduct that bullies, threatens, demeans, harasses or insults students, teachers, parents, or other adults. The Beatitudes should be our guide in putting others first and serving each other as Jesus did to bring peace and joy to others.

Bullying is deliberate or intentional behavior using words or actions, or electronic communication, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; ethnicity; religion; biological gender; perceived gender identity; perceived sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, sexually suggestive remarks, racist remarks, put-downs, jokes, demeaning comments, drawings, cartoons, pranks, gestures)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, organized or overt social exclusion and sending insulting messages or pictures by electronic devices – also known as cyberbullying)

Cyber-bullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites.

Examples of cyber-bullying include:

1. mean text messages or emails, rumors sent by email or posted on social networking sites
2. embarrassing pictures, videos, websites, or fake profiles

Harassment is systematic and/or continued unwanted and annoying actions of one party or a group, including threats and demands.

Harassing conduct can include:

1. repeated offensive sexual flirtations, advances or propositions, and continued or repeated verbal abuse of a sexual nature
2. graphic or degrading verbal comments about an individual or about his/her appearance, the display of sexually suggestive objects or pictures, and any offensive or abusive physical contact

Sexting is the act of sending sexually explicit messages or photographs, primarily between mobile phones. It is a combination of the words sex and texting, where the latter is meant in the wide sense of sending a text possibly with images.

Sexting may include:

1. nude or revealing photos of themselves to other
2. illegal action depending upon the circumstances and could lead to criminal charges against the individual sharing the photo.

Hazing is intentional or reckless engagement in any act which could endanger physical safety as part of participation in a group regardless of the willingness of the individual to participate.

Hazing may include:

1. Brutality
 - forced consumption of a substance
 - forced confinement or humiliation
 - rituals involving harassment or abuse

All bullying/harassment behaviors are prohibited in school or parish buildings, property and educational environments as well as catechetical environments, including vehicles owned, leased, or used by the school or parish. Bullying/harassment behaviors are also prohibited on bus transportation for school attendance or field trips. Educational environments include, but are not limited to, all activities under school/parish supervision.

III. RESPONSIBILITY

It is the responsibility of the administrator to ensure that a bullying/harassment policy is established, communicated and enforced, including sexual harassment.

It is the responsibility of all faculty, staff, parents, volunteers and students to report incidents in a timely manner of bullying and/or harassment to the administrator. It is the responsibility of the administration to implement appropriate consequences.

It is the responsibility of all faculty, staff, volunteers and students to enforce this policy at all times.

IV. PROCEDURE

- A. All school and parish staff members and administrators (school, religious education including catechetical leaders and catechists, and youth ministry) who observe or become aware of acts of bullying are required to promptly report these acts to a designated school or parish staff member or administrator.

Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual, is encouraged to report the conduct to a school/parish staff member or administrator.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

The school or parish official receiving a report of bullying shall immediately notify the school or parish employee assigned to investigate the report. School and parish religious education and youth ministry administrators have the responsibility to receive the information and conduct the investigation.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

- B. The person or persons assigned by the school or parish to conduct an investigation of the bullying report shall, as soon as possible, interview the person(s) who are the victim(s) of the bullying and the persons who are the initiators of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. *The [reporting form](#) is completed. Parents and/or guardians of each person involved in the bullying will be notified prior to the conclusion of the investigation.* The school or parish shall maintain the confidentiality of the report and any related pupil records to the extent required by law. Follow-up report will be completed by the person who investigates the situation.
- C. If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school or parish administration and board may take disciplinary action, up to and including parent conferences, suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Staff will provide support for the identified victim(s).
- D. *The policy will be distributed annually to all students enrolled in the school and parish religious education and youth ministry programs, their parents and/or guardians and employees.* It will also be distributed to organizations in the community having cooperative agreements with the schools. The school and parish will also provide a copy of the policy to any person who requests it.
- E. The policy shall be re-evaluated when necessary and modified to keep the policy aligned with best practices in the field of bully/harassment prevention and response.

BULLYING/HARASSMENT REPORTING FORM

TODAY'S DATE: ____/____/____
Month Day Year

School _____

School System: _____

Person Reporting Incident:

Name: _____ Phone: _____ Email: _____

Place an X in the appropriate box: ☐ Student ☐ Parent/guardian ☐ School Staff ☐ Witness/bystander ☐ Other _____

Name of Student(s) Affected: (Please print)

Name: _____ Age _____ Grade _____ Gender _____

Name: _____ Age _____ Grade _____ Gender _____

Name(s) of alleged offenders(s) (if known):

Name	Age	School (if different)	Is he/she a student?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

On what date(s) and where did the incident(s) happen?

Date (Month/Day/Year)	Time	School Property - Room/Location	School Bus	Way to/from School	Online	School-sponsored activity or event off school property (name event/location)

Type of Harassment alleged: ☐ Racial ☐ Sexual ☐ Religious ☐ Other _____

Check all statements below that best describes what happened:

- | | |
|---|---|
| <input type="checkbox"/> Name calling | <input type="checkbox"/> Damaging property |
| <input type="checkbox"/> Inappropriate gesturing | <input type="checkbox"/> Stealing |
| <input type="checkbox"/> Taunting/ridiculing | <input type="checkbox"/> Writing/graffiti |
| <input type="checkbox"/> Inappropriate touching | <input type="checkbox"/> Spreading harmful rumors or gossip |
| <input type="checkbox"/> Spitting | <input type="checkbox"/> Demeaning comments |
| <input type="checkbox"/> Shoving/pushing/hitting/kicking | <input type="checkbox"/> Stalking |
| <input type="checkbox"/> Threatening | <input type="checkbox"/> Staring/leering |
| <input type="checkbox"/> Intimidation/extortion | |
| <input type="checkbox"/> Cyberbullying/Electronic Communication (Specify) _____ | |
| <input type="checkbox"/> Other (specify) _____ | |

Describe the incident:

Physical evidence:

- | | | |
|-----------------------------------|----------------------------------|---|
| <input type="checkbox"/> Graffiti | <input type="checkbox"/> Email | <input type="checkbox"/> Video/audio tape |
| <input type="checkbox"/> Notes | <input type="checkbox"/> Website | <input type="checkbox"/> Other _____ |

Student affected had the opportunity to write a narrative and 1) it is attached or 2) declined. (circle one)

Student initiating bullying/harassment had the opportunity to write a narrative and 1) it is attached or 2) declined. (circle one)

Please turn in this form to the administrator or main office.

False accusations of bullying or harassment will be subject to disciplinary action.

5165: Threats and Crimes | PS, SS, RE

SUBJECT: Threats and Crimes – PS, SS, RE
NUMBER: 5165
EFFECTIVE DATE: 8/30/2016

I. POLICY

As Jesus promoted the dignity of each person and responded to their needs to be healed, forgiven and shown mercy, we, too as educators need to teach by our witness to bring God's love to each student. Therefore, it is the policy of the Diocese of Green Bay to prohibit all crimes or threats to harm self or another by use of weapon or threat of death or harm by dangerous weapon or instrument. A threat can be by words or actions, verbal or written, or through any electronic mode of communication.

II. PURPOSE

As Jesus challenged those he met to speak the truth gently, so we have the responsibility to challenge others to use their talents for the good of all. Therefore, it is the purpose of this policy to ensure a safe environment for all students and employees.

III. RESPONSIBILITY

As Jesus called us to be educators, we are to be true disciples of Him to be witnesses to his love to others. Therefore, it is the responsibility of the school administrator/religious education director to ensure that all school/religious education personnel and volunteers immediately report to the principal, school administrator or religious education director any incident of possession, use, or threatened use of a weapon or dangerous instrument or any conduct that involves serious physical injury by a student upon another person or self

IV. PROCEDURE

- A. If danger is imminent, call 911.
- B. Gather information from as many sources as possible. Talk to individuals involved separately. Keep detailed documentation on all contacts (dates, times, etc.) and actions. Record on Incident Form.
- C. Notify the Pastor/Pastoral Leader, principal/parish religious education administrator.
- D. Send a copy of the [Incident Report](#) to Diocesan Superintendent of Catholic Schools/Director of Religious Education.
- E. Meet separately with parents of student(s) who made the threat and parents of student(s) who received the threat. Determine the legitimacy of the threat considering the age and ability of the student(s). Suspend student(s) who threatened harm until the investigation is completed. If parents do not know the name of the student(s) who made the threat, that name remains confidential and cannot be shared by the school or religious education/youth ministry program.
- F. Contact civil authorities/school liaison officer. Ask for a copy of the police report for your records.

- G. Develop a safety plan of action on behavior/expectations based on the Christian virtues for student(s) suspended to continue enrollment in the school/religious education program. Plan includes age-appropriate, specific behaviors and expectations of the student for success at school/religious education program.
 - 1. If there is a concern that the student may harm self and/or others, a request for a written assessment by a licensed professional counselor (school personnel or outside clinician) on the risk for safety to self and/or others is made before the student is allowed to return to the school/religious education program.
 - 2. List concrete consequences in the plan for student if the plan is not followed.
 - 3. Conduct a meeting with parent(s) and student to go over the plan of action before the student is allowed back to school/religious education program. Student, parent(s), and school administrator/religious education director sign the safety plan of action as agreement to follow it.
- H. On-going periodic follow-ups with student and parent(s) continue throughout the remainder of the school year.
- I. Keep Incident Report in a separate discipline file and not in student file.
- J. If parents choose to withdraw their student from the school/religious education program, have parent(s) sign a Withdrawal Form.

5165a: Threats and Crimes Incident Report Form | PS, SS, RE - Revised 8/2016

8/30/2016

INCIDENT REPORT – THREATS AND CRIMES

TODAY'S DATE: ____/____/____ School/Parish ____
Month Day Year

School System/Parish Program: _____

Person Reporting Incident:

Name: _____ Phone: _____ Email: _____

Place an X in the appropriate box: ☐ Student ☐ Parent/Guardian ☐ School/Parish Staff ☐ Witness/Bystander

☐ Other _____

Name of Student(s) Affected: (Please print)

Name: _____ Age _____ Grade _____ Gender _____

Name: _____ Age _____ Grade _____ Gender _____

Name: _____ Age _____ Grade _____ Gender _____

Name: _____ Age _____ Grade _____ Gender _____

Name(s) of alleged offenders(s) (if known):

Name	Age	School/Parish (if different)	Is he/she a student?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

On what date(s) and where did the incident(s) happen?

Date (Month/Day/Year)	Time	School/Parish Property - Room/Location	School Bus	Way to/from School/Parish	Online	School/parish-sponsored activity or event off school/parish property (name event/location)

Describe the incident:

FOR ADMINISTRATIVE USE ONLY

I. NAMES

Name of person receiving report Position Date

Signature of person receiving the report

II. NOTIFICATIONS:

Parent/guardian of alleged victim(s)

Name _____ Date _____ Comments _____

Name _____ Date _____ Comments _____

Parent/guardian of accused:

Name _____ Date _____ Comments _____

Parent/guardian of witnesses(s):

Name _____ Date _____ Comments _____

Other Persons Notified:

Name _____ Date _____ Comments _____

III. INVESTIGATION

Investigator _____ Position _____

Interviews:

Name _____ Grade _____ Date _____

Name _____ Grade _____ Date _____

Name _____ Grade _____ Date _____

Name _____ Grade _____ Date _____

Summary of Investigation:

Conclusion(s):

Action Taken:

Principal/Religious Education Director Signature Date

This report is kept in a separate file. Do not place in student file.

5166: Sexually Explicit Images and Messages | PS, SS, RE

SUBJECT: Sexually Explicit Images and Messages– PS, SS, RE
NUMBER: 5166
EFFECTIVE DATE: 8/30/2016

I. POLICY

As Jesus our Savior is our Master Teacher, we promote the goodness of humanity because we are made in the image and likeness of God. We promote the virtues as expressed in Scripture and develop the positive talents of each child. Therefore, it is the policy of the Diocese of Green Bay that the sending, forwarding or displaying of sexually explicit images and words or request for such images are prohibited in any and all messaging by students, employees, and volunteers of diocesan schools/religious education programs.

II. PURPOSE

As Jesus upheld the Father's-given dignity of each person, we strive to accept each person we encounter as Jesus did in the gospels. Therefore, it is the purpose of this policy to uphold Catholic moral standards within all educational programs and to ensure dignity of the human person is respected.

III. RESPONSIBILITY

As Jesus treats each person with dignity and value, we, too, are to influence our students with the witness of our discipleship to the Lord. Therefore, it is the responsibility of the principal/administrator/religious education director to communicate a no-tolerance policy regarding the messaging or request to message sexually explicit images or messages.

Further, it is the responsibility of all teachers and volunteers to report to the principal/administrator/religious education director any improper use of cell phones, computers, or other messaging devices. It is the responsibility of the student receiver of the sexually explicit image to report the receipt of the image to a responsible adult.

IV. PROCEDURE

- A. The school principal/religious education director communicates no-tolerance policy regarding requesting or messaging sexually explicit images or messages to school staff/ religious education staff, parents and students.
- B. Incidents are reported to the principal/religious education director immediately.
- C. Messaging device in question is immediately confiscated without further transmitting, copying, downloading, or showing content to anyone outside of law enforcement. (This avoids potential pornography charges for school personnel.)
- D. Contact law enforcement authorities and parents of all parties involved.
- E. Contact Diocesan Superintendent of Catholic Schools/Director of Religious Education/Youth Ministry.

- F. Investigate with law enforcement the details of the incident (age, immature behavior, lack of foresight, intended to be humorous, intentionally designed for humiliation and/or inflicting harm on another) with all parties involved.
- G. Determine disciplinary action up to or including suspension or expulsion (see [Policy 5090](#) regarding suspension/expulsion).
- H. Complete [Incident Report](#).
- I. Keep Incident Report in a separate file and not in student file.
- J. Send copy of Incident Report to diocesan education office.

INCIDENT REPORT – SEXUALLY EXPLICIT IMAGES AND MESSAGES

TODAY'S DATE: ____/____/____ School/Parish ____
 Month Day Year
 School System/Parish Program: _____

Person Reporting Incident:

Name: _____ Phone: _____ Email: _____

Place an X in the appropriate box: ☐ Student ☐ Parent/Guardian ☐ School/Parish Staff ☐ Witness/Bystander

☐ Other _____

Name of Student(s) Affected: (Please print)

Name: _____ Age _____ Grade _____ Gender _____

Name: _____ Age _____ Grade _____ Gender _____

Name: _____ Age _____ Grade _____ Gender _____

Name: _____ Age _____ Grade _____ Gender _____

Name(s) of alleged offenders(s) (if known):

Name	Age	School/Parish (if different)	Is he/she a student?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

On what date(s) and where did the incident(s) happen?

Date (Month/Day/Year)	Time	School/Parish Property - Room/Location	School Bus	Way to/from School/Parish	Online	School/parish-sponsored activity or event off school/parish property (name event/location)

Describe the incident:

FOR ADMINISTRATIVE USE ONLY

I. NAMES

Name of person receiving report Position Date

Signature of person receiving the report

II. NOTIFICATIONS:

Parent/guardian of alleged victim(s)

Name _____ Date _____ Comments _____

Name _____ Date _____ Comments _____

Parent/guardian of accused:

Name _____ Date _____ Comments _____

Parent/guardian of witnesses(s):

Name _____ Date _____ Comments _____

Other Persons Notified:

Name _____ Date _____ Comments _____

III. INVESTIGATION

Investigator _____ Position _____

Interviews:

Name _____ Grade _____ Date _____

Name _____ Grade _____ Date _____

Name _____ Grade _____ Date _____

Name _____ Grade _____ Date _____

Summary of Investigation:

Conclusion(s):

Action Taken:

Principal/Religious Education Director Signature Date

This report is kept in a separate file. Do not place in student file.

5170: International Students Attending Catholic Schools | PS, SS - (Revised Policy)

SUBJECT: 5170: International Students Attending Catholic Schools – PS, SS

NUMBER: 5170

SUPERSEDES DATE: Revised 2/22 (7/14)

EFFECTIVE DATE: 7/1/2022

I. POLICY

It is the policy of the Diocese of Green Bay that each Catholic school and school system establish guidelines in working with placement agencies when registering international students at the school/system and working with the Diocesan Office of Catholic Schools following [Student & Exchange Visitor Information System \(SEVIS\)](#) protocol.

II. PURPOSE

It is the purpose of this policy to ensure that each student, their parents/guardian, placement agency and host family alike respect guidelines created to assure proper procedures are followed in the registration and maintaining of records of international students.

The Diocese of Green Bay Education Office is the [SEVIS](#) processor for international students attending Catholic schools in the diocese. The procedures must be met in order for any international student paperwork to be processed.

III. RESPONSIBILITY

It is the responsibility of the principal or system administrator to make known and enforce set procedures.

