



Diocese of
Green Bay

Education Policy Manual

SY 2022-2023

July 2022 revision

Families and Schools of Discipleship Formation Mission Team

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

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

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Vision of the Diocese of Green Bay

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

Mission of the Diocese of Green Bay

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

Communities of Discipleship:

Discover Jesus.

Follow Jesus.

Worship Jesus.

Share Jesus with others.

Values of the Diocese of Green Bay

Explore Potential

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

Connect to Inspire

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

Embrace People's Hearts

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

Empowered to Act

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

Nurture Abundant Life and Growth

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

Belief and Philosophy Statements - Series 500

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

Belief Statement

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

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

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

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

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

¹ [Matthew 28:19-20](#)

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

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

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

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

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

⁷ [The Catholic School](#), 1977, #5

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

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

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

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

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

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

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

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

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

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

¹⁴ [The Catholic School](#), #34.

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

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

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

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

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

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

Catholic Principles of Human Sexuality

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

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

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

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

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

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

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

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

²⁰ [1 Cor 6:19](#)

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

²² [Ibid.](#)

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

²⁴ [Ibid.](#)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Definition of Terms

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

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

Gender Identity

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

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

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

From *Amoris Laetitia*.⁴²

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

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

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

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

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

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

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

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

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

Mission Integrity

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

Same-Sex Attraction

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Guiding Principles:

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

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

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

Guiding Principles:

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

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

⁴⁹ [Mark 10:21](#)

⁵⁰ [Gen. 1:27](#)

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

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

Guiding Principles:

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

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

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

Guiding Principles:

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

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

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

Guiding Principle:

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

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

Guiding Principle:

⁵¹ [Gen. 1:31](#)

⁵² [1 John 3:2](#)

⁵³ [John 18:37-38](#)

⁵⁴ [Matthew 18:15-17](#)

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

Community Relations - Series 1000

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

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

I. POLICY

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

II. PURPOSE

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

III. RESPONSIBILITY

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

IV. PROCEDURE

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

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

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

I. POLICY

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

II. PURPOSE

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

III. RESPONSIBILITY

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

IV. PROCEDURE

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

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

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

I. POLICY

It is the policy of the Diocese of Green Bay that all fundraising activities and organizations are approved by the pastor/parish director and local Board of Education..

II. PURPOSE

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

III. RESPONSIBILITY

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

IV. PROCEDURE

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

Administration - Series 2000

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

SUBJECT: Principal/Administrator Certification – PS, SS

NUMBER: 2005

SUPERSEDES DATE: Revised 2/22

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

I. POLICY

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

II. PURPOSE

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

III. RESPONSIBILITY

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

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

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

IV. PROCEDURE

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

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

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

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

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

2006: Teacher Certification | PS, SS - (Revised Policy)

SUBJECT: Teacher Certification – PS, SS

NUMBER: 2006

SUPERSEDES DATE: Revised 2/22

EFFECTIVE DATE: 7/1/2022

I. POLICY

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

II. PURPOSE

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

III. RESPONSIBILITY

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

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

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

IV. PROCEDURE

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

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

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

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

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

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

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

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

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

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

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

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

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

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

I. POLICY

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

II. PURPOSE

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

III. RESPONSIBILITY

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

IV. PROCEDURE

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

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

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

I. POLICY

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

II. PURPOSE

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

III. RESPONSIBILITY

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

IV. PROCEDURE

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

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

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

I. POLICY

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

II. PURPOSE

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

III. RESPONSIBILITY

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

IV. PROCEDURE

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

2050: School Accreditation | PS, SS

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

I. POLICY

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

II. PURPOSE

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

III. RESPONSIBILITY

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

IV. PROCEDURE

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

2055: Mission Audit | PS, SS

SUBJECT: Mission Audit – PS, SS - (New Policy)

NUMBER: 2055

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

I. POLICY

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

II. PURPOSE

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

The process helps Catholic schools/systems:

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

III. RESPONSIBILITY

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

IV. PROCEDURE

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

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

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

SUBJECT: Use of School Building/Parish Facilities for Religious Education – PS, SS, RE

NUMBER: 2060

EFFECTIVE DATE: 7/10/2014

I. POLICY

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

II. PURPOSE

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

III. RESPONSIBILITY

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

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

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

IV. PROCEDURE

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

- D. Use of the school building/parish facilities is essential to the Religious Education program because these resources are to be used to support the entire parish community and its activities.

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

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

NUMBER: 2070

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

EFFECTIVE DATE: 7/1/2022

I. POLICY

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

II. PURPOSE

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

III. RESPONSIBILITY

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

IV. PROCEDURE

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

2080: Publishing Comparative Information | PS, SS, RE

SUBJECT: Publishing Comparative Information – PS, SS, RE

NUMBER: 2080

EFFECTIVE DATE: 11/30/2015

I. POLICY

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

II. PURPOSE

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

III. RESPONSIBILITY

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

IV. PROCEDURE

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

Business - Series 3000

3025: Financial Management | PS, SS, RE

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

I. POLICY

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

II. PURPOSE

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

III. RESPONSIBILITY

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

IV. PROCEDURE

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

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

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

I. POLICY

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

II. PURPOSE

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

III. RESPONSIBILITY

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

IV. PROCEDURE

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

Students - Series 5000

5004: NON-DISCRIMINATORY PRACTICE | PS, SS

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

I. POLICY

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

II. PURPOSE

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

III. RESPONSIBILITY

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

IV. PROCEDURE

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

5005: Admissions | PS, SS, RE

SUBJECT: Admissions – PS, SS, RE

NUMBER: 5005

EFFECTIVE DATE: 5/1/2014

I. POLICY

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

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

II. PURPOSE

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

III. RESPONSIBILITY

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

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

IV. PROCEDURE

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

5010: Attendance | PS, SS

SUBJECT: Attendance – PS, SS

NUMBER: 5010

EFFECTIVE DATE: 5/1/2014

I. POLICY

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

II. PURPOSE

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

III. RESPONSIBILITY

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

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

IV. PROCEDURE

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

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

SUBJECT: National Testing – PS, SS, RE -

NUMBER: 5011

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

EFFECTIVE DATE: 7/1/2022

I. POLICY

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

II. PURPOSE

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

III. RESPONSIBILITY

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

IV. PROCEDURE

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

5015: Absences | PS, SS

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

I. POLICY

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

II. PURPOSE

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

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

III. RESPONSIBILITY

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

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

IV. PROCEDURE

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

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

5020: Student Records | PS, SS, RE

SUBJECT: Student Records – PS, SS, RE

NUMBER: 5020

EFFECTIVE DATE: 9/1/2011

I. POLICY

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

II. PURPOSE

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

III. RESPONSIBILITY

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

IV. PROCEDURE

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

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

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

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

I. POLICY

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

II. PURPOSE

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

III. RESPONSIBILITY

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

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

IV. PROCEDURE

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

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

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

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

I. POLICY

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

II. PURPOSE

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

III. RESPONSIBILITY

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

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

IV. PROCEDURE

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

5027: Media Release | PS, SS, RE

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

I. POLICY

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

II. PURPOSE

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

III. RESPONSIBILITY

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

IV. PROCEDURE

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

5030: Travel and Field Trips | PS, SS, RE

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

I. POLICY

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

II. PURPOSE

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

III. RESPONSIBILITY

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

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

IV. PROCEDURE

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

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

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

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

PARENTAL/GUARDIAN CONSENT FORM AND LIABILITY WAIVER

Participant's name: _____

Birth date: _____ Sex: _____

Parent/Guardian's name: _____

Home address: _____

Home phone: _____ Business phone: _____

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

Parent or Guardian Name

(Child's Name)

