



REGIS
Catholic Schools

2021-22 Faculty + Staff Handbook



CENTRAL OFFICE

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Regis High School | Regis Middle School

Immaculate Conception Elementary School | St. James Elementary School

St. Mary's Elementary School



2021-22 SCHOOL CALENDAR (K-12)

Immaculate Conception Elementary School, St. James Elementary School, St. Mary's Elementary School,
Regis Middle School & Regis High School

August 17, 18, 19

New Teacher Orientation

August 24, 25, 26, 30, 31

All Staff Development

August 2021

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2022

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

February 23

Elementary Early Release (1:30 p.m.)

February 24

NO SCHOOL | Staff Development (8-11 a.m.) & Parent/Teacher Conferences (12-8 p.m.)

February 25

NO SCHOOL

September 1

First Day | Open Houses & Orientations

September 2

First Full Day of School

September 6

NO SCHOOL | Labor Day

September 24

NO SCHOOL | Diocesan Teacher In-Service

September 2021

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

March 2022

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

March 11

NO SCHOOL | Diocesan Teacher In-Service

March 21, 22, 23, 24, 25

NO SCHOOL | Spring Break

October 13

Elementary Early Release (1:30 p.m.)

October 14

NO SCHOOL | Staff Development (8-11 a.m.) & Parent/Teacher Conferences (12-8 p.m.)

October 15

NO SCHOOL

October 2021

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2022

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

April 15

NO SCHOOL | Good Friday

April 18

NO SCHOOL | Easter Monday

April 27

Elementary Early Release (1:30 p.m.)

November 24, 25, 26

NO SCHOOL | Thanksgiving Break

November 2021

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2022

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May 20

Last Day for 12th Grade Students

May 25

Regis High School Graduation

May 27

Last Day for 8th Grade Students

May 30

NO SCHOOL | Memorial Day

December 23, 24, 27, 28, 29, 30, 31

NO SCHOOL | Christmas Break

December 2021

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2022

S	M	T	W	Th	F	S
			1	2	3	4

June 1

8th Grade Promotion

June 2

Last Day of School

June 3

Last Day for Staff

January 12

Elementary Early Release (1:30 p.m.)

January 17

NO SCHOOL | Staff Development

January 2022

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Academic Quarters

1st Quarter | Sept. 1 - Oct. 29

2nd Quarter | Nov. 1 - Jan. 14

3rd Quarter | Jan. 18 - March 18

4th Quarter | March 28 - June 2

Learning Today, Leading Tomorrow

Regis Catholic Schools is dedicated to educating students of all faiths in a Catholic, Christ-centered environment. We are united by Our Core Values of **Living Faith, Accepting Responsibility, Promoting Teamwork, Achieving Excellence, and Inspiring Leadership.**

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The information in this handbook represents guidelines only. RCS administration and/or the Diocese of La Crosse reserves the right to modify this handbook, amend, or terminate any policies, procedures, or employee benefit programs whether or not described in this handbook at any time, or to require and/or increase contributions toward these benefits programs.

All policies contained herein were adopted by RCS and/or the Diocese of La Crosse and supersede previous policies. We periodically review personnel policies in part or as a whole, to ensure that they continue to reflect and are consistent with trends and legislative requirements.

MESSAGE FROM THE DEAN

Introite Regis Domum. These three Latin words frame the crucifix in the Bishop Paul Chapel at Regis Middle and High School. Translated, they proclaim, “Enter the home of the King.” Jesus Christ is the reason our school exists and is at the center of Regis’ mission to educate, form, inspire, and equip the young people who walk our halls at all grade levels. This process of education and formation is a sacred partnership between God, our school staff, and the families of Regis Catholic Schools, who entrust their most precious gift to our care - their children.

Contained in this handbook is the framework that governs our school day and activities to help further the mission of our school system. Please take time to review these items and ask questions if there is something that is unclear.

We have faced many difficulties these past years. Amid those challenges the world has thrown at us, our faith teaches us that God is bigger than any struggle we face from our past, present, and future. Please say a prayer that God blesses this coming school year. Let us place this year in the protective hands of Jesus Christ. And may the Holy Spirit inspire all of us to have a grace-filled school year.

Thank you for being a part of the Regis Catholic Schools family.



Fr. James Kurzynski
Dean, Eau Claire Deanery

PREFACE

Stimulated by the spirit of Christ and the awareness of the dignity of all, let us dedicate our every effort to the cause of Christ. May every moment be a moment of love, an untiring effort to the cause of education. May we be true to our calling and to the cause of the Christian education of our youth. May every child grow in wisdom and age and may our dedicated efforts be rewarded one day with the knowledge that every child grew in wisdom, in the spirit of Christ, and developed to be an intellectual, moral and social being, living here as a true person and hereafter attaining the eternal glory. Let our every action be guided by our Christian philosophy and our education be directed by the objective set up for us and for the good of every individual.

The teacher is the soul of the school. “Perfect schools are the result not so much of good methods as of good teachers; teachers who are thoroughly prepared and have mastered the matter they have to teach; who possess the intellectual and moral qualities required by their important office; who cherish a pure and holy love for the youth confided to them, because they love Christ and His Church and who have therefore sincerely at heart the true good of family and country.”

-Pope Pius XI - Christian Education of Youth

“There is no painter; there is no sculptor nor artist that can be compared to the one who knows how to form the minds and hearts of the young. To reproduce in souls, the living image of Christ is a work far surpassing the finest creations of human art.”

-St. John Chrysostom

STAFF RESPONSIBILITY

The following are policies that pertain to all Regis Catholic Schools faculty and staff. All employees of RCS should familiarize themselves with the policies of RCS and those set down by the Diocese of La Crosse for all schools in the Diocese. Any additional information dealing with our schools, parents, and students may be found in the 2021-2022 Student + Parent Handbook.

The functioning of a school is only as efficient as the commitment of the staff. The total staff is responsible for carrying out the philosophy and regulations of our Catholic schools. This means that all staff members are to be familiar with and enforce the policies of the Diocese of La Crosse, RCS, and our individual Catholic schools as to all aspects of the school. This includes, but is not limited to, such things as grading, dress code for staff and students, filing of reports, communicating with parents, attending required meetings, and all other functions which will lead to an efficient school setting. Failure to do so reflects badly on those who attempt to fulfill their responsibilities as members of the school.

Coming to work with a positive attitude and displaying a positive image of Regis Catholic Schools is crucial. Faculty and staff are expected to be cheerful, friendly and respectful of others. We build our reputation by providing a professional atmosphere in conversations with students, parents and other employees. Employees are expected to speak supportively and professionally about the Regis Catholic Schools system and its employees. Additionally, all employees are to support and exemplify in conduct both Catholic doctrine and morality.

The policies, procedures, and standard practices described in this manual are not conditions of employment. This manual does not create an express or implied contract between RCS and any of its employees.

Regis Catholic Schools is a Catholic School in the Diocese of La Crosse. As a Catholic School we will teach and advocate our Catholic Faith. All students are welcome in our school, and all faculty and staff must understand that Catholic Doctrine will be taught. The passing on of our Catholic Faith is our number one priority.

DEFINITIONS

Contract Employees are those employees who are employed under a Diocesan contract.

Non-Contract Employees are those employees who are not employed under a Diocesan contract. These employees will receive a Letter of Employment. Employment is at the mutual consent of RCS and the employee. Accordingly, the employee or RCS can terminate the employment relationship at will.

Hourly Employees are defined as those employees who are paid by the hour.

Salaried Employees are defined as those employees who are paid a fixed amount of money per year.

Full Time Employees are those employees that work at least thirty-five (35) hours per week or 1,820 hours annually.

Part Time Employees are those employees working less than 35 hours per week or 1,820 hours annually. Part Time Employees will be scheduled regular hours based upon the needs of RCS and are mutually agreed upon with their supervisor.

Full Time Equivalent (FTE) Status is the ratio of the total number of scheduled hours/assignments during a period of time by the number of working hours/assignments in that time period. Your FTE

Status will be used to determine your level of benefits for such things as Sick Time, Personal Time, Vacation Time (if eligible), Tuition Discount, etc. When calculating FTE Status for employees with a variable schedule, the preceding calendar year hours will be used to determine FTE Status.

Teacher FTE Status Chart			
Assignments	Prep Periods	Total Assignments	Full Time Equivalent (FTE)
7	1	8	1.000
6	1	7	0.875
5	1	6	0.750
4	1	5	0.625
3	1	4	0.500
2	.5 or 1	2.5 or 3	0.313 or 0.375
1	0.5	1.5	0.188

Hourly Employee FTE Status Chart		
Normally scheduled hours per week (School-Year Employees)	Hours worked annually (Year-Round Employees)	Full Time Equivalent (FTE)
<10	< 520	0.1
10 to <20	< 1,040	0.25
20 to <30	< 1,560	0.5
30 to <35	< 1,820	0.75
35 or more	>= 1,820	1

Limited Term Employees (LTE) are defined as persons hired for a specific project for a specific length of time. A limited term employee has no expectation of continued employment or benefits. Examples: Substitute teacher, long-term substitute teachers, coaches, and seasonal employees.

Year-Round Employees are defined as those employees scheduled to work every Work Week during the calendar year.

Modified Year-Round Employees are defined as those employees who are scheduled to work every Work Week during the calendar year with a reduced schedule during summer break.

School-Year Employees are defined as those employees scheduled to work just during the school year and have a significant portion of summer break off.

Open Enrollment is a designated period of time each year when eligible employees can sign-up for or make changes to health insurance elections and/or other group benefits.

Late Enrollee is an eligible employee who does not enroll in a group benefit plan during his/her initial enrollment period.

Qualifying Event is defined as a change in your life situation that can make you eligible for a special enrollment period for certain benefits that allows an employee to change coverage types, as well as events that may result in an employee losing coverage. The most common qualifying life events are:

- Birth of a child
- Adoption
- Marriage or divorce
- Job loss or reduced hours for spouse
- Coverage change made under the plan of another employer (e.g. an election change made during the open enrollment of an employee's spouse)
- Change in an employee's, spouse's, or dependent's entitlement (gain or loss) for Medicare or Medicaid

Work Week is defined as Saturday through Friday.

BENEFITS

Basic Life Insurance

The following employees are eligible to participate in the Basic Life Insurance program:

- A full-time teacher or other teacher working at least 30 hours per week during the school year (1,140 annual hours).
- A non-teacher, school-year employee working at least 30 hours per week during the school year (1,140 annual hours).
- All other employees working at least 30 hours per week for 50 weeks per year (1,500 annual hours).

Eligible employees may sign up for Basic Life Insurance within 31 days of their first day of employment. Coverage will begin the first of the month following the day you begin work. Eligible employees who choose to participate receive \$20,000 of term Life Insurance with a \$20,000 Accidental Death and Dismemberment benefit. RCS pays the full premium for eligible employees.

If an employee has not enrolled in the Basic Life Insurance during their initial eligibility period, they may apply as a Late Enrollee during Open Enrollment. Late Enrollees will be subject to medical review and subsequent acceptance by the insurance company.

For further information, please refer to the Parish Finance Manual, Section VIII D. Health Plan - Lay Group Health, Dental, Life and Voluntary Long Term Disability at www.stambrosefinancial.com.

COBRA

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Diocese of La Crosse health plan when a "qualifying event" would normally result in the loss of eligibility.

Under COBRA, the employee or beneficiary pays the full premium.

Continuing Education Programs (external)

To support the professional development of its employees, Regis Catholic School maintains three different programs through which employees may receive reimbursement of educational expenses related to approved courses of study.

Credit Reimbursement

Eligible employees will be reimbursed up to \$500 (or amount reflected on contract/LOE) per fiscal

year for the actual costs of tuition, fees, and books/materials for teachers enrolled in a class at an accredited institution. Credits earned from accredited schools or an equivalent agency will be eligible for reimbursement.

Eligible employees will be required to obtain prior written approval for credit reimbursement (via Request for Credit Reimbursement Form). Reimbursement will be paid upon successful completion of course, submission of proof of tuition/fee payment, and grade report or transcript.

Eligible employees will be reimbursed for credits earned during the second semester or summer only if they are employed by RCS for the following school year.

Educational Assistant Program (Section 127 Program)

Eligible employees must be employed with Regis Catholic Schools for a minimum of two years and be employed full time ($\geq .75$ FTE) to be eligible for this program.

Interested employees must complete an application and subsequently be approved by the Educational Assistance Review Committee.

Reimbursable educational expenses of up to 100% of tuition and program fees only may be reimbursed, but in no case shall the aggregate amount per employee exceed \$5,250 per calendar year. (In accordance with provisions of IRS Code, Section 127, educational assistance of no more than \$5,250 per calendar year may be provided to the eligible employee as a non-taxable benefit.)

Employees must be continuously enrolled in a program of study and courses must be successfully completed to be eligible for reimbursement. Successful completion is defined as achieving a passing grade for the course of study (C or higher). Withdrawal from a course, regardless of the circumstances, invalidates all requests for reimbursement of fees related to the incomplete course.

Master's Programs (Leadership or Administration Program)

Eligible employees must be employed with Regis Catholic Schools for a minimum of four years, be employed full time (1.0 FTE), be enrolled in an eligible Masters program (ex. St. Mary's University or Viterbo University, etc.) and must complete an application and subsequently be approved by the Educational Assistance Review Committee to be eligible for this program.

If approved, payment for eligible expenses for the program will be paid directly to the accredited University.

Employees must be continuously enrolled in a program of study and courses must be successfully completed. Successful completion is defined as achieving a passing grade for the course of study (C or higher). Any and all fees for withdrawal from a course, regardless of the circumstances, will be the responsibility of the employee.

Church Unemployment Pay Program (CUPP)

Regis Catholic Schools does not participate in Wisconsin Unemployment Insurance. Instead, eligible employees, are covered by the Church Unemployment Pay Program if they have a qualifying change in employment status.

Covered Employees

- Employees of Regis Catholic Schools that have had at least 20 weeks of work during the prior 52 weeks, averaging at least 20 hours of work per week.

Benefit Amount

- Weekly benefit rate: 50% of the employee's average weekly gross wages from the employer during the 52 weeks prior to filing claim.
- Maximum benefit is the same as the Wisconsin Unemployment Insurance maximum weekly amount.

Benefit Duration

- 80% of the weeks worked for the employer during the 52 weeks prior to filing claim.
- Maximum number of weeks: 26 weeks

For additional information refer to CUPP brochure provided to you or you can find it at **www.RegisCatholicSchools.com/Human-Resources**

Flexible Benefit Plan (Section 125 - IRS Code)

Eligible employees may set aside pre-tax dollars to pay for uninsured medical, dental, vision, and dependent care expenses, as well as group health and dental premiums. As employees incur eligible expenses, they simply submit a claim with the necessary documentation to the plan administrator, Employee Benefits Corporation, and will be reimbursed from their account on a tax-free basis. There are multiple means by which an employee can submit a claim. Refer to the BESTFlex Plan Summary Plan Description or **www.ebcflex.com** for further details.

The RCS plan year begins January 1 and ends December 31. New employees are eligible to participate in the Flexible Benefit Plan on the first of the month following their date of hire. All employees will receive re-enrollment forms during Open Enrollment for the upcoming plan year. Once the employee determines their plan year pledge, this amount cannot be altered during the plan year; therefore, some discretion must be used in determining the plan year pledge as it is a “use it or lose it” plan. Employees will have up to sixty days after the end of the plan year to request reimbursement with the appropriate documentation.

Health Insurance

The following employees are eligible to participate in the Health Insurance program:

- A full-time teacher or other teacher working at least 30 hours per week during the school year (1,140 annual hours).
- A non-teacher, school-year employee working at least 30 hours per week during the school year (1,140 annual hours).
- All other employees working at least 30 hours per week for 50 weeks per year (1,500 annual hours).

Eligible employees may sign up for Health Insurance within 31 days of their first day of employment, or within 30 days of a Qualifying Event.

Coverage will begin on the first of the month following the day you become eligible. Eligible employees who do not elect to take Health Insurance when they begin employment and have no Qualifying Event must wait for the next Open Enrollment period to sign up for coverage.

Regis will contribute a flat dollar amount towards the cost of each employee's Health Insurance premiums. This dollar amount will be the same for all employees enrolled in Health Insurance no matter which plan (Standard Plan or HDHP/HSA Plan) or which level of coverage (Single or Family) you are enrolled in. The employee is responsible for the remaining premium.