It is the responsibility of designated school/system personnel to work with the Diocesan Office of Catholic Schools Primary Designated School Official (PDSO) or Designated School Official (DSO) to ensure that proper paperwork is completed and updated for each international student. Furthermore, designated school/system personnel are required to report immediately any changes to the Office of Catholic Schools PDSO or DSO that may affect the international student status for the academic year.

IV. PROCEDURE

- A. The international student family and host family are working with a placement agency.
- B. The international student is entering the **9th grade** (or higher) for his/her initial placement.
- C. The school where the international student is being placed is named in the Education Office SEVIS petition form and has an international coordinator at the school.
- D. If there is more than one international student at a host family they must be of the same gender and/or from the same family.
- E. The Office of Catholic Schools PDSO or DSO must be notified before the student leaves the state of Wisconsin and/or the United States.
- F. Before student is placed with host family, adult family members must be [VIRTUS](#) trained.
- G. Any SEVIS school campus serviced by the Diocesan Office of Catholic Schools may request consideration of being exempted from A through E above in writing to: Superintendent of Catholic Schools; PO Box 23825; Green Bay, WI 54305-3825.

5180: Dress Code

SUBJECT: 5180: Student Dress Code
NUMBER: 5180
EFFECTIVE DATE: 7/1/2021

I. POLICY

It is the policy of the Roncalli Catholic Schools to maintain a dress code. This is a partnership between school and home. It is important for both parties to work together to ensure that all students dress neatly and appropriately for school. A dress code that stresses this shows that uniqueness and the pride we all have in our Catholic Schools.

II. PURPOSE

It is the purpose of this policy to ensure that each student is dressed for success. A dress code is fundamental to help students learn a skill, which is required for success in getting and keeping employment linked to appearance. A school dress code is a way to teach students respectable appearance which is a lesson that can greatly impact student self-respect and self-esteem.

III. RESPONSIBILITY

It is the responsibility of the principal and teachers to make sure that students adhere to the dress code and uniform policy.

IV. PROCEDURE

A. The elementary school will have a uniform policy.

1. Uniform skirts and uniform culottes are RCS uniform navy blue or tan khaki. Uniform jumpers are RCS uniform plain (hunter/classic navy plaid), navy blue or tan khaki.
2. Uniform pants or uniform dress walking shorts are belted or belt-less style dress slacks only. Colors are solid navy blue or tan khaki. Shorts and capris season is May 1 through September 30 and/or at the discretion of the building principal.
3. Skirts, dresses, and shorts must be fingertip length.
4. Shirts, blouses, polo shirts and turtlenecks (regular & mock) are solid color navy blue, light ("Columbia" blue) or white. (no aqua, turquoise, etc.). All shirts and uniform dresses shall have a collar and long or short sleeves.
5. ALL clothing must be in good repair.
6. School name or a half dollar-sized logo is acceptable on a collared shirt.
7. Hoodless sweaters or sweatshirts can be worn over uniform shirts. Solid color navy blue, light ("Columbia") blue, or white (no aqua, turquoise, etc). School name or logo is acceptable on sweaters and hoodless sweatshirts for in-school wear.
8. Shoes: Gym/deck/flats/dress must be closed toe and heel required. Required to have all laces tied. High heels/wedges, sandals, flip-flops, Crocs, clogs and "wheelie" skates are not permitted.
9. Socks: Socks must be worn. Colors are solid or printed navy blue, light ("Columbia") blue, black, white or red in any style, including solid colored tights.
10. Tights or leggings must be worn with skirts, skorts, or dresses from October 1st until May 1st and/or at the discretion of the building principal.
11. Hair: Hair must be neat and clean and out of eyes. No unnaturally colored hair.
12. Sunglasses, caps or head coverings may not be worn in the school building.
13. Earrings: Girls should only wear students or small hoops; boys may not wear earrings.
14. No make-up of any kind.

15. Clothing and accessories may not advertise alcohol, tobacco, drugs bands/musical groups nor should they have sarcastic or demeaning says on them. Nor should they advertise, allude to, or refer to bars, drugs, alcohol, tobacco, sex, nudity, violence, or on anything contrary to the schools' mission and beliefs.
16. The principal may announce special non-uniform days with the following guidelines:
 - A. Students may wear shirts that are scoop neck, V-neck, or a style that is not a traditional t-shirt style. Any shirt that is solid-colored, striped, or has a pattern of some type is acceptable, but no words or sayings on it. No bare shoulders, no bare midriffs should be showing. Minimum of capped sleeves are required and should cover the shoulder.
 - B. Clothing and accessories may not advertise, allude to, or refer to bars or establishments that promote alcohol, tobacco, drugs, sex, nudity, violence, weapons, bands/musical groups nor should they have sarcastic or demeaning sayings on them or on anything contrary to the schools' missions and beliefs.
 - C. Shoes: Gym/deck/flats/dress must be closed toe and heel required. Shoes are required to have all laces tied. High heels/wedges, sandals, flip-flops, Crocs, clogs and "wheelie" skates are not permitted.
 - D. No underwear should be showing at any time.
 - E. Pants may not have rips, tears or distressing of any type.
 - F. Skirts, dresses, and shorts must be fingertip length.

B. The middle school and high school will follow a dress code policy:

1. Collared shirts are acceptable with a small, no greater than a half dollar sized emblem or logo on it.
2. No college or professional team apparel (unless announced by the principal on special occasion days).
3. Roncalli apparel is the only acceptable team apparel allowed unless specified by the building principal.
4. Students may wear shirts that are scoop neck, V-neck, or a style that is not a traditional t-shirt style. Any shirt that is solid-colored, striped, or has a pattern of some type is acceptable, but no words or sayings on it, nor any logo that is greater than a half dollar size. No bare shoulders, no bare midriffs should be showing. Minimum capped sleeves are required and should cover the shoulder.
5. RCS or plain sweatshirts are acceptable for the dress code. Sweatshirts that have logos or sayings that are not Roncalli apparel are not allowed.
6. No sweatshirts (of any type) are allowed on liturgy days. If a child is cold, a student may wear a fleece, a sweater or jacket if it is too cold in church.
7. Hats, sunglasses, and bandanas are not allowed in school.
8. Shoes: Gym/deck/flats/dress must be closed toe and heel required. Shoes are required to have all laces tied. High heels/wedges, sandals, flip-flops, Crocs, clogs and "wheelie" skates are not permitted.
9. Closed toe shoes must be worn during all science classes.
10. Socks, stockings, or peds must be worn at all times.
11. No excessively tight or loose pants are to be worn. No underwear should be showing at any time.
12. Distracting hair is not allowed.
13. Shorts and capris season is May 1 through September 30 and/or at the discretion of the building principal.
14. Non-traditional days may be announced by the principals at any time.
15. Students may wear Roncalli or other sports' team apparel.
16. Jeans days are on the last day of the school week. They may not have holes, rips, tears or any type of distressing. Sweatpants may be worn on jeans' days at the middle school only.
17. Extra jeans days will be announced.
18. Clothing and accessories may not advertise, allude to, or refer to bars or establishments that promote alcohol, tobacco, drugs, sex, nudity, violence, weapons, bands/musical groups nor should they have sarcastic or demeaning sayings on them or on anything contrary to the schools' missions and beliefs.

19. Skirts, dresses, and shorts must be fingertip length.
20. Earrings: studs or small hoops allowed. Boys are not allowed to wear earrings.
21. Makeup should be used at a minimum.
22. Leggings/jeggings may only be worn under a skirt, dress, and long tunics and non-tucked-in blouses.
23. Leggings/jeggings worn with long sweaters are not permitted.
24. No form fitting tops.
25. Backpacks must remain in the students' locker.

C. Dress Code Violation Consequences for middle and high school

A parent will be contacted regarding the questionable piece of clothing. Article may not be worn again. Students will be required to change. Clothing will be provided if new clothing is unable to be provided to students by family. Multiple dress code violations will have consequences determined by administration.

5190: Class Sizes - R

SUBJECT: Class Sizes
NUMBER: 5190
EFFECTIVE DATE: 7/1/2021

I. POLICY

It is the policy of Roncalli Catholic Schools shall determine class size for each grade level consistent with, and relative to, the integrity of the instructional program determined by the school, and in accordance with guidelines for class design.

II. PURPOSE

The purpose of this policy is to ensure that class sizes are appropriate for the teachers and paraprofessionals assigned to each class.

III. RESPONSIBILITY

It is the responsibility of the administration to make sure that class sizes are kept within the recommended limits for each grade level.

IV. PROCEDURE

- A. A class size limit of 10 students per session is to be used as a guideline for 3K.
- B. A class size limit of 15 is to be used as a guideline for 4K.
- C. A class size limit of 20 is to be used as a guideline for kindergarten through fourth grade.
- D. A class size limit of 25 is to be used as a guideline for 5th - 8th grades.
- E. A class size limit of 25 is to be used as a guideline for high school classes.
- F. The discretion of the principal and school administrative team shall be used to determine whether an individual is capable of accommodating more students than the guideline indicates. The grade level involved, elective nature of the class and other factors will be taken into consideration.

5200: Promotion, Retention and Remediation - R

SUBJECT: Promotion, Retention and Remediation
NUMBER: 5200
EFFECTIVE DATE: 7/1/2021

V. POLICY

It is the policy of Roncalli Catholic Schools to instill success and confidence as students master academic skills. In the primary grades, the student must master the necessary Language Arts and Math skills in order to be promoted. The decision to promote or retain a student is made by the Principal in consultation with the student's teachers and parents.

VI. PURPOSE

The purpose of this policy is to ensure that students are placed where they can achieve success academically and socially based on consultation of principal, teachers and parents.

VII. RESPONSIBILITY

It is the responsibility of the administration to ensure that a program of study is suitable to promote the success of students.

VIII. PROCEDURE

A. Elementary School & Middle School

1. When a teacher begins to have a concern regarding whether a particular student may need to be retained, the teacher should bring his/her concerns to the Grade Level Building Learning Team (BLT) for review and discussion. This group should be a place where strategies and supports for the student in question are discussed. The decision to retain a particular student should be made after careful consideration.
2. Parents should be notified by the teacher of the student whose difficulties in the classroom raises concerns. The parents should be apprised of what strategies and supports have been put in place to help their child make the requisite progress. Notification to parents of concerns should occur as early as possible, but not later than the last day of the second quarter.
3. Upon notification that their child is not experiencing normal progress in the classroom, a regular communication process should be established and agreed to for the purpose of working together to help the student achieve greater progress.
4. A student may be referred to receive academic support via supportive consultants or referred for special education evaluation, if deemed necessary.
5. If the interventions and strategies developed through the child study and the communications between home and school do not produce appropriate success for the student.
6. The intervention team will meet with the parents to inform them of their recommendation for promotion/retention. The final decision always rests with the parent. Whether the parents agree or disagree with the recommendation for retention or promotion, a form must be signed to indicate future placement.

B. High School

1. Ninth through Twelfth Grades: Progress toward high school graduation shall be based on the student's ability to pass the subjects and electives necessary to earn the required number of credits and pass the Wisconsin Civics Exam.

Instruction - Series 6000

6005: School/Religious Education Programs | PS, SS, RE

SUBJECT: School/Religious Education Programs – PS, SS, RE
NUMBER: 6005
EFFECTIVE DATE: 9/1/2011

I. POLICY

It is the policy of the Diocese of Green Bay that every parish shall provide quality Catholic education programs.

II. PURPOSE

The purpose of these programs is to provide opportunities for full and active participation in sacramental and educational programs and to encourage active involvement in academic and religious education.

III. RESPONSIBILITY

It is the responsibility of the administrators in consultation with pastors and local boards to develop a mission statement and implement and evaluate such programs consistent with this mission statement.

IV. PROCEDURE

- A. Parishes shall employ professional directors and/or coordinators of religious education that meet the minimum qualifications as determined by the Director of Education.
- B. The director/coordinator in a parish with a school shall be a liaison to the Catholic school. Directors/coordinators and school administrators shall work in cooperation for sacramental preparation, communication and other aspects of religious formation where appropriate.
- C. Religious education programs will be guided by [“The Catechism of the Catholic Church”](#) as a primary resource.
- D. These programs may include but are not limited to retreats and service projects as an integral part of its overall religious education program.
- E. Every student enrolled in diocesan schools shall be required to participate in the formal religion classes and related religious activities.
- F. All parishes shall promote and give financial support to the Catholic schools and religious education programs of the diocese.
- G. Every school/school system shall obtain and maintain accreditation through an agency approved by the diocese.
- H. When an accreditation program is established for religious education, then the religious education program shall obtain and maintain accreditation approved through the diocese.

6010: Curriculum Guidelines and Instruction | PS, SS, RE

SUBJECT: Curriculum Guidelines and Instructions – PS, SS, RE
NUMBER: 6010
EFFECTIVE DATE: 9/1/2011

I. POLICY

It is the policy of the Diocese of Green Bay that all academic and religious instruction in all parishes/schools/systems follow the [curriculum guidelines](#) established by the Green Bay Diocesan Office of Catholic Schools and Office of Children and Youth Faith Formation.

II. PURPOSE

It is the purpose of this policy to ensure that all academic and religious instruction is integrated with Catholic principles, morals and values.

III. RESPONSIBILITY

It is the responsibility of the administrator to facilitate and direct, maintain programs, personnel and instruction.

IV. PROCEDURE

- A. All materials and media will exemplify Catholic values and foster formation spiritually, morally, intellectually and physically.
- B. All [religion textbooks](#) shall conform to the [Catechism of the Catholic Church](#) as determined by the Office of the Catechesis of the United States Catholic Conference of Bishops. This shall include Catholic schools, parish faith formation programs, home schooling and sacramental preparation.
- C. All parishes/schools/systems shall provide religious education to all persons, including those with disabilities, or offer an appropriate alternative.
- D. Develop and maintain instructional materials and provide opportunities for training faculty and personnel.
- E. Prior to making any arrangements for speakers who are from outside the diocese who are clergy, religious, or laity, who speak on theological subjects or who have civil/political impact, administrators will follow the diocesan Policy for [Permission for Speakers from Outside the Diocese of Green Bay](#).

6011: Diocesan-wide Academic Assessments | PS, SS, RE - (Revised Policy)

SUBJECT: Diocesan-wide Academic Assessments (ACT, MAP, IFG: ACRE tests) – PS, SS, RE
NUMBER: 6011
SUPERSEDES DATE: Revised 2/22 (5/14)
EFFECTIVE DATE: 7/1/2022

I. POLICY

It is the policy of the Diocese of Green Bay that periodic, Diocesan-wide assessments of student knowledge and progress are required. These may include, but not be limited to, the [ACT](#) (originally denoting “American College Testing”), [MAP](#) (“Measures of Academic Progress”) and [IFG: ACRE](#) (“Information for Growth - Assessment of Catechesis/Religious Education”) tests

II. PURPOSE

The purpose of such testing is to ensure that our students are receiving and understanding thorough instruction in their curriculum, including the teaching of the Catholic Faith. Such testing also allows any apparent deficits in learning to be addressed along with utilizing data for continuous educational improvement.

III. RESPONSIBILITY

It is the responsibility of the Office of Catholic Schools and Office of Children and Youth Faith Formation to communicate the importance and availability of such assessments.

The principal/administrator of each school or religious education program will be responsible for making sure that periodic assessments are scheduled, encompassing all relevant grade levels. He/she also will oversee communication of scheduling information to staff, parents and students.

IV. PROCEDURE

- A. Communication will go out from the DOE to each principal/administrator, underlining the purpose and importance of periodic, Diocesan-wide assessments, and providing scheduling information and/or resources.
- B. Each school principal/administrator will follow through with assessment scheduling, making sure that staff, parents and students are alerted to this schedule in a timely manner.
- C. Classroom teachers/staff will be given and asked to communicate to parents and students information about the individual assessment, interpreting the results, guiding students through practice problems as appropriate, and stressing the importance of test preparation including rest and proper nutrition.
- D. The DOE will communicate to principals/administrators how and when results of the assessment will be compiled and how follow-up should be addressed.

6015: Student Participation in Religious Activities | PS, SS, RE

SUBJECT: Student Participation in Religious Activities – PS, SS, RE
NUMBER: 6015
EFFECTIVE DATE: 9/1/2011

I. POLICY

It is the policy of the Diocese of Green Bay that every student enrolled in diocesan Catholic schools shall be required to participate in the formal religion classes and related religious activities.

II. PURPOSE

It is the purpose of this policy to ensure that Catholic schools are first and foremost institutions of catechesis. Religious instruction and activities are the foundation of this catechesis, and therefore are critical to the educational program of the Catholic schools.

III. RESPONSIBILITY

It is the responsibility of the school administrator to implement, oversee and evaluate religious programs and activities to ensure proper teaching of the Catholic faith.

It is the responsibility of teachers to ensure student participation and proper Catholic instruction in school religion classes and activities.

It is the responsibility of the parents to support the Catholic instruction and activities of a school.

