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# Parish and School Policy Manual 2020-21

Electronic Edition



August 2020

Dear Colleagues:

The Office of Catechesis and the Office for Schools present this updated and revised policy manual for use in parishes and Catholic schools in the Archdiocese of Milwaukee. Each year, archdiocesan offices collaborate in reviewing and updating the manual in order to ensure its quality, consistency, relevance, and usability. This policy manual is published with the approval and authorization of Archbishop Jerome E. ListECKi.

The purpose of the *Parish and School Policy Manual* is to provide a common and agreed upon instrument for ensuring that all our faith formation ministries are committed to catechetical excellence, safety, justice, and fostering lives of intentional discipleship.

All parish catechetical programs in the Archdiocese of Milwaukee are expected to base their own local policies and practices on those contained within this manual.

Thank you for your ongoing dedication to Catholic faith formation, and your commitment to the mission of proclaiming Christ and making disciples through the sacramental life of the Church.

Gratefully,

Gary Pokorny  
Director of Catechesis  
Archdiocese of Milwaukee

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# COMMUNITY RELATIONS: 1000 Series

## 1112: External and Internal Communication

New avenues should continually be sought to improve relations and communications with all segments of the parish/network/school and to expand contacts with audiences not typically reached. Administrators may make use of media as deemed necessary, such as the internet, radio, television, and videos, to inform the community about the operation of the parish/school in a manner reflective of mission and goals.

In order to ensure the integrity and quality of the information being delivered, only a designated parish/network/school representative shall maintain external communication channels on behalf of the parish/network/school. School administrators or designated staff must approve communications, such as announcements, posters, and flyers which may be sponsored by an outside organization but directed to their parish/school community.

To protect the privacy of students, staff, and families, each parish/school should establish policies regarding the release of names, addresses, phone numbers, and images of students, faculty, staff, and parish/school families. For inclusion in directories, permission is not required. However, schools must notify parents/guardians of eligible students about directory information and allow a reasonable time to request the school not disclose directory information about them.

All official pictures and recordings taken at events and activities of a parish/school by staff/volunteers remain the property of the parish/school. All pictures and recordings should be accounted for and protected from use by any unauthorized person or organization. Media recordings of parish/school activities can be subpoenaed as evidence in a lawsuit.

Unauthorized websites, blogs, social network sites, direct mailings, and use of the parish/school name and/or logo are not permitted.

Parish/network/school communications may not be used for partisan political messages or paid advertising. Association, representation, or endorsement of or by any political candidate, party, or campaign, whether actual, inferred, or implied is prohibited.

See the Archdiocese of Milwaukee [Social Media & Digital Communications Policy](#) for additional recommendations and guidelines.

### Media Request Standard Procedure

All media requests must go through the Archdiocesan Communications Office. The Communications Director will assess the media request, ascertain deadline, and promise to respond to media requests as soon as possible. The Communications Director will then contact the appropriate person(s), e.g., pastor, administrator, etc., to explain the request and determine the willingness of each person to participate in the media process. Ideally, the Communications Director is a facilitator and serves as an intermediary to gather information and set up optimal conditions for successful media relationships and coverage. Once the details have been worked out, the Communications Director will put the two parties in contact with one another. Certain media requests will entail having the Communications Director present, although this is not foreseen in the majority of cases.

Parishes, schools, and ministries seeking coverage by major news outlets should coordinate with the Archdiocesan Communications Office before initiating contact (with the exception of events submitted for inclusion in community or event calendars.)

## **Sensitive or Controversial Issues**

Any external communication from a parish/network/school office regarding controversial issues or serious incidents must be approved by the pastor/parish director/president/administrator and follow archdiocesan guidelines.

All inquiries from television and radio stations, newspapers, websites, or blogs regarding sensitive or controversial topics must be referred immediately to the Archdiocesan Communications Office and the employee's pastor, president, principal, or supervisor. The Director of Communications will consult with archdiocesan leadership and legal staff, if appropriate, to draft a suitable statement.

Such matters may include, but are not limited to, the following:

- Lawsuits pending litigation or issues that could significantly expose the Archdiocese to litigation
- Personnel issues, including potential assignments, hiring, or firing decisions
- Allegations of criminal activity or misconduct by lay staff, teachers, school employees, volunteers, or clergy such as theft, sexual abuse, and drug abuse
- Specific legislative or political issues on which the U.S. Conference of Catholic Bishops, Wisconsin Catholic Conference, or Archdiocese have taken a position
- Parish financial affairs or fiscal policies or operations, such as budgeting or insurance coverage

## **Breaking News**

In the event of breaking news, reporters and news trucks should not be allowed on parish property or within parish/school facilities without the expressed authorization from the pastor/school administrator.

Parish/network/school facilities are private property. As such, a pastor, president, principal, or facility manager has the right to ask reporters to leave the premises.

The Communications Office should be consulted when journalists come to a parish/network/school facility without a prior appointment and/or request comments.

Parish/network/school staff must behave in a professional manner when dealing with the media, as words and actions may be recorded and could be aired or published as part of a news report.

*ADOPTED: 5/13/1975; REVISED: 7/2/2020*

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## **1112.1: Website Policy**

Every parish/network/school shall have a website for communication purposes. The pastor/parish director/president and/or school administrator shall ensure that the site content is current, accurate, and aligned to the mission of the parish/school. All appropriate archdiocesan policies and civil laws related to telecommunications will be followed, including copyright permission. There shall be more than one designated website administrator registered with the website host.

Domain names shall be registered to the parish/network/school and not to an individual person. There shall be at least two registered contacts, including the pastor/parish director/network/school administrator and an authorized designee.

Any organization or individual who establishes a website or a social media page that contains information related to any archdiocesan parish/network/school must secure the approval of the pastor and/or school administrator for the content of this site and the use of the parish/school name on this site. The pastor/parish director/president and/or

school administrator will ensure that the site information is current and accurate and has a link established to the parish/school website. Failure to follow such policies may result in revocation of permission to use the name of the parish/network/school.

ADOPTED: 5/12/2005; REVISED: 7/2/2020

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## 1112.2: General Consent Form for Child Photo, Video and Audio Use

Photos or videos of students may be used on parish/network/school websites, social media, and print materials under the following guidelines:

- Identified photographs of students may be published with written and dated permission forms from parents.
- No publication of student's addresses, phone numbers or other personal information is permitted.
- Group photos are permitted without permission as long as the caption identifies the activity or class, not the individual students in the photo.
- Care needs to be taken to ensure that any digital content, including but not limited to, video, audio and social media posts, does not release individual, identifiable information about minors without parent consent.

[Download Form 1112: General Consent Form for Child Photo, Video and Audio Use](#)

ADOPTED: 5/13/1975; REVISED: 7/2/2020

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## 1210: School Parent Organizations

Principals should develop appropriate channels of communication with members of their educational community, especially parents.

The entire parish community should be encouraged to give assistance in developing and maintaining the school education programs.

Organizations such as the Home and School Association and the Athletic Association are to be fostered as integral parts of the school and parish community and a support system for quality educational programs. A set of operational norms outlining the purposes, operational procedures, and financial accountability of these organizations is to be developed. The officers and general membership are responsible directly to the school principal in school-based situations.

The purposes of the parent organizations are to promote effective communication and cooperation between parents and educators, advance the spiritual and educational formation of adults, provide well-planned programs of information and interest to parents, encourage high standards of family life, create a greater appreciation of Catholic education, and organize appropriate fundraising activities.

A parent organization shall be required to follow the fiscal policies of the Office for Schools and Archdiocesan Finance office. Any bank accounts held by parent organizations shall include the name of the parish or school.

All income raised for a specific purpose must be disbursed for that purpose, unless alternative distribution options were set forth at the time the income was raised.

ADOPTED: 12/1/1983; REVISED: 7/2/2020

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## 1230: Parent Education Programs

Parishes and schools partner with parents and assist them in their role as primary educators of their children in faith. Therefore, a program for the on-going education of parents whose children are involved in child/youth programs should be offered in all parishes and schools. Where appropriate, the larger parish community should be included in these programs.

Parent skill programs should be provided collaboratively with appropriate agencies to improve the quality of family life and enhance learning. Such programs might focus on parenting skills, communication, discipline, family rituals, stress management, etc.

Parent programs should also develop faith and values, including Catholic beliefs, sacraments, morality, Christian service, social justice, spirituality, and prayer.

The pastor/school administrators should ensure that these programs are provided as companion pieces to child/youth programs. This includes ensuring adequate budgeting, publicity, local policy support, and collaboration with other organizations.

APPROVED: 4/14/1987; REVISED: 5/10/2016

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## 1250: Visitors to Parish/School Programs

In order to ensure the safety and well-being of students and staff, school administrators shall regulate all visitors to their buildings and grounds.

All visitors to the school/religious education program shall report to the office when entering and must receive authorization before visiting classrooms and other parts of the building. This requirement does not apply when visitors are attending an athletic event or other public program in areas typically used for large group assembly, such as gymnasiums and auditoriums, or when parents are attending activities clearly for the purpose of parent involvement, such as an open house or parent-teacher conferences.

The school administrator or designee has the discretion to request that a visitor leave the premises if he/she believes that the visitor's presence presents a danger to students, staff, or property or if that person's presence is disruptive to the operation of school or program. Law enforcement shall be called if persons refuse to comply.

Students may not bring guests to school unless the student's parent/legal guardian and authorized school representative have granted permission to do so.

A student is never released from parish/school programs to anyone who is not clearly identified as his/her parent or an adult authorized in writing by the parent for this purpose.

ADOPTED: 5/13/1975; REVISED: 5/12/2016

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## 1311: Political Activities

As responsible Christians, parish/school personnel and students are encouraged to exercise their civic rights and privileges. However, they act as individuals and at no time represent the educational program of which they are members in their political beliefs and actions.

Certain political issues affect schools and religious educational programs. Parents may be asked to cooperate in political activities on issues affecting these programs.

Parish administrators shall abide by the Guidelines of the Wisconsin Catholic Conference.

### **Recommended Church Activity**

The following political activities, appropriate for church involvement, are encouraged:

- Publishing and distributing issue materials without reference to specific candidates or political parties
- Voter registration campaigns and "get-out-the-vote" campaigns
- Encouragement of Catholics, as citizens, to become involved in political activities
- Organizing committees for political education/involvement
- Developing a legislative network to review legislative activity and monitor the positions of elected officials
- Making church facilities available for multi-issue candidate forums, perhaps hosted by another neutral organization (League of Women Voters, a local neighborhood group, etc.)
- Encouraging attendance at public forums
- Developing parish committees to help elderly and persons with disabilities to vote (e.g., rides to the polls, information on absentee voting)
- Assisting non-English speaking persons to register to vote and to learn about issues; providing registration and other materials in native language
- Organizing letter writing campaigns on legislative issues
- Developing special outreach programs to help the disadvantaged in the electoral process

### **Prohibited Church Activity**

Diocesan officials and agencies, clergy, religious, parish councils, parish organizations, and other Church affiliates, when acting in an official capacity, must avoid the following:

- Endorsing or opposing political candidates or parties, or actively engaging in political campaigns for or against any candidate or party (e.g., homily, newsletter, websites, etc.)
- Permitting the preparation, collation, or distribution on church premises of any flyers or other printed materials that favor or oppose a candidate or a party
- Using diocesan or parish bulletins or websites to support, promote, endorse, or oppose any particular political party or candidate
- Evaluating candidates in writing or in speech. Types of objectionable evaluations include the following:
  - Labeling a candidate as "pro-life" or "anti-school choice" removes objectivity by not allowing readers/listeners themselves to evaluate a candidate's position
  - Using plus (+) or minus (-) signs to rate candidates implies an endorsement or opposition
  - Rating candidates on a scale of "one to ten", for example, or otherwise saying "X is good; Y is better"

- Issuing "marked" sample ballots that tell people how to vote
- Giving church money or any monies arising from church-related sources to candidates for political office or holders of political office
- Use of church facilities in any manner should not connote endorsement of a political candidate

### **Publishing and/or Distributing Candidates' Positions**

Parishes and other diocesan agencies or organizations must take great care when publishing or distributing materials that attempt to report candidates' positions on specific issues or their voting records.

All surveys or questionnaires of candidates' positions for state or federal elections must be prepared or approved by the USCCB or WCC if they are distributed on church property, including parking lots.

The following must be true of any survey or questionnaire approved by the WCC:

- It must be objectively worded and objectively compiled
- Its results must be accurately reported and free of bias
- It must cover a broad range of issues of interest or concern of the Church
- It cannot be distributed in the ten days preceding a primary or general election, because this may prevent candidates or parties from responding to inaccuracies or misrepresentations of their positions
- It cannot be prepared by an organization that supports or opposes a particular candidate or party

Diocesan, parish, or school bulletins, brochures, or other publications containing reports of candidates' positions on issues should point out that the diocese or parish does not endorse candidates and that the material is distributed to inform and educate voters.

Those seeking approval of materials prepared by an organization or individual other than the USCCB, WCC, or local diocese should submit materials to the WCC at least two weeks prior to the intended date of distribution.

*WISCONSIN CATHOLIC CONFERENCE: 8/2010; ADOPTED: 7/9/2015*

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## **1312: Rights and Responsibilities of Parents**

The Catholic Church recognizes and acknowledges the role of parents to be the primary educators of their child. As such, schools partner with parents in the formal education of the child.

Schools in the Archdiocese of Milwaukee should demonstrate respect and support for parents in the education of their child.

Inherent in the parents' choice of a Catholic school for their child is the understanding and expectation that they will support the school's mission and its commitment to the principles of Catholic values and faith formation. Parents are also expected to support and adhere to the policies and procedures outlined in the school's handbooks and demonstrate behaviors aligned with good moral and ethical principles. Parents are not permitted to interfere with the operation of the school nor display distrustful, disruptive, or harassing behaviors toward parish/school staff.

Schools may develop local policies to identify potential corrective actions if parents do not support and adhere to policies and procedures outlined in the school's handbooks. Such corrective action may include the termination of the enrollment of the parent's child/children.

Canon 22.6.2. Because they have given life to their children, parents have the most serious obligation and enjoy the right to educate them; therefore, Christian parents are especially to care for the Christian education of their children according to the teaching handed on by Church.

Canon 793.1. Parents as well as those who take their place are obliged and enjoy the right to educate their offspring: Catholic parents also have the duty and the right to select those means and institutions through which they can provide more suitably for the Catholic education of the children according to local circumstances.

Canon 793.2. Parents also have the right to make use of those aids to be furnished by civil society which they need in order to obtain Catholic education for their children.

Canon 796.1. Among educational means the Christian faithful should greatly value schools, which are of principal assistance to parents in fulfilling their educational task.

Canon 796.2. It is incumbent upon parents to cooperate closely with the school teachers to whom they entrust their children to be educated; in fulfilling their duty, teachers are to collaborate closely with parents who are to be willingly heard and for whom associations or meetings are to be inaugurated and held in great esteem.

Canon 774.1. Under the supervision of legitimate ecclesiastical authority this concern for catechesis pertains to all the members of the Church in proportion to each one's role.

Canon 774.2. Parents above others are obliged to form their children into the faith and practice of the Christian life by work and example; godparents and those who take the place of parents are bound by an equivalent obligation.

ADOPTED: 7/15/2019

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## **1312.1: Parent/Student Complaints Concerning Parish/School Personnel**

If a parent or student has a concern or complaint that has not been satisfactorily resolved at the level at which it has arisen, a grievance may exist. To maintain harmony within the Christian community, there should be a local process by which complaints can be handled promptly and fairly. Grievances should be addressed in an atmosphere of mutual respect and compassion so that an equitable resolution can be reached.

Each parish/school is to develop and document local grievance procedures. Grievance procedures should be stated in the student/parent handbook.

In a Catholic parish/school, grievance procedures are not legal hearings and are not intended to apply to complaints alleging criminal behavior. Neither party shall be permitted to have legal counsel at such meetings.

It is incumbent upon parents to cooperate closely with the educators to whom they entrust their children. A grievance occurs when there is an unresolved concern between the parent or guardian of a student enrolled in a Catholic school or parish religious education program and an employee of the parish/school.

Before any formal grievance can be initiated, the parent or guardian must meet with the employee with whom there is an issue to see if reconciliation can occur. If there is no resolution, the parent or guardian may initiate the grievance process by providing documentation of the concern to the employee's supervisor, generally within ten days of the initial meeting with employee. Documentation must indicate the factual information regarding the concern, steps already taken to address the matter, and specific recommendations for resolution. The supervisor will schedule a meeting of all parties to work toward reconciliation.

All individuals have a right to present their concerns fully and openly without fear of retribution. Grievance issues will be dealt with one at a time and on an individual basis only. The right to confidentiality will be respected within the context of finding a satisfactory resolution.

If mutual resolution does not occur, the parent or guardian may provide the pastor or school president, with written documentation of the unresolved concern and the steps already taken. The pastor/president may attempt to resolve the situation in one of the following ways:

- The pastor/president may convene the parties in an attempt to reconcile the concern.
- The pastor/president may contact the appropriate archdiocesan office for assistance in reconciling the concern.
- The pastor/president may convene a local grievance committee to review all details of the concern. The committee will submit a recommended resolution to the pastor/president for final consideration.

Once a review is complete and a final recommendation has been offered at a local level, there is no additional appeal of the decision at the archdiocesan level. The School Board of Directors, School Advisory Commission, School, and/or Parish Pastoral Council is not involved in the grievance proceedings and is not a source of appeal.

*ADOPTED: 8/1/1984; REVISED: 7/2/2020*

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## **1313: Gifts to Personnel**

Parish/school staff members are expected to exercise sound professional judgment in the acceptance of gifts.

It is recognized that at times parents, guardians, and students may wish to express their appreciation to a staff member. Gifts or tokens of minimal value may be accepted in recognition or appreciation of service. Gifts made to a teacher for classroom use are subject to the approval of the principal.

Commissions or gifts to religious education/school personnel from individuals or companies selling equipment or materials are not permitted.

*ADOPTED: 5/13/1975; REVISED: 6/5/2017*

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## **1321: Public Performances by Students**

Public performances by students should be encouraged, especially when these performances contribute to educational objectives.

Events that are for the purpose of private or political gain, or for advertising of any commercial product, are prohibited.

*ADOPTED: 5/13/1975; REVISED: 7/12/2016*

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## **1322: Contests for Students**

Students may be allowed to participate in contests on a voluntary basis, at the discretion of the school administrators. Such activities shall be in keeping with the purposes and educational aims of the parish/school and shall be integrated into the school program without disruption of instructional time.

On the secondary level, the policy of the National Association of Secondary School Principals relative to contests shall serve as a guide.

ADOPTED: 5/13/1975; REVISED: 7/12/2016

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## **1325: Advertising and Promotion**

To safeguard students from possible exploitation, care should be exercised in permitting students to participate in advertising or promoting the interest of any non-school agency or organization.

The Superintendent may approve a promotional activity if it would further the work of a nonprofit community-wide social service agency or if it would promote activities in the interest of the general public.

ADOPTED: 12/1/1983; REVISED: 4/2/1990

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## **1326: Student Production of Goods and Services**

Students may contribute services and produce materials for community organizations only to the extent that such activities further the students' educational development and orientation to service.

ADOPTED: 5/13/1975; REVISED: 4/2/1990

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## **1330: Access to Parish/School Procedures and Materials**

Ideas, operating procedures, records, and publications developed in or for the schools/religious education programs may be made available to outside organizations or other schools. The school administrators will establish the guidelines and regulate this procedure.

Records containing privileged or confidential information about the students and the staff must be restricted to the extent permitted by law in the interest of the person or persons involved. A reasonable charge may be made for copying available records.

ADOPTED: 5/13/1975; REVISED: 7/12/2016

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## **1340: Use of School Facilities**

The use of the school facilities should be determined by the governing body of the parish/school.

If the school facilities are to be used, rules and regulations should be drawn up and enforced by the appropriate personnel.

The use of parish/school buildings by individuals/organizations may not interfere with the educational and spiritual activities of the parish/school.

The building user is responsible for damage to the parish/school property and shall be required by parish/school authorities to provide a certificate of liability insurance as a condition of the rental. A signed agreement for facility usage/indemnity must be completed and approved prior to the use of the parish/school facility by individuals/organizations.

## **1400: Relations between Governmental Agencies and the Parish/School**

All educational personnel shall cooperate with the police, fire, health, and welfare departments and with local, state, and, federal government.

Parish/school administrators are to establish lines of communication with local law enforcement and fire departments in order to effect cooperation needed for the safety and security of students, staff, and the facilities.

ADOPTED: 5/5/1980; REVISED: 7/12/2016

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## **1500: Relations between Associations and Schools**

Individual schools should have an institutional membership in the National Catholic Educational Association (NCEA). Teachers and administrators are also encouraged to belong to NCEA as professional individual members.

School personnel, individual schools, and/or religious education programs are encouraged to become members of other associations which will enable them to benefit from services and resources.

ADOPTED: 5/13/1975; REVISED: 4/2/1990

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## **1600: Cooperative Arrangements with Other Schools**

The Catholic schools should cooperate with public and other private schools in matters of mutual benefit.

ADOPTED: 5/13/1975; REVISED: 4/2/1990

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# **ADMINISTRATION: 2000 Series**

## **2100: Legal Structure of Parishes in the Archdiocese**

All parishes in the Archdiocese of Milwaukee are incorporated under [Wisc. Stat. Sec. 187.01\(2\)](#) as separate corporations. The Board of Directors of the parish corporation administers all temporal matters affected by civil or Canon law. The Board of Directors includes the Archbishop as President, the Vicar General of the archdiocese as a member, the pastor/priest administrator as Vice-President, and two elected lay members of the congregation, the trustee-treasurer and the trustee-secretary. Men and women serving as trustees are called to a ministry of administration. The specific roles of trustees, their relationship to the parish council, their spiritual formation, and other related issues are developed fully in the Parish Trustee Manual.

ADOPTED 7/1/1987; REVISED 7/8/2016

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## 2103: School Governance

There are three primary governance structures for schools in the Archdiocese of Milwaukee:

**Parish-sponsored Schools:** The pastor/parish director is the governing authority for the school which is not separately incorporated from the parish. The principal is the administrator of the school. The School Advisory Commission provides consultation to both the pastor/parish director and the principal on school governance issues.

**Separately Incorporated Schools:** The Archbishop of Milwaukee typically is the sole corporate member of the Corporation. The Corporation may be one school, or it may be a network of schools. A board of limited jurisdiction, known as a Board of Directors, is the primary governing authority of the Corporation, with the Archbishop of Milwaukee retaining final authority. In some Corporations, the pastors/parish directors of supporting parishes may form a Board of Trustees. The Board of Trustees should have specifically defined powers and in the organizational hierarchy is between the Archbishop of Milwaukee and the Board of Directors. The principal (single school) or president (network of schools) is the Corporation's chief administrator.

**Religious Order-sponsored or Independent Schools:** These schools are recognized by the Archbishop of Milwaukee as Catholic and operate as such by his permission in the Archdiocese of Milwaukee. The governing authority of these schools is the Board of Directors or similar body as determined by the sponsor.

ADOPTED 7/2/2020

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### 2103.1: Parish-sponsored Schools: School Advisory Commission

The School Advisory Commission/Committee is a group of elected or discerned parishioners who, along with the pastor/parish director/administrator, director of religious education and principal, are dedicated to the promotion and welfare of Catholic education.

The School Advisory Commission is a standing commission of the Parish Pastoral Council. The School Advisory Commission is an advisory body to the school principal. The purpose of the School Advisory Commission is to assist the school principal in:

- Ensuring the school thrives and remains viable for the future
- Ensuring excellence in Catholic Culture, Academics, Whole Child Education, and the Stewardship of Resources
- Supporting the school in its efforts to collaborate with the parish.

The School Advisory Commission operates under an approved set of Operational Norms.

There are nine identified areas where the School Advisory Commission collaborates with the principal to advocate for the school. Detail for these areas is found in the document [\*School Advisory Commission Responsibilities\*](#).

- Mission and Governance
- Whole Child Education
- Institutional Advancement: Development, Marketing & Public Relations, and Enrollment Management
- Finance

- Long-Range Planning
- Facilities and Technology
- Policy
- Emergency Operations Planning
- Principal Search and Selection

## **Commission Membership**

### **Ex officio Members**

- Pastor/Parish Director
- Parish Pastoral Council Liaison
- School Administrator/Principal

### **Commission Officers**

- Chairperson
- Vice-chairperson
- Secretary

### **Members**

- Recommended number: 7-9
- Elected or appointed as specified in the Operational Norms
- Limited to two consecutive terms; length of term is specified in the Operational Norms

Further guidelines for commission membership, meetings, relationships, and operation are available in the Archdiocese of Milwaukee [Parish Commissions & Committees Manual](#)

ADOPTED: 8/1/1984; REVISED 7/2/2020

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## **2103.2: Separately Incorporated Schools: Board of Directors**

A new Separately Incorporated School is formed when two or more schools form a new legal corporate entity. This new Corporation may sponsor one school or a network of schools. Archdiocesan-sponsored high schools are also Separately Incorporated Schools. The Archbishop of Milwaukee should be the sole corporate member of the Corporation.

A Separately Incorporated School is governed by a board of limited jurisdiction. This board shall be either a single-tier board of directors or a two-tiered model with a board of trustees and a board of directors. The specific powers and responsibilities of each board shall be defined by the articles of incorporation and bylaws of the entity.

The **Board of Trustees** is composed of the pastors/parish directors of the parishes that support the network/school.

The **Board of Directors** is composed of qualified community members with the necessary skills to manage the affairs of the Corporation, including its property and assets. The Board of Directors shall carry out the aims and purposes of the Corporation in compliance with the Corporation’s Articles of Incorporation and Bylaws.

The Board of Trustees and Board of Directors are subject to the policies of the archdiocese.

All Separately Incorporated Schools shall have articles of incorporation and bylaws approved by and on file with the archdiocese.

The Corporation’s Chief Administrator (president or principal) is accountable to his/her Board of Directors and the Archbishop of Milwaukee.

ADOPTED: 7/2/2020

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## 2106: Formation Commission/Committee

The Formation Commission is one of the standing commissions of a parish’s pastoral council. This commission promotes and develops opportunities for lifelong faith formation aimed at personal conversion and growth in faith. The members collaborate with the pastor and staff in this area of mission on all programs of evangelization and catechesis. Councils may choose between the titles of “Commission” or “Committee” for this group.

In multi-parish or collaborative settings, parishes with a shared pastoral council will normally have a single, shared formation commission. Parishes with distinct pastoral councils may establish a joint formation commission, especially if they share catechetical personnel or programs.

Because the mission of formation in discipleship is so extensive, the commission may form committees or ministry teams to work directly with specific ministries, such as evangelization, child ministry, youth ministry, young adult ministry, adult and family ministry, and vocations. The commission’s role is to monitor, evaluate, and collaborate with any committees or teams to minister more effectively.

### Responsibilities

- Consult on the design and development of programs for evangelization and faith formation with education and formation administrators
- Identify parish needs and respond to diocesan initiatives regarding faith formation
- Participate in the budget process as requested by the Finance Council and monitor the financial report for faith formation ministries during the year
- Assist in the annual evaluations of the programs to affirm their effectiveness and to identify any necessary changes
- Report and/or meet with the Pastoral Council to review faith formation ministries, advise the Council on faith formation, and consult on innovations or adaptations to programs
- Assist with the identification, formation, and training for volunteers and leadership in the formation ministries
- Aid in the promotion, communication, and recruitment efforts for any programs in this area of mission
- Assist the pastor with the development of pastoral staff job descriptions in this area and serve, as requested, on a search or interview committee/team for vacant staff positions

## **Committee Membership**

### **Ex officio Members**

- Pastor or Parish Director
- Pastoral Council liaison
- Parish Formation Administrator(s): If there are multiple staff members for formation ministries, all can serve on the Commission or one may be selected to serve as the representative of the entire area of mission.

### **Members**

- Parishioners with an interest or expertise in Catholic education, faith formation, and evangelization
- Catechists
- Parents
- Adult participants in program

### **Commission Guidelines**

Further guidelines for commission membership, meetings, relationships and operation are available in the Archdiocese of Milwaukee [Parish Commissions & Committees Manual](#).

ADOPTED 8/1/1984; REVISED 7/15/2019

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## **2107: Annual School Status Report**

The principal shall submit a report annually to the pastor(s), president, and/or school board/committee on the status of the school.

When drafting an annual report, the principal and board/committee should consider the following outline:

Mission/philosophy/goals

Overview of the curricular program

General curriculum

Achievement test results

Status of accreditation

Goals accomplished

Enrollment projections

Personnel stability and staff needs

Financial status and projections

Tuition and fees

Parish subsidy and other funding streams

Salaries and benefits

Income and expenses

Major issues/concerns which impact long-range plans

Parent engagement initiatives, including parent education, extra-curricular activities, and volunteerism

Recognition of accomplishments of students

Recognition of professional accomplishments of teachers/staff/administrator

Recommendations to strengthen the quality of the school program

Report on facility usage, maintenance, and projections of future needs

APPROVED 3/10/88; REVISED 9/8/2016

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## 2110: Archdiocesan Office for Schools

The Superintendent is responsible to the archbishop or his delegate for the administration of the educational programs in Catholic schools, under the jurisdiction of the Office for Schools, applicable state laws, and the policies of the archdiocese. In addition, the Superintendent, in cooperation with the administrative staff, shall prepare in detail, where applicable, the rules and regulations for implementing the approved policies.

Staff members of the Office for Schools, under the authority of the Superintendent, assist Catholic schools and parishes of the archdiocese in designing, implementing, and evaluating quality programs.

The staff provides administrative, consultative, and supportive services and programs in the areas of personnel, curriculum, instruction and assessment, planning, accreditation, technology, program development, student services, and evaluation.

ADOPTED 1/13/76; REVISED 7/9/2015

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## 2111: Archdiocesan Office of Catechesis

The Office of Catechesis assists the archbishop in directing the catechetical mission of the archdiocese; provides guidelines for parish catechetical programs and sacramental preparation; oversees catechist formation and certification; supports catechetical leaders and provides guidance for their ministry and ongoing formation; and offers resources for those who pass on the faith.

ADOPTED 1/20/2016; REVISED 7/15/2019

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## 2205: Pastor and Parish Educational Programs

### The Pastor

- The pastor is the chief administrative officer of the parish and a member of the parish school board/education/formation committee. Together with the school administrators, he executes the policies of the local parish and the policies of the archdiocese.

- In parishes where a parish director or administrator is assigned, that individual fulfills the responsibilities related to educational programs normally carried out by the pastor. In the event of the pastor's absence, due to, but not limited to illness, sabbatical, etc., a designee approved by the Archdiocese of Milwaukee will assume the pastor's role.
- The direction and evaluation of the parish school program shall be delegated to the principal, with the pastor retaining the right of consultation.
- The supervision and evaluation of the school staff shall be delegated to the principal.
- The direction and evaluation of the religious education program shall be delegated to the director of religious education, with the pastor retaining the right of consultation.
- The supervision and evaluation of the staff shall be delegated to the director of religious education.
- The school administrators recommend employment and re-employment of personnel under their jurisdiction to the pastor. The pastor issues all contracts.

Refer to Code of Canon Law: [519](#), [528-1](#), [536](#), [773](#), [776](#), [794-2](#)

### **The Pastor: (Parish Administrator) Specific Areas of Jurisdiction**

The jurisdiction of the pastor in parish educational programs flows from his status in canon law and in civil law.

- The pastor is responsible for employing qualified school administrators and evaluating their performances annually. Prior to offering an initial contract to a principal, the Office for Parish and School Personnel and the Office for Schools shall be consulted.
- When the pastor has delegated staff hiring to a school administrator, he still retains the right of consultation. The pastor will maintain a satisfactory working relationship with the administrators and their staffs.
- The pastor shall make the final decision regarding the admission of students in all educational programs. He shall consult with the respective administrator.
- All cases of expulsion of students need the approval of the pastor.
- Educational activities which involve publicity or fundraising are subject to the pastor's approval.
- The pastor/designee is responsible for the following financial administration of the educational programs:
  - He pays the salaries of the staff in accordance with current archdiocesan policy.
  - He observes legal requirements regarding withholding tax, social security, and workman's compensation. He also observes the archdiocesan policies regarding health and accident insurance for religious and lay staff and group life and retirement for lay employees.
  - He, with the appropriate administrator and parish Finance Council, determines the tuition charges for all parish educational programs:
    - No student shall be terminated during the first semester for non-payment of the agreed upon tuition fee. Non-payment of an agreed upon prior year's tuition may result in non-admission for the following school year.

- A tuition-paying student may be dismissed at the end of a semester for non-payment of financial obligations when the parent or guardian has failed to demonstrate sufficient good faith in attempting to meet these obligations.
- See Policy #3240.1: Rules for the Collection of Tuition
- He maintains the parish plant and provides proper necessary furnishings for the buildings. This includes the cleanliness of the building, adequate lighting, satisfactory operation of the heating system, and necessary repairs.
- He must provide adequate equipment and instructional materials.

ADOPTED 1/13/76; REVISED 7/15/2019

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## 2210: School Principal

The quality of leadership provided by the principal is a prime factor in the effectiveness of the school's program.

1. In schools with eight or more teachers, a non-teaching principal shall be employed.
2. Those schools having five through seven teachers shall permit the principal to perform administrative duties at least on a half-time basis.
3. In schools having fewer than five (5) teachers, the principal shall be released at least two 1/2 days a week for administrative responsibilities.

The principal is the immediate administrative officer of the school and a member of the local school board/education/formation committee. The principal executes the policies of the local parish, as well as the policies of the archdiocese and the Wisconsin Catholic Conference.

The primary goal of the school principal is to promote the Christian educational development of staff and students. As a religious leader, the principal announces, witnesses, and shares the Gospel Message as announced by Jesus Christ. As an educational leader, the principal directs and coordinates planning, implementation, and evaluation of the total educational program which is based on the written philosophy of the school.

The principal is responsible for the entire educational program, curricular, as well as extra-curricular. The principal may delegate the supervision of any extra-curricular activity.

In the event that the principal leaves the school at any time prior to the end of his /her contract, an interim principal or leadership team shall be appointed within two weeks of the principal's departure.

[Download Form 2210: Elementary Principal Job Description](#)

[Download Form 2210 \(a\): Secondary School Principal Job Description](#)

ADOPTED 1/13/76; REVISED 10/1/2018

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## 2470: School Research, Evaluation, Planning

The Superintendent has responsibility for the research function of the Office for Schools.

Before any research proposal is reviewed for approval by the Superintendent, it must conform to the following criteria:

1. The proposal must be submitted in writing to the Superintendent prior to a meeting in which action on the proposal is discussed.
2. The written proposal shall include the following kinds of information:
  - Names of person(s) or agency responsible for pursuing and completing the research, with a supporting letter therefrom
  - Title and purpose of the research
  - A statement of need for and relevance of the research
  - The research design and method(s) to be followed
  - Facilities, materials and costs involved
  - Personnel involved
  - A time schedule for the research
3. All details regarding the research project, including data collection, methodology, and publication of results shall be approved by the Superintendent.

ADOPTED 1/13/76; REVISED 9/6/2016

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## **BUSINESS AND NON-INSTRUCTIONAL OPERATIONS: 3000 Series**

### **3110: Budget Construction**

To insure the inclusion of all income and expense items in the annual budget, the administrator shall follow the Archdiocesan Uniform Accounting System. All parishes and schools must annually submit a balanced budget package to the Office of Parish and School Financial Consulting no later than June 15 for the following fiscal year. Schools sponsored by a single parish may submit their budget package with the parish. All other schools must submit an individual budget. A recognized network of schools may submit a single budget package for the network.

Effective July 1, 1987, any parish or school which approves a deficit budget must obtain approval from the Archbishop before that budget is effective. The deficit budget request must be submitted to the Office of Parish and School Financial Consulting no later than May 15 for the following fiscal year.

All archdiocesan high schools shall follow directives given in their bylaws regarding deficit budgets.

See the Parish Financial Management Manual for guidance.

[Download Form 3110: School Budget Calendar](#)

ADOPTED: 7/1/1987; REVISED: 7/15/2019

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## 3120: Parish Ordinary Income

“Ordinary Income” means revenue the parish receives for general parish operations. This would include:

- Offerings collected (cash & envelopes)
- Weekly envelopes - adult & children
- Loose change offerings
- Holy Day envelopes/cash and loose change

Ordinary income would also include stock donations, donations for flowers, bulletin revenue, vigil candle donations, rental income, fees for church use for funerals and weddings or other uses. Also included would be investment earnings (interest earned on bank accounts, e.g., checking, savings/money market, certificates of deposit, interest, dividends, realized earnings on investment accounts). Unrestricted bequests are calculated as ordinary income.

School tuition, religious education fees, and other fees are part of ordinary income.

Ordinary income may also be recorded as auxiliary income, such as income from parish organizations, festivals, auctions, balls, galas, other group activities, and other fundraising activities.

Parish Ordinary Income also consists of miscellaneous income such as health care credit and parish proceeds from scrip program.

EXCLUDED from Ordinary Income would be:

- Building fund campaigns and capital projects
- Endowment fund (donor restricted only and with an approved endowment agreement)
- Restricted bequests with donor intent in writing
- Debt reduction
- Cemetery perpetual care funds
- Mass stipends
- All donor restricted funds where donor intent is in writing
- All government or other third source funding that is restricted in use.

ADOPTED: 10/1/2018

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## 3211: Sales Taxes

When schools become vendors, they shall comply with [Section 77.54](#) of the Wisconsin Statutes:

Sales exempt from taxes: Sale or rental of textbooks, yearbooks, annuals, magazines, directories, bulletins, school lunches, library fines, transportation tickets, receipts for admission to school activities provided they are sponsored by and controlled by the school for educational, religious, or charitable purposes, service charge for use of school facilities including charges for lights, janitor fees, equipment.

Sales not exempt: Sales of class rings or photographs by retailers where the school acts as collection agent whether the school receives a commission or not.

ADOPTED: 4/2/1990

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## 3230: Government Funds

Schools participating in federal or state funded programs shall observe the provisions of the laws establishing such programs and the regulations governing their implementation.

All funds collected and expended in connection with federal or state funded programs are to be individually tracked unless specified to be in a separate checking account.

ADOPTED: 10/8/1974; REVISED: 10/1/2018

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## 3240: Tuition and Fees for Educational Programs

Tuition and fees are charged for the following types of activities:

- Educational programs and related activities at preschools, elementary schools, and high schools
- Daycare and similar services at parishes and schools
- Religious education and sacramental education programs in parishes
- Other ministerial and education activities (e.g., retreats, mission trips, sports camps)

No single rule applies to setting tuition and fees in locations or for events because of the wide disparity in communities served and the programs offered. However, achieving a balanced budget, with a reasonable surplus, is essential. The following elements should be considered:

- Demographics of the sponsoring location or entity
- Financial resources of the sponsoring location or entity
- Other sources of revenues (vouchers, scholarships, grants)
- Fundraising ability
- Actual cost of the education or services provided (wages and benefits, maintaining physical plant, utilities, supplies)
- Comparison with other entities providing similar services
- History of charges and increases at the location

The entire Catholic community is called forth to provide the support needed for those families that desire a Catholic education. The support needs to be expressed in moral, pastoral, and financial considerations. Parish support should be proportionate to the parish's total income, taking local needs and other ministerial priorities into consideration.

Parishes without a school, in collaboration with parishes with a school, should determine how they may best support Catholic schools, especially those whom their parishioners are most likely to attend.

Each parish should develop its own written policies regarding:

- Parish families who desire Catholic school education for their children and are unable to pay the tuition
- Families who do not belong to the parish and desire Catholic school education for their children. It is not a requirement that these families be charged a higher tuition rate than a parish family.

### **Tax Deduction for Tuition Expenses**

Tuition expenses paid by a parent/guardian for a dependent child at a private K-12 school are eligible for a tax deduction. A person may claim the deduction for payments made toward a pupil's tuition and mandatory book fees up to the amount allowed under current law. If the child receives a scholarship or financial assistance from the parish/school, the taxpayer can only claim the expenses they have actually paid. Tuition does not include amounts paid with a voucher or any amounts paid out as a separate charge such as supplies, registration, extra-curricular fees, meals, etc.

A parish/school shall not set an expected minimal level of financial contribution to the church in order to be considered an "active" or "supportive" parishioner. These required contributions would not be considered as deductible according to the tax code. [Wis. Stat s.71.05\(6\)\(b\)\(49\)](#)

ADOPTED: 6/1/1984; REVISED: 10/1/2018

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## **3240.1: Rules for the Collection of Tuition**

Every school must have a tuition/enrollment contract that specifies tuition, fees, and other terms and conditions for student enrollment and parent/guardian involvement. The contract must identify if and when tuition and other fees are nonrefundable.

Regular collection of tuition is a necessary component of financial management. Each school must have a written policy for tuition collection. The policy must identify the process and procedure to be used both internally and externally to collect tuition.

A tuition management system may, depending on local circumstances, include a collection service. Tuition management services allow families to pay tuition through an automatic withdrawal from a bank account or other remittance agencies. Tuition management services provide real-time reporting to the school concerning whether families are meeting their financial obligations, allowing the school to pursue collection from families who are delinquent. Whether or not the school is using a tuition management service, oversight of tuition collection is an essential requirement for school viability.

Every parish/school administrator must be fully informed of the status of tuition collection and ensure that parents are contacted when tuition is in arrears by one month. Parish/school administrators must establish and promulgate procedures for the collection of tuition and fees for the educational programs in the parish.

1. The parent handbook should clearly state the tuition policies and procedures.
2. Parents or guardians should be offered a variety of payment plans from which they might choose.
3. Each school is encouraged to establish a system of tuition assistance, to the extent that local resources will allow, for families that are unable to pay the fixed rate. In determining eligibility, the school should require a formal application and parent/guardian financial statement.

4. Parents should be informed that if they meet a financial crisis they are to discuss the problem with the pastor/principal who should make some adjustment. Administrators must give consideration to families that are unable to pay.
5. Parents or guardians must be contacted in writing when tuition is in arrears by one month.
6. Personal contacts must be made to parents/guardian who, after six (6) weeks, have failed to meet the initial request for payment. Parents must be informed of the actions to be taken by the school if payment is not made.
7. No student shall be terminated during the first semester for non-payment of the agreed upon tuition fee.
8. Financial obligations shall be reviewed at the end of each semester. The parish/school administrator or designee shall meet with parents to make decisions regarding payment of unmet tuition and fees.
9. A tuition-paying student may be dismissed at the end of a semester for non-payment of financial obligations when the parent or guardian has failed to demonstrate sufficient good faith in attempting to meet these obligations.
10. Schools participating in any of the Wisconsin Private School Choice Programs may not dismiss a Choice student due to non-payment of financial obligations, deny a Choice Program student application from any Choice Program pupil, or withhold the pupil's grades because the pupil or the pupil's family cannot pay or has not paid tuition charged. Under [§§119.23\(2\)\(a\) and \(b\)](#), and [118.60\(2\)\(a\) and \(b\)](#) Wis. Stats., only income, residency, and date of birth can be used to deny a Choice Program application.
11. All students must be allowed to complete all academic work in progress, including class/semester/final exams, before terminating enrollment for non-payment of tuition/fees.
12. Delinquent accounts may be turned over to a collection agency for final resolution.

ADOPTED: 4/14/1987; REVISED: 7/15/2019

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## 3250: Property Damage

Parents of students will be held responsible for the replacement cost of any materials or property which are lost or damaged through their children's negligence.

ADOPTED: 10/8/1974; REVISED: 4/2/1990

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## 3270: Sales: Student Participation

Prudence shall be exercised by parish education authorities in permitting students to sell tickets or any merchandise for the benefit of the educational programs.

The archdiocese does not endorse any specific agents or organizations.

Students may engage in fundraising activities under the control of the school or religious education program. See Policy #3281: Fundraising and Volunteerism for more information.

To safeguard the physical well-being of students, no child at the pre-school, kindergarten, or primary level may be used for any solicitation or sale of products except through the home.

ADOPTED: 5/10/1977; REVISED: 10/1/2018

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## 3280: Gifts, Grants, Bequests

Parish education authorities shall be aware of Internal Revenue Service (IRS) rulings regarding the Federal tax exempt status of institutions connected with the Roman Catholic Church and take appropriate steps to assure compliance with Federal tax laws.

The Internal Revenue Service (IRS) has rendered its annual ruling exempting from Federal Income Tax all educational, charitable, and religious institutions which are operated, supervised, controlled by, or in connection with the Roman Catholic Church in the United States, territories, or possessions as long as the names of the institution appear in the Official Catholic Directory.

This ruling reaffirms the exempt status of Church organizations listed in the Directory. It also assures donors of deductions for contributions to such institutions. The listed institutions are also exempt from federal unemployment tax.

It is understood that each institution listed is a not-for-profit organization and that no part of the net earnings of the institutions benefits any individual.

The IRS has been assured that all elementary, high schools, and colleges whose names appear in the Directory have a publicized policy of racial nondiscrimination.

As long as a tax-exempt status is maintained, the institutions are not required to file federal income tax returns.

Donors to exempt organizations may deduct the amount of contributions for bequests, legacies, devises, transfers, or gifts.

*ADOPTED: 7/1/1986; REVISED: 5/16/1991*

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## 3281: Fundraising and Volunteerism

Involvement of parents in the life of the school and parish is welcome and should be encouraged. However, the utilization of volunteer services or mandatory fundraising as a means of determining which families or students receive a discount on tuition or program fees is not permitted.

Parish and school criteria for the payment of tuition must be in accordance with the regulations of the Internal Revenue Service (IRS) which prohibits counting school tuition or other required participation as a contribution to the parish.

The laws of the state of Wisconsin forbid:

- A Choice school from requiring a parent to volunteer or raise funds as a condition of admission; furthermore, the school cannot impose any penalty on a parent or child for failure to participate in fundraising activity or volunteerism.
- Any sort of compensation (e.g., access to the school or school programs) to volunteers assisting in the operation of bingo and/or other games of chance is prohibited.

Volunteer services that are mandated in order to receive a discount, avoid paying a penalty, or allowing a “buy out,” pose the following issues:

- Viewed by the IRS as a form of compensation and thus may involve the issuance of a Form 1099 to those receiving the discount

- Puts the parish/school at risk of paying Unrelated Business Income Tax (UBIT)
- Subjects the parish to risk for any accidents/claims that arise

A worker is no longer considered to be a volunteer if he or she receives something of value in kind for his or her service. By definition, a volunteer is someone who gives services without any expressed or implied promise of remuneration.

Volunteer service is a core value of a Catholic parish and school community and should be both encouraged and publicly acknowledged. Gratitude and appreciation should be rewarded in ways which do not constitute compensation.

