

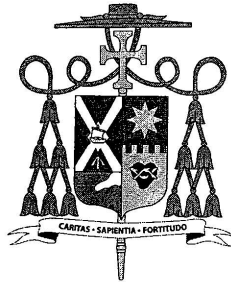
POLICY MANUAL

Diocesan Board of Education



Diocese of
Green Bay

Most Reverend David Laurin Ricken, D.D., J.C.L.



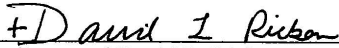
By the Grace of God and the Authority of the Apostolic See
Bishop of Green Bay

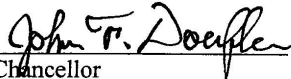
DECREE

Catholic education is ever to be fostered as part of the mission of the Church to proclaim the Gospel and provide formation in the Catholic Faith. In service of this mission, our education policies have been renewed. May good policy guide our efforts to carry out this mission more effectively.

Thus, I hereby establish and promulgate the *Policy Manual: Board of Education* as particular law for the Diocese of Green Bay, effective September 1, 2011. This manual replaces all previous education policies.

Given at the Chancery on August 15, 2011.


Most Reverend David L. Ricken, D.D., J.C.L.
Bishop of Green Bay


Chancellor

DIOCESAN BOARD OF EDUCATION

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September, 2011

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SUBJECT: Public Communications Related to Potentially Controversial Topics
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.

SUBJECT: Fund Raising Activities
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 fund raising 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 fund raising 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 fund raising 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.

SUBJECT: Parish Boards/Committees of Education
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

For procedure, consult the Diocesan Board Manual.

SUBJECT: Parish Financial Support of Diocesan Catholic Elementary/Middle Schools
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.

SUBJECT: Closing/Consolidation of K-12 Educational Programs
NUMBER: 2040
SUPERSEDES: Revised 5/98
EFFECTIVE: 9/1/2011

I. POLICY

It is the policy of the Diocese of Green Bay that consultation with the Department of Education, referral to the Board of Education and approval of the Bishop shall precede any action 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 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 Department of Education before consideration of closing or consolidation becomes critical or imminent.
- B. Work cooperatively with the Department of Education.
- C. Consider in good faith any recommendations of the Department of Education.
- D. Seek the approval of the Board of Education before taking any specific steps toward closing or consolidation.
- E. Receive the approval of the Bishop before closing and/or consolidation action.
- F. Follow the Department of Education procedures concerning the closing or consolidation of any educational institution or program.

SUBJECT: School Accreditation
NUMBER: 2050
SUPERSEDES DATE: Revised 7/01
EFFECTIVE DATE: 9/1/2011

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 North Central Association (NCA).

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 NCA, would be the best option to utilize for their school.
- B. Complete self-study and schedule validation visits.
- C. Annually update accreditation approval.

SUBJECT: Financial Management
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.

SUBJECT: Parish Financial Support of Diocesan Catholic High Schools
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.

SUBJECT: National Testing
NUMBER: 5011
SUPERSEDES DATE: Revised 10/00
EFFECTIVE DATE: 9/1/2011

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 Department of Education 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 Department of Education before participating in any national testing.

IV. PROCEDURE

- A. Before action is taken with testing, notify and consult with the Diocesan Department of Education.
- B. Follow the recommendations of the Diocese.

SUBJECT: Student Records
NUMBER: 5020
SUPERSEDES DATE: Revised 5/98
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.

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- 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.

SUBJECT: Acceptable Use for Computers and Telecommunications
NUMBER: 5025
SUPERSEDES DATE: 4/03
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.

SUBJECT: Media Release
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.

SUBJECT: Trips and Travel
NUMBER: 5030
SUPERSEDES DATE: Revised 6/99
EFFECTIVE DATE: 9/1/2011

I. POLICY

While Catholic education programs are enhanced by trips/travel, it is the policy of the Diocese of Green Bay that all trips/travel have a proper educational purpose and are safe for students.

II. PURPOSE

It is the purpose of this policy to ensure that students only participate in approved, age appropriate, chaperoned trips/travel.

III. RESPONSIBILITY

It is the responsibility of the administrator to determine the appropriateness of school/religious education sponsored trips/travel and ensure that all procedures of this policy are adhered to.

It is the responsibility of the administrator that the chaperones have, or obtain, proper approval via the Local Safe Environment coordinator for the diocese.

IV. PROCEDURE

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

- A. Students may not participate unless a signed parent/legal 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.
- B. A sufficient number of adult supervisors/chaperones need to be present. All adult supervisors must complete the eApps on-line background check, complete VIRTUS training and obtain site approval.
- C. The supervisor of the trip must bring student emergency information.
- D. All chaperones will be instructed regarding their responsibilities.
- E. The administrator must follow all state and federal regulations regarding transportation of students. Bus transportation must be provided by an insured carrier.
- F. In the event 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 on-line background check, complete VIRTUS training and obtain site approval.
 - d. The vehicle must have a valid registration and have insurance coverage consistent with diocesan requirements.

SUBJECT: Social Workers and Law Enforcement on Campus
NUMBER: 5035
SUPERSEDES DATE: 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.

SUBJECT: Student Involvement in Living Justice
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.

SUBJECT: Pregnancy, Abortion and Marriage
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.

SUBJECT: Locker Room Policy
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.

SUBJECT: Reporting Child Abuse and Neglect
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.

