



Divine Savior Catholic School
Staff Handbook
Education for Life...Faith for Living
2016-2017

Divine Savior Catholic School
305 Fredonia Ave.
Fredonia, WI 53021

Revised 2016

Section A

Employee Procedures

Human Resources

Teacher Handbook

2016-2017

Introduction

This handbook has been prepared to inform you of Divine Savior Catholic School's policies, beliefs, and benefits provided to employees.

The contents of this handbook are presented as a matter of information only. While the school believes in the plans, policies and procedures described herein, they are not conditions of employment. The school reserves the right to modify, revoke, or change any of the policies, plans, or procedures at any time. The language used in this handbook is not intended to create a contract between the school or any one or all of its employees.

Our History

The history of Rosemary School began with a need for a Catholic Congregational church in the town of Fredonia. In March of 1909, a committee was organized and sent a petition to The Most Reverend Archbishop Sebastian G. Messmer, who accepted the petition and gave permission to start construction of what is now St. Rose of Lima Catholic Church. It had a total of 60 members in the congregation and was served by itinerant Missionaries and Pastors from neighboring communities of Little Kohler, Dacada, Holy Cross and Saukville.

At this time, a separate school was built, given the name St. Rose School and also served as the residence for the Parish priest until 1917 when the rectory was constructed. Until that time the teachers were lay persons until the school was staffed by the Sisters of St. Francis of Assisi. In 1950 an additional classroom was constructed to support the growing population of students.

In 1960 a new combined school building and Convent was constructed under the Pastorship of Reverend Robert Bier and the dedication took place on December 3, 1961. At this time a diocesan merger was enacted between St. Rose of Lima Church, St. Mary's of Little Kohler and Holy Cross of Belgium and the school was renamed Rosemary School. At this time the Archbishop of Milwaukee was The Most Rev. William E. Cousins and the Pope was His Holiness Pope John XXIII.

The school continued to go through the usual changes associated with population, economic and pastoral changes. In July of 2012, the parish went through its most current merger with St. Mary's of Lake Church and is now Divine Savior Parish. As a result, the school decided to take on the name of the newly merged parish to help with the faith rebuilding of parish and school communities.

"Yesterday is gone. Tomorrow has not yet come. We only have today. Let us begin."

-Mother Theresa

Mission Statement

The Mission of Divine Savior Catholic School is to provide an environment for children to excel personally, academically and spiritually. Together we share in the mission of Divine Savior Parish to foster a faith-filled community where Catholic values are learned through prayer, service and love. Our goal is to use these values to develop lifelong learners and compassionate leaders.

Our Beliefs

- We believe that it is our responsibility to provide a current and well-balanced curriculum that provides for the educational needs of every child.
- We believe that all students can be successful, according to their own abilities.
- We believe in, recognize and encourage the individual differences, the capabilities, the uniqueness and the talents in our students.
- We believe that the students can experience Jesus through prayer, Scripture, the celebration of the Eucharistic Liturgy and service to others.
- We believe in the positive development of moral and Christian values through the example and strength found in the teachings of Christ and his Church.
- We believe in encouraging respect for all life through awareness of the key principles of Catholic Social Teaching
- We believe that students must reflect Christian attitudes and actions as they relate to each other and every member of the school community.
- We believe that the education (academic and religious) of the student is the joint responsibility of staff, parents and students.
- We believe that the school is a vital part of our parish community.

Revised February 2016

DSCS School Philosophy

Divine Savior Catholic School, in partnership with parents, is focused on the continuous formation of the whole Christian person. Our learner-centered curriculum maintains high academic standards and nurtures the development of a life-long love of learning. Students are actively engaged through the use of a variety of instructional methods and emerging technologies that promote collaboration and higher level thinking skills. Within a welcoming, Christ-centered environment, students are made aware of their role as members of the Christian community through the teaching of Catholic doctrine, participation in liturgy and worship, preparation for the sacraments and involvement in service projects. Members of our school community are encouraged to live as Disciples of Christ, serving all people by sharing the gifts and talents received from God.

Divine Savior Congregation Mission Statement

Divine Savior Congregations (Formerly St. Mary's Parish of Little Kohler, Holy Cross Parish, Holy Cross, St. Rose of Lima Congregation, Fredonia and St. Mary's Lake Church Parish) join as a single parish community with the common goal of fostering Christian beliefs and attitude, and promoting the love of Our Lord Jesus Christ in our community and beyond through example, prayer sharing of our faith, celebration of the Sacraments and a commitment to providing our children with Christian roots deeply embedded in the faith of Our Father in Heaven through education in the Catholic Faith.

With the help of the Lord, we pledge to acclaim the vision of the Church as proclaimed by the Second Vatican Council. We commit to uphold and complete the tasks the Council set for the Church and for us.

We trust in the Holy Spirit to enlighten and guide us, allowing us to find the means to recognize and fulfill the need of all within our parish, to share our faith with others, to embrace new members, to teach our children in a patient and loving manner, and to guide our flock in the faith of Jesus Christ Our Lord, promoting and proclaiming our faith to all.

Equal Opportunity Statement

Divine Savior Catholic School is fully committed to a policy of equal opportunity in all of its employment practices. In the case of applicants otherwise qualified, no person shall be discriminated against in employment decisions because of factors not relevant to performance. The school endorses all efforts to prevent and eliminate discrimination on the basis of age, race, color, sex, disability, national origin and other biases protected by law. Decisions for hiring or promotion will be based upon qualification, ability and availability. Since a person's faith and church participation may be essential to their role on behalf of the school, the law does permit religious convictions to be considered in hiring or promotion decisions.

Safe Environment Compliance

Prior to the beginning of employment, all employees must complete the requirements for the Archdiocese of Milwaukee's program for creating a safe environment for all of God's children. These requirements include:

1. Attending a "Safeguarding all of God's Family" Session.
2. Signing a Code of Ethical Standards and Mandatory Reporting Responsibilities Policy.
3. Authorizing a background check every five years.

Benefit Programs

Health Insurance

Health insurance is available to all employees working 30 hours or more per week for at least 8 consecutive months of the year. The Employer covers 85% of the premium for single coverage and 70% of the premium for family coverage. Employees working 20-29 hours per week are eligible for coverage but must pay 100% of the premium. The Employee will be eligible for coverage the first of the month following 30 days of employment. If an employee does not enroll within the first 30 days of employment, they will have to wait until the next "open enrollment" period. Each year there is an "open enrollment" period in which covered participants may change in or out of the health plan as well as enroll into the dental and/or vision plans. During the annual "open enrollment" period, employees who have previously declined medical insurance coverage for themselves and/or dependents may come into the plan without a qualifying event.

Dental and Vision Insurance

Employees working 20 or more hours per week have the option to enroll in dental and/or vision coverage. Premiums are paid in full by the employee.

Flexible Benefit, Section 125 Plan

This benefit is available to all employees working 30 hours or more per week and at least 8 consecutive months of the year. This plan offers employees the opportunity to set aside a portion of pre-tax earnings for uncovered medical or dental expenses as well as child care expenses up to a stated limit. If you are interested in this benefit, please discuss it with the parish bookkeeper.

Child Tuition Discount

Children of staff members will be allowed to attend Divine Savior Catholic School for a 50% reduction of tuition costs.

Childcare For Children of Staff Members-

Children of Divine Savior Catholic School staff, who are enrolled in Divine Savior Catholic School, are entitled to free extended care during the school year provided the staff member is in the building. The only exception to this is if the staff member is engaged in a school matter that requires them to leave the building. Early release days are included, as well as in-service days, Summer Care and Morning Care. **Staff members will be charged the**

regular rate for Morning Care, Summer Care, and Extended Care any time that they are out of the building on a non-school related matter.

Pension Plan

All full-time employees automatically become enrolled in the Archdiocesan Pension Plan after the completion of one year of full-time employment. You pay nothing for these benefits. The parish makes contributions to the Pension Trust Fund for you. Once you complete five continuous years of employment service, in addition to the one year qualifying period, you qualify for a lifetime pension when you reach retirement age. Pension payments will vary based upon years of service and other factors. A summary booklet explaining the plan in greater detail is available from the parish bookkeeper. Retiring employees must contact the pension office for their personal retirement information.

Pay Periods

The school payroll is computed and paid semi-monthly on the 15th and last day of the month. If the pay date ends up on a holiday or weekend, payroll will be deposited on the previous business day. Paychecks are paid by direct deposit into a checking or savings account of employee's choice. Requests for early distribution of checks will not be honored except for unusual situations approved by the Director of Administration.

Personnel Records

An individual personnel file is maintained for each employee. Each file will contain a resume, employment application, W-4, WT-4, I-9 form, correspondence related to the application, salary information, attendance record, sick days information, vacation record, leaves of absence taken or requested, performance evaluations, wage information and disciplinary records. Any required medical information will be kept in a separate file. All records remain confidential and should be made available only to school representatives with a legitimate "need to know unless disclosure is authorized or otherwise compelled by law." Wisconsin law gives employees the right to inspect their own personnel files. Advance notice will be required.

Worker's Compensation Coverage

All employees of the school are covered under the provisions of the Wisconsin Worker's Compensation Act. The law provides for payment of medical expenses and wage loss incurred as a result of illness attributable to work or injury occurring in the course of your schoolwork activities. Any such illness or accident must be reported promptly to your supervisor and the Principal. This is an employer provided benefit at no cost to the employee.

Unemployment Coverage

This program provides employees with a temporary pay continuation plan while they seek new employment if their position is terminated for certain unavoidable reasons. The Archdiocese does not participate in the state operated unemployment program. It participates in a member-funded trust offering similar benefits. Contact the Parish office for details.

Bereavement (Funeral) Leave

All full-time and part-time employees who experience a death in their immediate family may be absent from work without losing pay for up to three days as needed to arrange for and attend the funeral. Immediate family is defined for this policy as: spouse, child, stepchild, parent, parent-in-law, stepparent, brother, sister, or a relative residing in the same household.