ADOPTED: 2/9/2016

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## 3282: Fundraising for Field Trips

Field trips, excursions, retreats, mission trips, and community service are integral components to learning that support the spiritual and social development of students. Educational trips, excursions, and community service activities are provided to enhance achievement, integrate students with their community, and develop the faith, skills, knowledge, and attitudes that are essential in the learning process.

Educational trips are a rich source of authentic learning for all students. Field trips, excursions, and community service activities are recognized as a source of worthwhile learning activities that broaden students' experiences. All students should have the opportunity to access field trips and excursions that enhance the curriculum.

Certain field trips will require fundraising activities to cover their costs. In these situations, all fundraising activities must have pre-approval from the pastor/parish director/president and the principal/religious education director. All funds raised must pass through the parish/school and must be used for costs associated with the field trip. No individual student or family may receive a monetary benefit from the fundraising that is not equally applied to all students or families.

In the event that the field trip is cancelled for any reason, all funds raised are the parish/school's and may not be disbursed to individual students or families. The principal/religious education director is encouraged to consult with the students and families to determine a mutually agreeable use of the funds, but the decision of the principal/religious education director on the use of the funds is final.

ADOPTED: 7/2/2020

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## 3311: Quality of Goods and Services

The parish or high school board of education shall establish policies relative to the quality of goods and services purchased.

ADOPTED: 10/8/1974; REVISED: 4/2/1990

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## 3313: Local Purchasing

School and religious education administrators should establish local procedures and criteria for purchasing of goods and services.

Local purchasing will be favored whenever the following factors are equal between local and nonlocal vendors:

- Quality of product
- Suitability of product
- Price
- Conformance to specifications
- Convenience of delivery
- General reputation of business firms
- Past services to educational programs

ADOPTED: 5/16/1991; REVISED: 7/24/2015

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## 3410: System of Accounts

A record of the income and expenditures of funds appropriated for educational use is to be kept according to the Parish Uniform Chart of Accounts. See the Parish Financial Management Manual for guidance.

The Parish Uniform Chart of Accounts must be used in each parish and school in the Archdiocese of Milwaukee. The level of accounting detail shall be determined by each parish or school.

The intent of those procedures is to transform financial data into financial information that can be used by parish administrators to manage the financial affairs of the parish effectively.

Parish Financial Management Manual (November 2013):

- Accurate financial records are required in every educational program.
- One complete copy of the Confidential Financial Statement is to be sent to the Archdiocesan Parish and School Finance Consulting Office by September 15<sup>th</sup>.
- Contributions from organizations shall be properly recorded under number 3000. Gifts donated for a specific purpose or the use of a particular person or activity shall be used in accordance with the intention of the donor, but the gifts should be recorded nonetheless.
- If a contribution is other than money, its equivalent value in money should be noted, e.g., athletic equipment, science equipment, etc.
- Ordinarily all funds of the parish, whether for church operation, building and ground operation, religious education program, school operation, etc., should be administered through one central checking account under the direction of the pastor and trustees of the parish.

It is recognized that in some situations this regulation cannot be implemented. If an organization maintains its own checking account, it is required:

- To provide to the pastor and trustees an annual budget.

- To provide to the pastor and trustees the monthly accounting of transactions, both receipts and expenditures. This monthly report should include a comparison of the year-to-date transactions with the year-to-date budgeted figures.
- To obtain a second signature of either the pastor or the trustees for all separate checking accounts.

Archdiocesan secondary schools shall submit relevant financial information at their annual Board of Counselors meeting.

APPROVED: 12/1/1983; REVISED: 7/15/2019

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## 3434: Periodic Financial Review

The Archdiocese Parish Financial Management Manual provides periodic financial review procedures. These are intended to encourage ongoing management review of the parish financial affairs, ranging from internal reviews to various external review by archdiocesan staff.

All parishes and schools are required to annually submit the following to Office of Parish and School Financial Consulting:

- Confidential Financial Statement (CFS) by September 15
- Private School Choice Program Financial Audit by November 1

Each parish in the Archdiocese of Milwaukee shall be subject to a Formal Archdiocesan Financial Review on a periodic basis. The expected review interval is approximately every two (2) years.

ADOPTED: 10/7/1974; REVISED: 7/15/2019

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## 3440: Inventories

The educational administrator shall maintain an inventory of all equipment, supplies, and materials of instruction, thus providing a basis for assessment, insurance, and planning purposes.

ADOPTED: 10/8/1974; REVISED: 9/23/2016

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## 3450: Monies Received

All monies received must be counted, deposited on a timely basis, and recorded in the appropriate parish or school records. If receipts cannot be deposited daily, they must be kept in a locked safe until a bank deposit can be made. Receipts leaving the premises must be directly in transit to a bank.

ADOPTED: 10/8/1974; REVISED: 5/18/2017

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## 3510: Operation and Maintenance of Plant

An effective educational program requires clean, healthful, safe, businesslike, and attractive physical facilities. The maintenance and custodial staff is charged with the responsibility of caring for and protecting these facilities.

The principal/formational administrator and pastor shall:

- Be responsible for the care and maintenance of the buildings and grounds
- Supervise the work of the custodial staff of the plant in maintaining an adequate, safe program. The pastor shall employ adult custodial staff to maintain the facilities

Principals shall carry on a continuous inspection of all buildings, equipment, playgrounds, and playground apparatus to discover conditions that might be dangerous to health, safety, and comfort of the students or personnel.

Employees and volunteers shall be responsible for the safe use of buildings, grounds, and equipment in the activities for which they are responsible.

Employees and volunteers shall report promptly to the appropriate authority any defects in building, furniture, playground apparatus, or other equipment that might prove injurious to the comfort, health, and safety of staff, students, or other persons.

*ADOPTED: 5/5/1980; REVISED: 7/24/2015*

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## 3516: Facilities for Parish Catechetical Programs

A parish, alone or in collaboration with other parishes, must provide safe and appropriate facilities for catechetical and youth ministry programs. Classrooms, meeting rooms, recreation areas, and other gathering spaces must be appropriately furnished and free of foreseeable hazards, must permit effective supervision, and must not be isolated or hidden from view. Buildings must enable entrances to be secured and monitored, must provide access to rest rooms, and must allow safe exit in emergencies. Parish staff must provide procedures for the safe drop-off and pick-up of children for parish programs, and must develop procedures for responding to various emergency situations.

*ADOPTED: 6/7/2017*

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## 3517: Emergency Operations Plan

Emergency events occur in a wide variety of ways. An emergency event may involve a single person in the parish/school community, a subgroup of the parish/school community, or the whole parish/school community.

The purpose of an Emergency Operations Plan is to identify potential emergency events and to develop policies and procedures addressing the following:

- **Prevention:** capacity to avoid, deter, or stop an event from occurring.
- **Protection:** capacity to secure facilities against acts of violence and manmade / natural disasters.
- **Mitigation:** capacity to eliminate or reduce loss of life if an event occurs.
- **Response:** capacity to stabilize an emergency once the event has happened or is certain to happen.
- **Recovery:** capacity to assist schools affected by event to begin healing and to restore the learning environment.

Specific action plans should developed for each of the following:

- **Communications protocol** before, during, and after an event.
- **Evacuation of facilities**, including the identification of multiple relocation sites.

- **Lockdown / secure facilities** to prevent entry of a threat into the facilities.
- **Shelter-in-place / secure personnel** within facilities in the event a threat is inside the facilities.
- **Account for all persons** during and after an event.
- **Reunification** of students with parents/guardians after an event.
- **Continuity of operations** during and after an event.
- **Recovery** after an event – academic, fiscal, physical, psychological and emotional.
- **Security** protocols.

The Emergency Operations Plan should be developed collaboratively with multiple stakeholders, including, but not limited to, local first responders (law enforcement, fire, medical, mental health). It is not possible to develop an Emergency Operations Plan for every possible event, but it is necessary to be prudent and responsible in developing strategies to keep all members of a parish/school community safe and secure.

The 2017 Wisconsin Act 143 requires schools to submit the following to the Wisconsin Department of Justice annually by January 1:

1. Copy of the School Safety Plan (EOP)
  - a. Governing body required to review and approve every three years.
    - i. For the purposes of compliance, the governing body is defined as follows:
      1. Single Parish School: The pastor or parish director is the governing body, but the School Advisory Commission is strongly encouraged to be involved.
      2. Separately Incorporated Schools: The School Board of Directors is the governing body.
  - b. Plan must be individualized for each facility/campus that students regularly occupy.
  - c. Required components of plan:
    - i. School Violence and Attacks
    - ii. Fires
    - iii. Weather-Related Emergencies
    - iv. Bomb Threats
    - v. Intruders
    - vi. Threats to Non-classroom events
    - vii. Parent-Student Reunification
2. Most recent date on which the governing body reviewed and approved the School Safety Plan.
3. Date of statutorily required annual drill for responding to a school violence threat.
4. Documentation that school governing body reviewed the written evaluation of the drill.

5. Date of the most recent training on school safety and the number of training attendees.
6. Most recent date on which the governing body consulted with local law enforcement to conduct the on-site safety assessment.
  - a. Must be done annually.
  - b. Must be done for each facility/campus that students regularly occupy.
7. Copy of facility/campus blueprints or map – must be done for each facility/campus that students regularly occupy.

Mandatory Reporting of School Violence Threats: 2017 Wisconsin Act 143 requires that all individuals who are Mandatory Reporters of suspected child abuse or neglect are also Mandatory Reporters of School Violence Threats. Employees are to receive training regarding mandatory reporting of school violence threats. *See Policy 5140.12 for more information.*

ADOPTED: 5/2/2000; REVISED: 7/2/2020

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## 3517.1: Security: Buildings and Grounds

Each parish/school should formulate an appropriate security plan for its buildings and grounds. Responsibility for implementation of the elements of the plan shall be determined by parish, school, and religious education administrators.

A campus (building and grounds) *Safety and Security Survey* should be conducted on an annual basis.

For the safety of children and staff, building security must be assured whenever programs for children and youth are underway. Entrance into the educational facility should be controlled at one main entrance.

During the school day, all doors accessing the educational facility should be kept locked. A security system should be used by the administrative office to monitor the entrance and allow individuals into the building.

A process must be in place to make staff aware of the presence of unauthorized personnel and the steps to be taken in such a situation.

Incidents of illegal entry, theft of property, vandalism, or damage to property from other causes will be reported to the parish/school administrators and law enforcement officials as soon as discovered. A written report of the incident will be filed within 24 hours of the discovery.

Regulations should be established on the local level regarding the prohibition of vehicles on parish/school property in unauthorized areas.

[Download Form 3517: Conducting a Campus Safety & Security Survey Form](#)

ADOPTED: 5/16/1991; REVISED: 10/1/2018

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## 3517.2: Keys

All keys used in a school shall be the responsibility of the principal and shall be issued through the office of the principal. All keys used exclusively in the parish catechetical program shall be the responsibility of the formation administrator and shall be issued by that administrator. Requests for permanent issuance of keys shall be made only

when the employees regularly need keys to carry out normal activities necessitated by their positions. Local policy will determine these persons.

ADOPTED: 10/8/1974; REVISED: 9/23/2016

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## 3517.3: Electronic Surveillance Cameras

Parishes and schools may use security cameras without sound recording (audio) on location property to ensure the safety and welfare of all staff, students, parishioners, visitors, and vendors.

Security cameras may be used to observe the following locations:

- Outdoors: Parking lots, walkways, gathering areas, playgrounds, athletic fields, stadiums, entrances, and exits
- Indoors: Lobbies, foyers, hallways, sanctuaries, cash counting rooms, and other common areas

Equipment may not record or survey areas where the public, students, and employees have a reasonable expectation of privacy, such as restrooms, locker rooms, private offices, or classrooms. In addition, parishes must not record penitents who are engaged in the sacrament of reconciliation, especially if the penitent can be identified or lips can be read.

The use of security camera equipment shall be supervised and controlled by the parish/school administrator or designated person. Recordings should be maintained for a specified period of time. After this time period has elapsed, the medium can be reused for recording unless circumstances call for preserving the recordings due to a reported or suspected incident. It is recommended that the recordings be maintained for a minimum of 30 days.

The parish/school reserves the right to review and use the recordings to investigate accidents, allegations of misconduct, or violations of archdiocesan, parish, and/or school rules and to use the recordings in any proceedings that result in or are related to the accident, misconduct, or violation. The parish/school shall maintain a log of access to or use of the video recordings.

Whenever a video recording is used as part of an investigation or disciplinary action involving a student, the student and his/her parent/guardian will be permitted to view the recorded material in question with school personnel. However, the confidentiality of others must be protected.

The parish/school administrator is responsible for the security, management, and use of digital images and must authorize access to all electronic surveillance records. The parish/school administrator has the discretionary power to refuse access where disclosure would constitute an unjustified invasion of another's privacy.

Parish/school administrators shall ensure that video surveillance shall not be used to monitor staff performance.

All persons are prohibited from the unauthorized use of, tampering with, or otherwise interfering with security camera operations and/or equipment and will be subject to appropriate disciplinary action.

If security cameras are installed, the public shall be informed by including statements in student handbooks and posting appropriate signage (e.g., WARNING: THESE PREMISES ARE MONITORED BY [or: UNDER SURVEILLANCE OF] SECURITY CAMERAS).

ADOPTED: 9/20/2016

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## 3532: Liability Insurance

The parish shall maintain appropriate limits of liability insurance to protect it, its employees, volunteers, and students.

Coverage is provided through the Archdiocese of Milwaukee Protected Self Insurance Program. The Protected Self Insurance Program has been endorsed to provide coverage for the liability of all employees and properly authorized volunteers active in the school program.

Claims resulting from non-compliance with archdiocesan policy may not be covered by the insurance carrier.

*ADOPTED: 4/13/1992; REVISED: 7/24/2015*

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## 3541: Transportation

Any employee or volunteer of the parish operating a parish or private vehicle in the pursuit of church or school business is provided coverage. If the vehicle is parish owned, the Protected Self Insurance Program's coverage is primary. In the event the vehicle is non-parish owned, the parish's coverage would be excess (secondary) to the vehicle owner's coverage.

*ADOPTED: 4/13/1992; REVISED: 7/31/2014*

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### 3541.1: Transportation of Students

1. The school shall provide transportation by bus to and from school sponsored events during the school day for those students required to attend any events, such as field trips, picnics, etc.
2. The school shall provide transportation for teams, clubs, and other groups required to participate in activities that take place outside the metropolitan area during non-school hours. In instances where activities take place in the city or the surrounding area, parents may provide transportation for their children.
3. Parents have the option of allowing a son/daughter to transport himself/herself to a scheduled event, or the parent may choose to transport his/her child. The school assumes no liability at any time for students driving other students to and from scheduled and unscheduled events.
4. Parents must be alerted to the liability they assume in providing transportation for students other than their own.
5. Vehicles used for parish/school/agency business must be insured for the following limits: \$100,000 per person and \$300,000 per accident. The parish insurance program provides excess liability coverage for employees and/or volunteers who use their vehicles for parish business. However, this excess coverage will not trigger unless the employee and/or volunteer has the above minimum limits on their vehicle.
6. No parish/school/agency may own or operate, through borrowing, leasing or rental, a 10-15 passenger van for the transportation of children or adults. The only exception to this policy is that a 10-15 passenger van may be used for the transportation of cargo. In this circumstance, in addition to the driver, an adult passenger may be seated and belted in the front passenger seat.
7. The vehicle must have a valid, current registration and a valid and current license plate. The vehicle must be in good operating condition and have all safety equipment as required by law.

8. Drivers must be 23 years of age or older, unless aged 21-22 and approved by Catholic Mutual Group.
9. Drivers must have a valid, non-probationary driver's license and no physical disability that could in any way impair his or her ability to safely drive the vehicle.
10. The parish/school/agency should submit the name and driver's license number of any new driver to Catholic Mutual Group using the [Request for Driver's Record Check](#). Catholic Mutual will check the driving record through the state and communicate the results to the parish. [The Employee/Volunteer Driver Information Sheet](#) should be completed for each driver and kept in parish files. This is especially important for anyone transporting youth. Repeat drivers need to follow the steps for approval every three years.
11. Drivers must complete the on-line video, "*Be Smart – Drive Safe*" found on the Catholic Mutual home page at <http://www.catholicmutual.org>. This applies to new drivers and drivers engaging in the three year re-approval process.
12. Administrators or volunteers responsible for programs that require driving must view the Catholic Mutual video, *Church Transportation – is it Necessary and Ministry-Based*.
13. Vehicles rented by parish/school/agency must be reported to Catholic Mutual to secure automobile liability insurance.
14. Passengers must be belted and/or in booster seats as prescribed by law.
15. Drivers transporting children must meet Safe Environment protocols.

[Download Form 3541.1 Employee Volunteer Driver Information Packet](#)

ADOPTED: 4/14/1987; REVISED: 6/02/2020

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## 3570: Affiliated Organizations

An "affiliated organization" is any group of parishioners/school parents or a group sponsored by parishioners/school parents that is participating in the mission of the parish/school, uses the name of the parish/school for identification, and is not organized separate from the parish/school. It is specifically sponsored by the parish/high school. All parish/school affiliated organizations are established in the parish/school bylaws or by separate action of the Pastoral Council/School Board. Affiliated organizations are accountable to the parish/school, usually through the Pastoral Council/School Board or one of its commissions/committees.

Organizations such as the Home and School Association, Athletic Association, Holy Name Society, Christian Women Society, Ski Club, Debate Club, Drama Club, etc., are usually established as affiliated organizations. Organizations that have their primary affiliation with another organization, such as Boy Scouts, Girl Scouts, Knights of Columbus or St. Vincent de Paul, yet use the parish or school as a sponsor or for identification are not considered affiliated organizations. Any other group that is not sponsored or authorized by the Pastoral Council or School Board is not an affiliated organization.

Affiliated organizations enjoy all of the benefits of the parish/school, including insurance coverage and tax-exempt status. Non-affiliated organizations do not enjoy those benefits.

Affiliated organizations must maintain a full accounting for their activities to the parish/school. In addition, affiliated organizations must provide financial reports to the Pastoral Council/School Board on a periodic basis as determined by each parish/school, but they must report at least annually for inclusion in the annual parish/school financial reports.

Affiliated organizations that maintain physical custody of funds must adhere to the internal control practices specified in the Parish Financial Management Manual.

The parish/school should determine the maximum balance that an affiliated organization can carry into a new Fiscal Year, as well as the maximum amount that can be carried in the operating fund throughout the year. Funds in excess of that amount should be transferred to the parish/school general fund or to a parish/school designated fund.

Each parish/school should determine whether any affiliated organizations may maintain separate checking and savings accounts.

When an organization maintains its own bank and investment accounts, the original statements must be mailed to the parish/school mailing address. The pastor/principal must be a signer on all accounts, although s/he may delegate the actual signing of checks to officers of the organization. Two original signatures are required on all checks.

ADOPTED: 3/10/1988; REVISED: 7/15/2019

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## PERSONNEL: 4000 Series

### 4111: Recruitment and Selection

All parish and school employment positions shall be filled by qualified and certified applicants.

Those seeking employment are encouraged to apply at the local parish and school level using an Archdiocese of Milwaukee employment application. All interviewing, selection, and hiring is conducted at the local level.

Parishes and schools are encouraged to post all available positions on the archmil.org website. The Office for Parish and School Personnel assists the pastors and administrators with the hiring process through referrals, recruitment assistance, and hiring guidelines.

The Superintendent of Catholic schools must be consulted before any offer is made to a candidate for an administrative position in a Catholic school.

Any offer of employment/placement from a Catholic parish or school, in which the employee's/volunteer's regular responsibilities include contact with children, will be contingent upon the results of a criminal records check performed for and approved by the employer.

Convictions or pending charges will be considered in the hiring process only to the extent they substantially relate to the circumstances of employment sought by the applicant, in accordance with Wisconsin law. Specific jobs to which this directive applies, but is not limited to, include Principal, DRE, Teacher, DYM, School Secretary, Teacher Aides, and School Custodian.

State and national criminal background checks shall be performed on volunteers or contracted services staff who are responsible for the consistent and direct care of children and who are performing duties normally performed by a paid staff member. Further clarification on criminal background checks may be obtained from the Office for Parish and School Personnel.

Upon request, the Director of the Office for Parish and School Personnel may act as consultant to the local educational community. The local parish/school in the recruitment and hiring process should obtain the following information

from applicants: resume, completed application form, college transcripts, certification/license, letters of recommendation, and references.

[Download Form 4111 \(a\): Application for Principals and Teachers](#)

[Download Form 4111 \(b\): General Employment Application for Employment](#)

ADOPTED: 5/13/75; REVISED: 2/26/2016

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## 4111.1: Criminal Records

All employment offers from a Catholic parish/school are contingent upon the results of both state and national background checks in accordance with the Archdiocese of Milwaukee Safe Environment Program. All employees will thereafter have both state and national background checks completed at least every five (5) years.

Convictions and pending charges will be considered in the hiring process only to the extent that they substantially relate to the circumstances of employment sought by the applicant.

If an employee is arrested and/or convicted of an offence that relates to the duties and responsibilities in his/her job description, the employee must inform his/her supervisor.

ADOPTED: 7/15/2019

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## 4112: Contracts

The parish must enter into formal employment contracts with each school administrators and each teacher. Individuals who are hired for positions for which the State of Wisconsin Department of Public Instruction issues a professional license must also be given formal employment contracts. All other positions are to be considered “at will”.

Employment contracts prepared by the Archdiocese of Milwaukee Parish and School Personnel office are to be used for school administrators and teachers.

Members of religious communities are free to use the archdiocesan contract form or their community contract.

Contracts are used to define and establish the employer/employment relationship. Archdiocese of Milwaukee contracts are legally binding agreements and as such shall not be edited, altered, or amended. Contract forms are available on the Archdiocese of Milwaukee website under the Office for Schools and the Parish and School Personnel Office.

The parish/school is responsible for preparing and completing the appropriate information within the contract form:

- The appropriate salary and payroll schedule
  - Any compensated duties beyond the normal teaching load should be identified in an addendum to the contract
- The number of workdays required
  - A minimum of 190 days for a fulltime teaching position
- Contract renewal dates
- Contract effective dates that corresponds with required work dates and schedule

- Proper signatures

The first two (2) contracts with a school are collectively deemed to constitute a two (2) year probation period, and either contract can be terminated by the employer with or without cause during such period.

The contract is prepared and signed: one (1) copy to the employee, one (1) copy for the personnel file, and one (1) copy for the Pastor/Parish Director/President.

For all other parish and school staff positions, the standard operating procedure is employment “at will”. An “at-will” employee should be given a letter of acceptance, including the position title and rate of pay, prior to the start of each school year. The employee should sign, date, and return the letter of acceptance.

The use of an employment contract is strongly discouraged. In the event that a parish feels that an employment contract is absolutely necessary to attract and/or retain a key employee, the following procedure will be used:

- The parish is required to have the contract reviewed by the Archdiocese Office of Parish and School Personnel. If necessary, the archdiocese may also refer the contract to an approved employment law attorney for further review and revision. Any legal expenses incurred will be the responsibility of the parish. All guidance provided by both the archdiocese and the employment law attorney must be followed by the parish.
- The contract must be approved by the parish Administrative Services/Finance Committee (or Personnel Committee.) The minutes of the related meeting must indicate that the contract has been reviewed by the archdiocese, that the committee has approved all compensation referenced in the contract, and that the committee has given full consideration to the parish’s ability to meet its financial obligations under the contract. The approved employment contract must be signed and dated by the pastor/priest administrator/parish director/president and trustee treasurer prior to its execution with the employee.

[Download Form 4112 \(a\): School Principal Contract](#)

[Download Form 4112 \(b\): School Teacher Contract](#)

ADOPTED: 12/1/1983; REVISED: 7/15/2019

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## 4112.1: Reduction in Force

### Definition

Reduction in force (RIF) is an employment procedure with legal implications. A RIF is a procedure followed when eliminating or reducing the employment status of local parish/school and/or school network employees. RIF differs from termination for cause or contract non-renewal, because affected employees may have the right to recall when conditions merit an increase in staff. Additionally, a RIF reflects the demands of a parish school and/or school network and not the individual employee’s situation. Declining enrollment, financial and budgetary constraints, and/or curriculum changes are the primary reasons that necessitate a reduction in force. Generally, a RIF will take place for a future school year, but it may occur during the school year if conditions merit a reduction.

A parish school and/or school network must consult with the Director of Parish and School Human Resources and the Office for Schools for RIF procedures.

A parish school and/or school network shall follow the predetermined RIF procedure outlined by the Archdiocese of Milwaukee. The procedure calls for a 14-day notice prior to the effective date to all affected employees of a parish school and/or school network. A RIF notice given to affected employees is an indication that the existing or ensuing

contract shall be void. Each parish school and/or school network is required to have the written RIF procedure as part of its employee handbook.

Upon receipt of a RIF notice, the teacher or other employee shall acknowledge that the existing or ensuing contract shall be void.

Reinstatement to vacancies will be inverse to the order of reduction, if certified and qualified for available vacancies. Failure to reply within ten (10) calendar days after receiving reinstatement notices shall result in the employee's loss of all recall rights. If the person is unable to return to work on the date specified in the notice due to a serious medical condition which requires the care of a licensed physician, that person will not lose recall rights for a future recall. Recall notices will be sent by Certified Mail, Return Receipt Requested to the last address on file and will be considered received on the date listed on the return receipt. The person will be considered on layoff and eligible for recall for twelve (12) months.

Laid off teachers may, if they desire, be placed on a substitute list if they are so qualified. Any teacher while on lay off shall be allowed to enter into a contract with another school. In so doing, the teacher loses recall and substitution rights at the previous school.

Laid off teachers shall have the opportunity to continue health coverage at full cost to the teacher for the term of the lay off or a maximum of 18 months as required by law.

The following criteria for teachers and teaching aides will be considered and evaluated by administration in determining staff reductions or eliminations:

#### **Certification/Experience/Qualifications**

- Practicing Catholic
- Appropriate degree and certification by the Wisconsin Department of Public Instruction or a formal plan of study to attain appropriate degree and/or certification agreed to by the employee and approved by the Principal
- Maintaining qualifications as identified in the applicable job description
- Appropriate certification level for religious education as established by the Archdiocese of Milwaukee

#### **Evaluation of Effective Teaching**

The performance and contributions of faculty and staff will be reviewed in alignment with the evaluation of effective teaching in the following domains:

- Classroom Community
- Professional Life of a Catholic Educator
- Planning and Instructional Effectiveness
- Assessment
- Other evaluative artifacts

Information and artifacts the administrator gains from written evaluations, performance improvement plans, letters of reprimand, and other credible sources, in accordance with all established personnel policies and procedures of the Archdiocese of Milwaukee, will be used in the evaluation of these domains.

#### **Transferability**

The judgment on transferability shall be based on the following:

- Relevant experience, both locally and in other professional positions
- Ability to accept alternate assignments

### **Needs of the Parish/School**

- Unique local staffing needs reflecting cultural, environmental, or geographic reasons
- Staffing of student service areas, resource areas, etc.
- Supervision of co-curricular activities
- Teacher/pupil ratio

### **Seniority**

Seniority is defined as the first day the person was scheduled to start employment. Seniority will be the determining factor only when application of other criteria fails to distinguish sufficiently to lead to a result.

The following criteria for employees, other than teachers, will be considered and evaluated by administration in determining staff reductions or eliminations:

- Practicing Catholic
- Maintaining qualifications as identified in applicable job description
- Performance evaluation documents
- Seniority

[Download the RIF Worksheet](#)

ADOPTED: 12/1/1983; REVISED: 7/2/2020

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## **4112.2: Personnel Records**

All employers shall maintain current personnel files at the local level to ensure that the employer has an accurate view of the employee's employment history, records of contribution and achievement, professional development plans, and documentation complying with local and archdiocesan policies.

A personnel file shall be established for each parish/school employee and shall contain the following items:

- Application Form
- Orientation Checklist
- Vitae/Resume of Training and Experience
- Letters of Recommendation
- Evidence of Reference Checks
- Employment Eligibility Verification INS Form I-9\*

- Job Description
- Performance Evaluation Forms/Reports
- Professional Development Plan
- Criminal Background Checks (National and State)\*
- Verification of Safeguarding All God's Family Training\*
- Attendance Record
- Corrective Action Reports (if applicable)
- Receipts for Employee Handbook, Code of Ethics, Parish/School Policies and Rules and Other Pertinent Handbooks (such as the Faculty Handbook and the Student/Parent Handbook)

Additionally, Teachers and School Administrators must also have the following items included in the Personnel File:

- State Certification or Plan of Study
- Official Transcript of Credits and University Credentials
- Religious Education Certification
- Signed Contract(s)

All agreements and official correspondence between the employer and employee should be kept in the personnel file. Health related documents must be kept in a separate employee medical file.

Teacher personnel records shall be kept in the school personnel file. The personnel records of elementary school principals shall be kept in the parish personnel file or school personnel file; the personnel records of the secondary school principals shall be kept in the personnel file of the local high school. The personnel records of the parish catechetical leaders shall be kept in the parish personnel file.

Personnel records should be audited for the appropriateness of content. Personnel records of terminated staff are retained at the local parish/school.

\*Records may be kept in parish office.

## Inspection by Employee

[Wis. Stat. 103.13](#) gives employees and former employees the right to inspect any personnel records which relate to that employee's "qualifications for employment, promotion, transfer, additional compensation, termination, or other disciplinary action."

The exceptions of the right of any employee to inspect his or her personnel records are [103.13\(6\)](#):

- Records relating to the investigation of possible criminal offenses committed by that employee
- Letter of reference for that employee
- Any portion of a test document, except that the employee may see a cumulative total test score for either a section of the test document or for the entire test document.

- Materials used by the employer for staff management planning, including judgments, or recommendations concerning future salary increase and other wage treatments, management bonus plans, promotions and job assignments, or other comments or ratings used for the employer's planning purposes.
- Information of a personal nature about a person other than the employee if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.
- An employer who does not maintain any personnel records
- Records relevant to any other pending claim between the employer and the employee which may be discovered in a judicial proceeding
- Interview notes
- Reference check information

ADOPTED: 3/5/1982; REVISED: 10/1/2018

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## 4112.3: Standards for Educators in Catholic Parishes and Schools

In order to promote and support a high quality of Catholic education in the State of Wisconsin, the Wisconsin Catholic Conference (WCC) has established the following standards for personnel called to serve as Catholic educators. These standards apply to all who have responsibility for Catholic education. A diocese in Wisconsin will recognize and accept the level of certification achieved by an educator in any other diocese in the State of Wisconsin.

All educators in Wisconsin parishes and Catholic schools must meet the requirements for their educator category, within the timeframe as determined by their diocese. These standards reflect the minimum requirements. A diocese and/or parish may establish greater requirements for educators within its purview. In addition to these standards, educators must also adhere to all diocesan Safe Environment requirements.

### Educators Standards by Category

#### **Parish Catechetical Director**

- Practicing Catholic
- Bachelor's Degree with a major in religious education or the equivalent
- Advanced Religious Education Certification

#### **Parish Catechetical Coordinator**

- Practicing Catholic
- Advanced Religious Education Certification

#### **Parish Catechist**

- Practicing Catholic
- Basic Religious Education Certification

#### **School/System President**

- Practicing Catholic

- Master's degree in administration or the equivalent
- Advanced Religious Education Certification

### **School Principal**

- Practicing Catholic
- Appropriate State of Wisconsin licensure
- Master's degree in educational administration
- Advanced Religious Education Certification

### **School Teacher Who Teaches Religion for a Majority of Their School Day**

- Practicing Catholic
- Bachelor's degree with a major in Catholic theology
- Attain 12 semester hours of credit in teacher education as part of, or in addition to, the degree
- Advanced Religious Education Certification

### **School Teacher Who Teaches a Religion Class**

- Practicing Catholic
- Appropriate State of Wisconsin licensure
- Advanced Religious Education Certification

### **All Other School Teachers**

- Practicing Catholic\*
- Appropriate State of Wisconsin licensure
- Basic Religious Education Certification

\*"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). All teachers are required to support the teachings of the Church and moral demands of the Gospel.

## **Definitions**

**Practicing Catholic:** a Catholic in good standing who participates fully in the worship and life of the Church and who understands and accepts the teachings of the Church and moral demands of the Gospel, as articulated in the Catechism of the Catholic Church.

**Basic Religious Education Certification:** recognition of professional development in Scripture, Theology, Methods/Psychology, and Spiritual Formation at a foundational level of competence, equivalent to at least 40 clock hours.

**Advanced Religious Education Certification:** recognition of increasing professional development in Scripture, Theology, Methods/Psychology, and Spiritual Formation at a more advanced level, equivalent to at least 90 clock hours beyond the Basic level.

**Master’s degree in administration:** a degree in a graduate level program of administration by an accredited institution of higher education.

**Master’s degree in educational administration:** a degree in a graduate level program of educational administration by an accredited institution of higher education.

## Regulations for Catholic School Personnel

Principals and teachers have an appropriate academic degree for their assignments. Principals and teachers must have State of Wisconsin, Department of Public Instruction (DPI), certification appropriate for their job responsibilities and the grade levels subject areas to which they are assigned.

The 2017 State of Wisconsin biennial budget (2017 Wisconsin Act 59) created a lifetime license for teachers, administrators, and pupil services professionals. The Wisconsin Department of Public Instruction will share further information as it becomes available.

Pending the release of administrative rule changes, current licenses will be monitored through the Educator Licensing Online (ELO) system.

Secondary school theology teachers who are not able to obtain a DPI teaching license must follow the procedure outlined in *Policy 4113.2*.

### Theology Degree

Educators who teach religion for a majority of their day, who do not already possess a Bachelor’s Degree with a major in Catholic Theology, must enroll in a program leading to an appropriate academic major or its equivalent.

### Religious Education Certification

Catholic school educators employed or volunteering in the Catholic school system must obtain BASIC Religious Education Certification within four (4) years of accepting the teaching or administrative position. Educators who are required to have ADVANCED religious education certification must obtain the INTERMEDIATE level within four (4) years of BASIC certification and must obtain the ADVANCED level within four (4) years of the INTERMEDIATE certification.

Catholic school educators attain certification through Sustaining the Mission or other comprehensive programs approved by the Office for Schools. Certification can be maintained or renewed at the same level through on-going participation in Sustaining the Mission.

## Regulations for Parish Catechetical Personnel

### Theology Degree

Parish Catechetical Directors employed without a Bachelor's degree shall enroll in a program leading to a Bachelor’s degree with a major in religious education, theology, religious studies, or the equivalent.

Parish Catechetical Directors gain six (6) semester credits in religious education or a related field every five (5) years.

This requirement may be fulfilled with:

- Six (6) academic credits issued by an accredited college or university

- 60 clock hours in archdiocesan preapproved programs

### **Religious Education Certification**

Educators employed or volunteering in parish religious education programs must obtain BASIC religious education certification within four (4) years of accepting the teaching, catechizing, or administrative position. Educators who are required to have ADVANCED religious education certification must obtain the INTERMEDIATE level within four (4) years of BASIC certification and must obtain the ADVANCED level within four (4) years of the INTERMEDIATE certification.

Certification may be attained by completing a comprehensive program (e.g., Forming the Catechetical Spirit) or religious education clock hours through participation in approved programs, including:

- Institutes, workshops or presentations sponsored by the Archdiocese of Milwaukee
- Workshops, presentations, or non-credit courses sponsored by a parish, district, retreat center, or college and pre-approved by the Office of Catechesis
- Academic credit courses, with clock hour equivalency determined by the Office of Catechesis
- Independent study, approved by one's school administrator/mentor and by the Office of Catechesis

Certification can be maintained or renewed at the same level if 15 additional clock hours have been completed in a three (3) year period.

[Download Form 4112.3 Record of Religious Ed Certification Requirements](#)

ADOPTED: 5/16/91; REVISED: 10/1/2018

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## **4112.4: Parish Catechetical Leader**

Each parish, alone or in collaboration with another parish, should employ a qualified catechetical leader or team of leaders. In a case where a catechetical leader is employed who does not have adequate theological or catechetical formation, the parish(es) must provide the means to pursue appropriate formation.

ADOPTED: 7/15/2019

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## **4112.5: Non-Catholic School Administrator Candidates**

School administrator candidates who are not practicing Catholics may be hired if qualified candidates who are practicing Catholics are not available for the position. Approval must be obtained from the superintendent prior to extending an offer of employment and the following conditions must be met:

- The candidate fully understands his/her need to support and live in accordance with the teachings of the Catholic faith.
- The non-Catholic candidate defers to the pastor or his delegate in all matters related to the Catholic mission and identity of the school, including the supervision and administration of its religion curriculum.
- The candidate provides visible spiritual leadership for the students, teachers, parents, and staff and attends all relevant religious activities, including but not limited to liturgies, communal reconciliation services, sacramental preparation sessions, and *Sustaining the Mission* sessions.

- The hiring Pastor/Parish Director/President submits written hiring rationale for the non-Catholic candidate to the Superintendent of Schools of the Archdiocese of Milwaukee.

ADOPTED: 2/10/1976; REVISED: 9/20/2016

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## 4113: Certification of Teachers

Teachers shall be certified or certifiable by the State of Wisconsin Department of Public Instruction (WI DPI) at the appropriate level of licensure outlined in State of Wisconsin Statute and any other related emergency rules.

[https://docs.legis.wisconsin.gov/code/admin\\_code/pi/34](https://docs.legis.wisconsin.gov/code/admin_code/pi/34)

### **Certified Teacher**

A certified teacher is one who has a valid WI DPI Certification for the area that they are contracted to teach.

### **Certifiable Teacher**

A certifiable teacher is one who has successfully completed a teacher education program that allows the teacher to receive teacher certification / licensure in the state where the program was completed, has certification from another state, has an expired certification, or has WI teaching certification that is not in the specified area of instruction for which he/she is contracted.

The certifiable teacher is required to submit a plan of study outlining the requirements and expected date of proper WI certification. The certifiable teacher, along with the principal and appropriate university officer, will complete [Form 4113 \(a\): Teacher Certification Plan of Study for Certifiable Teacher](#). The required date to submit an officially approved study plan is specified on the form.

The principal is responsible for monitoring and annually reporting on the progress and completion of the certifiable teacher's plan of study. Teachers must be actively completing the requirements outlined in the officially approved study plan prior to the beginning of the next contract period. A certifiable teacher shall be WI DPI certified within 5 years of employment.

### **Non-Certified Teacher**

In extraordinary circumstances, a non-certified teacher may be considered for employment as a teacher if recruitment efforts have been exhausted, and qualified candidates are not present for consideration

The teacher must meet the following criteria:

- Fulfills the minimum hiring qualifications and requirements of the Parish/School
- Has the minimum of a Bachelor's Degree
- Demonstrates adequate knowledge of the subject/content areas
- Has documented previous successful experience in directing learning activities
- Must establish an individualized plan for on-going supervision and professional development
- Submits and initiates a plan of study that results in WI certification within five (5) years of employment. [Form 4113 \(b\): Teacher Certification Plan of Study for Non-Certified Teacher](#) is to be used to document and monitor the plan.

The principal is responsible for monitoring and annually reporting on the progress and completion of the non-certified teacher's plan of study. Teachers must be actively completing the requirements outlined in the officially approved study plan prior to the beginning of the next contract period. A non-certified teacher shall be WI DPI certified within five (5) years of employment.

ADOPTED: 12/10/1974; REVISED: 10/1/2018

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## 4113.1: Certification: Principals

School Principals and Assistant Principals shall be certified by the State of Wisconsin, Department of Public Instruction, as outlined in State of Wisconsin Statute, or any other state.

Principals and/or assistant principals with an out-of-state license shall, upon renewal of the license, obtain Wisconsin certification.

The principal license is required for a person to serve as a principal or an assistant principal in an elementary, middle, or secondary level school. For a license under this State of Wisconsin Statute, the applicant shall have completed an approved program or the equivalent leading to licensure as a principal.

An applicant for a license under this subchapter shall meet all of the following requirements:

- The applicant shall have completed an approved master's degree program or the equivalent in the area of administration or a master's degree or the equivalent and an approved program leading to a license.
- The applicant shall hold or be eligible to hold any license to teach at the early childhood through adolescence level or shall have completed an approved program leading to a license to teach.
- The applicant shall have three years of successful full-time classroom teaching at any of the grades at the early childhood through adolescence level.

Only under extraordinary or emergency circumstances may a person who is not certified as a school principal be considered for the position of principal. Such a candidate must meet the following requirements:

- Candidate holds a valid state teaching license
- Meets the requirements of the job description and employment contract

The candidate shall submit to the Pastor and Director for Parish and School Personnel an approved plan of study form from their college or university setting forth the program for completion of the requirements for principal certification within five years, no later than November 1st of the year hired or no later than sixty (60) days following the date of appointment, if the appointment occurs after the official start of the school year.

The Parish and School Personnel Office shall maintain a current credential file on all school principals or assistant principals where evidence of proper certification is monitored. All non-certified principals' credentials shall be reviewed by the Director for Parish and School Personnel and the Accreditation Coordinator on an annual basis. The principal must be actively completing the requirements outlined in the officially approved study plan prior to the beginning of the next contract period. A certifiable principal shall be WI DPI certified within five (5) years of employment.

[School Principal Certification Plan of Study Form 4113.1 \(c\)](#)

ADOPTED: 5/9/1986; REVISED: 10/1/2018

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## 4113.12: Search Committees for Principals

The following procedures in the hiring process are used:

- The Director for Parish and School Personnel may provide assistance in the development of a hiring process. It is recommended that a search committee be used. The search committee is advisory to the Pastor/Parish Director/President. The final decision to hire is made at the local parish/school level by the Pastor/Parish Director/President.
- The Pastor/Parish Director/President/Search Committee determines its plan for securing candidates through advertising, vacancy lists and/or internal selection.
- The Pastor/Parish Director/President/Search Committee determines the type of administrator the parish is seeking, reviews the current job description, reviews applicants, and selects qualified candidates for in-depth interviews and reference checks.
- The manual "Guidelines for Recruitment, Interviewing, and Selection of Parish and School Personnel" is available to Pastors and search committees as a resource in the selection process. The manual may be obtained from the Office of Parish and School Personnel.
- A structured interview process is to be developed and applied with consistency for each candidate interviewed.
- At the completion of all interviews, final candidates are selected. A second interview process may be scheduled with the final candidates, if necessary, to determine selection for an employment offer that is contingent upon background checks.
- The Superintendent of Schools is consulted before a formal offer is made.
- The Pastor/Parish Director/President/Search Committee ensures that the final candidate is appropriately certified or certifiable in the State of Wisconsin as stipulated in archdiocesan policies. Past work experiences, education, references, and a criminal record checks (State and National) shall be reviewed and verified.
- The Pastor/Parish Director/President has final approval of all school administrators hired. Employment offers and contract executions is their responsibility.
- The Director for Parish and School Personnel is notified when a school administrator is hired.

ADOPTED: 5/6/1986; REVISED: 2/26/2016

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## 4113.2: Certification of Secondary School Theology Teachers

### Acquiring Provisional Educator Status

1. A theology teacher hired by a Catholic secondary school in the Archdiocese of Milwaukee who does not hold a valid teaching license and is thus not eligible for Provisional Educator status pursues a program of study toward such status through the Archdiocese of Milwaukee.
2. The teacher meets with the archdiocesan Superintendent/designee for transcript evaluation and the development of a program of study in relevant coursework to be completed within five (5) years of the teacher's employment. This program of study may include but not be limited to coursework in the

following areas: methodology and instructional strategies, assessment of learning, differentiation and special needs, human growth and development, and content area literacy.

3. Upon the completion of this program of study, the Archdiocese of Milwaukee Office for Schools issues a certificate verifying the teacher's status as Provisional Educator.

ADOPTED: 7/13/2017; REVISED 10/1/2018

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## 4114: Search Committees for Schools/Network Presidents

The following procedures in the hiring process of a school/network president are used:

- The Director for Parish and School Personnel may provide assistance in the development of a hiring process. It is recommended that a search committee be used. The search committee is a subcommittee of the School Board of Directors and is advisory to the School Board of Directors.
- The School Board of Directors recommends the candidate for the president of the school/network to the Archbishop of Milwaukee.
- The Archbishop of Milwaukee appoints the school/network president.
- The search committee determines its plan for securing candidates through advertising, vacancy lists and/or internal selection.
- The search committee determines the type of president the school/network is seeking, reviews the current job description, reviews applicants, and selects qualified candidates for in-depth interviews and reference checks.
- The manual "Guidelines for Recruitment, Interviewing, and Selection of Parish and School Personnel" is available to the School Board of Directors and search committees as a resource in the selection process. The manual may be obtained from the Office of Parish and School Personnel.
- A structured interview process is to be developed and applied with consistency for each candidate interviewed.
- At the completion of all interviews, final candidates are selected. A second interview process may be scheduled with the final candidates, if necessary, to determine selection for an employment offer that is contingent upon background checks.
- The Superintendent of Schools is consulted before a ~~formal offer~~ recommendation to the Archbishop of Milwaukee is made.
- The search committee ensures that the final candidate is appropriately qualified. Past work experiences, education, references, Safe Environment Education, and a criminal record checks (State and National) shall be reviewed and verified.
- The employment offer is the responsibility of the School Board of Directors.
- The Director for Parish and School Personnel is notified when a school/network president is hired.

ADOPTED: 7/2/2020

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## 4115: Physical Examination of Personnel

Based on Wis. Stat. § 118.25, all employees of the archdiocesan schools (principals, teachers, substitute teachers, and other personnel such as priests teaching in the school, janitors, teacher aides, cafeteria personnel, etc.) are required to have a “physical examination that includes a screening questionnaire for tuberculosis approved by the department of health services and, if indicated, a test to determine the presence or absence of tuberculosis in a communicable form. Freedom from tuberculosis in a communicable form is a condition for employment.”

Evidence of the absence of tuberculosis in a communicable form should be submitted using Record of School Employee Examination (F-02284). Evidence of the absence of tuberculosis in a communicable form shall be submitted every seven (7) years thereafter.

The parish/school shall pay the cost of the examination, including X-rays and tuberculin tests each time it may be needed.

The Record of School Employee Examination (F-02284) is filed in an employee health file separate from the employee personnel file. See Policy #4112 for further information on employee files.

[Download Form 4114: Record of School Employee Examination](#)

ADOPTED: 12/10/1974; REVISED: 7/15/2019

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## 4116: Job Description

All personnel in Catholic education shall have a job description which is position specific. Upon hire, job descriptions should include the following information:

- Position purpose/overview
- Listing of essential functions/duties and responsibilities
- Reporting relationships and supervisory responsibilities
- Employment status
- Skills, knowledge, experience and credentials required for the position
- Working environment

The job description should be shared with candidates in the hiring process, and should be reviewed and signed annually.

