

DS Code 1000 SUPPORT AND ENCOURAGEMENT OF CATHOLIC EDUCATION

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

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

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

DS CODE 1001 VISITORS

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

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

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

Approved 1/17

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

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

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

DS Code 1020 PUBLIC POLICY COMMITTEE

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

Amended 9/13, 9/15

**DS Code 1040 SCHOOL PRAYER AND LITURGICAL CELEBRATIONS**

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

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

**DS Code 1050 SCHOOL RETREATS AND SERVICE PROJECTS**

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

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

**DS Code 1060 FACULTY PARISH PARTICIPATION**

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

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

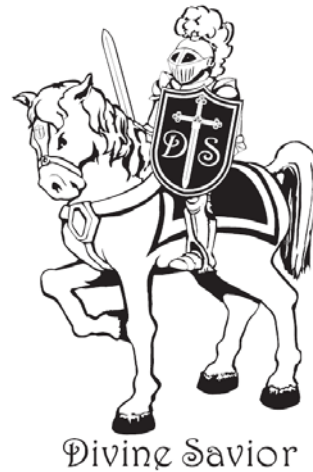
**DS Code 1070 STUDENT PARISH PARTICIPATION**

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

Reviewed 9/13, 9/15

## DS Code 1081      DIVINE SAVIOR LOGO USE

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



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

The official font of Divine Savior School is Harrington.

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

### Logo Use Guidelines:

#### General:

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

#### Electronic Media and Print:

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

#### Apparel:

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

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

**DS Code 1090 STUDENT PARTICIPATION IN RELIGIOUS ACTIVITIES**

Every student enrolled in Divine Savior Catholic Elementary School shall be required to participate in the formal religion classes and related religious activities.

Reviewed 9/13, 9/15

**DS Code 1340 RELEASE OF INFORMATION**

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

Approved 11/13, Reviewed 9/15

DS Code 2010 \_\_\_\_\_ **BOARD OF TRUSTEES**

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

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

Amended 9/13, Reviewed 9/15

DS Code 2020 \_\_\_\_\_ **BOARD OF TRUSTEES PLANNING**

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

Reviewed 9/13, 9/15

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

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

Reviewed 9/13, 9/15

DS Code 2050 \_\_\_\_\_ **SCHOOL ACCREDITATION**

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

Reviewed 9/13, 9/15

DS Code 3021 CASH HANDLING

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

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

Approved 10/13, Revised 10/15

DS Code 3022 FUND RAISING ACTIVITIES

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

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

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

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

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

Approved 10/13, Reviewed 10/15

**DS Code 3022 FUND RAISING ACTIVITIES**

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

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

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

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

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

APPROVED 11/16

## DS Code 3025.1 FINANCIAL MANAGEMENT: ELIGIBLE EDUCATION EXPENSES

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

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

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

The following procedures shall be implemented:

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

APPROVED 1/10/17



## DS Code 3025.2 FINANCIAL MANAGEMENT: CAPITALIZATION

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

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

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

The following procedures shall be implemented:

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

APPROVED 1/10/17

## DS Code 3040 TUIITION

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

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

Tuition grants shall be made available to all families through an application form process.

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

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

Approved 10/13, Reviewed 10/15

## DS Code 3060 CHILD CARE TUIITION

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

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

- (1) Late payment notification is made after 5 days of the late due date, including notification of a \$5.00 late fee.
- (2) If no payment is received within five days after notification, the child care coordinate shall inform the family that further use of the day care or extended care is being denied.

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

Approved 10/13, Revised 10/15

DS Code 3070 \_\_\_\_\_ **HOT LUNCH PROGRAM**

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

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

Approved 11/13, Revised 10/15

**DS Code 4050 SCHOOL ADMINISTRATOR**

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

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

**DS Code 4080 RELIGION CERTIFICATION OF TEACHERS**

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

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

**DS Code 4090 CATHOLIC SCHOOL TEACHER QUALIFICATIONS**

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

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

**DS Code 4095 SUBSTITUTE TEACHERS**

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

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

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

**DS Code 4100 \_\_\_\_\_ PROFESSIONAL GROWTH OF TEACHERS**

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

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

These credits must be:

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

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

Approved 10/13, Reviewed 10/15

**DS Code 4110 \_\_\_\_\_ COMPENSATION FOR EDUCATION PERSONNEL**

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

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

Approved 10/13, Reviewed 10/15

**DS Code 4111 \_\_\_\_\_ JURY DUTY COMPENSATION**

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

Approved 11/13, Reviewed 10/15

## DS Code 4112 \_\_\_\_\_ EMPLOYEE VACATIONS

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

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

## DS Code 4113 \_\_\_\_\_ REDUCTION IN FORCE (RIF)

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

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

Approved 10/13, Reviewed 10/15

## **DS Code 4120      JOB DESCRIPTIONS**

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

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

## **DS Code 4125      GRIEVANCE PROCEDURE**

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

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

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

Approved 11/13, Reviewed 10/15

## **DS Code 4140      BACKGROUND CHECKS**

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

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

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

Approved 10/13, Reviewed 10/15

**DS Code 4180 NON-DISCRIMINATION**

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

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

**DS Code 4200 BLOODBORNE PATHOGENS**

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

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

**DS Code 4210 COMMUNICABLE DISEASES**

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

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

**DS Code 4220 FIREARMS, WEAPONS AND OTHER DANGEROUS OBJECTS**

Firearms, weapons and other dangerous objects are not permitted within Divine Savior Catholic School without permission from the administrator who may grant permission for special purposes. The possession or use of such by employees, volunteers or students is not permitted in the aforementioned buildings or on the grounds or property owned, used, or operated by the parishes or school, without administrator approval.  
All violations of this policy will be dealt with in accordance with Diocesan Policy #4220.

Revised 10/13, Reviewed 10/15



**DS Code 4230            EMERGENCY PROCEDURES**

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

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

**DS Code 4303            INSURANCE**

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

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

**DS Code 4306            LEAVE OF ABSENCE**

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

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

DS Code 4309 \_\_\_\_\_ **FUNERAL LEAVE**

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

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

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

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

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

**DS Code 4310 EMPLOYEE TUITION CREDIT POLICY**

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

An illustrated example for clarification purposes follows:

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

Approved 5/2015, Reviewed 10/15

**DS Code 4311 EMPLOYEE CHILD CARE FEE POLICY**

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

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

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

Approved 5/2015, Reviewed 10/15

DS Code 5010 SAFETY PATROL

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

Approved 10/9, Reviewed 11/13

DS Code 5021a ADMISSION POLICY

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

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

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

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

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

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

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

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

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

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

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

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

Approved 5/16

## **DS Code 5023      PROBATION POLICY**

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

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

Approved 5/16

## **DS Code 5024 APPEAL PROCESS**

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

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

Approved 1/17

## **DS Code 5030 CLASS SIZE**

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

Approved 4/16

## **DS Code 5030 PROMOTION AND RETENTION**

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

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

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

DS Code 5070      **ADMINISTRATION OF DRUGS**

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

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

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

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

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

Approved 10/09, Amended 11/13

## DS Code 5160 BULLYING

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

Any school employee who observes or becomes aware of acts of bullying will promptly report these acts to the school principal. Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to a school/parish staff member or principal who shall be responsible for discipline.

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

Approved 4/16



DS Code 6050

**SPORTING EVENTS**

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

Approved 10/09, Reviewed 11/13

## DS Code 6051

## PARTICIPATION IN ATHLETIC ACTIVITIES

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

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

### Divine Savior Catholic Elementary School Athletic Code

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

- Any student who is failing in a subject may be suspended from athletic activities, including scheduled practices and games, until the academic work meets the requirements and expectations set by the teachers.
- A student who generally shows a poor overall attitude toward school and lacks courtesy, respect, and obedience for school and volunteer personnel, or mistreats other students may be suspended from participating, in scheduled practices and games for a minimum of one week. When a game is scheduled, the athlete must sit on the bench in street clothes and watch the game, but may not participate.
- Players are expected to be prompt for practices, both arriving and leaving, and obey the coach's rules on attendance and conduct during the practices. Courtesy demands that a player will call the coach if he/she cannot be present. When a student is absent from a practice it will be up to the coach to decide whether or not he/she will participate in the next game.
- To participate in a contest and/or practice(s), student athletes must be in school for the last half of their scheduled classes the day of the game/practice unless prior arrangements have been made with school (i.e. dentist, funeral, pre-scheduled doctor's appointment). A player who violates this rule may be subject to loss of game eligibility.
- Transportation to and from out of town games will be provided by parents of the players. If parents' take more than their child in their vehicle, they must possess a valid, non-probationary driver's license and have no physical condition that may impair their ability to drive safely. Your vehicle must have a valid registration and the insurance coverage on the auto must have the minimum coverage of \$150,000-\$250,000 per person, \$375,000-\$500,000 per occurrence. Seatbelts are required.

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

Approved 10/09, Amended 11/13

**DS Code 6200 INTERNET USE**

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

Approved 11/13

**DS Code 6201 OBJECTIONABLE PRINT MATERIAL**

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

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

Approved 11/13

DS Code 7010 \_\_\_\_\_ **SMOKING ON SCHOOL PREMISES**

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

Approved 10/09, Reviewed 11/13

DS Code 7011 \_\_\_\_\_ **BREAKAGE OR DAMAGE OF PROPERTY**

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

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

Approved 10/09, Reviewed 11/13

DS CODE 7012 \_\_\_\_\_ **IT/COMPUTER EQUIPMENT CHECKOUT**

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

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

Reviewed and Amended 6/2014