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

Name of Parish/School

A brief description of the activity follows:

Type of event: _____

Location(s): _____

Individual in charge: _____

Duration of activity: _____

Mode of transportation to and from event: _____

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

Name of Parish/School

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

Signature: _____ Date: _____

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

PARENTAL/GUARDIAN CONSENT FORM AND LIABILITY WAIVER

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

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

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

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

Signature: _____ Date: _____

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

Signature: _____ Date: _____

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

Signature: _____ Date: _____

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

Signature: _____ Date: _____

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

Immunizations: Date of last tetanus/diphtheria immunization: _____

Does child have a medically prescribed diet? _____

Any physical limitations? _____

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

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

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

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

Page 2 of 2

CATHOLIC MUTUAL GROUP

FIELD TRIP RISK MANAGEMENT INFORMATION

OVERVIEW

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

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

INDEX OF FORMS

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

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

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

(Rev 2/12)

FIELD TRIP

STATEMENT OF POLICY

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

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

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

FIELD TRIP

MEDICAL INFORMATION AND PARENTAL/GUARDIAN CONSENT FORM/LIABILITY WAIVER

Participant's name: _____
Date of birth: _____ Sex: _____
Parent/Guardian's name: _____
Home address: _____
Home phone: _____ Business phone: _____
I, _____ grant permission for my child, _____
Parent or guardian's name Child's name

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

A brief description of the activity follows:

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

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

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

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

Signature: _____ Date: _____

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

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

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

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

Signature: _____ Date: _____

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

Signature: _____ Date: _____

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

Signature: _____ Date: _____

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

Signature: _____ Date: _____

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

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

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

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

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

FIELD TRIP

TRANSPORTATION POLICY

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

Leased Vehicles

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

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

Private Passenger Vehicles

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

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

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

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

Distance Limitations (For non-contracted transportation)

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

DRIVER INFORMATION SHEET

Driver

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

Vehicle That Will Be Used

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

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

Insurance Information

Insurance Company _____ Liability Limits of Policy* _____
 (*Please note: The minimal, acceptable liability limit for privately-owned vehicles is \$100,000/\$300,000)

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

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

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

Certification

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

Signature

Date



RISK CONTROL MEMORANDUM

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

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

General Regulations

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

Transportation Policy

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

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

September 2013



RISK CONTROL MEMORANDUM

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

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

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

Chaperone Guidelines

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

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

Content from Catholic Mutual Group

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

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

Aon Risk Solutions

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

September 2013

FIELD TRIP

MEDICAL INFORMATION AND PARENTAL/GUARDIAN CONSENT FORM/LIABILITY WAIVER

Participant's name: _____
Date of birth: _____ Sex: _____
Parent/Guardian's name: _____
Home address: _____
Home phone: _____ Business phone: _____
I, _____ grant permission for my child, _____
Parent or guardian's name Child's name

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

A brief description of the activity follows:

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

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

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

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

Signature: _____ Date: _____

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

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

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

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

Signature: _____ Date: _____

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

Signature: _____ Date: _____

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

Signature: _____ Date: _____

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

Signature: _____ Date: _____

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

Allergic reactions (medications, foods, plants, insects, etc.): _____

Immunizations: Date of last tetanus/diphtheria immunization: _____

Does child have a medically prescribed diet? _____

Does child have any physical limitations? _____

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

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

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

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

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

I. POLICY

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

II. PURPOSE

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

III. RESPONSIBILITY

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

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

IV. PROCEDURE

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

This policy is consistent with state law.

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

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

I. POLICY

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

II. PURPOSE

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

III. RESPONSIBILITY

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

IV. PROCEDURE

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

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

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

I. POLICY

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

II. PURPOSE

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

III. RESPONSIBILITY

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

IV. PROCEDURE

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

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

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

I. POLICY

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

II. PURPOSE

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

III. RESPONSIBILITY

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

IV. PROCEDURE

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

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

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

I. POLICY

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

II. PURPOSE

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

III. RESPONSIBILITY

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

IV. PROCEDURE

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

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

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

NUMBER: 5046

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

I. POLICY

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

II. PURPOSE

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

III. RESPONSIBILITY

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

IV. PROCEDURE

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

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

SUBJECT: Dress Code/Uniform Code – PS, SS
NUMBER: 5047
EFFECTIVE DATE: 7/1/2022 (New Policy)

I. POLICY

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

II. PURPOSE

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

III. RESPONSIBILITY

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

IV. PROCEDURE

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

5047.1: Dress Code/Uniform Code | RE - (New Policy)

SUBJECT: Dress Code/Uniform Code – RE
NUMBER: 5047.1
EFFECTIVE DATE: 7/1/2022 (New Policy)

V. POLICY

It is the policy of the Diocese of Green Bay that all students, staff, and volunteers must follow the dress code expectations of their biological sex while on premises for religious education, Confirmation preparation or youth ministry and while representing the parish or program at outside functions.

VI. PURPOSE

It is the purpose of this policy to maintain order and uniform appearance and proper comportment throughout the time for formation/instruction and on field trips and while attending religious education and youth ministry events.

VII. RESPONSIBILITY

It is the responsibility of each parish and program employee to respect these standards, and for the catechetical leader or youth minister to enforce these standards with regards to students and program volunteers.

VIII. PROCEDURE

- A. Each religious education program will establish a student dress code.
- B. The regulations of the dress code shall be stated in the Parent/Student Handbook or in any document listing the program's requirements and expectations that is given to parents/guardians.

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

SUBJECT: Facilities Use – PS, SS, RE

NUMBER: 5048

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

I. POLICY

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

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

II. PURPOSE

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

III. RESPONSIBILITY

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

IV. PROCEDURE

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

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

SUBJECT: Overnight trips – PS, SS, RE

NUMBER: 5049

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

I. POLICY

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

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

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

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

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

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

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

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

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

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

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

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

II. PURPOSE

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

III. RESPONSIBILITY

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

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

IV. PROCEDURE

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

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

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

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

I. POLICY

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

II. PURPOSE

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

III. RESPONSIBILITY

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

IV. PROCEDURE

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

5055: Locker Room Policy | PS, SS, RE

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

I. POLICY

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

II. PURPOSE

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

III. RESPONSIBILITY

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

IV. PROCEDURE

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

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

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

I. POLICY

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

II. PURPOSE

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

III. RESPONSIBILITY

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

IV. PROCEDURE

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

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

5070: Dispensing Medication | PS, SS, RE

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

I. POLICY

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

II. PURPOSE

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

III. RESPONSIBILITY

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

IV. PROCEDURE

Physician Prescribed Medications

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

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

Non-Prescription/Over the Counter Medications

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

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

5090: Student Expulsion | PS, SS, RE

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

I. POLICY

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

II. PURPOSE

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

III. RESPONSIBILITY

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

IV. PROCEDURE

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

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

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

I. POLICY

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

II. PURPOSE

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

III. RESPONSIBILITY

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

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

IV. PROCEDURE

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

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

5141.4: Student Wellness | PS, SS, RE

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

I. POLICY

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

II. PURPOSE

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

III. RESPONSIBILITY

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

IV. PROCEDURE

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

Diocesan Wellness Regulations

Goals

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

Physical and Nutrition Education Goals

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

Physical Activity Goals

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

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

Dining Environment

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

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

Food and Physical Activity as a Reward or a deterrent

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

Consistent School Activities and Environment

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

Nutrition Practices

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

Foods, Beverages

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

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

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

Fundraising

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

Diocesan Nutritional Standards

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

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

Food:

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

Beverages:

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

Candy:

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

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

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

V. POLICY

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

VI. PURPOSE

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

VII. RESPONSIBILITY

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

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

VIII. PROCEDURE

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

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

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

I. POLICY

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

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

II. PURPOSE

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

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

Bullying behavior can be:

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

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

Examples of cyber-bullying include:

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

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

Harassing conduct can include:

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

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

Sexting may include:

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

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

Hazing may include:

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

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

III. RESPONSIBILITY

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

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

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

IV. PROCEDURE

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

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

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

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

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

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

BULLYING/HARASSMENT REPORTING FORM

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

Person Reporting Incident:
 Name: _____ Phone: _____ Email: _____
 Place an X in the appropriate box: Student Parent/guardian School Staff Witness/bystander Other _____

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

Name: _____ Age _____ Grade _____ Gender _____

Name: _____ Age _____ Grade _____ Gender _____

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

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

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

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

Type of Harassment alleged: Racial Sexual Religious Other _____

Check all statements below that best describes what happened:

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

Describe the incident:

Physical evidence:

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

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

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

Please turn in this form to the administrator or main office.
 False accusations of bullying or harassment will be subject to disciplinary action.

5165: Threats and Crimes | PS, SS, RE

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

I. POLICY

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

II. PURPOSE

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

III. RESPONSIBILITY

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

IV. PROCEDURE

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

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

8/30/2016

INCIDENT REPORT – THREATS AND CRIMES

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

Person Reporting Incident:
 Name: _____ Phone: _____ Email: _____
 Place an X in the appropriate box: Student Parent/Guardian School/Parish Staff Witness/Bystander
 Other _____

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

Name: _____ Age _____ Grade _____ Gender _____
 Name: _____ Age _____ Grade _____ Gender _____
 Name: _____ Age _____ Grade _____ Gender _____
 Name: _____ Age _____ Grade _____ Gender _____

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

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

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

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

Describe the incident:

FOR ADMINISTRATIVE USE ONLY

I. NAMES

Name of person receiving report Position Date

Signature of person receiving the report

II. NOTIFICATIONS:

Parent/guardian of alleged victim(s)
Name _____ Date _____ Comments _____

Name _____ Date _____ Comments _____

Parent/guardian of accused:
Name _____ Date _____ Comments _____

Parent/guardian of witnesses(s):
Name _____ Date _____ Comments _____

Other Persons Notified:
Name _____ Date _____ Comments _____

III. INVESTIGATION

Investigator _____ Position _____

Interviews:
Name _____ Grade _____ Date _____

Name _____ Grade _____ Date _____

Name _____ Grade _____ Date _____

Name _____ Grade _____ Date _____

Summary of Investigation:

Conclusion(s):

Action Taken:

Principal/Religious Education Director Signature Date

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

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

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

I. POLICY

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

II. PURPOSE

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

III. RESPONSIBILITY

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

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

IV. PROCEDURE

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

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

INCIDENT REPORT – SEXUALLY EXPLICIT IMAGES AND MESSAGES

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

Person Reporting Incident:
 Name: _____ Phone: _____ Email: _____
 Place an X in the appropriate box: Student Parent/Guardian School/Parish Staff Witness/Bystander
 Other _____

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

Name: _____ Age _____ Grade _____ Gender _____
 Name: _____ Age _____ Grade _____ Gender _____
 Name: _____ Age _____ Grade _____ Gender _____
 Name: _____ Age _____ Grade _____ Gender _____

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

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

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

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

Describe the incident:

FOR ADMINISTRATIVE USE ONLY

I. NAMES

Name of person receiving report Position Date

Signature of person receiving the report

II. NOTIFICATIONS:

Parent/guardian of alleged victim(s)
Name _____ Date _____ Comments _____

Name _____ Date _____ Comments _____

Parent/guardian of accused:
Name _____ Date _____ Comments _____

Parent/guardian of witnesses(s):
Name _____ Date _____ Comments _____

Other Persons Notified:
Name _____ Date _____ Comments _____

III. INVESTIGATION

Investigator _____ Position _____

Interviews:
Name _____ Grade _____ Date _____

Name _____ Grade _____ Date _____

Name _____ Grade _____ Date _____

Name _____ Grade _____ Date _____

Summary of Investigation:

Conclusion(s):

Action Taken:

Principal/Religious Education Director Signature Date

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

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

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

NUMBER: 5170

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

EFFECTIVE DATE: 7/1/2022

I. POLICY

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

II. PURPOSE

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

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

III. RESPONSIBILITY

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

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

IV. PROCEDURE

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

Instruction - Series 6000

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

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

I. POLICY

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

II. PURPOSE

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

III. RESPONSIBILITY

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

IV. PROCEDURE

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

6007: Religious Education Instructional Hours | RE

SUBJECT: Religious Education Instructional Hours – RE
NUMBER: 6007
EFFECTIVE DATE: 6/13/2013

I. POLICY

It is the policy of the Diocese of Green Bay that each parish will hold 30-35 hours of religious instruction hours in each academic year for all Religious Education programs. These hours may include the reception of the Sacrament of Penance, occasional Masses (such as Ash Wednesday), and seasonal prayer services. Sunday Masses will not be included in the above hours of instruction.

II. PURPOSE

It is the purpose of this policy that Religious Education Programs in the Green Bay Diocese shall afford students sufficient opportunity to learn their Catholic Faith through course material and selected experiences.

III. RESPONSIBILITY

It is the responsibility of each Religious Education Program administrator to ensure that the parish program includes the required number of class hours.

It is the responsibility of the administrator to establish an attendance policy and make the policy known to all catechists, parents, guardians and students.

IV. PROCEDURE

- A. The administrator will prepare a yearly calendar which includes 30-35 hours of religious education instruction.
- B. The administrator shall make known to parents and students the expectation that students will attend these hours of instruction in order to learn the material offered each year.
- C. The administrator will review the attendance records from the catechists periodically.
- D. Parents will be contacted in a timely manner when students are absent unless they have notified the administrator or catechist of an expected absence.

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

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

I. POLICY

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

II. PURPOSE

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

III. RESPONSIBILITY

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

IV. PROCEDURE

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

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

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

I. POLICY

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

II. PURPOSE

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

III. RESPONSIBILITY

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

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

IV. PROCEDURE

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

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

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

I. POLICY

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

II. PURPOSE

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

III. RESPONSIBILITY

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

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

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

IV. PROCEDURE

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

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

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

I. POLICY

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

II. PURPOSE

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

III. RESPONSIBILITY

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

IV. PROCEDURE

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

6040: Academic Contests in Educational Programs | PS, SS

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

I. POLICY

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

II. PURPOSE

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

III. RESPONSIBILITY

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

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

IV. PROCEDURE

Follow the local policy.