IV. PROCEDURE

- A. Schools will have mission, vision and values statements that incorporate their individuality as a school.
- B. All programs presented within the school will be consistent with Catholic teachings.
- C. Parents understand that by being a part of the school community, their student will be taught the principles set forth in its foundational documents, including participation in Catholic religion classes and activities.

6030: Catholic Education Programs on Human Sexuality | PS, SS, RE

SUBJECT: Catholic Education Programs on Human Sexuality (Chastity Education) – PS, SS, RE
NUMBER: 6030
SUPERSEDES DATE: REVISED 12/98
EFFECTIVE DATE: 9/1/2011

I. POLICY

It is the policy of the Diocese of Green Bay that all children have the right to receive Catholic education on human sexuality.

II. PURPOSE

It is the purpose of this policy to ensure that the parish/school/system assists parents/guardians in providing adequate Catholic education on human sexuality to their children, including sponsoring appropriate programs.

III. RESPONSIBILITY

It is the responsibility of the parish/school/system to provide and support the parents/guardians with training, materials, support and programming to appropriately educate their child/ren in Catholic education on human sexuality

IV. PROCEDURE

- A. Consult the [curriculum guidelines](#) of the Diocese regarding Catholic education on human sexuality.
- B. Follow the guidelines and provide in-service and materials for the faculty and parents/guardians.
- C. Develop and maintain instructional materials and provide opportunities for training faculty and personnel.

6040: Academic Contests in Educational Programs | PS, SS

SUBJECT: Academic Contests in Educational Programs – PS, SS
NUMBER: 6040
SUPERSEDES DATE: Revised 12/98
EFFECTIVE DATE: 9/1/2011

I. POLICY

It is the policy of the Diocese of Green Bay that all contests of an academic nature, sponsored by agencies outside the school/parish must have the approval of the local administrator.

II. PURPOSE

It is the purpose of this policy to ensure the quality and standards of Catholic Education in all academic contests.

III. RESPONSIBILITY

It is the responsibility of the educator, parent or community member to seek approval from the administrator prior to allowing students to take part in an academic contest not sponsored by the school/parish.

It is the responsibility of the administrator to examine and give approval or denial for each individual contest.

IV. PROCEDURE

Follow the local policy.

6080: Instructional Time When School/Religious Education Class is Canceled | PS, SS, RE

SUBJECT: Instructional Time When School/Religious Education Class is Canceled – PS, SS, RE
NUMBER: 2005
SUPERSEDES DATE: 9/1/11
EFFECTIVE DATE: 8/30/2016

I. POLICY

It is the policy of the Diocese of Green Bay, for the purpose of best instructional practice, to have a consistent standard with regard to instructional time when school/religious education class is canceled.

II. PURPOSE

It is the purpose of this policy to comply with state statutes and diocesan policy concerning annual school hours and religious education instruction hours when it is necessary to cancel school/religious education classes because of safety concerns, widespread illness, inclement weather or other legitimate reasons.

III. RESPONSIBILITY

It is the responsibility of the system president/school principal/religious educator director or coordinator, in consultation with the pastor/pastoral leader, to determine when it is appropriate to cancel school/classes. It is the responsibility of the local administrator to determine when school/class hours need to be made up.

IV. PROCEDURE

- A. The school principal/system president/religious educator director or coordinator will annually assure that:
 - 1. Schools hold at least 437 hours of direct pupil instruction in kindergarten, at least 1,050 hours of direct pupil instruction in grades 1 through 6, and at least 1,137 hours of direct pupil instruction in grades 7 through 12 ([2013 WI ACT 257](#)).
 - 2. Religious Education classes have at least 30 hours of instruction (effective Fall 2014).
- B. The school hours are computed as the period from the start to the close of each pupil's daily instructional schedule. Scheduled hours include recess and time for pupils to transfer between classes but do not include the lunch period. No more than 30 minutes of recess per day may be counted in the instructional hours.
- C. Careful consideration is given that sufficient hours are scheduled to afford appropriate time for a quality Catholic day school education and parish religious education. Diocesan recommended instruction time for each subject is consulted in determining a total annual instruction schedule. Additional annual hours should be considered for activities that occur during the year in addition to direct instruction time.

6090: Outside Programs at School | PS, SS

SUBJECT: Outside Programs at School – PS, SS
NUMBER: 6090
EFFECTIVE DATE: 9/1/2011

I. POLICY

It is the policy of the Diocese of Green Bay to provide notification to parents regarding outside programs that will be presented to students in school.

II. PURPOSE

It is the purpose of this policy to provide parents the opportunity to choose not to have their child participate in the program.

III. RESPONSIBILITY

It is the responsibility of the administrator to ensure that teachers seek approval prior to the pre-planning of such programs.

It is the responsibility of the administrator to be aware of the content of the program and to distribute such information to parents.

It is the responsibility of the parent to inform the school, in writing, of their desire NOT to have their child/ren attend the program.

IV. PROCEDURE

- A. Teachers shall seek approval from the administrator prior to planning an outside program's presentation to students.
- B. Outside programs referred to in this policy include, but are not limited to, those such as Junior Achievement, D.A.R.E.
- C. Parents need to be given a written accurate description of the program in advance.
- D. Programs shall be consistent with the teaching of the Catholic faith.
- E. Appropriate consideration should be given for the students that do not participate in the program. An alternative activity should be planned that does not elicit inappropriate comments from peers and has no grade consequences.

APPENDIX A: Diocesan Policies Addendum to Education Policies from Diocese of Green Bay Personnel Manual

For resources related to Human Resources, go to the [diocesan webpage](#).

Under Department and Offices, click Human Resources in the dropdown menu. Put in the username and password int HR connection. If you do not have the username and password, or don't know the username and password, please contact the diocesan Human Resources Office.

Under **Human Resource tab**, you will find Company Handbook which includes the *Personnel Manual for Parish and School Employees* and *Personnel Manual for Parish and School Employees---Administrator's version*.

Under **Forms tab**, you will find many forms including contract forms, I-9, W-4, Workers Compensation, FMLA Compliance packet and required State and Federal postings.

Under **Policies and Procedures tab**, you can access the School Benefit booklet.

Please call the Human Resources Department (920-272-8200) for any human resource needs or concerns.

A1: Contracts | PS, SS, RE

SUBJECT: Contracts in Schools and Religious Education

I. POLICY

It is the policy of the employer to provide written contracts to system presidents, principals, teachers and religion program directors/coordinators/facilitators. Contracts are distributed based on enrollment projections and budget constraints.

II. PURPOSE

The purpose of this policy is to ensure that all contracts are processed in a consistent manner and within the guidelines of employment laws.

III. RESPONSIBILITY

It is the responsibility of the priest/parish director and/or administrator to ensure compliance with Federal and State law.

The Families and Schools of Discipleship Mission Team will make available contract templates, except for system president contracts.

IV. PROCEDURE

System President

Contract: Where the results of the performance evaluations are positive and all qualifications for continued employment are met, contracts may be offered to system presidents at the discretion of the employer. Contracts for system presidents are to be developed by the local board of trustees.

Contract terms and deadlines are determined by the local board of trustees and approved by the Board of Directors.

Changes to contract terms may be made during the term if they are mutually agreed upon.

Contracts should acknowledge receipt of a job description/ministry profile and copy of “*Our Promise to Protect...*” manual and acknowledgement form.

Failure to Sign/Return: Failure to return the signed contract by the deadline will cause the contract offer to be withdrawn. The employee should be notified that his/her employment will end with the current contract.

Non-Offer: If a contract is not being offered to the system president, representatives of the Board of Trustees will meet with the president and provide them with a “non-offer” letter.

If a system president does not receive notice regarding a contract, the president should contact the Chairperson of the Board of Trustees.

Campus Principal

Contract: Where the results of the performance evaluations are positive and all qualifications for continued employment are met, 12 month contracts may be offered at the discretion of the employer, on or before March 15 or the first business day following. Principal contract terms are July 1 through June 30. The principal must sign and return his/her contract to his/her immediate supervisor on or before April 15.

Changes to contract terms may be made during the term if they are mutually agreed upon.

Contracts should acknowledge receipt of a job description/ministry profile and copy of “*Our Promise to Protect...*” manual and acknowledgement form.

Failure to Sign/Return: Failure to return the signed contract by the deadline will cause the contract offer to be withdrawn. The employee should be notified that his/her employment will end with the current contract.

Non-Offer: If a contract is not being offered to the principal, the pastor/parish director, system president and/or president/chairperson of the commission, committee or board, will meet with the principal and provide them with a “non-offer” letter. The “non-offer” letter should be presented by March 15 to administrators. Language may be added to the non-offer letter if later reconsideration is a possibility.

If a principal does not receive notice regarding a contract by the respective date, they should contact the system president.

Teacher

Contract: Where the results of the performance evaluations are positive and all qualifications for continued employment are met, 12 month contracts may be offered at the discretion of the employer, on or before April 15 or the first business day following. Teacher contract terms are August 16 through June 15. The teacher must sign and return his/her contract to his/her immediate supervisor on or before May 15.

Changes to contract terms may be made during the term if they are mutually agreed upon.

Contracts should acknowledge receipt of a job description/ministry profile and copy of “*Our Promise to Protect...*” manual and acknowledgement form.

Failure to Sign/Return: Failure to return the signed contract by the deadline will cause the contract offer to be withdrawn. The employee should be notified that his/her employment will end with the current contract.

Non-Offer: If a contract is not being offered to the teacher, the principal will meet with the teacher and provide them with a “non-offer” letter. The “non-offer” letter should be presented by April 15 to teachers. Language may be added to the non-offer letter if later reconsideration is a possibility. If a teacher does not receive notice regarding a contract by the respective date, they should contact his/her supervisor.

A2: Employee Breach of Contract | PS, SS, RE

SUBJECT: Employee Breach of Contract

I. POLICY

It is the policy of the employer that it may charge school administrators and teachers a financial penalty for the hardship incurred by the employer during a breach of fulfilling his/her contractual agreement academic year terms.

II. PURPOSE

The purpose of this policy is to ensure that employment contracts are processed in a consistent manner, provide adequate staffing for enrollment and are within the guidelines of employment laws.

III. RESPONSIBILITY

It is the responsibility of the system president to ensure compliance with Federal and State law.

IV. PROCEDURE

A contract protection clause may be included in the teacher contract to compensate the employer when a school administrator and teacher signs a contract and then voluntarily terminates his/her employment before the contractual agreement terms are fulfilled.

Voluntary termination that breaks a contractual agreement must be submitted to the principal in writing and may be assessed financial penalty accordingly by the receipt date based upon the following factors: ability to secure qualified replacement and comparable cost prior to start of the school year.

If the school administrator or teacher intends to terminate his/her contract after certain dates or specific dates specified in his/her contract, the individual may be charged a financial penalty.

The financial penalty will be deducted from the remaining paychecks. The administrator/system president will determine the rate of deduction prorated over the remaining paychecks and provide the rate of reduction in writing to the individual.

A3: Staff Assignments | PS, SS, RE

SUBJECT: Staff Assignments

I. POLICY

It is the policy of the employer to assign staff according to the needs of the employer in consideration of enrollment needs and budget constraints.

II. PURPOSE

The purpose of this policy is to ensure adequate staffing for enrollment within the budget guidelines.

III. RESPONSIBILITY

It is the responsibility of the administrators to ensure staffing levels are consistent with educational needs and within budget guidelines.

IV. PROCEDURE

- A. System president and/or administrator will assign instructional personnel and support staff to positions for which his/her certification, experience, knowledge, skills, and abilities have best prepared them and which best meets the needs of the employer.
- B. Educators may be temporarily assigned for classes not listed on his/her certification. Staff may be temporarily assigned to duties not listed in his/her job description.
- C. All personnel may be reassigned due to employer needs.
- D. Administration will determine how instruction is taught, whether in-person or virtual due to illness, school closure, snow days or any other type of emergency that might require the school to close.

A4: Salary Schedule Placement | PS, SS, RE

SUBJECT: Salary Schedule Placement

I. POLICY

It is the policy of the employer that it creates and maintains a salary schedule for its employing unit.

II. PURPOSE

The purpose of this policy is to ensure consistency in pay according to like positions within the approved salary scales, within the budget guidelines and in accordance with applicable wage and hour laws..

III. RESPONSIBILITY

It is the responsibility of the system president and/or administrator to ensure consistency in pay and compliance with applicable wage and hour laws.

IV. PROCEDURE

Note: The diocesan schedules are to be used as a guide for salary scales. Scales may be set at the local level based on local market values and budgetary constraints.

Administration (Principals and Directors)

- A. New administrators will be placed on the assigned salary scale based on previous experience in a related position, education, other expectations of the position and other appropriate factors that relate to the situation.

Teaching Staff

- B. A beginning teacher with no experience will be placed at Step 1 on the teacher salary scale according to his/her highest level of post-secondary education. Copies of licenses and transcripts are required to place a teacher at this level.
- C. If it becomes necessary to hire a teacher without a minimum completion of a Bachelor's degree, they will receive a teacher's contract below Step 1, Class 1 on the salary scale. They will not be eligible to move up the scale to a higher Step but will remain at Step 1 until his/her certification is complete. Retro-pay is not applicable to the hire date.
- D. A teacher with previous experience will be accorded one hundred percent (100%) of the full-time teaching experience with a maximum credit of seven (7) years. Part-time substitute teaching experience does not apply to the 100% experience.
- E. The principal/administrator may recommend additional compensation, not in conformity with this policy.

A5: Performance Appraisals | PS, SS, RE

SUBJECT: Performance Appraisals

I. POLICY

It is the policy of the employer to conduct performance appraisals for all staff. Evaluations will be based on defined performance standards that directly relate to job descriptions.

II. PURPOSE

The purpose of this policy is to ensure consistent processing of performance appraisals.

III. RESPONSIBILITY

It is the responsibility of the system president and/or administrator to ensure that performance evaluations are conducted for all staff.

IV. PROCEDURE

- A. Local system Board of Trustees will conduct the appraisal of system presidents. System presidents will conduct the appraisals of the principals. The principals will conduct the appraisals of the faculty and staff of his/her respective campuses.
- B. Distribution and collection of formal evaluation documentation will be done by the administrator.
- C. Performance appraisal documents will be kept in employee personnel files in the school office or a central office.
- D. A signed copy of the performance evaluation tool must be given to the employee.
- E. The employee may file a written response to attach to the evaluation signed by both parties.
- F. Appraisals should be conducted for contract personnel prior to mid February to assist in the contract process.
- G. Appraisals may be conducted more than once a year if performance problems need to be addressed. Poor performance may result in disciplinary action up to and including termination of employment.

A6: Reduction in Force | PS, SS, RE

SUBJECT: Reduction in Force

I. POLICY

It is the policy of the employer to review staff in accordance with the guidelines outlined in this policy when reducing staff.

II. PURPOSE

The purpose of this policy is to ensure consistent practices in the event a reduction in force is warranted due to enrollment and/or budget constraints.

III. RESPONSIBILITY

It is the responsibility of the system president and/or administrator to ensure that all procedures are followed in accordance with the policy and applicable state and federal laws.

IV. PROCEDURE

Reduction in force may be the procedure used for not offering future academic year contracts for teachers or principals due to certain conditions.

Enrollment, budget, program needs and curriculum changes are some of the conditions that necessitate a reduction in force. Factors to be considered may include, but are not limited to:

- Pupil/Teacher Ratio
- Performance Appraisal
- Professional Qualifications
- Professional Growth
- Commitment to Employer and Catholic Education
- Length of Service
- Other Employment Factors

Provisional contract or “Non-Offer with Later Reconsideration” Letter

A provisional contract (containing a reduction in force contingency) or a non-offer letter containing a provision for later reconsideration may be used in lieu of a reduction in force letter.

Re-Hire Procedure

Employees who are affected by a reduction in staff must complete a new employment application if they are interested in filling future vacant positions. Applications are kept on file for one year.

A7: Substitute Teachers | PS, SS

SUBJECT: Substitute Teachers

I. POLICY

It is the policy of the employer to hire and retain qualified substitute teaching staff for the purpose of providing quality Catholic education.

II. PURPOSE

The purpose of this policy is to ensure that all substitute teaching staff meet the requirements of the Wisconsin Department of Public Instruction and Office of Catholic Schools at the Diocese of Green Bay.

III. RESPONSIBILITY

It is the responsibility of the system president and/or the administrator to ensure that minimum requirements are met and maintained for substitute teaching positions at his/her campus.

It is the responsibility of the system president and/or the administrators, to keep current records on file for compliance and payroll purposes.

It is the responsibility of the substitute teacher to obtain minimum requirements for his/her position and keep his/her certification current.