The flat dollar amount Regis will contribute towards the cost of each employee's Health Insurance premium will be **90% of the Single Coverage premium for the HDHP/HSA Plan.**

Example:

2021 HDHP/HSA Plan Premium – Single: \$722.00 per month

Regis Monthly Contribution: \$649.80 (\$722.00 x 90%)

For those employees electing the HDHP/HSA plan, RCS will contribute a defined dollar amount to an HSA account on your behalf.

For example, for the 2021 plan year, RCS will contribute \$50 per month for those enrolled in Single Coverage and \$325 per month for those enrolled in Family Coverage.

To find network providers visit **www.the-alliance.org** and click on Find a Doctor. For more information, or to request a procedure cost estimate, contact Customer Service at (800) 223-4139, Monday through Friday, 8:30 a.m. – 4:30 p.m. or email **csr@the-alliance.org**.

Please keep in mind that these network provider lists may change and it is your responsibility to know who is a preferred provider within your network.

For pharmacy benefit information visit **www.serve-you-rx.com**, or contact Customer Service at (800) 759-3203.

Terminated employees may continue coverage of Health Insurance on a self-pay basis within the COBRA guidelines.

For further information, please refer to the Lay Group Employee Health Benefit Plan document at **www.stambrosefinancial.com**.

Life Insurance (Optional)

Employees who work at least 1,000 hours or more annually may be eligible to participate in the optional Life Insurance program. Eligible employees may sign up for optional Life Insurance within 31 days of their first day of employment, or within 30 days of a Qualifying Event.

An eligible employee can elect Life Insurance amounts in \$10,000 increments up to \$500,000 (not to exceed 5 times his/her annual income), with a non-medical maximum of \$150,000.

If you elect coverage for yourself, you can also elect coverage for your spouse and/or dependent child(ren) up to age 18 (23 if a full-time student).

Coverage for spouses is offered in \$5,000 increments up to \$100,000 (not to exceed 50% of the employee election), with a non-medical maximum of \$25,000. Dependent child(ren) can be covered for \$1,000; \$2,000; \$4,000; \$5,000; or \$10,000, with all amounts available without medical underwriting.

Monthly premium charges vary depending on your age and income. The employee pays the full cost of the optional Life Insurance premium.

If an employee has not enrolled in optional Life Insurance during their initial eligibility period, they may apply as a Late Enrollee during Open Enrollment. Amounts more than \$20,000 for employees or \$10,000 for spouses would be subject to medical review and subsequent acceptance by the insurance company.

For further information, please refer to the Parish Finance Manual, Section VIII D. Health Plan – Lay Group Health, Dental, Life and Voluntary Long Term Disability at **www.stambrosefinancial.com**.

Mileage Reimbursement

Employees who are authorized to use their personal vehicle for RCS business will be reimbursed the standard mileage rate (\$0.45 per mile) for mileage recorded on a travel expense report. The mileage for business travel should only be mileage that exceeds the normal round-trip to and from work.

Contracted employees that are scheduled to work at multiple buildings on the same day are entitled to a stipend, in lieu of mileage.

Signature of the employee and his/her supervisor on the travel expense report is authentication of the valid use of mileage reimbursement. Reports should be submitted monthly.

RCS Child Development Centers/Early Childhood Program Benefits

Employees working at least 20 hours per week ($\geq .50$ FTE status) are eligible for special benefits at the Regis and Genesis Child Development Centers.

These benefits include:

- Priority enrollment
- Special summer consideration (reserved spot and up to 12 weeks tuition free)
- Special maternity leave considerations (reserved spot and up to 6 weeks tuition free)
- Part-time infant schedule allowed beginning at 15 months of age
- Waived registration fee
- Waived annual supply fee

Married employees within the RCS system will receive the above benefits plus a 15% tuition discount for each child while attending the child development centers. Both spouses must be full-time employees (≥ 0.75 FTE status), paid by Regis Catholic Schools, and the child(ren) must be a legal dependent of both employees.

RCS K-12 Tuition Discount

Employee Tuition Discount rate is based on your FTE Status:

FTE Status	Discount
< 0.50	NONE
≥ 0.50 to < 0.75	25%
≥ 0.75	50%

Discount can only be applied to immediate, legally dependent family members. (Cannot be applied to extended family.)

Employees pay the full cost of all fees, including, but not limited to, registration fees, family fees, and athletics fees.

An employee terminating employment with Regis Catholic Schools will have any discount applied prorated for partial year worked, assuming the employee leaves in good standing and gives proper notice.

Retirement Plan

RCS participates in the 403(b) Thrift Plan offered through the Diocese of La Crosse/St. Ambrose Financial Services underwritten by Mutual of America.

Salary Reduction Contributions (Employee)

Employees who are regularly scheduled to work 20 or more hours per week and are at least 18 years of age are eligible to contribute to the plan upon initial employment.

Employer Base Contributions (Employer)

You must be at least 18 years of age to receive employer base contributions. RCS will make an employer base contribution on your behalf equal to 1% of your compensation. This employer base contribution will be made whether or not you are making contributions.

Employer Matching Contributions (Employer)

You must be at least 18 years of age to receive employer matching contributions. RCS will make a matching contribution on your behalf equal to 100% of the salary reduction amount you are contributing during the plan year that does not exceed 2% of your compensation received during the plan year.

For further information, please refer to the 403(b) Thrift Plan Summary Plan Description that was provided to you or you can find it at **www.stambrosefinancial.com**.

Vision Insurance

Vision Insurance is included in the Health Insurance Plan coverage if you are enrolled in the Health Insurance program.

If you are not enrolled in the Health Insurance program, you may elect to enroll in Vision Insurance if you are:

- A full-time teacher or other teacher working at least 30 hours per week during the school year (1,140 annual hours).
- A non-teacher, school-year employee working at least 30 hours per week during the school year (1,140 annual hours).
- All other employees working at least 30 hours per week for 50 weeks per year (1,500 annual hours).

Eligible employees may sign up for Vision Insurance within 31 days of their first day of employment, or within 30 days of a Qualifying Event.

Coverage will begin on the first of the month following the day you become eligible. Eligible employees who do not elect to take Vision Insurance when they begin employment and have no Qualifying Event must wait for the annual open enrollment period to sign up for coverage.

If the employee is enrolled in the Health Insurance Program, the cost of Vision Insurance is included in the Health Insurance premiums. If the employee is electing to enroll in Vision Insurance as a separate benefit, the employee pays the full cost of Vision Insurance premiums. Terminated employees are not eligible for continuation of vision coverage.

For further information, please refer to the Lay Group Employee Health Benefit Plan document at **www.stambrosefinancial.com**.

Voluntary Long Term Disability Insurance

Employees who work 1,000 hours or more annually are eligible to participate in the Voluntary Long Term Disability Insurance program. Eligible employees may sign up for Voluntary Long Term Disability Insurance within 31 days of their first day of employment, or within 30 days of a Qualifying Event.

If an employee has not enrolled in the Voluntary Long Term Disability Insurance program during their initial eligibility period, they may apply as a Late Enrollee during Open Enrollment each year. Late Enrollees will be subject to medical review and subsequent acceptance by the insurance company. Monthly premium charges vary depending on your age and income. The employee pays the full cost of Voluntary Long Term Disability Insurance. For further information, please refer to the Parish Finance Manual, Section VIII D. Health Plan – Lay Group Health, Dental, Life and Voluntary Long Term Disability at **www.stambrosefinancial.com**.

Workers Compensation

Employees are protected under the Wisconsin State Workers Compensation Law against loss of income due to injury or death that occurs during work activities. RCS pays the entire cost of the Workers Compensation insurance premium.

Employees must immediately report all job-related accidents, injuries, or illnesses, no matter how minor.

Reporting – Any employee injured on the job will report the injury immediately to his/her supervisor, regardless of whether the injury is minor or of no apparent significance.

Employers First Report of Injury or Disease – The supervisor will promptly complete the “Employee” section and the “Injury Information” section of the Employers First Report of Injury or Disease Report. This report should be delivered to the Human Resources who will finish completing the report and will then file the report with the Workers Compensation insurance carrier.

Accident Investigation Report – An Accident Investigation Report will be completed promptly by the appropriate person(s) to help prevent similar accidents in the future. Reporting job-related injuries, no matter how minor, protects both the school and the employee.

The Workers Compensation insurance carrier will determine the amount of benefits, if any, the employee is entitled to. Workers Compensation, in general, covers all reasonable and necessary medical expenses and provides benefits for temporary wage loss during the healing period. There is a three-day waiting period for lost wages and these first 3 days of lost time are not compensable.

TIME OFF POLICIES

Absences

Regis understands and recognizes there may be times employees will need to be away from work; therefore, RCS offers a variety of paid and unpaid time off options. Employees must exhaust paid leave balances prior to requesting/using unpaid leave. Repeat and/or excessive absences may result in disciplinary action up to and including termination.

Bereavement Leave

The following Bereavement Leave may be taken with no loss of salary:

- Death of a spouse or child (5 days)
- Death of a father, mother, brother, or sister (3 days)
- Death of relative or a close friend of the family (1 day)

Employees may request an extension of Bereavement Leave if necessary by contacting their building administrator. Leave may be extended with the approval of the building administrator in consultation with the RCS President. Such extensions, when granted, will generally be unpaid days.

Family and Medical Leave

The State of Wisconsin and the U.S. Department of Labor have specific regulations regarding family and medical leave. Every employer of 50 or more people is required to allow eligible employees to take up to 12 weeks of unpaid leave per year for one or more of the following reasons:

- For the birth and care of a newborn child of the employee.
- For the placement with the employee of a son or daughter for adoption or foster care.
- To care for a spouse, son, daughter, or parent with a serious health condition.
- To take medical leave when the employee is unable to work because of a serious health condition.

Employees who wish to take family or medical leave for serious medical conditions may be required to provide certification of those conditions from a health care provider or Christian Science practitioner if the employer requests it, and the employer may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.

Effective January 2009, the National Defense Authorization Act (NDAA) expanded the FMLA to allow eligible employees to take up to 12 weeks of job-protected leave in the applicable 12-month period for an “qualifying exigency” arising out of the fact that a covered military member is on active duty, or has been

notified of an impending call or order to active duty, in support of a contingency operation. The NDAA also amended the FMLA to allow eligible employees to take up to 26 weeks of job-protected leave in a single 12-month period to care for a covered service member with a serious injury or illness. Qualifying exigencies include:

- Issues arising from a short-notice deployment.
- Military events and related activities arising from the active duty or call to active duty status.
- Making or updating financial and legal arrangements to address a covered military member's absence.
- Attending counseling provided by someone other than a health care provider for oneself, the covered military member, or the child of the covered military member, the need for which arises from the active duty or call to active duty status.
- Taking up to five days of leave to spend time with a covered military member who is on short-term temporary, rest and recuperation leave during deployment.
- Attending to certain post-deployment activities during a period of 90 days following the termination of the covered military member's active duty status, and addressing issues arising from the death of a covered military member.
- Any other event that the employee and employer agree is a qualifying exigency.

Employees are not eligible for family or medical leave unless they have worked for the employer for 52 consecutive weeks and have logged at least 1,000 hours during the preceding 52 weeks. FMLA eligibility runs on a fiscal year basis, July 1 – June 30.

Employees seeking to use FMLA leave are required to provide 30-day advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable. If leave is foreseeable less than 30 days in advance, the employee must provide notice as soon as practicable—generally, either the same or next business day. When the need for leave is not foreseeable, the employee must provide notice to the employer as soon as practicable under the facts and circumstances of the particular case. Employees must provide sufficient information for an employer reasonably to determine whether the FMLA may apply to the leave request.

Employees are not entitled to wages or salary while on leave; however, **employees must exhaust paid leave balances prior to substituting unpaid leave** while on FMLA. Employee leave balances will be deducted beginning with Sick Time, Personal Time, Vacation Time (if applicable), unless otherwise requested. In addition, upon returning from leave, the employee must be returned to the previous job or an equivalent position.

Employers must maintain the same group Health Insurance coverage that was available to the employee at the time the leave began. However, the employer may require an employee to establish an escrow for an amount equal to the entire premium for 8 weeks of the coverage. The employer may retain all or part of this escrow if the employee quits within 30 days of returning from a family or medical leave. In some instances, the employer may recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave.

Employees covered by the law must post a notice setting forth the employee rights under the Family and Medical Leave Act. All employers of 25 or more persons must post their family and medical leave policies in a prominent location (s.103.10). This provision does not increase the number of paid/non-paid days of allotted absence.

Under some circumstances, employees may take FMLA leave intermittently – which means taking leave in blocks of time, or by reducing their normal weekly or daily work schedule. Where FMLA leave is for birth or placement for adoption or foster care, use of intermittent leave is subject to the employer's approval. FMLA leave may be taken intermittently whenever it is medically necessary to care for a seriously ill family member, or because the employee is seriously ill and unable to work. If the need for intermittent leave is foreseeable based on planned medical treatment, the employee is responsible for scheduling the treatment

in a manner that does not unduly disrupt the employer's operations, subject to the approval of the health care provider. In such cases, the employer may also transfer the employee temporarily to an alternative job with equivalent pay and benefits that better accommodates recurring periods of leave than the employee's regular job.

Note: An employee shall schedule family leave after reasonably considering the needs of his/her employer and is to make a reasonable effort to schedule the medical treatment or supervision so that it does not unduly disrupt the employer's operations. (For example, it is reasonable to expect that family leave, in a school setting, under normal circumstances, be continuous so that such leave would include scheduled summer vacation, school vacation days, and other days as defined in the school calendar as well as regular school and service days that occur during the leave. This helps assure the least amount of disruption to the students.)

Procedure for Taking a Family and Medical Leave

An employee seeking to take a Family and Medical Leave should notify their supervisor or building administrator in writing by completing a FMLA Request Form no later than thirty (30) days, if possible, before the anticipated leave.

Additional information about employee FMLA rights and responsibilities will be provided to you in writing within five business days after receipt of the FMLA Request Form by Human Resources. Determination of eligibility for leave under the FMLA, and/or additional documentation or clarification of documentation, may be required prior to making a final FMLA determination to approve or deny a FMLA leave request.

Jury Duty/Court Appearance

RCS recognizes its employees' civic obligation to serve as jurors when called; therefore, an employee will be granted a leave of absence, without penalty and with pay, for this purpose. An employee who is selected for jury duty must submit the check he or she receives for serving on the jury. The check should be endorsed and included "Pay to the order of RCS" prior to submitting it to Central Office.

Paid Holidays

The following employees are eligible for Paid Holidays:

- A non-teacher, school-year employee working at least 30 hours per week during the school year (1,140 annual hours).
- All other employees working at least 30 hours per week for 50 weeks per year (1,500 annual hours).

Eligible employees will be paid for holidays that fall on a day that they normally would have been scheduled to work. The numbers of hours paid should equal the hours the employee would normally have been scheduled to work on that day had it not been a holiday.

Paid Holidays include New Year's Day, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving, Thanksgiving Friday, Christmas Eve, Christmas Day. If a holiday falls on a Saturday or Sunday, the RCS President will determine which day, if any, will be considered a Paid Holiday.

If you are required to work on one of the identified paid holidays, you will be granted an additional day off with pay in lieu of the Paid Holiday you were required to work.

Paid Holidays will not be counted as time worked for overtime.

Contracted employees are eligible for time off but they will not receive additional Holiday pay.

Personal Time

Employees will receive 16 hours of paid Personal Time per year. Personal time hours are allocated each year on July 1. Personal Time will be pro-rated based on FTE Status. For your first partial year worked, personal time will be prorated.

Personal Time will not be counted as time worked for overtime.

An employee may not carry over Personal Time from one fiscal period to the next. An employee terminating employment with Regis Catholic Schools will not be paid for unused Personal Time.

Approval will be subject to the following conditions:

- Personal Time must be taken in one hour increments. Teachers are highly encouraged to take Personal Time in 4 or 8 hour increments.
- Written requests must be given to the building administrator or RCS President at least two days prior to the date requested for the Personal Time. This can be waived in case of emergency.
- Taking Personal Time the day before or after a school vacation is discouraged.
- Teachers are discouraged from taking Personal Time between May 1 and the end of the school year and will only be approved under unique circumstances.
- Approval of Personal Time will be conditional on finding a substitute when a substitute is required. Building administrators may limit the number of teachers who take Personal Time on the same day.
- Once all Personal Time has been exhausted, additional time off may be taken with the approval of the building administrators in consultation with the RCS President. If granted, additional time off will be unpaid. Hourly Employees will not be paid for time not worked.

Professional Development Leave

All requests for Professional Development Leave will be subject to the approval of the building administrator and the RCS President. Professional Development Leave will only be granted when it is determined that the school will benefit from the employee's attendance at the Professional Development activity. Requests for Professional Development Leave must be submitted in writing at least one week in advance of the leave date.

