

DS Code 1000 SUPPORT AND ENCOURAGEMENT OF CATHOLIC EDUCATION

The entire Catholic community of Divine Savior Catholic Elementary School shall:

1. make every effort to preserve, support, and advance Catholic education within the parishes;
2. encourage, enable, and support parents as primary educators within the family;
3. and promote cooperation and collaboration in educational ministries within and among parishes.

Reviewed: 11/10, 9/13, 9/15, 9/19

DS CODE 1001 VISITORS

Parents and guardians are always welcome to visit the school. Classroom visitations should be scheduled at least 24 hours in advance of the visit for consideration of teacher lesson planning and/or testing schedules.

All visitors must report and sign-in and out at the school office upon entering the building and must wear a visitor pass in a visible location during the visit.

Any children visiting the school must have approval of the principal.

Approved 1/17, Amended 9/19

DS Code 1010 RELATIONSHIP AMONG PARISH COUNCILS AND DIVINE SAVIOR CATHOLIC SCHOOL BOARD OF TRUSTEES

The relationship between the parish councils and Board of Trustees should be one of interdependence, trust, collaboration and subsidiary.

Reviewed 11/10, 9/13, 9/15, 9/19

DS Code 1020 PUBLIC POLICY COMMITTEE

Divine Savior Catholic Elementary School is aware of the importance of involvement in legislative action and public policies and encourages parents to contact legislators and become involved with any diocesan or state actions.

Amended 9/13, 9/15. Reviewed 9/19

DS Code 1040 SCHOOL PRAYER AND LITURGICAL CELEBRATIONS

Divine Savior Catholic Elementary School shall provide opportunities for its students to participate in sacramental celebrations and prayer experiences, recognizing the Eucharist as its center of religious vitality.

Reviewed 11/10, 9/13, 9/15, 9/19

DS Code 1050 SCHOOL RETREATS AND SERVICE PROJECTS

Divine Savior Catholic Elementary School shall provide retreats and Christian service projects as an integral part of its overall religious education program.

Reviewed 11/10, 9/13, 9/15. 9/19

DS Code 1060 FACULTY PARISH PARTICIPATION

Regular participation in the life of the parish is expected of all Divine Savior School faculty and staff members.

Approved 6/10, Reviewed 11/10, Revised 4/13, Reviewed 9/13, 9/15. 9/19

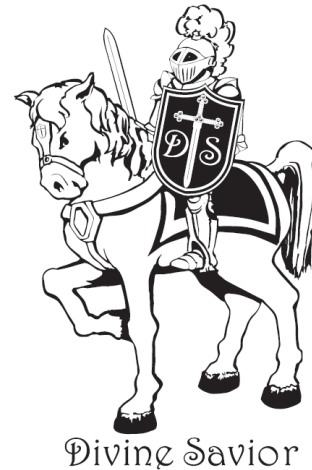
DS Code 1070 STUDENT PARISH PARTICIPATION

Regular participation in the life of the parish is expected of all Catholic students.

Reviewed 9/13, 9/15. 9/19

DS Code 1081 **DIVINE SAVIOR LOGO USE**

Divine Savior School has two officially approved logo images, the Divine Savior Shield (1) and the Divine Savior Knight with shield seated on Horse (2).



The official colors of Divine Savior School are silver and black.

The official font of Divine Savior School is Harrington.

All logo images with the exception of the two shown above shall have the approval of the Board of Trustees prior to use.

Logo Use Guidelines:

General:

- In the event that the color silver cannot be utilized for any printed, electronic or apparel needs, the color gray is the preferred replacement but the color white may be used if necessary.
- The Divine Savior Shield is the recommended image for use in printed materials, letterhead, electronic media, and any apparel intended for use at official functions other than athletics (e.g., field trips, mass, etc.).

Electronic Media and Print:

- The color teal may be used as an accent color for printed and electronic applications only. It is not to be used on apparel.
- Formal written communications are to use the current, approved Divine Savior letterhead.

Apparel:

- The Knight image is recommended for use in all athletic-related apparel.
- All apparel must meet the specifications of the Divine Savior dress code or receive approval of the administrator
- The marketing committee will select the apparel that will be made available for distribution or purchase. All artwork shall be approved by the Board of Trustees prior to ordering.

Approved 2/11, Reviewed 9/13, 9/15, Amended 9/19

DS Code 1090 STUDENT PARTICIPATION IN RELIGIOUS ACTIVITIES

Every student enrolled in Divine Savior Catholic Elementary School shall be required to participate in the formal religion classes and related religious activities. Students in the Wisconsin Parental Choice Program are exempt from this requirement.

Reviewed 9/13, 9/15, Amended 2/17, Reviewed 9/19

DS Code 1340 RELEASE OF INFORMATION

School personnel shall not release the names, addresses, or phone numbers of any employee or school family to any other person without authorization from those individuals.

Approved 11/13, Reviewed 9/15, 9/19

DS Code 2010 **BOARD OF TRUSTEES**

A Board of Trustees shall be specifically delegated by the Board of Directors to be responsible for the religious / educational needs of all enrolled students including preschool. The Board of Trustees has the right and duty to make and enforce policies. The Board of Trustees remains accountable to the Board of Directors. Educational policies are subject to review by the Board of Directors.

The Board of Trustees shall be made up of the pastor or parish director and ideally 3 members of SS. Peter and Paul Parish, 3 members of Holy Rosary Parish, and 1 member of St. Anne Parish. Should a parish not provide the specified numbers, board membership shall come from any interested person until such time as that parish regains a representative. Board members may be selected (appointed) by the pastor or parish director or elected by the parish community as large based upon pastor or parish director preference. Board of Trustees members may only serve two consecutive terms and must remain off the board for a period of at least one year.

Amended 9/13, Reviewed 9/15, 9/19

DS Code 2020 **BOARD OF TRUSTEES PLANNING**

Annual planning, evaluation, and projections by the Board of Trustees shall be conducted to assure a quality Catholic education.

Reviewed 9/13, 9/15, 9/19

DS Code 2040 **OPENING/CLOSING/CONSOLIDATION OF SCHOOLS**

Consultation with the Diocesan Department of Total Catholic Education and referral to the Diocesan Board shall precede any action beginning, closing, or consolidating an educational institution. All above procedures should be in compliance with Diocesan Regulations as stated in the Diocesan Policy Manual.

Reviewed 9/13, 9/15, 9/19

DS Code 2050 **SCHOOL ACCREDITATION**

Divine Savior Catholic Elementary School shall obtain and maintain accreditation from an agency approved by the diocese.

Reviewed 9/13, 9/15, 9/19

DS Code 3020 REIMBURSEMENTS

Divine Savior Catholic School recognizes that certain authorized employees and volunteers will incur expenses to do their job functions. Divine Savior Catholic School reimburses employees and volunteers for school and fundraising business activities and products which are approved in writing beforehand by the principal. In general, an employee or volunteer must complete a reimbursement request within 30 days or less after the expense is paid or incurred. A reimbursement request must include a copy of the receipt. The principal may also establish charge accounts at local businesses. Such charge cards shall be kept in the office and distributed as needed with the principal's approval.

Approved 10/17, Revised 3/19, Reviewed 11/19

DS Code 3020.1 CREDIT/DEBIT CARD

It is the intent of the governing body of Divine Savior School to provide a school-issued bank account related debit card, for use by the principal for official school use only.

Authorized uses of the school-issued card are as follows: airfare, lodging, shuttle service, rental vehicles, gasoline for rental vehicles, gasoline for personal vehicles when used and documented for official school business, meals for conferences or business travel, purchases of office and school supplies, and other expenses when the PO process is not possible due to timing.

Receipts supporting credit/debit card usage MUST be submitted to the business manager. Sufficient description should be provided on the receipt to assist the accounting department in coding the charge to the proper general ledger account.

Approved 11/17, Reviewed 11/19

DS Code 3021 CASH HANDLING

Cash collected by committees as part of fundraisers, athletics, or other events, is to be counted by the lead person and verified by a second individual. After verification, cash may be handled using one of the following options:

- (1) The committee may complete a deposit slip (provided by the school office manager) from the school's current banking institution and deposit the cash into the night deposit at that bank. The key for the night deposit, as well as the deposit bags, are available in the school office. The original deposit slip should be included with the night deposit, and the copy given to the school office .
- (2) The committee may give the cash, along with verification information (totals of checks, cash, coins) to the school office manager for deposit at the school's current banking institution. The office manager will collect and secure all deposits. Cash will be deposited at the school's designated bank and posted to the proper school account as soon as practical.

