



## **EMPLOYEE HANDBOOK**

**Current as of February 18, 2016  
Supercedes September 1, 2015 edition**

### **Personnel Policies and Procedures**

#### **Notice to all Employees**

**Newman Catholic Schools reserves the right to amend, add, or delete any policy or procedure listed on the following pages during the course of the current employment period.**

**This handbook remains effective until notice of change and a new edition is released.**

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**1. Abbreviations commonly used in NCS (review 8/9/15)**

a.	AED	Automated External Defibrillator
b.	DSP	Diocesan School Policy
c.	DSR	Diocesan School Regulation
d.	ECC	Early Childhood Center
e.	NCS	Newman Catholic Schools
f.	NCES	Newman Catholic Elementary School
g.	LCC	Licensed Child Care
h.	FTE	Full-time equivalency (refers to contracted teachers/administrators)
i.	PPR	Project-Purchase Request
j.	PO	Purchase Order
k.	PA	Payment Authorization
l.	LoA	Leave of Absence
m.	LoE	Letter of Employment
n.	LoI	Letter of Interest
o.	MoA	Mutual of America
p.	DoL	Diocese of La Crosse
q.	CO	Central Office
r.	Conf	Conference or Conferences
s.	PLC	Professional Learning Community – teachers meet Tues/Wed
t.	FS	Food Service

- u. FSC Food Service Coordinator
- v. SIS School Information System – ours is Skyward
- w. WPCP Wisconsin Parental Choice Program
- x. ProGrow Professional Growth and Development
- y. HR Human Resources (benefits, insurance, retirement)
- z. WC Worker’s Compensation Insurance
- aa. USCCB United States Catholic Conference of Bishops

**2. Accidents, Emergency Medical Assistance (review 2/11/13; 8/9/15)**

Students

- a) Student accidents and/or injuries must be reported to the principal or main office personnel immediately.
- b) The designated school official will notify the parents as the situation warrants.
- c) A serious accident requiring doctor’s attention may require an ambulance. Do not hesitate to call one if necessary.
- d) The NCS Student Accident Incident form must be completed immediately, submitted to the local school official or delegate for review, and a copy is sent via email to the president and HR Coordinator.
- e) The school does not carry individual student accident insurance. Parents are informed of this via the Parent-Student Handbook.
- f) First aid equipment is to be kept in each school/center office and in other locations as needed; gym, cafeteria, science lab, etc. Emergency information is also on file in the office if parents have given it to the office.
- g) Schools should provide student emergency information to staff as needed and a copy maintained in each school office. Information is confidential and is subject to confidentiality expectations.

Staff

All work related injuries should be reported to your supervisor immediately. An Incident Investigation Report form must be filed with the supervisor immediately. The supervisor is responsible for completing the First Report of Injury Form. Benefits describing Worker’s Compensation is found under “Insurance” later in this handbook.

Adult Volunteers

An Incident Investigation Report should be completed and forwarded to the Central Office for review.

**3. Accreditation and School/System Improvement Expectations (8/9/15)**

All teachers and staff are expected to support the school’s and system’s efforts in educational improvement. Accreditation is an important part of NCS.

**4. Administrative Structure of System and Schools (review 2/11/13; 8/9/15)**

NCS is governed by the Bishop of the Diocese of La Crosse and then by local pastoral leadership, generally a dean or dean’s delegate to NCS. The dean and bishop appoint a system administrator, president. The NCS President is responsible for the business and educational operations of Newman Catholic Schools and has authority over all NCS personnel. The president, in consultation with pastors and diocesan authority, appoints principals or building administrators to lead the operations at each early childhood center or school. The principals do not have sole authority over the program and are required to act with frequent consultation of the president. All

hiring, educational programming, curriculum, and fiscal operations must be conducted in consultation with the system president.

**5. AIDS/HIV Policy (review 2/11/13; 8/9/15)**

NCS follows diocesan policy for personnel and students with AIDS/HIV. A copy of the policy may be obtained from NCS building administrators or the president and is available to staff, parents and students at any time.

**6. Administrative Recourse “Chain of Command” (DSP 4901) (review 2/11/13; 8/9/15)**

All disputes concerning employment/service agreements and personnel policies and other differences between the employer and employee shall be resolved through Diocesan Administrative Recourse. Diocesan Administrative Recourse shall constitute the exclusive method for resolving such disputes and all employees are bound by its determination as final and binding upon them. No dispute shall be submitted to Diocesan Administrative Recourse unless, within 30 days of the occurrence giving rise to the dispute, the employee commences the first steps of Diocesan Administrative Recourse.

**DIOCESAN POLICY – DSR 4901**

**PERSONNEL: ADMINISTRATIVE RECOURSE**

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

1. Teacher or other school employee
2. Principal or Site Administrator or Department Supervisor
3. President
4. Dean or Dean’s delegate to the Newman Catholic School system
5. Diocese

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

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

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

If the grievance is against an authority in the parish, the appeal first is to be made to the pastor who is to seek to reconcile the two parties. At this level and at the successive levels, the pastor may seek the assistance of others, especially those respected for their ability to reconcile; but in the end the pastoral authority remains responsible for seeking the resolution of the conflict. No consultative body as such or members of consultative bodies, in virtue of their membership, should be given the pastoral responsibility of resolving such conflicts. The consultative body, e.g., the parish pastoral council, has responsibility for assisting the pastor in drawing up good policies for the pastoral activity of the parish and for assisting the pastor in clarifying policies in cases of conflict or interpretation. It does not, however, engage in the administration of the policies. The

pastor is obliged to respond to the recourse within fifteen calendar days from the time he receives it. Once the pastor has given his response to the recourse, the conflict is considered reconciled, unless the pastor's response is appealed to the dean within fifteen calendar days from the date the parties in conflict receive the response.

If reconciliation is not achieved with the pastor's help or if the grievance is against the pastor himself, the appeal is to be made to the local dean who by office has special responsibility for promoting harmony of pastoral action and unity of Church life in his deanery. (cf. Can 551, 1, 10; 2, 20). If the grievance is against the pastor, and the pastor is the local dean, then the appeal is to be made to the dean of the closest neighboring deanery, with the consent of the Diocesan Bishop. The dean is obliged to respond to the recourse within fifteen calendar days from the date he receives it.

If the grievance is against the Diocesan Bishop, the legislation of the Code of Canon Law is to be followed. (cf. Canon 1732-1739). It should be kept in mind that the Code of Canon Law requires a special procedure be followed by the Diocesan Bishop in the case of the removal of a pastor (cf. Canon 1740-1747) or the transfer of a pastor unwilling to be transferred (cf. Canon 1749-1752).

#### DIOCESAN POLICY – DSR 4902

##### PERSONNEL: Penalty Status during Administrative Recourse Procedure

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

**7. Asbestos (review 8/9/15)**

Asbestos plans are located in each building-level administrator's office. Employees may request to review the plan. Employees are required to immediately report any physical changes to areas presumed to have asbestos.

**8. Assembly Procedures – Teachers (review 2/11/13; 8/9/15)**

Administrators and faculty may plan school assemblies with the intent of enriching the educational program for students. Teachers and faculty must consult with their building level administrator in planning an assembly. All faculty members are required to attend school-wide assemblies, liturgies, and other all-school activities scheduled during student attendance time.

**9. Attendance Expectations for Employees (review 2/11/13; 8/8/15)**

- a. All employees are expected to report to their assigned job for the hours specified by administration.
- b. Each supervisor is required to maintain current attendance records for each employee.
- c. Annual review – Supervisors are required to conduct an annual attendance review with each employee before the end of each fiscal year or by the last teacher work day for contracted employees. Employees are asked to review and sign the attendance record.
- d. Multi-building employees – The “home-base” supervisor is responsible to collect and collate all attendance information.
- e. Food service staff - NCS Food Service Coordinator (FSC) is responsible to maintain attendance records for all food service staff.



- f. Contracted Teachers Work day – Contracted teachers are expected to report to work on student attendance days between 7:00-7:30am as set by the building administrator, and work until 3:30pm per system requirements. The building administrator is allowed flexibility on Fridays or student days preceding holidays and may release teachers after 3:00pm and before 3:30pm.
- g. Contracted teachers are expected to work beyond 3:30pm on days when professional meetings are scheduled.
- h. School crisis or emergency hours – all staff may be required to report earlier or stay later than their usual hours in the event of a crisis or emergency.
- i. All employees who need to leave the building during their assigned work time are required to obtain permission from the administrator or supervisor in-charge.
- j. Teachers and staff are required to attend school events, staff development meetings, evening parent meetings, open houses, conferences, and other professional events as assigned.
- k. Hourly employees will be compensated only for the times assigned to perform the duties on school/center premises. Lunch breaks are not compensated if the employee leaves their work station for lunch.
- l. See “Cancellations - School or Early Childhood Center” for attendance expectations on closure days.

**10. Attendance and Homework Expectations for Student Management (2/11/15; 8/9/15)**

- a. Teachers in school and early childhood centers are required to monitor student attendance and report absences and tardies per building procedures. Teachers are to refer to the Parent-Student Handbook for their respective building regarding definitions of attendance, absence, tardy, etc.
- b. Anticipated Absences and Homework requests  
In cases when the teacher receives notification directly from a parent or student of an anticipated absence, the teacher must inform the school administrator immediately. Teachers are expected to provide make-up work as requested for anticipated or unplanned absences.

**11. Beginning the school year – expectations for teachers PreK-12 (review 2/11/13; 8/9/15)**

Teachers are required to prepare a letter to parents and students (grade/age dependent) to introduce themselves, their grade level or course expectations, grading criteria, overview of the grade level or course including major projects, curriculum materials, homework expectations, field trips, etc. Teachers must submit a copy of the letter to the principal prior to sending it out to parents and students. Two copies of this letter are to be sent home within 1 week of the first student day. Parents and students (4<sup>th</sup> grade and up) are to sign and return a copy of the letter to the teacher. The letter is generally 1-2 pages long.

**12. Benefits (review 2/11/13; 8/9/15)**

Benefits depend on full-time or part-time status. Additional compensation is not allowed in lieu of an employee’s non-acceptance of an available benefit. Example: a qualifying employee who does not subscribe to the health insurance plan is not eligible for additional wage. Benefit Definitions are as follows:

- 1) **“Day”** – general term varies by number of hours worked or an employee’s full-time or part-time classification. See below:
  - Contracted teacher – full-time 1.0 FTE – 1 day = 1 day of the contract

- Contracted teacher – part-time less than 1.0 FTE - **1 day** = prorated to the percentage of the contract. For example, a teacher that is working under a 50% contract: 1 day = ½ contract day (approximately 4-5 hours) or ½ of 1/190<sup>th</sup> (1/380<sup>th</sup>) of the contract. When a 50% teacher has leave of one full school day – morning and afternoon, it will be counted as 2 “days” off because 1 full school day equals 1/190<sup>th</sup> of the contract.
  - Non-contracted staff - full-time -year-round employee, generally works 1950-2080 hrs/year, **1 day** is generally 8 hours approx.
  - Non-contracted staff -part-time – **1 day** = the average number of hours worked per day. The average is derived by reviewing the past 6 months of schedules, determining the average number of hours per week and dividing it by 5 and rounded to nearest ½ hour. Example: Past 6 months, employee worked 780 hours. 780 / 26 weeks = 30 hrs/week. 30 hrs. / 5 = 6 hours/ day. A day is 6 hours in this example.
- 2) **Work Week** – The NCS work week is defined as 12:00am Saturday to 11:59pm Friday. Employees who work more than 40 hours during a given NCS work week may be sent home early, given a split shift or required to take a longer lunch hour to stay within their assigned/budgeted number of hours/week.
  - 3) **1.0 FTE contracted teacher** – Is a full-time teacher and is contracted for 190 days of service and minimally 1520 hours/year.
  - 4) **1.0 FTE contracted administrator** – Has an administrator’s contract and is expected to report to work on all business days between July 1 to June 30. Vacation and time-off benefits are stated on the contract. Administrators do not have the same work schedule as a contracted teacher and may be expected to report to work when teachers are excused. It is the responsibility of the administrator to check with the NCS president regarding specific work expectations on teacher days off.
  - 5) **Full-time non-contracted employee** – Works year round = generally 1950 to 2080 hrs./yr.
  - 6) **Part-time contracted teacher** – Has a contract based on a fraction of a 1.0 FTE. Is held to a fractional equivalent of each 190 days of the contract. Example: A teacher is 0.6 FTE is accountable for 60% of each of the 190 contract days regardless of assigned work schedule.
  - 7) **Part-time non-contracted employee** – Works fewer than 2080 hours annually. Depending on total annual hours, a part-time employee however may qualify for certain benefits.
  - 8) **Qualifying hours** – The number of hours needed to work per year to qualify for various benefits such as health insurance, retirement, life and AD & D, tuition waiver, etc. Refer to the benefit chart in the appendix.
  - 9) **Seasonal employees** - Employees assigned to work a specific length of time such as athletic coaches, summer childcare teachers, summer maintenance workers, adjunct or substitute teachers, etc. Seasonal employees are not eligible for most benefits including health, dental and life insurance, paid leave, paid vacation, or tuition waiver. Per terms of the diocesan retirement program, seasonal employees may be eligible for diocesan retirement program benefits.

### 13. Benefit Summary Chart

A copy of the chart is maintained in the K-Drive and is issued to employees at the time of hire. Please contact the HR Coordinator if you wish to have a copy.

**14. Bloodborne Pathogens Procedures (review 2/11/13; 8/9/15)**

In complying with OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030, all Diocese of La Crosse Catholic schools must maintain a written bloodborne pathogens exposure control plan on file.

All provisions of the standard are to be implemented by September 30 of each year. Compliance means that the policy is reviewed and updated annually, employees receive annual training, and personal protective supplies are in place (i.e. non-allergenic rubber gloves, antiseptic towelettes, masks, bleach, towels, garbage bags, etc.).

In the Newman Catholic Schools System, all administrators and school secretaries have been identified via their job description as qualifying for the Hepatitis B vaccine. This procedure is at no cost to the employee. An Informed Consent for Hepatitis B Vaccination Form must be completed to receive the vaccinations.

**15. Books and Materials (2/11/13; 8/9/15)**

a) Teachers are expected to manage textbooks issued to students. The following things should be followed:

- Maintain an annual inventory of all textbooks and other supplemental instructional materials.
- Consumable books are ordered new for each course or school year.
- Non-consumable books are reused annually.
- The following pertain to non-consumable textbooks and supplemental materials and apply to all levels K-12:
  - Assure all textbooks issued to students are numbered and contain the NCS book stamp for identification. Stamp must be located on the front inside cover, left side or on the copyright page.
  - Record and maintain records of book numbers issued to students.
  - Check extra stock of issued books periodically during the school year to assure books are not missing.
  - Collect all books and materials issued to students at the end of the course or school year.
  - Inspect all materials issued to students and work with principal or dean of students to determine charges for lost or damaged materials.
  - Require all students to keep books covered and cared for throughout the year. Limit writing on book covers as this causes additional wear to the cover.
  - Inform students and parents about textbook care at the beginning of each course or school year in the teacher's beginning of the year/course letter.
  - It is not necessary to require a student to cover consumable materials.

b) All books and instructional materials must be approved by the principal before use with students.

c) Teachers are required to use the required texts unless the principal allows alternatives.

**16. Bus Duty (review 2/1/13; 8/9/15)**

All faculty and staff assigned to bus duty supervision, whether for boarding buses or while on field trips, must follow the Bus Duty Procedures listed in their building level safety handbooks.

**17. Cancellations – Schools or Early Childhood Centers (8/9/15)**

- a) In the event classes are cancelled for one or more school sites, the system administration shall decide what instructional time is made up and what activities will be conducted, postponed or cancelled.
- b) The closing of school due to weather conditions will be determined by the Wausau Public Schools and/or D.C. Everest school districts respectively. NCS follows the decisions made by the respective public school district.
- c) School Cancellations  
Announcements are made via local radio and TV stations and the NCS website carries a banner. In the future NCS will be able to send a text message.
- d) Late start announcement: all personnel report on site at their regularly assigned time. NCS finds even with a late start, students are dropped off early and student supervision is needed. Therefore, teachers and support staff shall report to school at their usual time.
- e) Early Childhood Centers  
Generally the early childhood centers will remain open for child care programming. 4K classes may be cancelled, but child care still continues. Employees should attempt to report to work unless they have been contacted by their site administrator. Site administrators should consult with the system president when considering an early closure or full-day cancellation. Center administration may release employees if teacher-child ratios permit.
- f) Central Office staff – Generally CO staff report to work as usual like early childhood center staff members unless directed to do differently by the system president.
- g) Contracted Teachers and Principals – if students have a cancelled day, there is no expectation to report to work. If the day is a staff development/teacher inservice day, teachers are expected to report to the meeting as planned.
- h) School secretaries, school administrative assistants, classroom aides, food service - if school is cancelled, there is no expectation to report to work.

**18. Care of Building, Equipment and Supplies (review 2/11/13; 8/9/15)**

- a) Upkeep, care and cleanliness of the building are responsibilities of all employees.
- b) All school staff members working directly with students are expected to teach stewardship and instill a sense of responsibility of the facility and all equipment and materials to students.
- c) Principals are responsible for all NCS materials allocated to their building and teachers are responsible to implement appropriate procedures to oversee all equipment and materials. Students should be encouraged to have pride in their school building.
- d) Teachers are the role models and teachers are not to sit on desks, tables, or counters when students are present in the building.
- e) Students are not allowed to sit on desks, tables, counters, etc.
- f) Doors should be closed when leaving and entering the building.
- g) Lights should be turned off when the rooms are not in use.
- h) No duct tape or other strong adhesive tape allowed on walls, chalk boards, white boards, etc. Some buildings further restrict the use of masking tape on walls and surfaces and each employee is responsible to check with his/her supervisor for the standards.
- i) Teachers are to check with their building administrator for proper procedures in cleaning boards.
- j) All staff should follow building-level procedures regarding maintenance requests.

- k) Staff is not allowed to remodel the school structure without administrative approval. This includes painting walls or furniture.
- l) Access in and out of the building must be limited as a security measures. Doors may not be propped open during student attendance time.
- m) Teachers and staff are not allowed to give building or classroom keys to students at any time.
- n) Teachers and staff who lose building keys issued to them may be responsible for replacement costs.

**19. Catholic Doctrine and Morality Policy – for employees (DSP 4201)**

The Diocese of La Crosse specifically addresses issues of “Quality Personnel” in Diocesan School Policy 4201.

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

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

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

**20. Catholic Faith and Moral Standard (DSP 5112) as it Pertains to Students (review 8/19/15)**

Since the following policy is a requirement of all students enrolled in the Catholic schools in the Diocese of La Crosse, it is a responsibility of a teacher to assist in upholding this policy. Teachers need to report behaviors or situations which are inconsistent to the following code to their building administrator, and possibly to the student’s parent as well.