Sick Time

Full Time Employees are given 72 hours of Sick Time per year. For Part Time Employees, Sick Time will be pro-rated based on your FTE Status. Sick Time hours are allocated each year on July 1. For your first partial year worked, Sick Time will be prorated.

Effective July 1, 2009, Sick Time will accumulate to a maximum of 480 hours. For those employees who have accumulated more than 480 hours of Sick Time, they won't lose what they have accumulated; they just won't accumulate any additional Sick Time until they fall below the 480 hour maximum limit.

Sick Time may be used for:

- Unforeseen illness or unplanned medical treatment of self, spouse, dependent child(ren), parents, legal in-laws, or family members for whom you are the primary caregiver.
- Sick Time may be used for planned medical treatment depending on circumstances.
- Sick Time may **NOT** be used for the anticipation of becoming ill.
- Sick Time may **NOT** be substituted for additional Personal Time.
- Sick Time may **NOT** be used for days off that are not related to illness or medical appointments.
- Sick Time will not be counted as time worked for overtime.

Employees must present written authorization from a certified or licensed medical practitioner to remain off of work beginning on the 3rd absence of related illness (i.e. migraines, mental health, etc.).

An employee returning from an extended illness related absence (more than 2 consecutive days) may be required to provide certified or licensed medical practitioners approval a physical examination or doctor's approval prior to returning to work.

After an employee has used all accumulated Sick Time, the employee may continue to take additional leave, however, any additional leave taken will be unpaid. If, for some reason, the employee uses all available Sick Time and is unable to complete service for that fiscal year or school year, the unearned Sick Time will be deducted from the last paycheck of the employee.

For additional information please see Family and Medical Leave section.

Employees who terminate employment with Regis Catholic Schools after at least 5 years of service, assuming they leave in good standing and give proper notice, will be paid for unused Sick Time (up to a maximum of 480 hours) based on the following:

	5 years - 19 years of service	20+ years of service
Non-Contract Employees (\$3.25 per hour)	50% of your remaining Sick Time (up to 240 hours)	100% of your remaining Sick Time (up to 480 hours)
Contract Employees (\$6.25 per hour)	50% of your remaining Sick Time (up to 240 hours)	100% of your remaining Sick Time (up to 480 hours)

Sick Time Donation Program

Regis Catholic Schools recognizes that employees may have a medical emergency or catastrophic illness to themselves or an immediate family member resulting in a need for additional time off in excess of their available Sick Time. To address this need, eligible employees will be allowed to donate paid Sick Time from their unused balance to their co-workers in need of additional Sick Time, in accordance with the policy outlined below. This policy is strictly voluntary.

Medical Emergency / Catastrophic Illness is defined as any illness or injury that results in a medical condition that a licensed physician has certified is likely to require the employee to miss fifteen (15) or more days of work during the following 12-month period.

Immediate Family Member is defined as a spouse, child, or parent.

Eligibility: Employees must be employed with Regis Catholic Schools for a minimum of one year and be eligible for Sick Time to be eligible to donate and/or receive donated Sick Time.

Exclusions: Specifically excluded from this policy are cosmetic or other elective surgeries and normal pregnancies. Application for donated Sick Time may be made in the event of a pregnancy or delivery involving unusual complications that a doctor certifies requires a period of absence in excess of that of a normal pregnancy or delivery.

Requesting Donated Sick/Personal Time

- Employees who would like to request donated Sick Time are required to complete a Donation of Sick Time Request Form along with a physician's statement and submit it to Human Resources.
- Requests for donations of Sick Time must be approved by Human Resources, the employee's immediate supervisor, and the RCS President.
- The recipient employee's paid leave time must be used in full prior to using donated Sick Time. Donated Sick Time may only be used for time off related to the approved request.
- Employees who receive donated Sick Time generally can expect to receive up to 120 hours, not to exceed 75% of donated leave bank, within a rolling 12-month period.
- In the event the employee is incapacitated to the extent they are incapable of personally requesting donated sick time, such request may be made on their behalf by the nearest relative or any group of three (3) employees acting on behalf of the incapacitated employee.
- Nothing in this policy will be construed to limit or extend the maximum allowable absence under the Family and Medical Leave Act.

Donation of Sick Time

- The donation of Sick Time is strictly voluntary and is irrevocable.
- Donated Sick Time will go into a leave bank for use by eligible recipients.

- Recipient identity will not be disclosed to donating employees.
- The donation of Sick Time is on an hourly basis, without regard to the dollar value of the donated leave.
- The minimum number of Sick Time that an eligible employee may donate is 4 hours per calendar year; the maximum is 40 hours, but no more than 50 percent of the employee's Sick Time balance.
- Employees cannot borrow against future Sick Time to donate.
- Employees will be given the opportunity to donate Sick Time annually during the designated donation period. The donated Sick Time will be transferred from the donor to the leave bank on December 31.
- If donated Sick Time bank is depleted and a request is received, an additional opportunity for donation may be offered.
- Employees who are currently on an approved leave of absence cannot donate Sick Time.

Vacation Time (Year-Round Employees Only)

Eligibility to receive paid Vacation Time is limited to those employees who are classified as Year-Round or Modified Year-Round Employees. Annual Vacation Time will be allocated for use on July 1.

Eligible employees will receive:

- 40 hours after a probationary period of 60 days
- 80 hours after three (3) years of service as of July 1
- 120 hours after five (5) years of service as of July 1
- 160 hours after fifteen (15) years of service as of July 1

For Part Time, Year-Round Employees working at least 20 hours per week, Vacation Time will be prorated based on FTE Status.

Modified Year-Round Employees working at least 20 hours per week, Vacation Time will be 50% of a Year-Round Employees allocation.

Year-Round Employees working less than 20 hours per week are not eligible for Vacation Time.

For your first partial year worked, Vacation Time will be prorated.

An employee will schedule Vacation Time consistent with the needs of the office in which the employee works, with respect to the vacation schedules of other employees of the same office and only after the prior approval of the employee's supervisor.

Employees are expected to notify their immediate supervisor in advance in writing of scheduled Vacation Time.

Full Time Employees should schedule vacations so that they are present during the week immediately prior to the start and the week immediately after the completion of the school year. Exceptions need advance approval from the RCS President.

Vacation Time will not be counted as time worked for overtime.

An employee may carry over up to 40 hours of Vacation Time from one fiscal period to the next without prior written approval. If you wish to carry over more than 40 hours of Vacation Time, you must receive prior written approval from the RCS President.

An employee terminating employment with Regis Catholic Schools will be paid for unused Vacation Time, prorated for partial year worked (up to a maximum of 40 hours), assuming the employee leaves in good standing and gives proper notice.

SAFE ENVIRONMENT POLICIES AND PROCEDURES

All paid employees and volunteers **must** complete **all** of the requirements of the Diocese of La Crosse Safe Environment Training **before** they are to have contact with any minors, supervised or unsupervised. All volunteers and newly hired employees are to be directed to the RCS Safe Environment Coordinator.

Any RCS employee who has arranged for a volunteer's assistance is responsible for making sure the volunteer is compliant prior to providing any assistance to Regis Catholic Schools and having any contact with RCS students. Please see the RCS Safe Environment Coordinator to ensure 100% compliance with all Diocesan requirements.

The Safe Environment Training may be found on our website at **www.RegisCatholicSchools.com**, under Quick Links and then Safe Environment.

Annual Verification of Safe Environment Training and Confidential Questionnaire

All employees and volunteers will be asked to sign proper documentation/acknowledgement verifying that he/she has been provided/reviewed the necessary training materials which include:

“Red Book” On Sexual Misconduct for the Diocese of La Crosse

All employees and volunteers must review the “Red Book” annually.

“Green Book” Child Sexual Abuse Policy & Procedure of the Diocese of La Crosse

All employees and volunteers must review the “Green Book” annually.

Safe Environment Foundations Video

All employees and volunteers must review the entire “Safe Environment Foundations Video” at least once in a lifetime.

Additional Training Documents

All employees and volunteers must review these additional training documents annually:

- 5 Steps to a Safe Environment
- Practical Guidelines for Conduct
- Red Flags in Adults
- Red Flags in Children

Safe Environment Employee and Volunteer Confidential Questionnaire

All RCS employees and volunteers must fill out a Safe Environment Employee and Volunteer Confidential Questionnaire. After initial completion of this form, employees and volunteers only need to complete the “Annual Verification of Safe Environment Training and Confidential Questionnaire” annually thereafter.

Basic Criminal Background Check & Release of FBI Information

All RCS employees and volunteers must fill out a Basic Criminal Background Check Form. This form must be completed, **signed**, and submitted to the Safe Environment Coordinator.

Beginning August 2016, a **signature is required** on all Basic Criminal Background Check Forms prior to being submitted for processing.

After the initial Basic Criminal Background Check, a Basic Criminal Background Check renewal will be required every three (3) years thereafter.

Fingerprints

All paid RCS employees and all RCS coaches (paid and/or volunteer) must be fingerprinted. Volunteers (non-coaching) are not required to be fingerprinted. Typically, fingerprints only need to be submitted once. Fingerprint cards may be obtained from the Safe Environment Coordinator/Central Office.

RELIGIOUS CERTIFICATION PROGRAM

All teachers in the Diocese of La Crosse are required to hold a Religious Teacher Certification through the Diocese. Upon hire, you will be issued a yellow folder on which you will record all your hours toward your Basic, Advanced, or Advanced Renewal Certification. This folder must be kept in the school office. Each teacher is responsible for maintaining his or her own folder.

Below are the requirements for each level of certification:

Certification	Requirements	Timeline
Basic	3 New Teacher Formation Sessions, Symbolon Series Part 1 Completion	Within 2 years of hire date
Advanced	90 clock hours of faith formation	Within 5 years of Basic certification
Advanced Renewal	60 clock hours of faith formation	Every 5 years

At the end of each year, your folder will be reviewed by a system administrator. If you have met the requirements for a new level or a renewal of your certification, the administrator in charge of religious certifications for the system will send your folder to the Diocese of La Crosse for approval.

New Teachers- Basic Certification

Each new teacher will be required to go to 3 New Teacher Formation sessions with the Diocese of La Crosse. Additionally, within two years, each teacher will be required to view the Symbolon series. In order to make this process effective and useful, teachers will be invited to view the series in a small group session with the administrator in charge of religious certification.

Advanced Certification

Opportunities for certification will be available to teachers at the Diocesan, system and individual/ small group level. Each teacher, within 5 years of their hire date, must complete 90 clock hours of formation.

- The Diocese will provide 6 hours of formation each Spring.
- Regis Catholic Schools will provide 6 hours of formation each school year.
- Each teacher must complete 6 hours of individual or small group formation each year. Opportunities for formation will be advertised by the administrator in charge of religious certification.

GENERAL EMPLOYMENT POLICIES – OTHER

Allegations of Misconduct Procedure

All concerns of potential civil or criminal liability because of actions of diocesan school employees are to be reported immediately to the RCS President who will immediately report to the Diocesan Director of the Office for Catholic Schools. See Diocesan Policies for further information and procedures.

Application for Employment

Every applicant for an employment position in the Diocese of La Crosse must complete an application for employment form or submit a resume. Besides the required application form/resume, each applicant for an educational position in the Diocese of La Crosse must present a credential file or its equivalent containing original or certified transcripts of graduate and/or undergraduate credits, records of religious certification, letters of recommendation, and a waiver of confidentiality form. Falsification of any documents relevant to the application or records of continuing education shall constitute grounds for immediate dismissal. In addition, all employees hired after 7-1-88 must complete a Form I-9.

Upon offer of employment, candidate is required to undergo a criminal background check. The check must be completed and returned prior to the employee beginning employment. K-12 employees are reimbursed for the cost of obtaining fingerprints provided the criminal background check allows RCS to offer employment to the employee.

Each new employee **must** complete all requirements of the Diocese of La Crosse Safe Environment Training **as a condition of employment.**

Certification

All professional educators within RCS must maintain appropriate and current Wisconsin state certification in accordance with standards of the Wisconsin Department of Public Instruction (DPI) and Diocesan Policy 2205. It is the educator's/administrator's responsibility to renew his/her license. Professional educators hired without current WI certification are expected to develop a professional development plan that outlines the steps they will take to obtain WI certification. Generally, RCS expects non-certified educators to obtain their license within 3 years following the date of hire.

The WI DPI no longer issues a teaching license for the specialty subject of religion. Therefore, educators who are hired to teach only religion courses are exempt from this certification policy.

Teaching credentials and a copy of the license are filed in the employee's personnel file at Central Office. Expenses related to obtaining a new teaching license are the responsibility of the employee. Failure to maintain required licenses may be grounds for immediate dismissal.

Compensation Time

In keeping with Federal and State employment regulations, RCS does not grant employees additional compensation time off in lieu of overtime pay. Employees working more than their scheduled hours in a work day may be asked by their supervisor to work less hours on another work day within the same Work Week.

Contract Modifications

In situations where there is a request for a contract modification, the Diocesan Director of the Office of Catholic Schools should be notified immediately. Contract modifications include, but are not limited to:

1. Adding or deleting teaching and/or coaching duties
2. Raising or lowering salaries
3. Adding, deleting, or altering fringe benefits
4. Resignations from the contract
5. Leaves of absence from the contract

Only modifications approved by the Bishop or his delegate are valid and the breach of contract fee can only be modified or waived by the Diocese. The diocesan uniform contract modification form must be used in all cases.

Contract Renewal

On or about April 1 of the school year during which a teacher holds a contract, RCS shall give the Employee written notice of renewal or refusal to renew his/her contract for the ensuing school year. An employee who receives a notice of renewal of contract for the ensuing school year shall accept or reject in writing such contract by no later than the following April 15. There shall be no obligation on the part of RCS to renew contracts after the expiration date stated, and fulfillment of the terms of the contract does not entitle the Employee to tenure or expectation of contract renewal.

Direct Deposit of Paychecks

RCS offers, and expects, all employees have their paycheck directly deposited into a checking or savings account. For those employees who elect to have their paycheck directly deposited, RCS will provide a detailed payroll voucher in place of their paycheck. Employees can fill out a Direct Deposit Authorization agreement at the time of hire or anytime thereafter.

Disclosure of Misconduct Involving Questionable Accounting or Auditing Matters

I. Purpose and Applicability

The purpose of this policy is to set forth the Diocese of La Crosse's policy on employee disclosure of misconduct relating to accounting or auditing matters and to protect employees from retaliation in the form of an adverse employment action for disclosing what the employee believes evidences certain unlawful practices. This policy is applicable to all employees of Diocese of La Crosse.

II. Statement of Policy

It is the policy of the Diocese of La Crosse that employees shall be free without fear of retaliation to make known allegations of alleged misconduct existing within the Diocese of La Crosse that he or she reasonably believes constitutes the following: wire fraud, mail fraud, bank fraud, securities fraud, questionable accounting, internal controls, and auditing matters, or violations of Diocesan Finance Policy, including but not limited to violations of policies promulgated by the Diocese of La Crosse's Parish Finance Manual.

A representative of the Diocese of La Crosse shall not take or refuse to take any employment action in retaliation against an employee who discloses information regarding misconduct under this policy or who, following such disclosure, seeks a remedy provided under this policy or any law or other Diocese of La Crosse policy.

III. Process for Disclosure

- A. An employee shall disclose all relevant information regarding evidenced misconduct to the Diocese of La Crosse's Finance Officer or his/her designee in a signed written document within ninety (90) days of the day on which he or she knew or should have known of the misconduct.
- B. The Finance Officer or his/her designee shall consider the disclosure and take whatever action he or she determines to be appropriate under the law and circumstances of the disclosure.
- C. In the case of disclosure of misconduct involving Diocese of La Crosse's Finance Office the disclosure shall be directed to the Bishop of the Diocese of La Crosse. The Bishop of the Diocese of La Crosse shall consider the disclosure and take whatever action he determines to be appropriate under the law and the circumstances of the disclosure.

IV. Complaints of Retaliation as a Result of Disclosure

- A. If an employee believes that he or she has been retaliated against in the form of an adverse employment action for disclosing information regarding misconduct under this policy, he or she may file a written complaint requesting an appropriate remedy.
- B. For purpose of this policy, an adverse employment action shall be defined as actions including: discharge, demotion, suspension, being threatened or harassed, or in any other manner discriminated against with respect to compensation, terms, conditions, or privileges of employment. This policy does not prohibit an employment action that would have been taken regardless of a disclosure of information.