One day without loss of pay will be provided for all full-time and part-time employees who wish to attend the funeral of a grandparent, grandchild, brother-in-law, sister-in-law, aunt, uncle, niece, or nephew.

Part-time employees are provided compensation only for the scheduled work time missed. All employees are expected to notify their supervisor prior to taking funeral leave. Funeral leave does not apply when an employee is concurrently receiving any other form of compensation such as worker's compensation. Funeral leave is separate from sick/personal days.

Employees desiring additional time off without pay or time off to attend funerals other than as provided by this policy need approval from the Principal.

Jury Duty

An employee serving as a jury member, who presents a court pay voucher to the Principal, will be compensated for the period of jury duty based on the difference between jury fees (excluding food and mileage allowance) and the amount of the employee's normal earnings for that period. The employee should submit the jury fees to the school and receive his/her regular daily wage. To be eligible for jury duty pay, an employee must be at work during regular working hours while not on jury duty.

Military Leave

An employee called up for emergency or periodic military leave will be granted leave without pay. An employee entering extended active military service will also be granted leave without pay. Upon completion of this extended military commitment, the school will cooperate in attempting to provide reemployment in accordance with the provisions of the law. Any employee rehired in accordance with the provisions of the law shall advance in

length of service in the same manner as though the employee had remained in the service of the school.

Maternity Leave

All full-time employees are permitted to take up to six weeks of unpaid leave. Eight weeks, unpaid leave, is permitted for a caesarean section. Employees must present “permission to return to work”, from their healthcare provider, upon their return.

Retiree Medical Program

If you retire prior to age 65, you and your eligible dependents may be eligible to continue your current medical coverage through the St. Raphael Health Plan Association (SRHPA) if:

- You and your eligible dependents are enrolled in one of the medical plans offered through the SRHPA at the date of retirement.
- You are a full-time employee working 30 or more hours per week for eight consecutive months a year.
- You are at least 60 years of age and have completed at least 10 consecutive years of service as a full-time employee prior to retirement.
- You pay the full monthly insurance premium required by the first of the month of coverage.

Performance

Personal Conduct

In any organization, there are rules and responsibilities that contribute to a harmonious work environment for all employees. Cooperation with these rules and responsibilities is critical for any school employee where the potential for scandal and school embarrassment is perhaps greater than many other employers.

Although it is impossible to define every responsibility or expected standard of behavior and conduct, the following will assist you in a fuller understanding of your role as an employee of Divine Savior Parish.

You are expected to:

1. Conduct yourself in an honest and forthright manner in all school activity.
2. Treat your co-workers, supervisor, volunteers, school parents, parishioners, suppliers and service personnel with respect.

3. Be attentive to issues involving sensitive or confidential information.
4. Perform your work as indicated in your job position and avoid excessive or unnecessary absences.
5. Conduct yourself in a moral and ethical manner consistent with Catholic principles.
6. Dress in a professional manner consistent with employment in a Catholic School.

Relationship with Co-Workers

We are called to be servants of God. This demands that we make every effort to work together in a spirit of respect, compassion, mercy and vision. To strengthen your relationship with co-workers and to work together toward fulfilling our mission:

- ◆ Be cooperative and supportive
- ◆ Be positive, willing to learn, and have fun doing it
- ◆ Demonstrate your desire to help and be part of the solution, not part of the problem
- ◆ Don't be afraid to ask for help or advice
- ◆ Influence others by your commitment, loyalty, actions, and faith
- ◆ Be honest and trustworthy
- ◆ Honor what others tell you in confidence
- ◆ Remember that we need each other to fulfill the mission of DSCS.

Relationships with School Parents and Parishioners

Our involvement in the work of a Catholic school is a calling that requires a commitment from us. This commitment must be in the forefront of our interactions with school parents and parishioners:

- Parents and Parishioners are never interruptions to our work
- Greet everyone with a friendly smile and a welcoming attitude
- Make it a habit to call each person by name
- Remember that to parents and parishioners, YOU are Divine Savior Catholic School
- Never argue with parents and parishioners
- Never respond, "I don't know." Try and get them an answer instead by assuring them that you or someone else will respond to their inquiry.
- Remember that the parents and parishioners pay our wages
- Always make your comments positive
- Bring God's presence into their lives; brighten their day
- Always go the extra mile to demonstrate your competence and compassion rather than your power and position.

Sharing Concerns/Ideas with the Administrator

Having open lines of communication between the staff and the administrator is important to the success of DSCS. Concerns/Ideas should be brought to the attention of the administrator as soon as possible. Concerns can be shared with the administrator in the following ways:

1. A verbal conversation with the administrator at an appropriate time. Setting an appointment time with the administrator is recommended if it is a lengthy or serious concern.
2. Emailing the concern to the administrator with details and possible solutions to the problem.
3. Sharing a written document with the administrator with details and possible solutions to the problem.

Disciplinary Procedures

Disciplinary action is directly related to an employee's inability or refusal to comply with the published standards of performance, conduct and/or recommendations associated with their relationships to co-workers or others with whom they have contact. These standards and recommendations are stated earlier in this handbook and form the basis for school employee behavior and conduct.

The response to individual employee behavior and conduct that does not reflect the spirit of these standards and recommendations will be dealt with on an individual basis directly related to the incidence and pattern of behavior. The primary effort will be to resolve the matter in a mutually satisfactory manner for all parties involved. In those cases the following information will guide the school disciplinary process.

The necessity for disciplinary action is based on the following:

1. To communicate to an employee that their conduct and/or work performance is below acceptable standards.
2. To put an employee on notice that continued poor conduct and performance related to their duties has a progressively negative impact on their continued employment.
3. To help an employee change their conduct and performance so they can improve both personally and in their assigned school duties.
4. The primary goal of the school in following these procedures is not to discharge any employee but to help them improve personally and professionally.

Some examples of the major disciplinary issues are:

1. Poor attendance/excessive absenteeism
2. Difficulty in maintaining acceptable co-worker relationships
3. Insubordination
4. Unsatisfactory performance
5. Failure to follow school and archdiocesan rules and procedures
6. Wearing unprofessional/inappropriate attire

In some circumstances, due to an employee's behavior or gross misconduct, progressive discipline may not be appropriate and immediate discharge may be necessary.

Grievance Procedures

The Archdiocese of Milwaukee has a set grievance procedure. Please see attached Appendix B.

Alcohol and Drug Policy

As an employee of Divine Savior Catholic School, every employee is expected to conform to the standards of behavior required. As a result, consumption or possession of alcohol, illegal drugs, or other controlled substances while working in your official capacity, as a paid employee, is unacceptable behavior and will be grounds for dismissal.

We recognize that it is the personal decision of an employee to use or not to use alcoholic beverages or other legal drugs away from their place of employment. However, when such use damages the reputation of the Church and/or Divine Savior Catholic School, impairs performance, attendance, conduct, reliability or peer relationships it is the responsibility of the Principal/Pastor to take decisive and effective action.

Harassment Policy

Divine Savior Catholic School is committed to providing a professional work environment for its employees that is free from physical, psychological or verbal harassment. This commitment continues our policy of fair and equal employment to every person regardless of race, religion, color, sex, sexual orientation, national origin, age, marital status, arrest or conviction record, veteran, handicap status or any other status protected by law. The school has an obligation to provide a work environment that is free from intimidation and harassment based on any of these factors.

Harassment can occur as a result of a single incident or a pattern of behavior where the purpose or effect is to create a hostile, offensive or intimidating work environment. Harassment encompasses a broad range of physical or verbal behavior, which can include, but is not limited to, the following:

- Physical or mental abuse
- Racial insults
- Derogatory ethnic slurs
- Unwelcome sexual advances or touching
- Sexual comments or sexual jokes
- Requests for sexual favors used as a condition of employment or affecting any personnel decision such as hiring, promotion or compensation.

Legally, employers and employees are liable for acts of harassment whether committed by supervisors or fellow employees. The school may be liable for acts of harassment committed by one employee against another regardless of whether there exists a supervisory relationship. An employee can be held individually liable as a harasser and subject to the same penalties that may be imposed upon employers under Title VII of the Civil Rights Act.

The school must prohibit any form of harassment by employees, co-workers and supervisors and does view such actions very seriously. Harassment and other unacceptable activities that could become a condition of employment or a basis for personnel decisions, or that create a hostile work environment are specifically prohibited. Any employee who engages in such harassment is subject to immediate discipline, up to and including discharge. It is the responsibility of all employees to ensure that these prohibited activities do not occur.

If you believe that you have been the victim of harassment for any reason, please report it immediately to your supervisor, the pastor, and if necessary, the Archdiocese. Any investigation of harassment will be handled promptly and if workplace harassment is discovered, the school will take appropriate action to eliminate it.

E-Mail, Computer, Internet and Voice Mail Policies

The school provides computer and electronic communications systems to assist you in carrying out your work on behalf of the school. "Electronic Communications" is used here to include personal computers, printers, network servers, electronic mail (e-mail), Internet access, and telephone and voicemail.

The school owns all electronic communications assets, as well as any data files, software, or messages produced in the course of your job related duties. The school reserves and may exercise the right to review, audit, intercept, access and disclose all matters on the school's e-mail, voice mail, and computer systems at any time, with or without employee notice. This right by the school may be exercised during or outside working hours. This material is stored and may be retrieved and inspected, even if it has been "deleted" by the user.

You are responsible for ensuring that electronic communications assets are used in an effective, ethical and lawful manner. Each employee is personally responsible for the context of all text, audio or images that they store, create, place or send via e-mail, including those sent via the Internet.

Electronic communications assets are not to be used in any way that may be illegal, disruptive, in violation of school rules, offensive to others, or harmful to morale.

Items which are considered disruptive or offensive include sexually explicit materials or those which contain threats of violence or defamatory comments that offensively address a person's age, sexual orientation, religious or political beliefs, national origin or disability. Use of electronic communications assets for any kind of harassment is prohibited.