[Principal Job Description](#)

[Teacher Job Description](#)

ADOPTED: 5/20/1991; REVISED: 6/28/2016

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## 4116.1: Non-Discriminatory Hiring Practices

No employee shall be discriminated against on the basis of age, race, color, disability, sex, national origin, ancestry, or marital status in employment and in employment practices of personnel.

This policy is in compliance with the Civil Rights Act of 1964, the Equal Employment Opportunity Act of 1972, Title IX of 1972, and the Americans with Disabilities Act of 1990.

Personnel should be hired whose theological beliefs and values are consistent with Catholic mission. This requirement dictates that every school and parish should have a well-stated mission and that when personnel are hired their beliefs and value systems should be consistent with that mission.

A statement regarding the school's non-discriminatory hiring policies must be included in the employee handbook.

*ADOPTED: 1/1/1983; REVISED: 7/24/2015*

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## 4116.2: Harassment

The parish/school is committed to providing a professional work environment for its employees that is free from illegal physical, psychological or verbal harassment. This commitment continues the archdiocese's long-standing policy of fair and equal employment for every person regardless of age, race, color, sex, disability, national origin or other biases protected by law.

Harassment can occur as a result of a single incident or a pattern of unwelcomed behavior where the effect is to create a hostile, offensive, or intimidating work environment that affects terms of employment. Harassment encompasses a broad range of physical or verbal behavior which can include, but is not limited to, physical or mental abuse, racial insults, derogatory ethnic slurs, unwelcome sexual advances or touching, sexual comments or sexual jokes, and/or requests for sexual favors used as a condition of employment or affecting any personnel decision such as hiring, promotion or compensation.

The parish/school prohibits any form of harassment by employees, co-workers, supervisors, and third-parties and should view such actions very seriously. Harassment and other unacceptable activities that could become a condition of employment, a basis for personnel decisions, or which create a hostile environment are specifically prohibited. Any employee who engages in such harassment is subject to immediate discipline, up to and including discharge. It is the responsibility of the parish/school and of all employees to ensure that these prohibited activities do not occur.

All experiences of harassment are to be reported to or referred to the pastor, principal, or other supervisor. If an employee believes that he/she has been the subject of prohibited harassment, the employee should report the matter immediately to the pastor, principal, or other supervisor. The Archdiocese of Milwaukee Personnel Office is to be contacted immediately if the alleged incident involves the pastor. Any supervisory employee who becomes aware of a potential harassment situation must report the matter to the pastor, or other administrative supervisor, even if there has not been a formal complaint.

Each reported incident will be treated seriously and responded to with a timely and thorough investigation. The parish/school will convene the necessary individuals for appropriate fact-finding and/or intervention. This could include staff from the Archdiocese, and/or individuals from the community with appropriate skill, knowledge, and ability. No employee shall be retaliated against for bringing a claim of harassment or for giving information in connection with an investigation of harassment.

*ADOPTED: 4/14/1987; REVISED: 10/1/2018*

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## 4116.3: Employee and Faculty Handbooks

Each parish/school or school network shall have an employee handbook which contains necessary information regarding the rights, professional responsibilities, and duties for all employees.

The school administrator shall provide a faculty handbook to all teachers and support staff which contains specific information, policies, and procedures necessary for the employee to fulfill the job responsibilities for which he / she was hired.

It is not necessary for information contained in the employee handbook to be repeated in the faculty handbook.

The employee handbook and the faculty handbook should be reviewed annually, and a signed receipt of the handbooks should be on file for each employee.

[Download Form 4116.3: Components for Employee Handbook](#)

ADOPTED: 5/16/1991; REVISED: 10/1/2018

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## 4116.4: Responsibilities for Supervision of Children and Youth

Parishes and schools have a profound responsibility to assure the safety of students who participate in parish and school sponsored programs and activities. This means that activities are well planned, understood, and agreed to by the parents/guardians, and participants are properly supervised at all times.

Supervisors must be selected with care. All personnel and volunteers shall have appropriate skills, qualifications, training, and orientation to supervise minors.

1. Only responsible adults, age 21 or older, shall be allowed to function in an independent supervisory capacity with minors in any parish/school program. Adults between the ages of 18-21 may assist in the supervision of minors when in a joint relationship with an adult supervisor over the age of 21. Minors under the age of 18 may assist with activities involving other minors but shall not have supervisory responsibilities.
2. Program director(s) must make decisions about appropriate supervision based on the age of the participants, size of the group, location, and types of activities involved. Any parish/school event for minors requires the on-site presence of at least two responsible adults.
3. The number of adult supervisors should be appropriate for the attendance, with a ratio of not more than ten (10) minors per supervisor, with a ratio of eight (8) minors per supervisor for overnight events. If an event has both male and female minors in attendance, there must be both male and female responsible adults also present.
4. Overnight and extended stay activities must provide for the safety of minors at all times. Responsible adult supervisors must be on-site 24 hours a day.
5. All parish/school employees and all volunteers who have contact with minors must be Safe Environment Certified. An individual considered to be Safe Environment Certified has met the following three (3) requirements:
  - Has attended at least one in-person live Safe Environment Education Training Session (SEE) since 2003 in the Archdiocese of Milwaukee. If someone has attended a live Safe Environment Education Training (SEE) session in another diocese and wishes to have the training reviewed for acceptance in place of the

Archdiocesan SEE requirement, verification from the other diocese can be submitted to the Safe Environment Office for review. Approval is not guaranteed and will only be granted in certain instances.

- Has a criminal background check that has been reviewed and approved by a Safe Environment Coordinator in the last five (5) years. (See 4111.1: Criminal Records)
- Has reviewed and agreed to the Code of Ethical Standards for Church Leaders in the last five years.

In addition, the following must be met

- Must have knowledge of the Mandatory Reporting Responsibilities.
  - Be approved by a member of the professional staff.
6. Supervisors must understand their duties and responsibilities. Supervisors must remain within the scope of activities for which parents have provided informed consent.
  7. Only those programs, events, and facilities specifically approved by the school administrator/pastoral supervisor may be promoted to minors in the parish and school programs. Any facilities or equipment to be used as part of any activity should be reviewed/inspected for obvious hazards prior to the activity.
  8. Parents must have explicit knowledge of the details of any event or program involving their minor children and give specific permission for their child's participation in an event. Teenagers in youth programs who have reached the age of consent (18) also must have explicit knowledge of the details of any event or program and must acknowledge informed consent before they participate in the event or program. If these teenagers are living with their parents, consideration should also be given to informing the parents of the details of the event. Formal parental permission for those over the age of 18, however, cannot be legally required.
  9. No supervisor may be alone with a field trip participant at any time, other than a parent with his/her own child. One-on-one interactions between an adult and a minor should always occur in a public environment and with the knowledge of another adult supervisor. No one-on-one counseling, spiritual direction, etc., should occur in a supervisor or minor's personal living quarters.
  10. Participants should be kept together as a group. Supervising adults/chaperones are not to surrender their responsibility for the minors entrusted to them. Minors must always be under the supervision of an adult from their own parish, school or trip and never under the supervision of another adult from a group not associated with their parish, school or trip.
  11. On overnight events:
    - a. Separate sleeping arrangements should be made for males and females. This applies to minors as well as adults, unless the adults are married.
    - b. An adult may not share sleeping quarters such as hotel rooms or cabins with minors, 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 minors in the same area but should sleep in a space that is separate from the minors.
    - c. Whenever possible, males and females should use separate bathroom and shower facilities. This applies to minors as well as adults. In the event this is not possible, separate times should be designated for male/female and adult/minor bathroom and shower use.

12. Adults may not use, supply, or be in the possession of alcohol, illegal drugs, or sexually explicit material when working with minors. No possession or use of these substances by minors will be tolerated.
13. Sexual contact between minors is never permitted at parish/school functions. This policy shall be clearly explained to minors before they participate in any parish/school function, especially overnight events.
14. Supervisors must know what to do in case of an emergency. A crisis involving a minor must be reported to the administrator/supervisor in charge and the minor's parent.
15. Any violation of civil law, including allegations of sexual misconduct or abuse, which arise on parish, school, or archdiocesan sponsored events for minors should be taken seriously and reported immediately to the appropriate civil authorities. Mandatory reporting laws apply not only if there is an occurrence between an adult and a minor but also when there is unlawful or suspicious behavior between two or more minors (e.g., harassment, cyberbullying, sending and/or receiving pornographic images.)
16. Any incident or allegation of sexual misconduct must also be reported to the Archdiocesan Safe Environment Coordinator or the Office for Schools.

For further information regarding field trips, please see Policy# 6153 Field Trips and Community Service and Policy# 6153.1 Extended Field Trips

ADOPTED: 6/10/99; REVISED: 7/15/2019

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## **4116.5: Confidential Information**

Confidential information includes, but is not limited to, parishioner, student, family, and employee information, credit information, and/or payroll information.

Confidential information also includes information that is otherwise designated as confidential or would appear to a reasonable person to be confidential in the context and circumstances in which the information is known or used.

Confidential information must be treated accordingly and not be jeopardized through business or personal use of electronic communications systems, including email, text messaging, internet access, social media, telephone conversations, and voice mail.

Confidential information does not include an employee's terms and conditions of employment.

Employees must treat all confidential information as confidential information both during employment and after employment ends. To maintain the confidentiality of information, all employees must follow these protocols, except as otherwise provided in this policy:

- Employees are strictly prohibited from accessing and/or using any parishioner, student, family, and/or employee information for personal or non-business use.
- Employees should not access or use any confidential information to which parish/school has not provided the employee access or authorization to use.
- Employees should not directly or indirectly disclose, publish, communicate, or make available confidential information to any entity or person who does not have a need or authority to know and use the information, except as required for the employee to perform authorized job duties or as is otherwise permitted by this policy.
- Parishioner, student, family, employee, and other sensitive information is confidential and must be kept/stored in a secure location with limited access.

- Employees should not discuss Confidential Information in public spaces.
- In the event of an inadvertent disclosure of Confidential Information, employees must immediately inform their supervisor so that measures can be taken to minimize any potential damage.
- Departing employees must return any Confidential Information in the employee's possession to parish/school upon separation of employment.

This policy is not intended to restrict employees' communications or actions that are protected or required by state or federal law.

ADOPTED: 7/15/2019

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## 4116.6: Drug and Alcohol Policy

The parish/school is committed to providing a positive, safe and secure workplace for its employees. Central to these goals is providing an environment which is free from the harmful effects of drug and alcohol abuse. This policy is adopted in furtherance of this vision and applies to all employees.

Employees are expected to be physically and mentally fit to perform their duties when reporting to work and when performing duties in the course and scope of their employment. In addition, no employee shall report to work or perform work-related duties while impaired by or under the influence of alcohol, illegal drugs, or other substances (including prescription medication) that would affect his/her ability to perform the job in a safe and efficient manner. Furthermore, employees are prohibited from using, possessing, selling or transferring alcohol or illegal drugs on parish/school premises, parish/school vehicles or during the workday.

Conduct in violation of this policy could jeopardize the safety of students, other employees, or parents and could harm the parish/school relations and reputation with the public. Violations of the policy may result in disciplinary action, up to and including immediate discharge, regardless of any progressive discipline policy that may be in place and regardless of the employee's past employment service history. In addition, employees may be tested for drugs and alcohol at the discretion of the parish/school. If the parish/school has a reasonable belief that an employee is impaired on the job, is under the influence of illegal drugs and/or alcohol, or has been using illegal drugs and/or alcohol during the course and duties of employment, the employee may be relieved from his/her duties and may be asked to submit to a drug and alcohol test. Tests may include urinalysis, a blood test, and or a breath screening/breathalyzer. Tests will not be conducted if an employee refuses to submit; however, refusal to submit may result in appropriate disciplinary action, including but not limited to immediate removal from service and/or immediate termination.

This policy does not prohibit pre-approved and responsible, moderate use of alcohol at parish/school approved activities and meetings, but only if students are not present and if supervision of students is not required later that same day.

The parish/school recognizes that drug and alcohol dependency and abuse can cause health, safety, and security risks. Employees experiencing problems with alcohol and/or drugs are encouraged to voluntarily seek assistance to resolve such problems before they become serious enough to require management referral or disciplinary action. Employees who have questions regarding this policy or issues related to drug or alcohol use at work can raise their concerns with their immediate supervisor or the pastor/principal. The parish/school will make efforts to help an employee who is seeking assistance for substance abuse problems by assisting in obtaining rehabilitation counseling or referral to appropriate programs that can address substance abuse issues.

Violation of this policy may result in disciplinary action, up to and including immediate termination with or without warning, regardless of any disciplinary policy in place and regardless of any past employment service history.

## **4116.7: Electronic Resources and Communication**

Employer computers, networks, communications systems, and other IT resources are intended for business purposes only (except for limited personal use as described below). Each user is responsible for using these resources and systems in a productive, ethical, and lawful manner.

The employer policies regarding Code of Ethical Standards for Church Leaders, Social Media & Digital Communications Policy, Standards of Conduct, confidentiality, unlawful discrimination, and privacy apply to the use of the employer's IT resources and communications systems. No one may use any communications or computer system in a manner that may be construed by others as threatening, harassing or offensive based on age, race, color, sex, disability, national origin, or other bases protected by law.

The use of employer IT resources and communications systems by an employee shall signify his/her understanding of, and agreement with, the terms and conditions of this policy, as a condition of employment.

### **Security, Access, and Passwords**

It is the responsibility of each employee to adhere to IT security guidelines, including but not limited to the creation, format, and scheduled changes of passwords. All user names, pass codes, passwords, and information used or stored on the company's computers, networks, and systems are the property of the employer. No employee shall share user names, pass codes, or passwords, with any other person other than the employee's supervisor and/or designate. Employees may never sign on to equipment using the password or user name of another employee. No employee may use a method of encryption that has not been issued to that employee by the employer. An employee shall immediately inform his/her supervisor if it is suspected that IT security has been violated in anyway.

### **Resources and Systems Covered by this Policy**

This policy governs all IT resources and communications systems owned or made available by the employer and all use of such resources and systems, including but not limited to: email systems and accounts; internet and intranet access; telephones & voicemail on wired and mobile phones; printers, photocopies, and scanners; fax machines, e-fax systems, and modems; all other associated computer, network, and communications systems, hardware, peripherals, and software; closed-circuit television and all other physical security systems and devices, including access key cards and fobs, and may provide other new technologies in the future.

### **No Expectation of Privacy**

All contents of the employer's IT resources and communications systems are the property of the employer. Therefore, employees should have no expectation of privacy whatsoever in any message, file, data, document, facsimile, telephone conversation, social media post, conversation, or any other kind or form of information or communication transmitted to, received by, printed from, or stored or recorded on the employer's electronic information and communications systems.

Employees are expressly advised that to prevent against misuse, the employer reserves the right to monitor, intercept, and review, without notice, every employee's activities using the employer's IT resources and communications systems. This right includes but is not limited to email (both outgoing and incoming), telephone conversations and voice mail recordings, instant messages, and internet and social media postings and activities.

Employees should not use the employer's IT resources and communications systems for any matter desired to be kept private or confidential from the employer.

## **Downloading and Installing Software/Website Agreements**

Email and downloading from the internet are prime sources of viruses and other malicious software. Therefore, no one may download or install any software or shareware to a hard drive that is not expressly authorized by the employer. In addition, employees may not accept the terms or conditions of website agreement without first obtaining approval.

## **Etiquette**

Proper business etiquette with courteous and respectful service should be maintained when communicating on the telephone and/or via email and text messaging.

When writing business email, employees should be as clear and concise as possible. Sarcasm, poor language, inappropriate comments, attempts at humor, and so on, should be avoided. Email communications should resemble typical expected professional and respectful business correspondence.

## **Telephone and Voicemail**

The employer provides landline and voicemail systems for use in connection with performing job duties. Employer phones may not be used for commercial or political solicitation or to promote outside organizations.

## **BYOD: “Bring Your Own Device”**

Some employees may need to use cell phones to conduct legitimate business. In these cases, the employee must be first authorized to use his/her personal cell phone for work purposes. An authorization letter shall be signed by both the employer and employee with a copy retained by both. Employees participating in BYOD are responsible for using their device in a manner consistent with the terms of the Electronic Resources & Communications policy. The employer reserves the right to monitor, search, review, and access any and all business-related communications or files created or maintained on an employee’s personal technology device for purposes of security, compliance with employer policy, and/or business reasons provided by law.

## **Email and Text Messaging**

Employees are given access to email and/or text messaging systems for use in connection with performing their job duties. They should avoid opening unsolicited messages and report any suspicious messages to their administrator. All spam should be deleted immediately. Recipients should not respond to spam in any way, even for removal from the distribution list. If delivery persists, employees should contact their administrator.

Any digital communication involving a member of the clergy, employee or volunteer to or from a minor must be stored, with the ability to be retrieved and provided upon request to a parent, law enforcement agency, supervisor, principal, Vicar for Clergy or the Archdiocese of Milwaukee Safe Environment Office. We recommend these communications be kept until the minor reaches 18 years of age.

## **Internet and Social Media**

The internet and social media enable online users to interact and share information (including video, audio, photographs, and text) publicly or privately. The employer respects the right of any employee to use the internet and social media. However, to protect the employer’s interests and ensure that employees focus on their job responsibilities, employees must adhere to the general internet use guidelines in this policy, as well as the following directives related to social media use:

- Employees may not plagiarize or violate copyright laws.

- Employees must remember that anything posted or sent using social media, even outside the workplace, could reflect on the employer and the employee, create legal liabilities, and potentially damage the employer’s professional and ministerial reputation and morale.
- To avoid the risk of the employer’s incurring legal liability or professional damage as a result of employees’ use of social media, even outside the workplace, employees should avoid identifying their employer and should not provide contact information for their place of work.
- If job duties require an employee to speak on behalf of the employer in a social media environment, they must be authorized by the pastor/supervisor to act as an employer’s representative or must otherwise seek approval for such communication from the pastor/supervisor.
- If an employee role works with youth in a school or program, he/she must not:
  - In any way, refer to, describe or post pictures/video of current, former, and/or potential students without first obtaining the written consent of the school and the parent(s)/guardian(s).
  - “Friend,” “follow,” “connect,” “subscribe,” and/or otherwise become linked electronically with:
    - Any current student of the parish/school without first receiving expressed written permission from the pastor/school administrator and the parent/guardian.
    - Post any pictures of students on social media sites for personal use.
  - Tag a student in a photo. This prohibition includes their name and/or any identifying information.
  - “Check-in” on social media when traveling to any location outside of the parish/school with one or more students and/or where students are located for a parish/school related event.
  - Post any confidential, sensitive or proprietary information about the school, its students, or personnel.
- All social media accounts used for purposes on behalf of the employer, including all content, followers, and contacts, are owned by the employer. The employer owns and retains all such information, regardless of separation of the employee from employment with the employer.
- Any conduct that under the law is impermissible if expressed through any other public forum is also impermissible if expressed through social media
- Employees may not post or send anything through social media that their co-workers, people who work on behalf of the employer, stakeholders, or those they serve, e.g., customers, parishioners, parents, etc. could reasonably find offensive, including ethnic slurs, sexist or discriminatory comments, defamatory language, obscenity, name-calling, bullying, or threats of violence.
- Employees should discuss postings or communications with their supervisor prior to issuing them if there is a question about their appropriateness.
- Employees should use appropriate privacy settings whenever necessary, especially with respect to any personal profile maintained online and continue to ensure that those privacy settings remain updated.
- The employer will not be held liable for any lost, stolen, or damaged personal devices.
- All employees of a parish/network/school and any volunteer who is required to be Safe Environment Certified is expected to be aware of, acknowledge receipt of, and abide by the Archdiocese of Milwaukee Social Media & Digital Communication Policy.

## **Personal Use of Company-Provided Email, Internet & Social Media**

Employers should clearly state whether personal use of company-provided email & internet (including social media), and telephone or voicemail is always prohibited or whether personal use of company-provided email, internet, and telephone is permitted on non-working time only.

Personal use of company-provided email & internet (including social media), and telephone or voicemail may not involve unprofessional or inappropriate content and may not interfere with employment responsibilities.

### **Inappropriate Use**

Employees are never permitted to use employer IT resources and communications systems, including email, text messaging, internet access, social media, telephones, voice email for any inappropriate or unlawful purpose. This includes but is not limited to:

- Misrepresenting oneself as another individual or organization.
- Sending, posting, recording, or encouraging receipt of messages or information that may be offensive because of their sexual or racist content.
- Intentionally downloading, viewing, soliciting, seeking, displaying, or distributing pornographic material.
- Revealing proprietary or confidential information without authorization.
- Conducting or soliciting illegal activities.
- Representing one's personal opinion as that of the employer.
- Interfering with the performance of one's job or the jobs of other employees.
- Any other purposes that violates employer policies or practices.

This policy is not intended to restrict communications or actions protected or required by state or federal law.

### **Discipline**

Employees who violate any provision of this policy are subject to discipline, up to and including termination of employment and/or legal consequences.

*ADOPTED: 7/15/2019*

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## **4117: Evaluation of School Personnel**

### **Teachers**

The cycle of evaluation and professional growth is a process that evaluates professional practice, professional responsibilities, and student learning and growth.

*The National Standards and Benchmarks for Effective Catholic Schools* identify the primary goals of evaluation:

- **Performance Improvement:** Teachers learn about, reflect on, and improve their practice
- **Accountability:** Teachers commit to the important professional goals of competence and quality performance

A completed evaluation may also be used in:

- Decisions related to employment status
- Determination of salary
- Maintenance of personnel records

The principal is responsible for the ongoing supervision of all school personnel.

Local schools shall state the goals and procedures for educator evaluation in the employee handbook. Annual evaluation procedures for other school staff shall be in the handbook.

The on-going evaluation process shall include:

- Formative evaluation/feedback for the purpose of continuous professional growth and development
- Annual summative evaluation/feedback to determine goals
- Evidence of effectiveness in collaboration with administrator, teacher, and peers

## Administrators

School administrators are those personnel who are responsible for supervising and directing the staff and students engaged in educational programs. They include the positions of principal, assistant principal, as well as any other administrative and leadership personnel engaged in directing or managing educational programs.

Evaluating the performance of school administrators is the responsibility of the Pastor/President and cannot be delegated. The Pastor/President is accountable for providing written, annual, ongoing instructional and objective performance feedback in relationship to the school administrator's job description, performance standards, and contract/licensure requirements. Performance evaluations serve the purpose of informing school administrators of their level of performance achievement, as well as defining goals and expectations for future performance. The evaluations may take a variety of written and verbal formats, but at a minimum they will include one written formal annual performance evaluation. Additionally, any performance feedback that is given for a specific incident, corrective action plan, or recognized achievement shall be documented.

Evaluations and performance appraisals are to be conducted annually, signed and dated by both parties, and retained in the administrator's personnel file.

Performance evaluations are to be given in accordance with the school principal's employment contract. Specific written performance feedback must be given prior to any decisions regarding the contract renewal. If performance feedback calls for improvement, the president/pastor shall follow the performance improvement procedures outlined in Policy 4118.

**ADOPTED: 12/1/1983; REVISED 8/14/2017**

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## 4118: Performance Improvement Plan

An employee not meeting expectations or needing assistance in targeted areas must have a written action plan, or Performance Improvement Plan, that addresses expectations and consequences. The Parish and School Personnel Director must be consulted prior to any for-cause non-renewal or termination. A performance Improvement Plan must be on official letterhead (not Archdiocese of Milwaukee letterhead) and must include:

- Identification of performance concerns, supported by examples

- Identification of performance expectations and resources available to change behaviors
- Development of a plan of action, including timelines and goals
- Monitoring progress of goal achievement through scheduled feedback sessions

[Download Form 4118: Performance Improvement Plan Template](#)

ADOPTED: 12/1/1983; REVISED 10/1/2018

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## 4118.1: Letter of Reprimand

Administrators should do a full investigation of any incident that could result in disciplinary action. The Administrator should have a meeting with the employee who violated a policy to go over the facts of the investigation and ask why he/she committed a violation. This meeting shall be documented with a Letter of Reprimand, on official letterhead (not Archdiocese of Milwaukee letterhead), signed by both the employee and administrator.

[Download Form 4118.1: Letter of Reprimand](#)

ADOPTED: 12/1/1983; REVISED: 10/1/2018

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## 4119: Termination of Contracted Employees

When it is necessary to terminate any contract during the contract period, the employer shall agree that the employee shall not be discharged without good and sufficient cause which shall be determined by the employer. The employer may terminate this contract for such causes by written notice, delivered or mailed to the employee when possible.

Since an employee under contract has a vested interest in continued employment during the contract period, to dismiss an employee during a contract year is a serious matter, and proper procedures should be followed. In all cases, except immediate termination, the termination should not be a surprise to the employee.

### **Progressive Action Leading to Termination**

If an employee's behavior and/or action is questionable in terms of termination, the employee may be placed on paid leave until an investigation and/or more information is gathered.

- A first and second year (unless noted in an addendum in contracts beyond year two) contract with a school is for a probationary period and can be terminated by the employer and/or employee with or without cause during such period.
- The employee, except for a probationary employee, shall not be discharged without good and sufficient cause, which shall be determined by the employer.
  - Progressive Discipline Leading to Termination: Grounds for termination may include, but are not limited to, serious deficiencies in professional knowledge, dispositions, and skills. However, it is the obligation of the employer to specify how and when the failure occurred, expectations needed to correct the situation, and details on failure to meet the expectations. Refer to the [Performance Improvement Plan Template: Form 4118](#) and/or the [Letter of Reprimand: Form 4118.1](#).
  - Immediate termination: The employee may be terminated for serious breach of contract, conduct not in keeping with Catholic principles, and any applicable violation of the Code of Ethical Standards. The employer may terminate this contract for such cause without prior notice.

An employee who is to be terminated should be given a written notice of the termination when possible. A meeting should be held between the contracted employee and the employer to discuss the circumstances leading to termination. A contracted employee may have recourse through the Grievance Procedure in Policy 4135.4.

ADOPTED: 12/30/1981; REVISED: 4/4/2017

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## 4119.2: Non-Renewal of Contract

If the employer is unwilling to renew the contract, the employer shall notify the employee, in writing, on or before the contract date of non-renewal, as to the intent to non-renew. In those cases where an employee is not offered a contract because of an inability to correct performance concerns, such non-renewal should not come as a surprise to the employee.

It is expected that both parties would have discussed such concerns during the contract year. Such concerns of the employer shall be put in writing in a Performance Improvement Plan and given to the employee along with a reasonable amount of time to correct the noted concerns. The Office for Parish and School Personnel shall be consulted when an employee's performance concerns may lead to a contract non-renewal. Where unemployment compensation is provided, personnel who are non-renewed are eligible for such.

If an employee is unwilling to renew his/her contract, he/she shall notify the employer in writing on or before the date specified in the contract that he/she will not be renewing the contract.

While each parish/school is free to set its own dates for contract offers and contract signing, the archdiocese has established the following dates for contract non-renewal:

- School Administrators: April 1
- School Teachers: April 15

An employee on a probationary contract may receive a notice of non-renewal at any time.

The school administrator may request non-binding letters of intent from contracted staff before non-renewal notification deadlines; letters of intent assist the administrator in anticipating needs for future school years. Decisions noted on the letter of intent should be supported by signed contracts or a resignation letter by the appropriate due dates.

[Download Form 4119.2: Non-Renewal of Contract](#)

ADOPTED: 4/2/1990; REVISED: 7/15/2019

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## 4122: Substitute Teachers

A certified or certifiable and qualified substitute teacher shall be engaged in the absence of the regular classroom teacher.

The school will pay the salary for the substitute teacher. This salary is based on local practice. The substitute should be given a letter of acceptance, including the position title and rate of pay, prior to the start of the first substitute teaching assignment for each school year. The substitute should sign, date, and return the letter of acceptance.

Daily class procedures, lesson plans, etc., shall be provided.

An up-to-date list of substitute teachers shall be kept in the file of the schools.

A personnel file for each substitute teacher shall contain the following items:

- Application form
- State certification or appropriate documentation
- Employment Eligibility Verification INS form I-9

All parish/school employees and all volunteers who have contact with minors must be Safe Environment Certified. An individual considered to be Safe Environment Certified has met the following three (3) requirements:

- Has attended at least one in-person live Safe Environment Education Training Session (SEE) since 2003 in the Archdiocese of Milwaukee. If someone has attended a live Safe Environment Education Training (SEE) session in another diocese and wishes to have the training reviewed for acceptance in place of the Archdiocesan SEE requirement, verification from the other diocese can be submitted to the Safe Environment Office for review. Approval is not guaranteed and will only be granted in certain instances.
- Has a criminal background check that has been reviewed and approved by a Safe Environment Coordinator in the last five (5) years. (See 4111.1: Criminal Records)
- Has reviewed and agreed to the Code of Ethical Standards for Church Leaders in the last five years.

In addition, the following must be met:

- Must have knowledge of the Mandatory Reporting Responsibilities.
- Be approved by the principal and/or pastor/president.
- Evidence of the absence of tuberculosis in a communicable form (See Policy #4114 Physical Examination of Personnel)

ADOPTED: 2/11/1975; REVISED: 7/15/2019

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## 4124: Part-time Teacher

A salaried teacher who is employed for part-time teaching on a regular basis shall be certified or certifiable.

The part-time teacher is an integral part of the school staff and should participate in faculty meetings and in-service programs.

The job description should be determined by the principal.

ADOPTED: 11/9/1976; REVISED: 4/1/1990

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## 4128: Paraprofessionals

Paraprofessionals should have professional training in accordance with their job description. They complement the total educational program by assisting teachers in the operation of the instructional plan.

### Teacher Aides

Teacher aides should assist staff members in the clerical services or tutorial program of the school.

## Job Description

The job description should be determined by the principal.

ADOPTED: 5/10/1977; REVISED: 4/2/1990

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## 4129: Volunteers

Parents and interested individuals in the community should be encouraged to offer their services as volunteers in the parish and school programs.

Volunteers are to work under the supervision and direction of a certified staff person.

All volunteers should complete the volunteer's application form before placement. The duties of the volunteer should be clearly defined.

Volunteers should be provided an orientation prior to the commencement of their duties. This orientation should include a review of parish/school policies, procedures and legal considerations as they pertain to the volunteers' time in the parish/school. Volunteers should be knowledgeable of the scope of their volunteer tasks and know what to do in case of emergencies or accidents. Existing volunteers should be re-oriented annually.

In order to comply with the United States Conference of Catholic Bishops' Charter for the Protection of Children and Youth as applied in the Archdiocese of Milwaukee, the following requirements must be met for all volunteers who have regular contact with children or youth prior to commencement of volunteer service:

- Be cleared through a state and national criminal background check
- Attend a Safe Environment "Protecting God's Children" awareness session
- Read and sign the Code of Ethical Standards and the Mandatory Reporting Responsibilities
- Be approved by a member of the professional staff

A criminal background check must be repeated every five (5) years.

A volunteer may be dismissed for violations of policies and procedures of the parish/school or for actions that harm the good name and reputation of the parish and/or school.

[Download Form 4129 \(a\): Volunteer Application](#)

ADOPTED: 5/1/1984; REVISED: 7/15/2019

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## 4129.1: Catechist Handbook

Parish catechists should receive a handbook that outlines the role and responsibilities of the catechist, explains program policies and procedures, and provides other necessary information. The handbook should be reviewed and updated annually. The catechist should sign an acknowledgement form indicating he/she has received and read the handbook and agrees to carry out its directives.

[Download Form 4129.1 Catechist Handbook Sample Contents](#)

## 4131: Professional Growth of School Personnel

All school personnel are required to participate in ongoing professional growth and development aligned to School Improvement Goals and as outlined in individual Principal Effectiveness Framework and Teacher Effectiveness Framework goal plans.

The release of school personnel on school days for professional growth activities is left to the discretion of the principal. The time for professional growth may not violate the students' right to have a minimum of 177 instructional days and the appropriate number of hours of direct pupil instruction.

To ensure professional growth, principals and teachers shall meet all requirements of the Archdiocese of Milwaukee Teacher Effectiveness Framework.

ADOPTED: 4/1/1983; REVISED: 7/2/2020

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## 4132: Professional Growth of Catechetical Personnel

All catechetical personnel are required to participate in ongoing professional growth and development, such as:

- Staff formation and meetings
- Mentoring relationship
- Deanery meetings
- Continuing education
- Spiritual formation
- Catechetical/ministerial certification
- Professional organizations

ADOPTED 1/20/2016

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## 4133: Conflict of Interest

A conflict of interest is a situation in which someone cannot make a fair decision because he/she may be affected by the result. Therefore:

- There should be no direct line management between two or more members of the same family or household or between two employees who have a personal relationship. For purposes of this policy, family shall include: spouse, parents, children, grandchildren, siblings, aunts, uncles, nieces, and nephews. This shall also include relationships with parents, children and siblings by virtue of a marriage (in-law) or a remarriage (step) and any individual with whom the employee has a personal relationship.
- It is strongly advised that an employee who is a member of a board, committee, council, or organization, which influences or determines the employee's or family member's position, rating, performance evaluation, salary or benefits not be present for discussions and decisions on these matters.

- Employees and their immediate family may not accept gifts, except those of nominal value, or any special discounts or loans from any person or firm doing, or seeking to do, business with the employer.

Employees who have their own business must disclose such interest to the employer in accordance with this conflict of interest policy. He/she must meet the demands of the parish/school position without any detriment caused by outside interest.

Employment by the parish/school carries with it a responsibility to act in an ethical manner. Employees are expected to refrain from any transaction where their own interests may conflict with those of the parish/school.

This policy was developed with the help of Diocese of Green Bay policy 2/2009

**ADOPTED: 10/1/2018**

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## **4134: Whistleblower**

All administrators and employees are required to follow federal, state and local laws and employer policies, e.g., employee handbook, Code of Ethical Standards for Church Leaders, etc.

The purpose of this policy is to protect individuals who raise issues of illegal, dishonest or unethical behavior. A whistleblower is defined by this policy as an employee of a parish, school, or other associated entity who reports an activity that he/she reasonably believes to be illegal, dishonest or unethical. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures. The appropriate management officials are charged with these responsibilities.

If an employee has knowledge or a concern of illegal, dishonest, or unethical behavior, the employee is to contact the pastor/principal/president, respective human resource representative or the appropriate archdiocesan director: e.g., Director of Parish & Schools Human Resources, Vicar for Clergy. If the behavior involves abuse of a minor, mandatory reporting protocols remain in place.

An investigative committee of at least three members, who are not alleged to be involved in the suspected violation, will investigate reports of suspected violations promptly. The committee will prepare a report on the findings, determine if the allegations are true, decide if corrective action is needed, and determine if the situation should be referred to law enforcement officials.

To the extent practical, confidentiality of the reporting individual will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law or policy and to provide accused individuals their legal rights of defense.

The employer and associated individuals will not retaliate against a whistleblower. This includes, but is not limited to protection from retaliation in the form of adverse employment action, poor work assignments, etc. Any whistleblower who believes he/she is being retaliated against must contact the pastor/principal/president, or respective human resource representative or the appropriate archdiocesan director immediately either through written or verbal communication: e.g., written letter, in-person visit, etc. The right of the reporting individual does not include immunity from personal responsibility in wrongdoing or any other misconduct.

An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

**ADOPTED: 10/1/2018**

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## 4135.4: Employment Grievances

Personnel policies are intended to promote equitable treatment of all employees. On occasion, an employee may have a concern that policies may have been applied improperly, unjustly, or inequitably. If the concern has not been resolved satisfactorily, resolution may be made by following the grievance procedure, described here.

The grievance process does not apply to concerns related to federal and state law, employer policies, compensation, benefits, general department direction, or style of leadership.

Procedures for the prompt resolution of employment grievances shall be provided by each parish/school. The procedures are intended to facilitate an informal and inexpensive forum for the prompt resolution. Grievance hearings involve sensitive personnel matters and are therefore considered closed sessions. For this reason, legal counsel and media is excluded from grievance hearings. If legal counsel is retained by either party, the grievance process stops. Similarly, tape recording of hearings is not allowed except by advanced mutual consent.

Parishes/schools may establish grievance committees. If used, the Parish/School Grievance Committee provides the Pastor/Parish Director or School President with a recommended resolution to the employee's grievance. The Pastor/Parish Director or School President should contact the Office for Parish and School Personnel for assistance with any portion of this process.

This policy is promulgated unilaterally by the archdiocese and is not a contract or a condition of employment. Its purpose is to provide an opportunity for a prompt and private resolution of disputes. The employee's participation in this procedure is entirely voluntary. If this procedure is initiated by the employee, the employer shall cooperate. Either party's failure to strictly comply with the procedures outlined herein shall not be deemed to be a violation of the underlying contract between the parish and the employee. This archdiocesan procedure may be revised, withdrawn, or modified at any time by the archdiocese with or without notice.

### Grievance Procedure

The parish/school is committed to fostering a process to solve problems or resolve disputes that is simple, accessible, timely, and conducted openly and honestly at all steps. The parish/school is also committed to a process in which there is no reprisal against anyone who brings forward a complaint, grievance, or problem. These steps are designed to ensure that decisions are being made on an informed and consistent basis. A fair and just process upholds the dignity of all individuals involved and has the greatest potential to resolve differences.

A grievance which is not raised in a timely manner (generally this should not exceed ten days) will be deemed to be waived. If at any time either party to the grievance appeals to the civil courts or government agencies for resolution, the grievance will be suspended, pending the outcome of the court/agency action or a change in the status of the employee.

It is intended that this grievance procedure will provide for a timely resolution of the dispute, and good faith efforts should be made to conclude the process within thirty (30) days or less. If at any time the grievant believes that the process is not being followed, he/she shall contact the Office for Parish and School Personnel.

#### **Level One: Verbal Appeal to Supervisor**

Any employee who has a grievance shall discuss the matter with his/her immediate supervisor as soon as possible. The employee should clearly clarify the concern and present a solution to the supervisor. If the matter can be resolved at this level, the process ends. If there is no resolution with the immediate supervisor, the employee may continue the process to level two.

#### **Level Two: Written Appeal to Pastor/Parish Director/School President**

The employee shall promptly submit in writing to the Pastor/Parish Director/School President, and supervisor a letter including the following information:

- The nature of the grievance
- Against whom the grievance is directed
- Any factual data, other than hearsay, which the employee deems appropriate
- Recommendations for appropriate resolution of the grievance

Once the written grievance is received by the Pastor/Parish Director/School President he/she may attempt to resolve the grievance in one of the following manners:

- The Pastor/Parish Director/School President will convene the parties and attempt to resolve the grievance. (Disputes in which the pastor/parish director/school president is the immediate supervisor begin here.)
- The Pastor/Parish Director/School President may direct the Parish Grievance Committee to proceed with its review of the grievance and submit its recommendation to him/her.
- The Pastor/Parish Director/School President may contact the Archdiocesan Office for Parish and School Personnel for assistance in resolving the grievance. If requested, a mediator may be assigned to assist the parties in resolving the dispute. The cost for services by the mediator, if any, will be paid by the parish/school as preauthorized.

The Pastor/Parish Director/School President will issue the final decision to all parties. If one or several of the above procedures has not resulted in a resolution of the grievance, the employee may continue the process to level three.

Level Three: Appeal to the Archdiocese

An employee who has followed the grievance procedure through Level Two without satisfactory resolution may ask the archdiocese to review. The employee must submit written documentation detailing the progress of the grievance through Level Two. These documents, along with a letter explaining why an appeal is requested, should be submitted to the Office of Parish and School Personnel within ten days of the pastor/parish director/school president's final decision in Level Two.

Following the examination of the documents on the archdiocesan level, the grievance will either be accepted for further appeal, or it will be remanded back to the pastor/parish director/school president.

All grievances will be subject to review by the Archbishop to assure the grievances do not violate civil or canon law, Church teaching, or parish/school policy and the appeal will be considered resolved.

**ADOPTED: 8/1/1984; REVISED: 7/2/2020**

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## **4136: Faculty Meetings**

Through shared responsibility and mutual staff efforts, an effective program for professional growth and in-service education must be developed.

- A planned time and place should be scheduled for faculty meetings. Meetings should be held at least monthly.
- All faculty are to attend scheduled faculty meetings unless excused by the principal.
- Faculty meetings should be cooperatively planned and carried out by the principal.

- Faculty meetings should provide a process for open communication on program needs, teacher- pupil concerns, and educational issues.

ADOPTED: 2/11/1975; REVISED: 4/2/1990

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## 4141: Salary and Benefit Schedule/Information

All parishes and schools are called to provide all employees with a fair and just compensation package. It is recognized that not all parishes and schools across the archdiocese have the same means and abilities, but all employees deserve compensation commensurate with their position's requirements and the responsibilities for which they have been hired.

Each parish, school, and network of schools shall establish, publish, and distribute annually a salary and benefit schedule to all employees. This information shall also be made available to new hires concurrent with their initial contract or letter of agreement.

The salary and benefit schedule should be reviewed annually.

A salary range should establish a minimum pay rate and a maximum pay rate for a position. The financial compensation offered to an employee may include a base salary (rate of pay) and merit-based compensation.

The salary and benefit schedule should be based on the following criteria:

- Position descriptions, requirements, and responsibilities
- Education level, licensure/certification level, and other training requirements for position
- Applicable public sector salary and benefit practices
- Non-discrimination on the basis of age, race, creed, color, handicap, sex, national origin, ancestry, or marital status
- Length experience and years of service
  - In same/related position
  - Within organization
  - Personnel who move from one Catholic parish/school to another parish/school within the Archdiocese of Milwaukee or from another Catholic diocese shall be given full credit for prior years of service. A minimum of one-half credit will be given for personnel transferring from public or other private schools. Parishes/schools may give up to full credit for public/private school experience based on local written policy. Part-time and substitute experience may be credited on a prorated basis.

The salary and benefit schedule should establish minimum entry points for new employees and be based on the above criteria. Additionally, the following criteria should be used for teachers:

- Level of licensure:
  - Initial Educator (Provisional License)
  - Professional Educator (lifetime License)
- Additional certifications, such as, but not limited to:

- Certification in more than one area
- International Baccalaureate
- National Board Certified
- Advanced Degrees:
  - Masters
  - Doctorate

The salary and benefit schedule should include the following components:

1. Financial compensation for contracted employees and at-will employees (Exempt and Non-exempt)
2. Insurance offered, including employee contribution to annual premium:
  - a. Health
  - b. Dental
  - c. Vision
  - d. Life
  - e. Disability
3. Pension eligibility
4. 403(b) opportunity, if offered
5. Continuing education opportunities, if offered
6. Tuition reimbursement for professional development, if offered
7. Tuition discount for children attending archdiocesan school, if offered
8. Other locally offered benefits

The following regulations are submitted to administrators for the construction of an equitable salary scale for personnel:

- Each parish/school shall establish a written salary schedule based on experience and education. The goal is to have a competitive compensation goal of at least 80 - 100% of the public sector's practices.
- The Parish Personnel Survey Report published by the Archdiocese of Milwaukee, along with the local school district's salary practices and other comparative public sector information, should be utilized in the salary planning process.
- Compensation planning should include an analysis and comparison of local parish/school pay practices with other Archdiocese of Milwaukee parishes and schools, as well as the public sector information.

ADOPTED: 7/11/1975; REVISED: 10/1/2018

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## 4141.1: Salaries for Religious

Parishes and Catholic Schools who employ members of religious communities shall offer these members the same salary schedule and accompanying benefits given to lay employees with similar responsibilities, educational background, and experience.

When determining this amount, the employer should assign and include the cash value to the non-cash benefits received by the religious, such as housing and transportation. The employer should develop this arrangement in dialogue with the individual religious and his/her community.

If assistance is needed to develop and/or implement this policy on the local level, either party may contact the Office of Parish and School Personnel.

Any employer who is unable to follow this policy shall send a report to the Office of Parish and School Personnel regarding the salary and benefits plan which is offered to the member(s) of the religious community in its employment.

*ADOPTED: 2/11/1975; REVISED: 7/30/2015*

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## 4144: Insurance Benefits

### Life Insurance

The archdiocese makes available term life insurance to employers for the benefit of eligible full-time employees. The coverage available is equal to one times the enrolled employee's annual salary rounded up to the nearest \$1,000 to a maximum of \$50,000 (i.e. salary of \$21,200 = insurance coverage of \$22,000).

The plan is non-contributory: the entire cost is paid by the employer. Employers are strongly encouraged to offer this benefit to their full-time employees.

Eligibility requirements are as follows:

- Employee must be full-time (work 30 hours or more per week, eight months per year)
- Employee must have completed one year of service in the archdiocese

### Health Insurance

- All parishes and offices/agencies shall offer health insurance coverage to all full-time employees. Full-time employees are those who are employed for 30 hours or more a week and for eight consecutive months of a year.
- All parishes and offices/agencies/schools unattached to parishes shall make eligibility into the health insurance plan available to part-time employees who work at least 20 hours a week. Employer contributions are optional for part-time employees.
- Individuals who work for several parishes/schools should be recognized when determining full-time benefit eligibility. A cumulative count of total hours worked between the various employers should be made. Parishes are encouraged to share and coordinate the offering of an appropriate health insurance plan.

- It is required that all parishes and any office/agency/school unattached to a parish pay a minimum of 85% of the health insurance single premium cost and a minimum of 70% of the family premium.
- Parishes and any office/agency/school unattached to a parish are required to offer all insured employees an opportunity to continue their health insurance coverage at full premium cost to the employee at the time of the employee's termination, according to Wisconsin law.

## Dental Insurance

Employers are encouraged to offer a dental insurance program for all full-time employees. The cost of coverage may be at employer's or employee's expense or shared.

ADOPTED: 2/11/1975; REVISED: 9/15/2015

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## 4144.1: Unemployment Compensation

### Church Unemployment Pay Compensation

The Church Unemployment Pay Program was developed at the direction of the bishops of Wisconsin to assist parishes, schools, and other church employers in meeting their social justice responsibilities by providing church funded unemployment benefits for lay employees in the Archdiocese of Milwaukee and the Diocese of La Crosse, Madison and Superior.

The Church Unemployment pay program is offered to eligible employees (except priests and members of religious communities.) Eligible employees are those working for participating parishes/schools/agencies/offices, and schools unattached to a parish who, at the time of a claim, have worked at least 20 weeks with their employer during the prior 52 weeks, averaging at least 20 hours of work per week. This program deserves to be encouraged and supported, as it provides a benefit to employees consistent with social justice.

This program covers employees with a temporary pay continuation plan during the period they seek new employment, if their job is terminated for certain unavoidable reasons. The benefit payments are drawn from a savings pool made up of contributions from the employers which are later reimbursed by the employer. The program includes specific policies covering employment termination situations and is administered by an inter-diocesan board through the Wisconsin Catholic Conference.