V. Process for Adjudication of Complaints Stemming from Disclosure

- A. An employee must file a complaint with the Bishop of the Diocese of La Crosse or his designee within ninety (90) days from the effective date of the adverse employment action or from the date on which the employee should reasonably have had knowledge of the adverse employment action.
- B. Complaints shall be filed in writing and shall include:
 1. Name and work address of the complainant
 2. Name and title of the Diocese of La Crosse official(s) against whom the complaint is made

3. The specific type(s) of adverse employment action(s) taken
 4. The specific date(s) on which the adverse employment action(s) were taken
 5. A clear and concise statement of the facts that form the basis of the complaint
 6. A clear and concise state of the complainant's explanation of how his or her previous disclosure of misconduct is related to the adverse employment action
 7. A clear and concise statement of the remedy sought by the complainant
- C. Within sixty (60) days of receipt of the complaint, the Bishop of the Diocese of La Crosse or his designee shall consider the written complaint, shall conduct or have conducted an investigation which, in his or her judgment, is consistent with the circumstances of the complaint and disclosure, and shall provide the complainant with a determination regarding the complaint.
- D. The determination shall be in writing and shall include the findings of fact, the conclusions of the investigation, and, if applicable, a specific and timely remedy consistent with the findings. The decision of the Bishop of the Diocese of La Crosse shall be final.

Donation Receiving and Thanking Process

RCS is required by the IRS to acknowledge all donations to anyone who donates to our system. Some donors give many times throughout the year, both monetarily and through in-kind donations. RCS needs to be able to accurately track all of these donations to provide an accurate end-of-year donation summary. Please use the Individual Donation Acknowledgment Form or the Large Group Donation Acknowledgment Form when appropriate.

Monetary Donations

1. When funds come in to a staff member, they should make personal contact with the donor to thank them, either face-to-face or via e-mail, phone call, or a personal note.
2. The staff member should then fill out the Donation Acknowledgement Form and send it, along with the donated funds, to the Accounting Assistant at the Regis Catholic Schools Central Office. It will be processed and recorded in the donor database and a tax receipt/donation letter will be mailed. Donations more than \$250 will also receive a personal note from the RCS President.

In-Kind Donations

1. When donated item(s) are received, the staff member should make personal contact with the donor to thank them, either face-to-face or via e-mail, phone call, or a personal note.
2. Staff should then e-mail the Advancement Assistant with the donor's name and the information about the item(s) that were donated. Please include as much information as possible, such as the product, brand, color, quantity, and the estimated value, if possible. These donations will be tracked in the database so the donors can receive tax credit for the donation. A tax receipt/donation letter will be mailed. Donations more than \$250 will also receive a personal note from the RCS President.

**** Large Group Donation Form:** Please use this form if you receive multiple donations to the same fund, such as books to the library, Walk for Virtues donations, etc.

Drugs and Alcohol

All RCS buildings are smoke free facilities.

RCS maintains a workplace free from the use of illegal drugs and alcohol, as well as the misuse of legal drugs. Employees are strictly prohibited from possessing, selling, consuming, or being under the influence of alcohol or illegal drugs while on the job.

Teachers, staff, and coaches are to refrain from the use of alcoholic beverages, tobacco, or illegal drugs before or during any activity in which they are supervising students. This includes travel to the event or returning from the event.

Any suspected use or abuse of alcohol or illegal drugs while on the job by any faculty or staff member is to be immediately reported to Human Resources building administrator or the President of RCS. Any employee may be subjected to drug/alcohol screening under the following conditions:

- When reasonable suspicion exists to believe an employee has violated this policy, or
- Following an on-the-job accident.

Any violation of this policy may result in disciplinary action up to and including termination.

“Illegal drugs” includes any substance not legally obtainable in the United States and Wisconsin, as well as substances that are legally obtainable but used in a manner different from that prescribed by a physician or other medical provider who holds licensure to prescribe medications.

Equal Opportunity

We are an equal opportunity employer and do not unlawfully discriminate in employment. It is the policy of Regis Catholic Schools that no person may be discriminated against in employment by excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on Regis Catholic Schools. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities.

Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act from current employees must be made in writing

Fund Raising & Classroom Wish Lists

Any building, co-curricular group, club, or RCS representative wishing to fund raise must seek pre-approval from the RCS President.

Hours of Employment

As Catholic school educators, our work is ministry. We must avail ourselves to students in order to meet their academic needs.

- For middle and high school teachers, the normal school day is from 7:25 a.m. to 3:25 p.m.
- For elementary teachers, the normal school day is from 8 a.m. to 4 p.m.
- Note, if length of school day is altered, normal hours of employment will adjust respectively.

Part-time teachers are required to be at school one half hour before the start of their first, contracted obligation. She/he may leave as soon as her/his assignment is complete.

All teachers must make a good faith effort to meet the academic needs of students, some of which may call for time beyond school hours.

All teachers are expected to attend staff development, conferences, open houses, and other building level or system level events.

The normal middle and high school teaching load will be six class periods, one period of supervision, and one period of preparation. Teachers assigned seven (7) teaching periods of class per day will not be assigned supervision and will receive an overload stipend. No overload pay will be given to a teacher requesting an additional hour of class. There are eight (8) class periods per day.

Faculty and staff are discouraged from completing personal errands, exercising off school grounds, or leaving campus during the work day other than for employment responsibilities. If you must leave, please let your building administrator know of your whereabouts and expected time of return.

Hourly employees who work six hours or more per day are entitled to an unpaid half-hour lunch period which shall be duty free.

Hourly employees scheduled to work at least four hours per day shall be entitled to one fifteen minute paid

break. Breaks shall be scheduled by the immediate supervisor and cannot be used to report late, leave early, or extend an unpaid lunch.

Exceptions to an employee's normal work schedule may occur when:

- **Additional Hours/Day:** The employee's supervisor can request additional hours upon making prior arrangements with the employee.
- **Summer Employment:** For School-Year Employees, the employee's supervisor can request additional hours outside of the established school year.
- **Inclement Weather:**
 - a. Contract Employees (School Year) are not required to report to work when schools are closed due to inclement weather.
 - b. Non-Contract Employees (School-Year) are not required to report to work when schools are closed due to inclement weather.
 - c. Year-Round Employees are asked to use their own discretion in determining if it is safe for them to travel to and from work. If they decide they are not coming in to work, they are to contact their supervisor to alert the supervisor of their decision.
 - d. If school closes early due to inclement weather, the employee should make a personal judgment regarding the safety of travel and on what time they leave. Hourly employees should record only the hours worked and leave as soon as possible once all students have left.

Job Descriptions

All RCS employees are required to have a written job description signed annually and on file in his/her Personnel File located at RCS Central Office.

Letters of Employment

All Non-Contract Employees are hired by Letter of Employment (LOE). All employees working under a LOE are "at will" employees and are subject to all the applicable policies, regulations, and guidelines of the Diocese of La Crosse.

Employees who are employed under a LOE will be notified of their employment status for the next year as close to April 1 as is practical. LOE employees will have fifteen (15) calendar days after receiving their LOE to sign and return the LOE.

Letters of Interest

Letters of Interest are to be distributed to Contract Employees annually on or by February 1. The Letter of Interest is an indication of a Contract Employee's interest in being offered a contract for the next school year. The Letter of Interest is not binding on the part of the Contract Employee; it is not an offer of renewal nor does it indicate expectation of contract renewal.

Overtime (Hourly Employees Only)

Hours worked beyond 40 hours per week are paid time and one half in the pay period incurred.

All overtime hours must be pre-approved by the employee's supervisor.

Personal Time, Sick Time, Vacation Time, and Holiday Pay are not counted for the determination of overtime.

Payroll

Salaried Employees will be paid on a semi-monthly basis on the 15th and last day of the month.

If a pay date falls on a Saturday/Sunday or holiday, the pay date will generally be the previous business day.

Hourly Employees will be paid on a bi-weekly basis with a Friday pay date.

Hourly Employees need to keep track of hours worked. Hours worked can be tracked on a RCS Payroll Work Sheet, Employee Web Services (EWS), or other RCS approved method.

An Hourly Employee must submit his/her hours worked to the employee’s supervisor on a bi-weekly basis in accordance with the payroll schedule. The hourly employee’s supervisor is then responsible for reviewing, approving, and submitting the record of time worked to RCS Payroll/Human Resources.

Altering, falsifying or tampering with time records may result in disciplinary action, up to and including termination of employment.

Personnel Files

The official Personnel File of each employee is maintained at Central Office. Copies of selected records may be kept on site at each building. Personnel Files are safeguarded from view by unauthorized persons. Personnel Files of current and past employees are not discarded. Personnel Files may not be removed from Central Office. Employees may request in writing to see their Personnel File and will be granted such request within seven (7) business days. An employee has the right to attach a statement to the original documents explaining their position to any portion of the Personnel File. RCS employees may refer to the Diocesan Policy and Regulation Manual for a description of Personnel Files and exemptions.

Reduction in Force

The administration is committed to the mission and history of Regis Catholic Schools. However, there are a variety of factors that can affect the stability of the school and in turn jeopardize employment.

Reduction in force decisions are determined by the administration. Seniority is not the determining factor, but is one of the factors considered. Other factors include, but are not limited to, areas of curriculum or program need, evaluation of teaching performance, willingness to collaborate as a team member, and co-curricular and/or administrative duties and responsibilities.

Salary (Coaches)

Coaches will be paid in accordance with their Letter of Employment at the conclusion of their athletic season.

Once the Athletic Director has notified Payroll/Human Resources that all items have been turned in and duties have been completed, coaches will be paid as soon as administratively feasible.

Salary (Faculty)

Teachers will be placed on the RCS salary schedule according to their educational level and years of experience. The RCS President shall have discretion to deviate from the established salary schedule if necessary to obtain a qualified candidate for a teaching position.

Salary (Administration and LOE Employees)

Salaries for Administration and Letter of Employment employees shall be determined annually by the RCS President.

Salary Schedule Advancement (Faculty)

Teachers may take classes to earn additional credits for lane advancement on the salary scale. It is the responsibility of the individual teacher to furnish proper records/transcripts of college credits earned to Central Office/Human Resources.

Salary adjustments due to a lane change will only be made twice a year.

- Salary adjustments will be made for September if proper documentation is received prior to the start of the school year.
- Salary adjustments will be made for March if proper documentation is received prior to February 15.

BA	-	PhD \$500 Additional Stipend
BA +10	MA +10	
BA +20	MA +20	
BA +30 / MA	-	

Sexual Harassment

The Diocese of La Crosse has a strong and clear policy prohibiting any form of sexual misconduct or sexual harassment by employees of the Catholic Schools of the Diocese of La Crosse.

All employees of the Catholic schools of the Diocese of La Crosse are entitled to work in an atmosphere free from sexual harassment or any other forms of sexual misconduct.

Sexual harassment is defined as any unwelcome sexual advance, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical contact of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes."

No employee shall be subject to sexual harassment or other forms of sexual misconduct as a Catholic school employee.

Any employee who engages in sexual harassment or other forms of sexual misconduct shall be subject to severe disciplinary measures up to and including discharge from employment.

Any employee who believes that he or she is being sexually harassed or is the victim of sexual misconduct by Diocesan agents shall report immediately such information to the Diocesan Director of Catholic Schools, who shall report the matter to the Diocesan Bishop. The employees shall follow the procedures outlined in the Diocesan policy on sexual misconduct. Each employee shall sign a statement acknowledging both receipt and review of the Diocese of La Crosse's *Sexual Misconduct Policy and Procedures* and the Diocese of La Crosse's *Child Sexual Abuse Policy and Procedures*.

No employee shall receive any adverse employment action or be retaliated against for reports of sexual harassment or sexual misconduct made in good faith.

Staff members are to report any harassment of students to the building administrator or guidance counselor immediately. Harassment of any kind is not to be tolerated.

Social Media and Networking

Social media is defined as any form of online publication or presence that allows users to engage in multi-directional conversations in or around the content on the website. This includes, but is not limited to, Facebook, Twitter, Instagram, Snapchat, YouTube, blogs, document sharing, email, etc.

As a staff member of Regis Catholic Schools, you will be identified as representing your program area and our school system in what you do and say online. When using these social media outlets, faculty and staff members should conduct themselves according to the standards described in our Regis Catholic Schools Core Values of Faith, Responsibility, Teamwork, Excellence, and Leadership – just as you would while working in our schools.

As an employee of Regis Catholic Schools, you will need to be mindful of how you represent yourself on social networking sites. Below are guidelines when using social media communications:

- "Friending", "Following", or texting a STUDENT within our Regis Catholic Schools system is not allowed.
- "Friending", "Following", or texting a PARENT within our Regis Catholic Schools system is discouraged.

All communication should be done in good taste and be age appropriate.

Staff must avoid communicating with individual students and families through personal communication devices such as cell phone, tablets, etc. for any school-related matters or personal matter.

E-mail or text communication with students and families as a group is allowed. Again, you are never allowed to e-mail or text an individual student within the Regis Catholic Schools system. Any and all forms of this communication must be sent to multiple students at once.

Staff must avoid posting students or staff members' pictures on their personal social media sites. Current parental consents apply only to system sites and social media pages.

Employees may not misrepresent RCS by creating, or posting any content to any personal or non-authorized website that purports to be an official/authorized website of RCS. No employee may purport to speak on behalf of RCS through any personal or other non-authorized website.

Consider carefully what you post through comments and photos. You are responsible for the content you post. Remember that what you post will be public for a long time. It can be forwarded or shared with the click of a button.

Learn how to use the different security options on your account. This will allow you to block people other than your "friends" from viewing any of your information.

Online postings and conversations are not private. Do not share confidential information or specific information about families or other staff members.

If you have school-related content (i.e. photos, videos) you would like to share with our Regis Catholic Schools families and supporters via the Regis Catholic Schools social media pages and/or our Regis Catholic Schools website, please send that content to our Communications Director. If useable, he/she will post the content on the appropriate Regis Catholic Schools social media pages and/or our Regis Catholic Schools website.

Please contact your building administrator if you have any questions.

Staff Work Days/Job Assignments

Hourly and School-Year Employees may be scheduled for back-to-school and end-of-year teacher work days.

Teachers may be assigned duties during one of their designated prep periods. Part Time Teachers, Non-Contracted, or Hourly Employees may receive additional compensation for additional duties assigned beyond their normal work hours.

Teacher and Non-Contracted or Hourly Employees who are assigned other duties during their regularly scheduled work hours are not entitled to additional compensation as this is considered a reassignment of duties for that given period of time.

Teachers (Full and Part Time) are required to participate in all school faculty meetings, and such other professional meetings as called by Diocesan or school authorities for improving and/or coordinating the work of the employee; to comply with the requirements of the Diocese of La Crosse and the State of Wisconsin regarding the educational preparation of teachers; and to participate in meetings for promotion of close collaboration between parents and teachers.

Occasionally, Non-Contracted or Hourly employees may be required to attend a staff meeting. The hours for these meetings should be recorded as time worked.

Substitute Teachers

Ideally, Substitute Teachers will have qualifications equal to the regular teachers on staff. At a minimum, Substitute Teachers must have a 4-year college degree and/or a DPI issued Substitute Teacher license. An emergency situation could be an exception. Substitute Teachers who are licensed will be given preference.

Substitute Teachers shall be assigned at the discretion of the building administrator.

The responsibilities and duties of Substitute Teachers shall be consistent with the regular employee's responsibilities and duties for whom they are substituting.

In the event that school is closed on a day that a substitute teacher is scheduled, he or she will not be paid.

Substitute Teachers will be paid at a daily rate of pay as defined in the Substitute Teacher Annual Agreement. Substitutes are employees of Regis Catholic Schools and will therefore be paid by Regis Catholic Schools.

Substitute Teacher (Long Term)

When a Substitute Teacher is assigned to one specific teaching position for more than 10 consecutive work days, they will be considered a Long-Term Substitute and shall be compensated at the Long-Term Substitute daily rate of pay as defined in the Substitute Teacher Annual Agreement.

When a Substitute Teacher works in one specific teaching position for more than 10 consecutive work days, on the 11th day, the Substitute Teacher shall be considered a Long-Term Substitute Teacher, and he/she will be paid at the higher Long-Term Substitute daily rate of pay as defined in the Substitute Teacher Annual Agreement.

Substitute Teaching by RCS Teachers

On occasion, a regular teacher will be asked to substitute for one or more class periods in order to assure the smooth operation of the school in case of the unexpected absence of a colleague. Teachers are to fulfill this request. Every reasonable effort will be made by the building administrator to avoid taxing one teacher for these occasional assignments. If hours beyond the teacher's contracted hours are incurred, the teacher will receive the appropriate Substitute Teacher rate of pay.