IV. PROCEDURE

- A. All substitute teachers must meet the minimum requirements of the Department of Public Instruction.
- B. Substitute teachers need to have completed an on-line employment application on file and have completed all requirements for the diocesan Safe Environment hiring process.
- C. The rates for (short and long-term) substitute teachers' wages shall be set during the budget process.
- D. A long-term substitute is defined as fulfilling a teaching assignment for more than 30 consecutive days.
- E. Long-term substitute teachers that are contracted full-time for the duration of half of the school year (90 consecutive school days) or more receive 16 hours of sick leave for use during his/her long-term contracted period. This time cannot be carried over or banked for future use.
- F. Teachers may be asked to substitute for another teacher within the building or system. Teachers are paid at the budgeted substitute teacher rate per hour with a high school block equal to two teaching hours.

A8: Family and Medical Leave for Instructional Personnel | PS, SS

SUBJECT: Family and Medical Leave for Instructional Personnel

I. POLICY

If otherwise eligible to take leave under Family and Medical Leave Act (FMLA), there are special provisions applicable to leave taken by instructional employees near the end of the term.

II. PURPOSE

The purpose of this policy is to ensure that FMLA is applied within the guidelines of employment laws.

III. RESPONSIBILITY

It is the responsibility of the system president/administrator to ensure compliance with Federal and State law.

IV. PROCEDURE

School employees primarily engaged in an instructional capacity who take federal leave near the end of an academic term may be required to extend his/her leave through the end of the academic term if:

- a. the leave is commenced more than five (5) weeks from the end of the term but the employee intends to return during the final three (3) weeks of the term and the leave is longer than three (3) weeks in duration;
- b. the leave is commenced within five (5) weeks of the end of the term and the employee intends to return during the final two (2) weeks of the term and the leave period was at least two (2) weeks in duration; or
- c. the leave commences within three (3) weeks of the end of a term and the leave was at least five (5) working days in duration.

Any period of regularly scheduled closure (i.e. summer break, etc.) does count against the employee's leave entitlement.

A9: Staff Dress Code - R

SUBJECT: Staff Dress Code

I. POLICY

It is the policy of the employer to allow for casual dress, outlined below, from time to time. In all other instances business casual attire is appropriate for work.

II. PURPOSE

It is the purpose of this policy to define the expectation regarding employees' attire during work hours and while on campus premises.

III. RESPONSIBILITY

It is the responsibility of the employee to adhere to the dress code policy and use reasonable sense when applying the policy to school related events.

It is the responsibility of the administrator to ensure employees are in compliance with the policy provisions.

IV. PROCEDURE

- A. The Board of Trustees believe that professional staff members set an example in dress and grooming for their students to follow. A professional staff member who understands this precept and adheres to it enlarges the importance of his/her task, presents an image of dignity, and encourages respect for authority. These factors act in a positive manner toward the maintenance of discipline.
 - be physically clean, neat, and well groomed;
 - dress in a manner consistent with their professional responsibilities;
 - dress in a manner that does not cause damage to system property;
 - be groomed in such a way that their hair style or dress does not disrupt the educational process nor cause a health or safety hazard.
- B. Casual days during school hours as designated by the building principal or system president may include jeans.
- C. Casual days when school is not in session may include attire appropriate for the project at hand.
- D. Staff attending co-curricular functions are expected to represent the school employer with attire applicable to the campus event and campus guidelines.
- E. At a minimum, staff should follow the middle and high school guidelines for students.

Policies/Practices/Clarifications relevant to schools under Human Resources: Click topic and scroll through entries)

[A10: Memorandum: Clarification Regarding Criminal Background Checks \(DPI Choice Bulletin 09-01\)](#)

[A11: Notice to Schools/Systems regarding employment of a former priest or deacon](#)

APPENDIX B: Diocesan Policies Addendum to Education Policies from Diocese of Green Bay Finance and Accounting Department

SUBJECT: Scrip Policy for Parishes/Schools and School Systems

Since the National Scrip Center introduced the Scrip program to the Diocese of Green Bay in the mid '90s, parishes and schools have earned thousands of dollars. The sale of Scrip certificates is recognized as a beneficial source of additional income. At present, National Scrip, Great Lakes Scrip, Green Bay Scrip and local merchants are the primary sources of Scrip certificates. National and Great Lakes provide program manuals and software. However, the integrity of any Scrip program rests with the individuals and procedures within each parish/school program.

If you are planning to begin a Scrip program in your parish and/or school, it is important to get information guides from a primary Scrip provider, e.g., the National Scrip Center (NSC) and be familiar with their guidance. Read and study the information carefully; talk with program coordinators in other parishes or schools as well. When you are ready to design your program, be certain to consult the following companion guidelines and policies of the Diocese of Green Bay. These diocesan guidelines and policies are intended to help parishes and schools implement a Scrip program and to serve as a standard for established programs in the Diocese of Green Bay.

Planning and Oversight

Planning is critical to the success of a Scrip program, as well as any other funding ventures; therefore, an Oversight Committee should be established. An Oversight Committee is charged with designing the Scrip program, establishing the goals, and setting practices and procedures. The committee presents the program to the finance council or the school board, monitors the activities of the program, and offers encouragement and support to Scrip workers and participants. The committee determines the distribution of profits only after consultation with the parish or school leadership. This committee periodically reviews the program goals and is responsible for program operations. Following are five broad areas in which policies and guidelines must be consulted.

Internal Controls

As a parish/school program, Scrip activity is subject to the same accounting procedures as those that are used in the parish, i.e., use of the Uniform Chart of Accounts. This includes recording all transactions on the parish/school books. Scrip certificates/cards are cash. A system must be in place to assure that certificates are counted on a regular basis and certificates are protected from theft. Without an adequate internal control system in place, it may be difficult or impossible to prove a loss for an insurance claim.

Key areas of Scrip internal control:

1. Use one separate checking account for Scrip activity. Each check requires two signatures. The pastor or parish director with the advice of the parish trustees, or the school board, appoints the two check signers.
2. The Scrip certificates/cards must be kept in a secured location on the parish/school premises; certificates are to be sold on the parish/school premises. If certificates/cards are not kept on the premises, then additional controls, i.e., storage, insurance, access, etc., must be established to account for Scrip activity and protect the certificates/cards from theft. Check with the diocese or the insurance carrier to obtain the necessary additional coverage.
3. A reasonable dollar limit must be set for scrip inventory and monitored periodically.
4. Forms: use forms to expedite record keeping:
 - a. Customer Order Form, the weekly form given to those ordering Scrip

- b. Inventory Form, a form listing all certificates in inventory used for sales, tracking and accounting
- c. Sales Tracking Form, this form allows for recording purchasers, items, and quantities
- d. Envelope, an order-taking/delivery system used primarily by schools
- e. Vendor List, provided by the Scrip distributor; presented/modified on/for order forms
- f. Scrip Provider Order Form, use provider's form to order program certificates

<p style="text-align: center;">Scrip Program Coordinator</p> <ul style="list-style-type: none"> ● Recruits program volunteers ● Defines the workers' tasks ● Oversees all workers ● Updates forms ● Attends all Scrip meetings ● Responsible for advertising/marketing ● Reports to parish/school board 	<p style="text-align: center;">Scrip Seller</p> <ul style="list-style-type: none"> ● Be familiar with the sales procedures ● Un/relock the inventory ● Pull the certificates from inventory ● Record the sale with required information on appropriate form(s) ● Accept cash, COD ● Take orders for National Scrip
<p style="text-align: center;">Order Person</p> <ul style="list-style-type: none"> ● Pick up, assemble and check customer orders/money ● Fill orders from inventory ● Place order with vendor(s) ● Write check to pay vendor (DO NOT sign check) ● Deposit money 	<p style="text-align: center;">Record keeper (Reconciler)</p> <ul style="list-style-type: none"> ● Use a separate Scrip account; two signatures are required ● Tally certificates sold, cash received, inventory, deposits ● Prepare a statement of transactions ● Prepare a comprehensive monthly report ● Keep files
<p style="text-align: center;">Order Fillers</p> <ul style="list-style-type: none"> ● Verify incoming Scrip with order ● Record certificate number sequence for inventory 	<p style="text-align: center;">Scrip Pick-up Person</p> <ul style="list-style-type: none"> ● Goes to regional and local vendors to pick up Scrip certificates

Marketing and Promotion

The marketing and sales of Scrip are to keep with the mission and philosophy of the sponsoring parish/school. It is important to remember that Scrip purchases are not tax deductible as charitable contributions. To maximize participation of the parish/school in the Scrip program, effective marketing and promotion is essential. Items of concern are:

1. While it is important to make the sale of Scrip convenient for the customer, sale of Scrip certificates should be on parish/school property. If certificates are not kept on the premises, then additional controls must be established to account for Scrip activity and protect the certificates/cards from theft. Check with the diocese or the insurance carrier to obtain the necessary additional coverage.
2. According to information received from the Internal Revenue Service in May 2003, parents, grandparents, and other individuals who purchase Scrip from a school sponsored program for their own personal use may designate who is to receive any applicable school tuition credits/rebates without any income or gift tax consequences.

The IRS also noted that when grandparents and other individuals purchase Scrip and then apply any credits/rebates towards religious education program tuition, gift tax consequences could result. However, currently gifts totaling \$11,000 per donee per calendar year are exempt from gift tax so in most cases this will not apply.

However, if parents, grandparents and other individuals purchase Scrip from the sponsoring organization and then resell the Scrip to others, any profit directed to a student's tuition bill and/or Scrip requirement is in effect a commission the purchaser is receiving for their efforts to resell the Scrip. The exact income and tax withholding requirements in this case will depend on all of the specific facts and circumstances.

Please note that the IRS did caution that income tax issues could arise if Scrip is used to purchase items that will be deducted as a business expense. The rebates received on Scrip (or applied to someone's tuition) generally are not income, but the rebates reduce the basis of the item purchased. Therefore, the business expense deduction would equal the cost of the item less any rebate from the Scrip. In order to avoid confusion, a better practice would be to limit Scrip credits/rebates to cases when the Scrip will be used to purchase items for the individual's personal use.

3. Maintaining data in a computer program is very helpful; NSC, Great Lakes Scrip, and some parishes offer programs at little or no cost.

Ordering and Selling Scrip

Establish a working relationship with Scrip vendors (National, Great Lakes, Green Bay, local). Follow their guidelines for purchasing Scrip certificates. Establish a Scrip checking account and an ACH relationship (electronic transfer of funds) with your bank. Upon receipt of your Scrip, ALWAYS check certificates against the order. Items of concern are:

1. Establish procedures for receiving, processing and delivering Scrip; prevail upon all volunteers to use these procedures.
2. Count the Scrip certificate inventory frequently but at least weekly.
3. The person who reconciles the checking account or the inventory may NOT be a person who is also involved with selling/ordering/filling orders. The parish/school bookkeeper should reconcile these accounts.
4. Keep a copy of the record of the inventory in a place other than with the Scrip certificates.

Accounting and Reporting

Accounting and reporting systems assure that financial activities of a program are proper and that information is communicated to all that participate in the program. Below are key items that will help to create a system that meets the individual needs of each parish/school.

1. All Scrip transactions should be recorded on the parish/school general ledger using the Uniform Chart of Accounts. The parish/school is required to report Scrip activity to the diocese each year. Using the same accounting system for Scrip will greatly facilitate this requirement. Items that can be kept in separate records may include lists of purchasers, volume of sales per customer, inventories, etc.
2. Use only one Scrip checking account. Two signers are needed for each check. This requirement is similar to the diocesan rules on parish checking accounts.

3. The Oversight Committee should review Scrip activity monthly.
4. Regular reports should be made monthly to the finance council or board and annually to parishioners.
5. A computer and Scrip program can greatly help in organizing Scrip information.
6. The IRS considers Scrip fundraising activities a trade or business. The profits made from the activity are exempt from income tax when the number of volunteer hours is at least 85% of the total number of hours it takes to run the program. In a letter dated December 3, 1998, the IRS stated on this matter, “It is the responsibility of each participating parish or school to maintain any records necessary to show that this is in fact the case.”

All Scrip programs must maintain a record of the hours compiled for each volunteer and paid employee. At the end of the fiscal year, June 30, a calculation must be made to see if the program meets the “85% test”. If the paid hours exceed 15% of the total hours, a federal form 990T must be prepared and tax paid on the profits. Filing this tax return is a significant burden, but can be avoided with proper planning.

Acknowledgements

The following individuals served on the Diocesan Scrip Guidelines Committee. Their commitment to this endeavor is appreciated. The principals and coordinators represent well-developed Scrip programs. You are welcome to contact these individuals for information and sample forms.

Betty Dorn, SS. Peter & Paul Parish, Kiel
Tom Kurkowski, Director, Finance and Accounting, Diocese of Green Bay
Debbie LaSage, Scrip Coordinator, Resurrection, Green Bay
Kathy Mahlik, Scrip Coordinator, TRCCS, Two Rivers
Tarry Majewski,, Coordinator, Our Lady of Lourdes School, DePere
Sue Maleport, Scrip Coordinator, Holy Family School, Green Bay
Linda Meyer, Coordinator, St. Mary – St. Patrick School, Reedsville
Dean Swoboda, Coordinator, St. Paul School, Wrightstown
Judith Urbanski, Principal, Holy Family School, Marinette
Kate Vannieuwenhoven, Coordinator, Our Lady of Lourdes School, DePere

SUBJECT: Budget Process

BUDGET PROCESS

“Jesus sat down opposite the treasury and observed how the crowd put money into the treasury. Many rich people put in large sums. A poor widow also came and put in two small coins worth a few cents. Calling his disciples to himself, he said to them, ‘Amen, I say to you, this poor widow put in more than all other contributors to the treasury. For they have all contributed from their surplus wealth, but she, from her poverty has contributed all she had, her whole livelihood.’” (Mark 12: 41-44)

The Foundation of Budgets:

All organizations have a limited amount of resources with which to operate. In the case of a parish, the resources represent funds entrusted to the parish by its parishioners. Parish staff and volunteers have a special fiduciary responsibility to make sure these funds are spent and invested wisely. Spending and investing wisely involves establishing specific, measurable goals and objectives and later evaluating whether the goals and objectives have been reached. This process involves planning. Planning is a prerequisite and the basis for budgeting. Planning must include a short (one year) and long-term (five to ten years) vision. Proper planning involves:

- Setting an objective or goal.
- Identifying and assessing present and future conditions affecting the goal.
- Developing a systematic approach by which to achieve the goal.

Purpose of Budgeting:

A parish is involved in a variety of activities, i.e.: worship, religious education, fund-raising, etc. These activities are handled by many different committees and leaders. The budget process is a means to serve as a communication tool and a means to coordinate all activities to achieve the church’s goals and objectives.

The budgeting process formalizes planning and can be used to evaluate performance. If there are variances from the budget, either under or over, corrective action can be made. Corrective action may be in the form of seeking additional contributions, cutting costs, etc. These steps help the parish keep on target in terms of achieving its original plan.

A budget is also a tool that assists managers in assessing parish operations and thus helps in sound decision making. This is especially important when inflows and outflows of cash are mismatched. Many parishes have a cash flow situation where excess funds are available to the church for several months of the year, but the excess must be retained to cover the fixed costs of operating the church during times when attendance and giving are traditionally low.

Roles and Responsibilities

The Parish Pastoral Council, along with the staff and involvement of all members of the parish community, works with the pastor/parish director to do parish planning. This includes the formulation of a parish mission statement, the annual assessment of needs, and the establishment of parish goals and priorities. In general, the Parish Pastoral Council establishes goals and priorities as well as coordinates the programs and organizations of the parish. The Finance Council is responsible for soliciting funds and managing the parish budget and facilities, thus enabling

the parish to carry out its mission. These two bodies work together collaboratively and are consultative to the Pastor/Parish Director. This is facilitated by annual meetings of the Parish Pastoral Council and the Finance Council. All final budget decisions and approvals rest with the Pastor/Parish Director.

The Budget Process – Bottom Up Approach:

A Bottom Up approach needs as many people involved in the budgeting process as possible. Participation is an important step to budgeting. For example:

- Office personnel are asked to submit their requests for new equipment and operating supplies.
- Teachers are asked to think about their classroom needs and submit requests.
- Service organizations are asked to prepare their own budgets.

This approach starts with distribution of general budget guidelines by the Finance Council. Written requests for funds and budgets are prepared by each department, organization, or individual and are submitted to the Finance Council. This group thoroughly reviews the needs for funds and invites the people seeking funds to present their requests. Based on available resources, budgets are accepted, rejected, or modified by this group with the consultation of the pastor/parish director. The rationale for any modifications or rejections is clearly defined by the council and stated in the minutes.

The Budget Preparation – Approaches:

There are two recommended approaches for preparing the annual operating budget: incremental budgeting or program budgeting.