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

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

I. POLICY

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

II. PURPOSE

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

III. RESPONSIBILITY

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

IV. PROCEDURE

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

6090: Outside Programs at School | PS, SS

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

I. POLICY

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

II. PURPOSE

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

III. RESPONSIBILITY

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

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

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

IV. PROCEDURE

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

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

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

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

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

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

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

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

A1: Contracts | PS, SS, RE

SUBJECT: Contracts in Schools and Religious Education

I. POLICY

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

II. PURPOSE

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

III. RESPONSIBILITY

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

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

IV. PROCEDURE

Religious Education Director/Coordinator/Facilitator

Contract: Where the results of the performance evaluations are positive and all qualifications for continued employment are met, 12 month contracts may be offered at the discretion of the employer on or before March 15 or the first business day following. Contract terms reflect the needs of the parish religious education program. The employee must sign and return his/her contract to his/her immediate supervisor on or before April 15.

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

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

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

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

If a contract or non-offer letter is not received by the respective date, pastor/parish director should be

contacted.

System President

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

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

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

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

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

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

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

Campus Principal

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

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

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

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

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

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

Teacher

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

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

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

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

Non-Offer: If a contract is not being offered to the teacher, the principal will meet with the teacher and provide them with a “non-offer” letter. The “non-offer” letter should be presented by April 15 to teachers. Language may be added to the non-offer letter if later reconsideration is a possibility.

If a teacher does not receive notice regarding a contract by the respective date, they should contact his/her supervisor.

A2: Employee Breach of Contract | PS, SS, RE

SUBJECT: Employee Breach of Contract

I. POLICY

It is the policy of the employer that it may charge religious education and school administrators and teachers a financial penalty for the hardship incurred by the employer during a breach of fulfilling his/her contractual agreement academic year terms.

II. PURPOSE

The purpose of this policy is to ensure that employment contracts are processed in a consistent manner, provide adequate staffing for enrollment and are within the guidelines of employment laws.

III. RESPONSIBILITY

It is the responsibility of the pastor/parish director and/or administrator/system president to ensure compliance with Federal and State law

IV. PROCEDURE

A contract protection clause may be included in the teacher contract to compensate the employer when a religious education and school administrator and teacher signs a contract and then voluntarily terminates his/her employment before the contractual agreement terms are fulfilled.

Voluntary termination that breaks a contractual agreement must be submitted to the principal in writing and may be assessed financial penalty accordingly by the receipt date based upon the following factors: ability to secure qualified replacement and comparable cost prior to start of the school year.

If the religious education or school administrator or teacher intends to terminate his/her contract after certain dates specific dates specified in his/her contract, the individual may be charged a financial penalty.

The financial penalty will be deducted from the remaining paychecks. The priest/parish director and/or the administrator/system president will determine the rate of deduction pro-rated over the remaining paychecks and provide the rate of reduction in writing to the individual.

A3: Staff Assignments | PS, SS, RE

SUBJECT: Staff Assignments

I. POLICY

It is the policy of the employer to assign staff according to the needs of the employer in consideration of enrollment needs and budget constraints.

II. PURPOSE

The purpose of this policy is to ensure adequate staffing for enrollment within the budget guidelines.

III. RESPONSIBILITY

It is the responsibility of the priest/parish director and/or administrators to ensure staffing levels are consistent with educational needs and within budget guidelines.

IV. PROCEDURE

- A. Priest/parish director and/or administrator will assign instructional personnel and support staff to positions for which his/her certification, experience, knowledge, skills, and abilities have best prepared them and which best meets the needs of the employer.
- B. Educators may be temporarily assigned for classes not listed on his/her certification. Other staff may be temporarily assigned to duties not listed in his/her job description.
- C. All personnel may be either re-assigned due to employer needs.

A4: Salary Schedule Placement | PS, SS, RE

SUBJECT: Staff Assignments

I. POLICY

It is the policy of the employer that it create and maintain a salary schedule for its employing unit.

II. PURPOSE

The purpose of this policy is to ensure consistency in pay according to like positions within the approved salary scales, within the budget guidelines and in accordance with applicable wage and hour laws..

III. RESPONSIBILITY

It is the responsibility of the priest/parish director and/or administrator to ensure consistency in pay and compliance with applicable wage and hour laws.

IV. PROCEDURE

Note: The diocesan schedules are to be used as a guide for salary scales. Scales may be set at the local level based on local market values and budgetary constraints.

Administration (Principals and Directors)

- A. New administrators will be placed on the assigned salary scale based on previous experience in a related position, education, other expectations of the position and other appropriate factors that relate to the situation.

Teaching Staff

- B. A beginning teacher with no experience will be placed at Step 1 on the teacher salary scale according to his/her highest level of post-secondary education. Copies of licenses and transcripts are required to place a teacher at this level.
- C. If it becomes necessary to hire a teacher without a minimum completion of a Bachelor's degree, they will receive a teacher's contract below Step 1, Class 1 on the salary scale. They will not be eligible to move up the scale to a higher Step but will remain at Step 1 until his/her certification is complete. Retro-pay is not applicable to the hire date.
- D. A teacher with previous experience will be accorded one hundred percent (100%) of the full-time teaching experience with a maximum credit of seven (7) years. Part-time substitute teaching experience does not apply to the 100% experience.
- E. The priest/parish director and/or principal/administrator may recommend additional compensation, not in conformity with this policy.

A5: Performance Appraisals | PS, SS, RE

SUBJECT: Performance Appraisals

I. POLICY

It is the policy of the employer to conduct performance appraisals for all staff. Evaluations will be based on defined performance standards that directly relate to job descriptions.

II. PURPOSE

The purpose of this policy is to ensure consistent processing of performance appraisals.

III. RESPONSIBILITY

It is the responsibility of priest/parish director and/or administrator to ensure that performance evaluations are conducted for all staff.

IV. PROCEDURE

- A. Local system Board of Trustees will conduct the appraisal of system presidents. Pastors/parish directors/system presidents will conduct the appraisals of the principals and the religious education directors. The principals will conduct the appraisals of the faculty and staff of his/her respective campuses. The religious education directors will conduct the appraisals of his/her staff.
- B. Distribution and collection of formal evaluation documentation will be done by the priest/parish director and/or administrator.
- C. Performance appraisal documents will be kept in employee personnel files in the parish or school office or a central office.
- D. A signed copy of the performance evaluation tool must be given to the employee.
- E. The employee may file a written response to attach to the evaluation signed by both parties.
- F. Appraisals should be conducted for contract personnel prior to mid February to assist in the contract process.
- G. Appraisals may be conducted more than once a year if performance problems need to be addressed. Poor performance may result in disciplinary action up to and including termination of employment.

A6: Reduction in Force | PS, SS, RE

SUBJECT: Reduction in Force

I. POLICY

It is the policy of the employer to review staff in accordance with the guidelines outlined in this policy when reducing staff.

II. PURPOSE

The purpose of this policy is to ensure consistent practices in the event a reduction in force is warranted due to enrollment and/or budget constraints.

III. RESPONSIBILITY

It is the responsibility of the priest/parish director and/or administrator to ensure that all procedures are followed in accordance with the policy and applicable state and federal laws.

IV. PROCEDURE

Reduction in force may be the procedure used for not offering future academic year contracts for teachers, principals or religious education directors/coordinators due to certain conditions.