Supervision and Evaluations

RCS administrators are to establish a planned, continuous program of supervision for all teachers. Copies of all supervisory reports, written warnings, and conference summaries should be signed by the teacher and school administrator, a copy given to the teacher, and a copy retained in the employee's Personnel File, which is located at Central Office.

RCS follows the Diocese of La Crosse evaluation process and uses **www.mods4.edu** which utilizes the four Danielson Domains. A fifth domain of Catholic Identity adds to the standards for competency. This evaluation system allows for random and clinical observation throughout the year.

Administrators will formally complete evaluations on new teachers the first two years. All teachers will be evaluated every three years with **www.mods4.edu**. Each faculty member must complete an Individual Professional Growth Plan (Pro-Grow) yearly. At the end of the year, the teacher and administrator will complete reflections with successes and challenges on the Pro-Grow form. When an improvement plan is warranted, this evaluation can occur any time during the year.

Volunteers

Any Teacher or support staff member requiring the use of a volunteer is responsible for making sure that said volunteer is 100% Safe Environment compliant before they are allowed to have any contact with RCS students.

Please see "Safe Environment Policies and Procedures" for further information.

Wages (Hourly Employees)

Wages for Hourly Employees employed under a LOE shall be determined annually by Human Resources/RCS President.

RULES AND REGULATIONS

Business Related Expenses, Forms, and Reimbursement

- **Purchase Orders**

Before ordering office or classroom supplies, textbooks, and other business related items from a vendor, staff members must either fill out a purchase order or Check Request form. Forms are available in the school office. All purchase orders must include the name and address of the company, the appropriate catalog number, the number of each item desired, a description of the item, a telephone and/or fax number (if available), the cost per item, account coding, total cost, and shipping charges if this can be obtained. All forms must have the approval of the supervisor before the materials are ordered or the employee may be required to pay for the materials.

- **Reimbursement for Business Expenses (Check Request Form)**

At times staff members may purchase business related materials by using personal funds. All expenses/purchases must be pre-approved by the supervisor. **Please note the following:**

- RCS strongly encourages all employees to plan ahead of time so that these types of reimbursements occur on a limited basis only. **RCS will reimburse an employee for reasonable business expenses incurred, but will not reimburse for sales taxes paid on these types of purchases.**
- An employee is expected to limit expenses to reasonable amounts.
- A check request form, with the supervisor's signature and the original receipt attached to it, must be filled out and turned in to the finance office for payment.
- Receipts should only have business related items on it only, so please request separate receipts when purchasing personal and business related items at the same time.
- **Reimbursements cannot be made from copies of receipts, bank statements or credit card statements, as statements do not show the items being purchased.** Reimbursements can only be made from the ORIGINAL RECEIPT.
- Payment will not be made unless properly authorized. Staff should expect reimbursement to take approximately two weeks.

Expenses and purchases will generally be reimbursed, including following:

- Mileage – RCS reimburses \$0.45 per mile
- Seminar/workshop enrollment fees
- Products purchased for the general operation of the office
- Classroom supplies

Staff members who are attending an out-of-area workshop or seminar and who will need to reserve a room at a hotel should see your building administrator prior to making the reservation. It is important for us to notify the hotel of our tax-exempt status to minimize the taxes paid on such rooms.

If money is available through the Home and School Association, these purchases must total approximately the amount allotted to each teacher before the teacher requests reimbursement. Please make note on all forms if the money is to be paid from Home and School Association, Booster Club, or RCS Foundation to ensure proper account coding.

Cell Phone Policy

Regis Catholic Schools provides a cell phone or reimbursement toward a cell phone plan for employees based on duties outlined in their job description and this policy.

The current positions qualify for a school-issued device or reimbursement for a comparable plan:

- Advancement Director
- Athletic Director (High School and Middle School)
- Building and Grounds Director (Regis)

- Child Development Center Administrator
- Communications Director
- Enrollment & Tuition Coordinator
- Food Service Director
- Human Resources
- President
- Principal (Elementary and Regis)
- Technology Coordinator

New employees or those in positions not on the list above may be issued a device after consultation with the RCS President, Human Resources, Controller, and Technology Coordinator based on the need for a device in order to perform assigned job responsibilities.

School Issued Device

Regis Catholic Schools provides mobile devices and service through a Verizon Education/Government account. Employees may port their current phone number to the RCS Verizon contract by filling out the Transfer of Billing Responsibilities Form. The employee is responsible to pay any balance on a device being transferred to the school account. Employees may also receive a new phone number as assigned by Verizon when the account is created.

Employees who are no longer employed by Regis Catholic Schools must return any device issued for their use which was purchased by the school. The phone number may be ported to a personal Verizon service contract by filling out a Transfer of Billing Responsibilities Form. The employee is responsible for any transfers to a company other than Verizon.

When Regis Catholic Schools issues a device, a protective case with screen protection will be included. It is the expectation that the case remains on the device. The employee may purchase their own case or screen protection. Device damage is the responsibility of the employee. Employees may elect to enroll in phone protection through Verizon at a rate of \$8.50 per month.

Due to the classification of the service plan as Government/Education, any phone or service modifications must be completed by the Technology Coordinator or Controller. Local Verizon stores are not able to access account information or troubleshoot device issues.

Devices will be eligible for an upgrade every 18 months. Upgrades will be based on the functionality of the current device at the discretion of the Technology Coordinator in consultation with the employee.

Personal Device Reimbursement

Employees who are eligible for reimbursement are responsible for their device and contract. Any hardware or service issues should be resolved directly with the mobile service provider. The employee will be reimbursed at a negotiated rate (not to exceed \$55 per month). This is based on the amount to add a line to the school service plan and the cost of a new device at the end of the upgrade period.

Expectations

It is the expectation that the employee with a school-issued device or receiving reimbursement use the device for school-related business. School-issued devices remain the property of Regis Catholic Schools. Regis Catholic Schools will cooperate with any law enforcement requests for device or data at the direction of Diocese of La Crosse legal counsel.

Cell Phone Use (Personal)

Teachers should refrain from using personal cell phones in front of students and should not be using them while they are working. Teachers may use prep time, lunch time, or other breaks away from students for any calls they wish to make or to check text messages and/or voice mail.

All non-teacher employees are also asked to refrain from using personal cell phones during their scheduled work time.

Confidentiality

Rather than strict confidentiality in regard to student-school employee communication (verbal and written), the Diocese of La Crosse Catholic schools operate under a “spirit of confidentiality”. This means that outside of the sacramental confidentiality between priest and penitent, strict confidentiality cannot be promised to the student if the information disclosed by the student includes, but is not limited to, one or more of the following:

- Information that concerns violation of the law.
- Matters involving the health and safety of the student or any person.
- Serious moral issues.
- Any other matter that raises serious enough concern in the mind of the employee that he or she believes it is important to share the information with the school administrator.

The school administration, after consultation with the Office for Catholic Schools, may choose to disclose the information to parents, legal authorities, medical personnel, or other personnel deemed necessary.

All RCS employees are expected to honor appropriate confidential information. Teachers are not to discuss students or other employees with others outside the school setting. Disclosure of confidential information could result in reprimand, suspension, or termination.

Dress and Appearance

The personal appearance of Regis Catholic School employees should convey to our students, families, and community the professionalism, competence, commitment to **excellence**, and our sound character and moral within the Regis Catholic Schools system.

Attire

- Employees should dress in a professional manner.
- Clothing must be clean and in good repair.

Hair and Grooming

- Hair must be kept clean, brushed, well managed, and of natural color.
- Facial hair on men, such as beards, mustaches, goatees, and sideburns, should be clean and neatly trimmed.

Tattoos and Jewelry

- Tattoos may be allowed but must not convey violence, discrimination, profanity, or sexually explicit content. Some tattoos may need to be covered during school/work hours.
- Jewelry and accessories should be kept to a minimum and be conservative to reflect a professional image. Piercings in places other than the ears must be removed during school/work hours.

Examples of Prohibited Dress and Decorum Practices

- Wearing of excessively baggy, tight, body conforming, faded, or frayed clothing.
- Wearing of mini-skirts, halter tops, dresses, or tops with spaghetti/similar straps or sheer/revealing clothing (e.g., bare midriffs, cleavage showing, tube tops).
- Wearing of clothing with potentially offensive graphics or words.
- Wearing of blue jeans unless it is a designated jean or “dress down” day.
- Wearing of sweats, workout clothing, or jogging suits (unless you are a PE teacher).
- Having unnatural hair colors (such as blue, green, purple, or pink) or extreme hairstyles.
- Wearing of leggings that are sheer or leggings worn with shirts/dresses that are shorter than mid-thigh.

Keys and Use of School Facilities

Teachers are responsible for classroom and building keys and fobs. The elementary buildings work with their parish regarding distribution, collection, and deposits for keys/fobs. Regis faculty and staff work with their supervisor to secure keys. If keys are lost, please report this to the office immediately. Any teacher using the building after hours or on weekends is responsible for closing and locking the classroom and building doors, as well as making sure that all lights have been turned off and all windows closed. The keys to the school building are for personal use only and at no time are to be given to any unauthorized person. Students should not be allowed to use staff keys at any time.

Each parish may have varying procedures for use of school facilities outside the school day. In general,

- The office must have prior notification and the proper form is to be completed and returned (if required).
- The faculty member in charge is responsible for making sure that the building is secure at the conclusion of the event. This includes all doors being locked, windows closed, lights turned off, etc. The faculty member is to be the last person to leave the building.
- At no time should the faculty member allow students to use school keys.

Personnel Accommodations

Each school has an area designated for faculty/staff separate from their classroom. Students are not allowed in these areas. Telephones are located throughout the building. Personal calls should be kept to a minimum.

Each building administrator will designate parking areas for faculty and staff. Cars not in their proper parking spaces may be removed at the owner's expense.

Raffle Policy

The Regis Catholic Schools Central Office will hold all raffle licenses and be responsible for the renewals and any reporting as required by the State of Wisconsin. This is for ALL raffles conducted by any Regis Catholic Schools recognized clubs or offices that are affiliated, representative, or supportive of Regis Catholic Schools and/or its students. A few examples would be, but are not limited to, the Music Booster Club, Athletic Booster Club, Drama Club, Environmental Club, and the Development Office. This document also includes special interest groups such as parent groups in charge of student functions like the senior lock-in or any sports team that may want to hold a raffle in order to raise money for their own interest.

In order to be assured that Regis Catholic Schools is in accordance with the state laws and its requirements, all raffles should be approved by the Central Office. This should not be perceived as the Central Office trying to control all the raffles at Regis Catholic Schools, but rather that the Central Office should be used as a resource or as a reference concerning the legality of a raffle. Raffles may also be subject to Regis Catholic Schools approval based on our identity and our Catholic values.

It is not the Central Office's responsibility to collect, count, or track individual raffle proceeds. Besides the initial approval, the Central Office will need to know the following information for the required reporting to the State of Wisconsin Division of Gaming:

- A) Raffle Date (Month/Day/Year)
- B) Gross Receipts (Sales)
- C) Expenses (Prizes)
- D) Net Profits

As a State-licensed organization, Regis Catholic Schools is entitled to 200 raffles a year. It is highly unlikely that Regis Catholic Schools will ever approach that limit. The Central Office will hold both A &

B Wisconsin raffle licenses, which are described as follows:

Class A Raffle License

The license type required to conduct a raffle in which some or all of the tickets for that raffle are sold on days other than the same day as the raffle drawing. Note: All Class A raffles are required to archive all the sold ticket stubs for one year after the drawing. The stubs shall be turned in to the Central Office for archiving.

Class B Raffle License

The license type required to conduct a raffle in which all of the tickets for that raffle are sold on the same day as the raffle drawing. Examples would be bucket raffles or a ticket sold for a chance to shoot free throws at a basketball game.

More detailed Wisconsin State raffle requirements taken from the Department of Gaming document BINGO AND RAFFLE CONTROL 563.03 follow.

563.93 The Conduct of Raffles Under a Class A License:

All of the following shall apply to the conduct of a raffle under a Class A license:

- (1) All raffle tickets and all calendars shall be identical in form and include:
 - (a) The number of the license issued by the department.
 - (b) The name and address of the sponsoring organization.
 - (c) The price of the ticket or calendar and the discounted price, if any, applicable to multiple ticket or calendar purchases.
 - (d) A place for the purchaser to enter his or her name and address.
 - (e) The date, time and place of the drawing or drawings.
 - (f) A list of each prize to be awarded which has a retail value of \$500 or more.
- (1s) Each raffle ticket and each calendar sold by an organization shall include a separate identification number, printed on both the purchaser's and the organization's portion of the ticket or calendar, numbered consecutively in relation to the other tickets or calendars for the same drawing.
- (2) No raffle ticket may exceed \$100 in cost.
- (2m) No calendar may exceed \$10 in cost for each month covered by the calendar.
- (3) No person may sell a raffle ticket or calendar unless authorized by an organization with a Class A license.
- (4) Tickets for a proposed raffle may not be offered for sale more than 270 days before the raffle drawing.
- (5) All raffle drawings shall be held in public.
- (6) All prizes shall be awarded. The purchaser of a ticket or calendar need not be present at the drawing to win a prize.
- (7) If a raffle drawing is canceled, the organization shall refund the receipts to the ticket or calendar purchasers.
- (8) The organization that holds a raffle drawing shall furnish a list of prize winners to each ticket or calendar holder who provides the organization with a self-addressed, stamped envelope and requests the list.
- (9) If a person who holds a Class A license sells equal shares of a single ticket to one or more

purchasers, the person shall, prior to the raffle drawing for which the shares were sold, purchase any shares of the ticket that have not been sold.

563.935 The Conduct of Raffles Under a Class B License:

All of the following shall apply to the conduct of a raffle under a Class B license:

- (1) All raffle tickets shall be identical in form.
- (2) The tickets need not be numbered consecutively.
- (3) No raffle ticket may exceed \$10 in cost.
- (4) No person may sell a raffle ticket unless authorized by an organization with a Class B license.
- (5) All raffle drawings shall be held in public.
- (6)(a) Except as provided in par. (b), the purchaser of a ticket must be present at the drawing to win a prize, unless the purchaser gives the ticket to another person who may claim the prize on behalf of the purchaser, but only if that other person is present at the drawing. If the purchaser of the ticket gives the ticket to another person to claim a prize on behalf of the purchaser, the organization conducting the raffle and the department shall not be held responsible or liable in any dispute regarding the ownership of the ticket.
 - (b) Any organization conducting a raffle may, according to procedures determined by the organization, allow the purchaser of a ticket not to be present at the drawing to win a prize.
- (7) All prizes shall be awarded.
- (8) The time of the drawing and the prizes to be awarded, the prize amount or the methodology use to determine the prize amount shall be posted or announced before the drawing.
- (9) If a raffle drawing is canceled, the organization shall refund the receipts to the ticket purchasers.

563.94 Profits

All profits from raffles shall be used by the organization conducting the raffles to further the organization's purpose for existence and no salaries, fees or, profit shall be paid to any other organization or individual in connection with the operation of a raffle.

Workroom and/or Faculty Mailroom

At no time should students be allowed in the faculty workroom and/or mailroom to use the copier, telephone, or other items. Computers, copies, and other items are placed in the faculty workroom and/or mailroom for the teachers' use and convenience. Paper supplies are also available for faculty use. The school is to be reimbursed for paper and/or other materials that are used for personal use.

GRIEVANCE PROCEDURE/TERMINATION

Administrative Recourse

All disputes concerning employment/service agreements and personnel policies and other differences between employer and employee shall be resolved through Diocesan Administrative Recourse.

Diocesan Administrative Recourse shall constitute the exclusive method for resolving such disputes and all employees are bound by its determination as final and binding upon them. No dispute shall be submitted to Diocesan Administrative Recourse unless, within 30 days of the occurrence giving rise to the dispute, the employee commences the first step of the Diocesan Administrative Recourse.

Outline of the chain of authority to be followed in resolving disputes:

- | | |
|-------------------------------------|---|
| 1. Teacher or other school employee | 4. Pastoral Authority (nonunified system) |
| 2. Principal/Building Administrator | 5. Dean |
| 3. President (if there is one) | 6. Diocese |

****Procedure in the Diocese of La Crosse:**

When one of Christ's faithful judges himself or herself injured by the decision or action of a person exercising pastoral or administrative authority in the Diocese of La Crosse, he or she, first, is to confront the person in question with the grievance and seek reconciliation with the person.