Incremental budgeting is based on the question, how much did it cost last year? This approach takes this year's budget as the basis for next year's budget with adjustments for anticipated cost or activity changes. Example: Religious education served the needs of 100 children this year at a total cost of \$1,000 (\$10 per child). The parish anticipates serving 125 children next year, and because of inflation, the cost per student will rise to \$11. Thus, using the incremental approach, part of next year's budget for religious education will be \$1,375 (125 X \$11).

The important consideration to note when using this approach is to verify or confirm that prior activities and costs are effective and efficient in their implementation. In addition, costs may behave differently from year to year.

Program budgeting operates with the assumption that the programs need to meet certain purposes. Instead of looking at revenues and expenses in general as increasing or decreasing, program budgeting looks at the heart of a program. This approach uses costs identified with specific programs. Clearly establishing the purposes improves the parish's use of resources and the effectiveness of the programs. This is done by:

- Identifying each program
- Examining the program in terms of how well it is meeting the purpose
- Estimating the resources needed to operate the program

This information is formatted to include: purpose of the program, description of the services provided, program goals and objectives, amount of money needed and the benefits and cost of any program change requested. This approach ensures tying in the program purpose with the parish's goals and objectives. In addition, this approach has the potential to generate a higher level of member support in parish activities.

The Operating Budget:

Whichever budget approach or combination of approaches is used, an operating budget for the fiscal year still needs to be completed. The operating budget must contain detail on the revenues as well as the expenses. (The diocesan Uniform Chart of Accounts may be a helpful guide in identifying the revenue and expense areas that need to be considered). It is important to budget for revenues although "The Lord does provide." A parish should

not commit itself for expenditures, especially those of a long-term nature, without having a good handle on the anticipated inflow of resources.

As stated above, budget estimates are based on both past performance and future estimates. Historical information is a good starting point for prediction. However, anticipated changes in the church and community members need to be considered. Intentional understatement of contributions and/or overstatement of expenses must be avoided. Administrators need a realistic budget that they can use as a reliable guide to avoid overspending. An understated budget may result in missed opportunities to invest or to channel funds to a program in need. On the other hand, a parish must avoid highly optimistic estimates of yearly member giving. A budget needs to be attainable under normal operating conditions.

In order to determine the total resources entrusted to the parish by its members, the budget should include estimates of regular offerings, restricted or designated gifts, fundraising profits, endowment income, etc. There are several methods that parishes can use to estimate the level of member giving. Some of the more common methods are:

- average per contributor,
- average contribution per contributing unit (those that give >\$100/yr),
- average contribution per total membership,
- average contribution per attendance at Mass, and
- average contribution in terms of families.

The method or combination of methods that a parish may use depends on the information available and the parish's particular circumstances.

Once the preliminary budget is put together, the expected expenses may be in excess of expected income. At this point, the parish may need to ask some hard questions, i.e.: the importance of particular programs, the appropriate amount to be added to a building fund, the possibility of deferring some expenses until a later date. This process of reconciling revenues and expenses is important because the parish's operating plan for the coming year is determined during this process. In some instances, a budget may be approved with more expected expenses than expected revenues when a parish decides to take money out of an investment. This decision may be made to honor commitments and to keep the parish moving toward its long-term goals and objectives. In this situation, the parish should, however, attempt to achieve a balanced budget as soon as possible.

Other Budgets:

In addition to the annual operating budget, several other budgets may guide the parish's finances, i.e.: cash budget, capital-spending budget, and debt budget. A cash budget shows the projected ending cash balance and cash position for each month of the year. It recognizes that cash receipts and cash outflows usually happen at different times during the financial cycle of the parish. Capital-spending budget details the cost of renovation or building projects along with the source of funds needed to finance the project. Debt budget shows how the church's long term debt will be paid off.

Budget Calendar

It is important to keep the budget process moving. To do this, a budget time-line is helpful. The following calendar is an example of a time-line that could be used by a *parish with a school*:

July – Implement current year's budget.

September – Review monthly and year-to-date performance against budget

December – Principal/school board finance committee/finance committee – begin preparation of next year's budget based on the revised long-range plan. Assign responsibility for various sections of the budget.

January – Finalize enrollment and staffing assumptions, including salary schedules and fringe benefits.
February – Develop line-by-line expenditure budget using faculty and departmental requests, as well as assumptions built into the long-range plans. Review building repairs and improvements for the new operating budget.
March – Develop line-by-line income assumptions.
April - Present tentative budget to the school board for approval.
May - Calendarize the budget for control purposes and develop a cash flow calendar.
June - Publish the budget.

When a parish does not have a school the time-line can be a little more flexible:

July – Implement current year’s budget.
December/January – Review the current budget and compare it to actual revenues and expenditures for the current year.
February/March – Distribute budget request information to service organizations and committees and accept preliminary budget requests.
April/May – Compile requests received from the service organizations and committees. Review the proposed operating budget with the Pastor/Parish Director. Coordinate any needed adjustments based on projected revenue with the Pastor/Parish Director.
June – Final budget approved and published.

Communicating Financial Information:

Budgeting is not an end to itself. All of this work is done to improve planning, decision making, and communication. Well-prepared financial reports not only assist in the communication, but are required by church law (Canon 1287). The financial reports should summarize the revenues and expenses (in whole numbers), compare the data to the forecasted budget, and state a commentary for significant variances when the reasons are known.

Conclusion:

Plans and budgets are only as effective as the effort that has gone into their preparation. The time and effort put into a parish budget contribute to a parish’s effectiveness by:

- helping parish leaders to look ahead and define short and long-term goals, contribute to the parish community by working together to make and carry out the plans, and
- comparing the budget with actual results.

The budget comparison provides the opportunity to ask “how did we do?”. Were our fund raising projects successful? Did we budget realistically? Did we handle our resources efficiently?

Bishop Robert Morneau shares his view on stewardship by saying that stewardship is a way of life that calls us to receive God’s gifts gratefully, to nurture and tend God’s gifts responsibly, to share God’s gifts justly and charitably, and to return God’s gifts abundantly. Budgeting is a tool that helps us look at what we have done with and will do with the garden entrusted to us.

B3: How to Run A Raffle | PS, SS, RE

SUBJECT: How to Run A Raffle

Fundraising – How to Run a Raffle

Following is an excerpt from the 2012 Parish Administrator's Guide published by the Wisconsin Catholic Conference every 2 years. This is an easy-to-read guide on Wisconsin's rules and regulations. The complete Guide is a "must have" for any parish office. It can be downloaded at <http://www.wisconsincatholic.org>.

Fundraising - Raffles. Like bingo, raffles are regulated under **Chapter 563** of the statutes, specifically ss. 563.90-563.99. As with bingo, organizations that conduct raffles must obtain a license for a fee of \$25. The license is valid for 12 months.

Two classes of licenses may be issued by the [DOA](#):

1. a Class A license for conduct of a raffle in which some or all of the tickets are sold on days other than the same day of the drawing; or
2. a Class B license, for a raffle in which all of the tickets are sold on the same day as the drawing.

The law governs the form and content of the raffle ticket and provides that no ticket sold under a Class A license may exceed \$100 in cost. Tickets sold under this license may not be offered for sale more than 270 days prior to the scheduled drawing, unless the organization requesting the license has been in existence for five years prior to the issuance of the Class A license. Organizations that have been in existence for five years prior to the issuance of such license may offer tickets for sale up to one year before the date of the raffle drawing.

The organization that conducts a raffle under a Class A license shall provide the purchaser of a raffle ticket or calendar the purchaser's portion of the ticket or calendar before the drawing, but need not provide it at the time of purchase. **s. 563.93(4m)** Purchasers of tickets under a Class A license need not be present at the drawing to win a prize.

Tickets sold under a Class B license may not exceed \$10 in cost and, unless the organization conducting the raffle determines otherwise, the purchaser of such a ticket, or their representative, must be present at the drawing to win a prize. In the case of a representative claiming a prize for the purchaser, organizations conducting raffles are not responsible or liable in any dispute regarding ownership of the ticket. A Class B raffle where more than one drawing is held and more than one prize is awarded, on the same date in the same location, is considered one raffle under **s. 563.91** if the drawing for each prize or group of prizes is made from a container specific to each prize, and the purchaser gets to place his or her ticket in the container of his or her choice. **s. 563.935(10)**

Organizations licensed by the state to conduct a raffle must report to the state, in compliance with **s. 563.98**, the following information regarding the raffles it conducted: the number and dates of the raffles conducted, the receipts, the amount of prizes paid, the net profit or loss, and other expenses paid. The organization is to submit its report to the DOA on or before the last day of the twelfth month beginning after the date on which the license is issued, and on or before that same date in each subsequent year. **s. 563.98(1)** For instance, if the state issues a license on June 1, 2010, the report is due at DOA by June 30, 2011.

If an organization has total receipts from the conduct of the raffle(s) of more than \$50,000 during the reporting period, it must report the names and addresses of all persons winning prizes with a retail value of \$100 or more, and the prizes won, during the reporting period. **s. 563.98** If an organization fails to file a report, or the report is not accurately completed, DOA may refuse to renew a license, or may choose to suspend a license.

All proceeds from a raffle must be used to further the purposes of the sponsoring organization. **s. 563.94**

See also: Tax-Exempt Organizations and Gaming, Publication 3079 (Rev. 6-2010) Catalog Number 25706L Department of the Treasury, Internal Revenue Service www.irs.gov

APPENDIX C: Diocesan Policies Addendum to Education
Policies from Diocese of Green Bay Canonical Services
Department

[C1: Speaker Policy | PS, SS, RE](#)

SUBJECT: Policy for Permission for Speakers from Outside the Diocese of Green Bay

[Click Here](#)

APPENDIX D: Diocesan Policies Addendum to Education
Policies from Diocese of Green Bay Facilities and Properties
Department

Policies relevant to schools under Facilities and Properties: Click topic and scroll through entries)

[D1: Risk Management](#) (prevention measures)

[D2: Property and Liability Issues](#) (*boiler inspection, facility use agreement, incident form, vehicle use*)

[D3 Insurance](#) (requests for certificate of insurance)

[D4: Claim Reporting and Information](#)

[D5: Camp Guidelines](#) (guidelines for camp and rock climbing wall)

[D6: Other Risk Control memos](#) (child care centers, air conditioning, space heaters, etc.) (scroll down age to Other Risk Control memos)

APPENDIX E: Diocesan Policies Addendum to Education Policies from Diocese of Green Bay Safe Environment Office

Policies relevant to schools under Safe Environment: Click topic and scroll through entries)

[E1: Practice on Public School Professionals & Private Practice Service Providers for Schools/Systems](#) (Practice NOT a Policy)

[E2: Memorandum: Clarification Regarding Criminal Background Checks \(DPI Choice Bulletin 09-01\)](#)

[E3: Letter from Bishop Ricken regarding: Accountability to a Safe Environment in Our Catholic Schools](#)

[E4: Safe Environment Memo - IMPORTANT CLARIFICATION RE VENDORS & DPI Audit](#) (April 4, 2019)

APPENDIX F: Diocesan Policies Addendum to Education Policies from Diocese of Green Bay Chancery Office

Policies relevant to schools the Chancery: Click topic and scroll through entries)

[**F1: New Naming Guidelines for the Diocese of Green Bay**](#)

APPENDIX G: Roncalli Catholic Schools Policies Addendum to Enrollment

G1: Next School Year Enrollment for a Current RCS Student

Eligible: Current RCS enrolled student

Example: In the current school year, Silvia is enrolled as a 6th grade student at RMS. She will be returning to RMS for the next school year. Silvia's parents will enroll her for 7th grade using the Enrollment for a Current RCS Student through the FACTS portal.

Enrollment Period: First two weeks of February

Enrollment Caps Per Grade Level: Established by school principals

Requirements to Complete Enrollment: Parents/Guardians must update their FACTS family portal information and submit it.

1. Log into your FACTS family portal from the Roncalli website (roncallicatholicschools.org). Reminder: The district code is RON-WI.
2. Update and confirm the information is still current on each page of the enrollment packet for each currently enrolled student. Required information will have a red asterisk.
3. The tuition payment plan from the current school year will rollover as the plan for the next school year.
4. Electronically sign the FACTS enrollment packet.
5. Submit the FACTS enrollment packet from the bottom of the review page.
6. If enrolling in the first two weeks of February, the enrollment fee is waived. If enrolling after that period of time, a \$100/family enrollment fee must be submitted.
7. Roncalli Catholic Schools enrollment is now complete.
8. If interested in applying for flexible tuition, re-enter your family portal in FACTS. Click on Financial, then Apply for Grant & Aid. Complete your financial information, and submit. Upload the required documentation.

G2: Open Enrollment REQUEST for a NEW RCS Student

Eligible: Any new student to Roncalli Catholic Schools

Example: Thomas has attended Franklin Elementary School through 5th grade. For the next school year, Thomas' parents would like to enroll him in RMS for 6th grade.

Enrollment REQUEST Period: Begins day after priority enrollment time of current RCS students

Enrollment Caps Per Grade Level: Established by school principals

Requirements to Complete Enrollment: Parents/Guardians must complete the FACTS application and the FACTS enrollment packet. The student and parent/guardian must attend a meeting with the school principal or designated staff member.

1. Complete an application through the FACTS family portal located on the Roncalli website (roncallicatholicschools.org). The district code is RON-WI. Enter the required information into each page.
2. Roncalli will receive the application and authorize FACTS to send an email to the parents/guardians with the FACTS enrollment packet. Parents/Guardians have 48 hours to complete and submit the enrollment packet and enrollment fee.
3. Log into your FACTS family portal from the Roncalli website (roncallicatholicschools.org). Reminder: The district code is RON-WI.
4. Complete each page of the Enrollment Packet.
5. Choose a tuition payment plan.
6. Electronically sign the FACTS enrollment packet.
7. Submit the FACTS enrollment packet from the bottom of the Review page.
8. Submit payment of the \$100.00 enrollment fee. There is one enrollment fee per family.
9. Roncalli Catholic Schools enrollment is now complete. New students will be asked to attend a meeting with the school principal or designated staff member. Upon completion of the meeting, students will be notified of acceptance into RCS for the next school year.
10. If interested in applying for flexible tuition, re-enter your family portal in FACTS. Click on Financial, then Apply for Grant & Aid. Complete your financial information, and submit. Upload the required documentation.

G3: Enrollment REQUEST for a New Student Who is a Sibling of a Current RCS Student

Eligible: New students to RCS with a currently enrolled RCS sibling

Example: In the current school year, David is enrolled as a 3rd grade student. David's parents will enroll him for 4th grade using the Enrollment for a Current RCS Student.

David has a younger sibling, Cristina, who would like to attend RES for the first time as a 4K student. David's parents will make an enrollment request for Cristina using the Enrollment REQUEST for a New Student of a Current RCS Student found in the FACTS portal.

Enrollment REQUEST Period: Begins day after priority time of current RCS students

Enrollment Caps Per Grade Level: Established by school principals

Requirements to Complete Enrollment: Parents/Guardians must complete the FACTS application and the FACTS enrollment packet. The student and parent/guardian must attend a meeting with the school principal or designated staff member.

1. Complete an application through the FACTS family portal located on the Roncalli website (roncallicatholicschools.org). The district code is RON-WI. Enter the required information into each page.
2. Roncalli will receive the application and authorize FACTS to send an email to the parents/guardians with the FACTS enrollment packet. Parents/Guardians have 48 hours to complete and submit the enrollment packet and enrollment fee.
3. Log into your FACTS family portal from the Roncalli website (roncallicatholicschools.org). Reminder: The district code is RON-WI.
4. Add new student to the existing FACTS family portal and complete an Enrollment Packet for that student.
5. The family's established tuition payment plan will apply to this student.
6. Electronically sign the FACTS enrollment packet.
7. Submit the FACTS enrollment packet from the bottom of the review page.
8. Submit payment of the \$100.00 enrollment fee. There is one enrollment fee per family.
9. Roncalli Catholic Schools enrollment is now complete. New students will be asked to attend a meeting with the school principal or designated staff member. Upon completion of the meeting, students will be notified of acceptance into RCS for the next school year.
10. If interested in applying for flexible tuition, re-enter your family portal in FACTS. Click on Financial, then Apply for Grant & Aid. Complete your financial information, and submit. Upload the required documentation.

G4: Student Waitlist

Eligible: Any student who was not able to enroll under before mentioned enrollment processes due to enrollment caps being met

Enrollment Caps Per Grade Level: Established by school principals

Requests to be Added to Waitlist: Done on a daily basis once enrollment caps have been met

Procedure for Using Waitlist After Current and New Student Enrollments are Complete:

Students will be placed on the waitlist in the order requests are received. Parents/Guardians will receive an invitation to complete the FACTS enrollment packet if a seat becomes available. Seats will be filled on a one-by-one basis.

Requirements to Complete Enrollment: Parents/Guardians must complete the FACTS application and the FACTS enrollment packet. The student and parent/guardian must attend a meeting with the school principal or designated staff member.