Enrollment, budget, program needs and curriculum changes are some of the conditions that necessitate a reduction in force. Factors to be considered may include, but are not limited to:

- Pupil/Teacher Ratio
- Performance Appraisal
- Professional Qualifications
- Professional Growth
- Commitment to Employer and Catholic Education
- Length of Service
- Other Employment Factors

Provisional contract or “Non-Offer with Later Reconsideration” Letter

A provisional contract (containing a reduction in force contingency) or a non-offer letter containing a provision for later reconsideration may be used in lieu of a reduction in force letter.

Re-Hire Procedure

Employees who are affected by a reduction in staff must complete a new employment application if they are interested in filling future vacant positions. Applications are kept on file for one year.

A7: Substitute Teachers | PS, SS

SUBJECT: Substitute Teachers

I. POLICY

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

II. PURPOSE

The purpose of this policy is to ensure that all substitute teaching staff meet the requirements of the Wisconsin Department of Public Instruction and Office of Catholic Schools at the Diocese of Green Bay.

III. RESPONSIBILITY

It is the responsibility of the priest/parish director and/or the administrator to ensure that minimum requirements are met and maintained for substitute teaching positions at his/her campus.

It is the responsibility of the priest/parish director and/or the administrators/system presidents to keep current records on file for compliance and payroll purposes.

It is the responsibility of the substitute teacher to obtain minimum requirements for his/her position and keep current his/her certification.

IV. PROCEDURE

- A. All substitute teachers must meet the minimum requirements of the Department of Public Instruction.
- B. Substitute teachers need to have completed an on-line employment application on file and have completed all requirements for the diocesan Safe Environment hiring process.
- C. The rates for (short and long-term) substitute teachers' wages shall be set during the budget process at the local level.
- D. Long-term substitute teachers that are contracted for full-time for the duration of half of the school year or more receive 16 hours of sick leave for use during his/her long-term contracted period. This time cannot be carried over or banked for future use.

A8: Family and Medical Leave for Instructional Personnel | PS, SS

SUBJECT: Family and Medical Leave for Instructional Personnel

I. POLICY

If otherwise eligible to take leave under Family and Medical Leave Act (FMLA), there are special provisions applicable to leave taken by instructional employees near the end of the term.

II. PURPOSE

The purpose of this policy is to ensure that FML is applied within the guidelines of employment laws.

III. RESPONSIBILITY

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

IV. PROCEDURE

School employees primarily engaged in an instructional capacity who take federal leave near the end of an academic term may be required to extend his/her leave through the end of the academic term if:

- a. the leave is commenced more than five (5) weeks from the end of the term but the employee intends to return during the final three (3) weeks of the term and the leave is longer than three (3) weeks in duration;
- b. the leave is commenced within five (5) weeks of the end of the term and the employee intends to return during the final two (2) weeks of the term and the leave period was at least two (2) weeks in duration; or
- c. the leave commences within three (3) weeks of the end of a term and the leave was at least five (5) working days in duration.

Any period of regularly scheduled closure (i.e. summer break, etc.) does count against the employee's leave entitlement.

A9: Staff Dress Code | PS, SS

SUBJECT: Staff Dress Code

I. POLICY

It is the policy of the employer to allow for casual dress, outlined below, from time to time. In all other instances business casual attire is appropriate for work.

II. PURPOSE

It is the purpose of this policy to define the expectation regarding employees' attire during work hours and while on campus premises.

III. RESPONSIBILITY

It is the responsibility of the employee to adhere to the dress code policy and use reasonable sense when applying the policy to school related events.

It is the responsibility of priest/parish director and/or administrator to ensure employees are in compliance with the policy provisions.

IV. PROCEDURE

- A. Employees working during normal business hours will be required to wear business casual attire. This does not include jeans or sweat pants.
- B. Casual days during school hours as designated by the campus principal or president may include jeans, but not sweat pants.
- C. Casual days when school is not in session may include attire appropriate for the project at hand.
- D. Staff attending co-curricular functions are expected to represent the school employer with attire applicable to the campus event and campus guidelines.
- E. Under no circumstance may overly tight fitting or sheer tops be worn on campus premises.
- F. Exceptions to the policy include attire related to job duties, such as physical education instructors, etc.

Policies/Practices/Clarifications relevant to schools under Human Resources: Click topic and scroll through entries)

[**A10: Memorandum: Clarification Regarding Criminal Background Checks \(DPI Choice Bulletin 09-01\)**](#)

[**A11: Notice to Schools/Systems regarding employment of a former priest or deacon**](#)

APPENDIX B: Diocesan Policies Addendum to Education
Policies from Diocese of Green Bay Finance and Accounting
Department

SUBJECT: Scrip Policy for Parishes/Schools and School Systems

Since the National Scrip Center introduced the Scrip program to the Diocese of Green Bay in the mid '90s, parishes and schools have earned thousands of dollars. The sale of Scrip certificates is recognized as a beneficial source of additional income. At present, National Scrip, Great Lakes Scrip, Green Bay Scrip and local merchants are the primary sources of Scrip certificates. National and Great Lakes provide program manuals and software. However, the integrity of any Scrip program rests with the individuals and procedures within each parish/school program.

If you are planning to begin a Scrip program in your parish and/or school, it is important to get information guides from a primary Scrip provider, e.g., the National Scrip Center (NSC) and be familiar with their guidance. Read and study the information carefully; talk with program coordinators in other parishes or schools as well. When you are ready to design your program, be certain to consult the following companion guidelines and policies of the Diocese of Green Bay. These diocesan guidelines and policies are intended to help parishes and schools implement a Scrip program and to serve as a standard for established programs in the Diocese of Green Bay.

Planning and Oversight

Planning is critical to the success of a Scrip program, as well as any other funding ventures; therefore, an Oversight Committee should be established. An Oversight Committee is charged with designing the Scrip program, establishing the goals, and setting practices and procedures. The committee presents the program to the finance council or the school board, monitors the activities of the program, and offers encouragement and support to Scrip workers and participants. The committee determines the distribution of profits only after consultation with the parish or school leadership. This committee periodically reviews the program goals and is responsible for program operations. Following are five broad areas in which policies and guidelines must be consulted.

Internal Controls

As a parish/school program, Scrip activity is subject to the same accounting procedures as those that are used in the parish, i.e., use of the Uniform Chart of Accounts. This includes recording all transactions on the parish/school books. Scrip certificates/cards are cash. A system must be in place to assure that certificates are counted on a regular basis and certificates are protected from theft. Without an adequate internal control system in place, it may be difficult or impossible to prove a loss for an insurance claim. Key areas of Scrip internal control:

1. Use one separate checking account for Scrip activity. Each check requires two signatures. The pastor or parish director with the advice of the parish trustees, or the school board, appoints the two check signers.
2. The Scrip certificates/cards must be kept in a secured location on the parish/school premises; certificates are to be sold on the parish/school premises. If certificates/cards are not kept on the premises, then additional controls, i.e., storage, insurance, access, etc., must be established to account for Scrip activity and protect the certificates/cards from theft. Check with the diocese or the insurance carrier to obtain the necessary additional coverage.
3. A reasonable dollar limit must be set for scrip inventory and monitored periodically.
4. Forms: use forms to expedite record keeping:
 - a. Customer Order Form, the weekly form given to those ordering Scrip