Incidental and occasional personal use of electronic communications assets is permitted; these assets are not, however, to be used for any commercial purposes. Any personal files, data and recordings will be treated no differently than work-related files, data and recordings.

Always adhere to the school's established security levels and permission and password regulations. In order to continue to provide service during a continued absence from work, the school may reset your password and supply the new password to your supervisor in order to access needed data, messages or other information required for schoolwork. You will then be advised upon your return that this step was necessary.

Employees are not authorized to retrieve or read any e-mail or voice mail not sent to them except as noted above. Using electronic communications assets for improper purposes as discussed above or inappropriately accessing computer files, data and recordings is in violation of our policy and this activity is grounds for discipline, up to and including discharge.

In addition to the preceding, the following additional considerations apply to these specific technologies:

Internet Access

The school may provide you with the ability to access the Internet and the World-Wide Web to assist you in carrying out your work.

Unless required for carrying out your school job duties, do not view Internet sites or download material which contains content that is abusive to individuals or groups, is sexually or violently graphic or which is otherwise inappropriate in our workplace. Always observe copyright laws and license agreements of material available via the Internet. Never download software in a way that violates our computer software policy (see Computer Software). Failure to observe copyright laws or licensing agreements may result in disciplinary action from the school and legal action by the copyright or software license owner.

Due caution should be used before opening a website you are not familiar with to reduce the possibility of importing viruses, spyware, etc. that may damage your computer.

Computers damaged in this manner, while being used for personal reasons may result in

the employee being held financially responsible for the repairs to the computer.

Electronic Mail (e-mail)

The school may provide an electronic mail (e-mail) system to assist you in carrying out your work on behalf of the school.

Never use a name other than your real name to send messages or attempt in any way to obscure your identity or the origin of your message.

Do not assume that the confidentiality of any message can be maintained; it is best not to use e-mail to send messages of a confidential or sensitive nature. As a general rule, do not send an e-mail message that you would not be willing to see published in some wider, public way.

Do not use email to resolve conflicts or for other types of communications that would be better handled through face-to-face meetings or by other means. Avoid using e-mail to send messages that are “angry” in tone.

Be careful what you forward to others. With respect for confidentiality and propriety, carefully review and consider an e-mail’s message content before forwarding it to another individual or group. If in doubt, seek permission from the sender before forwarding e-mail and always use good judgment, even if receiving permission from the sender.

Never forward “chain” e-mails. This can spread viruses or make your address susceptible to future virus attacks.

Facebook - No employee shall “Friend” a student. This is for your own protection.

No employee should be shopping online during school hours.

E-mail that is needed for a permanent record should be printed and retained in a paper format.

While on vacation, your e-mail system should be programmed to inform senders of your absence.

Voice Mail

The school may provide a telephone voice mail system for your use. Each employee is responsible for maintaining an appropriate and timely personal greeting for his/her voice mailbox. Letting callers know your availability is service-minded. When on vacation, your message should direct callers to another number.

Prompt attention to voice mail messages is critical and employees should respond to incoming messages in an appropriate and timely way. Employees should keep stored messages to a minimum to protect the system from overload.

Computer Software

The school recognizes that the copyright laws of the United States protect computer software.

The school makes use of purchased software and purchases a software license for each copy of the software it installs. School staff may not make additional copies of purchased software beyond license limitation and may not make copies of purchased software for their personal use.

School staff should not install personally owned software on school computers unless the school has purchased a separate license for this software. School staff must also obtain appropriate school approval before purchasing or installing any additional software on any school computer or the school network server. Staff should also not download or otherwise load shareware software unless license fees have been paid for such use. This process requires prior approval of your supervisor.

Resignation/Termination Policies

Leaving a position within the school, whether voluntarily or directed by the Pastor or Principal, is classified as a termination. There are several forms of termination.

Voluntary Resignation

The school requests at least two weeks advance notice prior to actually leaving a position. An exit interview will be conducted prior to the last day of work in which such things as health insurance continuation, return of keys, reasons for leaving, the employees positive and negative experiences while employed, their suggestions for improvements, etc. will be discussed.

Involuntary Terminations

Involuntary termination includes the following:

Reduction in Staff:

Economic conditions, lower school enrollments or a change in position responsibilities may require reduction in staff. Generally, the employee will be considered for rehire if conditions change within a reasonable time.

A written notice will be given to the teacher affected by a reduction in force at least 30 days prior to the effective date. Upon receipt of this notice, the teacher shall acknowledge and

agree that the existing or ensuing contract shall be void.

Teachers will be reinstated to the vacancies inversely to available vacancies. Teachers who fail to respond within 10 calendar days after receiving reinstatement notices shall lose all recall rights. If the teacher is unable to return to work on the date specified in the notice due to a serious medical condition which requires the care of a licensed physician, then that teacher will not lose recall rights for future recall.

Recall notices will be sent by Certified Mail, Return Receipt Requested to the teacher's last address on file and will be considered received on the date listed on the return receipt. Teachers will be considered on layoff and eligible for recall for 12 months.

Laid off teachers may, if they desire, be placed on a substitute list if they are so qualified. Any teacher while on layoff shall be allowed to enter into a contract with another school. In so doing, the teacher loses the recall and substitution rights. Laid off teachers shall have the opportunity to continue health coverage at full cost to the teacher for the term of the layoff or a maximum of 18 months as required by law.

Criteria for Reduction in Force:

Criteria to be considered for reduction in force:

1. A pupil/teacher ratio lower than that recommended by current school policy.
2. The retained personnel must be degreed and certified by the DPI, have an approved plan for, or have completed, the appropriate recognition level for religious education.
3. Certification, professional growth, evaluation of professional performance, transferability, needs of the school and experience are all factors that are evaluated when a RIF is needed.
4. Satisfactory professional performance as indicated on the employee's evaluation form and file.
5. Seniority will be the determining factor only when application of other criteria fails to distinguish sufficiently to lead to a result. Seniority is based on the number of years of service at Divine Savior Catholic School and secondly on the number of years of service in elementary education.
6. An employee may be transferred to another position if that person is certified, qualified and willing to accept the new teaching assignment. (Arch. Policy 4112.11)

Dismissal:

Reasons for dismissal may include an unwillingness or inability to perform the requirements of the position, violations of standards of conduct or other policies, or other serious matters that necessitate severance. Dismissal may be immediate or within a time frame determined by the school.

Non-Renewal of Contract:

Contracted employees are hired for a specific period of time. The contracts stipulate dates by which non-renewal or renewal offers must be discussed with the employee.

Absent Without Notice:

When an employee is absent from scheduled work for three consecutive days without notifying his/her supervisor, giving the reasons for such absence, or giving an expected return date, it is determined that the employee has voluntarily resigned. The effective date of resignation is the conclusion of the third consecutive day of absence.

Continuation of Health Coverage - Regular Termination

Under Wisconsin law, if your employment terminates for reasons other than misconduct on the job, or if your marriage is dissolved due to divorce or annulment, you have the right to continue medical coverage under the Group Policy for yourself and your insured dependents until the earlier of:

- A. The expiration of eighteen months from the date your employment or marriage terminated.
- B. The date you are eligible for other group insurance.
- C. The end of the period of time for which you paid the group premiums;
- D. The date you move out of state; and
- E. For a former spouse of an insured employee, the date the employee is no longer eligible for group coverage.

The eighteen-month continuation privilege applies to medical coverage only, not dental or vision coverage.

In Order to retain your health insurance benefits under the Group Policy, you will be required to make monthly premium payments for yourself and/or dependents at the address shown below:

MAKE CHECKS PAYABLE TO: St. Raphael Health Insurance Plan
MAIL CHECKS TO: Benefits Administration Services, Inc.
P.O. Box 896
Bluefield, WV 24701

Your first monthly premium payment must be received within 30 days of the date of this notice or insurance termination date, whichever is later. Subsequent monthly premium payments must be received by the 27th of each month. The premium amount may be increased at insurance renewal time (currently July 1 of each year).

Part B

Teacher Procedures

Teacher Handbook
2016-2017

Announcements:

- Announcements are made between 7:50-7:55 am and again at 2:20 and 2:38 pm
- Morning announcements consist of prayer, pledge, daily activities, and information. Children and staff are expected to participate.
- If a teacher or staff member wishes to have something announced, please fill out a slip stating the announcement. Slips are located in the office.
- Afternoon announcements consist of bus dismissal and other transportation information.
- It is important that your class is quiet for daily announcements.

Attendance:

- Attendance is to be accurately taken by a teacher every morning using PowerSchool.
- Attendance should be taken using PowerSchool before 8:30 each morning.
- Students who arrive after 7:45 should report to the office.
- Attendance is to be as accurate as possible. It is considered a legal document.
- Only the **teacher** is allowed to take the attendance. The office makes corrections on attendance using the PowerSchool program.

Background Check

A background check must be completed for every new staff member at the time of employment and every five years thereafter. Only the Safe Environment Coordinator reviews the authorization form results. All related paperwork remains confidential. Please contact the Safe Environment Coordinator at the parish office for the authorization

form.

Behavior:

- It is the responsibility of the entire staff to enforce the rules of behavior.
- See the various rules under specific headings (i.e. Playground, Lunchroom).
- Students in grades 3rd-6th are issued STAR Cards. This discipline system is based on the Fruits of the Spirit. The cards are used to help monitor student behavior and hold students accountable for their actions. See more details in the STAR Card handbook.

Bloodborne Pathogens:

- Annual training of Blood Borne Pathogens is mandatory for all staff members.
- Training sessions are scheduled by the school and staff members are required to sign the official bloodborne pathogen sheet.
- The bloodborne pathogen plan is filed in the school office.

Bulletin Boards:

- Bulletin boards should be neat and covered.
- All classrooms should contain at least one religious bulletin board.