The relationship between an employer and employee should extend beyond the termination or interruption of employment when the matter is due to circumstances beyond the employee's control. In such a situation, an employer is obliged to assist the employee in finding new employment or provide temporary financial continuity. It is expected that parishes and archdiocesan Catholic high schools will provide unemployment benefits as contained in the Church Unemployment Pay Program or one that is similar.

Questions regarding this program may be directed to the Parish and School Personnel Office.

### Program Administration

Responsibility for the Church Unemployment Pay Program rests with a Policy Board consisting of one person from each participating diocese (appointed by the bishop) and the Executive Director of the Wisconsin Catholic Conference. Each participating employer is responsible for providing information on the church unemployment pay program.

The Board determines general policies and criteria for the Program and serves as the final-level appeal body for the benefit claims process within the program.

The Program Administrator, contracted by WCC with the approval of the Board, is responsible for the day- to-day operation of all aspects of the Program and reports to the Board via the WCC Executive Director.

## Claims Process

Claims forms are available from the employer unit and from the Administrator. The claimant submits a completed claim form to the Administrator.

Administrator makes a written initial determination of claimant eligibility and, if eligible, potential benefit rate and duration. Initial determinations of the Administrator may be appealed by either party to a Program Board Appeal Committee for review.

ADOPTED: 12/1/1983; REVISED: 5/7/2002

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## 4146: Lay Employees' Pension Plan/Retirement

All full-time lay employees of parishes and archdiocesan institutions become members of the Archdiocesan Lay Employees' Pension Plan after one year of service. Participation in the plan on behalf of the employer is mandatory. This plan is non-contributory on the part of the employee.

**Normal Retirement:** An employee shall be eligible for a normal pension if the employment is terminated on or after the 65th birthday and after having completed five or more years of participation in the Plan (exclusive of the first qualifying year.)

**Early Retirement:** An employee shall be eligible for an early reduced pension if the employment is terminated on or after the 60th birthday, provided five or more years of participation in the plan have been completed (exclusive of the first qualifying year.)

All questions and concerns regarding the Archdiocesan Lay Employees' Pension Plan should be referred to the plan administrators of the Archdiocese of Milwaukee.

ADOPTED: 2/11/1975; REVISED: 9/29/2016

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## 4151.1: Teacher Attendance Days

### Absences, Leaves, and Vacations

Each parish/school shall allow the full-time employee at least five (5) days of leave with pay each year provided that such leave is used for personal illness or for any critical illness, death, or funeral of a member of the employee's immediate family or any relative living in the same house.

The minimum number of teacher contracted days shall be 190 based upon:

- A minimum of 177 teacher-student contact instructional days
- A minimum of 13 professional days in the school calendar. Professional days include educational conventions, orientation, faculty retreats, curriculum planning, accreditation work, and staff development.
- A school may schedule more than 177 teacher-student contacts instructional days. If this is 180 days or more, there must still be at least 10 professional days.

Due to a teacher's unique schedule, teachers do not receive any vacation days. In unique situations, a teacher may request unpaid time off. This request will be reviewed by the school administrator, with primary consideration that educational programs not be jeopardized. If approved, for absence other than specified under local policy, a deduction may be made from the salary at a rate of 1/# (# - number of days specified in contract).

A standard form shall be used for parishes to keep attendance records. A copy of the individual's attendance record will be given to the person at the end of the fiscal year.

[Download Form 4151.1: Attendance Record](#)

ADOPTED: 2/11/1975; REVISED: 7/15/2019

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## **4151.5: Legal Commitment: Jury Duty**

Employers shall release employees from their regular responsibilities to serve as a jury member.

An employee required to serve as a jury member who presents a court pay voucher to his/her supervisor will be compensated for the period of jury duty based on the difference between jury fees (excluding food and mileage allowance) and the amount of the employee's normal straight-time earnings for that period.

To be eligible for jury duty pay, an employee must be at work during regular working hours while not on jury duty.

ADOPTED: 5/16/1991; REVISED: 7/28/2015

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## **4152.3: Pregnancy, Childbirth, Maternity Leaves**

Both federal and state laws prohibit discrimination on the basis of pregnancy or a pregnancy-related condition. The federal Pregnancy Discrimination Act (PDA) prohibits discrimination because of or on the basis of pregnancy, childbirth, or related medical conditions. It mandates that employers treat women who are pregnant or affected by other childbirth or related medical conditions the same for employment-related purposes, including the receipt of benefits under benefit programs, as other persons not so affected but similar in their ability or inability to work. The Wisconsin Fair Employment Act also makes it unlawful to discriminate against any woman on the basis of pregnancy, childbirth, maternity leave, or other related medical conditions.

Employers cannot discriminate against pregnant women in providing benefits. Fringe benefits for long-term or permanent disabilities resulting from pregnancy-related conditions must be provided to the employees to the same extent as provided for other disabling conditions.

Employers are also prohibited from maintaining any policies which have an adverse impact upon or which disparately treat pregnant employees, unless appropriate affirmative defenses can be established.

Pregnancy-related leaves should be consistent with disability leave policies.

The Federal Family and Medical Leave Act of 1993, and the State of Wisconsin Family and Medical Leave Act of 1988 apply to employers of 50 or more employees. Leaves of up to 12 weeks may be allowed under these acts. Schools and Parishes are required to post written notice of the FMLA regulations in a conspicuous place for employees.

The employee handbook should provide staff with policy information on the handling of leaves of absence. Leaves of absence should be documented and have supporting medical evidence where appropriate.

Contact the Office for Parish and School Personnel for further clarification and policy guidelines on leaves of absence.

### [Family and Medical Leave Act](#)

ADOPTED: 4/2/1990; REVISED: 5/4/1999

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## 4216.34: Clerical Staff

Sufficient clerical assistance should be provided for the administrators through the employment of secretarial staff. A business-like yet personable relationship with all clientele shall be maintained through the office.

The parish/school secretary shall be employed by the administrator and will work under his/her supervision:

- The parish/school secretary, under the supervision of the administrator, shall be responsible for maintaining and managing the parish/school office.
- A job description for the parish/school secretary shall be developed by the administrator in consultation with the secretary.
- The parish/school secretary's work will be evaluated by the administrator annually.

ADOPTED: 12/1/1983; REVISED: 7/30/2015

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## 4238: Employee Protection

### Acquired Immune Deficiency Syndrome (AIDS)

According to [Wis. Stat. 103.15](#), Wisconsin prohibits employers from conducting Acquired Immune Deficiency Syndrome (AIDS) testing. An employer cannot directly or indirectly:

- Require as a condition of employment a test for the presence of HIV, antigen, or non-antigenic products of HIV or an antibody to HIV.
- Affect the terms, conditions, or privileges of employment or terminate any employee who obtains a test for the presence of HIV, antigen, or non-antigenic products of HIV or an antibody to HIV.
- Offer employment or any pay or benefit to an employee or perspective employee in return for taking a test for the presence of HIV, antigen or non-antigenic products of HIV, or an antibody to HIV. AIDS testing does occur, however, in Wisconsin outside the employment context (e.g., voluntary, blood donors, etc.)

An employee who is HIV positive or who has AIDS is not required to disclose his or her medical condition unless he/she is requesting a medical leave or an accommodation. Confidentiality is to be maintained at all times regarding an employee's HIV and/or AIDS status. Only those who need to make decisions related to the employee's request for accommodation need to be informed of the employee's medical status.

OSHA provisions prohibit an employer from taking adverse employment action against an employee who refuses to be exposed to a health hazard. An employee's AIDS-related refusal to work may fall under this provision. An employee is protected under the following circumstances:

Any refusal must be reasonable:

- The refusing employee must have a reasonable fear of death or serious physical harm.

- The employee must fear that a less drastic alternative is not available.
- The employee must be acting in good faith, and the apprehension must be such that a reasonable person would conclude similarly.
- There must have been insufficient time to eliminate the danger by other alternatives.

ADOPTED: 4/14/1987; REVISED: 5/4/1999

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## 4238.1: Bloodborne Pathogens and Other Infectious Materials

Bloodborne pathogens and other potentially infectious materials (OPIM) can cause serious diseases, such as HIV and hepatitis B. Staff or volunteers may be exposed to infectious materials when responding to injuries or illnesses. Parishes/schools are required to develop written documents to explain how they will implement safety standards, provide training to employees, and protect the health and safety of their students, staff, volunteers, and visitors.

To comply with the Occupational Safety and Health Administration (OSHA) rules, parishes/schools must develop a plan for dealing with bloodborne pathogens and OPIM. The plan should include the following elements:

- Defining the substances that are considered bloodborne pathogens and OPIM
- Identifying staff whose job classifications are at greatest risk for exposure to bloodborne pathogens or OPIM
- Describing safe handling practices for bloodborne pathogens and OPIM, including clean up and disposal
- Maintaining a process for exposure to sharps (needles used for treatment) and a log of exposures
- Providing training in proper treatment methods and maintaining training records
- Offering free personal protection equipment to employees who deal with bloodborne pathogens or OPIM
- Providing free immunization against hepatitis B to at-risk employees who request it or have been exposed to blood-borne pathogens or OPIM

Annually all employees and volunteers shall receive training in the treatment of bloodborne pathogens and other infectious materials. Training records will be maintained and will include:

- Date of training
- Summary of contents
- Name and qualifications of persons conducting the training
- Names and positions of attendees

OSHA provides a template for developing a bloodborne pathogen/OPIM plan at <https://www.osha.gov/Publications/osh3186.pdf>

ADOPTED: 5/3/1993; REVISED: 9/23/2016

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# STUDENTS: 5000 Series

## 5101: Student Handbook for Schools

Each elementary and secondary school shall have a handbook for the students which contains the mission, philosophy, and goals of the school, as well as the curricula, programs, activities, rules, and operational procedures of the school.

The student handbook is an agreement between the parents of minor students and the school or between the adult students and the school. It is in effect for a one-year period or until reprinted.

The school reserves the right to amend the handbook for just cause with proper notice given to parents/guardians if changes are made.

A copy of the handbook should be in the possession of each family. The handbook should be reviewed and distributed annually with the newly printed school year appearing on each copy. Distribution at parent conferences, mailing, and direct distribution to students are acceptable methods. The school shall require a signed form to be kept on file indicating the receipt of the handbook by the parent/guardian.

The handbook shall include but not be limited to the following (alphabetical order):

- Admission policies and procedures
- Asbestos status information
- Child abuse policies and procedures
- Child custody disclosure requirements
- Communication between home and school
- Concerns and complaints policies and procedures
- Curriculum and textbook information
- Development and endowment information
- Discipline philosophy, policies, procedures
- Dress code, uniforms
- Elementary school advisory committee structure and function
- Emergency closing procedures
- Extra-curricular activities and eligibility rules
- Field trip guidelines and procedures
- Hours of the school day
- Inclement weather/outdoor recess guidelines
- List of faculty members

- Medications policies and procedures
- Mission philosophy and goals of the school
- Name(s) of school administrators
- Parent education programs
- Planning and accreditation processes
- Relationship to parish and archdiocese
- Religious education policies and practices; liturgical participation
- Reporting student absences and illness
- Rules of conduct for students
- Safety policies and procedures
- School calendar
- School name, address, telephone number
- School wellness policy
- School-related associations structure and function
- Secondary school board structure and function
- Student assessment, report cards, homework expectations
- Student records policies and practices
- Student special needs philosophy, policy, procedures, and programs
- Telecommunications acceptable use policy
- Testing programs and services
- Tuition and fees

ADOPTED: 5/13/1986; REVISED: 10/1/2018

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## 5102: Student/Family Handbook for Catechetical Programs

Each parish catechetical program should have a handbook for students and their families which contains the mission and goals of the program, as well as the curricula, activities, rules, and operational procedures for the program.

The handbook is an agreement between the parents of minor students and the parish program. Each family should possess a handbook. Parents should be required to sign a form indicating their receipt of the handbook; the form should be kept on file.

The handbook is normally in effect for a one-year period or until republished. Substantive student or parent rights should not be amended or deleted during that term. The handbook should be reviewed annually and revised as needed.

## 5110: Admission

The parish/school respects the parents as primary educators of their children and provides opportunities in an atmosphere which reinforces the educational and formational priorities occurring within the home environment. Parents freely choose to share their parental authority and responsibility for the education and formation of their children with the parish/school community in a cooperative relationship.

The parish/school respects the dignity of the child. Neither race, nationality, nor other forms of discrimination shall prevent a child from being accepted in the Catholic school or religious education programs.

The Catholic schools offer programs of education and formation for children and youth to all who are willing and able to live within the religious, academic, behavioral, and attitudinal requirements of the school and whose parents/guardians demonstrate a desire to have the school assist them in their parental role as primary educators of their children. The Catholic schools shall not be a refuge for parents/students who seek to avoid integration in the public schools.

1. Families are admitted into the school community when, on the basis of a personal interview, the pastor/parish director/president or designated authority judges the interest and motivation to be in accord with the highest order of Catholic education. The pastor/parish director/president is the final authority on the admission of a student into the school. This decision is not subject to appeal to the School Board or School Advisory Commission.
2. All students are on probation during the first calendar year of their attendance at a Catholic school. Schools are to develop a screening process for all new students entering the school. During the first calendar year probationary period, the school shall determine through this process whether or not it can meet the needs of the students. The principal shall make the final decision regarding the continued enrollment of the student. This decision is not subject to appeal to the School Board or School Advisory Commission. Notification of the probationary period shall be placed in the student/parent handbook.
3. Students who enter the Catholic school from a home-school program shall be placed in a grade level following an academic assessment determined by the administration.
4. In the admission of students to elementary schools, priority consideration shall be given to these criteria in the following order:
  - To all children currently enrolled
  - To children of families with siblings currently enrolled in school
  - To children of parishioners (in case of a parish school)
  - To children from other Catholic parishes
  - To children of other religious affiliation
5. Schools participating in any of the Wisconsin Private School Choice Programs must adhere to the admissions policies and procedures of the program in which the school participates. The applicable programs are:
  - Milwaukee Parental Choice Program

- Racine Parental Choice Program
  - Wisconsin Parental Choice Program
  - Special Needs Scholarship Program
6. In the development of preferential options for the poor, schools should have financial assistance programs available for students from low income families.
  7. All schools shall continue and, where needed, intensify their efforts to enroll students to achieve racial integration and cultural plurality while maintaining the Catholic character of the school.

ADOPTED: 2/2/1976; REVISED: 7/2/2020

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## 5110.1: Nondiscriminatory Admission

In accordance with federal law, schools and parishes shall be nondiscriminatory in the admission of students. Therefore, the governing body of each parish/school shall adopt a nondiscriminatory policy on the basis of race, color, national origin, ethnicity, gender, or disability in the admission of its students. The parish/school shall include a nondiscrimination statement in all handbooks and promotional materials.

ADOPTED: 12/19/1976; REVISED: 2/11/2016

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## 5110.2: Non-Catholic Students

The parish and school will develop policies at the local level regarding participation in religious education classes and classes which incorporate religious values. These policies will reflect both the school's philosophy and due respect for the belief and traditions of families and children/youth of other faiths.

The parish and school will develop policies at the local level regarding attendance at sacramental liturgical celebrations. Students of other faith traditions should not receive the Sacraments of Eucharist or Reconciliation when they participate in school liturgies because such reception represents a faith commitment to the specific faith tradition of the church in which the liturgy is celebrated.

There are procedures for allowing the reception of sacraments by baptized non-Catholics in exceptional cases. They respect both the theological and canonical teachings of the Catholic Church. Those procedures can be obtained from the Chancery Office.

At the time of application, parents should be advised of the school's expectations and policies regarding involvement of students in religious education and formation activities, including sacramental liturgical celebrations.

With appropriate sensitivity to and respect for the religious beliefs and traditions of the non-Catholic parents, the school and parish will encourage and invite their participation in religious education and formation activities both within the school and within their own faith communities.

Families of students should be welcomed to the school and upon inquiry should receive information about the Catholic faith. This should also be true of students. If there is a request for entrance into the Catholic community, this should be facilitated through the respective parish.

In those areas where it has been directed that policies are to be developed at the local level, the following matters should be considered:

- Inclusion of a process for early identification of the religious affiliation of all children/youth registered in the school or religious education program.
- Communication to teachers and religious educators regarding religious affiliation of the children/youth in their classes or programs.
- Development of a plan by which children/youth are informed, in the company of their parents, of their nonparticipation in sacraments and reasons for this.
- The issue of whether involvement of non-Catholic children/youth in religious education classes involving sacramental preparation for First Eucharist and First Reconciliation is appropriate.
- Exploration of ways of involving non-Catholic children/youth in liturgical celebrations of the sacraments, especially First Eucharist and First Reconciliation, with their respective classes, which would not include actual reception of the sacraments.

ADOPTED: 4/1/1988; REVISED: 4/2/1990

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## 5110.3: Admission of International Students on F1 Visa

The Archdiocese of Milwaukee is recognized by the Student Exchange and Visitor program (SEVP) as a SEVIS approved school. The Archdiocese has the authorization to issue the I-20 forms to international students so that they may obtain their F-1 Student Visa.

The Principal Designated School Official (PDSO) at the Archdiocese of Milwaukee facilitates the application process of F-1 visas for international students for enrollment if there is not a Designated School Official (DSO) assigned at the school. Enrollment can only be considered for schools that are Student and Exchange Visitor Program (SEVP) approved. In addition to all existing admission policies at an individual school and all SEVP requirements from the Department of Homeland Security, students must meet the following admission standard and enrollment criteria:

- English Language Proficiency (competency/placement test or TOEFL scores)
- Academic File Review/Translated Official Transcripts
- Personal Interview (may be completed in person, via phone, or video conference)
- Proof of Host Family Arrangement
- Proof of Finance (must be able to meet tuition, fees, school meals, and living expenses)

Policy regarding the admission of an F1 Visa student is done at the local school level and should be based on the resources available to the school to support international students.

### **Documentation international students will need when applying for their F-1 Student Visa:**

- Passport
- Certificate of Eligibility (Form I-20), issued by the Archdiocese of Milwaukee
- Proof of adequate financial support for their studies and living expenses
- Application for Admission

International students who apply for an F-1 Student Visa using a Form I-20 will need to complete the Form [I-901](#) and pay a SEVIS (Student Exchange Visitor Information System) fee to the Department of Homeland Security prior to the student visa interview. The SEVIS fee is in addition to the Department of State's visa application fee.

Students coming directly from another country on a student visa (F-1) are limited to entering the United States no earlier than 30 days prior to their I-20 program start date.

When an international student arrives at a Catholic school, the school must make a copy of the passport, visa, and other travel documents for the student's file. The name on the passport used to enter the United States must match the name given on the application for admission.

The Catholic school will assist the international student with the admission process and completing the [I-20 worksheet](#) before submitting it to the Office for Schools.

An international student who does not live with a relative must live with a host family. Student apartments and other unsupervised living arrangements are not permitted, even if the student is 18 years old or older. Schools should consider interviewing the host family to confirm that the student is actually living with the family identified on the student's I-20 form.

Additional Resources:

[SEVIS Approved Schools](#)

[Study in the States Website](#)

[Third-party Recruiters or Agencies](#)

ADOPTED: 10/1/2018

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## 5111: Admissions to Kindergarten (3, 4, and 5 yr. old) and First Grade

Upon admission to kindergarten or grade 1, parents must provide verification of the child's age. This can be done through a birth certificate, passport, or other document that the school has indicated as acceptable. **Note:** Wisconsin law prohibits a school from photocopying a birth certificate or keeping a copy of a birth certificate in a student's file. A school staff member may view a birth certificate to verify and record the child's date of birth on a school admission form.

- No child may be admitted to 3-year-old kindergarten unless he or she is 3 years old on or before September 1 in the year he or she proposes to enter school.
- No child may be admitted to 4-year-old kindergarten unless he or she is 4 years old on or before September 1 in the year he or she proposes to enter school.
- No child may be admitted to 5-year-old kindergarten unless he or she is 5 years old on or before September 1 in the year he or she proposes to enter school.
- No child may be admitted to the 1st grade unless he or she is 6 years old on or before September 1 in the year he or she proposes to enter school. Completion of 5-year-old kindergarten is a prerequisite to enrollment in first grade unless certain exemptions apply. Each school shall establish procedures, conditions, and standards for exempting a child from the requirement to complete kindergarten prior to admission to first grade.
- Children entering 3K, 4K, 5K, and 1<sup>st</sup> grade are required to meet the immunization requirements of the state or have a signed parent health waiver on file. Neither physical nor dental examinations are required by state law.

## 5111.1: Early Admission into Kindergarten and First Grade

The State Statutes provide for admission of special cases into first grade. [Wis. Stat. 115.28\(8\)](#) states, “The State Superintendent shall prescribe procedures, conditions, and standards under which admissions to kindergarten and first grade may be made at ages earlier than those specified in [Wis. Stat. 118.14](#) in exceptional cases.”

The State Superintendent has recommended that each local school board adopt an admission policy which includes procedures for the admission of exceptional cases, regardless of the regular admission age requirement, and that parents be made aware of these procedures.

In Catholic schools children who have reached age requirements are given priority for admittance into first grade or kindergarten before consideration is given to underage children.

Local schools should develop written policies that relate to whether such early entrance will be considered and if so when and how parents are to apply for early consideration. Schools participating in the Wisconsin Private School Choice Programs must adhere to the admissions policies and procedures of the program in which the school participates and therefore may not admit under-age students to kindergarten or first grade. The applicable programs are:

- Milwaukee Parental Choice Program
- Racine Parental Choice Program
- Wisconsin Parental Choice Program
- Special Needs Scholarship Program

It should be understood that only parents with children whose birthdays fall prior to December 1st but after September 1st may apply for early admission. The procedures for admission of underage children are as follows:

- The parent applies to the principal. An interview is held to determine reasons for requesting early admission to first grade or kindergarten.
- If the school has determined by local policy that they will accept such candidates, a locally devised screen and/or assessment program shall be used to further determine the school readiness of the candidates.
- The principal informs the parent of the acceptance or denial of enrollment decision.
- Admission to first grade or kindergarten is considered to be on a trial basis. If within a reasonable period of time the child does not adjust to the school situations, the principal may request that the parents withdraw the child and enroll him or her at the regular age.

## 5112: Compulsory School Attendance

Elementary and secondary schools will comply with the compulsory school attendance laws defined by Wis. Stat. § 118.15. The statute requires school attendance of a child ages six to 18 unless he/she: 1) is excused, 2) has graduated, or 3) is enrolled in an alternative or home-based private, or other education program as permitted by law. The law further requires that any person having under his/her control a child between the ages of six and 18 shall require the

child to attend school regularly during the full period and hours that school is in session until the end of the school term, quarter, trimester, or semester of the school year in which the child becomes 18 years of age.

Parents or legal guardians are required to provide the school with the reason for their child's absence. It is the responsibility of the school attendance officer to record whether the excuse is to be considered excused or unexcused (truant).

Each school or network of schools shall develop local, written policies and procedures regarding school attendance. These shall include, but not be limited to:

- Parameters for excused absences
  - Examples: personal illness (medical verification may be required); family emergencies or crises; attendance at a funeral or religious service; medical and/or legal appointments; severe weather when school is not officially closed
  - A school may recognize a family vacation as an excused absence but should develop guidelines regarding the length of the vacation, whether or not a parent/guardian accompaniment is required, expectations for notification to the school, expectations for missed school work, and principal approval.
- Parameters for unexcused (truant) absences
  - Examples: working, babysitting, car trouble, oversleeping, running late, or missing the bus
- Parameters clearly defined for when a tardy becomes an absence
- Process for the parent or legal guardian to notify school of an absence
- Process and potential consequences school may impose for excessive tardiness and/or absences
  - In accordance with Wis. Stat. § 118.15, a parent must be sent a written notification when the child has been absent or tardy without an acceptable excuse for a total of five days in a semester. A second notice regarding habitual truancy shall be sent when a student has been absent ten or more days in the school year.
  - There is no legal number of absences which, if exceeded, leads to automatic retention of a student.
  - A school may develop and implement a plan of action to address chronic tardiness or absence of a student. The satisfactory completion of said plan of action may be used as a criterion for enrollment of the student in the school for the remainder of the current school year or the succeeding school year.

A student must be allowed to complete the work missed during an absence, regardless of whether the absence is excused or unexcused. A student who is absent from school is normally (?) not allowed to participate in after school or evening activities. The principal may, if circumstances warrant, waive the above requirement and allow the student to participate in an after school or evening activity.

Compulsory School Attendance does not apply to any child who is temporarily not in proper physical or mental condition to attend school but who can be expected to return to his or her program upon termination of his or her illness or condition.

The certificate of a licensed physician, dentist, chiropractor, optometrist, or psychologist shall be sufficient proof of the physical or mental condition of the child and of the expectations for the child upon termination of the child's illness or condition. An excuse shall be in writing and shall state the time period for which it is valid not to exceed 30 days.

[Download Form 5113 \(a\): Truancy Notice – First Notification](#)

[Download Form 5113 \(b\): Truancy Notice – Second Notification](#)

ADOPTED: 11/12/1974; REVISED: 7/2/2020

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## 5113: Release of Students

The principal may release a pupil during the day upon written request of the legal/custodial parent or guardian and after verifying that a valid request exists for the pupil to be released. As a further precautionary measure, the pupil's record is consulted to make certain that the adult requesting the pupil's release is the legal/custodial parent or guardian. Such absences must be recorded as an absence in the official school records.

ADOPTED: 12/1/1983; REVISED: 4/2/1990

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## 5115: Attendance Records

Each teacher is responsible for maintaining daily attendance records for the current school year.

Retention of attendance records beyond the current year, though not legally required, is advisable for an additional three school years. Local administrators have the option of retaining attendance records for a longer period.

Annual attendance is recorded on the Archdiocese of Milwaukee's permanent record form, which is kept as part of the student's permanent file.

ADOPTED: 11/12/1974; REVISED: 7/28/2015

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## 5117: School Attendance Areas

Each Catholic school shall have a designated attendance area:

- The transportation boundary lines of the parish school usually coincide with the parish boundary lines.
- The pastors of parishes without schools shall make the decision as to how and to which school their territory is assigned for busing purposes. This decision is made with appropriate local consultation, including consultation with other parishes/schools that are being affected.
- When changes in boundaries are being considered, the parishes should consult with the Superintendent/designee. If the parishes request a facilitator, the Superintendent will appoint one. Agreements should be written and dated. The parties affected should sign the agreement.
- For the sake of the school families, discussions regarding any changes should be open to the parents and anticipated with reasonable timelines. After the parishes have reached an agreement, the boundary changes must be communicated to respective public school districts by April 1st with accompanying rationale and maps.
- A copy of the changes should be sent to the Superintendent/designee, along with copies of appropriate correspondence. If the request is granted, results should be sent to the Superintendent also.
- Frequent changes in school boundaries are inadvisable.

Changes in boundaries brought about by:

#### **Merging two or more schools:**

- When two or more schools merge to form a single school with no overlap in grade level groupings, the boundaries which originally defined the attendance centers blend to form a single Catholic school attendance area.

#### **Creation of a Catholic school network:**

- When schools and parishes form a school system, there is no automatic change in the individual school building's attendance areas. Only if there is a change in the configuration of grade levels (e.g., from three K–8 buildings to two K–5 and one 6–8 buildings) would there be a change in attendance area boundaries. In the case of the example, the one 6–8 grade building would have an attendance area composed of the blended three individual schools' attendance areas. The two K–5 buildings would have to divide the blended attendance area between them.

#### **Change in demographics of a particular geographic area:**

- Changes in attendance area boundaries due to changing demographic patterns should only take place after a thorough study of past, current, and projected future demographic trends in the area has been performed and analyzed. Governing boards (pastors of parish schools) must agree to the need for such a study before it is performed. Agreement of these parties must also be secured before any changes in attendance area boundaries are made as a result of this study.

ADOPTED: 4/14/1987; REVISED: 10/1/2018

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## **5119: Transfers: Withdrawals**

A pupil transferring to a given school presents the most recent student evaluation form (report card) as evidence of achievement in the school last attended. When the transfer is not due to a change of address, the principal enrolls the student temporarily while contacting the former school for the reasons of the transfer. Upon receiving satisfactory reasons for the transfer, the student is formally enrolled.

The receiving school requests that all of the student's cumulative and confidential records be sent from the former school. Records are mailed directly to the school in which the student is newly enrolled. Parental, guardian, or adult student written authorization for the transfer of records is not required for the records to be released and sent to the new school in which the student is enrolling.

A school may not withhold the transfer of records to the new school due to failure to fulfill financial commitments at the school last attended.

Unless there are compelling reasons for not doing so, this record transfer should take place within five (5) days of receiving the request.

ADOPTED: 12/1/1983; REVISED: 10/1/2018

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## **5120: Student Academic Progress**

The progress of each student toward goals adopted by the school will be of central concern to the principal and staff. Student progress will be viewed comprehensively, taking into consideration all aspects of child growth: age, mental

ability, personal and social needs, physical development, spiritual growth and faith development, academic achievement, and environmental factors which influence all of these dimensions.

Progress determinations will be based on the philosophical belief that recognizes the worth and dignity of each individual.

ADOPTED: 11/12/1974; REVISED: 9/29/2016

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## 5120.1: Assessment of Student Learning

“An excellent Catholic school uses school-wide assessment methods and practices to document student learning and program effectiveness, to make student performances transparent, and to inform the continuous review of curriculum and the improvement of instruction practices.” *-NSBECS, Standard 8*

Assessment is a comprehensive set of practices that analyze, inform, and drive student learning. Schools will employ a system of integrated assessment that includes:

- Routine, ongoing, and developmentally appropriate formative assessment at the classroom level toward the goal of responsive instruction for each student.
- On-going summative assessments at the classroom level measuring student mastery of content standards and extending the practice of responsive instruction for each student.
- Intermittent school-wide assessment providing normative data for progress monitoring of individual students, student groups, and school improvement.
- Standardized summative assessment to direct ongoing school improvement.

To receive accreditation, all schools shall administer standardized assessments as required by the Office for Schools and/or legally required by the Parental Choice Program. Results of the testing are reported to staff, parents, students, and school representatives on an annual basis by the principal.

ADOPTED: 4/30/1980; REVISED: 9/29/2016

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## 5121: School Grading Practices

Effective grading practices are necessary for improved teaching and learning. Schools will adopt local grading policies that will support the following guiding principles:

- Assessment and grading are ongoing processes that guide continuous learning.
- Grading should be standards-based and reflect what students know and are able to do.
- Grading should be transparent and promote common understanding between students, parents, teachers, and schools.
- Grading should support a growth mindset.
- Grading should only reflect student achievement.
- The purpose of homework is to check for understanding, provide feedback, and prepare students for summative assessments.

## 5123: Student Promotion and Retention

Retention of a student may be done judiciously as a final option after considering the many factors affecting retention. A student's chronological age, intellectual ability, physical size, present grade placement, peer relationships, and siblings must be factored into a decision about whether the retention will help or hinder a child. When retention seems likely, parents are contacted several times during the year.

There is no legal number of absences which, if exceeded, leads to automatic retention. Students shall not be considered for more than one (1) school year during the elementary school years.

The school's retention policy, program, and procedure for retention should be clearly articulated in the student handbook.

Final decisions on retention will rest with the local school authorities.

ADOPTED: 6/1/1979; REVISED: 7/30/2015

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### 5123.1: Student Acceleration

A student may be accelerated one grade level in exceptional cases. Acceleration should be considered upon the recommendation of the student's teachers and must have the approval of parents. The principal should consult with the Office for Schools prior to making the final decision on an individual student's acceleration.

Utilization of all available local resources within the school and community in the assessment and educational program modifications for the student(s) in question needs to be a part of the process. Intellectual, developmental, social and emotional factors must be taken into consideration before any final decisions are made. Any arrangements for acceleration are on a trial basis for a mutually agreed upon amount of time before becoming permanent.

ADOPTED: 11/12/1974; REVISED: 7/2/2020

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## 5124: Reporting to Parents

The professional staff of the parish/school formation program is responsible for reporting student progress to parents in a variety of ways.

In schools, report cards shall be issued based on reporting periods identified at the local level. All elementary schools are required to use an approved archdiocesan report card. Secondary schools are to develop their own methods for reporting student progress.

ADOPTED: 11/24/1974; REVISED: 7/17/2017

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### 5124.1: Parent-Teacher-Student Conferences

Conferences shall be held with the parents/guardians of each student on an ongoing basis both formally and informally throughout the year.

Parent-teacher and Parent-teacher-student conferences may not be counted toward the required number of hours of direct pupil instruction. A day devoted only to Parent-teacher and/or Parent-teacher-student conferences may not be counted toward number of required student contact days.

ADOPTED: 11/12/1974; REVISED: 7/15/2019

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## 5124.2: Child Custody

The parish/school shall communicate with the parents of a child in a divorce action according to the directives of the court.

- When parish/school administrators learn that a student is the subject of a court decree which restricts the placement or contact of either parent with the child, a request shall be given to the parent who maintains primary physical placement of the child to submit a copy of the court decree. Alternately, a letter from an officer of the court stating the requirements of the court in this manner will suffice.
- If a court has issued an order affecting the physical placement of a child pursuant to [Wis. Stat. 767.24](#) (or a comparable statute of another state), copies of the student progress reports shall be issued to both parents in conformity with [Wis. Stat. 118.125 \(2\) \(a\)](#) unless one parent has been denied periods of physical placement with the child by the court under [Wis. Stat. 767.24\(4\)](#), in which case, no student information will be provided to the parent who has been denied periods of physical placement, in conformity with [Wis. Stat. 118.125 \(2\) \(m\)](#).

[Download Form 5124.2: Confidential Family/Student Information](#)

ADOPTED: 5/1/1994; REVISED: 7/22/2015

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## 5125: Student Records for Schools

The school has the responsibility to keep educational records for each student which will reflect the interrelationships of the physical, emotional, social, and intellectual aspects of the student's development.

These records may be maintained in hard copy form, digitally, or in a combination of the two. The school shall follow federal, state, and archdiocesan guidelines to develop local policies and procedure governing the collection, verification, storage, and access to these records. The Wisconsin Department of Administration – [Chapter Adm 12](#) provides detailed guidance for the development of these policies and procedures:

- Maintain digital records that are accessible, accurate, authentic, reliable, legible, and readable throughout the records life cycle.
- Document policies, assign responsibilities, and develop appropriate mechanisms for creating and maintaining digital records throughout the record life cycle.
- Maintain confidentiality or restricted access to digital records, limiting access to those persons authorized by law, the *Parish and School Policy Manual* or established local policy.
- Utilize information systems that accurately reproduce the records they create and maintain.
- Describe and document records created by information systems.

- Document authorization for the creation and modification of digital records and ensure that only authorized persons create or modify the records.
- Definitions:
  - Accessible: information arranged, identified, indexed or maintained in a manner that permits the custodian of the digital record to locate and retrieve the information in a readable format within a reasonable time.
  - Accurate: all information produced exhibits a high degree of legibility and readability and correctly reflects the original record when displayed on a retrieval device or reproduced on paper.
  - Authentic: retained electronic record correctly reflects the creator’s input and can be substantiated.
  - Legible: the quality of the letters, numbers, or symbols can be positively and quickly identified to the exclusion of all other letters, numbers, or symbols when displayed on a retrieval device or retrieved by device or reproduced on paper.
  - Life cycle: all phases of a record’s existence: creation, active use, preservation, and management through to disposition. “Disposition” includes permanent preservation as well as designation for destruction.
  - Readable: the quality of a group of letters, numbers, or symbols is recognized as words, complete numbers, or distinct symbols.
  - Reliable: the electronic record produced correctly reflects the initial record each time the system is requested to produce that record.

The Archdiocese of Milwaukee Cumulative Record shall be maintained for each student in the school. Upon the student's entrance into the school, the school record is started, and the student's history throughout the school system is recorded and maintained.

After the student has graduated, transferred, or terminated his/her education, the cumulative record should be maintained permanently.

Information about students should be used judiciously and should always contribute to their welfare. All reports, tests, and evaluations, upon the request of an adult student or parents of minor students, will be shown to them in the presence of a professional person qualified to explain and interpret the records. Such an adult student or parent/guardian shall, upon request, be provided with a copy of the records.

An adult student and/or parents/guardians of minor students may have full access to, and the right to challenge the accuracy of, the data collected. If parents/guardians disagree, they may add a written statement of disagreement to the file. No one but school personnel, adult students, and parents/guardians of minors should have access to student data without a subpoena or written permission of the parents.

The school must maintain educational records for each student. Information on student records ranges from basic factual data to highly sensitive reports. Different kinds of records require different handling and scheduling for security, access, and maintenance. See *Records Retention Guidelines for Parish & School Records* for specific retention periods.

## Classification

The school should maintain the following records as part of a cumulative file for each student:

## 1. Progress Records

- Archdiocese of Milwaukee Cumulative Record (Form E122). The cumulative record includes information regarding admission and transfer data, name, birth, address, standardized achievement test data, annual attendance data of the student sacramental history, and extra-curricular activities.
- Student Evaluation Form. (Report Cards). A report card is on file for each year the student was in the school.
- Class Attendance.

## 2. Physical Health Records

- Emergency medical card
- Log of medicine administered
- Immunization record
- Athletic permit card
- Record of student's ability to participate in educational program (PhyEd, exemptions, etc.)
- Routine screening tests such as hearing, vision, scoliosis, and any follow-up information

## 3. Behavior Records

These records include data collected by a professional person or team and are confidential. No behavioral records may be maintained for more than one (1) year after the pupil ceases to be enrolled in the school unless the parent/guardian or adult student specifies in writing that the records may be maintained for a longer period.

All such evaluation records must be maintained separate from the student's cumulative file. Such records include:

- Psychological tests
- Personality evaluations
- Any written statements relating specifically to an individual pupil's behavior
- Individually administered achievement or ability tests
- Physical health other than those listed above
- Other pupil records which are not progress records

## 4. Student Records: Personal Notes

Written personal notes or records maintained for the sole personal use of a teacher or other certified person, which are used as a memory aid and not revealed to others, are not accessible to parents/guardians nor adult students.

Such records include:

- Report of parent-teacher or parent-counselor conferences
- Unevaluated teacher or counselor comments needed for ongoing investigations

Once this information is verified and recorded it becomes part of the student's behavioral record and is subject to the same security and accessibility conditions. (See #3 above.)

## Security, Confidentiality, and Accessibility

The school must assure that all records are kept secure, confidential, and accessible to the properly authorized persons. To do this the school should:

- Designate a professional person to be responsible for the maintenance and access of records.
- Keep records under lock and key at all times under the supervision of a professional person.
- Arrange for periodic instruction in the privacy rights of students and parents and the school's policies pertaining to these rights for all school personnel having access to the records.
- Allow parents/guardians or adult students to have full access to student records and to challenge the accuracy of data collected. If parents/guardians disagree, they may add a written statement of disagreement to the file.
- Provide access to student records to authorized school personnel. Others may have access only if they are under a court subpoena or have written permission of the parents.
- Provide a professional person, qualified to explain and interpret the records, to show all reports, tests, and evaluations to those authorized to review them.
- Upon request, provide a copy of the records to parents/guardians or adult students. However, the original record remains the property of the school.
- There is no distinction in Wisconsin Law between custodial or non-custodial parents. Unless there is a specific provision in the divorce decree to the contrary, both custodial and non-custodial parents should have access to the student records of their minor child.
- Each consolidated system within the archdiocese shall designate the depository site for the records for its students. Usually this site will be at the building from which the students graduate.
- In the event of a school closure, the school must contact the Director of Archives and Records Management.

## Special Considerations for Behavioral Records

In addition to the above procedures on confidentiality and accessibility for Student Progress Records and Health Records, further precautions are required for Behavior Records:

- Evaluations that have been performed by the local public school district do not require the written permission of a parent/guardian or adult student before this information can be released to a school. Evaluations performed by a private, outside agency may only be released to a school by the parent/guardian or adult student.
- Only those persons directly involved with the student may have access to these confidential evaluation reports.
- All evaluation reports should be interpreted and explained to the parents/guardians or adult, student, teachers, and principal by the professional person qualified to explain and interpret the specific behavior report.
- Behavior records and reports are transferable to other schools and/or appropriate agencies.

- In the event that the Department of Public Instruction, Division for Handicapped Children, requests any records of a student suspected or identified as having exceptional education needs, the school can release that information.

[Download Form 5125.1 \(a\): School Records Retention Schedule](#)

ADOPTED: 5/16/1991; REVISED: 7/2/2020

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## 5125.1: Transfer of Student Records

It shall be the responsibility of the principal to transfer all official school records relating to a specific pupil upon receipt of one of the following:

- A written request from the student's parent or guardian that he/she intends to enroll the student in another school or district.
- A written request from the school or district in which the pupil has enrolled.
- A court document that the pupil has been placed in a secured correctional facility, child-caring institution or group home.

All pupil records must be transferred to the new school.

It shall be the responsibility of the principal to obtain official school records for transfer of incoming students and to verify the grade assignment with the appropriate faculty before the first day of school.

Delay in sending or requesting student records is harmful to both the educational welfare of the student and the educational planning of the receiving teacher(s).

Schools participating in the Choice program are required by state law to send student records to another school or district within five (5) working days of receiving written notice from the pupil or the parent of a minor student that the student intends to enroll in the other school.

All records to be transferred should be mailed to the receiving school and not carried by parents/guardians or adult students.

The following Student Records must be sent to the receiving school:

- Copy of Permanent Record
- Copy of the last student Report Card
- Copy of Immunization Record

### Receiving Student Records

It shall be the responsibility of the principal to obtain official school records for transfer of incoming students and to verify the grade assignment with the appropriate faculty before the first day of school.

The following procedures apply when records are received:

- Start a new permanent record for transferring student
- Place records from sending school with the new permanent record in the student's folder

- Keep on file student records, which are part of the local health or public school system

ADOPTED: 12/1/1983; REVISED: 7/31/2015

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## 5125.2: Withholding of Student Records

Schools may not withhold the transferal of official student records (e.g., transcript of credits, immunization record) for unsatisfied financial obligations.

ADOPTED: 5/13/1986; REVISED: 10/1/2018

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## 5125.3: Records for Catechetical Programs

The Director of Religious Education or Youth Ministry must assure that all program and student records are kept secure, confidential, and accessible to the properly authorized persons.

[Download Form 5125.3: Records Retention Guidelines for Parish and School Records](#)

ADOPTED: 7/19/2016

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## 5127: Graduation/Separation

Students graduating from accredited elementary schools of the archdiocese shall receive the official diploma issued by the Office for Schools.

ADOPTED: 8/1/1984; REVISED: 5/6/1997

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## 5131.1: Bullying and Harassment

It is imperative to maintain an educational environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to Catholic tradition. It is vital that each school and religious education program maintain an environment free of any form of harassment, bullying, or intimidation.

Bullying and harassment may be defined as a single incident or a pattern of behavior wherein the purpose or effect is to create a hostile, offensive, or intimidating environment.

Bullying and harassment behaviors are prohibited in all school and parish buildings, property, and educational environments, including any property or vehicle owned, leased, or used by the parish/school. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school and parish supervision.

Bullying and harassment encompass a broad range of physical or verbal behavior which can include, but is not limited to, the following:

- Physical assaults, hitting or punching, kicking, theft, threatening behavior
- Verbal threats or intimidating language, teasing or name-calling, racist remarks
- Indirect threats, spreading cruel rumors, intimidation through gestures, and social exclusion

- Cyber bullying or the sending of insulting messages or pictures by mobile phone or by use of the internet

All staff members and parish/school officials who observe or become aware of bullying are required to report these acts to the administration. Any other person, including a student who is either a victim of the bullying or aware of the bullying or any other concerned individual is encouraged to report the conduct to the staff or administration.

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. A clear account of the incident is to be documented. A written record of the report will be made by the recipient of the report.

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

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the administration shall take disciplinary action, up to and including suspension, expulsion, and/or referral to law enforcement officials for possible legal action as appropriate.

## Reporting Procedure

Any person who has been subjected to harassment should contact any adult on the school or parish staff. The person who has been notified of the incident must immediately report this information to the principal, pastor, or appropriate supervisor. An investigation shall be conducted immediately. If the allegation is confirmed, appropriate action will be taken. Appropriate action could include, but is not limited to:

- Written documentation of the incident
- Disciplinary sanction(s)
- Peer mediation
- Professional counseling
- Referral to outside agencies
- Probation/Suspension/Expulsion

To the extent a complaint of harassment involves sexual misconduct or the apparent infliction of physical or emotional damage, the appropriate civil authorities will be notified pursuant to [Wis. Stat. 48.981](#). According to archdiocesan protocol, any case involving sexual misconduct also must be reported to the Coordinator of Safeguarding All of God's Family.

ADOPTED: 4/14/1987; REVISED: 7/31/2015

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## 5131.2: Anti-Bias Practices

All people are sons and daughters of a loving God and share equally in God's unconditional love. All formational programs for children and youth are to reflect this loving, inclusive experience.

Formational programs are to be proactive in the promotion of an appreciation for diversity and inclusiveness in language and behavior. This appreciation is demonstrated in the curriculum and is evidenced by statements in various handbooks.

Formational personnel shall respond appropriately when instances of discriminatory or exclusive language or behavior is detected or reported. Consequences of such discriminatory and/or exclusive language or behavior are to be articulated in handbooks for faculty, students, and parents.

ADOPTED: 5/2/2000

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## 5131.5: Vandalism

Parents of students shall be responsible for the vandalism done by their children.

Vandalism comprises those acts which result in damage to parish or school property, including but not limited to burglary, theft, malicious mischief, property damage, breaking and entering, and arson.

Vandalism against parish or school property caused by students must be dealt with appropriately by the school administrator.

The school administrator is directed to:

- Identify the student(s) involved
- Call together persons, including the parents, needed to study the causes
- Decide upon disciplinary action and/or assessment of costs against the parents of students under 18 or against the student, if 18 or over
- Take any constructive actions needed to prevent future vandalism

ADOPTED: 12/1/1983; REVISED: 9/14/2015

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## 5132: Dress

### Catholic Schools

The local School Advisory Commission/Committee or the school's governing board of limited jurisdiction will be responsible for developing acceptable standards of dress for students.

The community in which the school is located, custom, and the economic conditions of the people should be considered in the matter of dress.

All parents and students shall be informed of the school's acceptable standard of dress through the students' or parents' handbook or other written communication.

In the elementary schools, parents, as well as the pastor, principal, and teachers should be involved in a decision regarding the adoption of school uniforms.

In the secondary schools the administration should determine the dress code.