1. Complete an application through the FACTS family portal located on the Roncalli website (roncallicatholicschools.org). The district code is RON-WI. Enter the required information into each page.
2. Roncalli will receive the application and authorize FACTS to send an email to the parents/guardians with the FACTS enrollment packet. Parents/Guardians have 48 hours to complete and submit the enrollment packet and enrollment fee.
3. Log into your FACTS family portal from the Roncalli website (roncallicatholicschools.org). Reminder: The district code is RON-WI.
4. Complete each page of the Enrollment Packet.
5. Choose a tuition payment plan.
6. Electronically sign the FACTS enrollment packet.
7. Submit the FACTS enrollment packet from the bottom of the review page.
8. Submit payment of the \$100.00 enrollment fee. There is one enrollment fee per family.
9. Roncalli Catholic Schools enrollment is now complete. New students will be asked to attend a meeting with the school principal or designated staff member. Upon completion of the meeting, students will be notified of acceptance into RCS for the next school year.
10. If interested in applying for flexible tuition, re-enter your family portal in FACTS. Click on Financial, then Apply for Grant & Aid. Complete your financial information, and submit. Upload the required documentation.

APPENDIX H: Roncalli Policies Addendum to Employment Practices

H1: The Role of the Employer

The fair treatment of the worker is an important component of Catholic tradition. Both Hebrew and Christian scriptures insist on fair treatment for the worker. In recent times, papal encyclicals, council, synod and episcopal conference documents developed a body of social teaching which attempts to apply the principles of justice/fair treatment in the contemporary world.

In noting that people who work for the Church have the obligation of acquiring appropriate formation so that they may “conscientiously, zealously and diligently” fulfill their duties, Canon 231 adds that these church workers:

“Have a right to a decent remuneration suited to their condition; by such remuneration they should be able to provide decently for their own needs and for those of their family with due regard for the prescriptions of civil law; they likewise have a right that their pension, social security and health benefits be duly provided.”

The Code of Canon Law (c1286) instructs administrators:

“To pay employees a just and decent wage so that they may provide appropriately for their needs and those of their family.”

According to the September 3, 2001, Making Wisconsin Work Well - A Labor Day Challenge by Wisconsin's Roman Catholic Bishops, “Whether we are direct or indirect employers, it is important to recognize that flexible, family friendly work practices benefit workers and the common good. Such practices can be implemented in an effort to support families without undue hardships to the employer.”

H2: The Role of the Employee

The success of an organization is dependent upon its employees. Employees play a significant role in the life and mission of the Catholic Church. They are greatly influential in creating attitudes by their lives and by their work. To be effective in transmitting the Catholic faith and nourishing the spiritual life it engenders, it is important that employees reflect in their lives the convictions and values of the Catholic faith.

Employees must always be willing to take responsibility for their actions. This accountability goes hand in hand with a good work ethic. Employees dedicated to their job gladly accept responsibility. Employee annual reviews provide an opportunity for the employee to receive feedback on his/her performance. The men and women employed within the Diocese take the extra step by taking pride in their work and readily accept added responsibility.

We recognize the important role employees play in the life and mission of any organization. Fair treatment of employees is essential for the vibrancy of our Diocese. “At the dawn of creation, God made man the steward of his handiwork and charged him to cultivate and protect it. Human labor is part of that creation and continues God’s creative work. This truth leads us to consider work as both a gift and a duty. Indeed, labor is not a mere commodity but has its own inherent dignity and worth.” (His Holiness Pope Francis: May 28, 2014)

H3: Employment Cycle

Pre-Employment and Employment Process

Authorized pre-employment and employment process may include, but is not limited to past employer check, reference check, criminal/background check, a driver's license and driving record check, and/or a credit report review. Any person refusing to complete the respective authorization forms will be considered ineligible for further employment consideration.

Orientation Period

New at-will employees and/or employees who move from one position to another must complete an initial training period of 90 calendar days. Employees may have a longer orientation period based upon position and/or supervisor's discretion. During the orientation period, the employer will determine if the employee has the necessary ability, skills, aptitude and potential to properly perform the assigned work. Progressive discipline may be escalated for employees within the orientation period.

Criminal Reporting

An employee shall notify his/her immediate supervisor or administrator as soon as possible, but no more than three calendar days after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any crime or offense other than minor traffic-related violations (e.g., speeding tickets). The employer will consider arrests, indictments and convictions on a case-by case basis to determine, among other things, if the circumstances of the arrest, indictment or conviction bears a substantial relationship to the job. Violations of this reporting policy may result in disciplinary action, up to and including, termination of employment.

Changes in Salary or in Conditions of Employment

The employer will notify employees in advance, whenever possible, when changes in salary or conditions of employment are made.

Notice of Resignation/Retirement

Employees are expected to provide a minimum two-week written notice of resignation or retirement. An exit interview may be conducted prior to an employee's last day of work. Teachers are to put in writing the decision to retire before January 15th of the year in which they wish to retire.

Job abandonment is defined as three consecutive days of no call, no show and shall be considered a voluntary resignation.

Employees are expected to return any property of the employer (e.g., keys/fobs/badges, electronic devices, phones, books, etc). on the last day of work. Employee email will be terminated. Access to the electronic Student Information System will be terminated. Access to Google Drive will be terminated. Access to computer programs and records will be limited based on position following notice.

H4: Employee Classification, Compensation, and Employment Practices

Work Hours, Overtime Pay and Classification

Upon hire, all employees are classified as either full time, benefit eligible part time, or part time. In addition, employees are classified as either non-exempt or exempt. It is very important that employees know their employment status since it affects their eligibility for overtime pay. Employees who are unsure of their status should check with their supervisor. Employment status may change during the course of employment (e.g., because of a transfer, promotion, or economic conditions).

Non-exempt employees are required to maintain time records of all actual time worked and account for time that the employee is required to work but is not present for work, whether paid or unpaid. Thus, the record needs to include time taken for: sickness, vacation, personal days, jury duty, bereavement, unpaid leave of absence, holiday, inclement weather, and daily work hours. Exempt employees are required to maintain a record for sickness, vacation, personal days, jury duty, bereavement, and unpaid leave of absence.

The Fair Labor Standards Act (FLSA) requires the employer to keep accurate records of hours worked. All hours worked and paid time off will be entered into an electronic time card system such as Time Works Plus (TWP). An entry in TWP is the employee's representation that the time card accurately reflects all compensable time. In addition, it confirms that the employee: (1) reviewed the time entries; (2) confirms holidays or vacation; (3) was not instructed to work without recording the time; and (4) will report any inaccuracies immediately and will not sign the time record if it is inaccurate.

The supervisor's approval of a non-exempt employee's hours is a representation that the entries have been reviewed and that steps have been taken to verify the validity of the hours reported. Every effort must be made to ensure time cards are accurate and current. If an incorrect entry is discovered, the supervisor is responsible for making the correction. TWP keeps an edit log within the system of all entries, changes, and approvals. Electronic time cards are legal documents, and by submitting, the employee and the supervisor certify their validity and accuracy.

It is the responsibility of the supervisor to approve employee hours on time to payroll. Arrangements must be made with an alternative authorized signature if the supervisor is expected to be out of the office the day time cards are due to payroll.

Any changes made to the employees' time entries require detailed records explaining the change.

Employees of Roncalli Catholic Schools will be paid on the 15th and last day of each month.

Each pay period begins on Friday and ends on Thursday. Adequate office coverage must be maintained during work hours. A flexible work schedule which may allow employees to adjust their hours in order to leave work earlier or later in the day is an option to be determined by the supervisor.

Employee Classifications:

Contract - A contract is designed for those relationships that are outside of the typical employee and employer relationship. A person is employed under contract when both the employer (parish, school, or school system) and the employee sign a written agreement which specifies the terms of employment. Contract positions include all trained, qualified, and certified instructional employees, religious and lay, employed by Roncalli Catholic Schools for the purpose of educational activities (e.g., school teacher and school administrator).

At-Will - An employee without a written contract is an at-will employee. An at-will employee may resign at any time. Similarly, the employer may terminate an at-will employee at any time, but may not terminate an at-will employee in violation of applicable state or federal employment laws.

Exempt - It is the policy of the employer to follow the Fair Labor Standards Act (FLSA) guidelines in determining which positions are exempt. Exempt employees are paid a salary and are generally not eligible for additional pay for time worked in excess of their standard workweeks. Exceptions may be made by directors/supervisors for exempt employees who, because of critical project demands, must work extraordinarily long hours for a short period of time.

Non-Exempt - A non-exempt employee is subject to the minimum wage and overtime provisions of the FLSA and is typically paid on an hourly basis. Non-exempt employees require the performance of routine, procedural, non discretionary work and receive overtime pay of one-and-one-half times their regular rate of pay for all hours worked more than 40 hours in any given workweek.

If the employee is classified as “non-exempt,” the employee must be paid overtime for any “hours worked” over 40 in a workweek. Hours worked more than 40 in a standard workweek will be compensated at the rate of time-and-a-half.

Supervisors may require employees to adjust work schedules within the same workweek so as not to exceed 40 work hours in that week.

Official employer holidays, vacation, sick days or personal days are not considered hours worked. Commuting to or from the workplace is generally not considered “hours worked.” However, if the non exempt employee is required to travel to a different city, the difference between the standard commute and the special commute is “hours worked.”

If any productive work is being performed during any type of travel time, that time must be compensated, regardless of when or how it occurs. If a non-exempt employee is required by management to attend a charitable and/or employer-sponsored event, this time will be considered hours worked, and therefore will be compensated.

If a non-exempt employee wants to participate in a charitable and/or employer-sponsored event, during normal working hours, the employee may participate with the approval of his/her supervisor.

Employees who attend lectures, meetings, and training programs must be compensated for their time unless all of the following are satisfied: Subject matter is outside the employee’s regular work responsibilities; attendance is voluntary; the course, lecture, or meeting is not “directly related” to the employee’s job; and the employee does not perform any productive work during their attendance at the event.

Full-Time Employee - A full-time employee is one who is hired on a continuous basis for at least 40 hours per week. Full-time employees are eligible for the benefits available in accordance with Diocesan policies and/or plans in effect at the time.

Benefit Eligible Part-Time Employee - A benefit eligible part-time employee is one who works at least 20 hours per week and less than full time on a continuous basis, with a minimum of 1,000 hours worked per year, or as specified in a contract of 50 percent full time employee (FTE) or greater. Benefit eligible part-time employees are eligible for benefits on a prorated basis available in accordance with policies and/or plans in effect at the time.

Part-Time Employee - A part-time employee is one who works less than 20 hours per week either on a regular or on an intermittent basis. Part-time employees are not eligible for benefits. However, part time employees qualify for workers’ compensation and can participate in the 403(b) retirement savings plan.

Temporary Employee - A temporary employee is one who is hired for a defined period of time with no assurance of continued employment. Temporary employees are not eligible for benefits. However, temporary employees qualify for workers’ compensation and can participate in the 403(b) retirement savings plan.

Personnel Files

The employer maintains a personnel file for each employee. Specific examples of records that may be in the file include application, resume, signed policies, signed job description, salary approval form, annual performance reviews, disciplinary/counseling records, termination reason and date of termination.

Employees are required to promptly notify his or her supervisor of any change of name, address, phone number, dependent information, emergency contact or other relevant information.

Employees may provide a written request for an appointment to review their personnel file. An employer representative will be present at all times during the review and the review will take place on employer property. A written request for any copies of any documents from the employee's file will be provided within seven working days. Files are not permitted to be inspected more than two times per calendar year. If an employee disagrees with any information contained in the personnel file, the employee may submit a written statement to be attached to the disputed portion of the file.

Personnel files will be kept at the central office of Roncalli Catholic Schools which is located at Roncalli High School, 2000 Mirro Drive, Manitowoc, WI 54220. Addendums to personnel files may be kept in individual campus buildings.

Open Door Policy

The employer promotes an atmosphere whereby employees can speak freely with members of the management staff. Employees are encouraged to openly discuss any problems with their supervisor so appropriate action may be taken.

Problem-Solving Procedure

When an employee has a problem that needs to be addressed, the normal procedure is:

1. Discuss the problem with your immediate supervisor, if applicable.
2. If not resolved, the employee and supervisor should discuss the problem with their administrator.
3. If still not resolved, contact the Human Resources Director of the Diocese.
4. Contact the Vicar for Clergy if still not resolved.

Terminated Employee Review Procedure

If a former employee wishes to have his/her termination decision reviewed, a written request must be postmarked within five business days of the termination and submitted to the Vicar for Clergy and the Human Resources Director of the Diocese. In order for the termination to be reviewed by the Vicar for Clergy and the Human Resources Director, the former employee will need to provide evidence that an employment policy was violated.

Publicity and Public Relations

Any inquiries from media outlets (television, radio, newspapers) regarding issues related to school ministries, programs, personnel, events, etc. should be directed to the system president. Based on the inquiries contact with the Communications Director in the diocesan Office of Communications (920-272-8213) will occur. Responses to media inquiries are the responsibility of the school with the support and consultation of the diocesan Office of Communications. **No staff should speak with the media without direct consent from the school administrator or system president.**

Lunch and Break Periods

Lunch and break periods will be provided. Employees are required to take a 30-minute meal break if working more than a 6-hour shift. Supervisors approve their employees' unpaid meal break and any deviation from the scheduled time is at the supervisor's discretion. Additional break periods will be provided to the extent necessary. State and Federal child labor laws must be consulted and followed in cases where minors are employed.

H5: Personal Conduct

Code of Personal and Ethical Conduct

The work of the Diocese of Green Bay and its entities is to advance the mission of Jesus Christ and the Catholic Church.

Vision

We are missionary disciples striving to lead all people to the Kingdom of God.

Mission

As friends and followers of Jesus, we are devoted to fostering households and communities of discipleship through the mission and ministry of the Catholic Church.

Communities of Discipleship:

Discover Jesus.

Follow Jesus.

Worship Jesus.

Share Jesus with others.

Our Values

Explore Potential.

Connect to Inspire.

Embrace People's Hearts.

Empower to Act.

Nurture Abundant Life and Growth.

This code is provided to help embrace our mission not merely with our words, but above all, in our actions. This "Code of Personal and Ethical Conduct" applies to all employees. The employees of the Diocese of Green Bay and its entities are committed to the following standards in individual and Diocesan endeavors. Employees shall work to reflect the Catholic Church as the Body of Christ by a commitment to principles that are an essential expression of the Catholic Church's mission. Employees model the example of Jesus Christ in justice, fairness, honesty, integrity, respect and service influence, and form our professional roles, decisions, actions and relationships.

In our conduct as Church employees, we will:

- Maintain the highest standards of personal and professional conduct in conformity with the example of Jesus Christ and the teachings of the Roman Catholic Church.
- Actively promote and encourage the highest level of ethics within the Catholic Church organization we serve and among our co-workers and colleagues.
- Refrain from engaging in or approving activities where a conflict of interest exists or where we may realize personal gain, either in fact or appearance, without full disclosure of such conflict or potential gain.
- Avoid any situation which might reflect unfavorably on employees or the Catholic Church.

In our commitment to competence, professional development and spiritual growth, we will:

- Integrate the example of Jesus Christ and Catholic Church teachings in every aspect of our work.
- Devote time for personal prayer and ongoing spiritual development.

In our ethical responsibilities to those who work with us and to our colleagues, we will:

- Fulfill our responsibilities in accordance with all applicable canon and civil laws and regulations that relate to the Catholic Church organizations we serve.
- Refrain from engaging in or approving any act of discrimination contrary to the teachings of the Catholic Church.
- Maintain confidentiality of protected information entrusted or known to us by virtue of our positions except when there is a legal mandate to report information.

In our ethical responsibilities to our respective Church organizations, the universal Church, and the Church employment we will:

- Maintain loyalty to our Church organizations and pursue their objectives in ways that are consistent with the example of Jesus Christ and Church teachings.
- Work to improve policies and procedures regarding employees, and advocate changes in policies and procedures that will improve justice in the workplace.
- Represent the Diocese of Green Bay with actions and statements that are truthful and accurate.
- Promote a better understanding of the work and mission of the Catholic Church and the Diocese of Green Bay.
- Collaborate with other Catholic Church personnel to advance our service.
- Refrain from engaging in or approving activities which conflict with the teachings of the Catholic Church.

Public Violations of the Code of Personal and Ethical Conduct

Responsibility for adherence to this “Code of Personal and Ethical Conduct” rests with the individual employee. Conduct which is inconsistent with the Code will be brought to the attention of the employee in an appropriate manner.

Public violations of this “Code of Personal and Ethical Conduct” that cause scandal or disrupt the mission of the Catholic Church or contradict Catholic Church teachings may be subject to corrective action up to and including termination of employment. This Code shall be subject to the Canons and teachings of the Roman Catholic Church as interpreted by the Diocesan Bishop of Green Bay, and all applicable civil law.