Bullying Policy:

Divine Savior Catholic School has a Zero Tolerance Policy regarding bullying. As a Catholic Christian school, all individuals have the right to a bully free environment. Bullying at DSCS may be defined as an intentional, repetitive, power based behavior. It could include, but is not limited to:

- Threatening or insulting a student
- Physical aggression
- Holding someone down
- Making jokes about an individual
- Purposely ignoring someone
- Name-calling
- Making unfriendly gestures
- Spreading rumors about an individual
- Sending texts, e-mails, or social networking to do any of the above

All adult individuals in our school community have the responsibility to come to the aid of anyone who is being bullied. Students have the responsibility to report any bullying to the adult on duty or the school Principal.

Every incident of bullying, no matter how small, will result in an age appropriate consequence according to the severity of the incident.

Calendar:

- Please refer to the school calendar for scheduled events.
- Please check your mailbox, Divine Dispatch and e-mail daily for events or changes in the calendar.

Catholic Identity:

- All classrooms must have a crucifix, statue of Mary, classroom saint , prayer table and a Bible on display.
- Advent wreath must be on display during Advent.
- Please see the Principal if you do not have all of the items.

Children of Staff:

Staff may not have their children/grandchildren in school during their designated work hours. Staff may have their children/grandchildren with them in the building outside of work hours, but the children must remain in the classroom and under the supervision of the parent/grandparent at all times. This is an insurance matter. In the event of an emergency, please consult the Principal.

Classroom Maintenance:

- Teachers are responsible for maintaining neat and attractive classrooms.
- Rooms will be free of clutter. Students must be able to exit the room in a swift manner in the event of an emergency.
- All exits must be free and clear for direct access.
- All heaters must be free and clear to allow for airflow.
- Students should also be made aware of their responsibilities in the upkeep of the room.
- For safety reasons, students' books and supplies are not to be stored on the floor or in the hall.
- At the end of the day, students are to pick up the debris from the floor and put up their chairs.
- Please notify the office by filling out a maintenance slip to be signed by the principal if repairs need to be made.
- Only windows with screens should be open during the day.
- All windows must be closed at the end of the day.
- All classrooms must comply with all State of Wisconsin Fire Codes.

Classroom Rules:

- Each teacher, with the help of students, should devise fair and clear classroom rules.
- These rules should be posted for all to see.

Classroom Supervision:

- A teacher is to be both physically and mentally supervising the students at all times.

- Hallway supervision is an extension of classroom supervision.
- When there is an emergency that requires a teacher to leave a classroom unattended, the teacher is to first tell the students to be seated and remain in their seats until the teacher returns. Then the teacher is to notify a neighboring teacher to help oversee both rooms.
- These procedures and directions should be reviewed with the students before an emergency arises.

Computers:

- All classrooms have at least one computer.
- Students are not allowed to eat or drink at the computer tables.
- Keep the computer area free of dust and dirt.
- Computer maintenance slips can be turned into the technology director.

Computer Acceptable Use Policy:

- All staff members and students must agree to the Archdiocese Computer Acceptable Use Policy, which outlines the proper use of computers and the Internet.
- If a student and/or parent does not agree to the policy, the student may still use the computers but not the Internet.
- Go over the policy with the students.
- Even though a filtering system is in place to protect students from improper areas of the Internet, no student should ever be online without a teacher present.
- Students may not access Facebook or other sites of this type from school.

Computer Lab:

- The computer lab is available to enhance our curriculum.
- These computers are connected to the Internet and include a filtering system.
- Students must be supervised in the computer lab.
- The lab may be reserved for class projects when not in use for a computer class.

Computer Training & Care:

- All teachers are personally responsible for their classroom computers. Any damage to the computer will be the responsibility of the teacher.
- Computer training for teachers is offered periodically.

Conferences:

- Official Parent Teacher conferences will be held in November and February.
- Prior to conferences, discuss any changes in your conferencing format with the Principal.
- Promptly request to see the parents of any child experiencing difficulty in

your class. Do not wait for official conferences.

- Please keep conferences as positive as possible.
- Please inform the Principal if you anticipate or experience a problematic parent conference.
- . Conferences must take place on school property.

Curriculum:

- Divine Savior Catholic School adopts the Milwaukee Archdiocesan curriculum guides as the guides for instruction of our students.
- . Teachers shall make adaptations for students as necessary to meet their individual needs.
- . Each teacher shall design lesson plans and use teaching strategies that enable all students to meet the standards established in the curriculum guides.
- . Assessment of student learning shall be accomplished by a balance of formative and summative measures.

Custodial Needs:

- If you have a maintenance concern during school hours, let the office know.
- Any custodial requests should be in writing and posted on the cleaning cart.
- Any major maintenance projects (not repairs) must be approved by the administration.

Discipline:

- If a discipline problem arises, the teacher or staff member involved should handle the matter first.
- Discipline matters must be documented in a professional manner. Please note dates, times, and action taken.
- . Use the STAR CARD reflection sheet with students in grades 3rd-6th.
- If a child is continually misbehaving, then he/she should be sent to the office.
- Yelling and sarcasm are not acceptable methods of discipline.
- Please notify the administration of any potential problems with a child or parent.

Although each teacher may establish classroom rules, we have school-wide guidelines all students are expected to follow. They are:

1. We care how others feel.
2. Everyone has a right to learn and to be safe.
3. We care about our property and the property of others.
4. Jesus said, "Love one another as I love you." (John 15:12)

Education Committee:

- The Education Committee is comprised of elected or discerned members of the parent/parish population.
- The Education Committee meets monthly throughout the school year.

- The Committee is an advisory committee.
- Teachers are asked to attend at least one meeting.
- Any staff agenda items must go through the Principal who will forward it to the Education Committee.

E-Mail:

- Each Teacher should have a DSCS gmail email account.
- Teachers must check their accounts each day and respond to correspondence in a timely manner.
- This account is for school business.
- Please see the administration if you do not have an account.

Emergency School Closing:

- If there is a need to close the school for any reason (weather, power, etc.), the staff phone chain and e-mail system will be used to notify all staff members. In the case of inclement weather you should get an automated phone message from Northern Ozaukee School District. If you do not please contact the office ASAP.
- Closings will also be announced on local radio and TV stations.
- If Northern Ozaukee School District is closed, DSCS is closed. However, DSCS may also close independently of the district.
- If Northern Ozaukee School District is on a delay, DSCS is also on a delay.

Faculty and Other School Related Meetings:

- Teachers are required to attend all faculty meetings, institute, and in-service days.
- Faculty members, who are excused in advance by the Principal from attending a meeting, are responsible for knowing and implementing any decisions made at the meeting.
- Teachers are required to attend pre-staffing and staffing of students that they work with.
- Teachers are also required to attend a number of meetings and events for the good of the school. These may occur in the morning, afternoon or evening.
- We are a community of professionals and therefore, we are under obligation to attend all meetings and programs that concern us.
- Teachers should arrive promptly for all meetings, etc.

Family Life Program:

- RCL Benziger Family Life is our Family Life Program.
- Parents may choose to opt their child out of the program.
- The office will provide teachers with a list of students who may not

participate.

- It is the responsibility of the teacher to know which students may not participate and make adjustments for that child.
- Teachers must alert parents when they are beginning the Family Life Program.
- Teachers are expected to begin teaching this program in fourth grade.

Field Trips:

- Only field trips that have an educational basis will be approved.
- In house speakers and activities are encouraged.
- Each teacher is responsible for planning the trip and coordinating the details with the school office.
- All field trips are to be processed by filling out the Field Trip Request Form.
- It is the teacher's responsibility to notify all the parents who volunteered as to whether they were chosen to chaperone.
- Archdiocesan Policy states that all field trips must have a minimum of one adult to ten children.
- Each student must turn in a signed permission slip before participating in a trip or activity.
- Any student who does not have a signed permission slip is not allowed to participate.
- A phone call from a parent will not be accepted in place of a signature.
- The school office will send student prescription medications with the teacher in charge of the trip. Only the teacher may dispense the medication, thus those students must be in a group supervised by the teacher.
- The classroom teacher is responsible for making sure that the permission slips are scanned and saved in the correct file prior to leaving for the trip. Permission slips must also be taken on the trip.

Fire Drills:

- Fire drills are held once per month throughout the year.
 - Evacuation instructions and a route are posted at the door of each classroom.
 - Go over the route and directions with the students and stress the importance of being calm and quiet.
 - If you teach in more than one classroom, familiarize yourself with the evacuation directions in each room.
 - Bring a class list with you so you can account for all students.
- . Fill out a Fire Drill slip once you have counted all of your students and get it to the office representative ASAP.

Google Documents

.Teachers must be able to use Google Documents to communicate and to share data with the staff.

. Training on Google Documents can be requested from the technology director.

Grading:

- Teachers must grade, post and return tests, papers and projects in a timely manner. Homework and tests should be graded, posted and returned within 48 hours; projects within two weeks.

Grading Scale:

100 – A+	92 – 90 B+	84 – 82 C+	76 – 74 D+
99 - 95 A	89 - 87 B	81 – 79 C	73 – 72 D
94 – 93 A-	86 - 85 B-	78 -77 C-	71 - 70 D-
			69 and below F

Grievance Procedure:

- The Archdiocese of Milwaukee has a set grievance procedure. Please see attached Addendum B.

Home and School Organization:

- The Home and School Organization is comprised of parents volunteering and fundraising on behalf of the school and staff.
- The Home and School Organization meets three times per school year.
- Teachers are asked to attend at least one meeting during the school year.
- Please use the H&S Wish List Request Form when requesting funds from the H&S.
- The Principal must pre-approve requests and agenda items for Home and School.