“As a condition of initial and continued enrollment as a student in the Diocesan Schools, a student’s conduct must be consistent with Catholic faith and morals. Conduct which is inconsistent with Catholic faith and morals, which is a threat to the health, safety, and welfare of other students and/or which causes scandal, impairs or threatens to impair the reputation of the Church or its schools, is ground for disciplinary sanctions up to and including immediate expulsion.”

**21. Cell Phones and School Phones (review 8/9/15)**

Cell Phones

- a) For Employees – NCS understands many employees carry personal cell phones and many work long hours. Overall, NCS encourages all employees to put their personal phone away while working with students and at professional meetings. An employee’s duty is first to their students and in meeting all professional obligations.
- b) Expectations for employees.
  - 1) Personal cell phones should not be used during student-contact time unless authorized in advance by the building administrator.

- 2) All employees are responsible to know the school's safety plan as it relates to cell phone use and follow up. In some situations, cell phone use may endanger students or interfere with crisis management.
  - 3) Teachers planning to use a personal cell phone for instructional purposes, including taking photos of students, requires authorization from the principal.
  - 4) Employees who choose to use their personal cell phone at work are personally responsible for any repercussions that may occur as a result of use.
  - 5) Employees are responsible for their personal phones and other devices.
  - 6) NCS claims no responsibility for theft, loss or damage of personal cell phones. NCS claims no responsibility for problems caused by hacking including identity theft, viruses, or other problems that may result from using the NCS network.
  - 7) Employees using NCS provided cell phones are to use the device only to perform their required duties for the job.
  - 8) Web use on a personal cell phone must comply with Catholic moral doctrine and with the regulations set forth in the Children's Internet Protection Act (CIPA) <https://www.fcc.gov/guides/childrens-internet-protection-act>.
- c) For Students – employees are to refer to the Parent-Student Handbook and are responsible to enforce all rules for the protection of all students.

#### School Phones

Administrators are to inform each employee about procedures regarding use of school phones for staff and student use. Student information is included in the Parent-Student Handbook. Employees should refer to their individual building Faculty-Staff Handbooks regarding procedures for receiving messages, and should refer to the Parent-Student Handbook for procedures related to student phone use.

## **22. Certification, Licensing, Registry and other Credential Expectations (review 1/18/2012; 8/9/15)**

- a) Professional Educator and Licensed Child Care Teachers
  - 1) All NCS professional educators (teachers, administrators and pupil services professionals) must maintain appropriate and current Wisconsin state certification in accordance with standards of the Wisconsin Department of Public Instruction (DPI). Teachers hired without a current Wisconsin license are responsible to obtain it within the first three years of NCS employment. Teacher is required to write an action plan stating how they plan to obtain licensure and the plan must be approved by the principal and president. The plan is maintained on file. Failure to follow the plan may result in termination from NCS.
  - 2) The WI DPI no longer issues a teaching license for the specialty subject of religion. Therefore, educators who are hired to teach only religion courses are exempt from this certification policy. Religion teachers however must have evidence of a valid Bachelor's degree on file in lieu of a state license. If hired without a Bachelor's, the teacher is responsible to complete a BA/BS within 3 years of hire and an action plan developed by the teacher and approved by the principal and president is required. Failure to do so may result in termination from NCS.
  - 3) Licensed child care teachers are expected to maintain Registry certifications as required by the YoungStar Program. Child care teachers holding valid DPI teaching licenses are required to also hold and maintain certification through The Registry.

4) Licenses and registry certificates are “portable”. They go with an individual. Expenses related to obtaining or renewing the above certifications are the responsibility of the employee.

5) Failure to maintain required licenses may be grounds for dismissal.

b) **Diocesan Religious Certification Requirement** (DSP 2210)

In accordance with the standards and guidelines established by the Diocese of La Crosse, each teacher must complete Basic Certification in Religion within two years of employment regardless of his/her teaching assignment. NCS provides release time for teachers and administrators attending New Teacher Formation (NTF). NCS will pay for the registration fee, and provide a substitute. Educators should confer with his/her supervisor regarding mileage compensation for NTF. Mileage may be reimbursed depending on the distance required to travel. Carpooling with other staff may be required. Mileage is not reimbursed for teachers who wish to travel alone or need to leave early from any session.

All teachers and school administrators must complete Advanced Religious Certification within five years of being hired. If, after two years of employment, Basic Religious Certification is not obtained, the educator is not to be offered a contract the following year unless the teacher completes the diocesan form detailing a plan for completing the requirements in the 3<sup>rd</sup> year. It is the employee’s responsibility to attend the sessions. Teachers may be required to reimburse NCS for registration and class fees if they fail to attend a pre-registered session.

c) **Wisconsin Educator Standards for Teachers, Administrators, Pupil Services**

All teachers, pupil services personnel and administrators shall be familiar with and strive to achieve the Wisconsin professional educator standards that pertain to their position. The standards may be found at the Wisconsin Department of Public Instruction’s website.

**23. Change of Assignment (review 2/11/13; 8/9/15)**

**Employer Requested**

Certain conditions may require NCS to change teaching and work assignments. Therefore, NCS may need to inform an employee of changes in duties and teaching assignments.

**Employee Requested**

Staff members interested in applying for open NCS positions are to apply following the directives noted in the job posting. The employee is responsible to inform his/her current NCS supervisor of the intent to transfer. The transfer request is reviewed among other internal and external applications and there is no guarantee the transfer request will be honored.

**24. Child Abuse and Neglect (DSR 5510) (review 2/11/13; 8/9/15)**

a) Legal requirement for school and child care teachers, administrators, counselors, other working directly with children

Wisconsin Mandated Reporters ~ s. 48.981(2):

Certain individuals whose employment brings them into contact with children are required by law to report any suspected abuse or neglect or threatened abuse or neglect to a child seen in the course of their professional duties. Anyone who suspects a child is being maltreated may make such a referral. Persons making reports in good faith are immune from criminal or civil liability. Reports are made to the county in which the child or the child’s family resides.

A person who is mandated to report suspected child abuse or neglect will be informed by the county what action, if any, was taken to protect the health, safety, and welfare of the child who is the subject of the report.

Penalty: Persons required to report who intentionally fail to report suspected child abuse or neglect may be fined up to \$1,000 or imprisoned up to 6 months or both.

b) NCS Procedures:

- 1) If you suspect a child has been abused or neglected or is in danger of abuse or neglect, report it to your building administrator immediately.
- 2) The building administrator is required to report it to the president immediately. The two shall consult as to the appropriate following course of action.
- 3) Following action should include consultation with the diocesan superintendent of Catholic Schools and report to local county authorities either County department of social services or local law enforcement.
- 4) Once a report is made, the school personnel shall document the incident including the consultative and informant process.
- 5) A copy of the document shall remain on file at the school and with the president.
- 6) Further communication with the parents is considered during the consultative process and is subject to the circumstances of the case.

**25. Classroom Management and Student Supervision (review 8/9/15)**

- a) All administrators and teachers are responsible to uphold the rules and policies for students as written in the Parent-Student Handbook. Administration and the teaching staff assist students in their growth and development as young Christian men and women. Therefore, all who work in NCS schools have a shared responsibility to maintain a school climate of orderliness, respect for others, etc.
- b) All teachers are required to have classroom rules established and clearly posted in their room. Classroom rules must be presented to the principal and teachers are responsible to enforce their rules. Students are to comply with the individual classroom rules and procedures as set forth by their respective teachers, as well as with the policies and procedures established by the school. Students are to attend and be on time for all scheduled classes and other required school functions. When standards for behavior are not met, every effort will be made to assist the student to change unacceptable behavior. NCS firmly believes in the “skin your own skunk” philosophy (ask any veteran about this if uncertain). The initial responsibility for school discipline rests with the faculty and staff member who has the immediate relationship with the student at the time. The principal has overall responsibility for school discipline and provides the necessary penalties suited for inappropriate behavior. Depending upon the seriousness of the offense, a conference with the student, one and/or both parents, and the teacher may be required. School counselors shall assist with establishing individual behavioral programs as needed.
- c) Classes, study halls, lunch rooms, gyms, etc. are to be conducted in an orderly manner.
- d) The classroom should be neat, orderly and decorated attractively.
- e) Each classroom should reflect a Catholic school environment; crucifix, prayer area with Scripture, image of Mary, etc.



- f) Prayer should begin and end each student day and high school classes should begin with a short prayer.
- g) Students are to be encouraged to keep their desks neat.
- h) Whiteboards are to be cleaned at the end of each day.
- i) Your school may require chairs to be pick up at the end of the day.
- j) All classrooms and hallways must abide by the fire code NFPA 1-10.3.3 “Where required by the applicable provisions of this Code, upholstered furniture, unless the furniture is located in a building protected throughout by an approved automatic sprinkler system, shall have limited rates of heat release when tested in accordance with ASTM E 1537, Standard Test Method for Fire Testing of Upholstered Furniture.” Such things in violation of this code would be couches, bean bag chairs, etc. Furthermore, all decorations in rooms and hallways need to be limited to 20% or less of the total wall area, and no decorations can be suspended from the ceiling.”
- k) Classroom doors are to be locked when the teacher is out of the room.
- l) Gum chewing is not allowed for elementary, middle level students and by staff during instruction time.
- m) Smoking is not allowed on school property at any time.
- n) All adults, when in the presence of pupils, are to be called by surnames preceded by Ms., Mrs., Mr., or Dr.
- o) Food and beverages are not to be consumed in the classroom during the school day unless for special occasions. Information about students with food or environmental (such as latex, etc.) allergies must be fully communicated to parents, other staff, substitutes, etc.
- p) Teachers are not permitted to use cell phones or conduct personal business during instructional time or when students are present in the classroom.

**26. Co-Curricular Stipends – Student Clubs and Athletic Coaching (review 2/11/13; 8/9/15)**

- a) Taxable wages – All stipends are considered wages and are subject to taxable and other elected deductions.
- b) **Non-coaching stipends.** If stipend is included in a teacher’s contract, payment is distributed equally over all remaining pay periods. If stipend is not included in a teacher’s contract a different payment schedule is used and compensation generally is awarded 1 month following the conclusion of the activity. Contractual stipends may be subject to a salary adjustment when duties were not performed.
- c) **Coaching - athletic stipends.** Coaches receive a Letter of Employment and compensation is at the end of the month using the schedule noted below. Compensation is prorated for coaches who begin work after the season begins or end work before the conclusion of the season. All equipment and season end evaluations and reports are required to be completed prior to the final payment.
- d) **Athletic Stipend Pay Schedule**  
Installments are made monthly at the last pay period on the following schedule.

Fall Sports	4 installments	August, September, October, November
Winter Sports	5 installments	November, December, January, February, March
Spring Sports	4 installments	March, April, May, and June

**27. Communication (review 2/11/13; 8/9/15)**

All employees are responsible to read all written communication and follow all directives; written or verbal; presented by their supervisor, the NCS President, Controller, Development Director, HR Coordinator, Technology Coordinator, NCS Accountant or any other person authorized by the president to direct system policy and procedures.

**28. Compensation Time off in Lieu of Overtime Pay (reviewed 2/11/13; 8/9/15)**

Federal and state employment regulations do not allow NCS to grant additional compensation time off in lieu of overtime pay.

**29. Conferences – Parent-Teacher-Student (DSP 5205) (reviewed 2/11/13; 8/9/15)**

- a) Teachers are required to participate in face-to-face parent-student conferences. Conference attendance is contractual and is not subject to additional compensation for part-time teachers.
- b) Parents must be offered the opportunity for a face-to-face meeting with a teacher at least twice a year; once during or shortly after the first quarter and during the second semester.
- c) Principals and teachers are to work together to determine conference formats. Students may be required to attend conferences depending on format and grade level. Teachers are expected to assist parents in rescheduling conferences for those who have conflicts or in cases when the available time slots are filled.
- d) Teachers are required to consult with their principal regarding alternative conference procedures; i.e. phone call in lieu of face-to-face.

**30. Confidentiality Expectations (review 2/11/13; 8/9/15)**

- a) Employee discussions or disclosure of personal information regarding a child, a child's family, or NCS staff member to other parties are not permitted without prior NCS administrative approval. In addition, written permission from the parties is generally required.
- b) Sensitive information concerning a specific child or family will be shared in a professional manner with the appropriate staff members only.
- c) Staff members are expected to avoid discussions of NCS business, staff, students or families in non-professional settings including areas when students are present.
- d) Multi-building staff members are to avoid relaying discussions held in one NCS building to staff from another NCS building.
- e) NCS administrators may need to release teacher contact information to a parent to resolve a concern. For example, a grade dispute arises after school has closed for the summer.
- f) Staff members are expected to consult with his/her immediate supervisor when they have been requested by a parent or student to hold certain information in confidence. Depending on circumstances, withholding certain information may be a legal violation or may result in harm to a student or parent.

**31. Contract Calendar (review 2/11/13; 8/9/15)**

NCS administration establishes a Teacher Contract Calendar that is tied to the 190-day work year per the contract. NCS reserves the right to change and amend the calendar for any reason. Teachers may be required to make up lost student days when school was closed for emergencies or crisis.

**32. Contracts, Contract Modifications, Religious Contracts (DSR 4130)**

- a) Only the approved Diocese of La Crosse contracts are used. The teacher and administrator contract is binding once all parties have signed the agreement.
- b) Modifications - Changes to the contract may be done only through an official Diocese of La Crosse Contract Modification and all signers of the contract must be in agreement to the changes. All are to sign the modification.
- c) Breach penalties collection policy - All breach of contract penalties as noted on the contract and contract modification are collectible and NCS will follow legal recourse as required should an employee neglect, refuse or fail to settle on the terms of the penalty.
- d) Renewal notices – Teachers and administrators are directed to the back of the contract for renewal dates.

**33. Copy Machines (review 2/11/13; 8/915)**

- a) Stewardship: All employees are asked to conserve paper and copying.
- b) School and system copy machines and printers are for professional use only. Employees are assigned a pin number to use on the copy machine. Employees should not share pin numbers. The NCS print management system tracks copying of each pin number. Disciplinary action may result for unauthorized or excess printing.
- c) Employees may not add printing or copying devices unless authorized by the NCS Technology Coordinator and the local supervisor.
- d) Teachers should copy only what is absolutely necessary and limit advance copy jobs. Advance copy jobs are those the teacher will not use in the immediate week or two.

**34. Copyright Law and Requirements (DSR 3910) (review 2/11/13; 8/9/15)**

- a) Printed Matter
  - 1) A teacher may **NOT**:
    - make multiple copies for classroom use if it has already been copied for another class in the same institution;
    - make multiple copies of a short poem, article, story or essay from the same author more than once in a class term, or
    - from the same collective work or periodical more than three times in a class term;
    - make multiple copies of works more than nine times in the same class term;
    - may not make a copy of works to take the place of an anthology or substitute for the purchase of books, reprints, or periodicals;
    - make a copy directed by a higher authority;
    - make a copy if there would be time to request permission.
  - 2) A teacher may:
    - Make a single copy for use in scholarly research, or in teaching, or in preparation for teaching a class of the following:
      - \* a chapter from a book,
      - \* an article from a periodical or newspaper,
      - \* a short story, short essay or short poem, whether or not from a collected work,
      - \* a chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.
    - Make multiple copies for classroom use only, and not to exceed one per student in the class, of the following:

- \* a complete poem, if less than 250 words and printed on not more than two pages,
  - \* an excerpt of less than 250 words from a longer poem, a complete article, story or essay, if it is less than 2,500 words,
  - \* an excerpt of less than 1,000 words or 10% of the work, whichever is less, from a prose,
  - \* chart, graph, diagram, cartoon or picture per book or periodical.
- 3) A library, for inter-library loan purposes may:
- MAKE up to six copies a year of a periodical published within the last five years.
  - MAKE up to six copies a year of small excerpts from longer works.
  - MAKE copies of unpublished works for purpose of preservation and security.
  - MAKE copies of out-of-print works that cannot be obtained at a fair price.
- b) Video Recordings
- Any duplication or copying of a copyrighted video recording is illegal. This would apply even to the making of an archival copy or transferring from one format to another.
  - Use of legally acquired video recordings (through purchase or rental) in classrooms or similar places of instruction as part of face-to-face teaching is allowed. The use must be directly related to the instructional program.
  - Building library/video tape collections through contributions or purchase of illegally copied tapes is a violation of copyright laws. (For example, a parent makes a copy of a videotape and donates it to the school. This is illegal.)
  - Videotapes made for education purposes from TV programs may be kept for 45 days only. During the first ten days, a teacher may use the tape once in a day and once more, if needed, for review. For the remaining thirty-five days, teachers may use the tape for evaluation purposes only.
- c) Computer Software
- Copying computer programs is generally illegal, unless permission to make copies is included in the purchase or rental agreement. The owner of the computer program has the right to copy if, and only if, (1) such a copy is “an essential step in the utilization of the program in conjunction with a machine,” or (2) the copy is for archival purposes only, i.e., to serve as a back-up in case the original is lost or destroyed.
  - A license is generally needed to multiple load programs onto many machines. It is generally a violation of the copyright law to download a program to a number of computers through a networking system, unless you have a network license for that software.

**35. Corporal Punishment (DSR 5605)**

Corporal punishment is not to be administered to students.

**36. Criminal Background Checks and Fingerprinting (review 2/11/13; 8/9/15)**

**Rationale:** The United States Conference of Catholic Bishops (USCCB) has developed policies for each diocese and the entities governed by that diocese regarding the protection of children. These policies include criminal background checks. The background checks are mandatory and taken very seriously by the Diocese of La Crosse and the USCCB. NCS has enacted the following procedures based on the policies and directives from the diocese.

**1) Requirement at the time of hire**

Per diocesan requirements, all employees must submit a completed Basic Criminal Background Check form and 2 completed fingerprint cards to NCS upon hire. The hiring

process is not considered complete until the results of the criminal background checks have been received. Therefore, employees may be dismissed immediately if results of the criminal background check warrant it.

2) **Periodic Updates**

The Basic Criminal Background Check must be renewed every three years as a condition for continued employment.

**37. Curriculum Expectations (review 2/11/13; 8/9/15)**

The curriculum at Newman Catholic Schools was developed in conformity with the approved diocesan curriculum as well as the State of Wisconsin Academic Standards. Individual teachers cannot make changes to the curriculum and/or the Newman Catholic Schools curriculum maps unless authorized by the curriculum committee administrative chairperson or the President. They may however, make changes in their classroom presentations and methods for presenting the lesson. All teachers are required to be actively involved in the curriculum writing process, serve on a curriculum committee, complete checklists annually for their grade level, or write year-end or course-end summaries as directed by their administrator. Curriculum work is generally not part of additional pay for part-time teachers.