Approved 10/13, Revised 10/15, Reviewed 11/19

DS Code 3022 FUND RAISING ACTIVITIES

Divine Savior Catholic School requires fundraising to fund operational costs and support the established budget.

Divine Savior requires that each family participate in designated fundraisers to meet the school's financial need. Each family requirement will be determined prior to the start of that fundraiser and provided at the time assignments are made. Requirements are based on current enrollment at Divine Savior.

Throughout the course of the year additional fundraising opportunities may be made available. Participation in those fundraisers will be voluntary.

Divine Savior Catholic Elementary School strictly adheres to the following procedures when engaging in fund raising activities:

- All fund raising activities shall have the approval of the Board of Trustees or administrator
- The school shall be the primary beneficiary of the funds collected, unless for charitable causes
- With the approval of the administrator, funds can be collected for a charitable cause outside the school; i.e. Holy Childhood Association, Missions, community pantries, etc.
- All Fund raising activities involving students shall have adult supervision in their organization, administration, and implementation.
- Participation by students in these fund raisers should occur during day light hours when possible. The students should also be accompanied by a parent/guardian or paired with another student during participation. Students are discouraged from visiting homes of strangers during fund raising activities.
- All fund raising activities that utilize the name of the school and /or the tax exempt status of the school/parish are required to follow the financial policies of the diocese. This includes, but is not limited to, the accounting practices and the distribution of funds.

Approved 10/13, Reviewed 10/15, 11/19

DS Code 3022.1 FUND RAISING ACTIVITIES

Each budget shall be designed to carry out Divine Savior School's operations in a thorough and efficient manner.

A proposed budget designed by the Board of Trustees requires the critical analysis of every member of the Board of Directors prior to approval. Once adopted, the budget deserves the support of all members of both Boards regardless on their position before its adoption.

The Board of Trustees directs the Parish Director/Leader to present the budget to the Board of Directors along with all available information associated with each budget in sufficient time to allow for proper analysis and discussion prior to the meeting.

When presented to the Board of Directors for review and/or adoption, the information shall include, as appropriate:

- a. The proposed expenditure and revenue in each financial category for the ensuing year
- b. The actual expenditure, the approved budget, and the revenue in each financial category for the previous year
- c. An estimate of the student enrollment for the ensuing year

APPROVED 11/16, Reviewed 11/19

DS Code 3025.1 FINANCIAL MANAGEMENT: ELIGIBLE EDUCATION EXPENSES

It is the policy of Divine Savior Catholic School to have an eligible expense policy as it relates to school expenses.

It is the purpose of this policy to have consistent and effective financial practices that support the mission of Divine Savior Catholic School in educating students in grades K3-Grade 8, giving them the opportunity to learn spiritually, academically, physically, and emotionally according to the life and teachings of Jesus Christ.

It is the responsibility of the school administration to establish and maintain these eligible education expense practices.

The following procedures shall be implemented:

- A. The school operation is supported by the administration within the school office. All personnel and purchases to support this activity are included in costs per diocesan-assigned account numbers. Other areas of support include but are not limited to: management, maintenance, fundraising, development, advertising, athletics, fine arts activities, hot lunch, extended care and lease expenses incurred.
- B. Allocation of direct building maintenance and utilities will be allocated between the church and school on the basis of square footage.
- C. The allocation of personnel will be allocated on the number of employees in each less those whom are being allocated. Examples but not limited of allocated personnel would include the deacon, pastor/parish leader, accountant, maintenance/custodial personnel, and clerical support.
- D. Additional eligible education expenses must meet the following requirements:
 1. The expenses must have been incurred and have already been paid or will be paid in a future school year.
 2. The expenses must be supported by evidence of the goods or service purchased and the amount expended.
 3. Eligible education expenses may only be included one time.
 4. Eligible education expenses may only include those expenses that are in the State of Activities, except for land expenses. Land is included as an eligible education expense in the first year the land is used for educational programming.
- E. Eligible education expenses may NOT include:
 1. Services, capital assets, or goods that are donated to the school.
 2. Scholarship awards and financial support for pupils to attend the school, including payments to parents or others on behalf of pupils.
 3. The revenue from the area school districts is not included as offsetting revenue on the financial audit supplemental schedule.
 4. Daycare expenses, except expenses for before or after school care for kindergarten through 8th grade pupils that are enrolled in educational programming at the school.
 5. Expenses that are fully included as eligible education expenses for the Special Needs Scholarship Program (SNSP) pupils.
 6. Uncollected amounts owed to the school (bad debt expenses). An example of this would be tuition that a school is not able to collect from a student.

DS Code 3025.2 FINANCIAL MANAGEMENT: CAPITALIZATION

It is the policy of Divine Savior Catholic School to have a capitalization policy that looks at accounting for fixed assets.

It is the purpose of this policy to have guidelines in place to depreciate expenses for capital assets that are used for educational programming in order to be covered under the eligible educational expense policy.

It is the responsibility of the administration to establish and maintain the depreciable capital assets according to the useful life and monetary threshold.

The following procedures shall be implemented:

- A. Educational Media includes but is not limited to instructional and administrative items that are expected to serve their principal purpose for more than a year. Media includes items such as text and reference books, audiovisual materials, and computer software.
 - 1. The useful life is 3 years for this category.
 - 2. The monetary threshold will be \$10,000 per unit.
- B. Equipment includes but is not limited to classroom, office, and other equipment that is expected to serve its principal purposes for more than a year. This includes items such as desks, furniture, freestanding lockers, computers, copiers, and vehicles.
 - 1. The useful life is 7 years for this category.
 - 2. The monetary threshold will be \$10,000 per unit.
- C. Buildings include but are not limited to building and building components such as lighting fixtures, built-in lockers, heating, ventilating and wiring systems.
 - 1. The useful life is 39 years for this category.
 - 2. The monetary threshold will be \$10,000 per unit.
- D. Land includes but is not limited to land and land preparation expenses for its intended purpose. This includes demolition of an existing building and other site preparation and site improvements (other than buildings) that ready the land for its intended use.
 - 1. The useful life is nothing.
 - 2. The monetary threshold will be \$10,000 per unit.
- E. Land improvements include but are not limited to improvements that add functionality to the land. Examples include sidewalks, fencing, installed playground equipment, and landscaping.
 - 1. The useful life is 39 years for this category.
 - 2. The monetary threshold will be \$10,000 per unit.
- F. Leasehold improvements include but are not limited to improvements to a leased facility that will stay with the facility even if the school no longer leases the facility.
 - 1. The useful life is equal to the current lease term.
 - 2. The monetary threshold will be \$10,000 per unit.
- G. Repair expenses are not considered capital expenses.

APPROVED 1/10/17. Reviewed 11/19

DS CODE 3025.3 **FINANCIAL MANAGEMENT: SUSPECTED MISCONDUCT**

Introduction

Like all organizations, Divine Savior Catholic School faces many risks associated with fraud, abuse, and other forms of misconduct. The impact of these acts, collectively referred to as misconduct throughout this policy, may include, but are not limited to:

- Financial losses and liabilities
- Loss of current and future revenue and customers
- Negative publicity and damage to the organization's good public image
- Loss of employees and difficulty in attracting new personnel
- Deterioration of employee morale
- Harm to Divine Savior School's relationships with customers, vendors, bankers, and donors
- Litigation and related costs of investigations, etc.

Divine Savior Catholic School is committed to establishing and maintaining a work environment of the highest ethical standards. Achievement of this goal requires the cooperation and assistance of every employee and volunteer, at all levels of the organization.