Homework Guidelines:

- Homework is a necessary and important supplement to daily classroom work.
- The object is to strengthen and review skills.
- Assigned activities should provide meaningful learning experiences.
- The following are the Milwaukee Archdiocese and DSCS guidelines to provide a reasonable framework for daily assignments:
 - * Grades 1-5 ten minutes per grade
 - * Grades 6 no more than one and a half hours
 - * Example- 1st grade ten minutes, 5th grade 50 minutes
- Teachers are expected to give at least the minimum amount of homework recommended.
- Generally, homework is not assigned on weekends and holidays.
- Do not use homework as a punishment.
- Teachers are expected to grade and return all assignments in a timely

manner.

Instruction:

- All teachers should familiarize themselves with the curriculum for their subjects and grade level, and follow textbook adoptions, time allotments, and other basic regulations of the Archdiocese of Milwaukee.
- Seatwork and workbook pages should be limited to a reasonable amount and used to supplement classroom instruction.
- Teachers should regard regular classroom visits and individual conferences with the Principal as a means of strengthening classroom instruction.
- Varied teaching techniques are to be utilized in the classroom to provide for individual differences in students' learning abilities and styles. Use of best teaching practices are expected.
- Teachers should also make themselves familiar with the curriculum in the grades above and below them.
- Teachers' awareness of students varying abilities and learning styles should promote flexibility and variations in classroom expectations.

Insubordination Policy:

- All employees are expected to perform job assignments given by their administrator, even if they object to the assignment or instructions.
- Any display of disrespectful behavior toward an administrator or supervisor is considered insubordination. This can include cursing at an administrator/supervisor, verbally or physically intimidating an administrator/supervisor, or speaking loudly or argumentatively to or about an administrator/supervisor.
- An employee's refusal or failure to carry out an assignment or comply with established procedures will be treated as serious misconduct. If misconduct has a severe impact on the authority of supervisory personnel, the institution's efficiency, the morale of co-workers, the safety of other people, or the employer's property, this may warrant immediate dismissal.
- The administrator must clearly inform the employee that their behavior is insubordinate and state the penalty for not changing that behavior.

Ipads:

- . DSCS has an Ipad cart for use in all classrooms.
- . Students and teachers must read and sign the ipad use agreement.
- . Teachers can reserve the ipad cart by using the calendar located on top of the cart.
- . At the end of your scheduled time you must return the Ipad cart to the 1st grade room.

Job Description:

The Catholic school teacher respects Catholic values and aids students in Christian formation by exemplifying Catholic living, both in and out of the classroom. Because

Catholic schools educate their students to promote the kingdom of God, it is important that all teachers are role models for students, exemplifying Catholic teachings and values in their lives and in their actions.

The teacher is accountable to the principal to provide education to the grades and/or subjects assigned, to implement the DSCS School philosophy, to follow the policies of the Divine Savior Catholic School and the Archdiocese of Milwaukee, and adhere to the directives set by DSCS School administration.

Duties and Responsibilities:

- Cultivates a classroom atmosphere conducive to learning
- Maintains classroom management
- Organizes and prepares resources for students
- Incorporates technology to effectively create a 21st century learning environment
- Teaches assigned subjects
- Leads daily prayer and participates in school liturgies
- Assists students as needed
- Supervises areas as assigned
- Escorts students to specialty classes and other areas as assigned
- Communicates professionally and in a timely manner with parents
- Plans all-school liturgies as requested
- Plans instruction carefully and implements effectively
- Evaluates and grades students' work
- Cooperates with the principal and staff in the planning and development of curriculum
- Performs duties as requested by the principal.

Record Keeping Duties

- Maintains grades and prepares grade reports
- Records daily attendance of students
- Completes all required forms and reports Meetings and Organizations
- Attends all faculty and in-service meetings, Teachers' Convention and other meetings as needed

Job Specification

- Actively engages in professional development
- Participates and meets the requirements of Sustaining the Mission and maintains the appropriate level of certification.

Job Qualifications

- Current teaching certification issued by the State of Wisconsin
- Bachelor's degree in education
- Adhere to Code of Ethical Conduct

- Completion of background checks and Safe Environment training prior to employment
- Previous elementary teaching experience preferred.

Keep Students After School:

- Do not keep students after school unless you have permission from the parent.

Laminating:

- Please allow the office staff to change the lamination rolls.
- . Do not adjust the heat control.
- As laminate is very expensive, please limit your laminating to things you truly are going to keep.

Lesson Plans:

- Lesson plans must be prepared for class in the event that someone needs to take over for you.
- Your lesson plans must be available for a Principal to view upon request.

Liturgies:

- All teachers are expected to participate in the planning of liturgies for their grade level and any other special liturgies.
- There will be a schedule of Masses established at the start of each new school year.
- A copy of the completed Mass, along with multiple copies of Mass parts, should be given to all classroom teachers and to the priest by the Tuesday prior to your Mass day.
- Mass is held at 8:00 on Tuesdays and on Holy Days.
- All available staff should participate in liturgy.
- .Children will participate in the singing. Grades 3rd-6th will participate in choir days determined by the music teacher.
- .On Tuesdays the children will do the readings.
- .The children will attend all Masses seated with their buddies except for choir days.

Lost and Found:

- The Lost and Found Basket is located in on the main level.
- Please encourage children to put their name on all items.
- Please do not put any item in the Lost and Found that has a name on it.

Lunch:

- Hot lunch is offered every day for both students and staff; however, they need to be ordered a month ahead of time.
- All teachers are expected to take a turn in the rotation of both inside and outside supervision at lunchtime. There will be a schedule at the start of each new school year.
- Grades 3k-5k will come down to lunch at 11:30. The other grades will start lunch at 11:40.
- Teachers are to walk to their students to the lunchroom.
- Please be prompt for lunch. Even a few minutes can disrupt the schedule.

- Students are not to leave the lunchroom until the designated time, unless they have a permission.
- If you know a student does not have a lunch please notify the office ASAP. If it is too late that student should wait until all hot lunches are served and to see if there is extra food. If there is not extra food a lunchable can be taken from the teacher refrigerator. You must notify the office.

Lunchroom Behavior:

- Children are to enter the lunchroom and find a seat at their assigned table until they are dismissed to get in the lunch line.
- Once a student is seated, they are discouraged from switching seats.
- A reasonable noise level is to be maintained by the teacher on duty.
- Students may not share food.
- Students must clean up after themselves.

Mailboxes:

- Teachers' mailboxes are located in the Parish Center..
- Teachers should check their mailboxes at least once per day.
- Periodically, teachers will be asked to check their mailbox at the request of the Principal.

Mandatory Reporting Responsibilities/Code of Ethical Standards

. Please keep in mind that all staff of Divine Savior Catholic School is considered Mandatory First Reporters. As such, you are required to report to the proper authorities and Principal any potentially detrimental information regarding a child. This includes but is not limited to a child that has threatened to harm themselves or others, is being harmed by others, or is involved in any illegal activity. Failure to do so may be grounds for immediate dismissal.

.All staff members are required to read and sign the Code of Ethical Standards Responsibilities Policy. Both documents are available online. Please check the archdiocesan website

(<http://www.archmil.org/ArchMil/Resources/CodeofEthics2008.pdf>) and

(<http://www.archmil.org/offices/sexual-abuse-prevention/mandatory-reporting.htm>). If you do not have internet access, these documents can be mailed to you. **Please read both documents and then contact the Safe Environment Coordinator at the parish office for a form to sign and return.**

Use the following link to see signs of child abuse and neglect:

<http://www.helpguide.org/articles/abuse/child-abuse-and-neglect.htm>

Manners:

- Encourage students to use “Please” and “Thank You” at all times.
- No hats are to be worn in the building.
- Encourage students to greet all visitors.
- Remind students to help carry items or open doors for visitors and other adults.
- Students are to be reminded to walk in the halls and to stay to the right.

Medical:

Medicine:

- No student should ever carry any type of medication on his or her person at any time. The **only** exception to this rule is the use of an inhaler. However, a proper form must be on file in the office in order for a child to carry the inhaler throughout the day. Teachers will receive a copy of that form.
- All medication should be stored in the office.
- Each student has an emergency card in the office.
- Only administrative staff or other designated personnel may dispense medication.

Procedure for Sick Student:

- Be alert to students who may just like to visit the office.
- Make sure the Health Box in your room is stocked. This will cut down on unnecessary visits to the office.
- Always wear rubber gloves when blood or other bodily fluids are involved.
- If a child is seriously ill, a teacher should **escort** them to the office.

Student Injuries:

- . Injured Students should be brought to the office if possible.
- . If students can't be moved refer to the **Emergency Response Plan Appendix A**
- . Whoever is directly supervising the child at the time of the accident is responsible for filling out an accident report. Each teacher will receive a packet to be kept in

your room. It is imperative that the accident reports are filled out as thoroughly as possible and returned to the administrative assistant's office immediately. Each accident will be recorded and depending on the severity, the insurance company must be notified.

- The office will call 911 in the event of any emergency.
- If the rescue squad transports a child to the hospital, a staff member must accompany that child and stay until a parent arrives.
- The staff member will take two copies of the child's emergency card to the hospital. One is for the EMTs and one is for the doctor in the ER.
- If you believe that a child is in a life-threatening medical situation, please dial 911 from your room. Contact the school office asap.

Mimio Interactive Board:

- .Each classroom has a Mimio interactive board.
- .Teachers are expected to use the Mimio board to help enhance classroom instruction.
- . Training on the Mimio can be requested from the technology director.
- . If there are problems with the Mimio, stylus, ,or projector contact the technology director.

Miscellaneous Expenses:

- Teachers will only be reimbursed for pre-approved miscellaneous expenses.
- Only the Principal may pre-approve purchases.

Monday Folder:

- . The school newsletter will be issued in the Monday weekly folder and by email as information becomes available.
- .If you have any information that needs to be printed, or have pertinent information for the parents, please be sure that the administrative assistant has this information in the FINAL FORM AND READY TO PRINT by Friday for the following Monday newsletter or folder.
- .Teachers are responsible for reading the weekly newsletter.
- .Teachers are responsible for picking up the folders in the office and making sure the Monday weekly folder goes home with students on Mondays.