Instructional books and materials are provided to teachers as primary and/or supplementary resources. Teachers are expected to use primary instructional resources and consult with their principal for approval of all other materials including literary works to be used for student study.

**38. Distribution of Flyers or Other Materials Policy (review 2/11/13; 8/9/15)**

All requests for distribution of information from outside organizations must first receive administrative approval from a system representative at the NCS CO. The following disclaimer is required: **“This is not a Newman Catholic Schools sponsored event or activity and the opinions expressed are not necessarily those of the School System or its personnel.”** Flyers should promote NCS programs and benefit NCS students and staff. Flyers for competing programs or conflicting Catholic values are not allowed. NCS does not wish to bear the costs of copying flyers for outside organizations. NCS does not approve flyers for private business ventures. Newman Catholic Schools reserves the right to determine which, if any, information will be distributed and if approved, will require all copies for distribution to be provided by the requesting party.

**39. Donations – Procedures**

The local supervisor and his/her delegates are responsible to uphold the following:

- a) All Donations - Local Administrator provides a letter of gratitude noting the donation as a handwritten card or formal letter.
- b) Donations received at your school/center (Donor Arrives in Person)
  - 1) Complete a “Gift Acknowledgement” receipt
  - 2) Complete a receipt (i.e. two-part carbon from your location’s receipt book or electronic version)
  - 3) Provide donor copy of a and b above
  - 4) Forward donation consistent w/ NCS cash handling procedures to NCS Development Office for deposit and account coding
  - 5) Maintain records/copies for donation(s) at local site

- c) On Site Equipment, Technology, Hardware, or Other Non-Monetary Donations - Consult with administrator and president regarding receipt of non-monetary gifts before gift is accepted.
- d) Development Office provides formal written acknowledgement of contribution to serve as a receipt for tax deduction purposes
- e) Local site records donation in the NCS Record of Contributions form. Records list must be current by the end of each semester and sent to the Development Office and cc. to the NCS Controller and President at the same time.
- f) Development Office is responsible to inform local administrator, president and controller of all restricted donations.
- g) Scholarships and Memorials -refer all inquiries to the Development Office.

**40. Dress Code (review 2/11/13; 8/9/15)**

- a) Business professional or business casual dress is the general expectation for most NCS employees. NCS staff members are to apply a higher standard to the K-12 student dress code. All staff should know the NCS student dress code well, research HR websites for examples of professional dress and consider the following:
- b) Men:  
 Shirts: Buttoned, polo, long, short sleeves, sweaters, vests, shirt and ties with sport coat  
 Pants: Trousers, khakis, corduroy pants, no blue denim, no jeans, no shorts, etc.  
 Shoes: Comfortable, professional – avoid athletic shoes  
 Hair/Face: Neat, groomed appearance, natural hair color, facial hair allowed
- c) Women:  
 Shirts: Buttoned, polo, long, short sleeves, sweaters, vests, jackets, no tank tops without a cover-up, no spaghetti straps, no strapless, etc.  
 Dresses: Sleeved, no bare shoulders, no sun dresses, knee length or longer preferred, avoid 2-3 inches above knee, no evening or “social” party styles  
 Skirts: follow lengths noted above – avoid short skirts  
 Pants: Trousers, khakis, corduroy pants, no blue denim, no yoga pants, no jeans, no shorts, etc.  
 Shoes/Hosiery: Comfortable, professional – avoid athletic shoes – Boots, tights allowed  
 Hair/Face: Neat, groomed appearance, natural colored hair (avoid pink, blue, etc.), neat makeup allowed  
 Jewelry/accessories: Neat, complimentary
- d) Diocesan meetings, school liturgies, conferences, interviews and other professional meetings.  
 These require employees dress in a higher professional standard than the usual work attire.
- e) Jeans, t-shirts, sweatshirts, shorts, or sneakers – not allowed unless it is a special spirit day.
- f) Spirit day - - take the student dress code for spirit days and raise the standard to reflect a professional.
- g) PE Teachers, maintenance, food service – check with your supervisor that your attire fits NCS standards.
- h) Field trips – check with your supervisor regarding professional attire. A trip to the Grand Theater warrants usual professional dress while a trip to the ski hill is quite different.

**41. Drug/Medication Administration (DSP 5505) (review 8/9/15)**

The state legislature has made some important updates for schools in 2011 and they are available at: <http://sspw.dpi.wi.gov/sites/default/files/imce/sspw/pdf/sndrugscomplete.pdf>

The complete PDF should be reviewed by each NCS school personnel. NCS will follow the state requirements.

The following excerpt is from our prior NCS Personnel Handbook; in keeping with diocesan policy, we are required to include it here. Most of the content remains current, and the new information is in the state document referenced above.

#### Diocesan Policy DSP 5505

- a) The state legislature has provided for administration of drugs to students who must have medication while attending school. Any private school employee or volunteer authorized in writing by the private school administrator or principal, as well as any licensed school bus operator authorized by the proper school authority, may administer certain drugs to students. No employee, except a health care professional, may be required to administer a drug to a pupil under this law by any other means than ingestion.
- b) Any drug which may lawfully be sold over the counter without a prescription may be administered in compliance with the written instructions and consent of the pupil's parent or guardian. Administration of a prescription drug requires written instructions from a physician, dentist or podiatrist and written consent from the pupil's parent or guardian.
- c) The party authorized to administer the drug and the school principal or administrator is immune from civil liability for their acts or omissions unless there is a high degree of negligence. "High degree of negligence" is defined as "conduct which demonstrates ordinary negligence to a high degree, consisting of an act which the person should realize creates a situation of unreasonable risk and high probability of death or great bodily harm to another." (This immunity does not apply to health care professionals.)
- d) The governing body of the private school whose employees or volunteers may be authorized to administer drugs under this law must adopt a written policy governing the administration. The policy shall include procedures for obtaining the filing in the school or other appropriate facility the written instruction and consent required. There must be procedures for the periodic review of the instructions, for the storing of the drugs, for record keeping and for the appropriate instruction of persons who may be authorized to administer the drugs. (For the proper protection of students and faculty, many schools require that the medication be kept in a locked cabinet.) (s.118.29.)

#### Policy Statement:

##### Procedures:

##### 1) Medication Administration

Newman Catholic Schools does not have a nurse or physician at the school to administer medications. In order for school personnel to assist students with taking medication, the following is required:

- 2) When it is necessary for a student to take medication at school, the school personnel will assist when the rules for administering medications have been met.

##### a. **PRESCRIPTION MEDICATIONS**

Written permission and signed instructions from the prescribing physician stating the full name of the child, drug and dosage, hour(s) medication is to be given, the reason for medication, and for how long it is to be given must be on file. Forms for this purpose are available in the school office.

A written statement from the parent/guardian giving:

- consent authorizing school personnel to give the student the medication in the prescribed dosage and
  - giving the school personnel permission to contact the physician directly if needed.
- These forms are available in the school office.

Any dosage or time change for administering the medication will be done only at the request of the physician when a new form is completed. Without the proper information, it may be necessary for the parents to come to school to administer the medication.

Medications are to be brought to the school office in their original containers with the pertinent instructions and the child's name on the label. If parents need a copy of the same at home, they can ask the pharmacist to divide the medication so one can be kept at home as well as in school.

**b. NON –PRESCRIPTION MEDICATIONS**

Written parental approval is required. There is a form in the school office which contains written permission for school personnel to administer the medication, which includes the full name of the student, drug and dosage, hour(s) to be given, number of days, reason for medication, parent signature, date and phone number(s) where the parent/guardian can be reached. Over-the-counter medication must be in its original container with direction or in a single dose package with the child's name on the container. Students are not to keep medications in a locker and/or desk or on their person. All medications are to be kept in the school office.

Primary responsibility for getting medication at the designated time rests with the student.

**42. Evaluation and Supervision**

In order to maintain a high quality of productive service and professional personal growth, a system of regular and periodic evaluation and supervision shall be established at the local level. The evaluation and supervision process is to be based on the diocesan guidelines, local job descriptions, goals and objectives, programs, and standards of professional performance and competencies. Supervision and evaluation are distinguished. Supervision is the process to assist an employee in professional growth and development. Evaluation is the process which assesses job performance.

a) **Teacher Evaluations**

- 1) Evaluation is a formal annual activity and follows Diocese of La Crosse policies.
- 2) Evaluations are based on job performance and instructional quality.
- 3) Principals are responsible to conduct formal and/or informal observations of instruction as part of the evaluative process.
- 4) Formal observations shall be conducted openly with the knowledge of the teacher. The formal observations shall be followed by a report and conference with the administrator.
- 5) Informal observations may be conducted by the administrator without prior notice to the teacher. NCS administration reserves the right to enter any classroom as needed.



- 6) The administrator will present the teacher with a copy of written report of the evaluation during a formal evaluation conference. The report should highlight performance strengths as well as areas in need of improvement. All staff will have the opportunity to submit a written self-evaluation. A copy of the evaluation is maintained in the personnel file.
  - 7) Probationary teachers receive two evaluations during their first teaching year at NCS
  - 8) Supervision and Evaluation Reports (DSR 4501)  
School administrators are to establish a planned, continuous program of supervision for teachers and to conduct a formal annual evaluation of each teacher. Copies of such evaluations, any written warnings, and conference summaries are to be signed by the teacher and school administrator, a copy given to the teacher, and a copy retained in the employee's file. Only approved diocesan observation and evaluation forms are to be used.
- b) Hourly and Salaried Non-contracted Employees  
Annual written evaluations should be completed each fiscal year. The employee should receive a copy of the evaluation and a copy is maintained in the personnel file. Each employee should be offered the opportunity to discuss the evaluation and provide a written response. Administrators should use only the approved NCS Employee Evaluation forms. Follow up action plans may be required to address areas in need of improved performance.

**43. Expectations for all Employees**

The following performance expectations are for all employees and are conditions for continued employment:

- a) Supports the overall mission of Newman Catholic Schools
- b) Supports and exemplifies in conduct, both Catholic doctrine and morality
- c) Performs all duties faithfully, conscientiously, honestly and with high ethical standards
- d) Performs any and all duties of the position(s) for which he/she is hired and all other duties as assigned by the employer and/or supervisor
- e) Avoids practices that teach, advocate, encourage or counsel beliefs or practices contrary to the Catholic faith
- f) Works collegially with other members of the staff, parents, students, pastors and all served by the system
- g) Exhibits a positive attitude and a willingness to serve others
- h) Maintains punctuality and good work attendance
- i) Exhibits flexibility with all aspects of the job; schedules, duties, etc.
- j) Strives for ways to improve overall job performance
- k) Serves as a positive example and supporter of Newman Catholic Schools within the community
- l) Maintains loyalty for Newman Catholic Schools at all times
- m) Displays a friendly approach and sense of humor

- n) Maintains conduct, dress and manners becoming of a professional
- o) Maintains confidentiality of school and student concerns or problems in and out of the work place
- p) Maintains records and keeps an organized work space
- q) Maintains open lines of communication with all parties served – parents, students and administration – contributes toward a positive school/workplace environment; avoids gossip and other actions that may negatively impact co-workers or the system
- r) Avoids gossip

**44. Faculty and Staff Meetings (review 2/11/13; 8/9/15)**

- a) Contracted teachers and administrators  
Attendance regardless of FTE, is mandatory per the contract. Faculty and staff meetings, including PLC time, does not count toward additional compensation for part-time contracted teachers. Teachers assigned to multiple school buildings should consult with their primary supervising principal for the mandatory meeting schedule at the start of the year. It is the responsibility of the administrators assigned to multi-building teachers to collaborate and establish meeting expectations for multi-building teachers at the start of the school year. Absence at required meetings may result in a loss of pay.
- b) Salaried non-contracted staff members  
Attendance at required meetings is mandatory and does not count toward additional compensation.
- c) Hourly non-contracted staff members  
Attendance at required meetings is mandatory and hours should be included on the weekly timesheet.

**45. Field Trips and Student Outings (DSR 6325) (review 2/11/13; 3.15/14; 8/9/15)**

This policy and procedures applies to all NCS schools and early childhood centers and to all teachers, coaches, supervisors, child care administrators, volunteers, administrators and others who accompany NCS students on trips.

It is the responsibility of the building supervisor to review NCS field trip procedures with all teachers, coaches and staff involved with field trips at the start of each school year and/or at the time of hire.

Class visits to places of cultural or educational significance give enrichment to the lessons of the classroom. To ensure the desired outcome of such trips, teachers should prepare the pupils for the place that is to be visited and the things that are to be seen. A discussion should be held regarding the purpose(s) and goal(s) of the trip. An advance trip by the teacher is recommended as a proactive approach to assuring a safe and educational trip for our students.

Field trips are a privilege. Schools can set minimum academic, effort, and conduct expectations for participation in such trips.

**Trip procedures:**

- a) Definition – field trip is when students are taken off school grounds.
- b) All trips must be authorized by the building administrator. Only trips academic in nature will be approved. If the activity can be accomplished outside the school day or in the classroom, the field trip may not be approved. Trips should be limited to allow for the least disruption to the instructional schedule.

- c) All trips involving overnight accommodations, out of town and out of state travel or international travel must also be pre- approved by the system president. It is the responsibility of the building level administrator to present the trip proposal to the president. All costs, supervisory needs, general itinerary and other details must be included in the presentation.
- d) It is the decision of the building principal to determine student eligibility or suspension from field trips due to academic or behavior concerns. Teachers are required to consult with their building administrator.
- e) School administrators are responsible to issue an official **NCS Field Trip Permission** form for all school, early childhood center, athletic, club, etc. field trips. Supervising teachers must collect a signed parent permission form prior to the student's participation. Failure to collect the signed form negates student participation.
- f) Wisconsin Parental Choice Program Procedure (vouchers): It is illegal to charge a field trip fee to WPCP students when the trip is deemed curriculum related. All NCS field trips that are part of the curriculum must be noted as "**Curriculum Related**" on the purpose part of the form.
- g) All NCS Field Trip Permission forms must be complete and professional in appearance (typed) prior to being sent home with students. Avoid using hand-written field trip forms.
- h) All forms should state day, date, departure and return times, chaperones, costs, mode of transportation, instructional goals, etc.
- i) Teachers are required to obtain administrative approval for **NCS Field Trip Permission** forms prior to distribution to parents and students.
- j) All overnight field trips require the use of the, **Newman Catholic Schools Comprehensive Child Consent, Field Trip and Release Form "Overnight Form."** This form replaces the general **NCS Field Trip Permission** form.
- k) All teachers are required to complete the following procedures at the start and conclusion of each field trip.
  - 1) Submit a copy of the **FIELD TRIP ATTENDANCE REPORT** and a **copy of the field trip permission form** to the school/center office personnel just prior to departure from the school/center. When parents or other volunteers are driving students on trips, a list of parent drivers and passengers should also be on file at the school/center office prior to departure. The **FIELD TRIP ATTENDANCE REPORT** reflects the most current list of students, adults, or others who will be leaving the premises and participating on the trip.
  - 2) A field trip bag should be taken on each trip. It should contain the following supplies:
    - Working mobile phone
    - Working camera – used for photo documentation if needed
    - Basic first aid supplies – band aids, ice pack, light blanket, tissues, anti-bacterial wipes, etc. Student medications required during the trip should also be carried by the teacher/supervisor unless directed by the physician.
  - 3) Teachers must complete the **Field Trip Attendance Report** at critical times during the trip.
  - 4) It is necessary to validate student's presence on the bus and during the trip both visually and verbally. Check off the student name on the list prior to any point of departure on the trip, i.e. leaving school, leaving a restroom, leaving the location of the trip, etc.
  - 5) Teachers/supervisors must submit the completed **Field Trip Attendance Report** and permission forms to the school office personnel upon return.
  - 6) Teachers/supervisors are to report any incidents or irregularities to the building administrator immediately.
  - 7) The school/center administrative office personnel are responsible to maintain field trip records according to NCS procedures. NCS will permit schools/centers to maintain scanned copies of field trip records over paper copies provided the following standards are met

- Records are scanned for each trip
- Records are electronically stored on a secure part of the NCS network
- Records are in an electronic file by school name and in each file are additional files by year
- Only the approved file naming standard is followed
- FY## Field Trip#-Teacher-Trip Description-Date of Trip
- Example **FY15 Field Trip #1 St. Anne - cdrechsler grade 1 pumpkinpatch 9-20-15**

**46. Financial and Cash Procedures (8/9/15)**

Refer to the end of this handbook for procedures.

**47. Firearms (review 8/9/15)**

Per the Gun Free School Zones Act of 1990 at 18 U.S.C. § 922(q) (3) (B) and NCS policy, firearms are not allowed in schools and on school grounds. There are a few exceptions; i.e. police actively working on a situation at the school. This includes staff who wish to store firearms in their personal vehicle while at work.

Teachers are not authorized to grant students permission to bring firearms to schools for instructional purposes.

**48. First Day of Work Report (review 2/11/13; 8/9/15)**

All supervisors and principals are required to submit notification to the CO when a new employee reports to work on their official first day. This date may be different than the date of hire.

**49. Flexible Spending Account (review 2/11/13; 8/9/15)**

NCS offers employees an opportunity to open a flexible spending account for qualifying health or dependent care expenses. Interested employees should contact the HR Coordinator for more information. The Flex fiscal year runs September 1 through August 31. The deposits are made by way of 24-equal pre-tax payroll deductions. Claims for flexible spending accounts must be filed no later than the close of the grace period (2 ½ months after the plan year end). Any unclaimed balances are subject to the Use-It-Or-Lose-It provisions of the IRS Code. Money forfeited in these accounts will then be transferred into the Newman Catholic Schools general fund to be used for daily operating expenses. NCS will notify employees annually regarding submission guidelines and plan dates.

**50. Food (2/11/13; 8/9/15)**

- a) Food Allergies - All employees working with children with food allergies are expected to follow all necessary precautions as noted in the child's medical or food service plan. Teachers are to monitor food in the classroom to assure safety precautions are followed. Teachers should consult with their principal regarding procedures for informing other parents and students. NCS colleagues are supportive of one another and strive to keep the workplace fun and safe. Employees with food allergies are encouraged to volunteer this information with their supervisor and colleagues.
- b) Food in Classrooms PreK - 12 - Teachers are not allowed to eat and drink when students are present in the classroom unless the activity is approved for all students. Food in classrooms should be reserved for special occasions only and is not a regular occurrence. Teachers are

responsible to keep the space clean when food is served. Teachers are responsible to enforce school rules regarding gum, candy, etc. use by students.

- c) Food in Classrooms – child care programs – Students eat breakfast, lunch, and snacks in the classroom. Teachers are required to provide supervision and model appropriate table manners. Teachers are responsible to keep the classroom clean.