Definitions

For purposes of this policy, misconduct includes, but is not limited to:

1. Actions that violate any of the accounting and financial policies included in the policy manual of Divine Savior Catholic School
2. Fraud (see below)
3. Forgery or alteration of checks, bank drafts, documents or other records (including electronic records)
4. Destruction, alteration, mutilation, or concealment of any document or record with the intent to obstruct or influence an investigation, or in relation to or contemplation of any such investigation, carried out by a department or agency of the Federal government or by representatives of Divine Savior Catholic School in connection with this policy
5. Disclosure to any external party of proprietary information or confidential personal information obtained in connection with employment with or service to the organization
6. Unauthorized personal or other inappropriate (non-business) use of Divine Savior School's equipment, assets, services, personnel or other resources
7. Acts that violate federal, state, or local laws
8. Accepting or seeking anything of material value from contractors, vendors, or persons providing goods or services to the organization with the exception of gifts representing less than a nominal value.
9. Impropriety of the handling or reporting of money of financial transactions
10. Failure to report known instances of misconduct in accordance with the reporting responsibilities described herein (including tolerance by supervisory employees of misconduct by staff)

Fraud is further defined to include, but not be limited to:

- Theft, embezzlement, or other misappropriation of assets (including assets of or intended for Divine Savior Catholic School, as well as those of our customers, donors, vendors, contractors, suppliers, and others with whom the organization has a business relationship)
- Intentional misstatements in Divine Savior School's records, including intentional misstatements of accounting records or financial statements
- Authorizing or receiving payment for goods not received or services not performed
- Authorizing or receiving payments for hours not worked
- Forgery or alteration of documents, including but not limited to checks, time sheets, contracts, purchase orders, receiving reports

It is the policy of Divine Savior Catholic School to prohibit each of the preceding acts of misconduct on the part of organization employees, volunteers and others responsible for carrying out the organization's activities.

Anyone suspecting an occurrence or incident of fraud needs to report the misconduct immediately to the appropriate supervisor. Disciplinary action will be determined by the supervisor pending investigation.

Approved 2/19, Reviewed 11/19

DS CODE 3026 **ELECTRONIC FUNDS**

Electronic Funds Transfer Policy and Procedures

The primary goal of this policy is to ensure Electronic Funds Transfers (EFTs) are initiated, executed, and approved in a secure manner.

Definitions:

Automated Clearing House (ACH): Generally refers to payments made and received via direct deposit.

Bank and School Abbreviations and assignments:

- Bank First National
- The School – Divine Savior Catholic School
- The School Office – Current Office Manager

Banking information: Information from the payee/payer or their bank regarding their account; including bank name, account name, account number, routing number, bank contact information and any other information necessary to transmit funds.

General Requirements:

All ACH payments will be coordinated and submitted through the School Office. The Office Manager will approve all new and changes to electronic funds transfer requests, ensuring that all required documentation is provided and appropriately approved, and that the request and banking account information is accurate and valid.

Roles and Responsibilities

The School Office is responsible for ensuring that proper documentation, authorization and accounting information are provided and accompany any ACH payment or receipt instructions.

The School Office is responsible for initiating ACHs on behalf of the school.

The Childcare / School employees are responsible for obtaining and submitting proper support and approvals to the School Office according to the Hourly Timesheet and Payroll Schedule.

Procedures

1. The procedure to initiate an ACH transaction is subject to the same financial policies, procedures and controls that govern disbursement by any other cash receipt or payment mechanism.
2. Transactions processed through ACH include, but may not be limited to: payroll, bank transfers, health insurance payments, AON payments, retirement (Empower Retirement) payments, and State of Wisconsin Hot Lunch Deposits.
3. ACH transactions will not be made without proper authorization of affected parties in accordance with federal and state statute and accepted business practices.
4. Authentication of new ACH requests and changes to existing ACH transactions required prior to the transaction being input into the computer-based banking system and includes the following steps:
 - **Validate** all new electronic payment instruction requests received even if the request is internal.
 - **Contact** the requester directly to confirm any payment instruction changes. Have the contact confirm existing payment instructions on file prior to making changes to those instructions (i.e. amount, current bank account, routing number provided in original instructions).

- **Verify** the new information provided on the payment instructions provided with the known contact.
 - **Document** the verification process that was followed to validate payment instructions. A record of the verification must be maintained in accordance with record retention policies.
5. When ACH transactions are approved, they will be set up as a template in Bank First National's computer-based banking system and can only be altered by authorized users.
 6. Reconciliation of banking activity to the general ledger will be accomplished in a timely manner with investigation and resolution of reconciling items.

Approved 5/17, Reviewed 11/19

DS Code 3027 FUNCTIONAL EXPENSE ALLOCATION

As a financial management objective, the school strives to determine the actual costs of carrying out its primary and supporting activities. It is the policy of the school to charge expenses to the appropriate category of activity.

Primary functions are 3K-Grade 8 education.

Supporting services include the day care operation, food services, administrative services, and marketing expenses.

The majority of internal costs shall be directly charged to the appropriate school program or activity. The school administrator shall determine a basis for allocation that fairly represents the benefit derived.

Approved 11/2020

DS Code 3028 INCIDENT RESPONSE PLAN – SYSTEM BREACH

In the event that the school's data system has been breached, the administrative staff shall notify any businesses that utilize credit card information for school staff and families.

The school staff shall NOT collect any credit card information from parents or guardians. All credit card transactions must be made through associated businesses (such as FACTS and OSV).

Approved 12/2020

DS Code 3040 TUIITION

Tuition and fees for all students attending Divine Savior Catholic School shall be determined annually by the Board of Trustees. All tuition shall be processed through the business office of the school. Payment options shall include a single annual payment paid at the beginning of the school year or monthly payments September through May, due by the fifth of each month.

The Board of Trustees shall annually determine discounts for families with more than two children in the school for grades K5-8.

Tuition grants shall be made available to all families through an application form process. Up to 90% of tuition assistance (excluding fundraising requirements) may be granted to families through the application process.

Tuition notices shall be sent out as necessary to families delinquent in their tuition payments. Outstanding balances shall be carried forward to the following school year.

The Board of Trustees shall reserve the right to pursue delinquent tuition payments through a collection agency or small claims court.

Approved 10/13, Reviewed 10/15, Updated 4/18, Reviewed 11/19

DS Code 3041 ENDOWMENT PRINCIPAL POLICY

It shall be the practice of the school administration to receive the interest earnings payment annually from the school's endowment fund. The Board of Trustees will annually decide whether to return said payment to the endowment fund principal. Per endowment agreement, the Board of Trustees may authorize borrowing up to 10% of the principal amount with repayment budgeted in the following school year's budget. Further borrowing from the principal may not be considered until repayment is completed.

Approved 6/18, Reviewed 11/19

DS Code 3042 INTERNAL CONTROL PRACTICES POLICY

The financial management of the school shall be administered as follows:

- 1) An accounting firm shall handle all matters regarding payroll.
- 2) Day care income shall be recorded by the day care director, with receipts issued for cash payments. Payments shall be brought to the office (school or parish) to be locked until banked.
- 3) School income shall be recorded by the office manager, with receipts issued for cash payments (unless payments are for field trips or other student projects). Until banked, all money shall be secured.
- 4) The office manager shall prepare all deposit slips and complete data entry records.
- 5) The school principal or designee shall deposit money in the bank upon receipt of the deposit and deposit slip(s).
- 6) The accounting firm shall be responsible for monthly bank reconciliations.
- 7) The Board of Trustees shall review monthly income statements and balance sheet reports, seeking clarification as needed.
- 8) The Board of Trustees shall work with the school principal to develop the annual school budget, approving the budget when completed and forwarding it to the Board of Directors.
- 9) The Board of Directors shall review the proposed budget and approve it prior to the end of June.

Approved 6/18, Reviewed 11/19

DS Code 3060 CHILD CARE TUITION

The Board of Trustees shall annually determine the hourly rates for day care and extended care purposes. Rates that are changed within the fiscal year will require a minimum of 10 days written notice. The Child Care Director is responsible for billing, processing all payments, and parent notification in the event of non-payment.

Child care payments are due in full as scheduled by the child care director. If payment is not made, the following will occur:

- (1) Late payment notification is made after 5 days of the late due date, including notification of a \$10.00 late fee.
- (2) If no payment is received within five days after notification, the child care coordinate shall inform the family that further use of the day care or extended care is being denied.

The Child Care Coordinator shall design and update registration forms detailing payment arrangements for child care services.

Approved 10/13, Revised 10/15, Revised 11/19

DS Code 3070 **HOT LUNCH PROGRAM**

The hot lunch program shall be under the supervision of the principal.

1. The Hot Lunch Manager will be responsible for the administration and supervision of each program and will report to the principal.
2. Wage and salary administration for the Hot Lunch program employees will be under the direction of the Board of Trustees and will be based upon a Board-approved wage scale.
3. Hot lunch program personnel additions, changes, and reductions in force will be approved by the principal.
4. The Hot Lunch Manager will provide financial reports to the principal and the Board of Trustees on a quarterly basis.

Approved 11/13, Revised 10/15, Reviewed 11/19

DS Code 4050 SCHOOL ADMINISTRATOR

A Professional Administrator/Principal of Divine Savior Catholic School shall evaluate and implement the curriculum necessary to be in compliance with Diocesan guidelines. Qualification and certification of an Administrator/Principal of Divine Savior Catholic School shall be attained and maintained in line with the Diocesan guidelines.