SUBJECT: Dispensing Medication
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 :
 - a. 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
 - b. 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:
 - a. Requesting and authorizing the school or religious education personnel to give the medication in the dosage prescribed by the physician, and
 - b. Authorizing the school or religious education personnel to contact the physician directly.
 - D. Consent forms required:
 - a. 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:
 - i. Parent/Guardian Medical Consent Form
 - ii. Physician Order for Medication Administration Form
 - iii. Tracking-Medical Log
 - E. Medication Information Required:
 - a. 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:

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- i. Child's full name
 - ii. Name of drugs and dosage
 - iii. Time and quantity to be given
 - iv. 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.

SUBJECT: Student Expulsion
NUMBER: 5090
SUPERSEDES: Revised 7/01
EFFECTIVE: 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 safe guards 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 reapply to the school, or school system, for a minimum of one year without incident.

SUBJECT: Student Conduct/Discipline
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.

It is also the purpose of this policy to establish a procedure for disciplining students, and when it is appropriate to suspend a student.

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.

SUBJECT: Student Wellness Policy
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.

SUBJECT: Alcohol Use During Student Activities and/or Events
NUMBER: 5150
EFFECTIVE DATE: 9/1/2011

I. POLICY

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

II. PURPOSE

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

III. 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.

IV. 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.

SUBJECT: Student Bullying/Harassment Policy
NUMBER: 5160
SUPERSEDES DATE: 5/00
EFFECTIVE DATE: 9/1/2011

I. POLICY

It is the policy of the Diocese of Green Bay that the educational environment reflects Catholic values in attitudes and actions at all times, and that all students are to be treated with dignity, respect and courtesy.

II. PURPOSE

It is the purpose of this policy to insure that the educational environment is safe from physical or emotional conduct that bullies, threatens, demeans, harasses, insults or annoys the students.

It is also the purpose of this policy to prohibit the use of technology, on or off-site, to bully, threaten, demean, harass, insult or annoy the students.

III. RESPONSIBILITY

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

It is the responsibility of all faculty, staff, volunteers and students to report incidents of bullying and/or harassment to the administrator and for 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. The policy shall include education of faculty, staff and volunteers related to bullying/harassment activities, and other similar inappropriate conduct.

Bullying or harassment are defined as unwelcome verbal or physical contact that involves some sort of force, whether overt or subtle. Hazing refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate.

Any behavior toward a student which constitutes inappropriate conduct, unwelcome sexual advances or request for sexual favors is considered bullying or harassment. This includes; but not limited to the display of derogatory posters, cartoons, drawings; uninvited letters; telephone calls; looks, gestures, touches; teasing, jokes, remarks or questions of a sexual nature; or other verbal or physical conduct or electronic communications of a sexual nature will be considered to be sexual harassment.

- B. Information shall be disseminated to faculty, staff and volunteers as part of the orientation and ongoing education efforts related to school policies to create and maintain a positive educational environment.
- C. Educational programs should educate students on safe environment. Programs should include peer mediation, appropriate boundaries, communication and appropriate relationships.

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- D. The policy shall require a reporting responsibility to the administrator. This policy shall require all faculty, staff and volunteers to take specific action when bullying/harassment activity is observed or reported to them.
- E. Possible actions can include admonishing, counseling and/or disciplining the student; conferencing with the parent/s and other appropriate action depending upon the severity of the conduct.
- F. Educational programs should implement appropriate safeguards to ensure that technology is not used on or off-site to bully or haze others.

SUBJECT: School/Religious Education Programs
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.

SUBJECT: Curriculum Guidelines and Instruction
NUMBER: 6010
SUPERSEDES DATE: Revised 5/98
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 Department of Education.

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.

SUBJECT: Student Participation in Religious Activities
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.

SUBJECT: Catholic Education Programs on Human Sexuality (Chastity Education)
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.

SUBJECT: Academic Contests in Educational Programs
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.

SUBJECT: Make Up Days When School Is Cancelled
NUMBER: 6080
EFFECTIVE DATE: 9/1/2011

I. POLICY

It is the policy of the Diocese of Green Bay to have a consistent practice with regard to make up days.

II. PURPOSE

It is the purpose of this policy to comply with state statutes concerning annual school days and makeup days when it is necessary to cancel school; considering safety, widespread illness, inclement weather or other legitimate reasons.

III. RESPONSIBILITY

It is the responsibility of the system president or school principal in consultation with the pastor/parish director to determine when appropriate to cancel school. It is the responsibility of the local administrator to determine when cancelled school days need to be made up.

IV. PROCEDURE

- A. The administrator shall schedule at least 180 school days annually. A maximum of 5 days may be counted to meet this requirement if these days are used for parent/teacher conferences or if school is closed by the school administrator because of inclement weather or health/safety reasons. School days are further defined in WI/Stats s.115.01 (10).
- B. The administrator shall annually ensure that schools hold at least 437 hours of direct pupil instruction in kindergarten, at least 1050 hours of direct pupil instruction in grades 1 through 6, and at least 1137 hours of direct pupil instruction in grades 7 through 12.
- C. 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 per day may be counted for recess.
- D. In computing the minimum number of instructional hours; (1) days and parts of days on which parent and teacher conferences are held, (2) staff development or in-service programs are held, (3) schools are closed for inclement weather, or (4) when classes are not held, may not be counted.
- E. Days closed for health and safety reasons may be counted in the 180 days of instruction, but schools must still meet the minimum hours of instruction.

SUBJECT: Outside Programs at School
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.