**51. Fundraising (review 2/11/13; 8/9/15)**

- a) All employees must have prior authorization to conduct fundraising activities.
- b) Fundraising is broadly defined in NCS as any solicitation of funds, goods, or services for any reason by an entity associated with NCS; system, school, early childhood center, Booster Club, Home and School Association, club, class, athletic team, or individual staff member, etc. Fundraising also includes any solicitation for outside organizations or purposes. All employees, students, parents, coaches, etc. are required to follow the fundraising policy. The Development Department publishes forms and guidelines for filing a fundraiser request.
- c) “Small” fundraising that targets students and staff as the main supporters is highly discouraged.
- d) The “chain of command” must be followed with fundraising requests: first, local administrative approval, second, approval by the Development Director, and lastly the system president has the final authority over all fundraising activity. Fundraising is also subject to all diocesan policies and IRS laws pertaining to tax exempt, non-profit 501c3 organizations.
- e) NCS reserves the right to approve or not approve all fundraising and solicitation requests in the name of NCS, its schools, supporting organizations or groups.
- f) Fundraising revenue may only be used as predetermined.
- g) Service projects to collect funds to give to another outside organization are fundraising and are subject to the NCS policies and procedures.
- h) NCS establishes the following administrative responsibilities over various fundraising groups:
  - Principal or Building Administrator – authority over Home and School Association, student clubs, classroom or other student groups, parent groups, any other fundraising in the name of the school.
  - Athletic Director – authority over Booster Club, coaches or athletes who wish to conduct fundraising.
  - Development Director – authority over Development, Marketing committees, Winter Wonderland Auction, Annual Fund, Capital Campaigns, and other system-level solicitations for revenue or goods.
- i) Only the system president and/or Dean or Dean’s Delegate to Newman Catholic Schools are authorized to sign contracts and agreements. Please forward these forms to the president for approval.
- j) The local administrator is responsible for management and oversight of all fundraising revenue and activity. All procedures for safe cash management, prevention of fraud and generally accepted accounting principles (GAAP) must be followed.
- k) All revenue collected must be deposited in NCS and the local school or center is required to maintain a subledger showing revenue and expense.
- l) Questions regarding fundraising procedures may be directed to the NCS Development Director.
- m) Fundraising request forms are available on the K drive or through the Development Department.

**52. Grades, Assessments, Student Records (review 2/11/13; 8/9/15)**

- a) General information -Teachers are required to maintain grade records either in a hard copy (grade book) or in Skyward. Teachers are responsible to maintain student grades in a confidential and secure manner. Grades are not to be left unattended where others have access. Teachers must maintain grade records for at least 1 year following. Teachers leaving the employ of NCS must turn in all grade records to the principal. Teachers may be contacted over the summer when grade disputes arise.
- b) Teachers of Grades 6-12 are required to further enter grades in Skyward. Any assignment, test, quiz, project or other factor used to determine a quarter or semester grade must be entered in Skyward within one week of the due date. Parents and students have access to view grades and expect teachers to remain current with posting grades to Skyward. Should a teacher be in a situation where they are struggling to get the grades in within the one week window, it is important for them to meet with the principal to discuss.
- c) The system president is responsible to set a system level report card distribution day for all Preschool -12 students. Each school principal is responsible to assure all grades/cards are ready for release to parents by the end of the student day. Teachers in grades 6-12 are responsible to enter their quarter and/or semester grades in Skyward no later than noon two (2) days prior to the system report card day.
- d) Students should not be allowed to correct another student's papers, tests, projects, etc.
- e) Peer editing or review of work is allowed as long as the peer evaluation is not part of the formal assessment.
- f) Communication expectation – NCS teachers are not permitted to fail a student for a quarter or semester if that student and his/her parents have not been notified in writing of the students poor academic progress four (4) weeks prior to the end of a quarter.

**53. Grading Scale (review 2/11/13; 8/9/15)**

NCS establishes a standard grading scale. It is published in the P-S Handbook and all teachers are expected to implement it. Questions regarding grading scales should be directed to the building principal.

**54. Hiring Procedures (review 2/11/13; 8/9/15)**

- a) All applicants must complete an NCS application and provide all information as requested.
- b) Transcripts, credentials, letter of interest, resume, letters of recommendation, and waiver of confidentiality form are collected prior to an interview.
- c) Falsification of any document relevant to the application shall constitute grounds for refusal to hire or dismissal.
- d) All diocesan forms must be completed.
- e) Notification of Vacancies  
NCS reserves the right to determine its approach to notifying employees and the public about potential vacancies. Not all resignations or dismissal result in a vacant position. Some positions may be filled through administrative reassignments with existing staff. Sometimes the vacancy needs an immediate response and the opportunity for a lengthy posting process doesn't exist. NCS uses a variety of avenues to advertise open positions including postings in local newspapers, select internet sites, WECAN, church bulletins, emails, etc.
- f) In-system transfer requests  
Current employees may apply for a transfer to assume a vacant position. Transfers are not guaranteed and the immediate supervisors over both positions must agree to the transfer. The

interested employee must submit a letter of interest to the president and each supervisor involved in the transfer.

**55. Holiday Pay (review 12-27-11; 2/11/13; 8/9/15)**

- a. Hourly employees assigned to work 1950-2080 hrs/year are eligible for holiday pay **after completing 6 months of continuous employment with NCS.**
- b) Non-contracted salaried employees are eligible for holiday time off and do not receive additional compensation beyond their annual or weekly salary.
- c) Employees on long-term leave are not eligible for holiday pay if the holiday falls during their designated leave.
- d) Employees using medical or funeral leave immediately preceding or following a paid holiday are ineligible for holiday pay with respect to the particular holiday.
- e) Employees using accrued vacation time preceding or following a paid holiday are eligible for holiday pay.

**56. Homework guidelines (review 2/11/13; 8/9/15)**

NCS expects work assigned by teachers to be completed by students outside of class time to have purpose and meaning to the overall curricular goals for the particular course or subject. Acceptable purposes for “homework” include the following:

- reinforce material previously taught (test – prep)
- introduce new material
- foster responsibility and habits of independent study

NCS believes homework should be student centered. Homework should be meaningful, developmental, age appropriate, builds knowledge and skill, and considers a student’s work habits, maturity and instructional goals. It should not be punitive. Homework may develop a positive bond between parent and teacher. Teachers should take into account the total homework load for a student, student’s capabilities, home factors, necessity of the assignment to the larger learning goals, etc. Teachers of grades 6-12 are reminded students have numerous teachers and a professional collaborative team approach among teachers should consider the total amount of work the student is receiving from all teachers. In order to support our Newman Catholic Schools philosophy of teaching the total child, it is critical for teachers to coordinate homework assignments as a team. It is beneficial for students to have both short term and long term assignments and to have a mixture of mandatory and voluntary assignments. It is also beneficial to decrease homework on days on which school events are scheduled in the evening, or during vacations.

**57. Identification Badges (review 2/11/13; 8/9/15)**

Employees are provided an NCS identification badge at the time of hire and are expected to wear it while on duty. Badges should be clearly displayed on the upper front of the body near the face/shoulder area. Badges should be worn in such a manner that is professional in appearance and allows others to see the face and badge in proximity to one another. Badges should not be displayed at or below waist level. Please report lost or stolen badges to your supervisor.

**58. Instructional time (2/11/13; 8/9/15)**

All teachers are required to use the allotted instructional time effectively. All subjects in the curriculum have value. At the elementary level, core academic classes (religion, reading, language arts, math, science, social studies) should take priority during schedule changes for field trips, assemblies, etc.

**59. Insubordination (review 2/11/13; 8/9/15)**

Various actions by an employee may be considered insubordination and may result in disciplinary action and/or dismissal. Examples include, but are not limited to:

- a) disrespectful comments verbal, written, electronic, etc., aimed at the supervisor, system, diocese or any administrative authority stated in or out of the workplace while in the employ of NCS
- b) profanity in the form of words, behaviors or actions toward the supervising authority
- c) refusal, purposeful or by omission, to follow supervisory directives
- d) refusal, purposeful or by omission, to perform the required job duties
- e) **Recourse:** Conference with employee and supervisor and/or system president, and/or dean; warning letter for employee file describing situation and/or reference to situation on annual evaluation, and/or unpaid suspension, and/or termination.

**60. Insurance – Health, Dental, Life, Worker’s Comp, Disability, Etc. (review 2/11/13; 8/9/15)**

a) **Insurance Resources**

1) **HR Coordinator** - The NCS HR Coordinator oversees local management of insurance and issues notifications from the diocese to employees as required. Please contact Patty Thomson for assistance; (715) 845-5735 or [pthomson@newmancatholicschools.com](mailto:pthomson@newmancatholicschools.com).

2) **Carrier - Diocese of La Crosse – Parish Finance Manual**

The Diocese of La Crosse shall determine the insurance carrier and may change the carrier at any time. The bishop has approved St. Ambrose Financial, Inc. to serve as the plan manager. The diocesan Parish Finance Manual contains plan details. It may be accessed through St. Ambrose’s website.

<http://www.stambrosefinancial.com/PFM.htm>

b) **Health** – NCS participates in the Diocese of La Crosse lay person’s **medical and dental plans**. The plan is self-funded through the Diocese of La Crosse and administered by Custom Benefits Administrators. Employees are notified when there is open enrollment. School-year employees must minimally work 1140 hours/yr and year-round employees must work minimally 1500 hours/yr in order to qualify for the plan. New qualifying employees need to turn in completed paperwork within 14 days following their date of hire to apply for coverage.

c) **Life and Accidental Death and Dismemberment**

1) Employees meeting the same hours requirements as the health insurance are offered the basic Diocesan life plan at the time of hire at no cost to the employee. It is a \$20,000 policy.

2) Additional life and A.D. /D. coverage is available through the diocese to qualifying employees following 1 full year of service. The premium is the employee’s responsibility.

d) **Worker’s Compensation (WC)**

Worker’s Compensation Insurance is in accordance with Diocesan policy. The plan is managed through Catholic Mutual Insurance. **It is the employee’s responsibility and a legal**



**requirement to inform his/her supervisor within 24 hours of an accident or of receiving medical treatment for work related injury or disease so the legally required paperwork may be completed.** Failure to do so may result in loss of coverage or fines to the system for late reporting. Also in the event of a work-related accident/injury, it is the immediate supervisor's responsibility to complete an "Employers First Report of Injury" form and an "Incident Investigation" form. Both of these forms must be submitted to the Central Office within 24 hours of notification. The CO completes all wage information. Forms are available at all NCS offices and on the "K" drive. **The employee does not complete these forms.** Employees will not be paid by NCS during the time they receive benefits under worker's compensation (WC) or pursuing worker's compensation status.

e) **Long-Term Disability Insurance**

The Diocese of La Crosse offers optional long-term disability coverage to qualifying employees. The premium is the responsibility of the employee. Qualifying employees will receive a registration packet after their first full year of work.

**61. Job Assignments**

- a) All grade, subject, activity, and school assignments shall be made by the President acting pursuant to the provisions of the handbook and taking into consideration, so far as practical, the needs of the school system, qualifications of teachers, work performance and years of service of teachers, recognizing the instructional requirements and best interest of the school system and the pupils are the primary considerations.
- b) Notice of teaching assignments and schedules will be made as soon as possible. NCS reserves the right to set schedules for teachers and other employees in order to meet the needs of the school/system.
- c) Contracted teachers may be **assigned duties during one of their designated prep periods.** Part-time contracted teachers, non-contracted or hourly wage employees may receive additional compensation for additional duties assigned beyond their normal work hours. Contracted teachers and non-contracted or hourly wage employees who are assigned other duties during their regularly scheduled work hours are not entitled to additional compensation as this is considered a reassignment of duties for that given period of time.
- d) Contracted teachers are required to participate in all school faculty meetings, and such other professional meetings as called by Diocesan or school authorities for improving and/or coordinating the work of the employee; to comply with the requirements of the Diocese of La Crosse and the State of Wisconsin regarding the educational preparation of teachers; and to participate in meetings for promotion of close collaboration between parents and teachers.
- e) Various non-contracted hourly employees may be required to attend a staff meeting. The hours for these meetings should be recorded on the time sheet and are subject to system efforts to limit hourly positions to no more than 40 hours per week.

**62. Job Descriptions (review 2/11/13; 8/9/15)**

a) **All Employees**

All employees are issued a job description upon hire. Employees are asked to work with his/her administrator to update it annually. All job descriptions are subject to change as job duties change.

b) **Contracted Teachers**

Teachers are required to sign a Diocesan Teacher Job Description annually. In addition teachers are expected to provide instruction and supervise students as assigned as a term of their employment contract. NCS reserves the right to assign instructional duties to teachers as it sees fit.

**63. Jury Duty or Subpoenas (review 2/11/13; 8/9/15)**

a) Jury Duty

Employers are required to release an employee from work to serve jury duty. They are not however required to cover an employee's entire wage. Therefore, NCS covers only the difference between the employee's regular salary and the stipend received by the employee for jury duty. It is the employee's responsibility to send a copy of the stipend pay stub to the NCS Central Office as documentation of jury stipends. An employee is entitled to keep any stipend for jury service on all non-scheduled work days or on scheduled vacation days as well as any mileage reimbursement they receive. Employees assigned to jury duty are required to consult with their supervisor regarding schedule and compensation procedures.

b) Subpoenas

An employee who has been subpoenaed is eligible for pay by NCS if the purpose of the subpoena is to represent the interests or defense of NCS. Time off of work for subpoenas pertaining to matters outside of NCS or pertaining to a grievance against NCS by the employee will not be compensated by NCS. In those cases, an employee may be allowed to apply accrued vacation to the leave or will be released from work without pay. NCS central administration reserves the right to make compensation decisions in these matters.

**64. Law Enforcement on School Grounds (DSP 3920) (review 2/11/13; 8/9/15)**

a) Diocesan Policy

The Office for Catholic Schools is always called and consulted before law enforcement authorities are allowed to speak to any staff or students for interrogation purposes. Normally, this action is not permissible, but exceptions are made, depending on circumstances. Catholic schools are private institutions just as much as homes are. Law enforcement authorities normally need warrants, subpoenas, or permission to conduct investigations.

b) NCS Policy

- 1) Principal, or his/her delegate in times of absence of the principal, is required to contact the system president immediately for consultation on all police matters. This is to be done before diocesan contact.
- 2) School safety plans must reflect this procedure.

**65. Layoff - Reduction in Force (review 2/11/13; 8/9/15)**

The President, with pastoral and diocesan approval, shall have the right to lay off an employee during the term of employment due to lack of work, lack of funds, or any other unanticipated events provided the employee receives thirty (30) days-notice of such layoff. In the event such layoff occurs, the President or delegate shall consider the needs of the school system, qualifications of staff, work performance, and years of service as factors in selecting the persons for layoff. The President will make every reasonable effort to continue the employment of teaching and non-teaching staff whenever positions exist. Employees who have been reduced may apply for other open positions in the system and will be considered among the pool of applicants. Employees who are laid off or have reduced hours may be eligible for unemployment benefits through the Church Unemployment Pay Program.

**66. Leave of Absence (LoA) (review 2/11/13; 8/9/15)**

**a) General Procedures**

- 1) Employees are expected to follow all leave procedures. Failure to do so may result in unpaid time off and/or disciplinary action.
- 2) Unplanned leave - All unplanned leave must be reported to the administrator immediately via a phone call or in person. Messages left in voice mail or on building answering machines, email, text messages, or other electronic means are not accepted as direct contact in this situation. Only in emergencies may an employee's representative/family member make the call to report an absence or request leave time for an employee.
- 3) Planned leave - In cases of planned absences, the employee must inform his/her administrator of an anticipated date of return in writing using the "LoA form."
- 4) Leave transfer policy - accrued leave may not be transferred to another employee.
- 5) Classroom teachers - Most principals require immediate notice for emergency and unplanned leave and teachers are expected to comply with the request.
- 6) How to report an unplanned absence - Each school, center and office administrator is responsible to set the expectations for how their staff members are to report an unplanned absence. Most NCS supervisors expect a personal phone call by the employee except in emergency situations. Most supervisors also discourage staff members from contacting a colleague who is not the supervisor to report the absence.
- 7) Diocesan inservice clause including New Teacher Formation Days - Contracted teachers generally may not use accrued medical or personal leave for absence of a diocesan inservice day unless the teacher is already out for FMLA or other extended leave. Absence of a diocesan inservice day is generally an unpaid day.
- 8) School food service employees - contact the Food Service Coordinator (FSC) to request/report absences. The FSC will report the absence to the building level administrator, and will assist in obtaining an appropriate food service substitute.
- 9) Attendance records - Refer to "Attendance" heading in this handbook. The building level administrator is responsible to maintain attendance records for all employees assigned to his/her site, including records for all multi-building staff. The FSC will maintain all attendance records for food service staff.
- 10) Substitute preparation - School and child care teachers must prepare for substitute teachers in the case of all absences and are required to have emergency plans available at their location in the case of an emergency when they are unable to have current plans available. Plans must include seating charts, a current schedule, and information pertaining to students with disabilities, health problems, special programs, special needs, etc. It is the responsibility of the teacher to have handbooks and safety manuals accessible to subs.
- 11) Recordkeeping - Leave for hourly employees is recorded in hours. Leave for contracted and salaried employees are recorded to nearest 0.25 of a defined work day.
- 12) Applying accrued vacation days to medical leave policy -qualifying employees who have passed their 2<sup>nd</sup> vacation anniversary date may apply vacation leave for medical leave only in special situations including but not limited to the following:
  - Approved long term medical leave
  - Prior administrative approval when all medical leave days have been depleted
  - Attendance record in good standing showing few prior absences

b) **Medical Leave**

- 1) NCS reserves the right to grant or deny requests for paid medical leave based on the following and on other circumstances at it deems applicable.
- 2) Benefit change clause – NCS reserves the right to amend or change benefits at any time during the fiscal year for any reason. Employees will be provided a 2 week notice prior to changes.
- 3) How leave accrues - Each full-time employee may accrue one (1) 8-hour “day” per month for medical leave after working at least ½ of the required workdays of a month. Contracted employees are to refer to their contract for the amount of days that may be accrued during the contract. Qualifying school year employees accrue medical leave only from September through June. School year employees new to NCS or who do not have medical leave carried over from previous years will not be eligible for paid medical leave until working half of the business days in September. Part-time contracted teachers accrue medical leave on a prorated basis equal to the FTE/percentage of their contract. Hourly employees working more than 20 hours per week accrue medical leave on a prorated basis.
- 4) “Days” to hours conversion for non-contracted hourly employees – “Days” are converted to hours at the close of each fiscal year. Employees may carry over the lesser of 60 “days” or 480 hours.
- 5) Use of accrued medical leave days – Employees with accrued medical leave may apply for compensation for an approved medical leave day providing certain qualifying conditions are met.
  - The employee is in good standing and is not on paid or unpaid administrative leave
  - Medical leave days may not be compensated concurrent with paid vacation time
  - The leave is for illness of self, spouse, child, other legal dependent, or parent
  - The absence is short-term
  - NCS reserves the right to request of the employee a valid medical excuse from a certified medical provider outlining the reason for the absence
  - No more than 30-days of leave may be used consecutively for FMLA. See FMLA leave section for more information.
  - Leave following FMLA or Extended Leave. Some employees may have “remaining bank” of accrued medical leave following a qualifying FMLA or other long-term leave. During a calendar year when an employee has an FMLA or other long-term leave, employees with remaining accrued medical leave may use the remaining days for a 2<sup>nd</sup> FMLA or other extended leave. The “remaining bank” of accrued medical leave days are only for intermittent occasional medical leave and may be used only after returning to work following an approved FMLA or other extended or long-term leave. After the calendar year is completed, the “remaining bank” limitations are lifted.
- 6) Less than 20 hours/week benefit exclusion - Effective July 1, 2010, all non-contracted employees assigned to work on average less than 20 hours per week are not eligible for paid medical leave time. Employees hired prior to this date are allowed to deplete prior accrued leave time until their balance is zero.
- 7) Planned medical treatment expectations – Employees are expected to make every effort to schedule planned or routine medical/dental appointments during off-duty time, school holidays, vacation time, etc. In some cases, medical leave may be used for planned medical treatment depending on circumstances. Employees are required to give their

supervisor prior notice of all scheduled medical leave (i.e. appointments, etc.) that fall during work hours. This notice should be done as soon as possible.