Approved 9/09, Revised 4/11, Reviewed 10/13, 10/15

DS Code 4080 RELIGION CERTIFICATION OF TEACHERS

The education personnel of Divine Savior Catholic School shall comply with Diocesan policy and regulation regarding the religion certification of teachers.

Approved 9/09, Revised 4/11, Reviewed 10/13, 10/15

DS Code 4090 CATHOLIC SCHOOL TEACHER QUALIFICATIONS / MORALITY

All teachers in Divine Savior Catholic School shall have academic degrees appropriate for their individual assignments and be eligible for a Wisconsin license.

In addition, all teachers and staff must demonstrate good moral conduct. This conduct must not be contrary to commonly accepted moral or ethical standards nor demonstrate any behavior that endangers the health, safety, welfare, or education of any pupil. No employee may intentionally use school equipment to download, view, solicit, seek, display, or distribute pornographic material.

Approved 8/09, Revised 4/11, Reviewed 10/13, 10/15, Amended 10/27/2020

DS Code 4095 SUBSTITUTE TEACHERS

Substitute teachers shall hold a DPI license whenever possible, but must have at minimum a bachelor degree. All substitute teachers are required to meet diocesan guidelines and have training in VIRTUS and completion of a criminal background check.

The Board of Trustees shall annually determine the daily pay rate for both short-term and long-term substitute teachers. Long-term substitute pay shall commence after the tenth consecutive day of service for a specific teacher.

Approved 10/13, Reviewed 10/15, Revised 1/17, Revised 9/17

DS Code 4100 PROFESSIONAL GROWTH OF TEACHERS

Teachers in Divine Savior Catholic School shall follow the guidelines outlined in PI34, Teacher Licensure of the State of Wisconsin. Religion Certification must be kept current according to Diocesan Regulations.

Teachers at Divine Savior School must successfully complete six credits every five years or maintain compliance with the teacher's Professional Development Plan.

These credits must be:

- a) Earned in the field in which the teacher is teaching or a closely related one
- b) Earned at an accredited institution
- c) Must have the approval of the Principal prior to taking the course

Upon completion of the course, a transcript must be turned in for verification and said teacher will be reimbursed up to \$100 per credit, not to exceed six credits every five years.

Approved 10/13, Reviewed 10/15

DS Code 4110 COMPENSATION FOR EDUCATION PERSONNEL

The Board of Trustees shall annually review the staff salary and wage scales with a goal of paying staff a fair and equitable compensation, using the diocesan salary scale as a guideline.

Teachers may be given credit for previous teaching experience as follows: one year of credit will be given for every two years taught to a maximum of five years of credit received.

Approved 10/13, Reviewed 10/15

DS Code 4111 JURY DUTY COMPENSATION

A teacher on jury duty will be paid their regular salary less the amount reimbursed by the Court.

Approved 11/13, Reviewed 10/15

DS Code 4112 EMPLOYEE VACATIONS

The Board of Trustees discourages staff from taking excess personal days. In the event an additional personal day must be taken, the employee shall be deducted the equivalent of a substitute teacher pay for that day. For additional days beyond three, the employee shall have 1/190 of his/her salary deducted for each day absent from work.

Approved 11/13, Reviewed 10/15, Revised 5/16

DS Code 4113 REDUCTION IN FORCE (RIF)

In an effort to insure consistent quality education in a vibrant Catholic environment, the Board of Trustees at Divine Savior Catholic School affirms the following values which serve as guidelines in making staffing decisions:

1. The employed staff are to be the highest quality available. The DPI, Wisconsin Catholic Conference Standards, Diocesan policy, and Divine Savior Catholic School Board of Trustees policies are to be used as guidelines in determining and evaluating this.
2. Reductions in staff shall be determined using the following criteria, in no particular order:
 - a. performance of the individual teacher based on evaluations by the administrator
 - b. professional qualifications of the individual (state certification, DPI standards, diocesan policies such as 6 credits every 5 years)
 - c. the proper religious certification as required by the diocese
 - d. professional growth (workshops, in-service programs)
 - e. commitment to Divine Savior Catholic School and other religious educational teaching experiences
(years of experience at Divine Savior Catholic School and total number of years in a Catholic school teacher/religious education).
 - f. participation in non-paying extra-curricular activities
 - g. good attendance record
 - h. commitment to professional goals as determined by the individual teacher, the administration, the Board of Trustees or the Green Bay Diocese
 - i. active participation in the life of one's parish

Approved 10/13, Reviewed 10/15

DS Code 4120 **JOB DESCRIPTIONS**

All personnel at Divine Savior Catholic School shall be given a written job description.

Approved 9/09, Revised 4/11, Reviewed 10/13, 10/15

DS Code 4125 **GRIEVANCE PROCEDURE**

In all grievance procedures, the Board of Trustees and staff shall comply with recognition of chain of command.

Teacher concerns shall be brought to the attention of the principal. If the teacher feels that the matter has not been resolved satisfactorily, he/she may bring the grievance to the Board of Trustees for a final decision.

In the event a parent grieves the action of a teacher, such concern shall be directed to the teacher for resolution. If that does not occur, the matter shall be directed to the principal. After that meeting, if the parent still feels the matter has been improperly decided, he/she may ask the Board of Trustees to determine the resolution.

Approved 11/13, Reviewed 10/15

DS Code 4140 **BACKGROUND CHECKS**

The following persons are required to complete a criminal background check form and complete VIRTUS training as required by the diocese:

- Any school employee, full or part time.
- Any volunteer to the educational area of our school who is in contact with students on a regular basis for one hour or more per week. This includes, but is not limited to, all extra-curricular activities/service projects; i.e. Athletic programs, scouts, choirs and other activities sponsored by the school.
- Any volunteer who is not under the continual supervision of a paid employee of the school

Any person refusing to complete the criminal background check will be considered ineligible for service as a paid employee or volunteer for the educational area.

Approved 10/13, Reviewed 10/15

DS Code 4180 NON-DISCRIMINATION

Divine Savior Catholic School shall be non-discriminatory in employment practices in accordance with applicable State and Federal laws insofar as they are consistent with the beliefs, official teachings and doctrines of the Catholic Church. Divine Savior will adhere to Diocesan Policy #4180.

Approved 9/09, Reviewed 10/13, 10/15

DS Code 4200 BLOODBORNE PATHOGENS

Divine Savior Catholic School shall comply with OSHA's bloodborne pathogens standard. All Diocesan guidelines will apply.

Approved 8/09, Reviewed 10/13, 10/15

DS Code 4210 COMMUNICABLE DISEASES

Any person known to have a communicable disease will be dealt with on a case by case basis.

Approved 8/09, Reviewed 10/13, 10/15

DS Code 4220 FIREARMS, WEAPONS AND OTHER DANGEROUS OBJECTS

Firearms, weapons and other dangerous objects are not permitted within Divine Savior Catholic School without permission from the administrator who may grant permission for special purposes. The possession or use of such by employees, volunteers or students is not permitted in the aforementioned buildings or on the grounds or property owned, used, or operated by the parishes or school, without administrator approval.

All violations of this policy will be dealt with in accordance with Diocesan Policy #4220.

Revised 10/13, Reviewed 10/15

DS Code 4230 EMERGENCY PROCEDURES

The Principal/Administrator along with the Board of Trustees shall be responsible for developing and communicating written procedures in case of fire, tornado, bomb threat, other emergencies and a written crisis plan shall be formulated.

Approved 8/09, Reviewed 10/13, 10/15

DS Code 4303 INSURANCE

The health care protection of the Green Bay Diocese will be offered to all teaching personnel of Divine Savior School. A half day/part-time teacher health care protection program would be pro-rated. Divine Savior School will pay 60% toward a single person health care protection program per full-time teacher each school year.

Approved 8/09, Reviewed 10/13, 10/15

DS Code 4306B LEAVE OF ABSENCE

Any request for a leave of absence will be examined closely on an individual basis and a decision will be based on the needs of the employee and also the needs of the school. The granting of said leave is a matter of administrative discretion. As such, the Administrator may approve a request for a leave of absence of up to ten days, provided the needs of the school are provided for in the absence of the requester. The Board of Trustees must approve any request in excess of ten days. In granting the leave of absence, there should be reasonable expectation that the employee will return at the end of the approved period. At no time will a leave of absence in excess of two years be granted.