If the party who judges himself or herself injured is not able to achieve reconciliation by conversation with the authority involved, he or she may present the grievance to the pastors of the Church within thirty calendar days of the time of the alleged injury. The recourse is to be made in writing and is to state the facts of the conflict and the reason or reasons why the party judges himself or herself injured. The response to the recourse also is to be made in writing and it is to state the reasons for the response given.

If the grievance is against an authority in the parish, the appeal first is to be made to the pastor who is to seek to reconcile the two parties. At this level and at the successive levels, the pastor may seek the assistance of others, especially those respected for their ability to reconcile; but in the end the pastoral authority remains responsible for seeking the resolution of the conflict. No consultative body as such or members of consultative bodies, in virtue of their membership, should be given the pastoral responsibility of resolving such conflicts. The consultative body, e.g., the parish pastoral council, has responsibility for assisting the pastor in drawing up good policies for the pastoral activity of the parish and for assisting the pastor in clarifying policies in cases of conflict of interpretation. It does not, however, engage in the administration of the policies. The pastor is obliged to respond to the recourse within fifteen calendar days from the time he receives it. Once the pastor has given his response to the recourse, the conflict is considered reconciled, unless the pastor's response is appealed to the dean within fifteen calendar days from the date the parties in conflict receive the response.

If reconciliation is not achieved with the pastor's help or if the grievance is against the pastor himself, the appeal is to be made to the local dean who by office has special responsibility for promoting harmony of pastoral action and unity of Church life in his deanery. (cf. Can 555, 1, 10; 2, 20) If the grievance is against the pastor, and the pastor is the local dean, then the appeal is to be made to the dean of the closest neighboring deanery, with the consent of the Diocesan Bishop. The dean is obliged to respond to the recourse within fifteen calendar days from the date he receives it.

If reconciliation is not achieved on the deanery level, or if the grievance is against the dean in the exercise of his office of dean, then the appeal is to be made to the Diocesan Bishop directly. The Diocesan Bishop may carry out the work of the reconciliation himself or he may name another to act for him in the matter. In the latter case, the Diocesan Bishop is obliged to respond to the recourse within fifteen calendar days from the date he receives it.

If the grievance is against the Diocesan Bishop, the legislation in the Code of Canon Law is to be followed. (cf. Canon 1732-1739)

It should be kept in mind that the Code of Canon Law requires a special procedure to be followed by the Diocesan Bishop in the case of the removal of a pastor (cf. Canon. 1740-1747) or the transfer of a pastor unwilling to be transferred. (cf. Canon. 1749-1752)

****Penalty Status during Administrative Recourse Procedure**

The penalty for a violation of a school or diocesan policy or regulation is to be enforced during the recourse procedure. However, a request can be made to the diocesan director of schools to speed up the recourse procedure. This request can be made by the school, employee, student or parent affected. The request can be granted or denied.

Termination/Suspension

The individual teacher's Contract for Employment provides that RCS shall have the right to terminate or temporarily suspend the employee for disciplinary reasons including, but not limited to: misuse of property, insubordination, reckless conduct creating risk of harm to others or damage to property,

detrimental behavior or conviction of a crime, the sale, offering for sale, use or possession of illegal drugs or the use of alcohol or illegal drugs during the school day or on school premises, disorderly conduct which substantially impairs discipline and order of the school environment, and negligent or unsafe conduct by failing to use ordinary and reasonable care in the performance of school related duties, which results or may result in injury, property damage, or financial loss to the school.

ACADEMIC PRACTICES AND POLICIES

Academic Progress Reports and Report Cards

Academic Progress Reports are to be issued at the time designated by the building administrator each academic quarter. These are to be used to inform parents of student deficiencies in academic areas or to inform parents of student improvement in the classroom setting. Teachers are required to contact parents in time to improve the grade if the student is failing. Teachers are encouraged to contact parents at any time with concerns about student achievement or behavior.

Report cards are distributed at the end of each academic quarter. Teachers are required to enter the grades of each of their students using the grading program designated for each school. Comments that assist in explaining grades or conduct are appropriate.

The letter standards for **Regis High School Letter Grades** are:

- A - Superior work
- B - Above average work
- C - Average work
- D - Below average work
- P - Will meet graduation requirements, but hasn't mastered subject satisfactorily to obtain a letter grade
- F - Student has not performed satisfactorily to obtain a passing letter grade - necessary work has not been completed. Student has 10 school days to complete the necessary work. Failure to do so would result in a grade of F being awarded for all work not completed.
- + (plus) and - (minus) grades are given except there is no A+

The grading conversion scale for determining grade point average (GPA) is provided in the student handbook. Semester grades are to be arrived at by using all grades for the two (2) quarters of the semester and the semester exam. Only semester grades are recorded on the student's transcript.

Lesson plans will be prepared weekly. Objectives for courses or grade levels will be posted via web page or in the classrooms. Assessments will be communicated to students at the beginning of every unit or chapter with rubrics or displayed instruction.

Activity Accounts: Expenditures

Any advisor of a club or organization and/or coach of an athletic team is to complete the appropriate form for expenditure of money and have it approved by the building administrator, or his/her designate, prior to the purchase. Not following this procedure may require the advisor or coach to pay for expenses out of their own pocket. All expenditures are expected to reasonably fit within the amounts/limits of designated budgets for that activity, event or athletic activity.

Activity Accounts: Fund Raising

Any advisor of a club or organization and/or coach of an athletic team is to complete the appropriate form to raise money. The fundraising form can be found in the school office and all sections are required to be completed with administrative signatures. The fund raising form will be sent to the Central Office for President approval prior to starting said fundraising efforts. All funds will be required to be deposited in the appropriate activity account maintained by RCS. Product to be sold or contracts used by vendors in fundraising efforts may not begin before all required administrative

signatures have been made. Please keep in mind, it is a goal of RCS to be careful to not solicit the same individuals, businesses, and/or donors repeatedly.

Attendance at School or RCS Sponsored Activities

Faculty who teach within the RCS system are required to attend all regularly scheduled events which are organized by RCS or the teacher's school and which are on the RCS or individual school's calendar. This would not include co-curricular activities such as sporting events, school dances, etc.; however, faculty is encouraged to attend as many of these events as possible.

Required events include, but are not be limited to, parent/teacher conferences, in-service days, and all-school Masses.

Regis Middle and High School faculty are expected to attend Orientation/Staff Development, any Open Houses, Honors Ceremony, Baccalaureate, and Graduation/Promotion Ceremony for their respective school.

Elementary teachers are expected to attend all school concerts or programs, any Open Houses, and Graduation/Promotion ceremony for their respective school.

Exceptions to attendance may be granted by the building administrator of the faculty member's school in cases which are compelling reasons for not attending as determined by the building administrator. Any request for an exemption from attendance must be made in writing a minimum of five (5) school days prior to the event to the building administrator. The faculty member will be notified a minimum of two (2) days prior to the event of acceptance or rejection of the request.

Budget

At the appropriate time, individual teachers are to work with the department chairperson or building administrator to prepare an accurate and realistic budget for their classroom for the following school year.

Calendar

A master calendar of events is maintained by Central Office. It is essential to schedule all events and to record them on the master calendar to avoid conflicts. Any school event is to be approved by the building administrator before it is placed on the master calendar. If at all possible, events are to be scheduled a minimum of two weeks prior to the event to allow for notification of staff.

Catholic Atmosphere

The physical atmosphere of the classrooms should make clearly evident the Catholic nature of the educational center. A crucifix, a Bible, religious articles, religious reading materials, a prayer center, and religious oriented bulletin boards are all an important part of this Catholic atmosphere. The faculty is urged to show their faith through prayer at the beginning of classes and at other times when they are assembled with students.

Catholic Doctrine and Morality Policy

"All persons commissioned to serve in the educational ministry of the Church in the Diocese of La Crosse must meet the following primary requisites: They must be persons of faith whose everyday lives give witness to their faith. They must actively participate in the personal ministry of spreading the Gospel message through teaching. They must be properly certified for the assigned teaching or administrative responsibility and must pursue continuing education, especially in personal religious development.

All those who serve in the Catholic educational system must, as a condition of their service, support and exemplify in conduct both Catholic doctrine and morality. He or she must be consistent, in expression and example, with the teaching and practice of the Catholic faith and shall not teach, advocate, encourage or counsel beliefs or practices contrary to the Catholic faith."

Violation of the above policy may be grounds for immediate dismissal.

Class and Homeroom Advisors – Regis High School

There is one faculty class advisor per grade level. This is a compensated position.

Class advisors are responsible for supervising any activity by a class that is organized to help to prepare for special occasions such as homecoming, prom, etc. If class members are to be working in school after regular school hours on such activities, it is the class advisor who is to directly supervise or to arrange for appropriate supervision of such activities.

Class advisors coordinate and direct classes in all-school and specific class activities which include, but are not limited to, the following:

Freshmen:	Class Elections, Fund Raising Activities
Sophomore:	Class Elections, Fund Raising Activities
Junior:	Class Elections, Fund Raising Activities, Junior-Senior Prom
Senior:	Class Elections, Fund Raising Activities
Graduation:	Select Class Colors, Song, Motto, Flowers, Assist in Ordering Graduation Invitations, Organize Programs for Graduation

Two or more staff members may agree to share the duties and pay in whatever manner they agree.

Classroom Procedures

Any teacher has the right to set reasonable rules of conduct for the classroom. A copy of the rules should be provided to the students. The teacher reserves the right to impose additional rules or penalties as may be called for by the situation. The classroom teacher sets the standard for the students. If you are late to class, or do not require the students to be there on time, you are setting a poor standard for all other teachers in the building.

The key to successful discipline is to set the classroom standards and then enforce them fairly, firmly, and consistently. Teachers are encouraged to attempt to handle disciplinary problems on their own unless the situation dictates differently. Teachers are also encouraged to use the guidance/school counselor, Assistant to the Principal, or administrator to help remedy academic or student management problems.

Drinks and food in the classroom are to be left to the discretion of the building administrator.

Classroom Maintenance

Teachers are required to keep classrooms orderly. This indicates support of our stewardship goal. Coaches, teachers, and staff are required to keep an accurate inventory of equipment, materials, and books. This should be updated each year. Black and/or whiteboards are to be washed daily or as needed. Children can clean erasers. Bulletin boards are to be used to create interest, to display student work, or to stimulate an activity. Avoid posting of any materials that are against the teaching of the Catholic faith or are contrary to school rules.

Teachers are to inspect classroom furnishings, desks, and other equipment frequently for any damage or graffiti. Immediate action should be taken to remedy any problem. Teachers are asked to make sure that desks are kept clean both inside and out and that students are requested to pick up the area around their desks at the end of each class period.

Papers may be taped on the cinder block walls or pinned on bulletin boards. Do not tape anything on varnished surfaces or on the chalkboards. If display items are pinned or taped to the ceiling or windows, all tape must be carefully removed. Do not tape anything on varnished surfaces or on the boards. Please use only scotch tape or masking tape. Do not use duct tape. Do not tape anything to the ceiling tiles. Please remove all tape when the display is removed. Teachers using the hallways to display artwork, stage plays, etc. are responsible for removing all materials in a timely fashion.

Lights are to be turned off when the room is not being used. Windows should be closed at the end of the day. Computers should be turned off at the end of the day. The faculty lounge and work area is everyone's responsibility. These rooms are for meetings and for teachers to have a place of privacy. Classroom materials should never be left in this area. Also, the refrigerator is for everyone. Teachers are to remove all their articles from the refrigerator or freezer at the end of each week. Students should never be allowed in these rooms.

Communications

Effective communication within the school and between home and school are essential for being informed. Staff members are expected to:

- Check e-mail, their mailbox, and staff bulletin board twice a day.
- Contribute to the school and RCS newsletters.
- Submit content for social media pages.
- Respond to any messages and phone calls promptly.
- Submit a copy to the building administrator for his/her editing and approval prior to sending classroom letters or other information to parents.
- Update staff website frequently.
- Distribute any information being sent with students the same day that it is received.
- Prepare announcements to be read during homeroom by 8 a.m. All announcements should be in writing and signed for the adviser/teacher/coach.

Regis Catholic Schools publishes The Rambler Report three times per year in November, March, and July. Faculty and staff are encouraged to submit articles by the deadline given. The Communications Director should be notified of events or accomplishments of faculty or students so that appropriate publicity and recognition can be given.

Conferences

As a personal means of informing parents as to the development of their children, schools are to schedule conferences on a regular basis. Normally, the children should have the opportunity to be at these conferences. Conferences are to be scheduled at least twice a year, once during or shortly after the first quarter and once during or shortly after the second or third quarter.

Copyright

On January 1, 1978, the General Revision of the Copyright Law (P.L. 94-553), enacted in October of 1976, became effective. All Catholic schools in the Diocese of La Crosse have a moral and legal commitment to abide by copyright law. If you have questions about the legal requirements of what you can copy, ask your building administrator or librarian. More detailed information pertaining to the law can be obtained in the Diocesan Policy and Regulation Manual under DSR 3910. A copy is available in the building administrator's office at each school.

Desks/Lockers

Desks and/or lockers are property of Regis Catholic Schools. The school administration and/or teachers have the right to search a student's desk and/or locker. In cases when a teacher suspects a student of having on her/his possession any inappropriate or contraband material and believes such material is in the student's desk and/or locker, the teacher is to (1) ask the student and (2) inspect the desk and/or locker.

Drug/Medication Administration

The state legislature has provided for administration of drugs to students who must have medication while attending school. Any private school employee or volunteer authorized in writing by the private school administrator or building administrator, as well as any licensed school bus operator authorized by the proper school authority, may administer certain drugs to students. No employee, except a health

care professional, may be required to administer a drug to a student under this law by any means other than oral ingestion.

Any drug, which may lawfully be sold over the counter without a prescription, may be administered in compliance with the written instructions and consent of the student's parent or guardian. Administration of a prescription drug requires written instructions from a physician, dentist, or podiatrist and written consent from the student's parent or guardian.

The party authorized to administer the drug and the building administrator is immune from civil liability for their acts or omissions unless there is a high degree of negligence. "High degree of negligence" is defined as 'conduct which demonstrates ordinary negligence to a high degree, consisting of an act which the person should realize creates a situation of unreasonable risk and high probability of death or great bodily harm to another.' (This immunity does not apply to health care professionals.) The governing body of the private school whose employees or volunteers may be authorized to administer drugs under this law must adopt a written policy governing the administration. The policy shall include procedures for obtaining the filing in the school or other appropriate facility the written instructions and consent required. There must be procedures for the periodic review of the instructions, for the storing of the drugs, for record keeping and for the appropriate instruction of persons who may be authorized to administer the drugs. (For the proper protection of students and faculty, many schools require that the medication be kept in a locked cabinet.) (s. 118.29)
(Copies of the state law can be found in the WCRIS Legal Handbook.)

Expulsion (Dismissal)

The dismissal or expulsion of a student from a Catholic school is a very serious matter and should be invoked only in extreme cases. Care should be taken that fundamental fairness is offered the students in the process of expulsion. All expulsions are to be approved by the Diocesan Director of the Office for Catholic Schools. If dismissal or expulsion is pending, the Diocesan Director of the Office of Catholic Schools is to be notified immediately. The Diocesan Director of the Office of Catholic Schools will review the case, consult legal counsel if necessary, and make recommendations back to the schools. The Diocesan Director of the Office of Catholic Schools will then approve or deny the dismissal or expulsion. The term "expulsion" is defined as termination of a pupil as a student from the school permanently (no opportunity for reinstatement).

The term "dismissal" is defined as the termination of a pupil as a student from the school indefinitely or for a given term.

Field Trips

Class visits to places of cultural or educational significance give enrichment to classroom lessons. A reasonable number of field trips are permitted and encouraged as part of the RCS education program. To insure the desired outcome of such trips, teachers should prepare the students for the place that is to be visited and the things that are to be seen. A discussion should be held regarding the purpose(s) and goal(s) of the trip. An advance trip by the teacher is suggested. Field trips are a privilege. Schools can set minimum academic, effort, and conduct expectations for participation in such trips. The following are to be used to judge the usefulness of the event:

1. It is of an educational nature.
2. School time is being used because no other time is available.
3. The event is not scheduled during the last two weeks of either semester. The building administrator has discretionary power in allowing the event to take place during this time if there was an attempt made to schedule the event at a different time and that time was not available.