- b. Inventory Form, a form listing all certificates in inventory used for sales, tracking and accounting
- c. Sales Tracking Form, this form allows for recording purchasers, items, and quantities
- d. Envelope, an order-taking/delivery system used primarily by schools
- e. Vendor List, provided by the Scrip distributor; presented/modified on/for order forms
- f. Scrip Provider Order Form, use provider’s form to order program certificates

<p style="text-align: center;">Scrip Program Coordinator</p> <ul style="list-style-type: none"> ● Recruits program volunteers ● Defines the workers’ tasks ● Oversees all workers ● Updates forms ● Attends all Scrip meetings ● Responsible for advertising/marketing ● Reports to parish/school board 	<p style="text-align: center;">Scrip Seller</p> <ul style="list-style-type: none"> ● Be familiar with the sales procedures ● Un/relock the inventory ● Pull the certificates from inventory ● Record the sale with required information on appropriate form(s) ● Accept cash, COD ● Take orders for National Scrip
<p style="text-align: center;">Order Person</p> <ul style="list-style-type: none"> ● Pick up, assemble and check customer orders/money ● Fill orders from inventory ● Place order with vendor(s) ● Write check to pay vendor (DO NOT sign check) ● Deposit money 	<p style="text-align: center;">Record keeper (Reconciler)</p> <ul style="list-style-type: none"> ● Use a separate Scrip account; two signatures are required ● Tally certificates sold, cash received, inventory, deposits ● Prepare a statement of transactions ● Prepare a comprehensive monthly report ● Keep files
<p style="text-align: center;">Order Fillers</p> <ul style="list-style-type: none"> ● Verify incoming Scrip with order ● Record certificate number sequence for inventory 	<p style="text-align: center;">Scrip Pick-up Person</p> <ul style="list-style-type: none"> ● Goes to regional and local vendors to pick up Scrip certificates

Marketing and Promotion

The marketing and sales of Scrip are to keep with the mission and philosophy of the sponsoring parish/school. It is important to remember that Scrip purchases are not tax deductible as charitable contributions. To maximize participation of the parish/school in the Scrip program, effective marketing and promotion is essential. Items of concern are:

1. While it is important to make the sale of Scrip convenient for the customer, sale of Scrip certificates should be on parish/school property. If certificates are not kept on the premises, then additional controls must be established to account for Scrip activity and protect the certificates/cards from theft. Check with the diocese or the insurance carrier to obtain the necessary additional coverage.
2. According to information received from the Internal Revenue Service in May 2003, parents, grandparents, and other individuals who purchase Scrip from a school sponsored program for their own personal use may designate who is to receive any applicable school tuition credits/rebates without any income or gift tax consequences.

The IRS also noted that when grandparents and other individuals purchase Scrip and then apply any credits/rebates towards religious education program tuition, gift tax consequences could result. However, currently gifts totaling \$11,000 per donee per calendar year are exempt from gift tax so in most cases this will not apply.

However, if parents, grandparents and other individuals purchase Scrip from the sponsoring organization and then resell the Scrip to others, any profit directed to a student's tuition bill and/or Scrip requirement is in effect a commission the purchaser is receiving for their efforts to resell the Scrip. The exact income and tax withholding requirements in this case will depend on all of the specific facts and circumstances.

Please note that the IRS did caution that income tax issues could arise if Scrip is used to purchase items that will be deducted as a business expense. The rebates received on Scrip (or applied to someone's tuition) generally are not income, but the rebates reduce the basis of the item purchased. Therefore, the business expense deduction would equal the cost of the item less any rebate from the Scrip. In order to avoid confusion, a better practice would be to limit Scrip credits/rebates to cases when the Scrip will be used to purchase items for the individual's personal use.

3. Maintaining data in a computer program is very helpful; NSC, Great Lakes Scrip, and some parishes offer programs at little or no cost.

Ordering and Selling Scrip

Establish a working relationship with Scrip vendors (National, Great Lakes, Green Bay, local). Follow their guidelines for purchasing Scrip certificates. Establish a Scrip checking account and an ACH relationship (electronic transfer of funds) with your bank. Upon receipt of your Scrip, ALWAYS check certificates against the order. Items of concern are:

1. Establish procedures for receiving, processing and delivering Scrip; prevail upon all volunteers to use these procedures.
2. Count the Scrip certificate inventory frequently but at least weekly.
3. The person who reconciles the checking account or the inventory may NOT be a person who is also involved with selling/ordering/filling orders. The parish/school bookkeeper should reconcile these accounts.
4. Keep a copy of the record of the inventory in a place other than with the Scrip certificates.

Accounting and Reporting

Accounting and reporting systems assure that financial activities of a program are proper and that information is communicated to all that participate in the program. Below are key items that will help to create a system that meets the individual needs of each parish/school.

1. All Scrip transactions should be recorded on the parish/school general ledger using the Uniform Chart of Accounts. The parish/school is required to report Scrip activity to the diocese each year. Using the same accounting system for Scrip will greatly facilitate this requirement. Items that can be kept in separate records may include lists of purchasers, volume of sales per customer, inventories, etc.
2. Use only one Scrip checking account. Two signers are needed for each check. This requirement is similar to the diocesan rules on parish checking accounts.

3. The Oversight Committee should review Scrip activity monthly.
4. Regular reports should be made monthly to the finance council or board and annually to parishioners.
5. A computer and Scrip program can greatly help in organizing Scrip information.
6. The IRS considers Scrip fundraising activities a trade or business. The profits made from the activity are exempt from income tax when the number of volunteer hours is at least 85% of the total number of hours it takes to run the program. In a letter dated December 3, 1998, the IRS stated on this matter, “It is the responsibility of each participating parish or school to maintain any records necessary to show that this is in fact the case.”

All Scrip programs must maintain a record of the hours compiled for each volunteer and paid employee. At the end of the fiscal year, June 30, a calculation must be made to see if the program meets the “85% test”. If the paid hours exceed 15% of the total hours, a federal form 990T must be prepared and tax paid on the profits. Filing this tax return is a significant burden, but can be avoided with proper planning.

Acknowledgements

The following individuals served on the Diocesan Scrip Guidelines Committee. Their commitment to this endeavor is appreciated. The principals and coordinators represent well-developed Scrip programs. You are welcome to contact these individuals for information and sample forms.

Betty Dorn, SS. Peter & Paul Parish, Kiel
Tom Kurkowski, Director, Finance and Accounting, Diocese of Green Bay
Debbie LaSage, Scrip Coordinator, Resurrection, Green Bay
Kathy Mahlik, Scrip Coordinator, TRCCS, Two Rivers
Tarry Majewski,, Coordinator, Our Lady of Lourdes School, DePere
Sue Maleport, Scrip Coordinator, Holy Family School, Green Bay
Linda Meyer, Coordinator, St. Mary – St. Patrick School, Reedsville
Dean Swoboda, Coordinator, St. Paul School, Wrightstown
Judith Urbanski, Principal, Holy Family School, Marinette
Kate Vannieuwenhoven, Coordinator, Our Lady of Lourdes School, DePere

SUBJECT: Budget Process

BUDGET PROCESS

“Jesus sat down opposite the treasury and observed how the crowd put money into the treasury. Many rich people put in large sums. A poor widow also came and put in two small coins worth a few cents. Calling his disciples to himself, he said to them, ‘Amen, I say to you, this poor widow put in more than all other contributors to the treasury. For they have all contributed from their surplus wealth, but she, from her poverty has contributed all she had, her whole livelihood.’” (Mark 12: 41-44)

The Foundation of Budgets:

All organizations have a limited amount of resources with which to operate. In the case of a parish, the resources represent funds entrusted to the parish by its parishioners. Parish staff and volunteers have a special fiduciary responsibility to make sure these funds are spent and invested wisely. Spending and investing wisely involves establishing specific, measurable goals and objectives and later evaluating whether the goals and objectives have been reached. This process involves planning. Planning is a prerequisite and the basis for budgeting. Planning must include a short (one year) and long-term (five to ten years) vision. Proper planning involves:

- Setting an objective or goal.
- Identifying and assessing present and future conditions affecting the goal.
- Developing a systematic approach by which to achieve the goal.