Approved 9/09, Reviewed 10/13, 10/15

DS Code 4306 _____ LEAVE OF ABSENCE HEALTH INSURANCE AND BENEFITS

While on approved Leave of Absence covered by FMLA or an approved non-FMLA Leave of Absence, medical, dental, and vision coverage will be maintained up to 6 months to the extent coverage would be maintained if you have been actively at work during the Leave period.

The employee is responsible for the payment of any employee portion of their medical plan premium while on a Leave of Absence and is also responsible for payment of any applicable dental and vision premiums. Employee's share of premiums will be paid through the Employer's normal payroll deduction method if the employee has Sick or Vacation pay substituted for otherwise unpaid Leave. If an employee is making payment direct to the Employer, premiums are due no later than the first day of the month to which coverage relates.

If the employee Leave period ends and the employee is unable to return to work, employee will be offered Insurance Continuation (sometimes referred to as Cobra) which will allow the employee and any qualified family members the option to continue medical, dental, and vision coverage for a specified period of time by paying the full amount of the premium.

Insurance Continuation coverage is administered for the Diocese of Green Bay by EBC (Employee Benefits Corporation). The Employer will contact EBC and documentation explaining Insurance Continuation coverage, and the enrollment form, will be mailed directly to the employee's home by EBC. Monthly premium payments are made by the employee directly to EBC. The length of time Insurance Continuation coverage may continue will be noted in the documentation from EBC.

The employee may be entitled to re-enroll in our benefit plans at a future time if they return to work in a benefit-eligible position.

Approved Spring, 2018

DS Code 4309 **FUNERAL LEAVE**

When there is a death in an employee's immediate family, time off with pay will be given to make necessary arrangements and to attend the funeral. The immediate supervisor should be notified immediately when funeral leave is needed.

<u>Days Off</u>	<u>Relative</u>
4	Husband, wife, child, step-child
2	Parent, step-parent or legal guardian, Brother, sister Mother-in-law, father-in-law Brother-in-law, sister-in-law Grandchildren
1	Grandparents (self or spouse) Aunts, uncles (self or spouse)

There may be other instances when funeral leave should apply or when additional time off is necessary. Supervisor's approval must be in writing. Personal days may be used to extend the funeral leave. If additional time is needed and personal days are used, sick days may be used.

If funeral leave occurs while on vacation, the vacation time will be rescheduled (if vacation time applies for the employee). However, funeral leave will not apply when on sick or medical leave.

Approved 9/09, Amended 10/13, Reviewed 10/15

DS Code 4310 EMPLOYEE TUITION CREDIT POLICY

Employees of the school and three parishes will be eligible for a tuition discount based on the percentage of employment from the previous school year. Full-time employees will be eligible for a 50% credit. Employees less than full time will receive a credit relative to the 50% credit for full-time.

An illustrated example for clarification purposes follows:

An employee working 10 hours per week which is a 25% position, would receive a 25% credit based on 50% tuition. If tuition was \$2000, the full-time employee credit would be \$1000. A 25% time employee would receive a credit of 25% of the \$1000 which would be \$250.

Approved 5/2015, Reviewed 10/15

DS Code 4311 EMPLOYEE CHILD CARE FEE POLICY

Child Care staff, when working and when supervising their own child(ren) would not have to pay for any childcare services. If child care staff members have children in the day care when they are not working, the supervision fees would apply as indicated below.

School and parish employees will receive a reduced supervision fee based on the following:

Employees of the school and three parishes will be eligible for a child care supervision fee discount based on the percentage of employment from the previous school year. Full-time employees will be eligible for a 50% fee reduction. Employees less than full time will receive a fee credit relative to the 50% credit for full-time workers.

Approved 5/2015, Reviewed 10/15

Social networks and other digital communication offer individuals, groups, and the Catholic Church an opportunity to connect in positive ways. We are able to encourage one another, strengthen community ties and boldly proclaim the Gospel of Jesus Christ.

While communication has technically advanced, it is at its core a human interaction. The Safe Environment Social Communications Policy of the diocesan and school creates clear standards and expectations for online and digital communication to protect children, youth, and individuals at risk in virtual spaces.

(Note: The use of “school” also includes “day care.”)

Adherence to Diocesan Codes of Conduct

All communication of staff members with non-related minors and individuals at risk must conform to “Our Promise to Protect”, the Safe Environment Policy of the Diocese of Green Bay.

All staff members must always remember that they are representatives of the school and supporting parishes and should conduct themselves accordingly, sharing a positive, joyful witness to the Gospel with others at all times.

Mandatory Reporting

Staff members must immediately report any form of social communication they receive which indicates existing or imminent harm or danger of sexual abuse of a minor to civil authorities. The content of the communication must also be reported to parish leadership and the Safe Environment Coordinator (920-272-8174) in collaboration for the safety of the individual.

Parents as primary catechists and decision-makers

Parents are the primary catechists and role models of discipleship to their children. All staff members have a responsibility to respect the wishes and stated desire of parents with regard to their child’s level of participation in the use of social media or any form of digital communication and the parent’s right to be aware of the content of non-public communications between staff and their children.

A parent/guardian must complete the Parental/Guardian Statement of Intent before any staff member may engage in any electronic communication with any unrelated minor or individual at risk, with whom they have any connection because of their ministry. The signed form will kept on file in the school office and refreshed annually. No staff member may engage in any non-public electronic communication (any digital communication to which a parent or guardian does not have direct and immediate access) with any unrelated minor or individual at risk without a parent or guardian having granted permission (selecting “YES, I authorize) to do so on the appropriate form.

Guidelines for use of written words, photos, videos and audio recordings

All staff members must obtain parental or guardian permission to photograph, videotape or otherwise record, copy, or distribute any personally identifiable information – including, but not limited to, a minor’s full name, photograph, video recording, audio recording, home address, email, telephone number, creative work or any other form of content that would allow someone to identify or contact that minor or individual at risk.

A standard of transparency

Staff are always witnesses and disciples of Jesus Christ. Therefore, a complete transparency is imperative and necessary regarding the content of all digital communication with unrelated minors or individuals at risk.

All staff members must agree to all communication between themselves and any unrelated minor is open to review, and the school will retain consent for this on the premises. Staff members will refrain from using any platform where a record or archive of communication cannot be obtained. Staff members must always be able to be identified personally in any web, social networks, or any other digital profile by their common name or photo. Aliases are not to be used. As an employee, an official email account connected to the school must be used for all email communication with unrelated minors and individuals at risk. Whenever practical, an official school platform should be used to other types of social media communication as well.

Staff members must maintain appropriate boundaries and should use language in their posts that clearly reinforces and identifies their role or affiliation with their ministry, when promoting or discussing ministry events.

Parents or guardians have the right to be made aware of and to request to review non-public social communication between their child and staff member in its various forms. In exceptional situations when a parent or guardian is not made aware of the content of non-public social communication, the staff member must share that communication with their supervisor or another VIRTUS-trained adult if the supervisor is not available. Informing parents or guardians is not required for non-private communications such as meeting locations or other administrative matters.

Accountability

For the protection of all individuals, staff are to follow a TWO PLUS ONE policy for digital communication responding to unrelated minors and individuals at risk. The TWO PLUS ONE standard follows that staff members will invite another VIRTUS-trained adult into the communication. This standard fosters safe environments by providing transparency, accountability, and second, checked adult presence when digital communication takes place. The school will utilize at least one paid staff member maintaining administrator-level privileges to each web-based or social media outlet. This staff member will be assigned as the designated "primary contact" for the outlet, and this information will be made available to parents.

Means of Communication

- Staff members are expected to use school-established email accounts to parent accounts.
- Parents should be contacted on the school telephone, not on teacher cell phones.
- Pictures taken at school or school events by staff or volunteers are the property of the school. These photos should be sent to the school and deleted immediately. Staff are expected to inform parent volunteers that any photos they take must be sent to school or deleted. They may not be posted or used.