If permission has been obtained for a group of students to be absent from school for some portion of a day or days for a field trip, group performances, or any other school activity, the advisor is to provide the following to the school office at least one week prior to the event:

1. A list of all students and staff taking part.
2. All necessary driver information forms (If using volunteer drivers).

Approval for any field trip must be obtained from the building administrator at least ten (10) days prior to the trip. More than one class at a time is encouraged to participate in each field trip due to bussing costs. Field trips should have some educational benefit and normally be related to a studied topic. Parental permission is required for any school-sponsored activity off school grounds. The consent should include the basic information on the trip, such as where they are going, times, chaperones, and mode of transportation. The Diocesan Field Trip permission form is the only form that may be used.

Field trip permission slips must be given to the parents at least one (1) week in advance of the trip. These forms must be turned in to the teacher/school office at least one (1) day prior to the trip. Students without parental permission will NOT go on the field trip. Arrangements regarding supervision of any student(s) not going on a field trip must be made with the building administrator. Students are expected to follow the school dress code unless permission is given by the building administrator and the activity supervisor. Field trip participants must travel by bus to and from the activity site unless otherwise indicated on the permission slip. The school office coordinates bussing. Teachers are to submit a written request for a bus, including the date of trip, destination, time of pickup and departure, and number of people riding on the bus. Field trips will not be permitted after May 14 unless approved by the building administrator and RCS President.

Information Technology Acceptable Use Policy

Information Technology is defined as “technology involving the development, maintenance, and use of computer systems, software, and networks for the processing and distribution of data” (Information technology. (n.d.). Retrieved from [https://www.merriam-webster.com/dictionary/information technology](https://www.merriam-webster.com/dictionary/information%20technology)). Systems and software include, but are not limited to, e-mail, Google Apps (Mail, Drive, Docs, Sheets, Sites), social media, Android apps, and Apple apps. The main way to use Information Technology is through a device access to an Internet connection. The Internet is a vast, global network, linking people at universities, schools, businesses, and other sites. Through the Internet, one can communicate with people all over the world from prominent scientists, to world leaders, to a friend at another school. However, with such great potential for education also comes a potential for abuse. It is the purpose of this policy to set guidelines so that all who use Information Technology do so in a manner appropriate to the educational philosophy of the Regis Catholic Schools system.

In order for a student to use any Information Technology at any Regis Catholic Schools school, they must agree to these guidelines.

- I. Educational Purpose - Use Information Technology only for school activities.
 - A. Computing devices and the Internet connection have been established for a limited educational purpose, which includes classroom activities, career development, and limited high-quality self-discovery activities.
 - B. Regis Catholic Schools has the responsibility to place reasonable restrictions on the material you access or post through the system. These restrictions are in the form of technology filters and classroom supervision.
 - C. The technology will be used as a resource for school-related activities. Technology will not be used to disrupt the learning environment.
- II. Personal Responsibility - What you do using Information Technology may not be a secret.
 - A. Routine maintenance, monitoring of the network, or device updates may lead to an individual search of data, or if there is reasonable suspicion that you have violated this policy or the law.
 - B. Users should keep in mind that when they use a computing device or the Internet, they are entering a global community, and any actions taken by them will reflect upon the school as a whole, and therefore all users will behave in an ethical and legal manner.
 - C. Whenever you use a computer network:
 1. You leave electronic footprints, so the odds of getting caught doing something illegal or immoral are at least as good as they are in the real world. Your use of the Internet can be a mirror that will show you what kind of a person you are.

2. There is always one person who will know whether what you have done is right or wrong and that person is you.

III. Responsible Use

A. Personal Safety Issues - Do not give out personal information about yourself or others.

1. Users will not post personal contact information that reveals your location such as an address or telephone number. Students will not reveal another's name, address, or telephone number, nor will they transmit or use pictures of others without their consent.
2. Users will not agree to meet with someone you have met online without your parent's approval.
3. Users will promptly tell your teacher or an administrator about any message you receive that is inappropriate or makes you feel uncomfortable.
4. If you accidentally see something inappropriate, immediately tell your teacher or principal.
5. The Regis Catholic Schools system fully expects that you will follow your parent's instructions as to material that they think would be inappropriate for you to access.

B. Netiquette - How you should behave on the Internet or on any technological device.

1. Users will be polite and use appropriate language in any digital communication as determined by the principal or school administration.
2. Hate mail, harassment, discriminatory remarks, obscene or profane material, bullying, and other antisocial behaviors are unacceptable either at school or at home.
3. Users will represent the school community positively in all online activities. What is posted on social media or sent to someone through apps should not reflect negatively on other students, teachers, or the school system.

C. System Security - Do not go where you are not supposed to go.

1. Users will not attempt to gain unauthorized access to any other computer system through the Internet connection or go beyond your authorized access. Do not go looking for security problems, because this may be considered an illegal attempt to gain access. Immediately notify a teacher or principal if you notice a possible security problem.
2. Users will not make deliberate attempts to disrupt the computer system or destroy data.
3. Users will not attempt to by-pass the security restrictions that are in place to protect network integrity, including any Internet filtering mechanism.

D. Respecting Resource Limits - Share the technology with others.

1. School devices and the Internet connection may be limited in availability. Please respect those limits and allow others access as needed.

E. Plagiarism and Copyright Infringement - Do not copy without giving proper credit.

1. All information accessible via the Internet should be assumed to be private property and subject to copyright protection. Internet sources should be credited appropriately, as with the use of any copyrighted material.
2. Users will not participate in the transferring or storing of illegal materials through use of the network because, in some cases, the transfer or storing of such materials may result in legal action being taken.

IV. Penalties for Violation of the Information Technology Acceptable Use Policy

Possible violations of this Information Technology Acceptable Use Policy will be investigated by the building principal, guidance counselor, dean of students, classroom teacher, technology coordinator, or system administrator as needed. If a violation is found, the building principal or system administrator will

determine any penalties in accordance with this handbook and any prior violations of this, or any other, policy. Regis Catholic Schools will cooperate fully with law enforcement officials in any investigation related to any illegal activities conducted through any Regis Catholic Schools Internet connection.

Lesson Planning and Lesson Plans for Substitutes

Daily lesson plans are necessary for good teaching. All teachers are expected to make written units and prepare daily lesson plans. Lesson plans are expected to be planned 3-5 days ahead at all times. Lesson plan books are to be available for inspection by the building administrator upon request.

All teachers in their first year of teaching in the RCS system are required to submit daily lesson plans each Monday morning. After their first year of teaching in the RCS system, teachers may be required by the building administrator to submit lesson plans at his/her discretion.

Elementary teachers are to have a daily schedule of class periods on file in the office two (2) weeks after school begins.

All teachers are required to submit any lesson to the building administrator which would be considered to be objectionable or controversial to the teaching of the Catholic faith, or to any group or individual, prior to the material being taught.

Each teacher is required to have a sub file. The sub file should contain the following items: class list or seating chart, daily schedule including any extra duties, school handbook, lesson plans, daily work to be handed out or copies of tests or quizzes to be given, and classroom or study hall rules. Each folder is to also contain emergency plans, such as review sheets or learning papers, in case of sudden illness. The folder should contain a phone number that the substitute may use in case of problems. The card stock summary of the crisis plan should be in the sub folder.

Library Material Selection Policy

The RCS system is legally responsible for the materials located in the school libraries. The RCS system delegates the responsibility for the selection of library materials to the librarians employed by RCS in each individual school.

Lunch

Hot lunch is served in each school cafeteria daily. RCS allows staff to take hot lunch and they are charged at the rate for an adult meal. If you are considering eating hot lunch, you will need to contact your building Administrative Assistant to set up a lunch account. It is the employee's responsibility to keep the account balance in check.

Staff may be asked to supervise students on a rotating basis. During lunch period, students should eat in the cafeteria. Regis High School students may also eat in the Rambler Room. No food or drink is to be allowed in the hallways during lunch period. No student is to be allowed to have fast food delivered to them during lunch period. Faculty supervisors are to remind students to clean up after they are done.

Meetings

All teachers are required to be present at faculty meetings, in-service days, and workshop days.

Excused absences on in-service days or workshop days will have the absence deducted from annual leave balances as any other school day absence.

Un-excused absences on in-service days or workshop days will have one day of pay docked.

Parent + Student Handbook

Faculty and staff should become familiar with the RCS Parent + Student Handbook. Detailed policies and procedures are provided in this handbook.

RCS Directory and Email

At the start of each academic year, Central Office prepares a directory of RCS pastors, committee members, administrative personnel, faculty, and staff. A copy of the directory is available for each faculty/staff member from the building secretary or Central Office. Faculty and staff are listed by building.

Each faculty member is issued an email account and space on the RCS server. Email is the property of RCS. The naming structure for faculty email is generally the first letter of the first name of the faculty member followed by the complete last name with no spaces between. The account for a faculty member named John Smith would be jsmith@RegisCatholicSchools.com.

Referral for Students with Special Needs

Classroom teachers who are concerned about a student's academic or classroom problems should discuss the problems with their building administrator. An ISP should be developed as a first step, which specifies adjustments the teacher will make to meet the student's needs. If necessary, the student will be referred for diagnosis and testing through the public school system.

Teachers of students with special needs are expected to communicate and participate in ISP/IEP conferences with parents and special education teachers from the public school district. Teachers will also be required to complete and follow a Diocesan ISP plan for students who have a public school IEP and continue attendance at Regis Catholic Schools.

Retention/Acceleration

Retention

Reports of student academic progress must be communicated to parents/guardians on a frequent and regular basis prior to winter conferences if retention seems likely. As the homeroom teacher, you are expected to provide the following data points to your principal prior to entering a retention conversation with parents.

1. Benchmark testing results from fall showing at least a two year gap in academic achievement and current grade level benchmarks.
2. Classroom interventions already being offered to the student. Progress monitoring data demonstrating the effectiveness of the interventions should also be provided.
3. Samples of classroom work demonstrating grade level objectives.
4. Any conference records or other communication with parents regarding academic progress.

Discussion with your principal will determine next steps (ISP referral, conference with parents, etc.) Social maturity is not a consideration in retention conversations. However, other factors, such as attendance may be considered.

Acceleration

Acceleration for entire grade is strongly discouraged and will be discussed on an individual basis with the leadership team and Dean.

Speakers, Outside Programs, AV Materials, and Literature

All outside speakers, programs, AV materials, and literature used in the school are to have the prior approval of the school administrator. Care should be taken to see that movies, videos, and literature are appropriate for the grade level and age of the student, relate or be tied to curriculum, and the values of Catholic schools.

The USCC movie rating guide is to be followed for all movies and videos shown in schools or viewed by students in another location or those recommended by school personnel. If the rating of a movie or video cannot be found, the Diocesan Office of Catholic Schools should be called to find out the rating. For purposes of classification, an adult is considered to be 18 years and older.

If the movie rating by the USCCB is All, which is not deemed appropriate for elementary schools, then

it is understood that literature based on these movies would also not be appropriate for elementary schools.

Speaker Policy for the Diocese of La Crosse

RATIONALE:

- Canon 386 §2 requires the Diocesan Bishop to defend the integrity and unity of the faith.
- Speaker approval avoids difficult situation of having to dis-invite someone.

BASIC IDEA:

- Speakers who are being considered to give a presentation on faith and morals on Church property must be approved by the Diocesan Bishop before an invitation is extended.
- Catholic parishes and schools cannot promote or sponsor a speaker unless he or she is approved (even if the presentation is not being given on church property).

TO WHICH SPEAKERS THE POLICY APPLIES:

Any speaker under consideration to give a presentation on matters of faith and morals who does not fall in the exempt category below.

SPEAKERS WHO DO NOT NEED APPROVAL (i.e. those who are exempt) INCLUDE:

- Cardinals and Bishops in communion with the Holy See
- Those who hold appointed or staff positions in the Diocese of La Crosse:
 - Priests/Deacons of the Diocese of La Crosse who are in good standing
 - Staff of Diocesan Institutions (whether paid or volunteer) including:
 - Pastoral Associates/Pastoral Ministers
 - Campus Ministers
 - Parish Staff
 - Catechists
 - School Teachers/Administrators
- Members of other Catholic institutions officially in the Diocese of La Crosse, including:
 - Members of Religious communities, Catholic colleges/universities, hospitals, etc., officially established in the Diocese or officially allowed to be in the Diocese

PROCEDURE

- Before a firm invitation is extended to the speaker (preliminary contacts, checking availability, etc., are OK), a request must be submitted to the Office of the Bishop from the inviting party.
- We will have to include:
 - 1) A completed **Cover Letter Request** form from the inviting party, which includes the speaker's name and topic(s). It should attest to the speaker's fidelity to the Magisterium, and the conformity of the topic to the pastoral direction of the Diocese.
 - 2) A **curriculum vitae** for the speaker.
 - 3) In the case of a lay person:
- A **letter of support** from the speaker's pastor establishing that he is a Catholic in good standing.
- 4) A cleric must also have a **celebret**, indicating he has permission to celebrate the sacraments outside of his diocese.
- 5) College or university professors should provide a **mandatum** from their bishop, if they have one. If not, please indicate that they do not have one.

- 6) If the speaker is not a Catholic, the curriculum vitae should be accompanied by **written assurance** that the speaker's presentation will not conflict with the Catholic teaching in any way.

EFFECTIVE DATE: July 26, 2005

Anyone already booked before that date does not need to go through the process (however, that person will have to go through the process if and when they are considered in the future).

Student Records

Attendance

The school administrator is required to keep full and accurate records of each child's attendance.

Therefore, it is necessary for all staff to accurately record each child's attendance in the classroom. A yearly total of days absent and times tardy will be necessary for the permanent records of each student. Students that arrive after classes have started will be marked tardy. All excuses for absence, notes for medical appointment, etc. must be given to the office.

Attendance records are to be made available, upon request, to the public school attendance officer(s).

Academic Progress

The school administrator is required to keep full and accurate records of each child's academic progress. All teachers are therefore responsible for correcting papers, scoring tests, and keeping accurate grade books in a timely manner. Objective evidence of a student's progress must be available. A copy of each report card must be kept in the permanent records of each student. Report cards are sent out approximately every 9 weeks. The school copy is to be kept on file in the office.

Student Files

Teachers are required and responsible to maintain permanent records on all students in the office files. These records are to include, but are not limited to:

1. A copy of the final report card for each grade
2. Sacramental information on second grade students
3. Standardized test scores
4. Retention or acceleration information
5. Behavioral records including a record of all disciplinary actions
6. Medical records
7. Attendance records, including class attendance and tardies
8. Testing conclusions on special needs students
9. Other information the RCS staff member or building administrator feels needs to be part of the permanent records
10. Senior diplomas at the high school level

The grade book or electronic printout should show grades for daily homework, tests, and quarterly and semester grades. The confidentiality of students' permanent records will be maintained. They are not to be removed from the school office without permission. These records may never be left in the classroom overnight or taken home.

Student Supervision

Teachers are to supervise their students at all times unless it is an emergency situation. If you must leave students unattended, you are to give specific instructions to the class on what they are to do during the time you must be absent. This time should be very limited in most cases. If it must be an extended period of time, you should contact the office to get someone to take over the supervisory role. Students are not to be in the building during recess time or after school unless a teacher, advisor, or coach supervises them.

Parents have been requested to keep their child home if he/she is too ill to play outside. Students who are ill should be sent to the office. A sick child is not to be left alone in the office. No child is ever sent home from school during the day without the permission of the building administrator or in her or his absence the teacher in charge. A parent or guardian must be notified and give permission for a child to go home. If a child is ill, a parent will be called to pick up the child.

Teachers not contracted for supervisory roles outside the classroom may be asked to do so in special instances.

Teacher-In-Charge

All schools are to have a teacher-in-charge who is to function within the assigned job description in the absence of the building administrator. The teacher-in-charge is to make required emergency and immediate decisions in the administration and operation of the school when the building administrator can't be reached. If at all possible, the teacher-in-charge should consult with the President, Assistant to the Principal, or personnel at the Diocesan Office of Catholic Schools for these decisions.

Technology Devices

Staff members are assigned iPads, laptops, and Chromebooks at the various buildings. An assigned number is on each device and kept by the IT person's inventory. If a device is broken or lost, the staff member must report it to the building administrator and IT person immediately. If the device is not insured, the staff member will be assessed the cost of the repair or loss.