Movies in the Classroom:

- Teachers must preview all movies shown in the classroom.
- Movies shown should be of educational value. Exceptions may be made in the case of a reward.
- Only G and PG movies may be shown.
- PG-13 movies may be shown with written parental permission.
- R rated movies are never to be shown.

Non-Custodial Parent:

- As a rule, non-custodial parents are to receive copies of report cards, progress reports, conference information, the School Newsletter and other school related communications.
- Never process information, written or verbal, to non-custodial parents beyond what is stated above.
- Check with the Administrative Staff if you have any questions regarding this topic.

Parental Custody:

- The school abides by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parent. In the absence of a court order to the contrary, the school will provide the non-custodial parent access to the academic records and other school related information regarding the child.
- If there is a court order specifying that there is no information to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.
- Teachers will be provided information regarding custody of students in their class.

Parking:

- Staff members may park on both sides of the street on the east side of the school building. Please do not park in front of the neighborhood mailboxes.

Parent Communication:

- All classroom teachers are expected to write a weekly classroom newsletter to be sent home to parents.
- Please keep records of any communications to and from parents. This includes phone, e-mail or written communication.
- Alert the Principal to any communication that may be problematic.

Personal Attire:

- Attire should be neat and professional.
- Blue jeans are not to be worn except on special days and Friday Spiritwear Day.
- Women's skirts and dresses must come to the knee.
- No bare stomach should ever be showing.
- No low rise pants, skirts, etc.
- No lingerie type tops may be worn.
- No low v-neck shirts may be worn.

Personal and Sick Days:

- Seven days are given to full- time faculty. Part-time faculty is given a percentage of those days based on the time they work.
- These days may be used for personal business or illness.
- Please submit a request for substitute to the principal using your red folder.
- If you are leaving the building during the day, please alert the office prior to leaving and upon your return.
- All absences must be recorded whether a sub was hired or not.
- Teachers may accumulate 30 unused sick days.
- Full-time teachers will be charged 1/190 of their salary for absences over the seven days allotted and any unapproved absences. Part-time teachers will be charged a percentage based on their employment for absences over their allotted days and any unapproved absences.

Phone Calls/Cell Phones:

- Please limit your use of your cell phones during your class hours. Phones may be left on; however, non-emergency calls and texts need to be made during prep time periods or at lunchtime.
- . You may not use your phone to take pictures of students and then post them on your personal social media accounts.

Playground Supervision:

- Check the morning and lunch recess schedules to find your assigned duty day.
- Please be ready for duty at the assigned time:
Lunch Recess 12:00
- Walk around the entire playground.
- Keep an eye out for any incidences of bullying.
- Physical fighting of any kind is not acceptable. Please escort any students to the office. After recess is over, write up the incident.
- Discipline issues should be dealt with when they occur. If necessary, refer to the child's classroom teacher. The Principal should only be involved if deemed necessary after consulting with the classroom teacher.
- Do not allow children to retrieve balls from any neighbor's yard. The recess supervisor will take care of this.
- During adverse weather conditions, the children in grades 2nd - 4th (5th & 6th grade do not participate in morning recess) will remain in their classrooms for morning recess and the teachers on duty will circulate inside. Children in grades 3k-1st will have use of the gym. At lunch recess the 3k- 1st grade will get the downstairs lunchroom and the 2nd-6th graders will get the gym and the adjacent classrooms on the main level.
- A weather announcement will be made letting teacher know if there is indoor recess.

Pledge of Allegiance:

- The Pledge of Allegiance will be recited at the beginning of the school day.
- This will typically be done over the P.A.

Prayers:

- Prayers are to be recited at the beginning of each day as a school community.
- Students typically recite prayers over the P.A. each day.
- Please add any special intentions to the prayer board in the hallway to be read on Wednesday mornings.
- Grace is to be recited in the classroom before lunch.
- A closing prayer is to be recited in each homeroom at the end of the day.

Professional Conduct:

- As educators we are entrusted with a great deal of information. Conversations about students, families, and the like should be professional in nature and discretion should be used at all times.
- At no time should a teacher discuss with a parent or student matters that are considered to be confidential to the staff.
- Please be careful when out in public. Do not use last names if there is school business being discussed.
- The above is a matter of law. Please know that under the Buckley Amendment (Family Educational Right to Privacy Act) a parent could potentially sue you. The above is solely for your protection.

Professional Growth:

- Teachers are encouraged to attend meetings, conferences, classes, and inservice training for professional improvement.
- Divine Savior Catholic School encourages all teachers to participate in at least one of the above each year.
- All classes, workshops, etc. must be pre-approved prior to registering.
- Teachers are fully reimbursed for workshops and classes up to \$1,200 in a two year cycle.
- Approval of credits is always contingent upon budget constraints.
- Teachers are to complete and maintain updated records of academic and religious coursework.

Progress Reports:

- Progress reports are sent to parents mid-quarter, or at anytime a child's grades have fallen.
- Inform the Principal of any student in jeopardy of failing or a student whose grade has significantly dropped.

Recess:

- Please *See Playground Supervision*

Report Cards:

- Report cards are distributed quarterly.
- Report cards should be returned to the office at the end of the school year to be permanently filed.
- A copy of the report card must be made for any non-custodial parent. This will be mailed through the office.

Safe Environment Training

.All staff members must attend a three-hour facilitated Awareness Session about childhood sexual abuse and creating a safe environment. Participants must pre-register by computer so that their awareness session can be verified. This also ensures that the employee receives credit for fulfilling this mandatory requirement. If you do not have internet access, or if you have problems registering, please contact the parish Safe Environment Coordinator. Please check the archdiocesan website (<http://www.archmil.org/offices/safeguarding.htm>) for information on session dates and times.

Sacramental Programs:

- First Communion is received in second grade.
- First Reconciliation is received in second grade.
- Homeroom teachers, in conjunction with the Pastor and Religious Education Coordinator, are responsible for the preparation of these sacraments.
- Please be alert to any transfer students who may not have received a sacrament.

Salary Scale:

- Contracted teachers will be issued a salary scale in the new employee packet upon hire.

Schedules:

- A copy of your classroom schedule is to be given to the principal by the end of the first week.
- Make sure that you have met the required minutes for each subject that you teach.

School Evaluation:

- The Wisconsin Consortium of Religious and Independent Schools (WCRIS) accredit our school.
- The Principal, faculty and staff work together to provide an on-going process for assessment and evaluation.

School Schedule for Students and Staff Members:

- 7:30-7:45 Students arrive
- 7:30 Students enter classrooms and begin work

- 7:50 Prayers and announcements over the P.A.
- 10:00-10:15 Morning Recess
- 11:30 - 3k-5k Lunch begins 11:40 1st-6th grade Lunch begins
- 12:00-12:25 Lunch Recess
- All teachers are expected to be in their classrooms by 7:15 a.m., and may not leave for the day until 3:15 p.m.

SCRIP:

.DSCS sells SCRIP as a fundraiser and we encourage our staff to utilize it.

.Teachers are encouraged to find ways to use SCRIP when purchasing items for school use as often as possible.

Security and Visitors:

- All doors, except the office main entrance, are to remain locked at all times.
- If you notice a door that is unlocked, please lock it.
- All visitors must enter the school through the office entrance.
- All visitors must sign in and out at the office entrance. Additionally, all visitors will receive a badge to wear while they are in the building.
- If you see someone without a visitor's badge, please ask him or her if you can assist them.

. If you have a guest speaker coming to visit your classroom, please direct that person to the office to check in..

- All Staff will be issued an ID badge. These badges must be worn each day.

Smoking:

- Divine Savior Catholic School is a smoke-free environment. Smoking is not permitted in the building or on the grounds.

Staff Lunchroom:

- All staff members are responsible for the cleanliness of the lunchroom and kitchen.
- Be sure to remove any of your food from the refrigerator before weekends and holidays.
- Please remember to turn off any coffee pots in kitchen or in your classroom at the end of the day.

. You are responsible for washing all of your dirty dishes- **DO NOT LEAVE Dirty** dishes in the sink

Student Absence:

- The parent of an absent child will call the office to report the absence.
- Work can be sent home for sick students at the discretion of the teacher.
- Please advise the Principal of any student with excessive absences.

Student Dismissal:

- No student may leave the building at any time without permission from their teacher, parent or the office.
- Once a student has arrived at school, do not allow them to return home for forgotten items.
- Any student leaving early must have a note signed by a parent or guardian. This note should be sent to the office.
- All parents or guardians must come to the office to pick up the child. Do not let the parent take the child from the classroom.
- Do not release a child to the custody of anyone unless you are absolutely sure they have permission to take the child. The emergency cards in the office have this information.
- Students must check in at the office before leaving the building and upon their return.

Student Records:

- The Archdiocese attendance sheets, report cards, and achievement scores are all official records. These permanent records are legal documents and on occasion are subpoenaed from us. Your comments must always be written in an objective manner.
- All students have a cumulative folder in the main office.
- Classroom teachers are responsible for reading through all of their students' cumulative folders during the August In-service.
- Specialists will be made aware of any students needing accommodations or adjustments.
- . All special needs and testing documents must be kept in a separate student file the RTI box in the principal's office. A red dot on the student's cumulative folder indicates a separate file exists.
- Student files are never to leave the building.
- If you take a file to study, be sure to keep it with you at all times and return it as soon as you have finished with it.
- Please keep the information in the files in the order you received it.

Student Referrals:

- At Divine Savior Catholic School we have a moral and ethical obligation to service all students attending our school. All children are unique and therefore may require individual plans and strategies to meet their needs.

. When it is suspected that a student may require additional assistance or special services, a Learning Support Team Referral must be written, and the reading specialist should be consulted.

. The Learning Support Team, Reading Specialist, classroom teacher, and parents will work together to determine if an official Referral Form - Special Education & Related Services must be completed and submitted to the Northern Ozaukee School District. .