Guidelines for Use of Social Media

In light of the need to maintain appropriate communications between staff and students/parents, the following guidelines are to be followed:

- Do not, in any way, refer to, describe, or post pictures/videos of current, former and/or potential students, and/or parents/guardians of such students, without first obtaining the express consent of the school and the appropriate parents/guardians.
- Do not ‘friend’, ‘follow’, ‘connect’, ‘subscribe’, and/or otherwise become linked electronically with any current student of the school without first receiving express written permission from the school principal.
- Do not ‘friend’, ‘follow’, ‘connect’, ‘subscribe’, and/or otherwise become linked electronically with any parent(s) of any current student without first receiving express written permission from the school principal.
- Do not ‘check-in’ on social media when traveling to any location outside of school with one or more students and/or where students are located for a school-related event.
- Do not engage in the use of social media during the school day.
- Do not post any confidential, sensitive, or proprietary information about the school or any students or other personnel.
- Do not engage in name-calling, bullying, or behavior that will reflect negatively on your of the school’s reputation.
- Do not engage in the use of any defamatory language regarding the school, its students, parents, other staff members, or otherwise.
- Do not engage in the use of any illegally discriminatory language/conduct and/or link to images, videos, and/or memes reflecting such language/content.
- Do not use social media to engage in harassing conduct that would be illegal under applicable law.
- Use appropriate privacy settings whenever necessary, especially with respect to any personal profile you maintain online, and continue to ensure those privacy settings remain up to date over time. Remember that the internet is immediate and nothing posted is ever truly private nor does it expire.
- If posting to personal network sites and are speaking about job-related contact or about the school, identify yourself as a school employee, but use a disclaimer to make it clear that the views you express are not reflective of the views of the school.
- Do not make any online statements in violation of any other school policy.

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Guidelines for Internet Usage

While the use of the internet is critical to job performance, its use can contain risks. As such, the following guidelines are to be followed:

- The school's email, computer, internet, and voicemail systems are the property of the school and all communication over and any activity conduction on these systems are the property of the school. Therefore, the school reserves the right to intercept, monitor, copy, review, disclose, or download any communications or files transmitted, created viewed, or maintained through these systems at any and all times. Staff members have no expectation of personal privacy when they use any of the school's systems. In addition, no individual should interpret the use of password protection as creating a right or expectation of privacy.
- All staff members are strictly prohibited from using the school systems to access gambling, dating, pornographic, or other inappropriate websites at any time.
- Staff members are prohibited from using their own personal phones or other electronic devices to access any inappropriate websites at any time while on school property or at school functions. In addition, staff members are expected to refrain from using their own smartphones and/or other personal electronic devices for personal reasons during the work day.

The use of social media and/or any electronic devices in violation of this policy may subject you to disciplinary action up to and including the termination of your employment. In addition, the school will advise law enforcement of any illegal or potentially illegal conduct.

The school reserves the right to revise this policy (as with all others) at any time with or without notice.

Approved 1/2021

DS Code 5010 SAFETY PATROL

Divine Savior Catholic School will attempt to have a Safety Patrol program. Membership, duties, assignments and eligibility will be defined and managed by the school Administrator and his/her designee. Patrol members are eligible to participate in an annual Safety Patrol trip on satisfactorily performing their duties.

Approved 10/9, Reviewed 11/13

DS Code 5021a ADMISSION POLICY

Divine Savior Catholic School does not discriminate on the basis of sex, race, religion or national origin in the enrollment and participation of students or the employment of personnel.

In addition, Divine Savior Catholic School reserves the Administrator's right to accept an individual based on social or academic needs.

The first 90 days of any enrollment shall be considered a probationary period.

Children entering 3K, 4K, or 5K must be three, four, or five respectively, on or before Sept. 1. Registration begins in January for the upcoming school year. New students may register at any time by contacting the school office. Registration forms include a general information form and a signed tuition agreement form. A non-refundable registration fee is required at the time of registration.

Children enrolling in 4K have the option of choosing a half-day or a full-day program. This decision must be made at the time of registration. Changes during the school year will not be made.

Non-Catholic students are expected to participate in all religion classes and prayer experiences. They will not participate in the reception of the Sacraments.

All students transferring from another school need to have a transfer of records form completed. Transfer students will be accepted based upon the availability of space and the ability of the school to meet the needs of the student. These students will be placed in the appropriate grade as recommended by the previous facility based upon the completion of the coursework and standards and benchmarks of the previous school's curriculum.

Approved 10/09, Amended 11/13, Amended 11/15, Amended 1/17

DS Code 5021b **ADMISSION POLICY – SPECIAL NEEDS**

Our school welcomes students who have disabilities, and we will make reasonable accommodations for students with disabilities. Whenever a student seeks admission into Divine Savior School, the school will inquire as to whether the student has a history of or is presently eligible for special education and related services. Students with disabilities who require special education will only be admitted if a program and resources are available to meet the student's needs.

At the time of registration, parents are required to inform the school if the student has a special need or if the child was ever suspended or expelled from a previous school. Parents are also required to supply all relevant documentation and/or give written permission for the school to access the documentation.

In the event the student seeking admission has any special needs, the school principal, the parents, and any other staff or external agencies if needed, will meet to determine the level of need and necessary adjustments.

Approved 5/16

DS Code 5023 **PROBATION POLICY**

NEW STUDENT PROBATION: All new students admitted to Divine Savior School are enrolled on a probationary status for one semester. Principal and staff assessments will be made within this time period to determine if the school can meet the student's needs.

The education of a child is a partnership between the parent(s)/guardian(s) and the school. All parents are expected to actively participate in the education of their child(ren). If, in the opinion of the administration, that partnership is irretrievably broken, the school reserves the right to require the parent to withdraw the child from the school.

Approved 5/16

DS Code 5024 APPEAL PROCESS

Persuant to State Code 119.23(3)(a), Divine Savior School will notify all Choice School applicants within 60 days of receiving the application, in writing, whether the application has been accepted. If a rejection is made, the letter will note the reason, such as not meeting income requirements or losing a selection lottery.

Under the Divine Savior School appeals process, a rejected applicant has five working days from the date of the receipt of their notice of rejection to provide written evidence to the Board of Trustees that the applicant was improperly rejected. The principal shall respond to the applicant's appeal within five working days of the receipt of the appeal which will be to notify the applicant of the acceptance or rejection of the appeal

Approved 1/17

DS Code 5030 CLASS SIZE

The school shall accommodate any student that wants a Catholic education. In the primary grades, if the class/classroom size exceeds 13, and/or if need is warranted, an academic aide shall be employed to assist the teacher(s). In the intermediate and upper grade levels, if the class/classroom size exceeds 25 and/or if the need is warranted, an academic aide shall be employed. Hiring of the aide is contingent upon approval by the Board of Trustees.

Approved 4/16

DS Code 5030 PROMOTION AND RETENTION

Promotions and retentions are based on each student's attendance record and the academic, physical, social and emotional growth level of the student. The decision to retain will involve consultation with parents, teacher(s), principal and any other personnel involved with students. The principal makes the final decision.

Promotion from Grade 4 to Grade 5 and from Grade 8 to Grade 9

- Requires passing all core subject areas (language arts, reading, math, science, and social studies)
- Score "basic" or high in all core subject areas on the standardized assessments

DS Code 5070 ADMINISTRATION OF DRUGS

Divine Savior School shall comply with Wisconsin Statute 118.29 regarding the administration of drugs.

Prior to the administration of student medications, the school staff must have the following:

- written documentation (on the school/diocesan/health department form) indicating parent/guardian consent as well as dosing instructions
- written authorization from a physician if the medication is a prescription (in addition to the parent)
- a designated place to store the medication which is in a locked room or cabinet
- the medication in the original package, clearly labeled with instructions (prescription drugs must also have the student name and specific dosing instructions on the container)

Following the administration of student medications, the school staff must:

- document each dose given by indicating the date, time, and person who administered the drug
- Document any error that was made in the administration of the drug

Approved 10/09, Amended 11/13

DS Code 5160 **BULLYING**

It is the policy of Divine Savior School that the educational environment reflects Catholic values in attitudes and actions at all times, and that all persons are to be treated with dignity, respect and courtesy. Our school strives to provide a safe, secure and respectful learning environment for all persons in school and parish buildings, in social media, on school and parish grounds, on school buses, and at school and parish-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school and parish consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process. It is the purpose of this policy to ensure that the educational environment is safe from physical or emotional conduct that bullies, threatens, demeans, harasses or insults students. Bullying is deliberate or intentional student behavior using words or actions, or electronic communication, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior maybe motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status. Bullying behavior can be: 1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior) 2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, sexually suggestive remarks, racist remarks) 3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, organized or overt social exclusion and sending insulting messages or pictures by electronic devices – also known as cyber bullying) Bullying behavior is prohibited in the school, and any parish buildings 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 supervision.