### Parish Catechetical and Youth Ministry Programs

Parishes may develop acceptable standards of dress for particular activities, settings or occasions; e.g., community service, classes, social events, or liturgical celebrations. They may provide guidelines that address safety, modesty,

respect, or the formality of the occasion. The guidelines should take into consideration the norms of the community and the economic conditions of families.

ADOPTED: 11/12/1974; REVISED: 7/15/2019

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## 5138: Pregnant Students

The school has an obligation to assist a pregnant student and her parents/guardians in the continuation of her education by supporting regular attendance in classes and involvement in related activities.

If a pregnant student wishes to withdraw from regular attendance, the school has an obligation to offer a tutorial program or other education alternatives. Wisconsin law prohibits a school from compelling a pregnant student to withdraw.

ADOPTED: 12/1/1983; REVISED: 8/25/2015

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## 5140: School Wellness Policy

The school administrator shall be responsible for ensuring that a local wellness policy is developed and implemented that promotes students' health, well-being, and ability to learn.

A school wellness policy is a written document that guides a school's efforts to create supportive school nutrition and physical activity environments. Each school participating in federal child nutrition programs, including [National School Lunch Program](#) or the [School Breakfast Program](#), is required to develop and implement a wellness policy as established by the Child Nutrition and WIC Reauthorization Act of 2004, and recently enhanced by the [Healthy, Hunger-Free Kids Act of 2010 \(HHFKA\)\[PDF - 325.4 KB\]](#).

Wellness policies can be integrated into the [Whole School, Whole Community, Whole Child \(WSCC\)\(<https://www.cdc.gov/healthyschools/wsc/index.htm>\)](#) model for school health, and can help put into action several provisions of the [Every Student Succeeds Act](#), including Title I and Title IV.

### Local School Wellness Policy Requirements

Schools can develop local wellness policies to meet the unique needs of its students but at a minimum must:

- Include goals for, nutrition promotion and education, physical activity, and other school-based activities that promote students' wellness. In developing these goals, school administrators must review and consider evidence-based strategies.
- Include nutrition guidelines for all foods sold on each school campus during the school day that are consistent with federal regulations for school meals and Smart Snacks in School nutrition standards.
- Include policies for foods and beverages made available to students (e.g., in classroom parties, classroom snacks brought by parents, other foods given as incentives.)
- Include policies for food and beverage marketing that allow marketing and advertising of only those foods and beverages that meet the Smart Snacks in School nutrition standards.
- Permit a diverse group of stakeholders to participate in the development, implementation, and periodic review and update of the policy.

- Identify one or more school officials who have the authority and responsibility to ensure each school complies with the policy.
- Inform and update the public (including parents, students, and others in the community) about the local school wellness policy on an annual basis.
- At least once every three years, measure the extent to which schools are in compliance with the local school wellness policy, the extent to which the local education agency's local wellness policy compares to model local school wellness policies, and the progress made in attaining the goals of the local wellness policy. Make this assessment available to the public.

[Download 5140: Sample School Wellness Policy](#)

ADOPTED: 5/8/2007; REVISED: 2/22/2017

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## 5140.1: Mandatory Reporting of Child Abuse and Neglect

All children and youth have the right to live, learn, and play in an environment free from abuse and neglect. As individuals who care about children, it is the duty of any adult, employee or volunteer, in a school and/or parish to report abuse, neglect, or maltreatment of a child.

The Archdiocese of Milwaukee requires all adults, employee, or volunteer to comply with reporting responsibilities for any suspected abuse or neglect of minors, whether or not designated as a mandatory reporter under Wisconsin law. Every instance of suspected child abuse or neglect must be reported no matter when it happened or where it happened.

A volunteer in any program should discuss any concerns about sexual abuse, physical abuse, emotional maltreatment, or neglect of a minor with his/her immediate supervisor (such as a DRE or teacher), and collaborate in making a report to local law enforcement officials or to local child protective service agencies. If his/her immediate supervisor is unavailable and the volunteer feels the child is in imminent danger, the volunteer is encouraged to make a report to the local law enforcement or to local child protective service agencies and then follow up with his/her immediate supervisor.

Paid personnel should directly report to local law enforcement officials or child protective service agencies. They should also notify their supervisor (such as a pastor or principal) that a report is being made.

In accordance with state law and moral obligation, any pastoral or school administrator, teacher, counselor, or related professional who has reasonable cause to suspect a child under the age of 18 seen in the course of their duties has been abused or neglected or has been threatened with abuse or neglect that is likely to occur is obligated to report the case immediately (as soon as possible but not more than 24 hours later). Reports must be made by telephone or personal visit to the local Child Protective Services or local law enforcement.

### Definitions of Abuse and Neglect

- Child abuse is defined as any physical injury inflicted on a child by other than accidental means; sexual intercourse or sexual contact with a child; sexual exploitation of a child; permitting, allowing, or encouraging a child to be involved in prostitution; emotional damage inflicted on a child; or forcing a child to view sexually explicit activity.
- Neglect is defined as failure, refusal, or inability on the part of a parent, legal guardian, legal custodian, or other person exercising temporary or permanent control over a child for reasons other than poverty, to provide necessary care, food, clothing medical/dental care, and/or shelter to the child.

## Mandatory Reporters

Wisconsin law lists many specific professionals who are mandated to report child abuse and neglect. Included among the list of mandatory reporters are the following:

- School teachers, administrators, counselors, substitute teachers, school employees
- Child-care worker or day care provider/center, childcare provider, in or out of the child's home
- A member of the clergy must report if the member of the clergy has reasonable cause to suspect that child seen by the member of the clergy in the course of his or her professional duties is being abused or threatened with abuse or has reason to believe that another member of the clergy is abusing a child or threatening a child of abuse.
- Mental health professionals, social workers, marriage and family therapists, professional counselors, alcohol or other drug abuse counselor
- Administrators of social service agencies
- Speech-language pathologist, audiologist
- Physician, nurse, physical therapist, occupational therapist; dentist, chiropractor, optometrist, acupuncturist, dietitian
- Police or law enforcement officer, emergency medical technician; first responder
- Public assistance worker, including a financial and employment planner, mediator

Whoever willfully violates [Wis. § 48.981 \(2\)](#), Stats of the Wisconsin Children's Code by failure to report as required may be fined not more than \$1,000.00 or imprisoned not more than six (6) months or both (Wis. § 48.981 (6)). Any person or institution which reports in good faith is immune from either civil or criminal liability. All reports and records must be accorded confidential treatment by the authorities.

- In the State of Wisconsin, the privilege of the priest/penitent relationship is not explicitly abrogated by this law; therefore, a confessor is not personally obligated to report such information obtained within the context of a formal structured sacramental confession.
- Due to the seriousness of this matter, with the exception of the sacramental confession noted above, all priests and parish personnel are expected to comply with this statute. The archdiocese will take similar action if ever a matter of this gravity is brought to the attention of the archbishop or his representative.

## Procedures for Reporting

- Generally, a mandated reporter must speak with the child to determine if a reasonable suspicion exists to believe that the child may have been abused. Once the mandated reporter has determined that a report needs to be made (or not), any questioning of the child regarding possible abuse should cease. To continue with questions could potentially contaminate any subsequent investigation by Child Protective Services or law enforcement.
- It is not unusual for a parent or a student to share concerns with an educator about the possible maltreatment of another child. A report should not be made at this point by the educator, unless there is a fear of serious and imminent danger to the child. Typically, the appropriate step is for the educator to meet with the child to gain first-hand knowledge of the situation (if time permits) to determine if a report is appropriate. The educator should encourage the person with the information to make a report to the Child Protective Services (CPS)

agency. However, there is no assurance that will occur. It should be emphasized that an educator, as a mandated reporter, must have seen the child in the course of professional duties and have a reasonable suspicion that maltreatment has occurred. Those requirements are not necessary for an educator to make a report as a non-mandated reporter. Any person making a report in good faith is immune from civil and criminal liability.

- Sometimes an educator may be unsure whether or not a report should be made. In addition, sometimes a person with clinical skills (e.g., pupil services professional) needs to interact with the child to determine whether or not a report is required. In short, consultation is acceptable, but it cannot result in delaying a report. Another consultation strategy is for the educator to contact the county Child Protective Services (CPS) agency or a law enforcement officer, explain the situation, and ask for advice regarding whether a report should be made.
- If any mandated reporter has reason to believe that a child may have been abused or neglected, that person is legally required to report, even if others do not agree.
- When more than one educator is involved, the educator with the greatest amount of first-hand knowledge of the child and the reasons for the report should make the contact with the Child Protective Services (CPS) agency or law enforcement. If more than one educator has firsthand and different knowledge of suspected child maltreatment, all of them should participate in the report. An educator with first-hand knowledge should not ask someone else with less knowledge to make a report. Asking someone else does not absolve the educator from the legal responsibility to report. However, another educator with less or no first-hand knowledge could help to facilitate the report, as long as this results in the educator with the most first-hand knowledge speaking directly to the CPS caseworker.

There are two ways to meet the legal requirement to report suspected abuse or neglect:

- Call the local Child Protective Services (CPS) agency, or
- Call local law enforcement

The reporter should be prepared to share detailed information, including:

- Reporter's name, position, parish/school, parish/school phone number.
- Child's name, address, and age.
- Reporter's relationship to the child.
- Parent's name, address, work place (if applicable).
- Names and ages of siblings.
- Description of the suspected child abuse or neglect (or the threat of child abuse or neglect), statements made by the child, statements the child allegedly made to others, observations of the child that may indicate child abuse or neglect, past interactions with the parents or other caretakers that might be indicative of child abuse or neglect.
- Any previous reports of suspected abuse or neglect related to this child or family (if applicable).
- If a parent, guardian, or significant other could possibly be the abuser of the child or could be contributing to the maltreatment in some way, he/she should not be notified about the report. To do so would allow the accused, if he/she has maltreated the child or contributed to the maltreatment, to prepare an explanation that will make it more difficult for the Child Protective Services (CPS) initial assessment to result in services and

better outcomes for the child. However, if any of the persons mentioned above are not suspected of being the abuser or of contributing to the maltreatment, then parents should be notified, in order for them to take steps to protect their child.

- Within 24 hours after receiving a report of abuse or neglect, the county CPS shall initiate an investigation to determine if the child is in need of protection or services. Elements of the investigation may include observation or interview with the child, visiting the child's home, or interviewing the parents/guardian. CPS can meet with the child in any place without the parent/guardian's permission but may not enter the home without permission.

### **Report of Suspected Parish/School Employee**

In the presence of any suspicion that the allegation may involve a parish/network/school employee or staff member, the following steps should be taken by the local pastor/parish director/president or administrator in case of an allegation on the parish level or other non-parochial institution within the archdiocese, or by the Archbishop or his representative regarding a cleric or lay person directly employed by the archdiocese.

1. The mandated reporter will immediately communicate his/her suspicions of child abuse or neglect to the proper authorities and allow the authorities to conduct the investigation which is required by law. The reporter is immune from liability, no matter what the outcome under, both the civil and archdiocesan Whistleblower Policy.
2. The pastor/parish director/president/school administrator must begin an internal investigation to determine if the employee (i.e., the suspected abuser) did anything that warrants disciplinary action. If there is any indication that an allegation of the child abuse may be founded in fact, the accused should be temporarily suspended (with pay) by means of a written and dated memorandum from his/her job pending fuller investigation.
3. The pastor/parish director/president/school administrator, as well as the accused, is advised to seek legal counsel immediately. The parish/network administrator shall consult with the director of the Safe Environment Office, parish and archdiocesan legal counsel, as well as the insurance carrier; the accused should consult other counsel to avoid conflict of interest.
4. Full cooperation shall be given by the archdiocese and its personnel to any investigation conducted by civil authorities. The archdiocese will suspend any internal investigation of an allegation of child sexual abuse until civil authorities either conclude their investigation or authorize the archdiocese to proceed with its own investigation. The archdiocese will not interfere in any way with any investigation being conducted by civil authorities.
5. Ordinarily, the accused employee should for the protection of all concerned avoid parish or institutional property until the full investigation has been completed.
6. Pastoral care should be extended to the alleged victim, as well as to the accused. The actions taken are not an expression of any judgment of guilt, but rather intended to indicate clearly the serious nature of such cases and to protect the rights of all concerned.
7. Care must be taken to avoid defamation of the character of the accused.
8. An employee may have his/her Safe Environment Certification suspended, revoked, or reinstated during or after the internal investigation or the investigation by the civil authorities.
9. If the accused is a cleric of the archdiocese, the following special steps will be taken by way of recognition of the privileged and trusted role of the clergy and in order to protect the good of the Church and its mission. The

archbishop or his representative will report the matter immediately to civil authorities. The archdiocese will remove the cleric from any current assignment and exercise of ministry in any case where the district attorney pursues a criminal investigation.

10. If the civil authorities cannot proceed with criminal action for any reason and the case is returned to the Archdiocese, there will be a thorough investigation of allegations using an established process which includes the Archdiocesan Review Board and an independent investigator. In accordance with the provisions of Canon 1722, the cleric will be removed from any current ministry assignment or exercise of ministry and prohibited from any public exercise of ministry while the investigation is underway. The investigator will take whatever steps are needed to arrive at a compilation of facts in the case. The archdiocese commits itself to full cooperation in this independent investigative process. The Archdiocesan Review Board is charged with making recommendations to the archbishop regarding the substantiation of the allegation and suitability for ministry.
11. Alleged offenders will continue to receive necessary medical, psychological, and spiritual treatment.
12. If an accusation proves unsubstantiated, a cleric will be restored to the exercise of ministry. Both the accused and those with and to whom he ministers are to be provided with support services by archdiocesan personnel.
13. In every case, upon conviction, plea of guilty, or determination by the Diocesan Review Board process that there is a preponderance of evidence that a cleric has sexually abused a minor, the Archdiocesan Review Board will submit its findings and make its recommendation to the archbishop. If the allegation is substantiated, exercising his episcopal authority, the archbishop will permanently remove the cleric from active ministry and divest him of authority to function as a cleric in any capacity. Proper canonical procedures will be observed at all stages.
14. Any cleric with a substantiated case of abuse of a minor will be permanently prohibited from the exercise of ministry.

### **Screening, Background Checks, and Training**

The following requirements must be met for all parish/school staff, employees, and volunteers who have contact with children or youth prior to employment or commencement of volunteer service:

- Be cleared through a state and national criminal background check. Selection.com is the background check provider
- Attend a Safe Environment Education Training session on recognizing the signs of, and reporting, child abuse and neglect.
- Read and sign the Code of Ethical Standards and the Mandatory Reporting Responsibilities
- Read and sign the Social Media & Digital Communication Policy acknowledgement
- Be approved by a member of the professional staff

A criminal background check must be repeated every five (5) years.

All school employees and staff must be trained in mandatory reporting responsibilities within six (6) months of hire and at least every five (5) years thereafter.

[Download Form 5140.1: Report of Suspected Child Abuse/Neglect](#)

## [Indicators of Possible Child Maltreatment](#)

ADOPTED: 5/2/2000; REVISED: 7/2/2020

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### 5140.3: Indoor Environmental Policy

The health and safety of students, staff and visitors to Catholic parishes/schools is of primary importance. Buildings shall be kept in good repair, suitably equipped and in safe and sanitary condition to promote a positive learning environment. In accordance with the requirements identified under [Wis. Stat. 120.12 \(5\)](#) and [Wis. Stat. 121.02 \(1\) \(i\)](#) and [Wisconsin Administrative Code PI 8.01 \(2\) \(i\)](#), each parish/school shall take appropriate steps to provide and maintain safe and healthful facilities.

As required in [Wis. Stat. 118.075 \(3\) and \(4\)](#), the school shall maintain indoor environmental quality (IEQ) with measures that include quality heating, ventilation and air conditioning (HVAC) systems, moisture control, integrated pest management, cleaning and maintenance schedules, appropriate materials selection, routine building inspections by maintenance personnel, appropriate training of staff, and communication.

ADOPTED: 6/14/2012

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### 5140.4: Nonsmoking

All Catholic schools and parish facilities that serve children and youth shall be 100% tobacco-free and smoke free in accordance with [Wis. Stat. 101.123 \(2\) \(a\)](#). The use and/or possession of all tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes by students, staff, and visitors are prohibited within school and parish facilities, vehicles, school grounds, and at all school and religious education events.

Tobacco use prevention programs shall be an integral part of the school's substance abuse prevention efforts.

ADOPTED: 6/14/2012; REVISED: 2/9/2016

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### 5140.5: Animals in the Classroom

The educational and comfort value of animals in the parish/school setting is recognized. However, conditions must be maintained to insure the safety and well-being of students, staff, and the animals.

In an effort to provide a healthy and safe environment for all, the following applies:

- Live animals may be brought into the classroom only as part of a written curriculum and with the prior approval of the school administrator.
- There should be a clear instructional or comfort purpose for keeping an animal in the classroom.
- School administrators must inform parents of students in a classroom when an animal is being introduced and/or maintained.
- Exposure to feathered and furred animals must be controlled, as they can exacerbate asthma and trigger other severe allergic reactions.
- Specific restrictions regarding reptiles, undomesticated animals, birds, and stray animals apply.

In general, animals must be handled according to the recommendations of the Wisconsin Humane Society and the Wisconsin Division of Health.

The Americans with Disabilities Act definition: **Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities.** Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

([https://www.ada.gov/service\\_animals\\_2010.htm](https://www.ada.gov/service_animals_2010.htm))

The Wisconsin Legislative Council definition:

- A service animal is individually trained to do work or perform tasks for the person with a disability.
- An emotional support animal is not trained to do work or perform tasks, but provides emotional support, comfort, or companionship for the person with a disability.
- Types of Animals
  - Under the ADA, a qualifying service animal may be a dog, or, in more limited cases, a miniature horse.
  - Under state law, a qualifying service animal may be any animal, if it is individually trained to do work or perform tasks for the benefit of a person with a disability. Therefore, for purposes of access to an establishment, a service animal may be a dog or any other animal. This means that a person with a disability is not limited to a trained dog or horse.

([https://docs.legis.wisconsin.gov/misc/lc/issue\\_briefs/2019/health\\_and\\_mental\\_health/ib\\_supportanimals\\_msk\\_2019\\_10\\_01](https://docs.legis.wisconsin.gov/misc/lc/issue_briefs/2019/health_and_mental_health/ib_supportanimals_msk_2019_10_01))

Service animals are not considered pets, classroom animals, or curriculum aids. Other animals, whether wild or domestic, that are not trained to perform tasks that mitigate the effects of a disability, including animals that are used purely for emotional support, comfort, companionship, therapeutic benefits or to promote emotional wellbeing, are not service animals and are not allowed.

If a parent or legal guardian requests that his/her child be allowed to have a service animal, Wisconsin law allows only the following question to be asked:

- Is the service animal required because of a disability?

While the school needs to understand the student's disability in order to develop a plan to support the student's learning, or determine it is not able to support the student, the school may not require training documentation for the dog or ask that the dog demonstrate its ability to perform the work or task.

A service animal is the personal property of the student and/or parents. The school does not assume responsibility for training, daily care, or healthcare of service animals. The school does not assume responsibility for personal injury or property damage arising out of or relating to the presence or use of service animals on school property or at school-sponsored events.

Service animals must be immunized against diseases common to that type of animal. All vaccinations must be current. Dogs must wear a rabies vaccination tag. (Wisconsin § 95.21(2)(f))

State law requires all dogs to be licensed by the time they reach five months of age. Service dogs receive the license at no cost. [Wisconsin §§ 174.055 and 174.07(1)]

Dogs must be on a leash at all times, unless impracticable or unfeasible due to owner/keeper's disability. The owner/keeper of a service animal must be in full control of the animal at all times. The care and supervision of a service animal is solely the responsibility of owner/keeper, including clean up after the animal defecates.

The owner/keeper of a service animal may be asked to remove the service animal from a school facility or activity if the animal's behavior or presence poses a direct threat to the health or safety of others. For example, if a service animal demonstrates that it is not under the control of the student or its handler or if the service animal demonstrates that it is not housebroken, it may be removed and/or excluded from school property.

Service animals may also be excluded in areas where the presence of a service animal fundamentally alters the nature of a program or activity or is disruptive. Examples may include, but are not limited to, science labs, areas requiring protective clothing, and food preparation areas.

Allergies and fear of dogs are not valid reasons for denying enrollment or accommodation to students using service animals. When a teacher / student who is allergic to dog dander and a student who uses a service animal must spend time in the same room or facility, they both should be accommodated by assigning them, if possible, to different locations within the room or different rooms in the facility.

*Above modeled after the Green Bay Area School District and Wrightstown Community School District*

**ADOPTED: 7/15/2019; REVISED 7/5/2019**

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## 5140.5.1: Service Animals

The Americans with Disabilities Act definition: **Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities.** Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

[https://www.ada.gov/service\\_animals\\_2010.htm](https://www.ada.gov/service_animals_2010.htm)

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- Types of Animals
  - Under the ADA, a qualifying service animal may be a dog, or, in more limited cases, a miniature horse.
  - Under state law, a qualifying service animal may be any animal, if it is individually trained to do work or perform tasks for the benefit of a person with a disability. Therefore, for purposes of access to an establishment, a service animal may be a dog or any other animal. This means that a person with a disability is not limited to a trained dog or horse.

[https://docs.legis.wisconsin.gov/misc/lc/issue\\_briefs/2019/health\\_and\\_mental\\_health/ib\\_supportanimals\\_msk\\_2019\\_10\\_01](https://docs.legis.wisconsin.gov/misc/lc/issue_briefs/2019/health_and_mental_health/ib_supportanimals_msk_2019_10_01)

Service animals are not considered pets, classroom animals, or curriculum aids. Other animals, whether wild or domestic, that are not trained to perform tasks that mitigate the effects of a disability, including animals that are used purely for emotional support, comfort, companionship, therapeutic benefits or to promote emotional wellbeing, are not service animals and are not allowed.

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- Is the service animal required because of a disability?

While the school needs to understand the student's disability in order to develop a plan to support the student's learning, or determine it is not able to support the student, the school may not require training documentation for the dog or ask that the dog demonstrate its ability to perform the work or task.

A service animal is the personal property of the student and/or parents. The school does not assume responsibility for training, daily care, or healthcare of service animals. The school does not assume responsibility for personal injury or property damage arising out of or relating to the presence or use of service animals on school property or at school-sponsored events.

Service animals must be immunized against diseases common to that type of animal. All vaccinations must be current. Dogs must wear a rabies vaccination tag. (Wisconsin § 95.21(2)(f))

State law requires all dogs to be licensed by the time they reach five months of age. Service dogs receive the license at no cost. [Wisconsin §§ 174.055 and 174.07(1)]

Dogs must be on a leash at all times, unless impracticable or unfeasible due to owner/keeper's disability. The owner/keeper of a service animal must be in full control of the animal at all times. The care and supervision of a service animal is solely the responsibility of owner/keeper, including clean up after the animal defecates.

The owner/keeper of a service animal may be asked to remove the service animal from a school facility or activity if the animal's behavior or presence poses a direct threat to the health or safety of others. For example, if a service animal demonstrates that it is not under the control of the student or its handler or if the service animal demonstrates that it is not housebroken, it may be removed and/or excluded from school property.

Service animals may also be excluded in areas where the presence of a service animal fundamentally alters the nature of a program or activity or is disruptive. Examples may include, but are not limited to, science labs, areas requiring protective clothing, and food preparation areas.

Allergies and fear of dogs are not valid reasons for denying enrollment or accommodation to students using service animals. When a teacher / student who is allergic to dog dander and a student who uses a service animal must spend time in the same room or facility, they both should be accommodated by assigning them, if possible, to different locations within the room or different rooms in the facility.

Above modeled after the Green Bay Area School District and Wrightstown Community School District

*ADOPTED: 7/15/2019; REVISED: 7/16/2020*

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## **5140.6: Integrated Pest Management**

In compliance with 2001 pest management regulations, the school shall use a non-chemical approach to pest control where feasible. Where pesticides are used, only certified applicators are used and appropriate notices posted after each

application. Efforts are focused on pest suppression and control while reducing human exposure to dangerous chemicals. Specific procedures are on file at the school office.

ADOPTED: 6/14/2012

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## 5140.7: Lead Paint

Federal law requires that contractors performing renovation, repair and painting projects that disturb painted surfaces in schools and child care facilities built before 1978 be certified and follow specific work practices to prevent lead contamination. The school administrator shall strictly follow the mandated Renovation, Repair and Painting Rule DHS 163 which requires sampling and safe work practices where lead painted coatings are disturbed. Sampling results and inspection details will be accessible in the school office.

ADOPTED: 6/14/2012

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## 5140.8: Radon Gas

Exposure to radon gas is a serious health risk to students and staff. All schools must conduct radon testing every five years or upon completion of any major renovations. Said testing must be done using a licensed radon testing professional. Schools must undertake all necessary corrective action steps when needed. Testing is usually performed during cooler months (heating season) in accordance with the guidance from the Environmental Protection Agency. Specific sampling results are kept on file at the school office.

ADOPTED: 6/14/2012; REVISED: 7/15/2019

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## 5140.9: Anti-Idling

Exposure to diesel exhaust exacerbates asthma and existing allergies and can cause lung damage. Schools will eliminate all unnecessary idling by buses on school grounds. Exceptions are made for excessive weather conditions. The general temperature and time allotments are:

Above 20°	5 minutes
-10° - 20°	15 minutes
-10° below	as needed

ADOPTED: 6/14/2012

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## 5140.10: Hazardous Materials

Continuous efforts are made to minimize hazardous materials within the school. Science chemical waste is neutralized and disposed of in-house by trained personnel. Where hazardous waste is generated, appropriate disposal is contracted, and waste manifested to insure safe and compliant disposal. Manifesting and program records are on file at the school.

ADOPTED: 6/14/2012

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## 5140.11: Asbestos Hazard Emergency Response Act (AHERA)

AHERA is a federal law which requires that all primary and secondary schools develop and implement a plan for managing all school building materials which may contain asbestos. As part of this plan, very specific practices are mandated including: periodic inspections, maintenance, removal practices and annual notification. New buildings are inspected and detailed inventories are maintained. Asbestos materials are also investigated prior to any renovations which may disturb suspect materials. The complete asbestos management plan is accessible in the school office.

[Download Form 5140.11: Indoor Environmental Quality Management Plan](#)

ADOPTED: 6/14/2012

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## 5140.12: Mandatory Reporting of School Violence Threats

Wisconsin Act 143 requires reporting of school violence threats by certain individuals, including teachers, school administrators, school counselors, other school employees, physicians, and other medical and mental health professionals. Specifically, an identified individual must report if the person believes in good faith, based on a threat made by an individual seen in the course of professional duties regarding violence in or targeted at a school, that there is a serious and imminent threat to the health and safety of a student, school employee, or the public. These individuals must immediately inform a law enforcement agency of the facts and circumstances contributing to the belief that there is a serious and imminent threat.

The full list of individuals required to report threats of school violence can be found in Wis. Stat. § 48.981 (2) (a) and is the same list of individuals required to report suspected child abuse and neglect.

The Act provides immunity from civil or criminal liability for any person or institution making a report in good faith, as well as immunity for health care providers who do not report based on their good faith belief and professional judgment that a report is not required. Act 143 also creates an exemption from mandatory reporting for members of the clergy if certain conditions are met. The Act mandates that school boards require employees to receive training regarding mandatory reporting of school violence threats.

The mandatory reporting created by Act 143 applies to threats of violence against public, private, or tribal elementary or secondary schools. An intentional violation of the reporting requirement is an unclassified misdemeanor, subject to a fine of \$1,000 or less, imprisonment of six months or less, or both.

ADOPTED: 7/15/2019

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## 5141: Accident or Illness Reporting

Any serious illness or accident is to be brought to the attention of the parish/school administrator, and the parish/school nurse if available, as quickly as possible. In sports-related injuries, the coach should contact the athletic director as quickly as possible on the same day of the accident. Information on an injured person, witnesses, and any other person or athlete involved in the injury should be documented in an accident report.

If the situation warrants it, the parent or guardian is notified. When the parent or guardian cannot be reached, the local police department or law enforcing agency is notified to assist in locating the parent/guardian.

An emergency pupil information file should be available for quick reference. Student emergency records must be updated each year and contain information listing the parents' and another competent adult's address, the telephone

number at home and at work, the name and telephone number of the family physician, hospital preference and pertinent data needed in case of an emergency.

An accident report must be placed on file regarding all accidents resulting in significant injury occurring to and from the parish facility/school, as well as in the parish/school facility itself. Injuries that need to be reported include, but not limited to the following:

- Broken bones
- Head injury/concussion
- Serious eye injury
- Any accident or injury that results in transportation by an ambulance or by a parent to an emergency room/urgent care clinic
- Any other serious injury that arises out of negligence or a hazardous situation

[Download Form 5141: Accident and Incident Report](#)

ADOPTED: 5/1/1996; REVISED: 9/23/2016

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## 5141.1: Concussion

A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move rapidly back and forth. This sudden movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging brain cells.

While some research shows that the young brain can be resilient, it may also be more susceptible to the chemical changes that occur in the brain after a concussion. These changes can lead to a set of symptoms affecting the student's cognitive, physical, emotional, and sleep functions.

Concussions affect people differently. Most students will have symptoms that last for a few days or a week. A more serious concussion can last for weeks, months, or even longer. (Source: Centers for Disease Control)

The effects of a concussion on student's return-to-school experience are unique to each student. Therefore, each student should have an individualized academic adjustment plan for the duration of the student's recovery. This plan should be created in consultation with the student's parents, medical professionals, and school personnel. It should address the cognitive, behavioral, social, emotional, and emotional needs of the student.

Each year, all school personnel and coaches shall review the school's concussion management plan and educational materials. All school staff members and coaches shall sign a statement acknowledging that they understand the importance of recognizing and responding to concussions.

ADOPTED: 6/14/2012; REVISED: 10/1/2018

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## 5141.2: Communicable Disease

All suspected cases of communicable diseases which occur among students or staff shall be reported immediately by telephone to the local public health agency, and the agency's recommendations should be followed.

Whenever a child is sent home with a suspected communicable disease, the local health department is notified by the school administrator.

### **Pandemic Flu**

It is important that schools build a strong relationship with local health departments and develop a meaningful plan to prepare for and respond to an influenza pandemic. It is difficult to predict when the next influenza pandemic will occur and how severe it will be. A pandemic may come and go in waves, each of which can last months at a time. The effects of a pandemic can be lessened if preparations are made ahead of time. Further information on pandemic influenza can be found at <http://sspw.dpi.wi.gov/sites/default/files/imce/sspw/pdf/pandemictoolkit.pdf>.

The illness rates for both seasonal and pandemic influenza are high among children, and schools are likely to be an important contributor to the spread of influenza in a community.

Scientific models support school closure as an effective means of reducing overall illness rates and suggest that the value of this intervention is greatest if school closure occurs early in the course of a community outbreak. During the peak of a severe pandemic, workplace absenteeism could reach up to 40% due to people being ill themselves or caring for family members. Measures to limit pandemic flu may include the closure of schools and childcare facilities, as well as the cancellation of extra-curricular activities.

School educators need to work together with state and local efforts to plan, prepare for, and respond to pandemic outbreaks.

ADOPTED: 5/8/2007; REVISED 8/25/2015

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## **5141.3: Health Examinations**

All schools shall follow the regulations of the local public schools and/or the local health departments regarding medical examinations and chest X-rays.

ADOPTED: 12/1/1983; REVISED: 8/25/2015

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### **5141.31: Immunization Requirements**

School administrators must be in compliance with state immunization laws. Wisconsin law requires schools to develop and implement a plan to encourage compliance with state immunization laws and parents to present written evidence, paper or electronic, that their child has received specified vaccinations. Parents may claim waivers based on reasons of health, personal conviction, or religious beliefs. Waivers based on health reasons must be signed by a physician.

1. The school or day care center shall notify any adult student and the parent of any minor student who has not submitted either written evidence of immunization or a waiver form within 25 school days of being admitted. Notification shall include instructions for complying with the [Wis. Stat. 252.04](#), including a list of missing immunizations, the availability of waivers for reasons of health, religion, or personal conviction, and an explanation of the penalty for noncompliance. A school may issue a notice for student exclusion for noncompliance on the grounds of health and safety. The school will notify all parents, that failure to comply with the state immunization requirements will be reported to the county district attorney in accordance with the law.
2. For any student who has received the first dose of each immunization required for that student's age or grade under [HSS 144.03](#), but who has not received all of the required doses, the school shall obtain written evidence

that the student has received the required subsequent doses of immunization as they are administered, but no later than the deadlines described in [HSS 144.03](#).

3. The school and day care center shall maintain on file the immunization history for each student and any waiver form submitted. Immunization histories shall be updated with information supplied by the local public health agency, parents, or private physicians.
4. The school or day care center shall maintain a current roster listing the name and immunization history of each student who does not meet all immunization requirements for that student's grade or age.
5. The immunization record of any student who transfers from one school or day care center to another shall be forwarded to the new school or day care center within 10 school days of the request for record transfer. The records of day care students shall be transferred to a school if requested. Click [Student Immunization Record](#) to download the form.
6. If one of the diseases covered by [Wis. Stat. 252.04 \(a\)](#) occurs in a student or staff member, the school or day care center shall assist the local public health agency and the department in immediately identifying any unimmunized students, notifying their parents of possible exposure, and facilitating the disease control activities.
7. If a substantial outbreak as defined in [HSS144.02 \(12\)](#) occurs in a school or day care center, or in the municipality in which a school or day care center is located, the school or day care center shall exclude students who have not received all required immunizations against the disease, including students in all grades who have not had two (2) doses of measles vaccine when it is an outbreak of measles that is occurring, when ordered to do so by the department. The exclusion shall last until the student is immunized or until the department determines that the outbreak has subsided.

ADOPTED: 1/17/1977; REVISED: 2/11/2016

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## 5141.4: Students with Food Allergies

Some students in attendance at our schools have a dangerous allergy to certain foods such as peanuts, chocolate, etc. For this reason the schools' environment must be as free as possible from the allergy-producing food products. In these grade levels, all families need to consider such allergies in preparing lunches, treats, and snacks. The school will establish allergy-free zones in the lunchroom and other instructional areas where appropriate.

Students with food allergies may have allergic reactions that vary from localized, mild, to systemic, life-threatening reactions. Therefore, students with food allergies must have on file at the school an allergy action plan and healthcare accommodations plan in accordance with the school's medication policy.

Consultation with the Office for Schools and Catholic Mutual should occur when making accommodation arrangements for individual students and their families.

ADOPTED: 5/8/2007; REVISED: 9/14/2015

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## 5141.5: Administration of Medication to Students

In all instances where medication is administered, the physician prescribing the medication has the power to direct, supervise, decide, inspect, and oversee the administration of such medication. 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 of the school unless the following are delivered to the individual administering the medications:

- Written instructions from the prescribing physician for the administration of the prescribed medication. Such instructions shall be signed by the prescribing physician.
  - 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 conditions or reactions of the student receiving the medications.
    - Reflects a willingness on the part of the physician to accept direct communications from the person administering the medication.
  - A written statement from the parent/legal guardian:
    - Authorizing school personnel to give the medication in the dosage prescribed by the physician.
    - Authorizing school personnel to contact the physician directly.
1. School administrators, school personnel, and school volunteers assigned to give medication must receive training on an annual basis in accordance with DPI regulations. The knowledge (webcasts) training and assessment tests are to be completed every four years, while the skills competency check-off should be completed annually. Knowledge training and skills check-off are not required for oral medication, but are highly recommended. <https://dpi.wi.gov/sspw/pupil-services/school-nurse/training/medication>

No medication will be administered by school personnel without the Medication Consent Form and the Physician Order for Medication Administration Form being filled out and returned to the individual(s) administering the medication and/or the School Nurse.

- Medication Consent Form must be filled out by the parent/legal guardian and addressed and returned to the individual(s) administering the medication and/or School Nurse.
  - Physician Order for Medication Administration Form must be filled out by the prescribing physician and addressed and returned to the individual(s) administering the medication and/or School Nurse.
  - The School Nurse, where available, or the principal shall maintain an accurate medication file which includes all of these necessary forms on each student receiving medication.
2. Prescription medication must be sent to the school in a pharmacy-labeled container with the student's name, the name of prescriber, name of prescription medication, the dose, the effective date, and the directions for administration. The prescription medication must be supplied by a parent or guardian.
3. Nonprescription medication must be sent to school in the original manufacturer's packaging with a list of active ingredients and recommended therapeutic dosage. The over-the-counter medication must be supplied by the parent or guardian. Nonprescription medication may only be administered in higher than the recommended dosage by written approval of the medical provider and parent or guardian.
4. Medication will be taken by the child at the designated time, administered by the School Nurse or by the other individual who has been identified to do so.

Schools recognize the importance and necessity of students being allowed to carry certain emergency prescription medications, such as asthma inhalers, glucagon, and EpiPens. Students in grades K-12 may self-administer these emergency prescription medications while at school only under the supervision of trained

school staff/ volunteers. An elementary student who carries an emergency medication on his/her person will need to have an Archdiocese of Milwaukee release form completed and signed by the student's physician, parent/legal guardian, principal, and homeroom teacher. The [Medical Provider Authorization – Prescription Medication: Form 5141.5 \(b\)](#) states that the student has been instructed in and understands the purpose, appropriate method, and frequency of use of his/her emergency medication. The school is absolved from any responsibility in safeguarding the student's emergency prescription medication.

The parent must provide to the school a copy of a [Health Accommodations Plan: Form 5141.5 \(d\)](#) for a student who requires an emergency prescription medication.

5. Only limited quantities of any medicine are to be kept at school.
6. All medication administered at the school will be kept in a locked cubicle, drawer, or other safe place.
7. The length of time for which the drug is to be administered, which is not to exceed the current school year, shall be contained in the written instructions from the prescribing physician, and further written instructions must be received from the physician if the drug is to be discontinued or the dosage period it is to be administered is changed from the original instructions.
8. Documentation of every dose of medication and medication errors must occur. An accurate and confidential system of record keeping shall be established for each pupil receiving medication.
  - It is advisable to have in the Principal's or School Nurse's Office a list of students needing medication during school hours, including the type of medication, the dose, the time to be given, and the date the medication is to be discontinued. This list should be updated periodically.
  - An individual record for each pupil receiving medication shall be kept, including the type of medication, the dose, the time given, and the duration.
  - School personnel are asked to report any unusual behavior of students on medication.
9. Drugs that may be administered in the school setting must be listed in the U.S. Pharmacopoeia and National Formulary or the official homeopathic pharmacopoeia.

[Download Form 5141.5 \(a\): Parent\(s\)/Guardian Medication Authorization Form – Nonprescription Medication](#)

[Download Form 5141.5 \(b\): Medical Provider Authorization Form – Prescription Medication](#)

[Download Form 5141.5 \(c\): Allergy Action Plan](#)

[Download Form 5141.5 \(d\): Health Accommodations Plan](#)

[Download Form 5141.5 \(e\) Medication Record](#)

ADOPTED: 12/11/1984; REVISED: 10/1/2018

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## 5142: Student Safety

The school administrator, in cooperation with the police or sheriff's department, is responsible for proper attention to the safety of students.

It is the responsibility of the school administrator to arrange for adequate supervision at all times. Special attention should be given to the prevention of accidents and to the development of habits of good citizenship.

In the event of an accident or an injury due to neglect, the parish/school can be held liable. All paid and volunteer personnel and supervisory help are covered by liability insurance paid by the parish/school.

## School Supervision

The principal is responsible for organizing and directing a plan of supervision for the entire school. Competent adult supervision shall be scheduled to supervise the school grounds and building before and after school, as well as during noon hour and recess periods. Bus zones must also be supervised. Teachers or bus drivers to whom principals delegate their authority are responsible for the safety of students during the time students are traveling to or returning from school and while students are on the school premises.

Instructional areas are supervised whenever students are present.

## Traffic Safety

Arrangements are made with the law enforcement agencies whereby students will receive protection at crossings and traffic intersections.

Local police officials and crossing guards are given a copy of the school calendar for the year and are advised of any changes during the course of the school year.

The organization of school patrols may serve as a valuable aid to safety on and around school grounds. Where there is a safety cadet program, written parental permission is required in order to participate in the program. Safety cadets are not permitted to direct vehicular traffic.

## Hazardous Activities

State law requires that students participating in hazardous activities in science, industrial arts, art, and other classes wear protective devices such as safety glasses.

ADOPTED: 11/12/1974; REVISED: 9/29/2016

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## 5143: Insurance

A group plan of pupil accident insurance may be made available to parents on a voluntary basis at the beginning of each school year.

Pupil accident insurance is required for all students who participate in competitive school athletic programs. One of the following is requisite to registration in classes having a potential of personal injury:

- Student accident insurance
- A statement signed by the parent certifying insurance covering personal injury of the student is maintained by the family. This information will become part of the student's school file.

ADOPTED: 11/12/1974; REVISED: 7/30/2015

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## 5144: Discipline

A successful Catholic school seeks to educate the whole child by providing an excellent education that reflects the gospel values of love of God and neighbor. Positive concepts of discipline should reflect the dignity of each person

and foster social justice within the school environment. Schools must actively promote positive student discipline that contributes to the overall success of each child.

## **Disciplinary Plans**

The local discipline plan or program shall be guided by the following principles:

- Engaging instruction and consistent classroom management are the foundation of effective discipline.
- School discipline is best accomplished by preventing misbehavior before it occurs and using effective interventions after it occurs.
- School safety and academic success are formed and strengthened when all school staff and personnel build positive relationships with students and are actively engaged in their lives and learning.
- Administrators, faculty, and staff should promote and model high standards of Christian behavior and service and should monitor and correct misbehavior in a fair and consistent manner as needed.
- School discipline that is paired with meaningful instruction and guidance offers students the opportunity to learn from their mistakes and contribute to the school community.
- Effective school discipline maximizes the amount of time students spend learning and minimizes the amount of time student are removed from their classrooms due to misbehavior.
- Consequence for misbehavior should reflect the age and developmental stage of the child, the capacity of the student to understand what is expected of them, the seriousness of the offense, and the impact of the behavior on others.
- Corporal punishment is never acceptable or allowed for any purpose.
- Parents/guardians and students are partners in effective discipline plans and shall receive a school handbook annually that outlines expectations and consequences for behavior.

## **Probation, Suspension, and Expulsion**

Whenever a student's conduct is such that it demonstrates a repeated refusal to obey parish/school rules, endangers the property, health, or safety of others, or consistently disrupts the learning environment, action may be taken to restrict his/her privileges and rights of program attendance.

Probation, suspension, and/or expulsion procedures may be exercised in response to serious misconduct by a student, including but not limited to the following behaviors:

- Possession or use of weapons, “look alike” weapons, or any object deemed potentially harmful to others
- Possessing, using, purchasing, selling, or distributing illegal drugs, drug paraphernalia, or alcohol
- Possession or use of tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes
- Vandalism
- Fighting, physical or verbal harassment, assaults, or behavior intended to cause harm or fear

- Bullying, cyber bullying, or any aggressive behavior that includes threats, intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunication to send embarrassing, slanderous, threatening, or intimidation messages
- Hazing or hazing-type initiations
- Any severe or inappropriate conduct on school premises or at school related activities that endanger the life or safety of another
- A pattern of behavior (e.g., neglect of duties, truancy, or opposition to authority) that shows persistent resistance to making the changes which would enable the student to prosper from the instruction available

The actions and procedures for probation, suspension, and expulsion must be published in the school handbooks.

### **Probation**

A student may be placed probation if in the judgement of the administration he/she has experienced chronic behavioral problems and/or is new to the school. During the probation time, no serious misconduct will be tolerated, and the student is expected to show positive behaviors and attitude. At the end of the probationary period, a student may be removed from probation, may have the probationary period extended, or may be dismissed from the school.

All students new to a school are considered on probation for a minimum of one semester.

### **Suspension**

Suspension is considered a temporary removal from the classroom/school for serious misconduct or repeated occurrences of less serious infractions. Factors that must be considered in a decision to suspend include issues such as any previous disciplinary action, the age of the student, family and personal circumstances, recognized disability, the behavior in question, and its impact on others.

Suspensions from attendance at classes or school as determined by the school administrator must include:

- An investigation by school officials prior to any suspension
- Notice verbally or in writing to the student and parent/guardian listing the reasons for the suspension and offering a meeting with school officials within a reasonable period of time
- An opportunity for the student to attend a meeting with a school administrator which provides, at minimum, a recitation of the infraction, and if the student denies the charges, a summary of evidence; an opportunity for the student to tell his/her side of the story, to present new evidence, and to question the reasons for the intended suspension. Parents may attend the meeting at their request or if the administrator requests their presence.
- Notification to the parent prior to sending a student home from school
- Notification of the conditions of the suspension, including removal from school activities or events while suspended

A maximum of five days of suspension can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of fifteen consecutive school days to be served in suspension until the expulsion hearing is held. Such a suspension is for investigative purposes. Suspended students remain the responsibility of the school.

The final decision regarding suspension rests with the principal/administrator.

## **Expulsion**

As a definition, expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion shall be considered as a rarity and used only as a very last measure.

Expulsion results from repeated refusal to obey school rules or from conduct which endangers property, health, or safety of others and is deemed to be in the best interest of the school. An extremely serious single offense may also be cause for expulsion.

Students asked not to return the following year for behavior reasons are considered to be expelled.

The Archdiocesan Superintendent of Schools/designee is to be informed before any action leading to expulsion is taken.

### **Expulsion Procedures**

Expulsion can take place only after an investigation by school officials and an expulsion hearing has been held. Parents/legal guardians shall be notified in writing at least five days before the hearing is to take place; this notification period can be waived by mutual consent of the parents and the school if an expedited hearing date is advisable.

- The Expulsion Hearing Committee is composed of 3-5 people. The committee composition should be such as to insure objectivity. Members from various sources within the parish/network/school may include current or former parish trustees or pastoral council members; parents of former students; or at-large parishioners. The administrator may allow the student to choose a faculty person to serve on the committee. Current members of the School Advisory Commission (parish school), School Board of Directors (separately incorporated school or network of schools) or standing committees of either may not serve on an expulsion committee.
- An expulsion hearing is not a legal procedure; therefore, neither party may have an attorney present during the hearing.
- For confidentiality reasons, it is recommended that attendance at the hearing should be limited to the student and his/her parents/guardians. Child advocates, friends, or other family members should not be allowed to attend the hearing.
- At the elementary level, the pastor is present for the entire hearing itself and during the deliberations of the hearing committee. At a secondary level, the principal is present for the entire hearing itself and during the deliberations of the hearing committee. In a network, the Chief Academic Officer, or equivalent, is present for the entire hearing itself and during the deliberations of the hearing committee. If there is no Chief Academic Officer, the president is present for the entire hearing itself and during the deliberations of the hearing committee.
- The school officials (e.g., elementary school principal, high school principal (network school) high school dean of students, or vice principal (stand-alone high school)) receive a specific and limited amount of time to present the chronology of events that led up to the initiation of the expulsion process, along with the supportive documentation and rationale as to why the expulsion is being sought.
- The student who is the subject of the hearing and his/her parents are given equal time to present their side of the story and reasons as to why expulsion is not warranted.
- Committee members can ask clarifying questions at the end of each presentation time. Representatives of the two sides are not to interrupt the other during their respective presentations.