. Following testing, a meeting will be scheduled to determine how the student's needs will be met.

. The parents of any child having academic or behavioral problems should always be notified by the child's teacher and invited to meet as often as necessary to discuss solutions and strategies. Parents are to be notified in writing of any referral.

. If a Divine Savior Catholic student goes through this referral process, and is found to have special educational needs or an educational disability, an Individual Educational Plan (IEP) will be written by the public school.

. The teachers at Divine Savior Catholic School are required by law to implement the plan.

. If Divine Savior Catholic School cannot service a student, we reserve the right to request that the child receive services at the public school.

Student Retention:

- No teacher should speak to a parent regarding retention without first speaking to the Principal and the reading specialist.
- Please see "Retention Procedures", Addendum C, in the back of the handbook.

Student Tardiness:

- Please call a parent when a child has accumulated 5 tardies.
- Please notify the Principal of any students who are continually tardy.

Supplies:

- School textbooks and teaching supplies are ordered through the designated school personnel.
- Teachers place their orders at the end of the year through the designated school personnel.
- If a new teacher or staff member does not have the equipment that they need, please see the Principal.

Sustaining the Mission:

- All teachers, regardless of full-time or part-time status, must participate in bi-annual religious training. If a teacher cannot attend one of the sessions, they are responsible for finding a session.

Teacher Absences:

- Please fill out a Teacher/Staff Absence Report in advance of any planned absences, or on return of any unplanned absences.
- Please notify Pam Smith as soon as you know you will need a substitute.
- If you are ill, please call Pam Smith as soon as possible. 262-284-7424 or 262-689-3831
- Teachers may request a particular substitute. However, they are not to call their own substitute.
- Please leave your plans for the day and seating chart if appropriate.
- Plans can be e-mailed to the office by 7:00 a.m.
- If you are ill, please notify Pam by 2:00 on the day of your absence regarding your return the following day.
- Please fill out a Teacher/Staff Absence Report upon your return.

Teacher Evaluations:

- All staff will be officially evaluated each year.
- Initial educators will be observed officially as mandated by the state.
- Walk through observations and peer observations are part of the DSCS culture to help improve instruction and to assist in professional growth.

Teacher Licensing:

- Divine Savior Catholic School follows the state of Wisconsin procedures for licensing.
- Teachers are responsible for keeping their license and personnel file current.

Tornado Drills:

- You will be advised of severe weather conditions either in person or over the P.A.
- Please see the chart in your class for directions in the event of a tornado.
- If a **Watch** occurs at dismissal, the students will usually be dismissed.
- If a **Warning** occurs at dismissal, the students will not be dismissed.

Voicemail and Phone Messages:

- All staff members have voicemail. Please check your messages at least once per day.
- Be sure to return parent calls within 24 hours.
- If the office has an emergency message for you, you will be notified immediately.
- If you are expecting an urgent call, please notify the office so you may be contacted.

Website:

- The website for the school is: www.divinesavior.weconnect.com

Xeroxing:

- Xeroxing machines are located in the Parish Center and upstairs supply closet.
- Teachers may do their own copying.
- . Please be frugal with your number of copies and paper use.

Appendix A

EMERGENCY RESPONSE PLAN

DIVINE SAVIOR CATHOLIC SCHOOL CRISIS RESPONSE TEAM MEMBERS

Principal	Lynn Sauer	W# (262)692-2141 C# (262)305-8272
Pastors	Fr. Todd Budde	W# (920) 994-4380
School Secretary	Pam Smith	W# (262)692-2141 H# (262) 284-7424 C# (262) 689-3831
DRE	Terri Riesselmann	W# (262)692-2141 C# (262)945-5778
Pastoral Associate	Debbie Hamm	W# (920) 994-4651 H# (262) 285-4542 C# (262) 488-4542
Maintenance	Gene Mayer	H# (262) 692-9364 C# (262) 483-9350
Archdiocese	Assistant Superintendent	W# (414) 758-2262
Northern Ozaukee Public School	David Karrels	W# (262)692-2453

INTRUDER ALERT

If there is an intruder in the building, **THE OFFICE MUST BE INFORMED. THE OFFICE WILL DECIDE WHAT TO DO NEXT.**

- The Police (911) will be called by the office.
- The following announcement will be made: **“WE ARE IN LOCK DOWN.”- This is considered a code YELLOW**
- All staff should look into the hallway for any students (do not leave the room to go after students). Take students, who are in the hallway, into your classroom and wait for the office to call to report extra students to them or any missing students. Shut and lock your doors and cover windows and keep them closed. Monitor the intruder’s whereabouts if possible.
- Please proceed as normal to avoid panicking the students. Remember that the intruder could just be an unrecognized individual with legitimate business in the building.
- Teachers without students should report immediately to the office if possible or remain in locked classroom.

If the announcement **“WE ARE IN LOCK DOWN CODE RED.”** is made a second time **-(could mean shots are heard)**

- Evacuate the classroom if possible- get out the nearest exit and get students to the Fredonia Firehouse ASAP. If you cannot get out:
- Move the students to the area away from the door and windows. Have students sit on the floor.
- On a piece of paper, write your grade, number of students, and number of adults in the room. Put the sign on the window facing outward. **WRITE LARGE.**
- Wait until law enforcement arrives. This may take some time, so remain calm and keep the students calm.
- Someone will be around as soon as possible to inform you of what happened.

EVACUATION

If the building needs to be evacuated due to fire, bomb threats, etc.; follow the fire drill plan on page 3.

The principal or administrative assistant will call 911 and inform the Pastor.

The principal will give further directions when the severity of the situation has been determined after consultation with the Pastor or Police or Fire Departments.

- Evacuation site is Fireman's Park.
- Alternate site is Village Hall on Fredonia Avenue (262) 692-9125.
- Additional site is Northern Ozaukee High School (262) 692-2453.
- Inform the Rectory and Religious Education office.
- Contact the Public School (262)692-2453.
- Fire Alarm may be pulled to hasten students' exit from building.
- School will be notified via the P.A. system to evacuate building.
- Teachers should bring purple clipboard, class list and a pen.
- Secretary will bring emergency folder located in the office.
 - Yearbook
 - Class lists
 - Emergency Contact Folders
 - Faculty list
 - Floor Plan
 - First Aid Kit
 - Cell Phone
- Homeroom teachers should get their class from the Specialty class.
- If the homeroom teacher doesn't appear quickly, specialty teachers should begin the evacuation.
- Specialty teachers without students should report to the principal for instructions.
- Students and teachers should proceed to evacuation site
- Teachers should check on the presence of all of their students. Inform principal of any missing students.
- Once at the evacuation site, older students should pair up with their buddies.
- Designated person will begin contacting families for pick-up. Only release to parents.
- After emergency has passed, send a follow-up letter home to the parents or those designated on the emergency form.

PLAYGROUND EMERGENCY RESPONSE PLAN

In dealing with a crisis on the playground, our goals include:

- Evacuating the children from the playground back into the building as safely and quickly as possible.
- Notifying the school office of the situation and calling 911 for emergency assistance.
- Notifying teachers via the P.A. system to meet their students in the multipurpose room.
- Notifying the principal.

Should the crisis occur during recess:

- One teacher will stay with victim or victims and the other will notify the office of the crisis.
- The office will call 911 and notify teachers over the P.A. system to meet their classes in their classrooms.
- The other teacher will get the children back into the building.
- ALL students will return to their classrooms.
- The classroom teachers will take attendance and report missing students from their class to the office immediately.
- The principal, teacher without a class or staff member will assist the teacher outside until the emergency units arrive.

PLAYGROUND EMERGENCY RESPONSE PLAN

SHOULD THE CRISIS OCCUR IN THE MORNING PRIOR TO THE START OF SCHOOL OR AFTER SCHOOL DURING DISMISSAL OR EXTENDED DAY:

- All teachers available will go out to assist in the crisis.
- Office will call 911.
- One teacher or staff member will stay with the victim or victims outside until emergency units arrive.
- Other teachers or staff members will assist students into the building.
- All students will go into the building and report to the multipurpose room.
- The classroom teachers will take attendance and report all missing students to the office immediately.
- The principal will assist where needed the most.
- Inform Fr. Todd
- If there is an intruder in the building, follow instructions on page 4.

- If building must be evacuated, follow instructions on page 5.

FIRE DRILL/EVACUATE THE BUILDING

Fire drills will be held monthly. Teachers must be familiar with exits, the locations of fire alarm boxes and fire extinguishers, and procedures to be followed. If a teacher discovers any sign of danger, it is the teacher's obligation and responsibility to set off the alarm system immediately. Take pen, attendance book and purple clipboard to designated safe area.

1. Children must observe absolute silence during the drill.
2. Children must walk with hands at their sides.
3. Children must be aware of which exit to use and be instructed beforehand on a consistent basis.
4. Windows and doors must be closed. A child sitting near the window can be assigned the task of closing it.
5. Follow the procedures listed on "Staff Response Guidelines."
6. Teachers with a child in a wheelchair or on crutches, use an exit without steps for your entire class.
7. The red check card must be brought to the principal outside after seeing if all children are accounted for.
8. The teacher must be the last one to leave the room. The lights must be off and the door closed.

TORNADO DRILL – MOVE TO SAFE AREAS

TORNADO DRILL – P.A. announcement will be made. Take pen, attendance book, purple clipboard and flashlight to designated safe areas. All areas are in the basement of the school.

- 3k, K4, and K5 in the girls' bathroom
- 1st and 2nd grade in the boys' bathroom
- 3rd, 4th, 5th, and 6th in basement hallway outside Extended Day rooms
- Follow the procedures listed on "Staff Response Guidelines."
- Extended Day students in basement hallway outside Extended Day rooms

- ❖ Teachers – take your students to the areas listed for fire and tornado drills and remain there until an "all clear" signal is given by the principal or school administrative assistant.