- 8) Medical leave may not be used for the anticipation of becoming ill. Example, an employee who states to his/her supervisor on Monday he/she is beginning to feel ill and might need to be off Thursday. This doesn't qualify for paid medical time off.
- 9) Required documentation – NCS reserves the right at the administrator's discretion to request the employee to provide documentation from a qualified medical provider supporting a need for medical time off.
- 10) Medical leave compensation is not allowed on non-scheduled work days.
- 11) Prolonged absence policy – Medical authorization is required after 3 consecutive days of medical leave. The employee is responsible for the expense to fulfill this expectation.
- 12) Frequent medical leave – Documentation will be required. The employee is responsible for the expense related to fulfilling this requirement. NCS reserves the right to grant medical leave days and frequency of absences may result in no benefit and disciplinary action.
- 13) Medical leave for non-medical reasons – Medical leave may not be applied against non-medical days except as authorized through FMLA.
- 14) No "payout" rule - NCS does not provide a "payout" for accrued unused medical days during a resignation window or following the last day of employment with NCS.
- 15) Extended Leave - Employees seeking extended medical leave (2 weeks or longer) are to consult with their supervisor to review processes for long-term leave including the possibility of applying for FMLA, providing they meet basic requirements. See separate FMLA criteria on the upcoming pages.
- 16) Excessive Leave – Frequency of leave may be cause to request additional documentation to warrant the leave. NCS reserves the right to determine if a leave is excessive or excused. Excessive leave may be grounds for disciplinary action.

c) **Funeral Leave**

Employees working more than 10 hours per week may be allowed up to three (3) paid funeral leave days per year due to a death of an immediate family member. Funeral leave does not accrue. NCS defines immediate family as parents, spouse, sibling, child, parent-in-law, and grandparent. Employees needing more than 3 paid days of funeral leave per year may be eligible to apply accumulated medical, vacation or personal leave time against funeral leave. The NCS president has the authority to grant additional funeral leave days for extenuating circumstances. NCS administration reserves the right to request additional documentation for funeral leave.

d) **Personal Leave**

- 1) Effective 7/1/14, only contracted teachers are eligible for paid personal time and it is noted on the contract. Personal time does not accrue from year to year and there is no "pay-out" for unused time. Personal leave is prorated to the teacher's FTE. The expectation is to use personal leave time in no less than ½ day increments.
- 2) Personal leave is not allowed on teacher inservice or staff development days.
- 3) Personal days are subject to all required request processes and paperwork.
- 4) Personal days may be denied depending on availability of substitutes.

e) **Vacation Leave**

- 1) Employees working 1950-2080 hours per year are awarded vacation benefits after working a set period of time as determined by NCS. A vacation anniversary date is established at

the time of hire. An employee’s first “vacation anniversary date” generally falls within 1-2 years following the actual date of hire with NCS.

- 2) The following benefit schedule is currently in place once an employee advances beyond the pro-rated period:

Vacation Benefit schedule.

Day = 8 hours for hourly paid employees or a scheduled work day for salaried employees

Year = A “**vacation anniversary date**” of July 1 is set at the time of hire.

<b>Vacation Days</b>	<b>Yrs of service completed</b>
5 or less	Partial vacation benefit – May be awarded before qualifying for full – vacation benefit as defined at time of hire
6	Start of First Vacation Anniversary Date – once vacation “anniversary “date is satisfied
7	2 <sup>nd</sup> Vacation Anniversary Date
9	3 <sup>rd</sup> Vacation Anniversary Date
11	4 <sup>th</sup> Vacation Anniversary Date
12	5 <sup>th</sup> Vacation Anniversary Date
16	10 <sup>th</sup> Vacation Anniversary Date
21	15 <sup>th</sup> Vacation Anniversary Date
26	20 <sup>th</sup> Vacation Anniversary Date and beyond

- 3) Requests are dependent upon administrative approval.
- 4) Must be submitted on Leave of Absence form 1-2 weeks in advance.
- 5) Vacation days may be taken in single or consecutive day(s), but may not be taken in less than 1/4 day (2-hour) increments.
- 6) Vacation days do not carry over from one year to the next and there is no payout at the end of each fiscal year for unused vacation days.
- 7) July 1 is used for determining vacation anniversary benefits and is the start of a “new” vacation year.
- 8) Vacation payout following resignation policy – Effective 9/1/15 - Employees in good standing who have passed their “2<sup>nd</sup> Vacation Anniversary Date” may receive compensation for unused accrued vacation days from the current fiscal year only providing they meet the following criteria:
  - Have voluntarily resigned
  - Are in good standing and have not been terminated from NCS
  - Provided written, dated, signed letter of resignation
  - Have passed the “2<sup>nd</sup> Anniversary Date”
  - Have worked 2 weeks during the resignation window
- 9) Tuition, fees, other account balances clause – Employees who resign with an account balance with NCS will be asked to settle the debt before vacation days are paid-out.

f) **Family Medical Leave Act – FMLA – Long-term leave (DSR 4310)**

1) General Information (Policy/Procedure Update 12/12/11)

- a. The following information is not intended to be all inclusive of Wisconsin or federal labor law governing the Family Medical Leave Act. It is mainly an overview and intended to outline how NCS will work with it’s employees in this situation. NCS is

committed to seek legal counsel regarding FMLA requests to assure it is following appropriate recourse to treat its employees fairly.

- b. The State of Wisconsin and the U.S. Department of Labor have specific regulations regarding family and medical leave. Every employer of 50 or more people is required to allow eligible employees to take unpaid leave up to a 12-week period of time per calendar year.
  - c. NCS Obligation during FMLA - An employer's obligation during an approved FMLA leave is to maintain the employee's status as employed with NCS during the leave. Upon return to work, NCS is required to place the employee in an equivalent position. NCS has the right to assign the employee to a similar position upon return to work. In the event an employee does not return to work after a 12-week FMLA leave, NCS is under no legal obligation to retain the employee.
  - d. Right to compensation: Current state and federal law does not require an employer to provide compensation. The matter of compensation is an agreement set between the employer and employee. See below for more information on NCS compensation policy for an FMLA.
- 2) General qualifying FMLA circumstances:
- a. For the birth and care of the newborn child of an employee – within 16-weeks of birth.
  - b. For placement with the employee of a child for adoption or foster care – 16-weeks. Continuous foster care to adoption of same child is conceded as 1 FMLA request.
  - c. To care for an immediate family member (spouse, child, or parent) with a serious health condition, or
  - d. To take medical leave when the employee is unable to work because of a serious health condition.
- 3) 12-week FMLA and the calendar
- NCS uses the calendar year, not the contract year, when setting the 12-week FMLA time off window. The 12-week window applies to the normal weeks when the employee is expected to report for work. Example for contracted teachers or school year employees: A teacher begins FMLA on April 1 and is off for the remainder of the school year. This was an 8-week period. The teacher also wanted to take 7 weeks off at the start of the next school year and wanted another FMLA. Per FMLA, the teacher would only have 4-weeks of FMLA left since the total 12-weeks is considered 1 FMLA event and is subject to the 30-days paid policy. This teacher could have 4 weeks off at the beginning of the next school year, but it would not be paid. If at the end of the 4 weeks, the teacher still needed additional time off, it would require another request for extended leave and the system would evaluate the situation before granting the request. The time following FMLA, might allow the employee to apply some remaining accrued time for compensation because it would be considered different from FMLA.
- 4) 30-days paid policy - NCS has voluntarily chosen to allow qualifying employees the benefit to apply no more than 30 days or 240 hours of accrued medical leave, personal or vacation time toward compensation during an approved FMLA leave. NCS will pay the first 30 days of leave at the full rate and will not compensate the employee during the remaining days of FMLA. When an employee returns to work, compensation will continue. Contracted employees may require a contract modification or letter denoting wage adjustments.

- 5) Insurance implications – Employers must maintain the same group health insurance coverage that was available to the employee at the time the leave began. This provision does not increase the number of paid/non-paid days of allotted absence. NCS will continue to offer insurance coverages consistent to before the leave. The employee may need to set an escrow account or other payment arrangement to cover their portion of premiums during unpaid FMLA leave.
- 6) Required documentation – NCS reserves the right to require official documentation to support the validity for FMLA leave. NCS reserves the right to determine sources of evidence. Documentation is at the employee’s expense. NCS may also require documentation for fitness to return to work.
- 7) **Qualifications:**
  - a. Must have worked for (NCS) for 52 consecutive weeks and have worked at least 1,000 hours (Wisconsin labor requirement) during the preceding 52 weeks.
  - b. 2-months advance notice for birth of a child or adoption, and as soon as possible for other reasons.
  - c. Per regulations, maternity has a minimum of 6 weeks or a doctor’s release to return to work and employee’s fitness to perform duties before the end of the 6 weeks.
  - d. Intermittent FMLA is when the employee needs shorter, recurring blocks of time off, a reduced work schedule. Where FMLA leave is for birth or placement for adoption or foster care, use of intermittent leave is subject to the employer’s approval as a review of the employer’s ability to maintain operations is necessary. FMLA leave may be taken intermittently whenever it is medically necessary to care for a seriously ill family member, or because the employee is seriously ill and unable to work. If the need for intermittent leave is foreseeable based on planned medical treatment, the employee is responsible for scheduling the treatment in a manner that does not unduly disrupt the employer’s operations, subject to the approval of the health care provider. In such cases, the employer may also transfer the employee temporarily to an alternative job with equivalent pay and benefits that better accommodates recurring periods of leave than the employee’s regular job.

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

- 8) **Procedures:** A qualifying employee must complete the official request for FMLA form and submit it to the supervising administrator. The administrator must verify all information on the form including accrued medical leave days. All FMLA requests must be submitted to the president after the employee and supervisor have completed their portion of the NCS FMLA form. The request is reviewed and will be submitted to the Diocese of La Crosse for legal consultation.

g) **Other Leave of Absences**



- 1) Unpaid leave - Employees who are not eligible for paid personal, medical, or vacation or FMLA leave may request unpaid leave. Unpaid leave is intended for rare occasions when the employee is physically unable to come to work or in cases of family emergency. Employees needing leave over 2-weeks in length are required to provide medical documentation and their leave form must be reviewed by the local supervisor and HR Coordinator. The system president has the final approval in these situations. Vacation requests or other non-medical or emergency requests are not encouraged. All requests for unpaid leave may be denied and may become grounds for dismissal or non-renewal.
- 2) Extended personal medical leave – beyond FMLA - Employees who have depleted their FMLA time during a calendar year and are in need of additional time-off due to serious personal illness may file for an extended personal medical leave. Extended personal medical leave and FMLA together generally does not extend beyond 18 consecutive weeks in a calendar year.
- 3) Other extended leave – Contracted teachers or other instructional employees may be granted the option for 1 or 2 weeks of unpaid leave beyond FMLA to allow a substitute teacher to finish a school year. This would be a mutually agreeable situation between the school principal and employee and is dependent on the needs of the school.

**67. Legal Implications for all Employees working with Children (2/11/13; 8/9/15)**

- a) Evidence of teacher “negligence” is the most common criteria for demonstrating liability. The best defense against negligence is the evidence of proper precaution, looking ahead, foreseeing the possibility of danger, taking appropriate steps, and proper supervision and documentation when children are concerned.
- b) Students are never to be left unsupervised. This is the responsibility of all teachers. Teachers are to be in the classroom at the beginning of the day or after recesses. Students are not permitted to be in classrooms without supervision. If an accident happens on the playground, or in the school building, teachers are to remain on duty and send someone to get help from the office or school.
- c) Need to leave the classroom – Contact the school office for assistance and room coverage.

**68. Lesson Plans (review 2/11/13; 8/9/15)**

Each school and early childhood center teacher is required to prepare daily plans for each week. Each plan should follow a standard form and should include the objective of the lesson, procedures, and resources/materials needed for each lesson. School administrators may request copies of lesson plans throughout the school year. Lesson plans should be maintained for one year before destroying. Teachers leaving Newman Catholic Schools’ employment must submit the prior year’s lesson plans to their administrator before leaving.

**69. Letters of Interest – LoI’s (DSP 4120)**

All NCS employees are annually issued a Letter of Interest generally before February 1. All employees are required to return a completed LoI by the required due date. LoI’s are non-binding and are used in planning for the upcoming school year.

**70. Letters of Employment –LoE’s (reviewed 8/9/15)**

All non-contracted employees are issued a Letter of Employment (LOE) at the time of hire or when a wage increase is granted. It is not a contract. All employees working under a LOE are required to sign and return a copy. Their signature represents acknowledgement of the

information. All employees working under a LOE are “at will” employees and required to follow all NCS policies and procedures as noted in all NCS and diocesan handbooks.

**71. Liability – See “Legal Implications”**

**72. Logo and Name Use Policy**

NCS has published guidelines outlining the protocols for using its logos, mascot, names of the institutions and colors for spirit wear. All employees are expected to be familiar with the standards and implement the standards.

Principals and Athletic Director Expectations – All administrators are expected to enforce the logo and name use policy with all students, parent, volunteers, etc.

**73. Medical Examinations (DSP 4111)**

Employees must have a tuberculosis test within ninety (90) days of being hired. The examination must include a tuberculin skin test and/or chest x-ray showing the employee is free of communicable tuberculosis. A certified medical professional conducting the exam shall prepare and sign a report on the standard form provided by NCS certifying the individual is physically free from tuberculosis in a communicable form at the time of the examination. The report will be placed in the employee’s file. NCS will reimburse no more than \$10.00 for this test.

**74. Mileage Reimbursement (reviewed 8/9/15)**

- a) Certain employee activity may be eligible for mileage reimbursement.
- b) Two kinds of mileage: Contractual mileage– noted on employee contract, is considered income and is taxable. Regular mileage – is not subject to taxes and withholding and is issued as a check outside of payroll.
- c) Reimbursement Procedures and Policy for “Regular Mileage” (Reviewed/Updated 5/21/12; 1/30/13; 8/9/15)
  - 1) NCS reserves the right to accept /deny all mileage requests.
  - 2) Supervising administrator must review and sign all mileage requests.
  - 3) Submit all requests on NCS Mileage Reimbursement Form, attach copy of google maps (for requests greater than 25 one-way miles) and meeting or workshop evidence of attendance (usually minutes or handouts from the meeting). Submit requests to CO no later than three weeks following the event. Older requests are not honored.
  - 4) Use NCS Mileage Chart for in-town travel to other NCS schools.
  - 5) NCS only covers the shortest route to the destination from one’s home or work. If work is shorter than home, the work location is used in the calculation.
  - 6) Mileage requests may not be carried over from one fiscal year to another.
  - 7) NCS establishes reimbursement rates.
  - 8) NCS will not reimburse round trip mileage when personal travel is included prior to or after the trip. Example: Employee travels one-way for NCS business then following the activity takes vacation or plans personal travel before returning to work.
  - 9) Mileage for personal business, to/from work, full-day in-town meetings, certain other meetings, or workshops do not qualify for mileage benefit.
  - 10) Mileage may not be claimed when NCS provides transportation for staff.

**75. Movies, Videos, etc.**

NCS has instructional standards regarding the use of movies and video as part of instruction or in lieu of instruction. The following values are set forth;

- a) All movies are subject to administrative approval.
- b) Instructional time should be meaningful, and movies as “fillers” does not reflect effective use of instructional time. Movies should support specific learning objectives.
- c) The use of video clips is preferred over watching an entire film over several class periods.
- d) The showing of movies as fillers prior to a school vacation day should be a rare event vs. a routine event.
- e) Showing a movie to a group of people purely for enjoyment is subject to various federal regulations.
- f) It is a federal violation to show a film in school and collect payment.

**76. Non-Catholic Student Participation (DSP 6225)**

Per Diocesan policy, DSP 6225, non-Catholic students fully enrolled in a Catholic school are required to participate to the same extent in all school activities, both curricular and extra-curricular, and in courses of study as Catholic students, provided such activities are permitted by Catholic Church law.

Choice Program - Parents of students attending NCS with a voucher as part of the Wisconsin Parent Choice Program may legally elect to direct their student to not participate in the religious programming of the school. Parents must put their wishes in writing to the school administrator and the school administrator is required to offer other programming. The principal should hold a conference with the parent to discuss the matter. NCS has identified certain electives as approved alternatives for WPCP students should the matter arise. NCS Religion courses are rigorous and alternative programming should follow similar standards for rigor. Mathematics, science, English and social studies courses have been approved as alternative programming.

**77. Non-discrimination Policy (DSP 2300)**

The educational institutions of the Catholic Diocese of La Crosse are subject to the limitations of Title VII of the Civil Rights Act of 1965 as amended, Title IX of the Educational Amendments of 1972, the Age Discrimination and Employment Act, the Equal Pay Act, the Rehabilitation Act of 1973, the American Disabilities Act, and the Wisconsin Fair Employment Practices Act, and do not discriminate on the basis of race, religion, color, sex, national origin, age, disability, arrest and/or conviction record, marital status or sexual orientation, except as permitted by law.

**78. Overtime Pay (review 8/9/15)**

- a) Non-contracted hourly employees and non-exempt salaried employees are eligible for overtime pay per federal and state regulation.
- b) NCS has the following expectations in place:
  - 1) Compensation is 1.5 times their hourly rate when they are physically present on the job.
  - 2) Must be physically present on the job more than forty (40) hours per week.
  - 3) The NCS work week is 12:00am Saturday through 11:59pm Friday.
  - 4) Supervisors must preapprove all overtime.
  - 5) Supervisors must attempt to adjust an employee’s weekly work schedule to stay within the 40-hour/week expectation.