Purpose of Budgeting:

A parish is involved in a variety of activities, i.e.: worship, religious education, fund-raising, etc. These activities are handled by many different committees and leaders. The budget process is a means to serve as a communication tool and a means to coordinate all activities to achieve the church’s goals and objectives.

The budgeting process formalizes planning and can be used to evaluate performance. If there are variances from the budget, either under or over, corrective action can be made. Corrective action may be in the form of seeking additional contributions, cutting costs, etc. These steps help the parish keep on target in terms of achieving its original plan.

A budget is also a tool that assists managers in assessing parish operations and thus helps in sound decision making. This is especially important when inflows and outflows of cash are mismatched. Many parishes have a cash flow situation where excess funds are available to the church for several months of the year, but the excess must be retained to cover the fixed costs of operating the church during time when attendance and giving are traditionally low.

Roles and Responsibilities

The Parish Pastoral Council, along with the staff and involvement of all members of the parish community, works with the pastor/parish director to do parish planning. This includes the formulation of a parish mission statement, the annual assessment of needs, and the establishment of parish goals and priorities. In general, the Parish Pastoral Council establishes goals and priorities as well as coordinates the programs and organizations of the parish. The Finance Council is responsible for soliciting funds and managing the parish budget and facilities, thus enabling the parish to carry out its mission. These two bodies work together collaboratively and are consultive to the

Pastor/Parish Director. This is facilitated by annual meetings of the Parish Pastoral Council and the Finance Council. All final budget decisions and approvals rest with the Pastor/Parish Director.

The Budget Process – Bottom Up Approach:

A Bottom Up approach needs as many people involved in the budgeting process as possible. Participation is an important step to budgeting. For example:

- Office personnel are asked to submit their requests for new equipment and operating supplies.
- Teachers are asked to think about their classroom needs and submit requests.
- Service organizations are asked to prepare their own budgets.

This approach starts with distribution of general budget guidelines by the Finance Council. Written requests for funds and budgets are prepared by each department, organization, or individual and are submitted to the Finance Council. This group thoroughly reviews the needs for funds and invites the people seeking funds to present their requests. Based on available resources, budgets are accepted, rejected, or modified by this group with the consultation of the pastor/parish director. The rationale for any modifications or rejections is clearly defined by the council and stated in the minutes.

The Budget Preparation – Approaches:

There are two recommended approaches for preparing the annual operating budget: incremental budgeting or program budgeting.

Incremental budgeting is based on the question, how much did it cost last year? This approach takes this year's budget as the basis for next year's budget with adjustments for anticipated cost or activity changes. Example: Religious education served the needs of 100 children this year at a total cost of \$1,000 (\$10 per child). The parish anticipates serving 125 children next year, and because of inflation, the cost per student will rise to \$11. Thus, using the incremental approach, part of next year's budget for the religious education will be \$1,375 (125 X \$11).

The important consideration to note when using this approach is to verify or confirm that prior activities and costs are effective and efficient in their implementation. In addition, costs may behave differently from year to year.

Program budgeting operates with the assumption that the programs need to meet certain purposes. Instead of looking at revenues and expenses in general as increasing or decreasing, program budgeting looks at the heart of a program. This approach uses costs identified with specific programs. Clearly establishing the purposes improves the parish's use of resources and the effectiveness of the programs. This is done by:

- Identifying each program
- Examining the program in terms of how well it is meeting the purpose
- Estimating the resources needed to operate the program

This information is formatted to include: purpose of the program, description of the services provided, program goals and objectives, amount of money needed and the benefits and cost of any program change requested. This approach ensures tying in the program purpose with the parish's goals and objectives. In addition, this approach has the potential to generate a higher level of member support in parish activities.

The Operating Budget:

Whichever budget approach or combination of approaches is used, an operating budget for the fiscal year still needs to be completed. The operating budget must contain detail on the revenues as well as the expenses. (The diocesan Uniform Chart of Accounts may be a helpful guide in identifying the revenue and expense areas that need to be considered). It is important to budget for revenues although "The Lord does provide." A parish should

not commit itself for expenditures, especially those of a long-term nature, without having a good handle on the anticipated inflow of resources.

As stated above, budget estimates are based on both past performance and future estimates. Historical information is a good starting point for prediction. However, anticipated changes in the church and community members need to be considered. Intentional understatement of contributions and/or overstatement of expenses must be avoided. Administrators need a realistic budget that they can use as a reliable guide to avoid overspending. An understated budget may result in missed opportunities to invest or to channel funds to a program in need. On the other hand, a parish must avoid highly optimistic estimates of yearly member giving. A budget needs to be attainable under normal operating conditions.

In order to determine the total resources entrusted to the parish by its members, the budget should include estimates of regular offerings, restricted or designated gifts, fundraising profits, endowment income, etc. There are several methods that parishes can use to estimate the level of member giving. Some of the more common methods are:

- average per contributor,
- average contribution per contributing unit (those that give >\$100/yr),
- average contribution per total membership,
- average contribution per attendance at Mass, and
- average contribution in terms of families.

The method or combination of methods that a parish may use depends on the information available and the parish's particular circumstances.

Once the preliminary budget is put together, the expected expenses may be in excess of expected income. At this point, the parish may need to ask some hard questions, i.e.: the importance of particular programs, the appropriate amount to be added to a building fund, the possibility of deferring some expenses until a later date. This process of reconciling revenues and expenses is important because the parish's operating plan for the coming year is determined during this process. In some instances, a budget may be approved with more expected expenses than expected revenues when a parish decides to take money out of an investment. This decision may be made to honor commitments and to keep the parish moving toward its long-term goals and objectives. In this situation, the parish should, however, attempt to achieve a balanced budget as soon as possible.

Other Budgets:

In addition to the annual operating budget, several other budgets may guide the parish's finances, i.e.: cash budget, capital-spending budget, and debt budget. A cash budget shows the projected ending cash balance and cash position for each month of the year. It recognizes that cash receipts and cash outflows usually happen at different times during the financial cycle of the parish. Capital-spending budget details the cost of renovation or building projects along with the source of funds need to finance the project. Debt budget shows how the church's long term debt will be paid off.

Budget Calendar

It is important to keep the budget process moving. To do this, a budget time-line is helpful. The following calendar is an example of a time-line that could be used by a *parish with a school*:

July – Implement current year's budget.

September – Review monthly and year-to-date performance against budget

December – Principal/school board finance committee/finance committee – begin preparation of next year's budget based on the revised long-range plan. Assign responsibility for various sections of the budget.