Confidentiality

All records and files of the Diocese and its employers are employer property. Unless records are generally available to the public, they are considered confidential. No employee is authorized to copy or disclose any confidential file or record. In the event of doubt regarding the confidential nature of a file or record, the employee is to consult with his/her supervisor. Access to records and information does not necessarily authorize employees to disclose the contents.

Conflict of Interest

In the best interest of our employees and Diocesan employers, any relationships on or off the job that create a conflict of interest (e.g. relatives employed in which there is a direct supervisory relationship), interfere with the ability of an employee to perform his/her job or is detrimental to the employer will not be tolerated.

Workplace Violence

The Diocese and its employers strive to provide a safe work environment for all employees. To ensure a safe workplace and to reduce risk of violence, all employees are required to understand all provisions of this policy.

Every employee has the responsibility to report any incidents of violent behavior or suspicious activities that he/she may notice to his/her immediate supervisor. This includes any situations which involve other employees or visitors. Any threats or acts of violence, aggressive behavior or offensive comments will not be tolerated.

Employees, visitors, volunteers and students are not allowed to have firearms, or any other dangerous or deadly weapons or instruments in their possession while on the employer's property. Any employee found to have violated this policy will be subject to discipline up to and including immediate termination of employment. Exceptions to this policy may be granted to those who reside on the grounds.

Police shall be notified immediately if an assault or battery occurs resulting from use or threatened use of a firearm, weapon or dangerous object.

Discipline

Unless modified by written contract, employment is "at-will" and there is no guarantee that any particular form of discipline will be used prior to termination of employment. The employee or the employer may terminate at-will employment, at any time, with or without advance notice or cause.

Examples of offenses that may result in immediate termination include, but are not limited to:

- Recording false information on reports, records or time cards.
- Presenting false information when seeking employment.
- Unauthorized use of money or financial accounts.
- Revealing confidential records, material or information.
- Unauthorized possession of firearms, explosives or weapons on the employer's premises.
- Removal of property without permission.
- Reporting for work while under the influence of illegal drugs or alcohol.
- Possession, use, sale or distribution of illegal drugs, or other controlled substances not prescribed to the employee during working hours or at any time on employer's premises.
- Fighting on the employer's time or property.
- Willful destruction of property.
- Indecent behavior during working hours.
- Taking or giving bribes.
- Making a false or harmful statement concerning an employee or the employer.
- Gross insubordination, including the deliberate undermining of the Mission and Vision of the Diocese and Roncalli Catholic Schools. .
- Harassment, including sexual harassment.
- Child abuse or child neglect.
- Use of the tax-exempt status.

The employer addresses matters of discipline on a case-by-case basis in order to determine the best course of action for a particular incident (e.g., verbal and written warnings, suspensions and termination of employment).

Except under extenuating circumstances the Diocese and its employers will not rehire an employee who is terminated for misconduct.

The Diocese and its employers may not authorize a former employee to volunteer at parishes and schools who is terminated for misconduct.

H6: Employee Benefits

Employee Benefits

St. Luke Benefit & Insurance Services Corp., serving the Diocese of Green Bay, provides a comprehensive benefit program that is designed and maintained for benefit-eligible full- and part-time employees.

Group insurance and retirement plans offered include:

- Health Insurance
- Dental Insurance
- Vision Insurance
- Wellness Program
- Long-Term Disability Insurance
- Employee Assistance Program
- 401(a) and 403(b) Retirement Savings Plan

Published annually, the Employee Benefits Enrollment Guide contains descriptions of these and other benefit plans which may be offered. Enrollment and benefit eligibility guidelines are included in the guide. Benefit-eligible employees will receive a benefit enrollment packet upon hire and annually during Open Enrollment.

Please note that all benefit plans are governed by the corresponding Plan Documents. In the case of any discrepancy between the actual plan documents, this employee handbook, the benefits enrollment guide and any other illustrative benefit information, the actual plan documents will prevail. Summary Plan Descriptions are available online at www.hrconnection.com or by contacting the Benefits Office of St. Luke's.

Vacation for Hourly Employees

The established vacation year is the fiscal year, July 1 through June 30 each year. An employee may schedule their full year's allotment any time during the year even if the employee has not yet earned the vacation time. During the first year, new employees may take vacation based upon a prorated service period.

Benefit eligible part-time employee's vacation time is prorated based on the full-time equivalency of the position for which they were hired.

When an employee's length of service indicates additional vacation time is earned, the employee is granted the time on a prorated basis July 1st of the year in which the employment anniversary occurs. Length of service is determined from the employee's original date of hire, regardless of the employee's full-time/part-time status at the time of hire (although length of service does not include temporary and seasonal employment). Full-time employee vacation accrual is as follows:

Length of Service Period	Vacation Accrual for that Service Period
First day through end of 5 th year of service	2 weeks
1 st day of 6 th year through end of 10 years of service	3 weeks
1 st day of 11 th year of service	4 weeks

Employees are to schedule their vacation time with their supervisor in advance. All vacation time should be used during the year for which it is earned. Employees who have at least two weeks of vacation, may defer one week to the next year upon supervisory approval. Vacation time must be taken in order for vacation dollars to be paid, while actively employed.

When an employee is on an approved leave of absence vacation time continues to accrue. Upon termination, regardless of reason, an employee will be paid for any unused accrued vacation. Accrual is based on each month the employee was employed during the fiscal year, including the month of termination. Employees who terminate and have used more vacation than accrued will be responsible for repayment via payroll deduction or other method agreed upon by both parties for any vacation time which has been used and not yet accrued. Employees are not allowed to use accrued, but unused vacation time to extend their employment termination date.

Vacation for Salaried Employees

Roncalli Catholic Schools discourage staff who work an academic calendar from taking vacations on school days or in-service days. In the event a vacation must be taken during such days, the employee shall have a day of pay from their contracted salary (1/187) deducted for each day absent from work, after personal days are used.

Holidays

Benefit-eligible employees receive the following paid holidays:

- New Year's Day • Easter Monday • Memorial Day • Independence Day • Labor Day
- Thanksgiving Day and the day after Thanksgiving
- Christmas Eve and Christmas Day • New Year's Eve

If a holiday falls on a day of the week not normally worked, the employer will designate the day to be observed. If an employee is required to work on a holiday, the employee may take another scheduled day off in the same pay period. This day should be approved by the employee's supervisor. The established vacation year is the school year, July 1 through June 30.

Full-time hourly employees must work their regularly scheduled workday preceding and following the holiday to be eligible for holiday pay; or be on an approved leave of absence; or an approved vacation day scheduled in advance of the holiday.

Holiday pay for benefit-eligible part-time employees is the pro-rated number of weekly hours averaged per workday regardless of the actual hours the employee is typically scheduled to work on that holiday. The employee is granted the time July 1 of the school year after which the employment anniversary occurs.

When an exempt employee is required to work on a holiday, his/her supervisor may authorize time off with pay on a mutually agreed upon date.

In order for an hourly employee to receive holiday pay, they must work the weekday immediately preceding and following the holiday.

Personal Days

Two personal days, non-cumulative with restrictions determined by the administration, shall be granted by Roncalli Catholic Schools. Roncalli Catholic Schools discourage staff who work an academic calendar from taking personal days the day immediately preceding or following an extended break.

Funeral Leave

Paid funeral leave for all employees with the following restrictions: Four days for parent, spouse, or child; three days for siblings, mother-in-law, father-in-law, brothers-in-law, sisters-in-law or grandchildren; two days for grandparents and one day for other relatives. Any additional time needed for funeral purposes must be obtained through the use of accrued sick days.

Tuition Discount

20% tuition discount will be provided to full-time employees for each son/daughter attending a Roncalli Catholic school. This is a non-tax benefit. A 10% tuition discount will be provided to part-time employees for each son/daughter attending a Roncalli Catholic school. This is a non-tax benefit.

Extended Care Services

School staff shall receive free extended care services for children in the system grades K-8. A minimum of three additional non-employee children must be attending the session(s) for the Roncalli Catholic school employee to use the service.

Previous Experience

A teacher with previous experience will be accorded one hundred percent (100%) of the full-time teaching experience with a maximum credit of seven (7) years. Part-time substitute teaching experience does not apply to the one hundred percent (100%) experience.

Leave of Absence

Upon exhaustion of all accumulated sick days and personal days, Roncalli Catholic Schools contracted employees shall have a day of pay from their contracted salary deducted for each day of work missed. A leave of absence (LOA) request is required if such a situation extends beyond one week.

A request for LOA is to be submitted in writing to the campus administrator. The request should state the reason for the leave, date of return and include a doctor's statement, if applicable. A LOA should be requested as early as possible so a determination can be made. A LOA may be granted, but for a period no longer than six weeks.

If an individual cannot return within the six weeks duration (the LOA duration), a request for Extended Leave of Absence (ELOA) must be requested by the employee, spouse or relative. This ELOA should be submitted in writing, stating the reason for the extension, date of return and include a doctor's statement, if relative.

An ELOA will be approved at the discretion of the Administrative Team.

A continuation of the LOA and ELOA must be submitted before the previous extension expires.

During the ELOA the employee must be in contact with the school administrator every 30 days to keep the school informed of the situation.

An individual returning from an ELOA will be employed in a similar capacity, but not necessarily the exact position the employee previously held.

If an individual can return to work before the LOA or ELOA expires, he/she should contact the Administrative Team. Considering the replacement situation, the returning teacher and the Administrative Team will determine a date of return for the individual.

In no event will the total of sick/person days, LOA and ELOA extend beyond 12 months (1 calendar year) from the original date of the employee's absence. If the employee is absent longer than 12 months (1 calendar year), he/she must reapply to the Roncalli Catholic Schools for re-employment.

Unpaid Family Leave is allowed for up to six weeks after all sick leave is used*. An LOA need only be requested if Family Leave will exceed six weeks.

Wages are not paid during an LOA or ELOA. Insurance benefits may be retained if the employee pays the full cost of the coverage. Inclusion in the retirement plan is frozen during a LOA or ELOA.

*Roncalli Catholic Schools follow all Federal and State FMLA laws.

Long-Term Disability Insurance

Roncalli Catholic Schools will provide Life and Long-Term Disability Insurance and it is paid in full by Roncalli Catholic Schools. Long-Term Disability benefits begin after 90 calendar days. Life Insurance will include Accidental Death & Dismemberment Insurance

Jury Duty

Employees selected for jury duty must inform their supervisor immediately. Employers must grant an employee an unpaid leave of absence for the period of jury duty. Benefit-eligible employees who lose work time due to jury duty will be paid straight time.

Subpoenaed employees will be excused from work for up to three days. Any compensation will be addressed on an individual basis.

Military Leave

Leaves of absence for active or reserve military service or training are granted to all eligible employees. Employees who are called to active military duty or Reserve or National Guard training, or volunteer for the same, must submit copies of their military orders to his/her supervisor. Employees will be granted a military leave of absence without pay for the period of military service in accordance with applicable federal and state regulations. Reinstatement upon return from leave will be in accordance with The Uniformed Services Employment & Reemployment Rights Act of 1994, as amended. For periods of Reserve or National Guard training, the difference between employee base military pay and allowances and regular wages will be paid if the salary paid by the employer is higher. Employees must submit copies of their orders and pay vouchers upon return from annual training.

Transferable Benefits

Benefit-eligible employees who move within Diocesan employers without a break in service and who remain benefit eligible will maintain their existing 401(a) and/or 403(b) account through the Retirement Plan. These benefit-eligible employees also are able to move their sick time bank up to the maximum number of days/hours allowed by the new Diocesan employer. Any accrued unused vacation time is paid out when the employee leaves a Diocesan employer. If the employee remains benefit eligible with less than a 30-day break in service, the employee will maintain his/her length of service for vacation accrual. It is the employee's responsibility to inform their new employer within 90 days of hire if they worked for a previous Diocesan employer so as to initiate the transfer of these benefits.

Employment at More Than One Location

Concurrent employment at more than one Diocesan employer should be coordinated by St. Luke's Office of Human Resources/Benefits to ensure compliance with applicable employment and benefit laws, and Diocesan policies and procedures. Employees in positions that are not temporary or seasonal and who work a combined total of 20 or more hours per week or 1,000 hours per year, are benefit eligible. It is the responsibility of the employers to prorate the cost of benefits based on the number of hours worked at each location.

Unemployment Compensation

The Diocese of Green Bay maintains a private Unemployment Compensation plan. The plan is administered through the St. Luke Benefits & Insurance Services Corp. Benefits Office. Contact the Benefits Office for specific plan details.

Equal Opportunity Employment

State and Federal laws require that the employer be non-discriminatory in service and in employment practices. Employers within the Diocese of Green Bay provide fair and equitable employment opportunities to every person regardless of age, race, color, creed, handicap, disability, marital status, sex, sexual orientation, national origin, ancestry, citizenship, arrest record, conviction record, membership in any state of federal component of the military forces or any other protected classification unrelated to his/her ability to perform the job.

Employers within the Diocese of Green Bay aim to apply these principles to the organization's operations including, without limitation, hiring, wages, recruiting, promotions, transfers, terminations, benefits, and training.

In addition, Diocesan employers shall apply employment practices in accordance with applicable state and federal laws insofar as they are consistent with the beliefs, official teachings and doctrines of the Catholic Church.

The employer may give preference to a Catholic applicant and at times require an individual to be a practicing Catholic.

If any employee feels he/she has been discriminated against, he/she should bring it to the attention of his/her supervisor or the Diocesan Human Resource Director.

H7: Anti-Harassment

Employers of the Diocese of Green Bay are committed to providing a work environment that is free from all forms of harassment. Harassment will not be tolerated. Diocesan employers are committed to treating all employees with dignity and respect. No employee is to discriminate or make disparaging comments or criticisms to another employee, prospective employee, client, guest or volunteer on any unlawful basis in violation of the Diocese's Equal Employment Opportunity (EEO) Policy.

Harassment can be a type of discrimination and can arise from a broad range of physical or verbal behavior. Some examples include, but are not limited to the following:

- Verbal abuse. The most common form of harassment is verbal abuse. Racial, ethnic, religious, or other inappropriate slurs or jokes, based on protected characteristics or comments that offend, intimidate or otherwise insult other employees are forms of harassment.
- Offensive language, jokes or other verbal, graphic or physical conduct regarding protected characteristics which would make a reasonable person uncomfortable in the work environment or could interfere with an individual's job performance.
- Training, assignment, supervision, or discipline of employees. Harassment also can take the form of discriminatory training, assignment, supervision or discipline with regard to the characteristics outlined in the EEO policy.
- Sexual Harassment is another form of unlawful harassment and will not be tolerated. Unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature constitute harassment when:
 - The conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.
 - Submission to the conduct or the conduct itself is either an explicit or implicit term or condition of employment; or submission to or rejection of the conduct is used as the basis for employment decisions affecting the person who did the submitting or rejecting. Some examples include, but are not limited to the following:
 - o Unwelcome sexual advances or inappropriate touching.
 - o Sexual comments, stories, innuendoes or jokes.
 - o Requests for sexual favors used as a condition of employment or affecting a personal decision such as hiring, promotion, compensation or termination.
 - o Display of sexually explicit or otherwise offensive materials.
 - o Making sexual gestures with hands or body movements.
- o Asking personal questions or commenting about an employee's sexual life.

In addition, sexual exploitation occurs when one's authority and power are used to coerce another individual into sexual relations or to punish the other for his/her refusal. Sexual exploitation also occurs when a person in a professional capacity engages in sexual relations with others.

These activities are offensive and inappropriate in our workplace. This is a serious issue not just for the organization, but for each individual employee.

Employees who engage in harassment or sexual exploitation, or an employee who retaliates against another employee because the employee made a report of harassment or participated in an investigation of a claim of harassment, is subject to disciplinary action, up to and including termination. The policy applies throughout our work environment, whether in our offices or at sponsored social events, or work assignments outside offices.

If you experience or witness harassment, you should first speak to the person who has engaged in the inappropriate behavior about his or her conduct, provided that you feel comfortable doing so, by first explaining that his or her behavior is unwelcome and unacceptable. We suggest that you respond immediately and do not ignore the problem. If you are not satisfied or do not feel comfortable speaking to the person who engaged in the inappropriate behavior, we recommend that you report it to your immediate supervisor and follow the procedure outlined in “Our Promise to Protect.”

A complete policy on sexual misconduct can be found in the “Our Promise to Protect.” This policy can be located by contacting the Office of Safe Environment at Diocesan office: (920) 272-8174

H8: Family Medical Leave

The Employer administers its Federal and Wisconsin FMLA policy on a fiscal-year basis. These leaves (Federal and Wisconsin) shall run concurrently with each other and with any other leave which is available to the employee. FMLA leave is generally unpaid, but all or a portion of the period of FMLA leave may be paid in certain instances. The taking of FMLA leave will not be used against an employee in any employment decision, including the determination of raises or discipline.