Any school employee who observes or becomes aware of acts of bullying will promptly report these acts to the school principal. Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to a school/parish staff member or principal who shall be responsible for discipline. Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report. The school or parish official receiving a report of bullying shall immediately notify the school principal. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action. The principal will conduct an investigation of the bullying report as soon as possible, interview the person(s) who are the victim(s) of the bullying and the persons who are the initiators of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. Parents and/or guardians of each person involved in the bullying will be notified prior to the conclusion of the investigation. The school or parish shall maintain the confidentiality of the report and any related pupil records to the extent required by law. If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school or parish administration and board may take disciplinary action, up to and including parent conferences, suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. The policy will be distributed annually to all students enrolled in the school, their parents and/or guardians and employees.

Approved 4/16

Divine Savior Catholic Elementary School

Instruction

DS Code 6050 **SPORTING EVENTS**

Scheduling of, or participation in, sporting events at Divine Savior School shall be done so as not to interfere with Sunday morning worship. All scheduling of events (ex. league affiliation, practices, games, tournament – entries, etc.) must be approved by the DS Board of Trustees or its designee(s).

Approved 10/09, Reviewed 11/13

DS Code 6051**PARTICIPATION IN ATHLETIC ACTIVITIES**

It is the policy of Divine Savior School that all students participating in interschool athletics have a physical exam which will be good for two sporting seasons. This exam is to be arranged and paid for by parents or guardians. This record will be kept on file with the Administrator.

It is also the policy of Divine Savior School that all students participating in intramural athletics have a health form filled out which will be good for the school year. This record will be kept on file with the Administrator.

**Divine Savior Catholic Elementary School
Athletic Code**

It is a privilege to participate in athletics; it is also a privilege to represent Divine Savior Catholic Elementary School. Eligibility will depend on academic effort, attitude, and conduct both in school and at school functions. This applies to both boys and girls who participate in any sport or cheerleading.

- Any student who is failing in a subject may be suspended from athletic activities, including scheduled practices and games, until the academic work meets the requirements and expectations set by the teachers.
- A student who generally shows a poor overall attitude toward school and lacks courtesy, respect, and obedience for school and volunteer personnel, or mistreats other students may be suspended from participating, in scheduled practices and games for a minimum of one week. When a game is scheduled, the athlete must sit on the bench in street clothes and watch the game, but may not participate.
- Players are expected to be prompt for practices, both arriving and leaving, and obey the coach's rules on attendance and conduct during the practices. Courtesy demands that a player will call the coach if he/she cannot be present. When a student is absent from a practice it will be up to the coach to decide whether or not he/she will participate in the next game.
- To participate in a contest and/or practice(s), student athletes must be in school for the last half of their scheduled classes the day of the game/practice unless prior arrangements have been made with school (i.e. dentist, funeral, pre-scheduled doctor's appointment). A player who violates this rule may be subject to loss of game eligibility.
- Transportation to and from out of town games will be provided by parents of the players. If parents' take more than their child in their vehicle, they must possess a valid, non-probationary driver's license and have no physical condition that may impair their ability to drive safely. Your vehicle must have a valid registration and the insurance coverage on

the auto must have the minimum coverage of \$150,000-\$250,000 per person, \$375,000-\$500,000 per occurrence. Seatbelts are required.

- The students participating in the athletic programs at Divine Savior are not covered by school/parish insurance. Parents must have adequate insurance to protect their child in the case of an accident and cannot hold Divine Savior or its coaches responsible for any accident that may happen. Signing the (Athletic Code) grants permission for your son/daughter to be given immediate emergency care in case of an injury. Total financial responsibility for any injury will be assumed by the parents.
- Parents must respect the coach's time after practice and games. It is your responsibility to pick up your child on time. Athletics are not to be considered a babysitting service.
- Any issues that may arise should follow this protocol:
 - Attempt to resolve with the coach
 - Then discuss with Athletic Director
 - Discuss with the Administrator
 - Bring the matter to the Board of Trustees
- Parents will be responsible for the current replacement cost of the uniform in the event the uniform is lost or damaged. Care and maintenance of the uniform is as follows: machine wash in cool water with mild detergent, no bleach, no dry cleaning, and dry flat. NO DRYERS.

Approved 10/09, Amended 11/13

DS Code 6200 INTERNET USE

Student use of the Internet must be directly related to required class work and must be done under the supervision of a teacher or adult teacher assistant.

Approved 11/13

DS Code 6201 OBJECTIONABLE PRINT MATERIAL

School parents or parishioners that find textbook or library book content objectionable are to submit their concerns in writing on a form provided by the school office. Upon receipt of the written complaint, the principal shall meet with a Hearing Committee (comprised of the principal, librarian, at least one teacher, and at least one other parent) to review the complaint. The decision of the committee regarding the appropriateness of the book in question shall be final.

The Board of Trustees recognizes that parents have the right to restrict print material that their child may be required to read or listen to. The school staff shall honor that request whenever possible. Such restrictions by a parent, however, pertain only to his/her own child.

Approved 11/13

DS Code 6300 **VIRTUAL ATTENDANCE**

The school staff shall develop plans for virtual attendance that include taking attendance, daily instruction, classwork for paper and virtual purposes, parent expectations, technology formats, and teacher hours of availability.

Approved 11/2020

Administrative Procedure
Approved 9/4/2020

In the event that Divine Savior School conducts classes in a virtual environment, the following procedures will be used.

- Teachers will take attendance in the morning and afternoon when classes would normally be held by verifying students have logged into the Google platform being used by the teachers. Attendance will be recorded in Power School.
- Homeroom teachers will begin each day with a Google daily introduction including prayer and announcements.
- Teachers will provide daily lessons virtually along with assigning student work. Such work, when feasible will be returned electronically to the teachers for grading and comments. Some classes such as religion, science, and social studies may have a long-range assignment instead of daily work.
- In addition, teachers will create packets of work for students to work on in addition to the virtual lessons. These papers will be distributed via parent pick-up every three weeks (or as necessary). When picking up a new packet of papers, the previous weeks' work must be returned to school. The teachers will grade or note progress by recording grades and work progress using the assessment protocol on Power School.
- Parents are encouraged to review student grades and work accomplished on Power School and contact the respective teacher if there is any question.
- Teachers will use Google Meet sessions with their classes to discuss readings, make presentations, and answer questions.
- Teachers will be available every day between 8:00 and 4:00 (8:00-12:00 for 3K) to receive emails or phone calls seeking help with class content. Contact made before 8:00 will be answered during this time period. Contact made after 4:00 will be replied to the following day.
- Students in the SNSP program will be contacted daily by a teacher to give personal assistance as determined in the respective Student Service Plan.

DS Code 7010 SMOKING ON SCHOOL PREMISES

The Divine Savior Board of Trustees believes that smoking in school buildings and on school premises can be an infringement on the rights of others and also a fire hazard for our school. Divine Savior is a smoke free campus.

Approved 10/09, Reviewed 11/13

DS Code 7011 BREAKAGE OR DAMAGE OF PROPERTY

It shall be the policy and practice of Divine Savior School that property of this institution damaged, broken or destroyed through carelessness, accident or neglect shall be replaced or repaired by the individual/individuals involved.

The Administrator shall enforce this policy using his/her discretion.

Approved 10/09, Reviewed 11/13

DS CODE 7012 IT/COMPUTER EQUIPMENT CHECKOUT

Equipment will be examined prior to loan and upon its return to ensure that it is in good working condition. To keep equipment in the best possible condition, undamaged, and with minimal wear, accidental damage is to be reported to the school administrator to his/her designee immediately for review and repair or replacement. The borrower (user) agrees to treat this equipment with the same care provided to similar personal property. Gross negligence in the care and use of the equipment will be grounds for disciplinary actions. Users must check out the equipment in person and must sign for it on the appropriate school form. The school administrator or designee will determine return time and date.

The requirements listed above apply to teachers' laptop computers as well. Upon termination of employment the laptop shall be returned to the school administrator or designee. It is the teacher's responsibility to make a backup copy of any files needed prior to returning the laptop.

Reviewed and Amended 6/2014

DS CODE 7013 INDOOR ENVIRONMENTAL QUALITY MANAGEMENT

1. Mission Statement

School buildings kept in good repair, suitably equipped and in safe and sanitary condition promote a positive learning environment. In accordance with the requirements identified under Wisconsin Statutes 120.12 (5) and 121.02 (1) (i) and Wisconsin Administrative Code PI 8.01 (2) (i), the Divine Savior's designated officials will take appropriate steps to provide and maintain safe and healthful facilities.

As required in WI Stat. 118.075 (3) and (4), Divine Savior School will maintain indoor environmental quality (IEQ) in the school 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.