January – Finalize enrollment and staffing assumptions, including salary schedules and fringe benefits.

February – Develop line-by-line expenditure budget using faculty and departmental requests, as well as assumptions built into the long-range plans. Review building repairs and improvements for the new operating budget.

March – Develop line-by-line income assumptions.

April - Present tentative budget to the school board for approval.

May - Calendarize the budget for control purposes and develop a cash flow calendar.

June - Publish the budget.

When a parish does not have a school the time-line can be a little more flexible:

July – Implement current year’s budget.

December/January – Review the current budget and compare it to actual revenues and expenditures for the current year.

February/March – Distribute budget request information to service organizations and committees and accept preliminary budget requests.

April/May – Compile requests received from the service organizations and committees. Review the proposed operating budget with the Pastor/Parish Director. Coordinate any needed adjustments based on projected revenue with the Pastor/Parish Director.

June – Final budget approved and published.

Communicating Financial Information:

Budgeting is not an end to itself. All of this work is done to improve planning, decision making, and communication. Well-prepared financial reports not only assist in the communication, but are required by church law (Canon 1287). The financial reports should summarize the revenues and expenses (in whole numbers), compare the data to the forecasted budget, and state a commentary for significant variances when the reasons are known.

Conclusion:

Plans and budgets are only as effective as the effort that has gone into their preparation. The time and effort put into a parish budget contribute to a parish’s effectiveness by:

- helping parish leaders to look ahead and define short and long-term goals, contribute to the parish community by working together to make and carry out the plans, and
- comparing the budget with actual results.

The budget comparison provides the opportunity to ask “how did we do?”. Were our fund raising projects successful? Did we budget realistically? Did we handle our resources efficiently?

Bishop Robert Morneau shares his view on stewardship by saying that stewardship is a way of life that calls us to receive God’s gifts gratefully, to nurture and tend God’s gifts responsibly, to share God’s gifts justly and charitably, and to return God’s gifts abundantly. Budgeting is a tool that helps us look at what we have done with and will do with the garden entrusted to us.

B3: How to Run A Raffle | PS, SS, RE

SUBJECT: How to Run A Raffle

Fundraising – How to Run a Raffle

Following is an excerpt from the 2012 Parish Administrator’s Guide published by the Wisconsin Catholic Conference every 2 years. This is an easy-to-read guide on Wisconsin’s rules and regulations. The complete Guide is a “must have” for any parish office. It can be downloaded at <http://www.wisconsinatholic.org>.

Fundraising - Raffles. Like bingo, raffles are regulated under **Chapter 563** of the statutes, specifically ss. 563.90-563.99. As with bingo, organizations that conduct raffles must obtain a license for a fee of \$25. The license is valid for 12 months.

Two classes of licenses may be issued by the [DOA](#):

1. a Class A license for conduct of a raffle in which some or all of the tickets are sold on days other than the same day of the drawing; or
2. a Class B license, for a raffle in which all of the tickets are sold on the same day as the drawing.

The law governs the form and content of the raffle ticket and provides that no ticket sold under a Class A license may exceed \$100 in cost. Tickets sold under this license may not be offered for sale more than 270 days prior to the scheduled drawing, unless the organization requesting the license has been in existence for five years prior to the issuance of the Class A license. Organizations that have been in existence for five years prior to the issuance of such license may offer tickets for sale up to one year before the date of the raffle drawing.

The organization that conducts a raffle under a Class A license shall provide the purchaser of a raffle ticket or calendar the purchaser’s portion of the ticket or calendar before the drawing, but need not provide it at the time of purchase. **s. 563.93(4m)** Purchasers of tickets under a Class A license need not be present at the drawing to win a prize.

Tickets sold under a Class B license may not exceed \$10 in cost and, unless the organization conducting the raffle determines otherwise, the purchaser of such a ticket, or their representative, must be present at the drawing to win a prize. In the case of a representative claiming a prize for the purchaser, organizations conducting raffles are not responsible or liable in any dispute regarding ownership of the ticket. A Class B raffle where more than one drawing is held and more than one prize is awarded, on the same date in the same location, is considered one raffle under **s. 563.91** if the drawing for each prize or group of prizes is made from a container specific to each prize, and the purchaser gets to place his or her ticket in the container of his or her choice. **s. 563.935(10)**

Organizations licensed by the state to conduct a raffle must report to the state, in compliance with **s. 563.98**, the following information regarding the raffles it conducted: the number and dates of the raffles conducted, the receipts, the amount of prizes paid, the net profit or loss, and other expenses paid. The organization is to submit its report to the DOA on or before the last day of the twelfth month beginning after the date on which the license is issued, and on or before that same date in each subsequent year. **s. 563.98(1)** For instance, if the state issues a license on June 1, 2010, the report is due at DOA by June 30, 2011.

If an organization has total receipts from the conduct of the raffle(s) of more than \$50,000 during the reporting period, it must report the names and addresses of all persons winning prizes with a retail value of \$100 or more, and the prizes won, during the reporting period. **s. 563.98** If an organization fails to file a report, or the report is not accurately completed, DOA may refuse to renew a license, or may choose to suspend a license.

All proceeds from a raffle must be used to further the purposes of the sponsoring organization. **s. 563.94**

See also: **Tax-Exempt Organizations and Gaming, Publication 3079 (Rev. 6-2010) Catalog Number 25706L Department of the Treasury, Internal Revenue Service www.irs.gov**

APPENDIX C: Diocesan Policies Addendum to Education
Policies from Diocese of Green Bay Canonical Services
Department

[C1: Speaker Policy | PS, SS, RE](#)

SUBJECT: Policy for Permission for Speakers from Outside the Diocese of Green Bay

[Click Here](#)

APPENDIX D: Diocesan Policies Addendum to Education
Policies from Diocese of Green Bay Facilities and Properties
Department

Policies relevant to schools under Facilities and Properties: Click topic and scroll through entries)

[D1: Risk Management](#) (prevention measures)

[D2: Property and Liability Issues](#) (*boiler inspection, facility use agreement, incident form, vehicle use*)

[D3 Insurance](#) (requests for certificate of insurance)

[D4: Claim Reporting and Information](#)

[D5: Camp Guidelines](#) (guidelines for camp and rock climbing wall)

[D6: Other Risk Control memos](#) (child care centers, air conditioning, space heaters, etc.) (scroll down
age to Other Risk Control memos)

APPENDIX E: Diocesan Policies Addendum to Education Policies from Diocese of Green Bay Safe Environment Office

Policies relevant to schools under Safe Environment: Click topic and scroll through entries)

[E1: Practice on Public School Professionals & Private Practice Service Providers for Schools/Systems \(Practice NOT a Policy\)](#)

[E2: Memorandum: Clarification Regarding Criminal Background Checks \(DPI Choice Bulletin 09-01\)](#)

[E3: Letter from Bishop Ricken regarding: Accountability to a Safe Environment in Our Catholic Schools](#)

[E4: Safe Environment Memo - IMPORTANT CLARIFICATION RE VENDORS & DPI Audit \(April 4, 2019\)](#)

APPENDIX F: Diocesan Policies Addendum to Education Policies from Diocese of Green Bay Chancery Office

Policies relevant to schools the Chancery: Click topic and scroll through entries)

[F1: New Naming Guidelines for the Diocese of Green Bay](#)