Transportation of Students To and From Extra-Curricular Activities

1. In the transportation of students, as in other matters, the rights or obligations of a school are secondary to the rights of a parent.
2. There is less liability for the school when a parent transports his/her own child.
3. If a parent makes either a verbal or written request to take his/her own child to or from an athletic or extra-curricular activity, that request is not to be denied unless one or more of the following conditions exist:
 - The parent is judged to be impaired in some fashion, such as being intoxicated or in such an emotional rage or state that driving would be impaired.
 - The parent is abusive and appears about to abuse the child.
 - There is a sound athletic reason (such as reviewing and planning the game) or a reason intrinsically related to the trip for the student to ride with the rest of the students.
4. These statements refer to a parent transporting her or his own child only.
5. When volunteers drive students, there needs to be a reasonable assurance of the driving record and ability of the volunteers. (Parents, of course, need to be notified when a volunteer is driving. In this case, it is also advisable to have a signed permission slip.)
6. Employee may not transport students to or from an athletic, extra-curricular or school sponsored activity in their own personal vehicle.

Visitors

Visitors must obtain permission prior to entering the school and then must sign-in at the school office. Any visiting student should have a permission slip from the office.

Withdrawal/Transfer of Students

Our goal is to work positively with all students and their parents and to encourage families to make Catholic education a K-12 commitment. When a family intends to withdraw their child(ren), they will contact the building administrator, Enrollment & Tuition Coordinator, or President. The parent/guardian will complete a withdrawal form.

If you become aware of a family intending to withdraw their child(ren), please be sure to contact your building principal as soon as possible. Building principals will then contact the President and Enrollment & Tuition Coordinator.

EMERGENCY PROCEDURES AND SAFETY STANDARDS

Each situation is different and procedures will vary depending on the circumstances. Staff will be provided with detailed crisis response information. The best advice is to remain calm. In cases of injury, you should stay with the person, if at all possible, and use common sense. In case of body fluids, use the guidelines for handling such substances.

Accidents and Injuries

Accidents and injuries must be reported to the building administrator immediately. The teacher who was supervising at the time of the accident must fill out an Accident Report immediately. Accident report forms are available in the office. The Accident Report is inserted into the Medication/Accident Log Book, which is kept in the office.

1. Get the person to remain calm and lie or sit where he/she is and stay with the person.
2. Have someone go to the office to obtain help and notify the office as to what has happened.
3. If an emergency squad is summoned, be able to answer any questions when they arrive.
4. Fill out a detailed description of the event and submit it to the school office.

Asbestos

Each school has an asbestos management plan on file in the school office. This document is available for all persons to read but cannot be removed from the school office. Each building has a designated person who is responsible for overseeing the conditions in the management plan and an operations and maintenance person to oversee asbestos containment or removal. Teachers will not engage in any activity that might result in a disturbance of asbestos containing material. A teacher who suspects an asbestos containment has been violated must contact the designated person immediately.

Blood Borne Pathogens (State Regulation)

A federal law passed in December 1991 requires states to adopt standards to help protect public employees and personnel from occupational exposure to blood or other potentially infectious materials.

The Wisconsin Department of Industry, Labor and Human Relations is responsible for enforcement in Public institutions. The Occupational Safety and Health Administration (OSHA) controls enforcement in nonpublic institutions, including schools.

The OSHA standard requires employers to follow specified procedures relating to occupational exposure to blood or other infectious materials.

Among other things, the standard requires employers to establish a written exposure control plan and procedures for compliance, including work practice controls, personal protective equipment, and cleaning procedures.

The RCS system is in compliance with OSHA Blood Borne Pathogen Standard 29 CFR 1910.1030 and each school has a written Blood borne Pathogen Exposure Plan. The Plan is located in each school office.

When Contract or Non-Contract Employees, non-paid personnel or children incur a significant exposure incident as defined as 1910.1030 Section B of the Code of Federal Regulations (reasonably anticipated skin, eye, mucous membrane contact with blood or other potentially infectious materials or piercing mucous membranes or skin through such events as needle sticks, human bites, cuts and abrasions), the persons involved will complete an exposure incident evaluation found in the Forms section of this handbook.

Documentation of the route of exposure and circumstances related to the incident.

- Identification of the source individual.
- Counseling in various options available to the employee, child and parents, or non-paid personnel.

- Person to contact for information and questions. If employee refused, but is exposed, there is the option to receive shots within 24 hours of exposure.

Bomb Threats

If a bomb threat is received, the school will immediately be evacuated. The police department is then to be notified and its directives followed. The Diocesan Director of the Office for Catholic Schools is to be notified as soon as possible by the building administrator only (or in the absence of the building administrator, the teacher/administrator in charge.) The building is to be reoccupied only after reasonable assurance that the bomb threat was false or the bomb was located and removed.

Child Abuse and Neglect Laws

In 1978, the State of Wisconsin enacted a Child Abuse and Neglect Reporting Law. The main purpose of this law is the protection of the health and welfare of children. It mandates the reporting of suspected child abuses and neglect. This law as amended in 1983 clarified the definition of child abuse to include sexual abuse and emotional abuse. It also expanded the list of mandated reporters and increased the fine for failure to report to \$1,000.00 (There is also a possible jail sentence.)

The Child Abuse and Neglect Act (Section 48.981 of the Children's Code of the Wisconsin Statutes) specifies that all school personnel and administrators are mandated reporters. These school personnel include but are not limited to: school teachers, administrators, counselors, child care workers in a day institution or child care institutions, day care providers, alcohol or drug abuse counselors, speech therapists. Any other person having reason to suspect that a child has been abused or neglected or reason to believe that a child has been threatened with an injury and that abuse will occur may report.

Based on these legal requirements as well as moral commitments, the Diocesan Office of Catholic Schools is to provide direction and assistance to school staff members in reporting suspected child abuse and/or child neglect.

Under the law, any person or institution participating in good faith in the making of a report has immunity from any liability, civil or criminal, that results by reason of their actions. For the purpose of any proceeding, civil or criminal, the good faith of any person reporting is presumed.

All school administrators are to in-service their staff and all new employees in regard to this law.

Reporting Child Abuse and Neglect

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

1. Employees should report the suspicion immediately to the school administrator who is to immediately notify the Diocesan Director of the Office of Catholic Schools.
2. After consultation and review with the Diocesan Director of the Office of Catholic Schools, the administrator shall immediately contact the County Department of Social Services or the police department if the County Department of Social Services is not available. This phone number is to be readily available in the school office.
3. If the child is in immediate danger and the administrator and/or Diocesan Director of the Office of Catholic Schools is not available, report should be made directly to the County Department of Social Services or police department and the administrator and/or Diocesan Director of the Office of Schools should be notified as soon as possible.
4. It is then up to the County Department of Social Services or police department to follow up on the report.
5. However, employees cannot be directed by a higher authority to refrain from reporting a case if the employee still reasonably believes there is a case of abuse and/or neglect, nor can the person be reprimanded for making a report.

6. Any such reports are considered strictly confidential.

Fire Drills/Tornado or Severe Weather Drills

Fire and tornado drills are held regularly during the year. Rules to follow for tornado drills are posted in each classroom. The following rules must be strictly adhered to for all fire drills:

- When the fire alarm is sounded, all students will immediately WALK out of the room and follow the route indicated on the wall by the classroom door.
- Strict silence is to be observed leaving and entering the building. The teacher leaves the classroom last and closes the classroom door. The teacher takes a class list so he/she can account for each child.
- Teachers are to take their record book with them and meet with the class at a designated spot outside and check the class list.
- Students are then to go to an area away from the building and out of the path of any emergency vehicles which may have to get near the building.
- Students and teachers are to remain outside the building until the all-clear signal is given.

Hazardous Spills

Spills of toxic and hazardous materials represent an emergency situation. Spills can be a danger to life and health, as well as to the environment. Spills can result in the release of toxic vapors and fumes. Fire can occur. In the event of a hazardous spill:

1. Evacuate the area.
2. Make no attempt to clean up the substance.
3. Notify the custodian.
4. Notify the building administrator or, in his or her absence, the teacher in charge.
5. Dial 911 and report the emergency.

Infectious Disease Prevention

In school or other educational settings, knowing who carries an infectious disease and what germ may be present is not possible. Persons with infections do not always have outward signs and often are not aware of being infected. However, you can take precautions at school and in other situations that will help protect you from infectious diseases. Those precautions include the following:

1. Wash your hands with soap and running water at regular times during your workday. Common infectious diseases may be contracted from dirt and waste encountered in the workplace (excluding human immune deficiency virus (HIV) infection, acquired immune deficiency disorder syndrome (AIDS and hepatitis B).
2. Avoid punctures with objects that may contain blood from others.
3. Handle discharges from another person's body (particularly body fluids containing blood) with gloves and wash hands thoroughly with soap and running water when you are finished.
4. Carefully dispose of trash that contains body wastes and sharp objects. Use special containers with plastic liners for disposal of refuse that contains blood or for any body spills that may contain blood. For disposal of sharp objects, use containers that cannot be broken or penetrated. Do not bend, break or recap needles.
5. Promptly remove another person's blood and body wastes from your skin by washing with soap and running water.
6. Clean surfaces that have blood or body wastes containing blood on them with the Environmental Protection Agency (EPA) approved disinfectant or a 1:10 solution of household bleach and water. (The solution should be fresh daily to ensure proper strength.)

7. Have a vaccination for protection from hepatitis B if you are in contact with developmentally delayed students. The cost of having a vaccination series may be covered by your employee Health Insurance benefits.
8. If you are responsible for administering first-aid to others or may be placed in a position where you may give first aid, obtain current instruction in first-aid and cardiopulmonary resuscitation (CPR). Current instruction will include modification of first aid needed to protect the rescuer from infection.

These precautions will protect you from HIV infection, Hepatitis B, and many other infectious diseases. These ordinary hygienic practices will result in fewer illnesses for you and others around you. You do not need to know which people around are infected with HIV or any other diseases because you use precautions routinely.

Law Enforcement Authorities on School Grounds

The Office of Catholic Schools is always to be called and consulted before law enforcement authorities are allowed to speak to any staff or students for interrogation purposes.

School Closings

Expectations for Staff

- The RCS Communications Director and/or administrators are expected to handle necessary communication and respond to any emergency situation at their school.
- Teachers are not required to report for work when school is closed due to inclement weather.
- School-Year Employees (secretaries, cooks and aides) are not required to report to work when schools are closed due to inclement weather. However, if they feel it is safe to commute to work, they may elect to come into work with the supervisor's approval and will be paid for any hours worked.
- Year-Round Employees (custodians and maintenance, central office staff) are asked to use their own discretion in determining if it is safe for them to travel to and from work. If they decide they are not coming in to work, they are to contact their supervisor to alert the supervisor of their decision.
- When schools start late, all staff will be expected to report at the regular time or as soon as roads are passable.
- **When a school is closed for reasons other than inclement weather**, a staff member who works in multiple buildings will be expected to report for work if at least one of the schools where they are assigned for a given day is open, even if other RCS schools are closed.
- **When a school is closed for reasons other than inclement weather, staff members generally will** not be required to report for work if the school he/she serves that day is closed.

CODE OF ETHICS FOR THE CATHOLIC SCHOOL TEACHER

Preamble

"GO, TEACH!" Christ charged His first disciples. Since the beginning of Christianity, education has been one of the most important missions of the Church. Its success depends upon the professional competence, quality, and above all, the commitment of the teacher to Christ.

This Code of Ethics for the Catholic School Teacher is a concise description of the person who is growing in faith, hope, and love of Christ. It specifies the attitude and the practice of the Catholic school teacher in relation to the student, the parent, the community and to the profession. This code offers a guide by which to live, a goal toward which to strive, and a promise of lasting success.

*Preamble by Rev. John F. Meyers, Past President, NCEA

Principle I: Commitment to the Student

As Catholic school educators, we believe that students, like ourselves, are pilgrim people, making their journey through this life with a constant focus on the next. As Christian Catholic educators, we have a special responsibility to encourage each student to achieve his/her maximum potential. We work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. In fulfilling our obligation to the student, we are called to:

1. Help students see the relevance of a Christian value system in their daily lives.
2. Help students learn to relate human culture and knowledge to the news of salvation.
3. Show Christian concern about the joys and problems of each student.
4. Speak with charity and justice about students even when called upon to discuss sensitive matters.
5. Work with students in preparing liturgies, para-liturgies, and other religious programs.
6. Respect confidential information concerning students and their homes.
7. Plan appropriate service projects for students that will develop their sense of responsibility to the community.
8. Enable students to grow in a sense of self-worth and accountability by selecting activities that promote the positive self-concept as becomes a maturing Christian.
9. Develop the students' knowledge and understanding of the subject(s) for which we are responsible, without suppression or distortion.
10. Refuse remuneration for tutoring students assigned to our classes and reject any other use of our students for personal financial gain.

Principle II: Commitment to Parents

As Catholic school educators we believe children are influenced by home, community and a society in which attitudes toward Christian values are often challenged. Parents, the source from whom children and youth derive their values, entrust their children to the Catholic school to instruct, complement and intensify the education and formation of their child; therefore, we will:

1. Respect parents' fundamental human right to know, to understand and to share in decisions that affect the education of their child by:
 - Assuring parents of a commitment to ongoing education as a professional educator and informing them, upon request, of educational qualifications.
 - Keeping parents apprised of the curriculum and method of instruction.
 - Providing opportunities for parents to help shape classroom and school policies and keeping them well informed regarding current policies.
2. Develop educational programs and activities to enhance family life as well as the home-school relationship.
3. Respect any confidential information which parents share.
4. Be careful what information you share with parents, (they are our clients).
5. Report to parents their child's progress regularly and as needed, in a spirit of charity, with professional accuracy and honesty.

Principle III: Commitment to the Community

As Catholic school educators, we believe the school community is both an agent of appropriate change and a preserver of basic tradition. We consider the school community an integral part of the parish whose people it serves, and a vital force for preparing future civic and Church leaders. In fulfilling our obligation to our apostolic profession, we are called to:

1. Promote the peace of Christ in the world by:

- Modeling peaceful solutions to community conflicts.
 - Encouraging a spirit of cooperation and avoiding the extremes in competition.
 - Developing skills that will enable students to interact with society for a better world.
2. Cooperate wholeheartedly in the continued building of parish life and spirit by:
 - Emphasizing the integral nature of the Catholic school within the parish and community.
 - Assisting communication concerning parish resources, needs and events.
 - Modeling active participation in one's own parish.
 3. Develop student potential for constructive Christian leadership within the American democracy by:
 - Ensuring an adequate understanding of history and its lessons.
 - Providing opportunities for taking responsible moral positions on current issues.
 - Offering instruction and practice in leadership skills.
 4. Contribute to the well-being of the area in which the school is located by:
 - Reflecting the philosophy of the school in one's attitudes and actions.
 - Manifesting respect and appreciation for the work of educators in other schools and systems.
 - Encouraging in students a respect for the person and property of their neighbors.
 - Avoiding inappropriate school activities that disturb the peace and order of the community.

Principle IV: Commitment to the Profession

As Catholic school educators we believe that professional excellence in Catholic schools directly influences our Church, country and world. We strive to create a Christian environment, which promotes sound moral and professional judgment. Through our spirit of joy and enthusiasm, we encourage others to join us in our apostolate of teaching in a Catholic school.

In fulfilling our responsibilities as professional educators we are called to:

1. Maintain professional standards by:
 - Presenting yourself with a positive attitude and a professional physical appearance.
 - Preserving the reputations of colleagues, administrators and students.
 - Safeguarding the exchange of confidential information.
 - Refusing to use the classroom to further personal ends through the sale of any goods, products or publications.
 - Refraining from using the school as a platform for one's own beliefs, which are not in accord with the school philosophy or Church teachings.
 - Overseeing the duties of non-professionals, making sure they assume only those responsibilities appropriate to their role.
 - Assisting in the orientation of educators new to a position and/or school.
 - Considering the obligations of the teaching contract as binding in a most serious manner, conscientiously fulfilling the contract.
 - Terminating contracts only because of serious reasons, with the consent of both parties, and after sufficient notice.
 - Upholding the authority of the school when communicating with parents, students, and civic community.

- Presenting honest, accurate professional qualifications of self and colleagues when required for professional reasons.
2. Seek and encourage persons who live a life consonant with Gospel values and Catholic Church teachings to pursue the apostolate of teaching by:
- Modeling the faith life and witnessing to the Faith Community on the parish, diocesan, national and world levels.
 - Exemplifying the teachings of Jesus Christ by dealing with children and adults in true life and justice.
 - Exhibiting knowledge of the Church documents, especially “To Teach as Jesus Did,” “Sharing the Light of Faith”, and “The Catholic School”.

“Original Code of Ethics” developed by the Department of Elementary Schools, NCEA, through the efforts of Chairperson Ms. Ann Pizelo; Sr. Mary Thea O’Meara, B.V.M.; Mrs. Mary Piotrowski; and Sr. Mary Peter Traviss, O.P.; updated by Regis leadership.

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