- 6) Paid leave of absences and holidays occurring in a work week do not count toward overtime determination.

**79. Payroll and Timesheets (review 2/11/13; 8/9/15)**

- a) Payroll - Employees are paid two times per month; 15<sup>th</sup> and last day of each month through direct deposit. All employees are required to provide bank account information at the time of hire. During the 2015-2016 fiscal year NCS will implement a system of electronic paystubs and when the system is in place, paper paystubs will cease. Paystubs will be provided electronically. When payday falls on weekends or holidays, payroll is deposited on the preceding business day. NCS issues a payroll calendar annually. Payroll questions should be directed to the HR Coordinator.
- b) Hourly increments – NCS compensates hourly employees to the nearest quarter of the hour. Work hours are rounded to the nearest 15-minute increment for compensation calculation.
- c) Timesheets - procedures and expectations for hourly employees.
  - 1) Enter your hours daily.
  - 2) Submit completed sheet on the last day of your work week to your supervisor.
  - 3) Post only exact hours on the job on the time sheet indicating break times, including lunch, when away from assigned duties.
  - 4) Do not work over scheduled/allotted hours unless authorized in advance by your supervisor.
  - 5) It is the employee's responsibility to turn their timesheet in on time. A pay period will be skipped when employees do not turn their timesheets in on time. This is within its legal limits since current regulations require pay to occur at least one (1) time per month.

**80. Personal Belongings (review 12/12/11; 8/9/15)**

Teachers and staff are generally discouraged from bringing personal possessions and valuables in to the workplace. However, they may choose to do so. Employees are responsible for the safe keeping and security of their personal possessions. NCS will not reimburse employees for lost or stolen items. They should consult with their building administrator regarding individual building procedures.

NCS is not responsible for personal possessions brought into the workplace that were damaged as a result of fire, flood, tornado, other natural or mechanical disaster.

**81. Personnel Files (review 8/9/15)**

A personnel file is maintained for each employee at the NCS Central Office. This is considered the primary file for each employee. Supervisors may maintain copies of personnel documents in a secondary file located in the employee's building. All contents must be marked "copy" and are maintained at the building level solely for convenience of the employee. When employees leave a school, the personnel file is to go to the Central Office and merged with the primary personnel file.

Personnel file contents include, but are not limited to: application and hiring documents, resume, credentials, evaluations forms, required tax forms, disciplinary notices, certifications, licenses, awards, disciplinary letters, attendance records, etc. Employee health records are maintained separately. Employees should receive notice when disciplinary or evaluative records are included in their personnel file.

NCS strives to comply with current legal requirements with regard to employee records. NCS requires written notice from an employee for file inspection. NCS will charge a fee for content reproductions not to exceed the cost of copying.

**82. Photographs of Employees**

NCS employees, members of the news media, or other individuals involved with the business of NCS may take photos, record videos, or use other forms of media to record images of employees involved in performing the duties of their job or while in attendance at NCS functions. These materials may be used for, but not limited to, promotional materials, the district website, yearbook, school newsletters, news articles, advertisements, etc. All photos or media releases are property of NCS. Employees who do not wish to have their picture taken must notify their supervisor in writing within ten days from the date of hire and update their wishes annually.

**83. Plagiarism, Cheating, Dishonesty (review 2/11/15; 8/9/15)**

Plagiarism, cheating and dishonesty are growing concerns in education at all levels. It is important that from even the earliest elementary years, the proper ethics regarding the use of others' words, artwork, video, music, thoughts, etc. are taught and modeled by all teachers. Therefore, all teachers are expected to know and follow the Plagiarism, Cheating and Dishonesty policy as outlined in the Parent-Student Handbook.

**84. Pledge of Allegiance (review 2/11/13; 8/9/15)**

Each school day should begin with prayer followed by the Pledge of Allegiance. Teachers should encourage all students to participate in this activity and should enforce proper etiquette for reciting the pledge. Teachers should refer to their building level handbooks and/or administrator for school level procedures.

**85. Political Information for Students (review 2/11/13; 8/9/15)**

Teachers, coaches and other personnel who work with students may choose to discuss various current events and politically related topics with students as part of formal instruction or informal conversation. The position of the Catholic Church as it relates to politics and classroom instruction is that Catholic school personnel may discuss current events and political issues with students; however staff members are not allowed to endorse any political candidate or political party as part of instruction. Rather teachers are to teach issues, explore viewpoints and apply Catholic moral teaching to the issue. For example, it would be considered inappropriate for a teacher or coach to state a specific candidate for which students should vote. In addition, Catholic school personnel may not voice personal political opinions to students contrary to Catholic faith and morals.

**86. Prayer in Classrooms (2/11/13; 8/9/15)**

Each school day is to begin and end with prayer with the exception of the WSD/DCE 4K program. Teachers need to consult their building administrators to determine if the prayer is school-wide or classroom based. Additionally high school and middle school classes should begin each school period with a short appropriate prayer. Group prayer before dismissing students to lunch is encouraged. Teachers are encouraged to pray with students at special times.

**87. Professional Development and Teacher inservice (review 2/11/13; 8/9/15)**

- a) Contracted teachers - Scheduled staff development or inservice programs are to be attended by all teachers, full and part-time. Leave may not be applied to certain staff development days unless the teacher is on FMLA. See Leave Policies.
- b) Part-time teacher compensation policy – While all teachers are required to attend all professional meetings and staff development days as per their contract, NCS elects to offer part-time contracted teachers additional compensation for full-day attendance at required staff development meetings. Diocesan regionals and other inservice days are considered. Only days when the teacher attends the full-day are considered. Part-time contracted teachers receive a prorated portion of 1/190<sup>th</sup> (daily rate of contract). The difference between the teacher’s full-time contracted daily rate and their current part-time contracted daily rate is set as the rate of additional compensation for each qualifying day.
  - 1) Calculation example:
    - a. A full-time teacher is paid \$22,800 per year per the contract and salary scale. The daily rate is  $\$22,800 / 190 \text{ days} = \$120$  per day.
    - b. The same teacher became part-time, .60 FTE (60% of full-time).
    - c. The contract was set at 60% of the \$22,800 = \$13,680 and the daily rate was determined to be \$72.
    - d. NCS assumes the teacher earns \$72 for each day of the contract regardless of the schedule.
    - e. On staff development days, NCS wished to pay the teacher the full daily rate of \$120.
    - f. NCS takes the difference between the two daily rates and pays the additional amount to the teacher.
    - g.  $\$120 - \$72 = \$48$  is the additional compensation.
  - 2) Procedures: Principals approval all requests for additional compensation. Principals are responsible to submit all part-time compensation requests monthly.
  - 3) All part-time teachers are required to attend faculty meetings, parent-teacher conferences, evening open houses or other school related evening events, recruitment meetings, etc. as directed by the principal or system authority. There is no additional compensation for attendance these events as they are contractual.
  - 4) Part-time teachers are not eligible for additional compensation for contracted days in which there is no requirement to report to work. For example, “a personal inservice” day holds no requirement to report to work and therefore does not qualify for additional compensation.
- c) Hourly Employees – when required to attend professional development meetings, hours are to be included on the timesheet.
- d) Contracted Administrators – required to attend all teacher required staff development meetings.
- e) Professional Growth Goals
  - 1) Contracted Teachers - Teachers are to set Professional Growth Goals annually and present them in writing to their principal. Principals are required to conduct periodic progress checks during the course of the school year and include assessment of growth plan in the annual evaluation. The diocese may require certain forms to be used during this process.
  - 2) Continuing education requirement for licensed child care teachers – Teachers are to comply with all state requirements requiring continuing education.
- f) Reimbursement for continuing education and post-graduate credits
  - 1) Reimbursement for outside professional work is not guaranteed.

- 2) If reimbursement is allowed, only tuition and fees are considered. NCS generally does not cover travel, food, materials and lodging expenses.
- 3) All professional work subject to reimbursement must support the systems' professional development goals.
- g) Current system goals related to faith formation and academic instructional improvement, student management, and technological advancement. The system president has the authority to determine if professional study aligns with NCS goals.
- h) How to seek reimbursement  
Teacher should meet with their principal and discuss their plan. Complete the "NCS Course Credit Approval Form" prior registering for a course and paying fees. etc. Principals should retain the form at the local level and should consult with the president following. After initial approval is granted, the teacher is responsible to register for the course/workshop and pay all required expenses. The teacher is responsible to submit all paid receipts with their approval form for reimbursement. Teachers and principals who need assistance with this process may contact the HR Coordinator or the system president for assistance.

**88. Progress Reports (review 2/11/13; 8/9/15)**

Progress reports reinforce positive behavior and achievement, and identify areas of concern at the mid-point of each quarter for parents and students.

- a) All K-12 expectation
  - 1) All NCS students shall receive a first quarter progress report.
  - 2) All students showing a "D+" or lower average in any subject or course or is in danger of failing a quarter or course shall have Progress Report issued by mid-quarter.
  - 3) NCS sets the 5<sup>th</sup> week of each quarter as "Progress Report" week.
  - 4) Each school administrator is responsible to review and monitor progress reports.
  - 5) Teachers are encouraged to issue progress reports of commendation as well.
- b) Elementary expectation K-5  
Each student should have a minimum of 2 written progress reports per school year. Copies of reports are maintained in the student's cumulative record.
- c) Grades 6-12  
Progress reports are issued through the Skyward grading system. The above guidelines are expected to be applied to this method of reporting and reports are part of the student's cumulative record.

**89. Referral of Students to Outside Agencies (DSP 5519)**

Students in a Catholic school are not to be referred by either school or other private or public employee giving service to the schools to agencies for advice that is contrary to Church teaching and/or practice. The school administrator is to make this regulation clear to any private or public employee giving service to the schools.

Procedure:

The administrator is responsible for making a decision for referring a student for outside evaluation. This decision will be made following consultations with the teacher, parent, and school counselor. Newman Catholic Schools shall not be financially responsible for outside evaluation. Principals are required to inform the system president of referral activity.

**90. Release of students (2/11/13; 8/9/15)**

Students will be released only to those designated by the legal parent/guardian noted on the emergency form or as directed by the legal parent/guardian. When the school provides transportation to and from athletic competition or school activities, teachers and coaches are not allowed to release a student to anyone other than his/her parent/guardian.

**91. Religious Participation Requirement (2/11/13; 8/9/15)**

- a) Although it is not binding that all personnel hired be of the Roman Catholic faith, it is important and necessary faculty and staff support and participate in the religious activities of the school as it relates to their job description.
- b) Teachers are expected to attend all religious services with students. It is not permissible for teachers to skip or exit early school liturgies or prayer services.
- c) Teachers are expected to maintain a higher standard of professional dress on school liturgy days and to encourage students to do the same.
- d) Teachers may be expected to help prepare school liturgies and attend liturgical planning meetings.

**92. Report Cards (DSP 5201)**

In K-12, only Diocesan approved report cards are to be used. Only codes and symbols printed on the report cards are to be used in marking. Teachers may use the diocesan approved comment sheets when more content needs to be reported.

**93. Reporting and Monitoring of Student Progress and Retention/Acceleration Policy (DSP 5210)**

- a) Teachers need to inform their administrator of cases where students are consistently not performing to expectations, showing consistent decline in achievement, or conversely are consistently excelling in all areas of the curriculum.
- b) The administration and teacher(s) will discuss ways to help or further challenge the student.
- c) Possible solutions may include, but are not limited to: development of a plan which includes accommodations, referral for additional testing, the development of a Response to Intervention (RTI), and or an Individualized Service Plan (ISP), adding or dropping a course, referral to the Learning Resource teacher, additional tutorial time, parent-teacher conference, consultation with the school counselor or outside resource person and/or retention/acceleration. The Diocese of La Crosse policy for retention/acceleration will be followed. It states:
  - 1) “The administration is responsible for making the decision to retain a child or to accelerate a child to another grade. The decision to retain or to accelerate is to be made only after serious reflection, evaluation, and consultation with the teacher and parents.”
    - a. The administrator will make the final decision on the retention/acceleration and inform the parents in writing of the decision.
    - b. The procedure for consideration of student retention/acceleration is as follows:
    - c. Inform the administrator in writing at the end of the second quarter as to the possible retention/acceleration of a student.
    - d. A conference will be held with the administrator to discuss the information contained on the form.
    - e. A parent conference will be set up at which the teacher(s) will discuss with parents:
      - Recommendation made
      - Reasons for recommendation



- Current and continual corrective/enrichment efforts
  - Parental concerns
- f. A written report of this conference containing the above elements is to be sent to the parents (copies retained by teacher and administrator)
  - g. In the case of retention, continual efforts are to be made to help the child. A tentative decision on retention/acceleration will be made at the end of the third quarter.
  - h. Two weeks prior to school closing, another conference will be held with the administrator to discuss final recommendations.

**94. Resignation Procedures (review 8/9/15)**

- a) Resignation benefits - NCS ceases to contribute to health, dental and life insurance plans through the diocesan insurance structure.
- b) **Contracted teachers** – NCS contributions to health and dental ceases on the last day of the month worked. Example: A teacher resigns and works through the last required work day, June 2<sup>nd</sup>. NCS will contribute to health and dental in June, but not in July and August. Per diocesan policy, if a contracted teacher resigns in July or August, all insurance benefits are terminated retroactively to June 30. Any premiums that may have been collected after June 30 will be refunded. The employee may continue the insurances through COBRA if they are willing to accept the full responsibility of the premiums. NCS will continue to pay on retirement through the final payroll date in August.
- c) **Contracted administrators** - The last contract day on an administrator’s contract is June 30<sup>th</sup>. This date corresponds to the last payroll of the contract and no other benefits follow after June 30<sup>th</sup>. The employee may elect to go on COBRA to continue health and/or dental coverage and he/she would be fully responsible for the cost.
- d) **Hourly employees** – All benefits cease following the last day of service.
- e) **Salaried employees** – All benefits cease following the last day of service.
- f) **Resignation procedures** – All employees are required to submit written notice of resignation to their supervisor. This note should be dated, signed and contain the reason for the resignation. All contracted employees are held to breach of contract penalties. A minimum of 2-week notice is requested by all NCS employees.
- g) **Contract modification for contracted teachers and administrators** - all resignations during an active contract require an official release agreed to by all parties of the original contract. A contract modification form is used to release an employee during an active contract period.

**95. Retirement Program (review 8/9/15)**

NCS participates in the Diocese of La Crosse retirement plan. Therefore, it is subject to all guidelines and policies as stated in the plan document. Retirement plan eligibility will be reviewed at the time of hire. Retirement plan questions should be referred to the HR Coordinator.

**96. Right to Privacy for Students (review 2/11/13; 8/9/15)**

State law prohibits any official, employee or agent of a private school from conducting a “strip search” of a pupil. “Strip search” is defined as “a search in which a person’s genitals, pubic area, buttock or anus, or a female person’s breast, is uncovered and is either exposed to view or is touched by a person conducting the search.” (s.942.02)

**97. Safe Environment**

The Diocese of La Crosse has a number of policies in place for keeping children safe from sexual abuse. All NCS employees are expected to:

- a) Follow the policies outlined in the “*On the Promulgation of the Revised Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse*”, also known as the “green book.”
- b) Follow the procedures and policies outlined in the “*Sexual Misconduct Policy and Procedures for the Diocese of La Crosse*” known as the “red book.”
- c) Conduct an annual review of the Safe Environment video and sign the necessary compliance forms.
- d) In addition, all classroom teachers are expected to teach the safe environment curriculum and maintain the necessary records and documentation.

**98. Safety**

a) **State regulations to maintain student safety (State administrative code 118.07)**

- 1) Every school board and the governing body of every private school shall provide a standard first aid kit for use in cases of emergency.
- 2) **Fire drills** - Once each month, without previous warning, the person having direct charge of any public or private school shall drill all pupils in the proper method of departure from the building in case of a fire, except when the person having direct charge deems that the health of the pupils may be endangered by inclement weather conditions.
  - All teachers and staff assigned to student supervision will assume responsibility for determining and communicating to students the primary and secondary evacuation routes from their rooms
  - When the alarm sounds, staff are to go to the classroom door and decide whether the primary exit route is restricted by fire, smoke, or some other obstruction, then advise the students to leave in an orderly and quiet manner
  - Staff members are to take a class roster and grade book (if it exists as a hard copy) as they exit
  - Special preliminary arrangements are to be made for the evacuation of all handicapped students
  - Each classroom door should be closed, lights off and remain unlocked
  - Each staff member’s primary responsibility is to insure that all students under their supervision evacuate the building
  - Once outside the building, take attendance and assist in keeping students as far away from the building as possible. Names of students that are missing must be reported to the principal or designated authority immediately
  - Teachers are not to grant permission to re-enter the building until the principal directs this action
- 3) **Tornado drills** - At least twice annually, without previous warning, the person having direct charge of any public or private school shall drill all pupils in the proper method of evacuation to a safe location in case of a tornado or other hazard. At least twice annually, without previous warning, the person having direct charge of any public or private school shall drill all pupils in the proper method of evacuation or other appropriate action in case of a school safety incident.

- 4) **School safety plan** - The public and private school safety drill shall be based on the school safety plan adopted under s. [118.07 \(4\)](#). A safety drill may be substituted for any other drill required under this paragraph. The school board or governing body of the private school shall maintain for at least 7 years a record of each fire drill, tornado or other hazard drill, and school safety drill conducted. The school safety plan shall include procedures for fire, tornado, intruders, and other threats. It shall include designated personnel and required training. The plan shall be reviewed every three years and updated. The plan should be provided to each local fire and police department, the system president, and diocesan administration.
- 5) **Required reporting of drills** - In each community having a recognized fire department, the person having direct charge of any public or private school shall annually file a report pertaining to such drills, on a form furnished by the department of safety and professional services, with the chief of the fire department. When no fire drill is held during any month, or when only one or no tornado or other hazard drill is held in a year, the person having direct charge of the school shall state the reasons in the report.
- 6) **Training of Staff** – Each local NCS school is to review the safety plan with all staff annually and provide training on procedures annually.
- 7) **AED**- by law each NCS shall have a working “automatic external defibrillator” in the school and have staff persons trained in its use. All staff are to be notified as to the location of the AED and the school shall have signs marking its location.
- 8) **Training of Students** – Beginning in 2010, each high school in Wisconsin shall incorporate the instruction of psychomotor skills necessary to perform cardiopulmonary resuscitation and cardiocerebral resuscitation. A program developed by the American Red Cross or the American Heart Association shall be used. In addition, each high school shall provide students instruction and training on the use of AEDs
- 9) **School safety patrols** - Any school board may organize school safety patrols and, with the permission of the parents, appoint pupils as members thereof for the purpose of influencing and encouraging the other pupils to refrain from crossing public highways at points other than at regular crossings and for the purpose of directing pupils not to cross highways at times when the presence of traffic would render such crossing unsafe. Nothing in this section authorizes or permits the use of any safety patrol member for the purpose of directing vehicular traffic, nor may any safety patrol member be stationed in that portion of the highway intended for the use of vehicular traffic. No liability shall attach to the school district or any individual, school board member, school district administrator, teacher or other school authority by virtue of the organization, maintenance or operation of a school safety patrol organized, maintained and operated under this section.
- 10) **School fences** – The school shall erect and maintain all the fence necessary to enclose the school site or grounds without any financial burden on the holders of adjoining properties.
- 11) **Student Health and Safety** - All employees are expected to uphold and follow the guidelines put forth in their school’s Safety Handbook.
- 12) **Suicide Threats or other Threats to Harm Others** - All employees are required to report suspicions of threats of suicide, other cases of bodily harm, harassment, school violence, etc. to their building administrator.
- 13) **Candles in Classrooms** – Per diocesan regulation; candles may not be burned in classrooms or offices with the exception of religious services. In the case of candles for religious services (i. e. classroom prayer service), candles may be lit and extinguished only

by the teacher or other authorized staff member. Students may not light candles in classrooms or office. Students who are trained as servers for Mass may light candles in church. All candles used for a religious service must be extinguished immediately afterwards.