- A brief amount of time (5-7 minutes) is given to both sides for questions, responses, and final summative comments. Any last questions from the hearing committee can occur at this time also.
- The hearing is ended, and the school representatives and the student/parents leave. The hearing committee weighs the facts and issues that were presented and gives a recommendation as to what it believes is appropriate disciplinary action; this recommendation should be briefly summarized in writing.
- The pastor/network CAO or equivalent/high school principal (stand-alone high school) can accept the recommendation totally, in part, or reject it all together. The pastor at the elementary level, CAO or equivalent at the network level, or school principal at the high school level has the final responsibility for the decision to expel or not.
- The family of the student is informed of the final decision within 24 hours. A formal letter is sent by certified mail detailing the final action and signed by pastor and principal no later than the day after the hearing. If the decision to expel is upheld, a date and time by which the expulsion becomes official are also indicated in the letter. The parent is given the right to still withdraw the student from school before the deadline; this withdrawal must be done through a written notice signed by the parent(s). The letter must include notification of the right to appeal the decision. A student who is withdrawn during this phase is considered expelled.

## **Appeal**

The student or his/her parent or legal guardian may within five (5) school days following the notification of the expulsion appeal the decision to the pastor/network/school president in writing with rationale for appeal. The pastor/network/school president will review the facts and investigate that correct procedures were followed as defined by Archdiocesan and school policy. If procedures were not followed, the pastor/network/school will refer the issue back to the school administrator with a recommendation about which step of the procedure needs to be further processed. Once a review has taken place and the matter is decided at a local level, there is no additional appeal of the decision at the archdiocesan level.

The School Advisory Commission (parish school), School Board of Directors or Board of Trustees (separately incorporated school or network of schools) is not involved in the expulsion proceedings and is not a source of appeal.

## **Alternatives to suspension and expulsion:**

Schools should have alternatives to suspension and expulsion to ensure a safe, orderly, and effective educational environment which may include, but not be limited to the following:

- Counseling with a student or group of students
- Conferences with a parent or group of parents
- Behavioral intervention plan or probationary contracts
- Modified/rearranged class schedule
- After school sessions which require a student to complete missing school work or engage in counseling/conflict resolution
- Loss of privileges, restricting extra-curricular or co-curricular activities
- Removal of a student from a single class for a period
- Assignment of hours of community service at the school, parish, or other non-profit organization with the approval of a student's parent (guardian)

- Removal of a student from school-sponsored or public school transportation
- Referral to outside program (e.g., anger management, social skills, substance abuse treatment)
- Restorative justice program

ADOPTED: 3/2/1990; REVISED: 7/2/2020

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## 5144.12: Tests for Student Alcohol and Drug Use

Providing a safe school environment, and at the same time promoting an atmosphere of health and wellness, is critical to the philosophy and overall mission of Catholic schools. As part of a pastoral response to maintaining a drug and alcohol-free learning environment, an administrator reserves the right to breathalyze or conduct drug testing of anyone who in the opinion of the administration exhibits behaviors consistent with the use of alcohol or illegal drugs.

Written policies/rules regarding the use of breathalyzers or drug testing must be developed by the school and published in the student/parent handbook. Such policies/rules should address the following issues:

- Circumstances/situations/events when testing would be done and how it would be done
- Potential disciplinary action/penalties for a student who tests positive for alcohol or illegal drugs
- Action taken if a student refuses test
- Training/background of the person administering the test
- Confidentiality of test administration and results
- The cost of the testing

ADOPTED: 5/12/2005; REVISED: 2/11/2016

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## 5144.2: Corporal Punishment

Corporal punishment is defined as the use of physical punishment for an offense. Parish/school personnel shall not administer, or provide support for, corporal punishment. This stipulation that corporal punishment shall never be used follows naturally from belief in the worth and dignity of each individual and the belief in the parish/school as a faith community where a climate of Christian love, mutual understanding, respect, and trust prevail.

Self-defense is not corporal punishment unless the force used is greater than necessary to repel the attack. Use of reasonable physical force necessary to protect the interest of a third party is not corporal punishment. (Example: Use of reasonable force to protect a student from attack by another student.)

ADOPTED: 3/10/1988; REVISED: 8/25/2015

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## 5145: Police Questioning and Apprehension

Law enforcement officers or social service providers may not remove a student from a parish/school building for questioning while the student is properly in attendance without permission of the student's parent, regardless of the student's age.

However, the law enforcement officers or social service agents of the courts may remove a child when possessing a warrant for the student's arrest or an order signed by the judge of the children's court.

A school administrator should not attempt to act as the student's legal representative in situations where a police officer wishes to interrogate a student; however, the school administrator may insist that any such interrogation be conducted in a manner and place which will cause a minimal amount of disruption to the educational setting of the school. A law enforcement officer has the right to question a student, even without a warrant.

The school administrator is not required to notify the parents before allowing a pupil to be questioned by law enforcement. The administrator is not the legal representative of the student and could in fact be charged with obstructing an officer in the course of a lawful investigation if the administrator attempted to impede the investigation in this matter. The administrator may, of course, notify the parents that the child is being interrogated.

The school administrator is not required to notify the parents before allowing a pupil to be questioned by social service agents of the courts. The administrator may, of course, notify the parents that the child is being questioned.

Regardless of parental permission, the school administrator should not attempt to interfere with the police investigation.

ADOPTED: 1/14/1975; REVISED: 10/1/2018

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## 5145.2: Search and Seizure

### **Student Lockers and Desks**

Parishes/schools reserve the right to search anything brought onto parish/school property.

Lockers, desks, textbooks, and other materials or supplies loaned by the parish/school to students remain the property of the parish/school, and may be opened by personnel for cleaning, maintenance, or emergencies. When prohibited items are found in the course of routine cleaning or maintenance, or in the case of emergency, they will be confiscated, and a report will be made to the school administrator who will determine whether further investigation is warranted.

The school administrator shall have the right to access any content, including text messages, photos, or address books on cell phones or other electronic devices confiscated from students.

Illegal or contraband materials found during a search shall be turned over to law enforcement officials.

Officers of the law, appearing with duly processed search warrants, will be accorded the right to inspect as per the court's order.

ADOPTED: 5/1/1994; REVISED: 8/25/2015

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# INSTRUCTION: 6000 Series

## 6110: Parish Catechetical Programs

Each parish, alone or in collaboration with other parishes, must offer catechesis for children/youth in grades K–12 who are not attending a Catholic school. The catechetical program must include age specific instruction and may include multi-age or intergenerational components.

ADOPTED: 6/14/2017

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## 6111: School Term Calendar

Wisconsin § 115.001 Definitions:

- **School Year:** Time commencing with July 1 and ending with the next succeeding June 30
- **School Term:** Time commencing with the first school day and ending with the last school day that the schools of a school district are in operation for attendance of pupils in a school year, other than for the operation of summer school.
- **Session:** The time during a school term that the schools of a school district are operated for the attendance of pupils.

Each school shall annually schedule 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 to 12. Scheduled hours include a maximum of 30 minutes of recess and time for pupils to transfer between classes but do not include the lunch period. (Wis. § 120.12 (15))

These hours of direct pupil instruction must occur over a minimum of 177 days.

- If school is closed due to inclement weather or other emergency event, the day is not required to be made up as long as the total number of hours of direct pupil instruction meets the yearly hour minimum stated above.
- A school may schedule early release or late start days and the day would count toward the 177-day requirement. However, only the hours of direct pupil instruction count toward the yearly hours minimum. Any professional development or similar staff-only activity would not count toward the total number of hours.
- Parent-teacher and or parent-teacher-student conferences may not be counted toward the direct pupil instruction yearly hours minimum.
- A day devoted only to parent-teacher and/or parent-teacher-student conferences may not be counted toward the number of required student contact days.
- The direct pupil instruction yearly hours minimum applies to all students at all grade levels.

Teacher contracts shall be a minimum of 190 days. Days that do not involve direct pupil instruction shall be used for appropriate professional development activities.

In the event of an emergency, a disaster, or extreme weather conditions, schools will follow the decisions of the local public school district with regard to closing school. The Catholic schools will remain open or will close with the public schools. The decision of the Superintendent of the public school district where the Catholic school is geographically located will be followed. If multiple public school districts overlap the geographical boundary of the Catholic school, one of the public school districts shall be designated as the public school district the Catholic school will follow. This designation must be published to parents. (Same language as used in 6114.5: Inclement Weather)

It is recommended that schools correlate their school calendar with that of the local public school. Where bus transportation, shared time programs, etc., are in existence, this is a necessity.

Dates of archdiocesan activities will be incorporated into each school's calendar. The Office for Schools will be notified of deviations from the school calendar.

If days need to be made up, this should be done either by shortening vacation periods or by prolonging the school year to complete the necessary days. Neither administrators nor pastors have the prerogative to grant free days or suspend classes.

Local administrators should give appropriate attention to the observance of the Holy Days of Obligation, including celebration of Mass.

ADOPTED: 3/11/1975; REVISED: 7/2/2020

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## 6112: School Day

The school day shall be scheduled by the administration, within the requirements of state law and regulations, to offer the greatest educational advantage.

All members of the professional staff shall be expected to be on duty before and after regular school hours to plan and to carry out their individual professional responsibilities.

ADOPTED: 3/11/1975; REVISED: 5/3/1993

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### 6112.1: Instructional Time

Schools will provide class schedules that will most effectively serve the essential components of instruction within that school; namely, the needs of students, the school's philosophy and goals, and the programs that flow from these.

Effective July 1, 2009, the school day shall consist of the following minimum instructional time.

**Kindergarten:** 437 hours per year or two (2) hours and 30 minutes for five-year old children and two (2) hours for four-year old children.

**Grades One to Six:** 1050 hours per year or 6 hours.

**Grades Seven to Twelve:** 1137 hours per year or six (6) hours and 30 minutes.

The school hours are computed as the period from the start to the close of each pupil's daily instructional schedule. Scheduled hours may include recess and time for students to transfer between classes but do not include the lunch period. No more than 30 minutes per day may be counted for recess. In computing the minimum number of instructional hours, days and partial days on which parent and teacher conferences are held, staff development of in-service programs are held, schools are closed for inclement weather, or when classes are not held may not be counted.

Student attendance at liturgies is encouraged; however, only one period per week of liturgy attendance may be included as instructional time.

Schools will provide at least the minimum recommended allocated instructional time per week in each subject area.

While there is a recommended allocated instructional time for each subject, educators are encouraged to integrate subjects within the curriculum whenever possible.

<b>Grade Level</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
Religion	10%	100	100	100	150	150	200	200	200
Reading/English-Language	40%	700	700	625	600	525	425	425	425
Mathematics	10%	250	250	250	250	250	250	250	250
Social Studies	10%	125	150	175	200	225	250	250	250
Science	5%	100	100	150	150	200	250	250	250
Health	5%	75	75	75	75	75	75	75	75
Physical Education	10%	75	75	75	90	90	90	90	90
Art	5%	90	90	90	90	90	90	90	90
Music	5%	75	75	75	75	75	45	45	45
World Language							40	40	40
<b>Total Allocated Instructional Minutes</b>	<b>100%</b>	<b>1590</b>	<b>1615</b>	<b>1615</b>	<b>1680</b>	<b>1680</b>	<b>1715</b>	<b>1715</b>	<b>1715</b>

Up to one-third of each day in the kindergarten schedule may be reserved for students' self-selected instructional activities. The allocated instructional time recommendations presented in column K apply only to the portion of the schedule planned for teacher-directed activities. The time allocations for kindergarten are expressed in percentages to facilitate planning for various kindergarten schedules.

Middle School (Grades 6-8) instructional times may vary from the above schedule in alignment with DPI parameters "to achieve the objectives and allocation of instructional time identified in the curriculum plans." Schools will submit a supportive rationale/philosophy and a revised Instructional Minutes grid for the middle school program if times vary from the recommended schedule.

Health instruction may be integrated into other disciplines as long as curricular content is clearly articulated.

*ADOPTED: 4/1/1989; REVISED: 7/15/2019*

## **6112.2: Instructional Time in Parish Catechetical Programs**

A parish program should provide at least 30 hours of catechetical instruction per year. This does not normally include social events or liturgical celebrations associated with the program. The length of catechetical sessions is contingent on the participants' age, family schedules, the facility, and other factors. A general recommendation is for each session to be at least one hour for elementary students and 1 ½ hours for older youth.

*ADOPTED 1/20/2016*

## 6113: Released Time-Religious Instruction

Public school boards in the State of Wisconsin may permit students to be absent from school to obtain religious instruction. Each local school board sets its own guidelines for released time for public school students, subject to the requirements of [Wisconsin Statutes 118.155](#).

A parish or group of parishes may take advantage of this opportunity and provide a released time program of religious education. The program must be established and administered in accord with state law, district/school guidelines, and the policies of the Archdiocese of Milwaukee.

[Download Guidelines for a Released Time Program of Religious Education](#)

ADOPTED: 3/11/1975; REVISED: 4/4/2017

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### 6113.1: Released Time for Course Options

Students who participate in shared programs in other institutions, including parochial and public schools, technical colleges, or universities, must present a signed statement from the parent(s) approving of the participation and assuming liability for student travel.

ADOPTED: 12/1/1983; REVISED: 8/25/2015

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### 6114.1: Fire

Schools shall follow Wisconsin law concerning monthly fire drills and the report of these drills to designated authorities.

All parish Religious Education programs shall have at least one (1) fire drill per year.

Parishes/schools shall have yearly fire inspections conducted by the local fire department. Copies of all reports shall be kept on file at the parish office.

(Refer to form [SBD-11](#) {R 09/16})

Wisconsin Law requires schools to hold monthly fire drills and to submit a report of these drills to the Department of Public Instruction, the Industrial Safety and Buildings Division, and the local Fire Chief and to retain a copy of the report in the school file. The report must be sent prior to June 30 of each year.

#### **Requirements of the State code are:**

- All fire alarm systems shall be tested at least once a week, and a record of such tests shall be kept.
- All exit doors must be equipped with hardware that will permit doors to open from the inside by turning a single knob or handle or pressing a single bar or plate without using a key.
- All exit doors must be available as an exit when building is occupied. All halls, doors and stairs must be free of obstruction.
- All fire escapes and exit doors must be kept clear of ice and snow.

- All fire exit procedure maps shall be posted in every classroom and meeting place where children are given instruction (including gymnasium, cafeteria, locker rooms, conference rooms, etc.) Each map should contain primary exit routes and alternative routes. Maps should be posted at the students' eye level next to the exit door.
- A school public address system, if available, shall be used as a secondary warning device in the event the fire alarm system malfunctions.
- All occupants, with no exceptions, shall leave the building whenever a fire alarm is sounded.
- The local fire department makes all rules and regulations with regard to the use of candles and open flames within the school.

### **Procedures for Fire Emergencies**

- Designate assembly area(s) to be used for evacuating personnel, bearing in mind the factors of adequate distance and the possibility of inclement weather.
- Designate responsible persons who will accompany evacuating personnel to ascertain that all classes and individuals are accounted for and to report those unaccounted for by checking the class lists.
- The person discovering a fire which cannot be fought with available hand extinguishers should immediately do the following:
  - Sound internal fire alarm
  - Call the fire department
  - Notify the school administrator's office about what is on fire and where
  - Evacuate to the predesignated assembly area
- Recall or dismiss evacuated personnel in the assembly area, as appropriate

ADOPTED: 3/11/1975; REVISED: 5/5/1998

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## **6114.4: Tornadoes and Storms**

Schools should develop a plan for internal dissemination of Watches and Warnings of tornadoes and severe thunderstorms, based on assignment of a key person and alternate(s) supplied with contact information for responsible individuals in all facilities.

- All facilities should be inspected and shelter areas selected and marked.
- Special "tornado alarm" signals should be agreed upon to warn occupants of the facilities. A secondary system should be available in case of power failure before a storm strikes.
- Procedures should be established in each facility for monitoring radios and television receivers for severe weather information.
- To the extent possible, plans should be made to shelter a maximum number of people in safe areas, such as in passage tunnels or under solid stands of playing fields, in basements or inner hallways of buildings, and in other places indicated under general safety rules. Gymnasiums and auditoriums with wide-span roofs are unsafe in such situations.

- Schools shall hold a minimum of two (2) drills per year. A record of these drills shall be kept on file at the school. Parish Religious Education programs shall hold a minimum of one (1) drill per year. A record of this drill shall be kept on file in the Religious Education Office.
- Tornado and storm evacuation procedure maps shall be posted in every classroom and meeting place where children are given instruction (including gymnasium, cafeteria, locker rooms, conference rooms, etc.).

ADOPTED: 3/11/1975; REVISED: 8/25/2015

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## 6114.5: Inclement Weather

Each parish/school should have a plan for reaching decisions to cancel classes or youth activities due to severe weather. The administrator of the program must have a procedure in place for notifying parents through media, phone, email, and/or other means of communication. This procedure should be explained in the Student/Family Handbook.

### Elementary and Secondary Schools

The natural disasters most likely to occur and affect school operations are usually limited to severe weather. Under these circumstances, planning is needed for these three decisions:

- **Keeping students in school**

When advised to take shelter, a plan needs to inform students exactly where the shelter areas are and actions necessary to move students there. The welfare of students requires that they remain in school until they can go home safely. If a parent comes to school for a student, the principal shall excuse the student.

- **Dismissing students**

In closing schools for a disaster or bad weather, administrators will follow the decision of the local public schools district in the locality where the Catholic school is geographically located. If multiple public school districts overlap the geographical boundary of the Catholic school, one of the public school districts shall be designated as the public school district the Catholic school will follow. This designation must be published to parents.

When advised to dismiss students early, administrators shall inform parents and ensure the safety and wellbeing of students while in their care. If student buses and crossing guards are needed, the plan should provide for obtaining them.

- **Not opening schools**

Elementary and secondary schools will follow the decision of the local public schools district in the locality where the Catholic school is geographically located. If multiple public school districts overlap the geographical boundary of the Catholic school, one of the public school districts shall be designated as the public school district the Catholic school will follow. This designation must be published to parents. Principals will familiarize themselves with the policy and procedures of the local public school district.

- **Extra-curricular activities**

When a school/religious education program is closed due to severe weather, all after-school and evening activities are cancelled.

## 6114.6: Weapon-Free Zones

All schools will be maintained as weapon-free zones in protection of the safety of students, staff, and visitors and in accordance with Wisconsin State Statutes.

It is a felony for any person to knowingly possess a weapon, concealed or otherwise, on school grounds. Firearms, dangerous weapons, or look-alike weapons are prohibited from school property, school vehicles, or at any school related events. This prohibition does not apply to law enforcement officers discharging their official duties or military personnel who are armed in the line of duty.

Any person in violation of this policy shall be immediately reported to the police. A student or employee violating this policy shall be subject to further disciplinary action up to and including expulsion or termination of employment. The principal shall notify the parents/guardians of any student who is in possession of a weapon and advise them of pending disciplinary action.

Schools shall publish this weapons policy in all school handbooks. It is recommended that a sign be posted on school property to provide appropriate notice of this ban on weapons.

It is strongly recommended that parishes without schools prohibit weapons in buildings used for child and youth programs.

ADOPTED: 9/8/2016

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## 6115: Ceremonies and Observances

### **Civic**

The American flag is to be displayed according to state statutes.

Every school shall display the U. S. flag in the schoolroom or from a flagstaff on each school ground during the school hours of each school day.

Every school shall offer the pledge of allegiance in grades one to eight at the beginning of school at least one (1) day per week. No student shall be compelled, against his objections or those of his parents or guardian, to recite the pledge.

### **Religious**

In order to insure the preservation and transmission of Catholic traditions and the distinctly Catholic character of our schools and parish programs, the curriculum for these programs in the Archdiocese of Milwaukee shall be designed to include sacramental celebrations, observances, and Catholic rituals as recommended in the current editions of the Grade Specific Curriculum (Archdiocese of Milwaukee), the Sacramental Guidelines (Archdiocese of Milwaukee), and the National Directory for Catechesis.

ADOPTED: 4/1/1989; REVISED: 8/27/2015

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## 6120: Objectives of the Instruction Program

Each school/religious education program should have a written statement of its philosophy/mission and goals consistent with the current editions of the Catechism of the Catholic Church, the National Directory for Catechesis, the National Standards and Benchmarks for Effective Catholic Schools, and the parish/school mission statement.

The mission/philosophy and goals should be cooperatively identified, clearly stated, and accepted by the school staff and/or the parish community.

The statement should be reviewed annually.

The school shall write a philosophy and goals for each curricular area. The goals are to be in compliance with the Wisconsin State Law as it applies to private schools.

*ADOPTED: 3/11/1975; REVISED: 2/17/2017*

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## 6130: Organizational Plan for Instruction

The organizational plan for instruction should be based upon the knowledge that each person is a unique human being possessing the right to develop human potential to the fullest extent and that each person progresses through various stages of growth and development.

The school and parish formation program plans should allow for the necessary flexibility in grouping, progressive sequencing of learning, adequate availability of resources, varied curricular experiences, and effective evaluation.

*ADOPTED: 5/2/2000*

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### 6130.1: Home-Based Catechesis Guidelines

Generally, formal catechesis of children takes place in parish religious education/faith formation programs. Faith is to be shared in a community context. There may be circumstances that prevent full participation; families may choose to provide formal systematic catechesis for their children in the home. The parish will work to support and assist the family in their decision. Home catechesis is to be in accord with all applicable diocesan policies for catechesis, including assessment and evaluation. Families establish the process of home catechesis with their parish community in the following manner:

- Parents/Guardians, the pastor, and/or his designated catechetical leader enter into a dialogue regarding mutual responsibilities, schedules, fees, periodic review processes, and expectations for catechesis in the home. This dialogue culminates in a written agreement among the pastor, designated catechetical leader, family, and the child.
- The Pastor and/or his designated catechetical leader provide guidance in the selection of texts and other materials to ensure their conformity with the parish catechetical curriculum, textbooks, and the Church's catechetical documents.
- The parents, pastor, and catechetical leader witness to and provide for the communal dimension of catechesis, to include:
  - Participation in Parent/Family sessions

- Participation in catechist formation sessions
- Interaction with peers and the parish community in sacramental programs, retreats, liturgical celebrations, and other events as determined by mutual agreement.
- The pastor and the parish catechetical staff will provide resources and support for home-based catechesis, including materials and opportunities for the parents' faith development.

A child in a home school setting is required to participate in immediate preparation for the sacraments in the program provided by the family's parish.

*ADOPTED: 5/2/2000 REVISED: 6/14/2017*

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## **6131: Administration of Instruction**

The principal is the immediate administrative head of the school and has the autonomy and authority to insure the successful functioning of all phases of the school's program.

The quality of leadership provided by the principal is a prime factor in the effectiveness of the school's program.

*ADOPTED: 3/11/1975; REVISED: 4/2/1990*

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### **6131.1: Tutoring**

Tutoring is defined as any instruction provided to an individual student, or a small group of students, outside of the regularly scheduled school day. This instruction includes, but is not limited to, core academic areas and the performing arts. Examples: math, piano lessons, vocal lessons.

A parish/school-sponsored tutoring program must meet the following guidelines:

- Tutoring program activity must occur on parish/school campus
- Tutoring program activity must occur under the supervision of the pastor/principal or designee
- Tutoring program activity must be conducted by a parish/school employee or volunteer
- All Safe Environment guidelines must be followed:
  - Two adults present (reasonable proximity) at all times
  - Employee/volunteer must have Safe Environment Certification (background check, Code of Ethics, etc.)
- All financial transactions must flow through the parish/school:
  - Employees are compensated by the parish/school (a contract addendum for a current teacher will be necessary)
  - Program fees, if applicable, are paid to the parish/school

A parish/school sponsoring a tutoring program must develop and publish written program guidelines that include, but are not limited to, the following criteria:

- Person who will provide oversight of the program

- Qualifications of persons who will provide the tutoring
- When (dates and times) the program will be offered
- Specific locations (e.g., classrooms) that will be used for the program
- Attendance verification procedure
- Program fees (if applicable)
- Employee compensation (if applicable)

This policy does not apply to Title I services provided to students by the Local Education Agency (Public School District) or services provided by a third-party vendor, such as piano lessons from an independent practitioner.

Athletics and other extra- or co-curricular activities are not covered by this policy.

**ADOPTED: 1/18/2019**

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## **6131.2: Third-Party Educational Vendors**

On occasion, instruction is provided to students during the school day or after school by a Third-Party Vendor. The instruction may be delivered to a whole class, a small group of students, or individual students. A Third-Party Vendor is defined as any person or party other than a parish/network/school employee or volunteer who provides instruction to students for monetary compensation.

A parish/network/school using a Third-Party Vendor for instructional programming must have a written agreement with the Third-Party Vendor that clearly states terms and conditions of the agreement. The Third-Party Vendor must have business or educators' liability insurance. Sexual misconduct coverage should be requested. The signed agreement and proof of insurance must be on file in the school office prior to the program starting.

In addition, the following guidelines must be met:

- Instructional program activity must occur on parish/school campus
- Instructional program activity must occur under the supervision of the pastor/president/principal or designee
- Instructional program activity must be conducted by the vendor or vendor's employee
- All Safe Environment guidelines must be followed:
  - Two adults present (reasonable proximity) at all times
  - Vendor Employee must have Safe Environment Certification (background check, Code of Ethics, etc.)

A parish/network/school using a Third-Party Vendor for instructional programming must develop and publish written program guidelines that include, but are not limited to, the following criteria:

- Person who will provide oversight of the program
- Qualifications of persons who will provide the instruction
- When (dates and times) the program will be offered
- Specific locations (e.g., classrooms) that will be used for the program

- Attendance verification procedure
- Program fees (if applicable)

If the Third Party Vendor is providing instruction beyond the required curriculum, such as band, instrument, or vocal lessons, and there is a student participation fee required, the payment may be made by the student’s parent/guardian directly to the Third Party Vendor. This process should be clearly stated in the agreement between the parish/network/school and the Third-Party Vendor and clearly communicated to parents/guardians.

*This policy does not apply to Title I services provided to students by the Local Education Agency (Public School District).*

*Athletics and other extra- or co-curricular activities are not covered by this policy.*

**ADOPTED: 7/2/2020**

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## **6135: Continuity of Instruction and Learning**

Occasionally events occur that disrupt the ability of a school to deliver in-person instruction to its students. Each school should develop and publish policies and procedures to ensure the continuity of instruction and learning if a disruptive event occurs. These disruptive events will vary in duration but generally would fall into the following:

- Short Term: one-to-five days of in-person instruction lost
- Intermediate Term: six-to-fifteen days of in-person instruction lost
- Long Term: sixteen or more days of in-person instruction lost

Policies and procedures should address each term and include, but not be limited to, the following:

- Infrastructure:
  - Internet access for faculty and students
  - Offline support for students without internet accessibility
  - Platform / Learning Management System experience of faculty and staff
  - School-issued devices to students
  - Technology support for faculty and students
- Logistics:
  - Communication of expectation of parents and students during these events
  - Attendance protocol for students
  - Expectations for faculty and staff
  - Professional development for faculty
  - Community partners
- Curriculum, Instruction, and Assessment:

- Faith formation continuity
- Protocol for communication between faculty and students and parents, considering:
  - Archdiocese of Milwaukee Social Media & Digital Communication Policy
  - Digital Citizenship
  - Safe Environment protocols
  - Technology safeguards
- Time expectations for faculty and students to be “online” and for “offline” work
- Synchronous and asynchronous instruction and learning
- Content Continuity:
  - Continuation of content that would have been addressed in-person
  - Introduction of new content
- Assessment of student work
  - Formative assessment and feedback protocols
  - Summative assessment aligned to standards proficiency
- Student Support:
  - Academic support/accommodations
  - Counseling services
  - English Language Learners

Above modeled after the Indiana Department of Education eLearning Program

*ADOPTED: 7/2/2020*

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## **6140: Standards-Based Curriculum, Instruction, and Assessment**

The curriculum for the Archdiocese of Milwaukee adheres to appropriate, delineated standards that are aligned to ensure that every student successfully completes a rigorous and coherent sequence of academic courses based on standards and rooted in Catholic values. (NSBECC Benchmark 7.1)

Curriculum documents are designed to:

- Prioritize standards and integrate the religious, spiritual, moral, and ethical dimensions of learning;
- Identify learning targets to guide decisions on instructional strategies, materials, and resources; and
- Articulate how students will demonstrate their learning.

The school shall provide a wide range of instructional strategies and assessment methods based on the unique needs of each student.

The *Grade Specific Religion Curriculum* and *Family Life Curriculum* have been reviewed and approved by the Archbishop. Schools must adhere to the approved curriculum and resource lists in these areas.

Instructional strategies and materials/resources shall be determined at the school level according to the curriculum being delivered and the needs of the students being served.

Alignment of curriculum, instruction, and assessment shall be documented and monitored to ensure students have the knowledge, understanding, and skills to become creative, reflective, literate, critical, and moral evaluators, problem solver, decision makers, and socially responsible global citizens. (NSBECC Benchmark 7.3)

ADOPTED: 3/11/1975; REVISED: 7/15/2019

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## 6140.1: Government Funded Curriculum Materials

Government funded materials will be properly identified according to the guidelines of the federal program involved.

The administrative procedures for handling government funded materials are the following:

- Assemble all materials in a designated manner as directed by the Department of Public Instruction or the local public school authority.
- Designate a person who will be responsible for these materials.
- Submit an inventory listing of all materials to the appropriate public school official.

ADOPTED: 12/1/1983; REVISED: 2/17/2017

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## 6141: Secondary School Curriculum Guidelines

Curriculum guidelines for each secondary school are locally developed, maintained, and revised in light of the school's accreditation standards.

### Theology Curriculum

All high schools in the Archdiocese of Milwaukee shall implement the High School Theology Curriculum (2005) and offer/require eight semesters of theology for all students. These courses will be given the weight of and offered with similar frequency to other core academic subjects. If theology electives are offered, they must be an extension of core theology courses.

ADOPTED: 3/11/1975; REVISED: 2/17/2017

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### 6141.11: Human Sexuality/Family Life

Education in human sexuality shall be part of the curriculum in all elementary and secondary schools and religious education programs.

A specific, systematic, and discrete Family Life component must be offered in Catholic schools and parish religious education programs. The family life program must be aligned with the current *Family Life Curriculum* and must use resources approved by the Office for Schools and Office of Catechesis.

The schools/religious education programs shall follow the guidelines presented in *Catechetical Formation in Chaste Living: Guidelines for Curriculum Design and Publication*, USCCB, 2008; *National Directory for Catechesis*, USCCB, 2005; *Grade Specific Religious Education Curriculum*, Archdiocese of Milwaukee, current edition; *The Truth and Meaning of Human Sexuality*, Pontifical Council for the Family, 1996; *General Directory for Catechesis*, Congregation for Clergy, 1997, and *Catechism of the Catholic Church*, 1994.

The Family Life program must be offered during the normal daily instructional schedule in elementary/middle schools (K-8).

The Family Life component in a parish religious education program may be offered during normal instructional time, during a special day of reflection, or in an intergenerational setting with parent participation.

The *Family Life Curriculum* is posted online. Parents are encouraged to become familiar with and support the Family Life Program. Questions or concerns should be addressed to the classroom teacher/parish catechetical director. If concerns cannot be satisfactorily resolved, the parent has the right to remove the child from the parish/school-based family life program, after conferring with the principal of the school/catechetical director.

Parish Programs: <http://www.archmil.org/catechesis/FamilyLifeEd.htm>

ADOPTED: 3/11/1975; REVISED: 9/8/2016

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## 6141.12: Safe Environment Education

Safe Environment Education shall be a part of the curriculum in all elementary and secondary schools. Major curriculum components related to child abuse prevention are found in the Grade Specific Religious Education Curriculum of the Archdiocese of Milwaukee. Additional units of instruction and other resources can be found on the [Safe Environment Education web page](#).

ADOPTED: 5/3/1993; REVISED: 7/19/2016

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## 6143: Curriculum Guides for Parish Catechetical Programs

For parish catechetical programs at the elementary and middle school levels, the current editions of the *Grade Specific Religious Education Curriculum*, Archdiocese of Milwaukee, and the *Sacramental Guidelines*, Archdiocese of Milwaukee, shall be used as the core religion curriculum. Parish catechetical and youth ministry programs for high school youth should be guided by the *Adaptation of Doctrinal Elements of a Curriculum Framework for the Development of Catechetical Materials for Young People of High School Age for Use in Parish and Youth Ministry Programs*, USCCB, and the current edition of the *Sacramental Guidelines*, Archdiocese of Milwaukee.

ADOPTED: 6/14/2017

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## 6145: Extra-Curricular Activities

Extra-curricular activities supplement the primary education of our children.

The principal has the ultimate responsibility for all extra-curricular school activities. The immediate supervision of an activity may be delegated to qualified staff members or competent adults. A job description shall be written to provide the parameters of this delegation. Parents and other adults who serve as coaches, moderators, and chaperones are accountable to the principal in all activities that are school-based.

The pastor has the ultimate responsibility for all extra-curricular activities in parish-based programs. The immediate supervision of an activity may be delegated by the pastor to a qualified staff member or other adult; a job description shall be written to provide the parameters of this delegation. Parents and other adults who serve as coaches, moderators, and chaperones are accountable to the pastor or his delegate in all activities that are parish-based.

ADOPTED: 10/11/1977; REVISED: 8/19/2016

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## 6145.2: Elementary School and Parish-Based Athletic Programs

### Philosophy

The Catholic parish/school athletic programs offer an opportunity for young people to associate with dedicated adults who not only foster the development of athletic skills but also serve as role models of Christian living. The true goals of athletic competition are sportsmanship, leadership, and team play which develop physical skills.

The Church is working diligently to protect our children and youth against exploitation by overzealous adults. Overworking young athletes not only lends itself to physical strain and a higher probability of injury but to mental exhaustion as well.

The Catholic parish/school athletic programs call for responsible control and limitation of the time and energy expended on extra-curricular activities. This purpose imposes on the administrators and directors of Catholic parishes/schools the obligation to select and prepare adults who will fit the needs as role models for our youth.

Local administrators and athletic associations shall create policies that govern athletics at the local level. It is suggested that pastors/principals confirm/approve all candidates to the local athletic boards before elections/appointments take place.

### General Regulations

1. No elementary school student may participate in any phase of a formal high school (grades 9-12) athletic program. This includes practice sessions.
2. The following sports are regulated by the archdiocese in their own season only: Baseball, Basketball, Football, Soccer, Softball, Track, Cheerleading, and Volleyball.

The sport seasons are defined as follows:

- Fall season = Football, Soccer, Volleyball, and Cheerleading. Conference games will not begin before Labor Day.
- Winter season = Basketball, Volleyball, and Cheerleading. Conference games will not begin before Thanksgiving.
- Spring season = Soccer, Baseball, Softball, and Track. Follows the winter season and runs until the end of the school year.

All practices and games (independent, league and tournament) must take place during the defined sport season in accordance with the Archdiocesan Sports Standardized Schedule.

This prohibits all schools and parishes from providing coaches, equipment, parish/school names, liability insurance, parish funds, and practice and/or game facilities to their parish/school-based teams to continue play outside the defined sports season. This includes any organized activity such as practices, drills, scrimmages, games, etc.

A group of students (two or more) who attend the same parish/school may participate in a non-archdiocesan sponsored league, such as a recreational league. However, they may not in any way give the appearance of sponsorship by the parish/school. This means they may not use the parish/school's name, colors, athletic team nickname, or any name with an obvious connection to the parish/school. They may not use any parish/school equipment or be coached by the same person(s) who would coach them in an archdiocesan league. These prohibitions extend to all grade levels.

A game is defined as competitive play between two (2) teams of different schools during which time and score are kept. A scrimmage is defined as play between two (2) teams of different schools during which no time or score is kept and during which coaches may interrupt action to give coaching advice. To compete/play is defined as participation in any practice, tryout, game, or scrimmage under the supervision of a coach. Tryouts and scrimmages are considered a practice.

The Sportsmanship Pledge must be displayed at all athletic venues connected to the archdiocese.

## Parents

The Catholic Church recognizes and acknowledges the role of parents to be the primary educators of their child. As such, schools partner with parents in the formal education of the child.

Schools in the Archdiocese of Milwaukee should demonstrate respect and support for parents in the education of their child.

Inherent in the parents' choice of a Catholic school for their child is the understanding and expectation that they will support the school's mission and its commitment to the principles of Catholic values and faith formation. Parents are also expected to support and adhere to the policies and procedures outlined in the school's handbooks and demonstrate behaviors aligned with good moral and ethical principles. Parents are not permitted to interfere with the operation of the school nor display distrustful, disruptive, or harassing behaviors toward parish/school staff.

All parents and/or legal guardians are required to sign the *Parent/Guardian Sportsmanship Pledge* as an acknowledgment that they pledge to:

- Display Christian behavior at all practices and games
- Represent their parish and/or school to the very best of their ability
- Be positive role models for players, coaches, and spectators
- Provide encouragement and support for players and coaches
- Refrain from profanity, racial or ethnic comments, harassment or taunting of players, opponents, coaches, officials, and spectators
- Promote good sportsmanship in their son/daughter
- Take responsibility for their actions

Parents/guardians who do not exhibit good sportsmanship will be subject to disciplinary action by their parish/school and/or the league their parish/school plays in. Such action may include being banned from attending any and all related activities. In extreme cases, the parent/guardian's child may be denied continued participation in athletics.

## Programs

All revenue that a parish/school receives in conjunction with its athletic program is considered Parish Ordinary Income. This includes, but is not limited to, participation fees, league/tournament revenue, admissions, and concession income.

Competitive athletic programs are to be limited to grades 5, 6, 7, and 8. A student is eligible only to compete for four (4) years, one (1) year at each of his/her grade level of school. Students must play at their own grade level, unless classes are combined to form one (1) team. Team members must meet the following age requirements as of September 1st: 5th GRADE: Under 12 years; 6th GRADE: Under 13 years; 7th GRADE: Under 14 years; 8th GRADE: Under 15 years.

### **An athletic program may be structured in one of three ways:**

- School-based: only registered students of a single school may participate on the school's sponsored athletic teams.
- School Network-based: only registered students of the network's individual school may participate on the network's sponsored athletic teams.
  - The network must develop and publish a policy and process for determining which network-sponsored team an individual student would participate on.
  - League approval for the division of students within network-sponsored teams is required.
- Parish-based: only registered students who are in the parish-sponsored school or the parish religious education program may participate on the parish's sponsored athletic teams.
  - Cluster Parishes: cluster parish partners may combine athletic programs following the guidelines listed later in this section.

### **Supervision of Athletic Programs:**

- School-based: the principal is responsible for oversight of all extracurricular or co-curricular activities the school sponsors. The principal may delegate supervision of the athletic program to a designated athletic director, but the principal retains the ultimate responsibility for supervision of the program.
- School Network-based: the president is responsible for oversight of all extracurricular or co-curricular activities the school network sponsors. The president may delegate supervision of the athletic program to an individual school principal or a designated athletic director, but the president retains the ultimate responsibility for supervision of the program.
- Parish-based: the pastor/parish director is responsible for oversight of all extracurricular or co-curricular activities the parish sponsors. The pastor/parish director may delegate supervision of the athletic program to the school principal, the parish director of religious education, or a designated athletic director, but the pastor/parish director retains the ultimate responsibility for supervision of the program.

### **Local Athletic Boards:**

- Each program shall establish a local athletic board with appropriate bylaws and defined policies, procedures, and responsibilities to allow for efficient functioning.
- The board shall have a minimum of three elected/discerned members

- Chair
- Treasurer
- Secretary
- Boards should have a director for each sport that it sponsors
- When boards exist in multi-parish/school situations, each participating parish/school shall have at least one representative.

### **Cluster Parishes:**

Parishes with an existing athletic program may extend an invitation to their cluster parish partners to form a combined parish athletic program. The following requirements must be met and approved by the Archdiocese Office for Schools and the league director:

- The pastors of each parish in the cluster must give consent for participation in the combined athletic program. The pastor/designee is responsible for athletics at each participating parish.
- Each parish is encouraged to have representation on the athletic board.
- All parishes within the cluster must be invited to participate and approve of the combined athletic program. A cluster without a Catholic school may request to form a combined athletic program with a cluster in geographic proximity that has a Catholic school.
- All interested and eligible students within the designated cluster parishes will be invited and allowed to participate in all sports offered at the parish/school.
- The religious education director and/or principal of each parish confirms, in writing, the eligibility of the students participating in athletics. Player eligibility shall follow all existing Archdiocesan rules.
- The parishes will complete the Request to Form a Combined Parish Athletic Program Form 6145.2(n) each year and submit it to the league director of the athletic league(s) with which the schools/parishes are affiliated on a yearly basis prior to the beginning of the sports season.

All programs may only participate in archdiocesan-approved leagues, tournaments, or competitions. A waiver to participate in any other game or competition must be requested in writing to the Office for Schools.

Teams may not scrimmage or compete against club, AAU, All-Star, or high school teams.

***Students in grade 4 and younger:*** A parish/school may provide organized, non-competitive athletic activities for students in grades 4 and younger. The purpose of these offerings must be to teach students the fundamental skills of the sport and serve as an introduction to team sports. The emphasis is on participation, and local athletic boards should develop policies and guidelines to ensure equal access and participation to all students who are interested.

- These organized, non-competitive athletic activities may be offered for a maximum of 10 consecutive weeks during the school calendar year.
- Practice time/game restrictions may not exceed those for students in grade 5.

### **Student Eligibility**

A student may be eligible to play on a parish/school based teams if the following criteria are met:

- The student is enrolled in good standing in the school
- The student is enrolled in good standing in the parish religious education program
  - The parent/guardian is a registered member of the sponsoring parish
- The student is in a parish-approved, home-based catechetical program
  - The parent/guardian is a registered member of the sponsoring parish

Eligibility requirements for participation apply equally to students in the parish school, the religious education program, and a parish-approved home-based catechetical program. Eligibility to participate shall be determined at the local level by the appropriate administrators and committee, and include the following criteria:

- Academic performance: should be based on multiple factors, and not a single criterion
- Attendance: school and/or religious education classes
- Conduct: school and/or religious education classes

These criteria apply regardless of whether the student attends the Catholic school or a public school. The written criteria and process for determining eligibility shall be published in the parent/student handbook and other forms of communication.

A student who attends a Catholic School that offers athletics is eligible to play for his/her school team and is not eligible to participate for another parish-based team.

No elementary school student may participate in any phase of a formal high school (grades 9-12) athletic program. This includes practice sessions.

A student must be in attendance at his/her school or religious education class for the full day in order to be eligible to participate in a competition, scrimmage, or practice. A full day is defined as the regularly scheduled length of time school is in session or the religious education class would be in session. The school principal or religious education director may excuse a student from this requirement.

A student/athlete may participate with non-archdiocesan teams in the same sport during the season provided that the student's priority and commitment is with the parish/school team and the student maintains the eligibility requirements established by the school administration and published in local policy. Schools teams playing in archdiocesan leagues are considered archdiocesan teams.

A team's entire competitive season must be completed before any member of that team may begin participation in another sport. This restriction applies to practices as well as games or matches. **EXAMPLE:** A player participating with the football or soccer team must complete the entire football or soccer season before participating in any practices, games, matches, scrimmages, etc., for another sport ... such as basketball or volleyball.

***Physical Examination Requirement:*** No student may participate in any phase of a parish/school sponsored interscholastic athletic program without a physical examination by a licensed physician, physician's assistant (PA), or Advanced Practice Nurse Prescriber (APNP) every two years. A physician exam taken April 1st and thereafter is valid for the following two (2) school years; a physical examination taken before April 1st is valid only for the remainder of that school year and the following year.

Example: A physical taken on April 1, 2020 is valid for the 2020-2021 and 2021-2022 school years. A physical taken on March 30, 2020 is valid for the remainder of the 2019-2020 school year and the 2020-2021 school year.

**Insurance:** pupil accident insurance is required for all students who participate in competitive school athletic programs and may be made available to parents on a voluntary basis at the beginning of each school year. One of the following is required:

- Student accident insurance
- A statement signed by the parent certifying insurance covering personal injury of the student is maintained by the family. This information will become part of the student's school file.

**Forms Required:** All appropriate forms related to athletics must be completed and returned before a student may participate in any tryouts, practices, or games:

- Medical Information & Emergency Consent: [Form 6145.2 \(a\)](#)
- Parent's Risk Acknowledgement and Consent: [Form 6145.2 \(b\)](#)
- Student Physical Examination: [Form 6145.2 \(c\)](#)
- Student Athlete and Parent/Guardian Sportsmanship Pledges, [Form 6145.2 \(k\)](#), [Form 6145.2 \(l\)](#)
- Concussion Acknowledgement: [Form 6145.2 \(i\)](#)

**Concussion Awareness:** Annually, student athletes and their parents shall be presented with a discussion about concussion and given an educational fact sheet regarding the signs and symptoms of concussion. All student athletes shall be required to participate in concussion education prior to their participation in any sport.

- All athletes and their parents will sign a statement in which the student-athlete accepts the responsibility for reporting personal injuries and illnesses to the coaching/athletic training staff, parents, or other health care personnel, including signs and symptoms of concussion. This statement will also acknowledge having received the above-mentioned educational handout.
- ***When an athlete shows any signs, symptoms, or behaviors consistent with a concussion, the athlete shall be removed immediately from practice or competition.*** The athlete's parent shall be immediately notified of the situation. The athlete may not participate again until he/she is evaluated by a health care professional, is symptom free, and receives written clearance from a health care provider to return to activity. The incident, evaluation, continued management, and clearance of the athlete with a concussion shall be documented.

**Transfer Students:** A student who participates in any part of, or an entire, archdiocesan parish or school interscholastic athletic program season, or seasons, and transfers to another archdiocesan parish or school is ineligible to participate in any part of the interscholastic athletic program of the new parish/school for one (1) calendar year from the date of registration. This rule applies to students in grades 5 through 8.