2. Role of the IEQ Coordinator

The Divine Savior School Board of Trustees and SS. Peter and Paul Parish has identified the following persons as the IEQ Coordinator for the school.

Custodian/Maintenance Sup.	Divine Savior Catholic School
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The IEQ Coordinator's responsibilities will include:

- A. Serving as the primary contact person for issues related to IEQ within the school building. The Coordinator will be responsible for:
 - 1. collecting written IEQ concerns and ensuring that the contact information is recorded for the person reporting the concern(s);
 - 2. communicating with the administration and the school board about IEQ concerns that have been reported;
 - 3. determining if an investigation is necessary and assigning an appropriate individual to investigate the concern;
 - 4. communicating an anticipated timeline for completion of the investigation;
 - 5. sharing results of the investigation with the concerned person, administration and school board;
 - 6. ensuring that proper follow-up, remediation, and clean-up is scheduled and completed in a timely matter;
 - 7. maintaining a complete record of IEQ concerns and resolutions for a minimum of seven years;
 - 8. advising the school board if updates and/or changes are necessary to the district's IEQ management plan;
 - 9. communicating with staff, parents, and other parties regarding IEQ; and
 - 10. leading an IEQ team if the district determines that a team is necessary to assist the IEQ Coordinator(s) with policy revisions, review of building concerns, communications, or other tasks as necessary.]

3. Communication

Divine Savior School's communication plan to inform staff, students, parents, and the public of the district's indoor environmental quality (IEQ) status includes the following:

- A. annual publication of a notice to students, staff, and the community that the district has an IEQ management plan in place, using the website, student handbook, the local newspaper, or other appropriate means;
- B. designation of contact persons for IEQ concerns and definition of responsibilities;
- C. development of policies related to IEQ of the school building that will be reviewed periodically along with other district policies;
- D. use of the district's current procedures to provide information to the media regarding non-emergency situations; and
- E. accommodation of the needs of students, parents, and staff in the event of an IEQ emergency. One or more contact persons will be identified to work with the media and update the community during a crisis.

4. Reporting

Divine Savior School encourages the prompt reporting and resolution of any and all IEQ concerns to provide a healthy and comfortable environment for students, staff, and visitors and avoid unnecessary costs related to the neglect of IEQ issues.

Divine Savior School's procedures for the reporting of IEQ concerns are outlined under the responsibilities of the IEQ coordinator identified in Section 2 of this plan. A form is provided for staff, students, parents or members of the public to report IEQ concerns in writing

5. Addressing IEQ Findings

The IEQ Coordinator will use a variety of tools, such as the *Tools for Schools Problem Solving Wheel*, *Problem Solving Checklist*, and Sections 4-6 of the *Tools for Schools Indoor Air Quality (IAQ) Reference Guide* to help identify IEQ problems and provide for appropriate resolution.

When formal IEQ concern investigations result in the identification of specific IEQ issues, the issues will be as described in Section 2 of this plan, the IEQ Coordinator will ensure that results from the official IEQ concern investigation are recorded, actions taken are documented, a response is coordinated, and communication is made with all relevant parties. Copies of all documents will be kept by the building's IEQ Coordinator. The IEQ Coordinator will develop and recommend specific policy changes for non-urgent issues that can be addressed by district policies and present the recommendations to the school board for review and adoption. New or revised policies will be added to this IEQ Management Plan.

6. IEQ Policies

Divine Savior School has adopted the following as its IEQ policies:

- A. Non-Smoking Policy
Wisconsin Statute 101.123 (2) (a) 2 prohibits tobacco use in all educational facilities.
DS Code 7010
- B. Animals in the Classroom Policy
Parent Handbook, page 15
- C. Food in the Classroom Policy
Healthy Lifestyle Policy
Food in the classroom is at the discretion of the teacher within the limits of the healthy lifestyle policy. Foods that trigger allergies with students will be restricted as needed or the student(s) will be isolated from the area in which such food is consumed.
- D. Painting Policy
Anytime painting is done in the school, proper ventilation will be used. Selection of paints should be limited to acrylic paints and those containing low-VOC emissions. Products with unsafe levels of vapor will be avoided or used at a minimum.
- E. Hazardous Materials Policy
Hazardous materials will be disposed of utilizing proper disposal procedures of the blood-borne pathogen policy or through government regulated disposal procedures.
- F. Asbestos Hazard Emergency Response Act (AHERA) Management Plan
The parish asbestos management plan is followed under the direction of the parish/school custodian and maintenance staff.
- G. Integrated Pest Management Program
Pest problems are dealt with by the custodial/maintenance staff as the need arises.
- H. Lead Policy
The school and parish will comply with state guidelines and mandates as required.
- I. Radon Gas Policy
The school and parish will comply with state guidelines and mandates as required.
- J. Anti-Idling Policy
Vehicles should limit the amount of time idling outside of school facilities. Vehicles should not idle in front of air intakes or entryways.

7. Procedures for Maintenance and Facility Operations

- A. Cleaning and Chemicals
Regular and thorough cleaning is an important means for the removal of air pollutant sources. Divine Savior School will address cleaning and chemical handling issues as appropriate.
- B. Flooring
Regular and effective cleaning and maintenance of all floor coverings used in the school building is essential to keep floors dry and clean. Divine Savior School will maintain flooring as appropriate.

C. Preventive Maintenance and Operations

Preventive maintenance involves routine inspection, adjustment, and repair of building structures and systems, including the heating, ventilating, and air conditioning units; unit ventilators; local exhaust; fresh air intakes; and flooring. Preventive maintenance plays a major role in maintaining the quality of air by assuring that the building systems are operating effectively and efficiently to maintain comfortable temperatures and humidity in occupied spaces. Divine Savior School will address preventive maintenance as appropriate and by providing operations manuals and maintenance records in close proximity to each major piece of equipment or system to ensure routine maintenance.

D. Microbial Management

Microbials such as mold, bacteria, and viruses, are a significant cause of illness, health symptoms, and discomfort for building occupants. Moisture control is the most effective way to control microbial growth. Divine Savior School will manage microbials as appropriate and by promptly investigating signs of water intrusion and/or microbial growth. Materials contaminated with microbials will be promptly cleaned or replaced. Mold growth will be removed from non-porous surfaces with a strong brush and non-ammonia containing detergent and thorough drying. Remediation projects that cannot be handled by district staff will be contracted to appropriate professionals. Specific control and protection measures will be used as needed for large-scale remediation projects.

8. Construction and Renovation

Divine Savior School will adhere to the state, federal, and municipal building code guidelines and other mandates/rules/regulations when doing construction and/or renovation projects, including the Wisconsin State Building Codes that can be found at <http://dsps.wi.gov/sb/SB-DivCodesListing.html>.

Divine Savior School will comply with all building codes.

9. Staff Responsibilities for Maintaining Good IEQ

All Divine Savior School staff members play an important role in maintaining and improving environmental quality. Since the actions of staff members can affect the quality of the indoor environment in school buildings, employees will be provided with information and training about IEQ as appropriate.

Information and training for all staff will be provided using free or low cost online tools, materials, or webinars to the extent possible, with more specialized training secured for maintenance and/or buildings and grounds staff as funding permits.]

- A. Teachers will help to maintain adequate airflow from ventilators by refraining from stacking books or other items on ventilators, or covering vents with posters, or turning off fans due to noise, and by removing clutter in their classrooms, properly disposing of hazardous waste, and enforcing the school's various IEQ policies in their classrooms.

- B. Administrators will communicate the school's activities to the school board, staff, students, and community and ensure that the school is implementing IEQ policies appropriately.
- C. Facility Operators will ensure that buildings are maintained adequately and cleaned regularly.
- D. Custodians will follow all policies regarding cleaning chemicals, ensure that the school is regularly vacuumed and swept, clean drain pans, empty trash cans, and check drain pipes regularly. They also look for signs of pest problems and inform the appropriate people of any issues.
- E. The Board of Trustees will approve and support the IEQ Management Plan.

10. Prevention of IEQ Problems

Divine Savior School is committed to preventing IEQ problems. To reach this goal, the school will:

- A. keep equipment and operating systems in good working condition and make every effort to best accommodate the needs and comfort of students, staff, and other users of the school building;
- B. evaluate building systems and conduct walkthroughs of the building, schedule regular review and maintenance for those systems that require continual attention, and handle IEQ concerns identified during the walkthroughs in accordance with #5 in this plan; and
- C. comply with all applicable codes and operate current systems based on how they were designed to be used to ensure high quality facilities for all district functions.

Approved 5/17