**99. Salary Information, Contracted teacher Salary Scale, Lane Advancement (review 2/11/13; 8/9/15; 12/1/15)**

a) Contracted Teachers

- 1) NCS prepares a teacher salary scale annually. Salary payable to contracted employees for each school year shall be set forth in the individual contract. NCS reserves the right to establish caps on the number of years of prior experience considered in salary scale placement for new hires. The general cap is 5 years of service.
- 2) All wage reductions for contracted teachers due to unauthorized absence or unpaid leave are calculated at 1/190<sup>th</sup> of the total diocesan contracted amount. A diocesan teacher contract has 190 required days of work.
- 3) All wage reductions for a contracted administrator due to unauthorized or unpaid leave are calculated at 1/260<sup>th</sup> of the total contract rate. Administrator contracts are 12-months and a base of 2080 hours is used to determine the total number of compensated days (260).
- 4) **Lane Advancement on Salary Scale**

Teachers who earn additional graduate credits may qualify for additional compensation per the NCS Teacher Salary Scale. All credits and courses used for lane advancement must receive prior administrative approval. Teachers should file a request for credit approval using, "NCS Course Approval Form." The form is reviewed by the building principal and forwarded to the NCS president who makes the final determination for credit approval. NCS reserves the right to accept or reject credits, courses or requests for lane changes. Courses must relate to NCS goals for instructional and professional improvement.

**Procedure to request lane advancement:** When a teacher has earned enough credits to move to a new lane, the following steps must be followed and only requests received prior to March 1 are considered for the next school year's contract.

- Provide a written letter (signed and dated with printed name) to the NCS president with the following information; date, reason for the request, request to move from Lane A to Lane B attach copies of all applicable transcripts and corresponding "NCS Course Approval Forms".
- Courses may not be applied to lane changes more than one time.
- The teacher is responsible to meet all required deadlines and provide all required documentation. Requests after March 1 are not considered until the following March.
- Lane advancements beyond 16 credits are allowed only if the teacher is actively working on a Master's degree.
- Teachers employed in NCS prior to 2003 are allowed to be at BA + 24 without evidence of Master's level study if they were at BA +24 on their 2003-2004 NCS contract.

b) Non-contracted Employees

Wages payable to non-contracted employees shall be set forth in the letter of employment. A new letter of employment is issued only when a wage or job classification changes. Wages of salaried employees are reduced for unpaid leave on a prorated basis.

- c) Contracted Administrators – Administrator salaries are based on a individual basis considering experience and qualifications. Administrators are considered full-time, year round employees and vacation and medical leave time is noted on the contract. Administrators who have unqualified leave will have a prorated wage adjustment. There is no reimbursement for unused vacation of medical leave unless specifically noted on the individual contract. The administrator contract runs from July 1 to June 30 and the last day of compensation for an administrator contract is also June 30.

#### **100. Sexual Harassment (DSP 4175/DSP 5512)**

All employees/students of the Catholic schools of the Diocese of La Crosse are entitled to work in an atmosphere free from sexual harassment.

Provisions:

- a) Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a Sexual nature or unwelcome verbal or physical conduct of a sexual nature. “Unwelcome verbal or physical conduct of a sexual nature” includes, but is not limited to: “the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for work/school purposes.”
- b) No employee/student shall be subject to sexual harassment as a Catholic school employee/student.
- c) Any employee/student who engages in sexual harassment shall be subject to severe disciplinary measures.
- d) Any employee/student who believes that he or she is being sexually harassed shall report immediately such information to the diocesan director of schools. Any information reported shall be treated in the strictest confidence. All claims of sexual harassment shall be thoroughly investigated by the Diocesan Director of Catholic Schools and the moderator of the curia and the results of that investigation shall be disclosed to the employee/student.
- e) Each employee shall sign a statement acknowledging both receipt and review of the Diocese of La Crosse’s *Sexual Misconduct Policy and Procedures* as well as the *Child Sexual Abuse Policy and Procedures*.
- f) No employee/student shall receive any adverse action or be retaliated against for reports of sexual harassment, made in good faith.
- g) "Every individual, precisely by reason of the mystery of the Word of God who was made flesh (cf. In 1:14) is entrusted to the maternal care of the Church. Therefore, every threat to human dignity and life must necessarily be felt in the Church's very heart; it cannot but affect her at the core of her faith in the Redemptive incarnation of the Son of God, and engage her in her mission of proclaiming the Gospel of Life in all the world and to every creature" (cf. Mk 16:15). (Evangelium Vitae, Introduction, Section 3; paragraph 1)
- h) The Catholic Schools of the Diocese of La Crosse are Christ-centered educational communities which proclaim the Gospel of Life and recognize the human dignity of each person. Therefore, it is the mission of each Catholic school to provide a Christian environment in which each member is able to develop his/her special talents and gifts to achieve his/her greatest potential.

- i) The presence and abuse of drugs and alcohol presents a clear and present danger to health, safety, and welfare of all pupils in our schools. Therefore, the Diocese has a paramount obligation of protecting its students from the dangers of drugs and alcohol.
- j) Additionally, as Catholic institutions, our schools must provide an environment and opportunities for redemption, rehabilitation, and reform for those students who abuse drugs and alcohol.

RECOGNIZING the difficult and sometimes conflicting choices that our schools face in addressing drug and alcohol abuse;

RECOGNIZING the need to articulate strong, clear, and consistent policies and procedures in this area;

RECOGNIZING its obligation to set the moral and ethical standards we expect from our schools and pupils;

The Diocese of La Crosse adopts the following Drugs and Alcohol Policy for all our Diocesan schools.

**DEFINITIONS:**

The phrase "drugs or alcohol" includes, but is not limited to:

- A. Alcohol
- B. Illegal drugs;
- C. Illicit drugs (legal drugs used for illegal or improper purpose); and
- D. Look-alike drugs (substances represented as illicit or illegal drugs or alcohol).

The term "expulsion" is:

Termination of a pupil as a student from the school permanently (no opportunity for reinstatement).

The term "dismissal" is:

Termination of a pupil as a student from the school less than permanently (indefinite or for a given term).

The term "suspension" is:

Temporary removal of a pupil from the school, either as a punishment or as a precautionary measure during investigation and/or assessment.

**k) PROHIBITIONS AND REQUIRED MINIMUM SANCTIONS**

1) No student may distribute, offer, and/or conduct any transactions leading to the use, possession, distribution or exchange of drugs or alcohol on school property, within 1000 feet of school property, at or in route to school-sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles or school-sanctioned vehicles.

Sanction: For students who have violated any Category 1 Prohibitions - dismissal or immediate expulsion and the appropriate assessment and follow-up as described in Section C.

2) No student may possess or use drugs or alcohol on school property, within 1000 feet of school property, at or in route to school-sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles or school-sanctioned vehicles.

Sanction: For students who have violated any Category 2 Prohibitions - suspension, dismissal or expulsion and the appropriate assessment and follow-up as described in Section C.

- 3) No student may be under the influence of, or knowingly remain in the continued presence of (except at school sanctioned adult functions), drugs or alcohol on school property, within 1000 feet of school property, at or in route to school-sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles or school-sanctioned vehicles. Sanction: For students who have violated any Category 3 Prohibitions - suspension, dismissal or expulsion and the appropriate assessment and follow-up as described in Section C.

The local school authorities are charged with the responsibility of justly and equitably applying the required sanctions within each category. However, they may not fail to apply the required minimum sanction of each category.

- 4) In determining within each category which sanction to apply, at least the following factors shall be considered:
- the nature of the substance;
  - the amount of the substance;
  - the age of the student;
  - the degree of risk posed to other students;
  - the cooperation or lack of cooperation of the student; and
  - the student's prior record.

Nothing contained herein shall require or imply that a school may not impose more severe sanctions if the totality of the circumstances dictate.

The decision of the local school authority is final. If there is any disagreement with the decision of the local school authority, the student and/or parent has the right of administrative recourse.

#### 5) INVESTIGATORY AND/OR REMEDIAL MEASURES

- a. The student and parents/guardians shall meet with school authorities.
- b. The student shall be suspended pending completion of the investigation and may be suspended during the assessment.
- c. The student will be required to cooperate with and undergo an immediate assessment/evaluation by an approved licensed agency or professional approved by school authorities and without cost to the school.
- d. The student and his/her parents or guardians shall sign a release authorizing the school to contact, speak with, and receive the results of the assessment and/or evaluation.
- e. Following the receipt of the results of the assessment/evaluation, the minimum required sanctions shall be imposed on the student.
- f. For students suspended or dismissed, before any student may be re-admitted and continue as a student, the following minimum conditions must be met and consistently maintained.:
- g. The student must provide the school with a written statement from a licensed professional certifying the student has and is fully cooperating with treatment and that the student presents no danger to other students.
- h. The student must cooperate with any and all recommended actions and conditions of his/her treatment.

- i. The student must refrain from any future drugs or alcohol offense.  
The student and his/her parents or guardians must authorize local school authorities to communicate with and receive information from the student's licensed professional and/or agency to monitor compliance with these conditions.  
The student must cooperate with local school authorities.  
Students suspected of violations of this policy may be required, as a condition of continuing as a student, to submit to diocesan approved drug and alcohol testing, if and when deemed necessary by the diocese.

**6) REPORTING REQUIREMENTS:**

- a. The conduct prohibited by these policies may be illegal. Therefore, contacting law enforcement authorities may be required.
- b. The conduct prohibited by these policies may give rise to a reasonable belief that minor students in our schools may be the victims of abuse. Therefore, a Chapter 48 report may be required.

**7) CONSULTATIVE REQUIREMENT**

Drug and alcohol offenses are serious matters. They involve complicated and at times contradictory and conflicting interests. They always implicate legal issues. Therefore, local school authorities shall immediately report and seek consultation from the Office for Catholic Schools when implementing and enforcing this policy, including approval for any dismissal or expulsions.

**8) RELATIONSHIP TO OTHER STUDENT CONDUCT CODES**

This policy governs the minimum standards in the area of drug and alcohol abuse for pupils in the Diocesan schools. Nothing here precludes any school from adopting more stringent standards and/or a broader application of the standards. Likewise, this policy is to be implemented in conjunction with all other students conduct codes governing other issues and is intended to supplement not replace those student conduct standards and procedures.

**9) EDUCATION**

All schools are required to develop and implement a policy of parent/guardian and student drug/alcohol abuse education. This education program is to be in place no later than January 14, 1998, and is to be reviewed annually.

**EFFECTIVE DATE**

This Drug and Alcohol Policy is to be implemented no later than August 15, 1997, and is to be reviewed annually.

DIOCESE OF LA CROSSE 1/14/97, Revised 1/12/98, Revised 1/12/99

**101. Smoking (2/11/13; 8/9/15)**

All NCS offices, schools and centers are smoke-free in the building and within 1000 feet of the building. Smoking is not permitted on school grounds including personal vehicles.

**102. Speakers, Outside Programs, AV Materials (Including Movies and Videos) and Literature (DSP 6410)**

- a) All outside speakers, programs, A.V. materials and literature used in the school are to have the prior approval of the school administrator. Care should be taken to see that movies, videos,



and literature are appropriate for the grade level and age of the student, and the values of Catholic schools.

- b) Any NCS employee who wishes to invite a guest speaker to speak to students on “matters of faith and morals” is required to follow the procedures set forth by Bishop Jerome ListECKI per his letter of directive dated, July 25, 2005. This remains in place until a following bishop directs differently. Copies of this directive may be obtained from each building principal.
- c) The United States Catholic Conference (USCC) movie rating guide is to be followed for all movies and videos shown in the schools or viewed by students in another location or those recommended by school personnel. If the rating of movie or video cannot be found, the Diocesan Office for Catholic Schools should be called to find out the rating. For purposes of classification, an adult is considered to be 18 years or older.

### **103. Student Dismissal or Expulsion (DSP 5115)**

The dismissal or expulsion of a student from a Catholic school is a very serious matter and should be invoked only in extreme cases. Care should be taken that fundamental fairness is offered the student in the process of expulsion. All dismissals and expulsions are to be first approved by the system president and Dean, and the student’s pastor is informed. Following local approval, the Diocesan Superintendent for Catholic Schools must be consulted and has the final authority on the matter.

The term “expulsion” is: Termination of a pupil as a student from the school permanently (no opportunity for reinstatement).

The term “dismissal” is: Termination of a pupil as a student from the school less than permanently (indefinite or for a given term).

### **104. Students with Special Needs (2/11/13; 8/9/15)**

NCS may elect to enroll new students with special needs or students may be identified with special needs while enrolled in the system.

- a) The school may develop a Response to Intervention (RTI) plan and depending on the results of RTI, may need to write a plan that is at higher level, Individualized Service Plan (ISP). The student may have an Individualized Educational Plan (IEP) from a public school district.
- b) An ISP may require accommodations. All teachers of students with ISP’s, IEP’s or other specific learning plans are expected to follow the written plan. Teachers are expected to implement any relevant accommodations, issue mandatory progress reports, and perform any other action as noted on ISP.
- c) All teachers who have a student undergoing ISP development are expected to serve on the ISP team, and attend all ISP meetings for that student.
- d) All teachers who have a student on an Individualized Service Plan are expected to sign the plan either at the start of each year or semester depending on the time the student will be assigned to that teacher. By signing the ISP, the teacher is acknowledging the student’s specific learning needs and the required accommodations, modifications and communications necessary to help the student achieve success.

### **105. Substitutes (review 2/11/13; 8/9/15)**

School and child care teachers are required to prepare detailed lesson plans for all planned absences. A “Substitute Teacher” folder or electronic file is encouraged. In the case of an emergency absence, all teachers are required to have an “emergency” lesson plan available. Plans

must include class lists, seating charts, a current schedule, and information pertaining to students with disabilities, health problems, special programs, special needs, school safety information, computer login information, etc. It is the responsibility of the teacher to have handbooks and safety manuals accessible to subs. Principals and site directors are required to follow up on this requirement.

Substitute teachers are generally expected to pay for school lunch unless they are required to directly supervise students during the noon meal time. For example; licensed child care teachers eat with their students and are not charged a lunch fee.

Newman Catholic Schools may hire substitutes for certain positions. Substitute wages are based on the nature of the position and qualifications required for the job. Substitute benefits include wage and other employee benefits required by law. Substitutes are not eligible for other NCS benefits offered to NCS permanent employees. (See Appendix XYZ for rates.)

NCS retirees are paid a higher daily and long-term rate in consideration to their prior experience with the system.

Long-term substitutes - Principals should report the need for long-term substitutes immediately to the president and HR Coordinator.

**106. Supervision and Evaluation (review 8/9/15)**

Each employee is assigned a supervisor upon hire. The supervisor is responsible to oversee performance and provide an annual performance review using NCS or diocesan required evaluation forms. Evaluations should contain content to guide the employee to improved performance.

**107. Supervision of Students Expectations (8/9/15)**

a) General expectations for all staff

NCS believes all staff share the responsibility to supervise students. Teachers shall not leave students unsupervised for any reason. Non-teachers who observe students in unsafe situations or displaying behavior contrary to expectations shall address the situation or report it to the supervising teacher or report it to the administration.

b) Dances, socials, etc.

All faculty and staff who are serving as a chaperone to student dances/socials must follow the chaperone guidelines and procedures listed in their building level handbooks.

c) School events or activities when parents are present

When parents attend school events with their student, the lines of authority may become blurry for staff. Teachers need to consider the nature of the event and if there is an expectation of the teacher to provide supervision. For example, a school field trip where parents are allowed to accompany the class. In this case the teacher should maintain all supervisory responsibilities. An evening school sock hop sponsored by the Home and School Association; in this case it is a school sponsored event planned by parents and it is likely there is no expectation of teachers to supervise students. This area though may pose some problems. When teachers observe students who are engaged in unsafe behavior, they should report it to the parent.

**108. Teacher in Charge (DSP 2310)**

The diocese requires all school principals, in consultation with the president, to appoint a Teacher-in-Charge (TIC). The TIC may assist with basic administrative decisions when the principal is off campus and cannot be reached. In the case of a prolonged absence of the principal, the system president will appoint an interim administrator. This person may or may not be the TIC. All TIC's are expected to consult with the system president when the principal is unavailable. Teachers are expected to follow directives from a TIC when the principal is unavailable. TIC's do not have fiduciary responsibilities unless authorized by the system president or controller. The TIC is generally a non-stipend position in NCS, and principals need to be mindful to this and limit the amount of additional responsibilities given to the TIC.

**109. Technology (review 8/9/15)**

a) General considerations

Employees are expected to follow the standards as noted for students in the Parent-Student Handbook. Therefore all employees are expected to read and know the policies in the P-S Handbook.

- 1) Technology equipment includes computers, tablets, SmartBoards, projectors, speakers, printers, copiers, phone systems, servers, other auxiliary equipment, etc. . All equipment made available for employee use is the property of Newman Catholic Schools. NCS reserves the right to utilize or monitor internet usage, emails, equipment, files, software and all related information as needed.
- 2) Use of NCS technology must comply with moral guidelines of the Catholic faith and should support stewardship of resources. Immoral or illegal use of technology equipment will result in disciplinary action. Activities not allowed include, but are not limited to, sending or receiving illicit or obscene materials, violating copyright laws, plagiarism, gaining unauthorized access to others emails, passwords, personal files, financial statements, secure internet sites, disrespectful and/or insubordinate emails, etc.
- 3) Personal use of NCS email address is not permitted per federal E-rate regulations.
- 4) Personal printers are not allowed.
- 5) Deploying personal software, aps, or downloads on NCS equipment requires approval of the NCS Technology Coordinator and principal. Only NCS approved licensed software and aps are allowed.
- 6) Personal use of the internet is not allowed per federal E-Rate Program.
- 7) NCS does not reimburse employees for purchases of inks and other printing supplies.
- 8) Employee actions or neglect with technology that result in harm or theft to the individual device, network, etc. may be cause for disciplinary action.
- 9) Requests for maintenance and acquisitions for all software and hardware must be made first through the employee's immediate supervisor or designated building technology troubleshooter. The NCS Technology Coordinator processes all technology maintenance requests based on priority of importance to the system rather than in the order it has been received. All support requests are submitted via email [help@newmancatholicschools.com](mailto:help@newmancatholicschools.com).
- 10) Report requirement – Employees are responsible to report immediately all technology problems and student violations.
- 11) Employees who need technology training are to request it through his/her supervisor.
- 12) Employees are responsible to save files and store them in the required NCS server or in Google Drive.