Wisconsin FMLA leave is available to all employees who have been employed for at least 52 consecutive weeks and worked at least 1,000 hours during the preceding 52 week period. Federal FMLA leave is available to all employees who work for a covered employee¹ and have been employed for at least 12 months in the past seven years and have completed 1,250 hours of employment in the 12-month period immediately preceding the leave.

Upon written request to the Roncalli office of human resources, an employee may receive leave in accordance with Wisconsin and/or Federal Family and Medical Leave legislation, as applicable for the following reasons:

- The birth of a son or daughter, or placement of a son or daughter with the employee for adoption or foster care;
- To care for a spouse, son, daughter or parent that has a serious health condition;
- For a serious health condition that makes the employee unable to perform the essential functions of his or her job; or

- For any qualifying exigency arising out of the fact that a spouse, son, daughter or parent is a military member on covered active duty or called to cover active duty status.

The employee requesting FMLA leave must provide notice to the Roncalli office of human resources as soon as is reasonably possible if the need for the leave is foreseeable. Documentation of the necessity for the leave is required. The employer may require a second opinion if documentation provided does not substantiate the FMLA request.

An employee may, but is not obligated to, substitute accrued paid leave during the leave. If the request for FMLA leave is made by couples who are both employees of the employer, they will be limited to 12 weeks total unless the leave is required for the serious health condition of one or both of the employees, or a child of the employees. In this case, each will be eligible for a 12-week leave period.

Eligibility for leave for the birth, adoption or placement of a foster child expires 12 months from the date of the event.

After returning from leave, the employee will be placed in an equivalent position with equal benefits, pay and other terms and conditions of employment. If the leave was taken because of the employee's serious health condition, a statement from the employee's health care provider must document the employee's ability to return to work. Employees with chronic health conditions resulting in intermittent need for leave must provide certification regarding the chronic condition and continuing need for intermittent leave and/unforeseen leave once every six months.

If an employee fails to meet the requirements of this Policy for family or medical leave, the request for leave may be denied or delayed until the requirements are met. Absences not qualified under this policy may result in attendance policy violations, which may further result in discipline up to and including termination from employment.

¹ Private-sector employer, with 50 or more employees in 20 or more workweeks in the current or preceding calendar year, including a joint employer or successor in interest to a covered employer.

H9: Health, Safety and Workers' Compensation

The employer has the responsibility to provide a safe and healthy work environment.

The employee has the responsibility to work safely and to report accidents or unsafe conditions, no matter how minor, to the supervisor as soon as possible. Injuries, no matter how minor, should be reported immediately to the supervisor, who in turn reports it to the workers' compensation carrier. If an injury is determined to be a Workers' Compensation injury, an employee has the right to consult any physician. Workers' Compensation insurance covers eligible work-related medical costs and may compensate for lost wages.

Drug-Free Workplace

The manufacture, possession, distribution, dispensation or sale of illegal drugs, drug paraphernalia or controlled substances (including prescriptions) on employer premises is prohibited. Employees engaging in these activities will be reported to civil authorities and may be terminated without notice.

The unauthorized possession, distribution, dispensation, or sale of alcohol on employer premises is prohibited. Employees engaging in these activities are subject to disciplinary action up to and including termination of employment.

Employee use of alcohol or drugs (including prescriptions that are a controlled substance) on employer property or working under the influence of alcohol or drugs is prohibited. Employees engaging in these activities are subject to disciplinary action up to and including termination of employment depending on the circumstances.

Employees are subject to reasonable suspicion drug and alcohol testing based on, but not limited to, observations by a member of management or another employee. A member of Human Resources should be consulted before sending an employee for testing. All behaviors that indicate that the employee is under the influence of alcohol or drugs must be documented. Under no circumstances will the employee be allowed to drive him or herself to the testing facility. Arrangements will be made to transport the employee to the testing facility and home or back to work.

Employee refusal to participate in reasonable suspicion testing and/or provide written results to the employer will be considered insubordination which may result in disciplinary action up to and including termination of employment. Any attempts to tamper with the sample, nonnegative test results and/or positive test results, also may result in disciplinary action up to and including termination of employment.

Office Dress Code – Personal Appearance of Employees

Employees are a reflection of the employer and its religious purposes. Employees have an obligation to the employer to dress in an appropriate and professional manner. It is imperative to maintain an appropriate work area and present a respectful, professional appearance to the public, our peers, as well as ourselves.

Employees' dress and grooming practices must promote a positive working environment and limit distractions caused by outrageous, provocative or inappropriate dress.

Reimbursement

The employer reimburses employees for mileage and business activities which are preapproved by the supervisor. The employer will reimburse employees for authorized expenses that may include, but are not limited to, reasonable expenses for business-related travel (mileage at the current IRS rate), meals and lodging.

Employees must submit a supervisor-approved expense report with receipts/documentation for reimbursement. Employees will not be reimbursed for alcohol purchases. When expenses for business activities may be a major inconvenience, a cash advance may be requested.

Employees who attend approved conventions, conferences, workshops or business meetings may bring a guest at their own expense provided that it does not detract from the purpose of the trip.

Smoking

The Diocese and its employers are committed to providing a safe and healthy workplace and promoting the health and well-being of its employees. Implementing a smoke-free workplace eliminates potential exposure and contributes to a healthier work environment and healthier employees. “Smoking” includes the use of any tobacco products, electronic smoking devices, vaping, e-cigarettes containing nicotine cartridges and any other smoking-related devices. Smoking in the employer buildings and employer-owned vehicles is prohibited. Smoking is only permitted during break times in designated outdoor areas. Employees using these areas are expected to dispose of any smoking debris safely and properly.

Right to Inspect

All offices, desks, lockers, files, electronic information, employer-owned electronic devices, etc. are the property of the employer. Inspections of such property may be done at any time at the discretion of the employer unless otherwise prohibited or restricted by any local, state or federal law; ordinance or regulation.

Information Technology, Internet and E-mail Usage

E-mail, computer, internet and voicemail systems are the employer’s property. These systems are in place to facilitate the ability to do a job efficiently and productively. These systems are solely for business purposes, and any inappropriate or excessive personal use is prohibited. The employer may intercept, monitor, copy, review and download any communications or files created or maintained on these systems. When using the internet, materials of a sensitive nature or that constitute confidential information must not be sent unless the information is properly coded to prevent interception by third parties.

Communications and use of e-mail, computer, internet and voicemail systems will be held to the same standard as all other business communications, including compliance with anti-harassment policies. Use good judgment in the use of these systems. Your supervisor should be notified of unsolicited or offensive materials received by any employee on any of these systems.

Consent and compliance with e-mail, computer, internet and voicemail policies is a condition of employment. Failure to abide by these rules or to consent to any interception, monitoring, copying, reviewing and downloading of any communications or files is grounds for discipline, up to and including termination.

Upon resignation/retirement/termination employee email will be suspended. Access to the electronic Student Information System will be suspended. Access to Google Drive will be suspended.

Digital Communication Policy

The employer respects the right of employees to use digital media, which includes, but is not limited to any social network (Facebook, Twitter, Snapchat, Instagram, LinkedIn, etc.), blog, video site, text messaging or other electronic communication (hereafter referred to as digital communication) during non-working hours as a medium of self-expression. Employees should bear in mind, however, that although digital communication is generally viewed as a medium of personal expression, **the posting of certain comments and information may have a harmful effect on the employer, its reputation, and its employees.**

In light of this possibility, we require that employees adhere to the following policy regarding the use of digital communication.

- Employees should not create, post, or otherwise access digital communication for personal use during normal working hours. Employees may access digital communication for legitimate professional job-related purposes during the workday with the approval of their direct supervisor or manager.
- Whether or not you identify yourself as an employee of the Diocese of Green Bay, it is expected that you will respect the teachings of the Roman Catholic Church and uphold the Code of Personal and Ethical Conduct outlined in the Employee Personnel Manual and “Our Promise to Protect.”
- Employees are prohibited from disclosing personal or professional digital communication, any information that is confidential or proprietary to the employer, or to any third party that has disclosed information to the employer.
- The employer has exclusive rights with respect to certain concepts and developments you produce that are related to employer business. Employees may not use employer trademarks or logos on their site or reproduce any employer materials or logos.
- The employer will not tolerate the posting of obscene, harassing, offensive, derogatory, or defamatory comments and images which reflect/discredit or cause embarrassment to the employer, our employees, customers, vendors, partners, affiliates, agencies, schools and others.
- The employer reserves the right to monitor professional digital communication created on employer technology during the course of a normal workday, or on employer technology used outside regular work hours.
- The employer may require that you confine your personal digital communication commentary to topics unrelated to the employer (or in certain cases, that you temporarily suspend your digital communication activity altogether) if it believes this is necessary or advisable to ensure compliance with this policy, the welfare of the Diocese of Green Bay, or federal and state laws.

Employees who violate this policy may be subject to disciplinary action up to and including termination. If you have questions about this policy, or any matter related to digital communication this policy does not address, please consult with your supervisor/manager or the Communications Director of the Diocese.

Ownership – Intellectual Property

The employer owns the rights to all work (i.e. ideas, inventions, developments and improvements) created by the employee if created within the scope of employment. The employee’s work is the property of the employer unless parties expressly agree otherwise in a written agreement. The employee shall have no right, title, or interest of any kind or nature in or to such property or to any proceeds associated with the work or project. In addition, the employee will assist the employer in obtaining patents on any patentable ideas and developments, and execute all documents necessary to obtain the patents in the name of the employer.

Emergency and Inclement Weather Procedure

Emergency Response Guides:

Employees shall follow the employer’s documented and communicated procedures in the cases of fire, tornado, bomb threat and other emergencies.

Inclement Weather Policy:

Employees are responsible for reporting to and remaining at work as long as the school is open. If an employee feels unsafe coming to work because of weather conditions, the employee is required to discuss the situation with his/her supervisor prior to the start of his/her scheduled shift. If an employee chooses not to report to work, he/she will be required to substitute vacation/personal time for any hours missed or the time will be unpaid.

Notice of Inclement Weather Closure:

Under some weather conditions, Roncalli Catholic Schools will be closed. When the decision is made to close the schools due to weather, the closure will be posted and/or employees will be notified.

In the event of inclement weather, please listen to or watch one of the following for school closing information:

Radio-WOMT 1240 AM, WCUB 980 AM, WLTU 92.1 FM, and WQTC 102.3 FM

Television-WBAY Channel 2, WFRV Channel 5, WLUK Channel 11, and WGBA Channel 26 School Website

School Facebook Page

Compensation on Days of Inclement Weather Closure:

Employees who are sick or on an approved leave of absence do not get paid for school closures due to inclement weather because he/she was not physically able to report to work; however, the employee will still receive sick pay as eligible and approved. An employee on vacation will not be able to credit a day or a partial day of vacation because the school is closed due to an emergency or inclement weather.

Employees who work when a school is closed are not entitled to additional compensation.

Candles

Burning candles in a public building is a violation of local fire codes and, therefore, is not permitted in any of our office buildings. Candles may be burned for liturgical purposes only. They are to be extinguished immediately following the event for which they are intended.

H10: Whistleblower

The purpose of this policy is to protect those individuals who want to raise issues of illegal, dishonest, or unethical behavior with the assurance of not becoming a target of subsequent recrimination.

A whistleblower is defined by this policy as an employee of Roncalli Catholic Schools, or other associated entity who reports an activity that he/she reasonably believes to be illegal or dishonest (objective and publicly identifiable standard of conduct, not merely the employee's subjective opinion) or reports unethical behavior to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; or other fraudulent financial reporting. Examples of dishonest and unethical behavior include violations of employer policies in the respective Employee Personnel Manual, Code of Personal and Ethical Conduct, "Our Promise to Protect" or similar published policies.

If an employee has knowledge of or a concern of illegal, dishonest, or fraudulent activity or of unethical behavior, the employee is to contact his/her immediate supervisor; the Diocesan Director of Administration; the Diocesan Assistance Coordinator; or the Diocesan Human Resources Director.

An employee who intentionally files a false report of wrongdoing will be subject to discipline, up to and including termination.

Whistleblower protections are provided in two important areas – confidentiality and against retaliation. To the extent practical under the circumstances, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and employer policy, and to provide accused individuals an opportunity of defense. The employer and associated entities will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, poor work assignments and threats of physical harm for making a report. Any whistleblower who believes he/she is being retaliated against must contact his/her immediate supervisor, the Diocesan Director of Administration, the Diocesan Assistance Coordinator, or the Diocesan Human Resource Director immediately, either through written or verbal communication (e.g., signed written letter, in-person visit, etc.). The right of a whistleblower for protection against retaliation does not include immunity from personal complicity in wrongdoing or any other misconduct.

Housekeeping Duties

Teachers (and staff where assigned) are responsible for the cleanliness, and order of the classroom. Books, school supplies and student work (projects) should never be placed or kept on the floor for reasons of safety and cleaning. All bulletin boards should be changed regularly. Chalkboards/Whiteboards are to be cleaned daily. Student desks should be washed as needed.

Hours of Employment, Faculty/ Support Staff

All teachers are required to be in their respective schools from 7:30 a.m. – 3:30 p.m. (middle school and high school), from 7:45 a.m. – 3:45 p.m. (elementary school) when scheduled.

All teachers (50 percent and more) are required to attend and participate in all faculty meetings, parent/guardian, student/teacher conferences, in-service sessions, open houses and other outreach events, curriculum committee meetings and events as determined by the building principal and school administrative team. Middle school teachers are required to be present at eighth-grade graduation. High school teachers are required to be present at high school graduation. Faculty and staff of Roncalli Elementary School and Roncalli Middle School are required to participate in the fulfillment of the responsibilities of the International Food Fair. Faculty and staff of Roncalli High School are required to participate in the fulfillment of responsibilities for the Roncalli Pierside Auction.

All teachers less than 50 percent are required to attend and participate in conferences, in-services/staff development, open houses, and outreach events and events as determined by the building principal and school administrative team.

Non-teaching staff members are required to be at school during assigned hours.

In the event of an emergency dismissal, teachers are to remain in school until released by the building principal.

All faculty, when present at the school, shall attend and participate in all-school liturgies, prayer services and assemblies.

All staff members are strongly encouraged to participate in staff social events, Roncalli Catholic Schools' fundraising events, eighth-grade graduation, high school graduation, athletic events, concerts and other school programs. Your attendance at these events serves as a public relations tool for the school, and indicates support to your colleagues and students.

Pets

Pets of any kind are not allowed on school property. Teachers may give special permission for pets to be brought to school as part of a special program or activity providing that no child's health is endangered by the presence of that pet (allergies, etc.). Under no circumstances is a potentially dangerous pet to be brought to school. All pets are to remain in vehicles during drop off/pick up as they are not allowed in the school parking lot due to liability issues.

Admissions, Retention, Marketing and Development Offices

The efforts of all Roncalli Catholic Schools employees are needed to promote a positive educational environment and to assist in welcoming new students, returning students, and their families. All faculty and staff are encouraged and expected to be supportive of our mission by offering their assistance with admissions-related outreach efforts and events as needed and communicated by the Director of Admissions.

Usage of the Roncalli Catholic Schools or Jets logos in an application (e.g. apparel, print or online materials, signage, etc.), along with clarification pertaining to branding guidelines, should be directed to the Marketing Coordinator for Roncalli Catholic Schools. Promotional opportunities, use of social media platforms related to Roncalli Catholic Schools and inquiries related to content on Roncalli Catholic Schools' websites also should be directed to the Marketing Coordinator for guidelines and support.

Fundraising and supporting efforts of Roncalli Catholic Schools is handled within the Office of Development. All employees shall serve as advocates in promoting and supporting the fundraising activities and endeavors of Roncalli Catholic Schools. Faculty and staff of Roncalli Elementary School and Roncalli Middle School are required to participate in the fulfillment of the responsibilities of the International Food Fair. Faculty and staff of Roncalli High School are required to participate in the fulfillment of responsibilities for the Roncalli Pierside Auction.

Giving inquiries, including, but not limited to, appeals, campaigns, endowment, material and monetary donations, memorials, gifts in kind and scholarships shall be directed to the Office of Development.

Committee Responsibilities

From time-to-time, faculty will be asked to serve on task-oriented planning and design committees for Roncalli Catholic Schools as determined by the building principal.

Employee Cell Phone Usage

We ask staff members to use appropriate cell phone etiquette congruent with professionalism which includes the following:

Staff members should not be on a cell phone at all during class time. If teachers need to use their cell phone during their class time, they need to be transparent about this. Please get your classroom covered by another staff member so that you can use your phone. If your phone needs to be visible in the classroom (for example, use of an application for prayer) we ask you to consider being transparent with students as to why you are using your phone.

Pictures Taken in Classrooms

When utilizing an electronic device to take pictures, including cell phones, permission should be granted by the building principal. Whenever possible, pictures should be taken using the school cameras.