Exceptions to the one year period of ineligibility:

- ***Change of residence:*** The parents/guardian of the student have a change of primary place of residence. For purposes of this rule, a primary change of residence means to move out of the boundary area of one parish and into the boundary area of another.
- ***Waiver request:*** A waiver of this rule may be granted if it is clearly demonstrated that a transfer was not athletically motivated. Student Transfer Waiver: [Form 6145.2 \(h\)](#) shall be used to request a waiver. The waiver request must be submitted to the Office for Schools for final approval.

A student participates in an interscholastic athletic program when he or she plays, practices, tries out, or submits written permission to compete. During the one (1) year period of ineligibility, the student must attend the new parish school or religious education classes.

## Guidelines for Accident/Injury Reporting for Athletics

Minor injuries such as muscle strains, sprains, abrasions, and bruises to student athletes do not need to be reported.

Injuries that require an accident report to be completed include:

- Broken bone
- Head Injury - concussion
- Serious eye injury
- Transport by ambulance
- Other serious injury or an injury that has the coach or parents particularly upset

After attending to the immediate medical needs of the injured person, the coach should report a serious injury to the Athletic Director (AD) that same day. AD reports to principal and/or pastor. Catholic Mutual Group should be notified.

Coach should gather information, including phone numbers, for the injured person, witnesses, and any other person or athlete involved in the injury/event and provide that information to the AD.

### **Teams:**

A team is comprised of eligible students from a single grade level in a single parish / school athletic program whenever possible.

An eligible student may only participate on one parish/school team per sport per year.

- A student needing to move permanently from one parish/school team to another in the same year must submit a written request to the parish/school athletic committee, the league, and the Office for Schools. Final approval of the request may be granted by the Office for Schools only if the local athletic committee and the league grant approval.
- A student may only participate on a parish/school team one grade level above his/her current academic grade.
- In rare instances, a student may need to play more than one grade level above his/her current academic grade. To seek approval for this, the student's parent must submit a written request to the parish/school athletic committee, the league, and the Office for Schools. Final approval of the request may be granted by the Office for Schools only if the local athletic committee and the league grant approval.

**Tournament Rosters:** Tournament rosters are restricted to the official roster submitted to a parish/school's league.

**Merging Teams:** Merging teams from two (2) or more schools/parishes is allowed only if there is a shortage of players at a specific grade, only after all internal options have been exhausted, and only with schools/parishes that currently sponsor and administer active athletic programs in Grades 5-8. All eligible students in affected parishes will be allowed to participate on the merged team. A school may not divide players from the same grade between teams at the two (2) different schools.

Written authorization from each pastor/principal of the respective parishes/schools, which are in reasonably close geographical proximity to one another, is needed to field a merged team. The Team Merger Request [Form 6145.2 \(e\)](#) must be completed and sent to the league director prior to the beginning of the sports season. The merger is approved once all signatures are obtained on the merger request form and it has been approved by the respective league director.

Combined grade level teams are allowed for athletes in two consecutive grades only.

**Cluster Parishes:** Parishes with an existing athletic program may extend an invitation to their cluster parish partners to form a combined parish athletic program. The following requirements must be met and approved by the Archdiocese Office for Schools and the league director:

- The pastors of each parish in the cluster must give consent for participation in the combined athletic program. The pastor/designee is responsible for athletics at each participating parish.
- Each parish is encouraged to have representation on the athletic board.
- All parishes within the cluster must be invited to participate and approve of the combined athletic program. A cluster without a Catholic school may request to form a combined athletic program with a cluster in geographic proximity that has a Catholic school.
- All interested and eligible students within the designated cluster parishes will be invited and allowed to participate in all sports offered at the school/parish.
- The religious education director and/or principal of each parish confirms, in writing, the eligibility of the students participating in athletics. Player eligibility shall follow all existing Archdiocesan rules.
- The parishes will complete the Request to Form a Combined Parish Athletic Program [Form 6145.2\(n\)](#) each year and submit it to the league director of the athletic league(s) with which the schools/parishes are affiliated on a yearly basis prior to the beginning of the sports season.

**Playing Down:** A parish based athletic program experiencing difficulty fielding a team at any grade level due to an insufficient number of eligible students may appeal in writing for permission to play students down one grade level. This appeal must be submitted at least 7 days before the final team commitment date for the member's league. In no instance will more than two players be allowed to play down, or more than one of the two be allowed on the playing floor at the same time. If a member is allowed to play students down, all opposing teams shall be advised of the names and numbers of the players. This request will be granted as a last resort, specifically an inability of the student to play up a grade, or to merge with a nearby program. The request should first be made to the applicable league directors, who will forward the request to the Archdiocesan Office for Schools with its recommendations. The Office for Schools will make the final determination.

**Rosters:** Official player rosters with a place for the verification signatures of the pastor and/or principal, athletic coordinator and coach are to be utilized for all league and tournament play.

Only teams comprised of players representing a single archdiocesan parish/school, an authorized combined parish/school in existence as a team during the entire sport season, or a private school team that is an admitted member of an archdiocesan athletic league are eligible to participate in archdiocesan parish/school-sponsored tournaments. Select, all-star, club, AAU, non-league private schools, or public school teams are not allowed to participate in these tournaments.

All teams from non-archdiocesan institutions that participate in archdiocesan leagues must abide by the policies and regulations for athletics of the Archdiocese of Milwaukee. Non-archdiocesan institutions seeking admission to any archdiocesan league must seek written approval of both the league and the Office for Schools of the Archdiocese of Milwaukee. Non-archdiocesan teams playing in Archdiocesan sponsored leagues or tournaments, must sign an

Archdiocese of Milwaukee Athletic League Participation Agreement and provide a certificate of liability insurance in the minimum amount of \$1,000,000 which names the specific athletic league and the Archdiocese of Milwaukee as additional insured for their team for the dates of participation in league play. It is the responsibility of the individual leagues to inform the non-archdiocese institution of this requirement.

## Leagues

Leagues or conferences provide a structure that helps to make athletic programs more effective. All teams must belong to a Catholic league or conference. If possible, the league or conference should be organized on an area-wide or geographical basis.

All archdiocesan leagues, approved by the archdiocesan Athletic Advisory Board, are affiliated organizations and enjoy the benefits of insurance coverage and tax exempt status:

- Leagues must have bylaws on file with the Office for Schools
- Leagues must maintain a full accounting for their activities and provide an annual financial report to the Office for Schools no later than the following September 15
- Leagues must maintain a full accounting for their activities and provide an annual financial report to league membership upon request

Each league or conference must have a Board of Control to establish game rules, procedures, and discipline within the league or conference which are in compliance with archdiocesan policy:

- Board membership can and should consist of principals, athletic directors, coaches and/or other qualified persons.
- The Board of Control shall elect a minimum of three officers annually to include a chairperson, secretary, and treasurer.
- All league officers and board members shall comply with Archdiocesan Safe Environment Requirements: clearing a state and national criminal background check, attending a Protecting God's Children awareness session, and signing a Code of Ethical Standards.
- All league officers and board members who handle money may be subject to a credit check.
- The Chairperson of the Board of Control shall act as the executive officer of the league or conference. The chairperson shall communicate all schedules, rules, financial reports, and election of officers to the appropriate parish and/or school administrators, and league membership on an annual basis.
- The Chairperson of the Board of Control shall attend all meetings of the Archdiocese of Milwaukee Athletic Advisory Board.
- The treasurer of the Board of Control shall maintain accurate financial records and shall submit a detailed financial report of league activities, along with the most recent bank statement, by September 15<sup>th</sup> for the prior fiscal year. The fiscal year shall be July 1 to June 30.
- The Board of Control shall establish specific regulations for each sport in conformity with the policies of the archdiocese.
- The Board of Control shall establish schedules for each sport at the beginning of the sport season. Such schedules shall include the time of the events.

- League members are entitled to one vote per parish/school.

## Practice and Games

A student must be in attendance at his/her school or religious education class for the full day in order to be eligible to participate in a competition, scrimmage, or practice. A full day is defined as the regularly scheduled length of time school is in session or the religious education class would be in session. The school principal or religious education director may excuse a student from this requirement.

If school is closed due to inclement weather, all after school activities shall be cancelled. If school is cancelled on a Friday, the decision to hold activities on Saturday and/or Sunday should be made locally.

Teams may only participate in tournaments held within the leagues that are sponsored by archdiocesan parishes or league membership.

Local administrators and athletic associations shall create policies that provide for participation by all team members in all games.

There is to be neither practice nor competition during the hours the involved student's school or religious education classes are in session.

Travel to games must be kept to a reasonable distance, especially on days preceding a school day. Therefore, games scheduled at later evening hours are discouraged on days that precede a school day. The player's health and education must be safeguarded by the school.

There is to be no practice nor competition without competent adult supervision present at all times; an adult is a person who is at least 21 years of age. It is highly recommended that there be at least two (2) adults present in a supervisory role at all times. If an event has both male and female minors in attendance, there must be both male and female responsible adults also present.

The official playing rules used for each sport shall be those published by the National Federation of State High School Associations. Adaptations and/or exceptions to these rules may be granted, upon request of a league or conference, by the Archdiocesan Office for Schools.

No sanctioned or organized athletic activities, including league or tournament games, practices, tryouts and scrimmages, involving elementary school and parish teams, may take place on Sundays before 12:00 noon or on Christmas Eve, Christmas Day, or during the Easter Triduum.

## Ejection from Competition

### ***Students:***

Any student who is ejected from any competition for any reason shall be immediately suspended for the next game. This includes any and all tournament competitions scheduled during this period. The suspension does carry over into the next competitive season the coach participates in.

A second ejection shall result in a suspension of the next two games. This includes any and all tournament competitions scheduled during this period. The suspension does carry over into the next competitive season the coach participates in.

A third ejection shall result in a suspension of the next five games, and future eligibility shall be reviewed by the student's parish/school in consultation with the Office for Schools.

Suspensions resulting from ejections are not subject to appeal.

Students may participate in practice, but not in a scrimmage, during the suspension period.

The parish/school and/or league may impose consequences beyond the above described suspensions.

### ***Coaches:***

Any coach who is ejected from any competition for any reason shall be immediately suspended for the next two games. This includes any and all tournament competitions scheduled during this period. The suspension does carry over into the next competitive season the student participates in.

A second ejection shall result in a suspension of the next four games. This includes any and all tournament competitions scheduled during this period. The suspension does carry over into the next competitive season the student participates in.

A third ejection shall result in a suspension of the next eight games and future coaching eligibility shall be reviewed by the coach's parish/school and league in consultation with the Office for Schools.

Suspensions resulting from ejections are not subject to appeal.

During the suspension period, the coach is not allowed to attend any practice, scrimmage, or competition.

The parish/school and/or league may impose consequences beyond the above described suspensions.

## **Coaches**

Coaches provide a very worthy service to a school. They must remember that they play an important part in the development of the student/athlete under their charge. Coaches must conduct themselves as Christians at all times. They must cooperate and not interfere with or impede the school's educational program. Imprudent actions on the part of the coaches are subject to disciplinary action by the principal/pastor and the league Board of Control.

All parish/school employees and all volunteers who have contact with minors must be Safe Environment Certified. An individual considered to be Safe Environment Certified has met the following three (3) requirements::

- Has attended at least one in-person live Safe Environment Education Training Session (SEE) since 2003 in the Archdiocese of Milwaukee. If someone has attended a live Safe Environment Education Training (SEE) session in another diocese and wishes to have the training reviewed for acceptance in place of the Archdiocesan SEE requirement, verification from the other diocese can be submitted to the Safe Environment Office for review. Approval is not guaranteed and will only be granted in certain instances.
- Has a criminal background check that has been reviewed and approved by a Safe Environment Coordinator in the last five (5) years. (See 4111.1: Criminal Records)
- Has reviewed and agreed to the Code of Ethical Standards for Church Leaders in the last five years.

In addition, the following must be met

- Must have knowledge of the Mandatory Reporting Responsibilities.
- Be approved by a member of the professional staff.

All coaches, whether a Head Coach, an Assistant Coach, or any adult actively involved in working with the players shall be certified. Head coaches must be at least 21 years of age; assistant coaches must be at least 18 years of age and a high school graduate. High school students under the age of 18 may assist with coaching activities under the direction of the head coach. No high school student may have any supervisory responsibilities.

The training programs for certification shall include:

- A basic or core preparation in the Catholic/Christian philosophy of coaching, risk management, and the prevention and treatment of injuries, including concussion awareness. Two clock hours (minimum).
- Training in the specific sport to include rules, practice organization, skill development, and coaching behavior. Three clock hours (minimum).
- The basic or core preparation is required prior to assuming coaching duties. Completion of the sport-specific training requirement shall be accomplished within one year of the inception of coaching duties. Once these elements of certification are in place, a coach's certification status is considered complete for life, except for other requirements that are listed in this section.
- The local pastor/principal shall be accountable for monitoring coaches and maintaining certification records. The record keeping may be delegated by the pastor/principal.
- Annually all employees and volunteers shall receive training in the treatment of Bloodborne pathogens and concussion awareness. This training shall be completed prior to working with athletes. All coaches shall sign a statement acknowledging that they understand the importance of recognizing and responding to concussions.
- Coaches should be made aware of the responsibilities of adults who supervise children and youth.

All communication between a coach and students on his/her team should go through the student's parent. A coach should not communicate directly with a student on his/her team.

***Other:***

Schools, parishes, and leagues are responsible to insure that appropriate first aid supplies, other medical equipment, and an accessible telephone are available at all practices and games.

Title IX of the Civil Rights Act requires that equal opportunity be provided to both sexes to participate in athletics. It requires that all physical education classes be coeducational; however, it allows separation during the participation in contact sports and explicitly permits grouping of students by ability.

Whenever possible, athletic teams should be transported to games and tournaments by a parent or guardian, or in a yellow school bus. Coaches are strongly discouraged from transporting minors other than their own children to and from games and practices and making transportation arrangements to games for students when group transport is not provided. In the event that a coach chooses to transport minors, the following conditions must be met for parish employees and/or volunteers using their own vehicle:

- A leased or privately owned 10-15 passenger van may not be used to transport school-aged children (grades K- 12) for athletic events.
- The driver must be 23 years of age or older, unless 21-22 and approved by Catholic Mutual.
- The driver must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
- The vehicle must have a valid registration.
- The vehicle must be insured for minimum limits of \$100,000 per person/\$300,000 per occurrence.
- The driver must complete the Volunteer Driver Information Sheet.

- Drivers must complete the on-line video, “Be Smart - Drive Safe,” found on the Catholic Mutual home page at <http://www.catholicmutual.org>. With the exception of emergencies, any coach who feels he/she might transport students should complete a Volunteer Driver Information: [Form 6153 \(c\)](#).

In keeping with the Archdiocesan Code of Conduct for priests, deacons, and lay ministers, the presence and/or consumption of alcoholic beverages is forbidden at an athletic event where children or youth are present.

An open gym must be open to all students, boys and girls, in two (2) or more grade levels. Coaches or assistant coaches for any teams in those grade levels may only supervise and not coach, instruct, or direct activities during an open gym. The open gym must be supervised by at least two adults, 21 years or older, who have completed Safeguarding All of Gods’ Family training.

A parish may conduct a summer sport camp program. The camp may not exceed five (5) days per grade, per sport, and must occur between the end of the spring sport season and start of the fall sport season. Participation in a camp should be open to all parish/school students of the appropriate grade level and gender. The parish must ultimately control the camp, including dates, fees, sign ups, and finances. A facilitator from outside the parish’s athletic program should be used for the substantive or instructional aspects of the camp.

## Sanctions

Appropriate sanctions shall be applied toward teams and/or individuals not in compliance with archdiocesan policies relating to athletics. Sanctions to be considered include, but are not limited to:

- Non-participation in leagues
- Forfeiture of games
- Removal of parish/school endorsement, use of parish/school name, logo, insignia, team name, and use of physical facilities and equipment
- Loss of funds raised in the name of parish/school athletics
- Loss of liability coverage under the archdiocesan insurance
- Removal from positions of responsibility within the parish/school athletic structure
- Declaration of player ineligibility in league games and parish, school, or diocesan-wide tournaments
- Declaration of team ineligibility in league games and parish, school, or diocesan-wide tournaments

## Appeals

Decisions regarding player or coach eligibility, player or coach discipline, and any other local decision, made by the parish / school may be appealed via the local appeal process. The decision of the pastor / president is final. Decisions may not be submitted to the Office for Schools for review.

Decisions regarding player or coach eligibility, player or coach discipline, and any other local decision made by the league, may be appealed via the league’s appeal process.

A family who has followed the league’s appeal process without satisfaction may ask the Office for Schools to review. The family must submit written documentation detailing the progress of the appeal through the league’s appeal process. These documents, along with a letter explaining why a review is requested, should be submitted to the Office for Schools within 10 days of the league’s final decision. Following the examination of the documents, the Office for

Schools will either affirm the decision of the league, accept it for further appeal, or remand it back to the league for further consideration.

[Download Form 6145.2 \(a\): Student Athlete – Medical Information & Emergency Consent](#)

[Download Form 6145.2 \(b\): Parents and/or Legal Guardians Risk Acknowledgement and Consent to Participate](#)

[Download Form 6145.2 \(c\): Physical Examination – Athlete Participation](#)

[Download Form 6145.2 \(d\): Coaches’ Agreement](#)

[Download Form 6145.2 \(e\): Team Merger Request](#)

[Download Form 6145.2 \(f\): Team Roster](#)

[Download Form 6145.2 \(g\): Coaches’ Certification – Local Permanent Record](#)

[Download Form 6145.2 \(h\): Student Transfer Waiver](#)

[Download Form 6145.2 \(i\): Coaches’ Concussion Acknowledgement](#)

[Download Form 6145.2 \(j\): Parent and Athlete Concussion Acknowledgement](#)

[Download Form 6145.2 \(k\): Student-Athlete Sportsmanship Pledge](#)

[Download Form 6145.2 \(l\): Coach Sportsmanship Pledge](#)

[Download Form 6145.2 \(m\): Parent/Guardian Sportsmanship Pledge](#)

[Download Form 6145.2 \(n\): Combined Parish Athletic Program Request](#)

[Download Form 6145.2 \(o\): Archdiocesan Sports Standardized Schedule](#)

ADOPTED: 5/14/1982; REVISED: 7/15/2019

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## 6145.21: Interscholastic Athletics: Baseball

### Specific Regulations

1. Teams are limited to playing in only one league during the season. (see 6145.2, #3)
2. There must be a minimum of four (4) practice sessions on separate days before the opening game of the season. No inter-school scrimmages or practice games are allowed during this period.
3. No team shall be scheduled for more than 18 games (student as well as school) during the season.
4. A player shall be required to take two (2) calendar days of rest (as pitcher) after pitching a total of seven (7) innings over any three (3) day period unless the additional innings provision applies. The latter provision allows a player to pitch three (3) additional consecutive innings, or total of ten over a three (3) day period, but only if these additional innings occur during the extra inning period of a game and if they directly follow the pitcher's personal seventh inning. Pitching only one (1) ball to one (1) batter or issuing an intentional walk shall constitute one inning on the pitcher's record. This rule shall apply even though a game is called (ended) by the umpire because of darkness, rain, or some other factor before it has become an official contest. Violation of this rule, which applies to season play, shall result in automatic forfeiture of the game in which it took place.

## 6145.22: Interscholastic Athletics: Basketball

### Specific Regulations

1. Teams are limited to playing in only one (1) league during the season (see 6145.2, #3)
2. There must be a minimum of four (4) practice sessions on separate days before the opening game of the season.
  - Basketball leagues may not begin play until after Thanksgiving.
  - There must be at least three (3) practice sessions on separate days before the first scrimmage, with no more than two inter-school scrimmages allowed before the first game.
  - Fifth and sixth grade teams may be scheduled for a maximum of two (2) practices per week, each being no more than 1-1/2 hours in length. Seventh and eighth grade teams may be scheduled for a maximum of two (2) practices per week, each being no more than two (2) hours in length.
  - Fifth and sixth grade team may play a maximum of 12 games and participate in three (3) tournaments.
  - Seventh and eighth grade team may play a maximum of 14 games and participate in four (4) tournaments. (Not counting the Padre Sierra basketball Tournament.)
  - Teams may participate in tournaments held within the season (first practice date through season end date). No tournament may schedule a team for, nor may any team participate in, more than five games per tournament.
  - The maximum length of the quarters of any game shall be six (6) minutes.
  - A team may not play more than three (3) games in any one week (exception: the weeks of the midseason or postseason tournaments). A team may not play more than two (2) games in one (1) day; a minimum of one (1) hour of rest must be provided between games.

## 6145.23: Interscholastic Athletics: Football

### Specific Regulations

1. Teams are limited to playing in only one (1) league during the season. (see 6145.2, #3)
2. There shall be at least ten individual practice sessions on separate days before the first regularly scheduled game, and the first three (3) days of practice shall be conducted without protective equipment for conditioning purposes.
3. From August 15th until the official first day of school, 5th and 6th grade teams may have a maximum of four (4) practices per week, each one not to exceed 1-1/2 hours in length. After school begins, 5th and 6th grade teams may have a maximum of three (3) practices per week, each one not to exceed 1-1/2 hours in length.

4. From August 15th until the official first day of school, 7th and 8th grade teams may have a maximum of four (4) practices per week, each one not to exceed two hours in length. After school begins, 7th and 8th grade teams may have a maximum of the practices three (3) practices per week, each one not to exceed two (2) hours in length.
5. Not more than one inter-school scrimmage is permitted prior to the first regularly scheduled game; seven (7) separate days of practice must precede the first scrimmage. The scrimmage and the first regularly scheduled game must be conducted at least three (3) days (72 hours) apart.
6. No team or individual player may be scheduled for more than nine games and no game may be scheduled until at least the fourth day following the previously scheduled game (Example: Friday to Tuesday or Saturday to Wednesday.)
7. The maximum length of the quarters of any game shall be eight (8) minutes.
8. It is recommended that a physician, EMT or certified athletic trainer be present during all games.

ADOPTED: 9/19/1997; REVISED: 5/13/2008

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## 6145.24: Interscholastic Athletics: Soccer

### Specific Regulations

1. Teams are limited to playing in only one (1) league during the season (see 6145.2, #3).
2. There must be a minimum of four (4) practice sessions on separate days before the opening game of the season.
3. There must be at least three (3) practice sessions on separate days before the first scrimmage with no more than two (2) scrimmages allowed before the first game.
4. Fifth and sixth grade teams may be scheduled for a maximum of two (2) practices per week, each being no more than 1-1/2 hours in length. Seventh and eighth grade teams may be scheduled for a maximum of two (2) practices per week, each being no more than two (2) hours in length.
5. No team shall be scheduled for more than 12 games during the season – exclusive of tournament participation.
6. Teams may participate in tournaments held within the defined sport season (first date of practice through season end date) subject to the following limitations:
  - 5th grade teams - limited to participation in two tournaments
  - 6th grade teams - limited to participation in two tournaments
  - 7th grade teams - limited to participation in three tournaments
  - 8th grade teams - limited to participation in three tournaments

ADOPTED: 3/21/1984; REVISED: 5/7/2002

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## 6145.25: Interscholastic Athletics: Softball

### Specific Regulations

1. Teams are limited to playing in only one (1) league during the season. (see 6145.2, #3)
2. There must be at least three (3) practice sessions on separate days before the opening game of the season.
3. There must be at least three (3) practice sessions on separate days before the first scrimmage with no more than two (2) scrimmages allowed before the first game.
4. Fifth and sixth grade teams may be scheduled for a maximum of two (2) practices per week, each being no more than 1-1/2 hours in length. Seventh and eighth grade teams may be scheduled for a maximum of two (2) practices per week, each being no more than two (2) hours in length.
5. No team shall be scheduled for more than 16 games during the season.

ADOPTED: 3/21/1984; REVISED: 5/1/1996

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## 6145.26: Interscholastic Athletics: Track

### Specific Regulations

1. There shall be at least four (4) individual practice sessions on separate days before the first regularly scheduled meet.
2. There must be at least three (3) practice sessions on separate days before the first practice meet with no more than one (1) practice meet allowed before the first scheduled inter-school meet.
3. Teams may be scheduled for a maximum of two (2) practices per week, each being no more than two (2) hours in length.
4. No team may be scheduled for more than 10 meets.

ADOPTED: 10/25/1977; REVISED: 5/1/1996

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## 6145.27: Interscholastic Athletics: Volleyball

### Specific Regulations

1. Teams are limited to playing in only one (1) league during the season (see R6145.2, #3).
2. There must be a minimum of four (4) practice sessions on separate days before the opening match of the season.
3. Fifth and sixth grade teams may be scheduled for a maximum of two (2) practices per week, each being no more than 1-1/2 hours in length. Seventh and eighth grade teams may be scheduled for a maximum of two (2) practices per week, each being no more than two (2) hours in length.
4. No team shall be scheduled for more than 18 matches during the season – exclusive of tournament participation.
5. Teams may participate in tournaments held within the season (first practice date through season end date) subject to the following limitations:
  - Fifth grade team: limited to participation in two (2) tournaments

- Sixth grade team: limited to participation in two (2) tournaments
  - Seventh grade team: limited to participation in three (3) tournaments
  - Eighth grade team: limited to participation in three (3) tournaments (Not counting the Seton Tournament)
6. A "match" shall consist of three "sets" or the "best two out of three" sets or any "set" that determines a winner. The maximum number of matches a team may participate in during any one day is four, with a maximum of three being used for tournament play if in a single tournament. Playing in multiple tournaments in one day is NOT permitted. ALL league matches for that day MUST be played and take priority over tournament matches. If a single league match is scheduled, a maximum of three tournament matches may be played. If a double header or two league matches are scheduled, a maximum of two tournament matches may be played. If the team has a bye in league play, only a maximum of three tournament matches may be played. (Note: Exception for the Seton tournament to play three sets out of five.)

ADOPTED: 10/25/1977; REVISED: 7/2/2020

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## 6145.28: Cheerleading

### Specific Regulations

1. Pupils in grades 5, 6 7 & 8 shall be eligible to participate in cheerleading.
2. All teams must be supervised during all official functions by a qualified director/coach who has been trained and certified in proper spotting for gymnastics and partner stunts, safety measures and basic injury management.
3. Coaches must consider individual, group, and team skill level with regard to proper performance level placement.
4. Cheerleaders should be trained in proper spotting techniques and should only attempt stunts after they have demonstrated proper skill progression and proficiency required to complete the stunt.
5. All teams, gyms, coaches and directors should have an emergency response plan in the event of an injury.
6. Appropriate footwear must be worn at all times. Soft-soled tennis shoes must be worn while competing; no jazz shoes and/or boots will be allowed.
7. Jewelry of any kind is prohibited. Jewelry must be removed and not taped over or covered.
8. Only the following props are allowed: flags, banners, megaphones, poms, and signs. Flags and/or banners with poles or similar support apparatus may not be used in conjunction with a stunt or tumbling.
9. Cheers, chants, lyrics and music must be appropriate and uphold Christian standards.
10. No use of any height increasing apparatus (e.g. mini-trampoline).
11. All permitted skills (stunts, pyramids, tumbling, etc.) must be performed on landing mat, foam floor, or grass/turf. Technical skills may not be performed on concrete, asphalt, wet, or uneven surfaces or surfaces with obstructions.

### Safety Rules for Tumbling, Stunts, Pyramids, and Dismounts

The following rules are aligned to the American Association of Cheerleading Coaches & Administrators (ASCCA) guidelines for youth recreation league cheerleading.

1. It is the coach's responsibility to see that squad members do not attempt to perform any stunts or movements for which they have not been properly trained.
2. All pyramids and partner stunts are limited to two persons high and should only be performed with spotters. "Two high" is defined as the base (bottom person) having at least one foot on the ground.
3. The top person(s) must receive primary support from a base.
4. The top person in a partner stunt, pyramid or transition may not be in an inverted (head below the waist) position.
5. Shoulder level single leg stunts must be braced by at least one person at prep level or below with hand-arm connection only.
6. Any two leg extension stunt must include two (2) bases, a back spotter and a front spotter. The top person must have both feet in contact with the base at all times during any extended stunt.
7. Extended stunts may not brace or be braced by any other extended stunts.
8. An extended stunt pyramid must be brought down to prep level or below before it can dismount.
9. Dismounts to the performing surface from stunts and pyramids must be assisted by the original bases.
10. Only straight pop downs and cradles are allowed.
11. Cradles from single based stunts must have a spotter with at least one hand-arm supporting the waist to shoulder region to protect the head and should area through the cradle.
12. Cradles from multi-based stunts at prep level must have two (2) catchers and a separate spotter position at the head and should area of the top person.
13. A spotter is required for each top person at prep level and above.
14. A spotter must:
  - Be in direct contact with the performing surface.
  - Be attentive to the skill being spotted.
  - Be in the proper position to prevent injuries and does not have to be in direct contact with the stunt.
  - Be a team member.
15. All tumbling must originate from and land on the performing surface.

**Specific Skill Restrictions:**

1. No basket tosses, toe pitch tosses, elevator tosses and similar multi-based tosses.
2. No tension drops/rolls.
3. No single leg extended stunts.
4. Dive rolls are not allowed.

5. No inversions and/or twisting into or out of stunts, regardless of contact with bases.
6. No stunt, pyramid, or individual may move over or under another stunt, pyramid or individual.
7. No running tumbling or flips allowed. Maximum difficulty in tumbling is limited to a single back handspring.

ADOPTED: 4/14/1987; REVISED: 8/19/2016

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## 6145.29: Interscholastic Athletics: Futsal

### Specific Regulations

1. Teams are limited to playing in only one (1) league during the season (see 6145.2, #3).
7. There must be a minimum of four (4) practice sessions on separate days before the opening game of the season.
8. There must be at least three (3) practice sessions on separate days before the first scrimmage with no more than two (2) scrimmages allowed before the first game.
9. Fifth and sixth grade teams may be scheduled for a maximum of two (2) practices per week, each being no more than 1-1/2 hours in length. Seventh and eighth grade teams may be scheduled for a maximum of two (2) practices per week, each being no more than two (2) hours in length.
10. No team shall be scheduled for more than 12 games during the season – exclusive of tournament participation.
11. Teams may participate in tournaments held within the defined sport season (first date of practice through season end date) subject to the following limitations:
  - 5th grade teams - limited to participation in two tournaments
  - 6th grade teams - limited to participation in two tournaments
  - 7th grade teams - limited to participation in three tournaments
  - 8th grade teams - limited to participation in three tournaments

ADOPTED: 7/15/2019

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## 6145.3: Catholic Youth Ministry (CYM) Sports

### CYM Sports Philosophy and Goals

CYM (Catholic Youth Ministry) Sports have enjoyed a long and rich history in the Archdiocese of Milwaukee. For many years “CYO” and “CYM” Sports have provided an opportunity for thousands of young men and women to participate in competitive sports leagues such as basketball, volleyball and at times, softball and bowling. Simultaneously, connections to one’s parish community and the Catholic faith have been strengthened as a result of participation in the various CYM leagues.

Catholic school and parish athletic programs offer an opportunity for young people to associate with dedicated adults who not only foster the development of athletic skills but serve as role models of Christian living. The true goals of the athletic competition are sportsmanship, leadership, and team play that develop physical skills. The Church works diligently to protect youth against exploitation by overzealous adults. Over-working participants in practice and play

not only lends itself to physical strain and a higher probability of injury but to mental exhaustion as well. Catholic school and parish sports programs call for responsible control and limitation of time and energy. Thus, school administrators and parish leaders must select and prepare adults who will serve as suitable coaches and role models for youth.

Participation in CYM Sports is of most value when experienced in the context of comprehensive youth ministry. The comprehensive framework for youth ministry requires attention to the spiritual, personal, social, and physical needs of adolescents.

CYM Sports should provide:

1. A learning experience.
2. A positive base for Christian development.
3. An understanding of competition, emphasizing sportsmanship and teamwork.
4. An opportunity for all participants to develop and share knowledge and skills appropriate to their level.

CYM Sports programs should be connected with parish youth ministry and/or religious education programs. This connection invites young people into the life, mission, and work of the faith community, and provides an opportunity for teens to participate in a sport they enjoy.

## General Regulations: CYM Parish-Based Sports

Following are general regulations governing CYM (Catholic Youth Ministry) Sports. For current procedures, forms, and specific league rules, refer to the CYM League Handbook for the particular sport.

1. CYM athletic programs are to be limited to grades 9-12. A student is eligible to compete for only four (4) years, one (1) year at each grade level of school.
2. No elementary school student may participate in any phase of a formal high school (grades 9-12) athletic program. This includes practice sessions.
3. The following CYM sports are regulated by the archdiocese in their own season only:

Basketball  
Volleyball

The sport seasons are defined as follows:

Winter season: Basketball and Volleyball: October 1 – March 31

All practices and games (independent, league, and tournament) must take place during the defined sport season. This prohibits all schools and parishes from providing coaches, equipment, parish/school names, liability insurance, and practice and/or game facilities to their parish/school-based teams to continue play during the summer in leagues or tournaments in any sport regulated by the archdiocese. This includes any organized activity such as practices, drills, scrimmages, games, etc.

A game is defined as competitive play between two teams of different parishes during which time and score are kept. A scrimmage is defined as play between two teams of different parishes during which no time or score is kept and during which coaches may interrupt action to give coaching advice. To compete/play is defined as participation in any practice, tryout, game, or scrimmage under the supervision of a coach. Tryouts and scrimmages are considered a practice.

4. A team must be affiliated with a parish or approved group of parishes in the Archdiocese of Milwaukee in order to participate in a CYM league.

A league may permit the formation of teams comprised of players from two (2) or more collaborating parishes. In that case, the league oversight committee will establish conditions, procedures, and a process for approving such collaborative teams.

5. A parish-based team is composed of parish youth enrolled in the religious education/youth ministry program or in a Catholic High School. Participation in a parish-based team requires:
  - a. The parents/guardian must be registered members of the parish;
  - b. The student must:
    - Regularly attend parish religious education classes or youth ministry activities, or
    - Attend a Catholic high school, or
    - Participate in an approved program of home-based catechesis

A team may include a limited number of non-parish players as determined by the league. Non-parish players are high school students who do not meet all requirements listed above.

6. Players living at home must play for the parish at which their parents/guardian are registered members. In some cases, a player may receive eligibility to play on a team from another parish, according to the regulations of the particular league.
7. A player who has participated as a non-parish member on a team in a previous season will not automatically be eligible for the upcoming season. A player must renew his/her eligibility. Obtaining permission to play is the responsibility of the player.
8. Requirements for participation apply equally to students in the religious education/youth ministry program or a Catholic high school. Eligibility to compete will be determined by the students' attendance and conduct in school (whether Catholic or public), and in religious education classes. Determination of such eligibility criteria will be made by parish administration after consultation with staff members and appropriate committees. Written criteria and process should be published in the parent/student handbook and/or other forms of communication.
9. Coaches are responsible for verification of their own team members' eligibility. A team playing an ineligible player is disqualified from tournament play, forfeits games in which the ineligible player played, and forfeits awards and fees for season games and tournament.
10. Official player rosters with a place for the verification signatures of the DRE or DYM and coach are to be utilized for all league and tournament play.
11. A player may play on only one CYM team in a sport during a season. A player may participate in a non-archdiocesan team during the same season provided that the individual fulfills his/her commitment to the parish team and maintains the eligibility requirements established by the CYM league and the parish.
12. Only teams comprised of players representing a single parish or collaborating parishes authorized by the league oversight committee and in existence as a team during the entire sport season are eligible to participate in parish-sponsored tournaments. Select all-star, club or AAU type teams should not be allowed to participate in these tournaments.

13. Local administrators and/or athletic associations shall create policies that provide for participation by all team members in all games.
14. There is to be no practice or competition without competent adult supervision. An adult supervisor is a person who is 21 years of age or older. Two adults should be present during practices or competition. Adults between the ages of 18-21 may assist in the supervision of minors when in a joint relationship with an adult supervisor over the age of 21. A coach or adult supervisor may not leave the facility until all minors under their supervision have departed or their supervision has been transferred to a parent or other responsible adult.
15. There is to be no practice or competition during the hours the involved student's school or religious education classes are in session. Care should be taken to avoid scheduling of practices or competition during youth ministry events.
16. No sanctioned or organized athletic activities, including league or tournament games, practices, tryouts and scrimmages, involving CYM sports teams, may take place on Sundays before 12:00 noon or on Christmas Eve, Christmas Day, during Holy Week or the Easter Triduum.
17. Travel to games must be kept to a reasonable distance, especially on days preceding a school day. Therefore, games scheduled at later evening hours are discouraged on days preceding school days. The player's health and education must be safeguarded.
18. Coaches are strongly discouraged from transporting minors (other than their own children) to and from games or practices or making transportation arrangements for players. In the event that a coach or assistant coach chooses to transport minors, they must meet the requirements in the Transportation of Students policy.
19. Players should have health insurance; parishes, schools and the archdiocese do not provide such insurance. Participants should submit insurance information on the required [Medical Release: Form 6145.2 \(a\)](#). Players who do not have health insurance should indicate this on the appropriate form. Coaches and assistant coaches should have copies of all medical release information at and traveling to practices and games. Efforts must be made to maintain the privacy of players' medical information.
20. Parishes and leagues are responsible to insure that appropriate first aid supplies, other medical equipment, and an accessible telephone are available at all practices and games.
21. Leagues provide a structure that helps to make athletic programs more effective. All teams must belong to a Catholic league. If possible, the league should be organized on an area-wide or geographical basis.
22. All archdiocesan leagues are affiliated organizations and enjoy the benefits of insurance coverage and tax exempt status. Leagues must maintain a full accounting for their activities and provide an annual financial report to the Office for Schools.
23. Each league will have a League Oversight Committee to establish game rules, procedures, and discipline; resolve disputes not currently covered by league rules; and administer the league.
  - a. Oversight committee membership can and should consist of DREs/DYMs, athletic directors, coaches, and/or other qualified persons.
  - b. The Oversight Committee shall establish specific regulations for each sport in conformity with the policies of the archdiocese. It is strongly recommended each league develop, with its members, a code of conduct for players, coaches, and fans.
  - c. The Oversight Committee shall establish officers and roles such as chairperson, league director, treasurer, and so on, and shall determine the responsibilities of each.

- d. The Oversight Committee shall establish a schedule at the beginning of the sport season which includes the time and location of events.
  - e. The League Oversight Committee shall communicate all schedules, rules, changes, etc., to the appropriate parish representatives and to the Office of Youth Evangelization.
24. The Archdiocese of Milwaukee Office of Youth Evangelization provides guidelines and support for youth ministry in parishes. As part of this mission, it facilitates the quality and safety of CYM Sports Programs and insures that they comply with archdiocesan policies and CYM philosophy. The office supports the work of the league oversight committees but is not the appellate process for disputes involved in CYM Sports.
25. Coaches are essentially ministers to youth specifically in the area of athletics. CYM coaches have the responsibility to ensure that competition remains safe, appropriate, and friendly, based on genuine Christian sportsmanship. Coaches are responsible for knowing and following the rules of the league. They are to conduct themselves in a Christ-like manner that will reflect positively on the parish they represent. They are responsible for the conduct of their players and fans at practices and games. Coaches are reminded that they are to teach and guide the team with a sense of fair play and demonstrate respect for all involved in CYM sports.

Coaches must cooperate and not interfere with or impede the parish's youth ministry program. Imprudent actions on the part of the coaches are subject to disciplinary action by their parish or the oversight committee.

26. The following requirements must be met for all coaches and assistant coaches who have regular contact with children or youth prior to employment or commencement of volunteer service:
- Be cleared through a state and national criminal background check.
  - Attend a Safe Environment "Protecting God's Children" awareness session.
  - Read and sign the Code of Ethical Standards and the Mandatory Reporting Responsibilities.
  - Be approved by a member of the professional staff.
  - Annually receive training in the treatment of bloodborne pathogens and concussion awareness. All coaches shall sign a statement acknowledging that they understand the importance of recognizing and responding to concussions.

Criminal background checks must be repeated every five years.

27. The Pastor/DRE/DYM shall be responsible for:
- a. Screening, approving, and monitoring coaches;
  - b. Conducting criminal background checks, monitoring completion of Safe Environment Education, and maintaining records;
  - c. Making coaches aware of the responsibilities of adults who supervise children and youth.

Record keeping or other tasks may be delegated to another appropriate person.

28. The official playing rules used for each sport shall be those published by the Wisconsin Interscholastic Athletic Association. Adaptations and/or exceptions to these rules may be granted, upon request of a league or conference, by the Office of Youth Evangelization.

29. The presence and/or consumption of alcoholic beverages is forbidden at an athletic event where children or youth are present. Adults may not use or supply alcohol or illegal drugs, when working with minors. No possession or use of these substances by minors will be tolerated. In addition, alcoholic beverages/illegal drugs are not permitted at CYM facilities before, during, or after CYM events. Coaches or other personnel under the influence are to be barred from CYM activities. The use of tobacco by coaches, referees, or players in the gym during games or practice is not permitted.

Use of a bowling center presents a special case. Although the CYM league cannot control the entire facility, no alcoholic beverages are permitted in the area directly used by CYM players, nor may CYM supervisors or fans consume alcohol during league play.

30. Appropriate sanctions shall be applied toward teams and/or individuals not in compliance with archdiocesan policies relating to athletics. Sanctions to be considered include, but are not limited to:
  - a. Non-participation in leagues.
  - b. Forfeiture of games.
  - c. Removal of parish/school endorsement, use of parish/school name, logo, insignia, team name, and use of physical facilities and equipment.
  - d. Loss of funds raised in the name of parish/school athletics.
  - e. Loss of liability coverage under the archdiocesan insurance.
  - f. Removal from positions of responsibility within the parish/school athletic structure.
  - g. Declaration of player ineligibility in league games and parish or diocesan tournaments.
  - h. Declaration of team ineligibility in league games and parish or diocesan-wide tournaments.
31. Parish or district youth ministry programs that offer sports-related activities (open gym nights, a one-day district softball tournament, etc.) as a component of the youth ministry program are not subject to these rules, provided that:
  - a. The sports related activities are recreational, require a limited time commitment, and do not require additional practices or coaching;
  - b. Are sponsored and monitored by the parish DRE/DYM as a component of youth ministry;
  - c. Parishes adhere to the policies regarding the responsibilities of adults who supervise youth.

### Specific Regulations: CYM Basketball

1. CYM Basketball features separate boys and girls leagues/divisions.
2. Teams may not schedule or participate in any practices, scrimmages, or tournaments until paperwork is completed and approved by the DRE/DYM.
3. Teams may participate in pre-season or post-season tournaments provided they are within the defined length of the sports season.
4. A team may not play more than three games in any one week (exception: the weeks of tournaments). A team may not play more than two games in one day.

5. For other specific regulations, refer to the CYM Basketball Handbook and game rules at <http://www.cymsports.com/>.

## Specific Regulations: CYM Volleyball

1. CYM Volleyball is a co-ed sport. Teams are composed of both girls and boys.
2. Teams are limited to playing in only one league during the season.
3. Teams may participate in preseason, midseason, or postseason tournaments.
4. A "match" shall consist of three games. All games count in the standings.
5. For other specific regulations, refer to the CYM Volleyball Handbook and game rules at <http://www.cymvolleyball.com/>.

ADOPTED: 5/12/2005; REVISED: 1/25/2016

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## 6145.4: Secondary School Interscholastic Athletics

Secondary schools shall abide by the regulations of the Wisconsin Interscholastic Athletic Association (WIAA).

ADOPTED: 2/14/1984; REVISED: 10/25/2016

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## 6151: Class Size

To assure quality learning in the classroom, each school shall have a policy on the local level concerning the size of classes. As schools develop teacher ratio and class size policies, they may consider the following variables that affect class size:

- Grade level
- Achievement ability of students
- Physical facilities
- Availability of support personnel
- Consultation with teachers, parents, board members/education committee and the administrator.

For secondary schools, two more items may be added:

- The subject being taught.
- The desirability of having a subject as part of the curriculum, even though the optimum number of students did not enroll for the course.

### **Pupil/Staff Ratio**

There are no state regulations directing the teacher/child ratio. However, best practices include the following:

**Age of Children**

**Minimum Number of  
Teachers to Children**

**Maximum Number of  
Children in Group**

3 years to 4 years	1:10	20
4 years to 5 years	1:13	24
5 years to 6 years	1:17	32
6 years and over	1:18	32

When eight (8) or fewer children are present, there shall be a second adult available within 5 minutes for emergencies.

Maximum group size does not apply to field trips, outdoor play areas, and areas reserved exclusively for eating.

Pupil/teacher ratio is determined by dividing the total number of students by the total number of professional staff which, in addition to teachers, includes administrators, guidance counselors, and librarians/media personnel. Part-time personnel should be counted in terms of full-time equivalency (FTE). Substantial deviation from these norms are subject to challenge by the superintendent, pastor, school board/committee, and accreditation team.

*ADOPTED: 5/13/1986; REVISED: 8/28/2015*

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## **6152: Groups Meeting in Homes**

The following guidelines apply to any school or parish-sponsored catechetical program or youth activity involving minors meeting in homes. These are in addition to other policies addressing safe environment and supervision of minors.

1. Two unrelated adults should be present at all times.
2. Use of the home setting in a program may be communicated through a handbook, registration form, or special permission slip.
3. Parents must be provided with specific information including name of homeowner, address, phone number to contact during event, name and phone of catechist or group leader if not the homeowner, and other information regarding the program or activity.
4. Group sessions should be monitored by the educational administrator through random site visits.
5. Group sessions should be held in common areas of the home that are well lit and open.
6. Students are to remain in the designated small group area for sessions.
7. At no time should youth be allowed in bedrooms or other secluded areas of the home.
8. To the extent possible, individual students, other than the catechist's/host family's own children, should not be in the catechists'/host family's home alone.
9. Homeowners must be aware that in the case of personal injury at the home, liability is applied to the homeowner's policy, rather than to the parish.
10. The home is to be well maintained and provide a physically safe environment, including the removal of snow and ice from driveways and walk-ways.
11. Pets should be kept from areas where students are arriving or attending class, and parents should be informed in advance if there are any pets in the home.

## 6153: Field Trips and Community Service

Field trips, excursions, retreats, mission trips, and community service are integral components to learning that support the spiritual and social development of students. Educational trips, excursions, and community service activities are provided to enhance achievement, integrate students with their community, and develop the faith, skills, knowledge, and attitudes that are essential in the learning process.

Educational trips are a rich source of authentic learning for all students. Field trips, excursions, and community service activities are recognized as a source of worthwhile learning activities that broaden students' experiences. All students should have the opportunity to access field trips and excursions that enhance the curriculum.