- b) Equipment, Hardware and Software Procedures and Information
  - 1) Only approved NCS hardware is to be used.
  - 2) All employees are responsible to care for equipment including basic cleaning, safe storage and shut down, security of equipment, etc.
  - 3) Computer labs, equipment carts, etc. – Food and drink is not allowed in computer labs and in classrooms when mobile technology is used.
  - 4) Labs and classrooms must be locked when not in use.
  - 5) Record and report your password to your immediate supervisors. Supervisors are required to store passwords in a secure place in the school or on the network.
- c) Email Procedures and Expectations
  - 1) All outgoing email messages must contain the NCS disclaimer. The disclaimer is:
 

**“According to Newman Catholic Schools’ policy, this email is to be treated as confidential and is intended to be sent only to the named recipient(s) listed above. Any dissemination, distribution or copying of this communication, or any of its contents, without prior authorization is strictly prohibited. If you have received this communication in error, please return it to the sender immediately and delete the original message and any copy of it from your computer. NCS does not accept any liability in respect to such a communication by any of its agents that results in damages to others or reflects improper use of NCS policies and procedures. The individual responsible will be personally liable for any damages or other liability arising.”**
  - 2) Emails deserve caution and one’s best professional judgement. Personal contact either by phone or with a personal conference are preferred over emails when teachers address parent concerns. **The NCS preferred way of communication between teacher or other staff and parent is in person or by phone.**
  - 3) The use of blind carbon copy (BCC) messages and external communications is allowed mainly for newsletters, Constant Contacts, or other wide audience communications. It is discouraged for internal communications.
  - 4) Only administrators are allowed to use the “All NCS” group for emails. Teachers or staff members who wish to use it should obtain administrative authorization first.
  - 5) Employees who receive emails with inappropriate information, including defamatory, derogatory, confrontational, etc. should not reply to the message and report it to the building principal or immediate supervisor immediately.
  - 6) Teachers are urged to use their best professional judgment when emailing students. Content should not be personal in nature.
  - 7) Edit and proof all outgoing email messages as a way to strive for a high standard of professional presentation.
  - 8) Email is black and white. It is difficult to retract statements made in email.
  - 9) Emails have certain legal implications and may be used against an employee.
  - 10) NCS reserves the right to review emails using NCS email addresses.
- d) Instructional Procedures and Expectations
  - 1) Teachers are encouraged to use technology resources to improve instruction and professional practice.
  - 2) AdvancED accreditation standards for K-12 education require technology integration in instruction. NCS supports this.
  - 3) Games and other activities not related to instruction are not permitted.

- 4) Students are to be supervised at all times including use of technology. Teachers are required to interact with students during technology use time to assure appropriate use.
  - 5) Teachers are required to use Skyward as directed.
- e) Newman website Facebook, Twitter
- 1) The NCS website [www.newmancatholicschools.com](http://www.newmancatholicschools.com) is a major vehicle of both internal and external communication. All NCS employees are expected to check the website frequently for updated information.
  - 2) All system computers should have the NCS website as their internet homepage.
  - 3) Employees are encouraged to submit information and/or digital photography to their supervisor for use on the web or in social media.
  - 4) NCS uses social media as part of its marketing strategies.
  - 5) The NCS Development Department oversees website maintenance and social media activity. Report website problems to Mrs. Mabry who oversees web maintenance.
  - 6) Each school/center administrator is responsible to keep calendar information current on the website and maintain school specific content.

#### **110. Tuition Waiver Benefit**

- a) NCS offers a 60% PreK-12 tuition waiver prorated to their FTE. The waiver may be used for Preschool, 4K religion, and K-12 grades. The waiver is effective after working for 1 full semester. Employees hired during the 2<sup>nd</sup> semester of the school year, will be eligible for the benefit starting with the next school year.
- b) A base of 1520 hours per year is used as the “full-time” determination for this benefit.
- c) Employees who are interested in additional tuition support should apply for TAP – Tuition Assistance Program.
- d) Athletic, child care, lunch, graduation, field trip and other fees are not eligible for an employee discount.
- e) Employees with students enrolled in the system are required to set-up a FACTS payment account to pay for their portion of the remaining tuition.
- f) Tuition waiver benefits are only for an employee’s custodial children who are enrolled in NCS.

#### **111. Transportation of students (DSP 5410) (8/9/15)**

##### **General Guideline**

Teachers, coaches or staff must consult with their building administrator to discuss transportation options when planning for field trips or co-curricular activities. Volunteer drivers (parents, staff, and other adults) may be used only if certain conditions are met. Criteria includes passing a criminal background check, vehicle inspection, driver training video, and insurance documentation. In consideration to this, advance planning is required. The school administrator is responsible to assist the employee with obtaining these forms.

In consideration to the many factors involved and the high level of individual liability, NCS generally discourages the use of volunteer drivers and especially discourages employees from transporting students for school related activities.

There are additional transportation regulations in the P-S Handbook especially as it relates to students transporting students and student transportation for athletics. Please know this information as well.

**Diocesan Policy** These statements refer to a parent transporting her or his own child only.

- a) In the transportation of students, as in other matters, the rights or obligations of a school are secondary to the rights of a parent.
- b) There is less liability for the school when a parent transports his/her own child.
- c) If a parent makes either a verbal or written request to take his/her own child to or from an athletic or extra-curricular activity, that request is not to be denied unless one or more of the following conditions exist:
  - A parent is judged to be impaired in some fashion, such as being intoxicated or in such an emotional rage or state that driving would be impaired.
  - A parent is abusive and appears about to abuse the child.
  - There is a sound athletic reason (such as reviewing and planning the game) or a reason intrinsically related to the trip for the student to ride with the rest of the students.

When volunteers drive students, there needs to be a reasonable assurance of the driving record and ability of the volunteers. (Parents, of course, need to be notified when a volunteer is driving. In this case, it is also advisable to have a signed permission slip.) Vehicles used must pass the diocesan vehicle safety checklist.

#### **112. Unemployment**

NCS does not contribute to the state unemployment program; it participates in the Church Unemployment Pay Program. Details regarding eligibility may be obtained from the Central Office. An employee released from a position due to unacceptable performance or gross negligence is generally ineligible for unemployment compensation. Employees who are reduced may or may not be eligible for unemployment compensation. NCS does not make the final determination and complies with the decision of the administrator of the Church Unemployment Pay Program.

#### **113. Visitors to the Building (review 2/11/13; 8/9/15)**

All visitors to NCS buildings during the business day when students are present must register in the school or early childhood center office and obtain a visitor's badge. Visitors are defined as any non-NCS staff person including parents of students. Employees are expected to inform office personnel and administration of scheduled visitors and inform visitors of check-in procedures. Employees are asked to help direct all visitors/guests to the main office for badges. Any suspicious activities or visitors should be reported to the main office immediately.

Employees are generally asked to schedule personal visitors outside of school hours or during prep times.

#### **114. Wellness Policy (review 2/11/13; 8/9/15)**

All employees are required to follow the NCS wellness policy as stated in the Parent-Student Handbook. Teachers need to be mindful of child nutrition requirements and limit treats and snacks for students. Teachers are directed to work with principals regarding planning classroom activities that include food. Teachers should avoid classroom food-related activities with students prior to school lunch times.

#### **115. Financial Procedures (Reviewed/revised 2-20-15)**

- a) **Reimbursement Procedures (Effective 8-15-12; Reviewed/revised 7-29-13; 2-20-15)**

- 1) NCS discourages local or independent purchases and procurements by employees for items used in conducting NCS operations. NCS acknowledges there may be situations requiring private purchase by an NCS employee. NCS reserves the right to authorize or not authorize reimbursement and/or implement disciplinary action in cases when stated procedures are not followed.
- 2) All purchases and expenses related to employee reimbursement must be preauthorized by the supervising administrator.
- 3) Authority for approving staff reimbursements
 

<u>Building /Program Level Expenses</u>	<u>Administrator authorized to approve</u>
Child Care	Administrator
4K WSD or 4K-DCE	Principal
Teachers and other school staff	Principal
Central Office Staff	President
Athletics including Booster Club	Athletic Director and Principal
Development / Marketing	Development Director
School Food Service	Food Service Coordinator
Expenses reimbursed to principals, Coordinators, or Directors	President
Expenses directly reimbursable to the system president	Dean

System President reviews each payment request and maintains the authority for final approval.

b) **Petty Cash Reimbursements**

- 1) Limited to requests less than \$25.00 per request
- 2) Overall number of requests over a fiscal year should be reasonable
- 3) The local administrator or supervisor is responsible to maintain records containing dates, reimbursements amounts, and employee signature showing receipt of cash along with all original receipts. Therefore, by nature of authority, the principal or supervisor over petty cash may not be reimbursed through petty cash.
- 4) This information should be submitted when the school/program is seeking petty cash reimbursement.
- 5) All receipts, packing slips, etc. must show verification signature from principal or delegate. This verifies the goods have been delivered to the school/center/program/etc.
- 6) Petty cash may not be used for mileage, additional labor or services reimbursements.
- 7) Petty cash accounts must be audited annually by the NCS Controller. Each department / location is responsible to prepare required reports and submit report and all cash to the Controller by June 15th.
- 8) Licensed child care centers may restart Petty cash by July 1, schools may restart petty cash by August 15<sup>th</sup>.

c) **Direct check reimbursements**

- 1) To be used for all reimbursements over \$25.00
- 2) Use of NCS Purchase Authorization Reimbursements for amounts over \$25.00 are made through the use of a Purchase Authorization (PA).
- 3) Checks are issued directly to the employee

d) **Wisconsin Sales Tax**

- 1) Effective September 1, 2012 NCS will no longer reimburse employees for WI sales tax
  - 2) Employees seeking to make local purchases should be instructed by their administrator regarding the use of NCS tax exempt procedures and numbers.
  - 3) The NCS tax exempt number is a confidential piece of information and local administrators are responsible for the secure release and collection of this number.
  - 4) The number generally is not to be released to students or parents.
  - 5) The use of NCS tax exempt status and ID numbers for personal purchases is strictly prohibited and may be subject disciplinary action. There may be legal ramifications as well depending on the circumstances.
- e) **Receipts**
- 1) Only original receipts or invoices will be accepted.
  - 2) No reimbursements are made without receipts.
  - 3) Credit card statements are not accepted as evidence of receipts.
- f) **Reimbursements to students or parents**
- The above policies and procedures also apply to purchases made by students for or parents for reimbursements from Class, Club or Home and School Accounts. The exception may be in regard to sales tax depending on circumstances.
- g) **Questions and Consultation**
- Contact NCS Controller regarding procedures for reimbursement procedures.
- h) **Budgets and Subledger (Reviewed/revised 7-29-13)**
- 1) The NCS fiscal budget is established by NCS president with assistance from the NCS Controller, and approved by pastors and the Education Commission. Following local approval, it is submitted to the Bishop or his delegate for review.
  - 2) All NCS building, department or program administrators are responsible for maintaining local budget activities in the form of subledgers.
  - 3) All requisitions and purchases must fit within the limits of the budget.
  - 4) Subledgers should be maintained for all fundraising projects and donations.
- i) **Cash/Money Handling (Effective May 1, 2012; Reviewed/revised 7-29-13)**
- 1) Checks, cash, coin, etc. received at NCS locations or departments must be submitted to the NCS Central Office for deposits minimally two times per week.
  - 2) Appropriate documentation for recording deposits must be followed.
  - 3) Large amounts of cash shall not be stored in local schools/programs/departments.
  - 4) Each NCS site/office is required to maintain all money in a locked fireproof safe or vault not in plain view of public business. Safe must be properly secured.
  - 5) Lock combinations must be securely maintained by the local administrator and on file with the NCS president and controller.
- j) **Deposits (Effective May 1, 2012; Reviewed/revised 7-29-13)**
- 1) Local administrators are responsible for overseeing deposits.
  - 2) Money must be counted in a secure location by two different authorized staff members.
  - 3) Discrepancies must be reported to the supervising administrator immediately
  - 4) Deposits should be submitted 2-3 times per week or sooner if a large amount has been received.
  - 5) Money must be transported in locked authorized bags. No envelopes or other means to transport money is permitted.
  - 6) All Friday deposits must be submitted to NCS CO by 10:00am each Friday.
  - 7) Storage of cash over weekends and school vacations is discouraged.



- 8) Deposits must be made to the appropriate bank accounts.
- 9) Questions regarding deposits –contact NCS Controller.
- k) **Procurement (Reviewed/revised 7-29-13)**
  - 1) Purchase orders are required for most requisitions involving vendors or other invoiced goods and services.
  - 2) Administrators are required to seek president’s approval for all requisitions or purchases over \$1000.
  - 3) Administrators are required to follow procedures related to Purchase/Project Requisitions.
  - 4) All local cash purchases must receive prior approval by the building/program administrator.
  - 5) Two or more bids may be required on larger purchases and projects
- l) **Local Purchases**
  - 1) Local purchases are discouraged.
  - 2) Purchase orders should be developed and retained on file in advance of the purchase and signed by the administrator.
  - 3) If authorized in advance, local purchases must be “checked-in” in to the local and the sales receipt or invoiced signed to verify all items on the receipt have been received.
- m) **Receiving (Reviewed/revised 7-29-13)**
  - 1) NCS has implemented receiving procedures to reconcile payments to goods and services received.
  - 2) All goods and services received regardless of method of delivery shall be reconciled against the delivery receipt, packing slip, or invoice.
  - 3) Administrators are responsible to establish receiving methods that include notation of all goods and services received and an employee signature to verify source of reconciliation. Generally documentation shall be on delivery receipt. When no delivery receipt is available, documentation may be indicated on NCS purchase order or invoice.
- n) **Requests for Payment (Reviewed/revised 7-29-13)**
  - 1) NCS prides itself on maintaining positive relationships with its vendors through prompt payment.
  - 2) Administrators are required to submit timely requests for payment. Weekly submissions are recommended.
  - 3) Requests for payments must be in the form of a PO or PA with invoice and packing slip/delivery receipt.
  - 4) Appropriate account codes must be indicated.
  - 5) Maintain copies of materials locally and include activity on local subledger.
  - 6) Forward to the NCS Central Office. This is the school’s verification that the invoice can be paid.
  - 7) Two or more bids are required for all projects and requisitions associated with a PPR.
- o) **PPRs – Purchase Project Requests (Reviewed/revised 7-29-13)**
  - 1) Process of Consultation - Administrators are asked to consult w/ the NCS Controller and/or President in advance of making proposals.
  - 2) The president and controller shall determine when a PPR is needed.
  - 3) The intent of the PPR is mainly for larger projects involving multiple vendors, activities.
  - 4) Complete P/P proposal completely and include all supporting documentation – indicate time line for project if time constraints exist. Submit in Excel form only via email. No paper submissions.

p) **Credit Card and Credit Accounts Use Policy (Review 11-13-14)**

NCS recognizes the value of an efficient method of payment and recordkeeping for certain expenses and authorizes the use of credit cards or credit accounts to certain employees.

The preferred method for NCS acquisitions is through the use of pre-authorized purchase orders placed with reputable vendors. Credit cards and credit accounts shall not be used to circumvent the general purchasing procedures established by NCS policy.

Inappropriate or illegal use of an NCS credit card or credit account and/or failure to strictly comply with the limitations and requirements set forth in the administrative guidelines may result in:

- a loss of credit privileges
- disciplinary action and may include immediate termination
- personal responsibility for any and all inappropriate charges, including finance charges and interest assessed in connection with the purchase
- and/or possible referral to law enforcement authorities for prosecution

The President shall develop guidelines to determine and specify employees authorized to use NCS credit cards or NCS credit accounts. The President has authority to delegate oversight of NCS credit cards and credit account to certain administrative personnel. Therefore, the NCS Controller/Choice Program Administrator, other NCS Central Office Staff, and local building administrators are responsible for supervision of staff activities related to use of NCS credit.

**Guidelines for NCS Credit Card and Credit Account Use**

- 1) No personal or private expenditures
- 2) No alcohol purchases even on business related meal receipts
- 3) No regular operating expenses that may be purchased through the usual acquisition process with vendors
- 4) Charges must be submitted to NCS immediately via a Payment Authorization with actual itemized receipt and brief explanation
- 5) All credit expenses in excess of \$100 must be pre-approved by the President or designee (building-level supervisor)
- 6) Capital purchases are not to be charged unless pre-authorized through the Payment Purchase Requisition (PPR) process
- 7) No cash advances may be made
- 8) Maintain credit cards and credit account information securely (examples: Do not carry cards on personal trips or vacations, do not store card information on electronic storage devices, etc.)
- 9) The President, Controller and supervising administrator must be notified immediately of loss or theft of credit cards or credit account information
- 10) All credit cards must be collected immediately at time of resignation, dismissal or termination
- 11) Credit cards for special purposes (i.e. certain field trips) are to be picked up just prior to the event and returned immediately following
- 12) Credit card numbers may not be transmitted in an unsecure manner; email, unsecured fax, etc.

*13) All NCS employees with access to credit cards and credit accounts must complete an annual security self- assessment questionnaire provided by the NCS Controller*

**116. APPENDIX – FY16 SUBSTITUTE TEACHER RATES**

The following rates apply to schools and 4K collaborative programs. Other rates exist for child care, food service and other positions.

<b>Current rates for PreK-Grade 12 Classroom Substitute Teachers</b>	
<b>Effective July 1, 2015</b>	<b>FY16-FY18</b>
Regular Rate	88
NCS Retiree Status Rate	98
Long-term Regular Rate	105
Long-term NCS Retiree Status Rate	120

**Definitions**

1. NCS Retiree: Former NCS teacher or administrator who formally retired from NCS as a classroom teacher or administrator following a minimum of 10 consecutive years of teaching or administrative work and who was age 58 or older at the time of retirement.
2. Long-term regular rate – Rate is implemented after teacher substituted 20 consecutive work days. This may include student attendance and required staff development days.
3. Long-term retiree status rate – Rate is implemented after qualified NCS retiree substituted more than 20 days in a given school year. Days worked do not have to be consecutive and accrue throughout the year.