School and parish administrators are responsible for establishing and implementing regulations and procedures for educational trips and excursions that follow these guidelines:

- The purpose and activities of the trip shall ensure worthwhile learning experiences that extend learning and are consistent with Roman Catholic values.
- All educational trips, excursions, and community service activities shall have appropriate approval.
- Due regard shall be given to ensure the safety and security of participants.
- Details of the trip shall be communicated to parents and the administration.
- Written approval of parent or guardian is required for participation of students in all field trips, excursions, and community service activities.
- For field trips, excursions, and community service opportunities that involve high risk activities, each high-risk activity must be individually identified, and parent or guardian permission must be given or denied for each individually identified high risk activity. Page 2 of Form 6153(a) and page 3 of form 6153(b) shall be used for this purpose. The parent or guardian must sign the bottom of this page as well. [List of High Risk Activities](#)
- Administration of medication to a student while on a field trip must be done by a trained staff member/volunteer or the student's parent.
- Students are not allowed to leave the field trip unless signed out and removed by a parent.
- All chaperones must be 21 years of age or older.

All parish/school employees and all volunteers who have contact with minors must be Safe Environment Certified. An individual considered to be Safe Environment Certified has met the following three (3) requirements:

- Has attended at least one in-person live Safe Environment Education Training Session (SEE) since 2003 in the Archdiocese of Milwaukee. If someone has attended a live Safe Environment Education Training (SEE) session in another diocese and wishes to have the training reviewed for acceptance in place of the Archdiocesan SEE requirement, verification from the other diocese can be submitted to the Safe Environment Office for review. Approval is not guaranteed and will only be granted in certain instances.
- Has a criminal background check that has been reviewed and approved by a Safe Environment Coordinator in the last five (5) years. (See 4111.1: Criminal Records)

- Has reviewed and agreed to the Code of Ethical Standards for Church Leaders in the last five years.

In addition, the following must be met:

- Must have knowledge of the Mandatory Reporting Responsibilities.
- Be approved by a member of the professional staff.
- Supervising adults/chaperones are not to surrender their responsibility for minors entrusted to them. Minors must be under the supervision of an adult(s) from their own parish/school/trip, never only under the supervision of an adult not associated with the parish/school/trip.

Whenever possible, commercial carrier or contracted transportation should be used for field trips. The use of private passenger vehicles is discouraged and should be avoided if at all possible. If a private passenger vehicle must be used, transportation requirements of the Archdiocese of Milwaukee and Catholic Mutual must be met.

## School Field Trips

School field trips, excursions, and community service activities shall provide learning activities related to the curriculum and educational objectives. The explicit purpose of the trip or activity and its relation to the course of study must be stated. Appropriate instruction shall precede and follow each field trip. The trip should be appropriate for the age and maturity level of the students. The school may not authorize any field trip that is strictly recreational in nature.

The principal must initially approve the planning of the field trip or outing. The principal must also give final approval for the trip or outing. The principal reserves the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

Teachers shall accompany students on all field trips and shall assume responsibility for student safety and behavior. The school shall provide adequate supervision, a qualified adult for every 10 students, including one or more employees of the school.

All field trips shall begin and end at the school. Field trips and community service activities shall not interfere with the regularly scheduled transportation of students to and from school.

Appropriate educational experience and proper supervision shall be supplied for any students whose parents do not wish them to participate in a field trip or community service activity.

Excursions or community service activities that occur outside of the regular school day, such as in the evening or weekend, require written approval of parent or guardian.

A school participating in any Wisconsin Private School Choice Program may not charge Choice students for field trips if the trip is necessary (required) as part of a class, however, if the trip is optional, a fee may be charged and the Choice student may choose not to participate with no academic consequences.

See Policy #4116.4: **Responsibilities for Supervision of Children and Youth** for more information.

[Download Form 6153 \(a\): Parent/Guardian Permission Slip for Field Trip and Indemnity Agreement](#)

[Download Form 6153 \(b\): Parent/Guardian Permission Slip for Extended Day/Overnight Field Trip](#)

[Download Form 6153 \(c\): Volunteer/Employee Driver Information Sheet](#)

[Download Form 6153 \(d\): Request for Driver's Record Check](#)

## 6153.1: Extended Field Trips

Since the requirements for successfully conducting an extended trip are considerably more complex than the average local field trip, these special guidelines and procedures have been developed.

### Definition of Extended Field Trips

An extended field trip is any parish/school-sponsored, properly authorized activity which takes students away from the regularly constituted parish/school premises or from their homes for a period extending over one or more nights. Included in this definition are educational field trips, retreats, youth conferences, mission trips, and camps. All such trips shall be limited to members of a specific class or classes or an existing parish/school group and shall provide learning opportunities related to the program and objectives of that class or group.

### Planning

When an extended trip is part of a program, the parish/school is responsible for ensuring the safety of the young people through advance preparation and investigation of the location/organization, adequate adult supervision, informed parental consent, suitable transportation, and clear guidelines for student behavior.

The principal must initially approve the planning of the field trip or outing. The principal must also give final approval for the trip or outing. The educational administrator will determine the appropriateness of the proposed extended field trip with staff members involved on the following basis.

1. The objectives of the trip are consistent with the general objectives of the instructional program.
2. The ongoing parish/school program will not be adversely affected.
3. The participating students' total educational program will not be adversely affected.
4. Appropriate provision is made for continuity of learning for those eligible students who do not participate in the trip activity.
5. The financial implications are realistic in terms of the value of the activity.

The principal reserves the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

### Adult Supervision

1. Staff members involved in a field trip activity will receive no additional pay for this service.
2. No staff member or member of his or her immediate family shall receive any benefits from outside agencies in relation to parish/school sponsored trips; nor shall any staff member act as an agent or solicitor for any such agency.
3. Adult volunteers, under the direction of teachers or administrators, may be involved as chaperones. The [Safe Environment Verification for Overnight Events with Minors](#) form must be completed and submitted to the Safe Environment Program Coordinator at the Archdiocese of Milwaukee.

4. All parish/school employees and all volunteers who have contact with minors must be Safe Environment Certified. An individual considered to be Safe Environment Certified has met the following three (3) requirements:
  - Has attended at least one in-person live Safe Environment Education Training Session (SEE) since 2003 in the Archdiocese of Milwaukee. If someone has attended a live Safe Environment Education Training (SEE) session in another diocese and wishes to have the training reviewed for acceptance in place of the Archdiocesan SEE requirement, verification from the other diocese can be submitted to the Safe Environment Office for review. Approval is not guaranteed and will only be granted in certain instances.
  - Has a criminal background check that has been reviewed and approved by a Safe Environment Coordinator in the last five (5) years. (See 4111.1: Criminal Records)
  - Has reviewed and agreed to the Code of Ethical Standards for Church Leaders in the last five years.

In addition, the following must be met:

- Must have knowledge of the Mandatory Reporting Responsibilities.
  - Be approved by a member of the professional staff.
5. Expenses for staff members and volunteers who accompany students on trips may be included in the cost of the trip after prior notice has been given to parents of participating students. These expenses shall be identified in the financial records and reports.
  6. At least one certified teacher or parish staff member will accompany students on an extended field trip.
  7. Extended field trips will provide for one adult leader for every 8 students. Male and female adult supervision shall be provided for all overnight trips which are coeducational. On a trip of several nights' duration with a large group of students, it is recommended that one of the adult supervisors be a nurse.
  8. All coeducational contacts and activities will take place in public areas of the building or housing accommodations under adult supervision.
  9. Adult supervision is to be immediately available at all times during the trip.
  10. Supervising adults/chaperones are not to surrender their responsibility for minors entrusted to them. Minors must be under the supervision of an adult(s) from their own parish/school/trip, never only under the supervision of an adult not associated with the parish/school/trip.
  11. If a serious emergency occurs, the staff member in charge shall immediately report the situation to authorities of the district in which the emergency occurs and to the principal or the designee.
  12. Accompanying adults will exercise such judgment in their activities as to motivate students to comply with the student code of conduct.
  13. All adult supervisors must complete and sign an [Adult Liability and Medical Information: Form 6153.1](#) prior to the trip.

## **Financial Accounting**

1. Any school sponsored, extended field trip shall require that the cost of food, lodging, transportation, and insurance be included in the overall trip fee. This amount and all other costs shall be communicated to the parents in writing in advance of the trip.

2. A complete accounting of receipts and disbursements for extended field trips will be recorded in a separate activity account in the school's financial records and will be submitted to the school administrator. This report will be available to parents of participating students at the local school upon request.

### **Accommodations**

Separate sleeping arrangements shall be made for males and females. This applies to minors as well as adults, unless the adults are married.

Adults are not to share sleeping quarters with minors in hotel rooms or cabins, except where accommodations are in large open areas, such as multi-bed dorm rooms.

Whenever possible, males and females shall use separate bathroom and shower facilities. This applies to minors as well as adults. In the event this is not possible, separate times should be designated for male/female and adult /minor bathroom and shower use.

### **Insurance**

Safeguards must be taken to insure the safety of pupils and adults at all times.

It is required that all adult participants be covered by liability insurance.

Trip participants, both students and adults, should have private health insurance to respond to accident and illness that might occur on the trip and provide a copy of their private health insurance card to the staff in charge of the trip. In addition, the staff in charge of the trip should consider whether additional travel insurance should be purchased for the group. The fee for travel insurance should be included in the overall cost of the trip. The purchase of travel insurance should be determined based on the length of the trip, the distance to be traveled, and other pertinent factors.

### **Travel Agencies**

Only the school administrator is authorized to sign contracts with travel agencies, transportation firms, and firms providing housing accommodations which might be required.

When situations arise which impose a threat to the safety or welfare of students participating in a trip, the school administrator, in consultation with staff and other participants, will determine whether or not to cancel a trip.

Each agency must be required to present evidence that it:

1. Is capable of carrying out the requirements of the trip.
2. Has the approval of the American Society of Travel Agents. Any information concerning the agency obtained from the Better Business Bureau must be carefully evaluated.
3. Has satisfactory procedures for handling personal emergencies of participants.
4. Does not have as a director or officer any staff member of the parish/school.
5. Has policies with cancellation provisions which meet the needs of the trip.

### **Parent Involvement**

Parents of students eligible for the trip will be informed in writing of the objectives of the trip, standard of conduct required, responsibilities of students, number of chaperones and other adults, how expenses of chaperones and other adults will be paid, the per student cost for the trip including travel, housing, and all other expenses; type of travel

arrangements; day-to-day itinerary, arrangements for coping with emergencies, and needs for special clothing or equipment.

The school administrator is responsible for obtaining and keeping on file written parental permission for students to participate in an extended field trip activity.

### **Rules of Student Conduct**

School policies, procedures and expectations for student behavior are in effect on Extended School Field Trips defined in this policy. Students who violate policies or procedures, or otherwise fail to meet behavioral expectation on an Extended School Field Trip, are subject to school disciplinary action as defined in the parent/student handbook. This includes Extended School Field Trips taken outside of the defined school term calendar, such as during the Christmas, Easter, spring, or summer break

Extended School Field Trips involving 8th grade students must occur between the first day of classes and the last day of classes in the corresponding school year.

It is required that appropriate rules and regulations be developed with participation of students, staff, and parents. These rules will be given in writing to participating students and parents during the planning stage of the anticipated trip. It should be made clear that varying situations might necessitate the adoption of other specific rules.

A recommended list of rules of conduct follows:

1. Since students represent the parish/school, they are subject to its rules and regulations on a field trip.
2. Students are accountable to chaperones for compliance with the rules of conduct adopted for the field trip.
3. The possession or use of drugs and/or alcohol by students is prohibited.
4. The parent of any student carrying prescribed medication will be required to inform the staff member in charge, in writing and in advance of the trip, the type of medication and instructions for its use.
5. No student/students shall leave the group or group's headquarters at any time during the trip without permission of the staff member in charge. If permission is granted, students shall provide the staff member with information such as time of departure, destination, persons accompanying them, and expected time of return.
6. Students on extended trips who wish to visit relatives and/or friends along the way shall meet with them where the group is assembled. Written parent approval will be required in advance of the trip departure.
7. All participants who have elected to join a parish/school sponsored trip shall adhere to the preceding stipulations regardless of whether or not they have reached their eighteenth birthday.
8. If there are serious infractions of rules of conduct, a student may be sent home at the parents' expense.

See Policy #4116.4: **Responsibilities for Supervision of Children and Youth** for more information.

[Download Form 6153.1: Adult Liability and Medical Information](#)

ADOPTED: 3/16/1977; REVISED: 7/2/2020

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## 6154: Homework

The term “homework” refers to an assignment to be prepared during a period of supervised study in class or outside of class or which requires individual work in the study hall, classroom, or home.

The purposes of homework are threefold: to deepen students’ understanding and skills relative to content that has been initially presented to them, to prepare students for new content, or to have them elaborate on content that has been introduced. In most cases homework should be formative, allowing students to apply what they have learned in order to determine their level of understanding and need for further instruction.

Homework is a developmental learning activity which should increase in complexity with the maturity and capability of the student. As students mature, learning should become an increasingly independent activity. This should be established through consistent assignments, which encourage students to investigate for themselves and to work independently as well as with others.

Teachers should establish and communicate a homework policy, design homework assignments that clearly articulate the purpose and outcome, and provide feedback to foster growth.

Homework, properly planned and purposeful in nature, should:

- Support growth toward identified standards and learning targets
- Support individual learning needs
- Be designed to check for understanding and provide feedback to foster growth
- Generally not be graded, but used to inform instruction and assessment

Homework assignments should be coordinated among teachers and should be within the limit of expected probability for accomplishment by the student. Homework is not to be used as a form of punishment under any circumstances.

The following should guide teachers in the use of homework:

- The amount of homework assigned to students should be different from elementary to middle school to high school.

<u>Level</u>	<u>Maximum Time</u>
K (optional)	10 minutes
Primary	30 minutes
Upper Elementary	60 minutes
Middle School	90 minutes
Secondary	150 minutes

- Students should not be required to exceed the maximum amount of time for their developmental level.
- Parent involvement in homework should be kept at a minimum.
- The purpose of homework should be identified and articulated.

ADOPTED: 3/11/1975; REVISED: 7/15/2019

## 6161.1: Textbooks

The Archdiocese of Milwaukee will provide assistance and support to local school and parish staffs in the review and selection of textbooks.

Local schools and parishes shall evaluate the texts in relation to the needs of their students. Curriculum sub-committees are urged to utilize the archdiocesan textbook library at Mount Mary University in the early phases of their selection process. Programs should be selected that will guarantee the integration of philosophy, goals, content, and methodology.

The Archdiocese of Milwaukee reserves the right to declare certain textbooks and other instructional materials as inappropriate for use.

ADOPTED: 12/1/1983; REVISED: 5/5/1998

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## 6161.2: Acceptable Use of Technology

New technologies are changing the ways that information may be accessed, communicated, and transferred. Use of computers and the Internet are designed to serve students, faculty, staff, and volunteers of the parish/school.

Network and Internet access is provided to further the legitimate educational goals of this institution. All use of the parish/school computer system must be in accordance with the goals and purposes of the institution and conducted in an ethical and legal manner.

The equipment, software, network capacities, and electronic communications systems provided through the parish/school computer system are and remain the property of the parish/school. Access to the Internet and the use of the computer network, including independent use off parish/school grounds, shall be subject to this policy and accompanying regulations.

The purpose of these regulations is to define guidelines for students, staff, and volunteers for the use of parish/school networked computer equipment, including those that provide Internet access.

### Rules for Acceptable Use of Computers and Telecommunications

- Each individual student accepts responsibility to act in a moral and ethical manner when using the computer system and Internet. General parish/school rules for behavior and communication apply.
- Network storage areas and parish/school issued or personal devices may be treated like school lockers or desks. Administrators have the right to review email, files, device content, and communications to maintain system integrity and ensure that users are using the system responsibly. They may also request access to these types of documents maintained on third-party servers being used for educational purposes. Students should not expect that files will always be private.
- The following are not permitted:
  - Sending or displaying offensive messages or pictures
  - Using obscene language
  - Harassing, insulting, or attacking others
  - Tampering with or damaging computers, computer systems, or networks

- Violating copyright laws and plagiarism
- Using another's password
- Trespassing in another's folders, work, or files
- Wasting limited resources
- Employing the network for personal financial or commercial gain
- Circumventing security measures on parish/school or remote computers or networks
- Disclosing, using, or disseminating personal identification information regarding minors without authorization

All student users of the parish/school computer system and telecommunications are required to read the rules for acceptable behavior, understand the rules, and agree to comply with the rules. Any person wishing to use the parish/school computer system is required to sign the [Student Acceptable Use Form](#) before being permitted access.

Violations may result in a loss of access to computer technology, as well as disciplinary, legal, and/or monetary consequences. The decision of the principal regarding inappropriate use of the computer system is final.

Mandatory reporting guidelines apply to all use of the parish/school computer system.

## Personal Electronic Devices

A personal electronic communication device means any device that a student is in possession of which electronically communicates, sends, receives, stores, reproduces, or displays voice and/or text communication or data. These include, but are not limited to cellular phones, pagers, smart phones, wearable devices, Wi-Fi enabled or broadband access devices, laptops, tablets, personal digital assistants, portable gaming devices, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound video or still images, text, or other information.

It is the user's responsibility to:

- View Internet sites that are allowed at the parish/school.
- Respect the privacy rights of others.
- Receive explicit consent to capture, record, or transmit the words (i.e., audio) and/or images (i.e., pictures/video) of any student, staff, or other person during any school/religious education/youth ministry activity.
- Make sure no unauthorized copyrighted materials enter the network.
- Ensure that the use of the device does not disrupt the learning environment.

Unauthorized use of personal electronic devices includes but is not limited to the following:

- Possessing, viewing, sending, or sharing video or audio information having sexual, violent, or threatening content on parish/school grounds, at parish/school events, or on school buses shall be prohibited and may result in disciplinary action.
- Any files known to carry harmful malware.
- Use of device at any time in any parish/school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities,

restrooms, and any area where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The administration has the authority to determine other specific locations and situations where possession of a personal electronic device is prohibited.

The student user of a personal electronic device shall accept sole responsibility for its preservation and care. Student users understand:

- The parish/school is not responsible for content already existing on student owned devices; this would include music, lyrics, movies, pictures, games, etc.
- The parish/school will not be held liable for any lost, stolen, or damaged personal devices.
- The administration may confiscate and search personal electronic devices when there is reasonable suspicion that such devices are being used in violation of the law and/or parish/school rules.

## Guidelines for Use of Social Media

Each user of the parish/school computer system has a conditional right to access the social media environment to facilitate educational and personal growth in technology and collaboration. While staff are allowed access to public social media outlets (e.g., Facebook, Twitter, LinkedIn, Instagram, etc.) for parish/school-related activities, students will not be granted access to these sites from parish/school owned computers without approval from an administrator or designee as there is no way to filter the content available on these sites.

The school reserves the right to establish online accounts for students under the age of 13 for educational use with proper parent consent to be in compliance with [Federal Child Online Privacy Protection Act](#) (COPPA) regulations.

### Rules for Acceptable Use of Social Media:

- Parents must be made aware, in writing, of the parish/network/school's intended use of digital communication through a parish/network/school-based learning management system. Parents must be provided with a means to access the learning management system that their child(ren) is/are required to use for academic purposes.
- Parents must be made aware, in writing, of the parish/network/school's intended use of a social networking site and/or the use of any forms of digital communication for non-academic purposes. The parent should be provided the ability to opt their child out of directly receiving any digital communication from or on behalf of a ministry or activity of the parish/school. Parents must be invited to have access to any social media site or digital communication platform.

#### [Download Form 6161.2 \(c\) Parent/Guardian Opt-Out of Digital Communications Form](#)

- Students should not initiate a request to staff to join a social network being used for personal purposes.
- The user is responsible for adhering to the media release request of each student prior to posting any photos of students on any social media website for educational purposes.
- Principals and/or network administrators will regularly review and monitor all comments and posting on school media sites. Any inappropriate content on a school media site should be deleted immediately.
- Users will treat information, sources, subjects, colleagues, and information consumers with respect. Gathering and expressing information should never cause harm or threaten to be harmful to any person or group of people.
- Parish/network/school social media and digital communications should abide by the [Social Media & Digital Communications Policy](#).

Violations may result in a loss of access to computer systems and networks, as well as disciplinary, legal, and/or monetary consequences. The decision of the pastor/parish director/president/principal regarding inappropriate use of social media is final.

ADOPTED: 5/5/1998; REVISED: 7/2/2020

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## **6162.12: Copyrighted Material**

Parish/school employees, students, and volunteers shall adhere to all current copyright laws and fair use guidelines which cover the use of print resources, music, recordings, theatrical performances, computer software, television and video resources, and online and electronic resources and licensing. The use or duplication of any copyright materials not allowed by copyright law, fair use guidelines, licenses, or contractual agreement is prohibited. Where there is reason to believe the material does not fall within fair use guidelines, or there is no license agreement, or there is no contractual agreement, prior permission shall be obtained.

At no time shall it be necessary for any employee, student, or volunteer to violate copyright laws in order to properly perform his or her duties and responsibilities. Employees, students, and volunteers are prohibited from the following:

- The infringement of copyright and/or plagiarism of any sort.
- The use of parish/school owned equipment to unlawfully copy or reproduce copyrighted material.
- Unlawful use of copyrighted material on parish/school owned equipment, within parish/school facilities, or at parish/school sponsored functions.

Employees, students, and volunteers who willfully infringe upon copyright laws may be subject to disciplinary action.

### **Responsibilities of Employees**

Parish/school administrators shall develop and post local policies regarding the use of copyrighted material, as well as the legal, ethical, and practical problems caused by copyright infringement. Employees who make and/or use copies of copyrighted materials in their jobs are expected to be familiar with published provisions regarding fair use, public display, and computer guidelines as specified in copyright law and local policy.

Employees who use copyrighted materials which do not fall within the fair use or public display guidelines must be able to substantiate that the materials meet one of the following tests:

- The individual employee or parish/school has purchased the materials from an authorized vendor and a record of the purchase exists.
- The materials are copies covered by a licensing agreement between the copyright owner and the parish/school or the individual employee.
- The materials are being previewed or demonstrated by the user to reach a decision about future purchase or licensing and a valid agreement exists that allows for such use.

Employees who violate copyright laws and who fail to obtain prior written permission for said reproduction or use from the copyright holder, or who fail to abide by the “fair use” guidelines, may be liable for copyright infringement.

### **Fair Use Guidelines**

Under the fair use doctrine, copyrighted work may be reproduced without authorization for the purposes of criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research following these general guidelines:

- The use must be for such purposes of teaching or scholarship and must be nonprofit, not commercial in nature.
- The nature of the copyrighted work is for instructional purposes or preparation for teaching or research. Staff may make single copies of a chapter of a book, an article from a periodical or newspaper, an essay or poem, and a chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.
- The amount and substantiality of the portion used is small and reasonable in relation to the copyrighted work as a whole.
- The use of the copyrighted work may not result in economic loss to the copyright holder. The potential market value of the copyrighted work should not be affected.

Current copyright information is available at the United States Copyright Office website <http://lcweb.loc.gov/copyright>.

ADOPTED: 3/10/1988; REVISED 9/20/2016

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## 6162.4: Community Resources and Youth Serving Organizations

Parish and School personnel shall use only those community resources whose philosophy and programs are compatible with the teachings of the Catholic Church and which promote a safe environment for young people.

Any child- or youth-serving organization, not affiliated with a parish, school, or the archdiocese, must register with and receive approval from the Office of Catechesis before engaging in ministry with children or youth under 18 years of age.

The registration process is intended to ensure that the organization's mission and practices are compatible with the teachings of the Catholic Church, that the organization is aware of the safe environment requirements of the Archdiocese of Milwaukee, and that the organization has implemented comparable safeguards, screening, and training for its own employees and volunteers. The process includes completion of an application, references, and interviews as needed.

Completion of the registration process indicates that an organization has been cleared to serve children and youth within the archdiocese. Registration may not be used as an endorsement or recommendation by the Archdiocese of Milwaukee on behalf of an organization.

Parishes or schools should verify approval of an organization prior to entering into a financial or contractual agreement.

If an organization is not registered with the Archdiocese of Milwaukee as indicated above, a parish or school is not prohibited from collaborating with or contracting the services of the organization. However, the parish/school must conduct a comparable investigation of the organization in order to determine that the organization's mission and practices are compatible with the teachings of the Catholic Church and that the program, personnel, and setting ensure a safe environment for young people.

If a non-Catholic organization has a Statement of Faith that volunteers or contractors are asked to assent to in order to participate or to receive services, the Statement must be referred to the Archdiocese of Milwaukee for evaluation before the organization can be approved.

Clergy not affiliated with the Archdiocese of Milwaukee must follow the standard procedures of the Chancery Office.

ADOPTED: 5/4/2004; REVISED: 6/14/2017

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## 6163.1: Libraries and Instructional Media/Resource Centers

In evolving curricular and instructional design, the school library is to be perceived as another learning environment that can and should provide varied learning activities for students.

Libraries and instructional media/resource centers should be competently administered, well-equipped, and an integral part of the school environment.

ADOPTED: 3/11/1975; REVISED: 5/26/2015

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## 6164.1: Substance Abuse Prevention

All elementary and secondary schools/religious education programs in the archdiocese shall provide programs for intervention/prevention of substance abuse in their curriculum. In addition, they shall establish and publish disciplinary policy regarding drug and alcohol possession and/or abuse on parish/school premises.

In compliance with the recommendations of [Chapter 331](#) of the State Statutes and the Department of Public Instruction, the policy needs to be communicated to all components of the parish/school community.

Students, staff, and parents shall be informed that all violation of school rules and regulations or state and federal laws will be enforced by school officials.

Students' rights and responsibilities should be outlined by the local school and standardized administrative practice developed regarding disciplinary action and student rights.

Support and referral procedures shall be available for students. Appropriate assistance programs should be developed within local parishes/schools.

ADOPTED: 5/1/1983; REVISED: 2/11/2016

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## 6164.12: Suicide Prevention and Intervention

Each school shall establish suicide prevention and intervention programs to meet the needs of students who become depressed and suicidal. All faculty and staff should have annual professional learning on this topic.

Student suicide prevention and intervention is a community issue that necessitates coordination with public and private services available to the school. School-based programs need to be supported to prevent suicide among minors. The program shall include: curriculum, staff development, student awareness, and a crisis response plan.

An effective communication network is essential to the planning, implementing, and evaluation of a suicide prevention and intervention plan.

1. The suicide prevention curriculum may be integrated either totally or in part into a variety of different curricula such as health, religious education and family life, and developmental guidance. The DPI publishes suicide prevention guides that provide resources and documents that will assist in creating a comprehensive youth suicide prevention program.

Suicide curriculum should consist of:

- Sound decision making skills
- Knowledge of signs of suicidal tendencies and potential causes
- Knowledge of relationship between youth suicide and use of alcohol and controlled substances
- Knowledge of available community youth suicide prevention and intervention services

2. Staff development should be done on a yearly basis and consist of:

- How to assist minors in positive emotional development
- The detection of conditions which indicate suicidal tendencies
- The proper action to take when there is reason to believe that a minor has suicidal tendencies or is contemplating suicide.
- The coordination of school and community youth suicide prevention programs.

3. Student awareness:

The curriculum is the major effort to achieve student awareness. However, other activities can provide a positive effect on the identification of, and intervention with, students who are depressed and suicidal. Examples include student-planned activities to communicate to peers the importance of getting help for friends and themselves, crisis cards with help numbers distributed to all students each year, and periodic articles in the student newspaper or announcements on the public address system regarding the availability of help for students.

4. Mandatory reporting responsibilities:

When any employee shall have reason to believe, either by virtue of direct knowledge or a report from another person, that a student is in any danger of harming him/herself through an attempted suicide, or has attempted suicide, that person is to report this situation to the school administrator and the student's parents. If the student's life is in imminent danger, emergency personnel (911) should be summoned to transport the student to the nearest hospital emergency room. The school administrator shall seek guidance from appropriate local agencies such as hospitals, social services, or other certified professional personnel.

ADOPTED: 5/15/1988; REVISED: 10/1/2018

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## 6164.13: Lifesaving Skills Instruction

All elementary and secondary schools in the archdiocese shall provide instruction in lifesaving skills in cardiopulmonary resuscitation, cardio cerebral resuscitation, and automated external defibrillators. [Wis. Stat. sec.118.076](#)

Instruction in cardiopulmonary resuscitation and cardio cerebral resuscitation shall be required in any health education course offered to pupils in grades 7 – 12. The school shall use either of the following and shall incorporate into the instruction the psychomotor skills necessary to perform cardiopulmonary resuscitation and cardio cerebral resuscitation:

- An instructional program developed by the American Red Cross or the American Heart Association, or another nationally recognized program.
- Nationally recognized, evidence-based guidelines for cardiopulmonary resuscitation and cardio cerebral resuscitation.

It is necessary for schools to obtain equipment (purchase or loan) to provide for the practice of psychomotor skills needed to perform CPR/CCR. Courses that do not offer certification to participants may be taught by “facilitators” (non-certified person knowledgeable about CCR and CPR.)

Schools must also provide instruction about automated external defibrillators to pupils enrolled in grades 7 – 12. AED instruction may be taught in health education or any other class as determined locally. Students are not required to practice utilizing AED equipment. AED equipment is not required but it is recommended as part of the instruction.

ADOPTED: 7/28/2017

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## 6164.2: Student Support Services

Student Support Services promote the potential of the whole child within a context that honors each student’s cultural, linguistic, and intellectual diversity. Student Service professionals are student advocates who work in partnership with other educators, parents / guardians, and community organizations to support the academic and social needs of all students.

All schools should have a Student Support Service Team. In high schools, these services will be delivered primarily via the school’s guidance / counseling department. The delivery model will vary at the elementary school level.

Areas where Student Support Service Teams may promote the potential of the whole child include, but are not limited, to:

- Academic assessment and program adjustments
- Academic and Career Planning (ACP)
- Attendance issues
- Community collaborations and partnerships
- Mental health needs
- Resources for students and families
- Social / emotional development
- Suicide Awareness

ADOPTED: 3/11/1975; REVISED: 10/1/2018

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## 6164.3: Children with Exceptional Educational Needs

Catholic schools/parishes in the archdiocese welcome children who have special needs and may be able to make reasonable accommodations for students with special needs in some circumstances. Whenever a student seeks enrollment into the Catholic school, the school shall inquire as to whether the student has a history of or is presently

eligible for special education and related services available under the Individuals with Disabilities Act (IDEA). A student eligible for placement under IDEA should be enrolled in the Catholic school only if a program and resources are available to meet the student's special needs.

Archdiocesan parishes should offer religious education programs for persons with exceptional educational needs and/or other special needs. The instructional programs relative to religious education may be best served through networking, collaboration, and/or clustering with other parishes.

Catholic school admission, instruction, and retention of students with disabilities or special needs shall be determined on an individual basis by the administrator in consultation with the school's Learning Support Team. A student accommodation plan will be developed in order to document the reasonable accommodations the school will provide to a student with special learning needs.

Parents must provide current, accurate information regarding the student's needs to assist the school in determining whether reasonable accommodations are possible. Proper documentation should be provided by the parents to support the student's need for accommodations.

Those students who may require specialized academic instruction, modification of curriculum, or modification of assessments may complete the Child Find Process for the identification and intervention of their special needs. A child with exceptional educational needs that cannot be met through reasonable accommodations should be referred to the local public school to determine whether the child is eligible for services.

The final decision for admission, instruction, and retention of any student rests with the principal. Administrators will give careful consideration to the admission of students with special needs but are not required to admit, re-enroll, or continue the enrollment of students whose needs cannot be met with reasonable accommodations.

[Download Form 6164.3: Student Accommodation Plan](#)

ADOPTED: 7/31/2014; REVISED: 7/28/2015

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## 6181: Accreditation of Catholic Schools

All schools must be accredited.

### Accreditation of Catholic Schools with Grades PK-8

All Catholic schools that include any sequence of grades between PK - 8 are dually accredited by the Archdiocese of Milwaukee and the Wisconsin Religious and Independent School Accreditation (WRISA).

In accordance with the Wisconsin Catholic Conference and the *National Standards and Benchmarks for Effective Catholic Schools\** (NSBECS), all schools use the Wisconsin Catholic School Accreditation (WCSA) tool. The accreditation cycle is a seven-year cycle with annual renewals.

### Accreditation of Catholic Schools with Grades 9-12

All Catholic schools that include any sequence of grades between 9 - 12 are expected to maintain full accreditation status with their approved accrediting agency.

### New Catholic Schools or Schools Applying to Become a Catholic School

New Catholic schools or schools applying to become a Catholic school in the Archdiocese of Milwaukee can apply for candidacy. Schools wishing to apply for candidacy must contact the Associate Superintendent for Catholic Schools in charge of accreditation to begin the process.

### ***More Information:***

Detailed accreditation information may be found at <https://schools.archmil.org> or by clicking [here](#).

\*The *National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools*, Center for Catholic School Effectiveness, School of Education, Loyola University Chicago, in partnership with the Barbara and Patrick Roche Center for Catholic Education, Lynch School of Education, Boston College (2012).

[National Standards and Benchmarks](#)

[Alignment with WRISA WCA](#)

ADOPTED: 4/14/1987; REVISED: 10/1/2018

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## **6181.1: Recognition of a Catholic School**

### RELATIONSHIP OF THE DIOCESAN BISHOP

#### WITH CATHOLIC SCHOOLS

#### DIRECTED BY LAY BOARDS

The relationship between a diocesan bishop and Catholic school recognized as Catholic but directed by a lay board is primarily one of collaboration and cooperation. The institution must have the written recognition as being Catholic by the diocesan bishop before describing the school as Catholic. ([c.803,1](#)) The diocesan bishop has the right of coordinating all of the apostolic action within the diocese including these Catholic schools. ([c.394,1](#))

With regard to the operation of a school under the direction of a lay board, the diocesan bishop has several roles and rights:

- The right to appoint or approve teachers of religion and to remove them or demand that they be removed if a reason of religion or morals requires it. ([c.850](#))
- The right to watch over and visit the school ([c.806,1](#))
- The right to issue general regulations regarding the school. ([c.806,1](#))

When a group not associated institutionally with the archdiocese, i.e., either through a parish or a religious community, seeks recognition of their educational enterprise as a Catholic School, the following criteria and procedures must be used:

- The school must meet the definition of a private school as found in the statutes of Wisconsin and the policies passed by the Wisconsin Catholic Conference.
- The school must recognize the authority of the Archbishop and create a Catechetical program which must follow the guidelines as stated in the current editions of *The General Directory for Catechesis*, *The National Catechetical Directory*, in the *Grade Specific Religious Education Curriculum* of the Archdiocese of Milwaukee and the *Sacramental Guidelines* of the Archdiocese of Milwaukee.
- The school must be accredited by a recognized accrediting agency or have received candidacy level from a recognized accrediting agency.

The school must submit a detailed five (5) year financial report that supports the independent viability of the school. The report should include but is not limited to the following:

- Five year (5) enrollment projection
- Plans for insurance coverage, employee salaries and insurance, liability insurance, rental fees, property insurance, utility costs, material and equipment costs

The school must submit proof of teacher certification and expected teaching assignments, proof of religion certification, and approved Archdiocesan Safe Environment Training for all staff members.

The school must submit proposed bylaws of governance/board structures for the operation of the school.

The school must submit its proposed curriculum and demonstrate its alignment to state and archdiocesan curriculum requirements.

The school must have letters of support from pastors of the neighboring parishes as determined by the archdiocese.

All of the required data is sent to the Superintendent who will review the document with the input of the appropriate office of the archdiocese. Upon successful completion of this review, the petition for approval of the school to function as school that is recognized as Catholic by the Archdiocese of Milwaukee is forwarded to the Archbishop for final approval.

## RELATIONSHIP OF DIOCESAN BISHOP/CENTRAL OFFICES WITH THOSE SPONSORED BY RELIGIOUS INSTITUTES

The relationship between a diocesan bishop and Catholic schools under the sponsorship of religious institutes is primarily one of collaboration and cooperation. The religious institute must have the consent of the diocesan bishop before establishing a school in a diocese ([c. 801](#)). Schools founded by religious after such consent are, *ipso iure*, designated as Catholic schools ([c. 803, §1](#)). Once the religious institute engages in a teaching function in the diocese, their exercise of this apostolate is to be coordinated with that of other religious, as well as the diocese ([c. 678, §3](#)). The diocesan bishop has the right of coordinating all of the apostolic action within the diocese ([c. 394, §1](#)).

With regard to the operation of a school sponsored by a religious order, the diocesan bishop has several roles and rights:

### **Supervisory Role**

- The right to grant consent for schools to be established by religious ([c. 803](#))
- Recognizing in writing a school as Catholic ([c. 803](#))
- Consenting to the use of the title “Catholic school” ([c. 803](#))
- Exercising concern regarding those who are appointed to teach religion ([c. 804](#))
- Exercising general vigilance over Catholic schools in the diocese ([c. 806](#))

*This last right is tempered, however, by the right of the religious “to their autonomy regarding the internal direction of their schools” ([c. 806, §1](#)).*

The diocesan bishop’s exercise of “vigilance” over Catholic schools sponsored by religious is *not a directive role nor is he to become involved in the internal ordering of these schools*. The issuance of “general regulations” must be truly that, general. Specific internal policies and procedures are under the authority of the religious institute and their governance structure for the school. General directives would mean, for example, that all teachers of religion must be Catholics in good standing in the Church. How these teachers are hired would be the jurisdiction of the religious institute.

*The Code sets forth norms to be applied in the direction of Catholic schools. Those areas left very general and unrefined in the Code may be clarified and applied in the Archdiocese of Milwaukee by means of particular law, executory decree, instructions, or general criteria.*

ADOPTED: 4/14/1987; REVISED: 5/11/2006

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## **PLANNING AND NEW CONSTRUCTION: 7000 SERIES**

The policies in this series assist educational planning, and the construction of educational buildings.

### **7110: Planning and Needs Assessment**

To assure a comprehensive approach to projecting and planning needs, the following aspects should be considered:

- Expanding and changing educational programs.
- Relations with the total community and projected developments in those relationships.
- Changing make-up of the population (e.g., age distribution, educational levels, etc.)
- Community planning and zoning.
- Finances of the parish or high school.
- Safety and welfare of students.
- Relationship between the projected new facilities and those already in existence.

ADOPTED: 5/13/1975; REVISED: 4/2/1990

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### **7112: Forecasting Enrollments**

Enrollment forecasts shall be prepared under the direction of the principal, utilizing current enrollment information and other pertinent data.

#### **Methods for forecasting enrollment:**

- Periodic census of the parish.
- Principal's report for current enrollment and projected enrollment based on parish baptisms and current census data.
- Projected local government plans for development of public facilities, such as streets, water, sewers, etc.
- Information submitted by builders and developers.
- Reports indicating anticipated and approved number of dwelling units resulting from submitted site plans.

## 7112.1: Viability Assessment

All archdiocesan schools that experience a pattern of declining/low enrollment shall conduct a viability assessment based on the following standards: Catholic identity, governance, academic excellence, affordability and accessibility. This assessment requires parishes and schools to assess their strengths and identify areas where change is needed for the future. The parish and school leadership, in consultation with the Archdiocesan Office for Schools, shall conduct this assessment.

The assessment shall focus on parish life, school and academic quality, financial health, and facility/physical plant.

The results of the assessment of the school shall be shared with parish and school communities to help develop appropriate steps to address identified need and growth areas with the goal of strengthening the Catholic school.

Parishes and schools shall continuously engage in school planning in collaboration with the archdiocese. Assessment outcomes may require planning recommendations for:

- Internal and/or external restructuring
- Proactive school consolidation
- Regional school formation
- Partnering for resource sharing

All archdiocesan schools shall collaborate with other archdiocesan schools in their geographic region to support actions that stabilize and improve Catholic education.

## 7113: Change in the Status of a Catholic Elementary School

Parish, consolidated, and regional schools are vital to the teaching mission of the Church. As parishes continue the most effective ways to support the vitality of Catholic education in their geographic area, it may become necessary to change the status of the parish school as it exists today. As every parish is required to support a school that provides Catholic education for the children of the parish, parishes are called to work together in examining the most effective configuration of Catholic schools for their area.

Changes in the status of a Catholic school occur when grades are added or dropped, schools are expanded or closed, schools are consolidated, or the governance of a school is changed.

If a parish wishes to begin the immediate study to determine a possible change in status of the school, the pastor must submit a letter to the Archbishop and Superintendent that includes the following information:

- What parish(s) is/are requesting.
- Demographic data over a five (5) year time and projection for the future.
- Specific financial data: five (5) year financial data that shows school and parish financial trends, percentage of parish subsidy, School Choice income, percentage of school income that returns to the parish, third source funding.

- Tuition history: 5 years
- Salary history: 5 years
- Enrollment data: 5 years
- Data about reduction in force during the past 5 years
- Relationship of this request to the pastoral plan outlined in Vision 2020
- Potential for collaboration and sharing of resources with other parishes/schools
- Timeline for this study/change
- Other information

Once the Archbishop and Superintendent have reviewed the information, they will respond to the pastor with a direction for next steps.

Once the parish/community receives a response to its letter, it proceeds with the planning process. While decisions about school restructuring are local decisions, the Office for Schools will provide a representative who will work with the parish/community as a resource during the planning process and will assist in establishing the structure for the planning process. Given the uniqueness of each parish/community, this process may look different in each local setting. A broad base of parish/community participation and the use of local expertise are necessary.

The planning process should address, but is not limited to the following:

- Current financial status and a financial structure for the future that includes equitable subsidy for all supporting parishes. The Archdiocesan Office for Parish Finance should be engaged as a resource in the process
- Governance structure and school bylaws
- Facilities. May require engagement in the proxy process
- Curricular planning
- Personnel planning. The Archdiocesan Office for Human Resources should be engaged as a resource in the process
- Five year long-range plan
- Busing plan
- Possible names for the school

Parishes are encouraged to engage in planning for collaboration and regionalization of Catholic schools instead of closing individual schools. The efforts to collaborate will support continued Catholic education in a geographic region.

*ADOPTED: 7/1/1986; REVISED: 8/28/2015*

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## 7113.1: Closing of a School

Closing an individual school should only be considered after all efforts to collaborate with local or regional parishes have been exhausted. The Office for Schools must be consulted before a request for permission to close a school may be made.

Requests for permission to close a school must be made in writing by the pastor to the Archbishop via the Superintendent before any decision is announced to the parish community.

### **On file in the Superintendent's Office and at the Local Parish**

- Formal letter communicating the closing of the school
- Copy of busing agreements
- Memo stating the location of student and personnel files

### **State of Wisconsin**

- Notify the Department of Public Instruction and the local school district that the school is closing

### **Educational Materials**

- Prepare inventory of all materials at the school purchased through state and federal funds. Contact the local public school district about returning materials.
- Make arrangements to sell or share all other educational materials with area schools.

### **Student Records**

- Retain permanent records with student information, grades, standardized test results, and attendance records.
- Send records from Choice schools to the organization stipulated on the parent consent form (2011 and years following.) The stipulated organization will be either MPS or the Archdiocese of Milwaukee. For records of students who attended the school prior to 2011 and are no longer at the school, parents must receive notification from the school indicating where the records will be located.
- Forward immunization records and student transcripts to the students' new schools upon written request from the receiving schools. No records should be released to parents to hand carry to the new school.
- Store all student records in alphabetical order, not by year, in a secured location at the parish rectory or designated building on the parish property.

### **Personnel Records**

- Retain files of former and current teachers in a secure area of the rectory or other designated parish building.

*ADOPTED: 7/1/1986; REVISED: 7/15/2019*

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## 7113.2: Merging of Schools

The Office for Schools must be consulted before a request for permission to merge schools may be made.

Requests for permission to merge schools must be made in writing by the pastor to the Archbishop via the Superintendent before any decision is announced to the parish community.

### **On File in the Superintendent's Office and at the Local Parish**

- Formal letter communicating the merger of the school(s)
- Copy of busing agreements
- Memo stating the location of student and personnel files of personnel/students not continuing into the new school

### **State of Wisconsin**

- Notify the Department of Public Instruction and the local school district that the school(s) are merging and which building(s) will be open under a new name.

### **Educational Materials**

- Prepare an inventory of all materials at the school purchased through state and federal funds. Contact the local public school district about bringing the materials to the new school.
- Make arrangements to sell or share all other educational materials that will not be in use with area schools.

### **Student Records**

- On the parish site of the current school (pre-merger): Retain permanent record with student information, grades, standardized test results, and attendance records of all former students and students who will not be attending the new school.
- Choice schools: Records of students attending the new school follow students to the new site. For students not attending the new school, the principal must send records to the organization stipulated on the parent consent form (2011 and years following.) The stipulated organization will be either MPS or the Archdiocese of Milwaukee. For records of students who attended the school prior to 2011 and are no longer at the school, parents must receive notification from the school indicating where the records will be located.
- For students attending the newly merged school, immunization records go directly to the newly merged school.
- For students not attending the newly merged school, immunization records and student transcripts are forwarded to the students' new schools upon written request from the receiving schools. No records should be released to parents to hand carry to the new school.
- For all former students and students not attending the newly merged school, store all student records in alphabetical order, not by year, in a secured location at the parish rectory or designated building on the parish property.

### **Personnel Records**

- For teachers continuing at the newly merged school, all teacher records follow the teacher to the newly merged school.
- For teachers not continuing to the newly merged school, retain teachers' files at the parish of the site of the current school (pre-merger.)

## **7113.3: Change in the Status of a Catholic Secondary School**

Whenever a change in the status of an archdiocesan or parish/inter-parish high school is considered, an appropriate process approved by the Superintendent shall be followed.

ADOPTED: 4/14/1987; REVISED: 7/17/2017

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## **7113.4: Change in the Status of a Religious Education/Formation Program**

Whenever a change in the status of a Parish religious education/formation program for children and youth is considered, an appropriate process approved by the Office of Catechesis should be followed.

Examples of changes in the status of such programs include: discontinuing a program of religious education/formation; altering the basic focus of the program (such as movement from child centered to family centered, etc.); expanding or consolidating programs; changing the governance of a program.

[Download Change in the Status of a Religious Education/Faith Formation Program](#)

ADOPTED: 4/2/1990; REVISED: 4/4/2017

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## **7115: Opening of a Catholic School or Building an Addition**

### **New Construction**

Before any definitive plans are adopted, the pastor or the secondary school principal shall consult the Chancery Office for the procedures in undertaking new construction.

After the Building Commission of the archdiocese has given permission to proceed with planning the new construction, the Superintendent is to be consulted about the planning of the educational facilities.

### **Planning**

A thorough planning process must be developed and implemented in collaboration with the Office for Schools and other appropriate archdiocesan offices.

Any decision to open a new school or build an addition needs the approval of the Archbishop.

ADOPTED: 3/10/1988; REVISED: 7/17/2017

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