CRISIS INTERVENTION

A. Types of Situations

1. Death
2. Suicide
3. Shooting

B. Crisis Team contacted – Deb Hamm

C. Procedure

- Determine facts
- Contact with the parents
 - * Use the greatest amount of sympathy when addressing these people.
- We need to deal with the loss and grief (both theirs and ours) and make appropriate referrals.
- Question parents on what they feel comfortable giving out to the public.
 - * Ask the parents if they are willing to discuss the funeral arrangements.
 - * Ask if the parents need someone there with them.
- Discuss what is needed and assess needs
 - * Which group or individuals will be most affected by the death?
 - * What facts do we tell them?
 - * What is already out in the press and what are the rumors?
 - * It has been suggested to not have a large assembly due to a tendency to glorify death. We don't know how the students will react.
- Write out how to inform the following:
 - * Staff
 - * Students
 - * Press
 - * Secretary – information on how to handle telephone calls for information.
- Intervention of Affected Students (if necessary)
 - * Schedule immediate support groups for survivors.

Contact Faculty/Staff

- * Telephone chain – See Appendix A
- * Contact all teachers and staff and have them report at 7:00 a.m. in the Parish Center.
- * Give the faculty a summary of what is known.

- * Remind the staff that the principal will handle the press and should refer all calls or inquiries to the principal.
- * Rumor control person
- * Remember you have restrictions under the law regarding confidentiality.
 - * Allow the faculty an opportunity to identify other concerns they feel should be addressed.
 - * Ask the faculty to meet after school for a wrap-up of the day
 - * Have faculty review the services provided to the students.
 - * Call all students who do not come to school and, if not sick, invite them to use the counseling services.
 - * If a teacher feels uncomfortable informing students of the death, let the principal know so someone else can make the announcement.
 - * Students should be told they have the right not to talk to the press.

● Contact Support Groups

- * Deb Hamm – Pastoral Associate
- * Children’s Hospital
- * Deanery 10 & 13 principals
- * Northern Ozaukee Public School
- * Archdiocese
- * Columbia-St. Mary’s Hospital

● Media Relations

- *All statements to the press are to be made only by the Pastor or principal.
- *Media will be contained in the church. Pam Smith will handle the press in terms of keeping them in the area until the Pastor or Principal arrives.

● Parents

- * Police and the pastor will handle walk-up parents and direct them to the church or evacuation site.

● Post-vention

- * Arrange a follow-up faculty meeting about two weeks later.
- * Reassess any behaviors of students for further concern.

Appendix B-Grievance Procedure

Policy

4135.4

Personnel

Grievances

Procedures for the prompt resolution of employment grievances shall be provided by each school/parish. Grievance hearings are executive sessions. Since sensitive personnel matters are involved, members of the media are excluded from these sessions.

The procedures are intended to facilitate an informal and inexpensive forum for the resolution of grievances. For this reason, legal counsel retained by either the parish/school or the employee are excluded from grievance hearings, unless agreed to in advance by both parties. Similarly, tape recording of hearings is not allowed except by advance mutual consent.

Parishes are encouraged to establish standing grievance committees in which the members serve a limited term and are selected prior to a grievance being filed. Contact the Office for Parish and School Personnel for assistance in the selection of a Parish Grievance Committee.

This policy is promulgated unilaterally by the Archdiocese and is not a contract or a condition of employment. Its purpose is to provide an opportunity for a prompt and private resolution of disputes. The employee's participation in this procedure is entirely voluntary. If this procedure is initiated by the employee, the employer shall cooperate. Either party's failure to strictly comply with the procedures outlined herein shall not be deemed to be a violation of the underlying contract between the parish and the employee. This Archdiocesan procedure may be revised, withdrawn, or modified at any time by the Archdiocese with or without notice.

Archdiocese of Milwaukee
Policy adopted: 2-11-75
8/1/1984
10/1/1986 5/3/1993

4/1/1989
4/2/1990

4135.4(a)
Personnel

Grievance Procedure

The parish/school is committed to fostering a process to solve problems or resolve disputes that is simple, accessible, timely, and conducted openly and honestly at all steps. The parish/school is also committed to a process in which there is no reprisal against anyone who brings forward a complaint, grievance, or problem. These steps are designed to ensure that decisions are being made on an informed and consistent basis. A fair and just process upholds the dignity of all individuals involved and has the greatest potential to resolve differences.

A grievance which is not raised in a timely manner (generally this should not exceed ten days) will be deemed to be waived. If at any time either party to the grievance appeals to the civil courts for resolution, the grievance will be suspended, pending the outcome of the court action or a change in the status of the employee.

Grievances no longer have to be identified as contractual or non-contractual because all grievances will be accepted at the Archdiocese if they cannot be resolved at the local parish/school.

It is intended that this grievance procedure will provide for a timely resolution of the dispute and good faith efforts should be made to conclude the process within thirty days or less. If at any time the grievant believes that the process is not being followed, he/she shall contact the Office for Parish and School Personnel.

Level One: Verbal Appeal to Supervisor:

Any employee who has a grievance shall discuss the matter with their immediate supervisor as soon as possible.

The employee should clearly clarify the concern and present a solution to the supervisor. If the matter can be resolved at this level, the process ends. If there is no resolution with the immediate supervisor, the employee may continue the process to level two.

Level Two: Written Appeal to Pastor/Parish Director/School President

A. The employee shall promptly submit in writing to the Pastor/Parish Director/School President and

supervisor a letter including the following information:

- The nature of the grievance
- Against whom the grievance is directed
- Any factual data, other than hearsay, which the employee deems appropriate
- Recommendations for appropriate resolution of the grievance

B. Once the written grievance is received by the Pastor/Parish Director/School President he/she may attempt

to resolve the grievance in one of the following manners:

- The Pastor/Parish Director/School President will convene the parties and attempt to resolve the grievance. (Disputes in which the pastor/parish director/school president is the immediate supervisor begin here.)
- The Pastor/Parish Director/School President may direct the Parish Grievance Committee to proceed

with their review of the grievance and submit their recommendation to him/her.

- The Pastor/Parish Director/School President may contact the Archdiocesan Office for Parish and School Personnel for assistance in resolving the grievance. If requested, a mediator may be assigned to assist the parties in resolving the dispute. The cost for services by the mediator, if any, will be paid by the parish/school as preauthorized.

4135.4(b)

The Pastor/Parish Director/School President will issue the final decision to all parties. If one or several of the above procedures has not resulted in a resolution of the grievance, the employee may continue the process to level three.

Level Three: Appeal to the Archdiocese

An employee who has followed the grievance procedure through Level Two without satisfactory resolution may ask the Archdiocese to review. The employee must submit written documentation detailing the progress of the grievance through Level Two. These documents, along with a letter explaining why an appeal is requested, should be submitted to the Office of Parish and School Personnel within ten days of the pastor/parish director/school president's final decision in Level Two.

Following the examination of the documents on the Archdiocesan level, the grievance will either be accepted for further appeal, or it will be remanded back to the pastor/parish director/school president. If so warranted, further mediation, grievance panel review, or binding arbitration, subject to review by the Archbishop to assure it does not violate civil or canon law, Church teaching, or parish/school policy, will be considered for resolution of the grievance.

Archdiocese of Milwaukee

Rules approved: 8-1-84

7/1/1986

4/1/1989 5/1995

4/2/1990 5/12/2005

Appendix C

Divine Savior Catholic School

Retention Procedures

1. In considering retention, refer to the attached Archdiocesan recommendations.
2. Alert the Learning Support team and Reading Specialist that you have such concerns about a child, using the RTI Forms shared with you in Google Drive
3. Mention your possible concerns to parents *no later than January* in a scheduled parent/teacher conference.
 - Summarize your conversation with the parents using RTI forms on Google Drive
 - Send copies of the RTI form to the Principal, Learning Support Team and Reading Specialist
4. If concerns persist by the end of February, speak to the Learning Support Team, Reading Specialist, Principal and work to write a referral to Northern Ozaukee for a formal assessment
5. A Formal Staffing will be scheduled after the assessment is completed.
6. The Formal Staffing will include:
 - Classroom teacher(s), Principal, and Northern Ozaukee Special Education Staff and the parents.
 - Share the assessment findings.
 - Portfolio/examples of the student's work and a sample of other students' work (without names) that exemplifies where a child should be at given the time of year.
 - Clarification of what adjustments we have and will make to meet the child's learning needs.
 - Clarification as to what the parents will need to do to support the school and the child's learning needs.
 - Clarification that another Staffing will take place at the end of April to reassess the child's progress and determine placement for the following school year.
 - Two copies of the summary of the Staffing are mailed to the parents. They are to sign and return one by a given date.
 - Clarification that the final decision as to placement in our school is that of the school Administration.
7. The letter setting up the Staffing will state the importance of both parents attending the Staffing. Requiring parents to sign and return a copy of the Staffing summary will assure that both parents have been communicated with, and neither can later say that they were not aware of the situation.
8. April Staffing will include:
 - Classroom teacher(s), Learning Support Team, Principal, and the parents
 - A reassessment of the child's progress
 - A determination of placement for the following school year
 - A summary of the Staffing mailed to the parents with a decision as to placement. The parents are to sign and return one copy to the school

by a given date.

Students

Promotion/Retention

Retention of a student may be done judiciously as a final option after considering the many factors affecting retention. When retention seems likely, parents are contacted several times during the year relative to Rules

5123 (b).

There is no legal number of absences, which if exceeded, leads to automatic retention. Students shall not be considered for more than one (1) school year during the elementary school years. Final decisions on retention will rest with the local school authorities. The school's policy, program and procedure for retention should be clearly articulated in the student handbook.

Archdiocese of Milwaukee

Policy adopted: 12-1-83

4/14/1987

4/1/1989 5/6/1997

2/9/1990

4/2/1990

Policy

5123

5113

Students

Promotion/Retention

GUIDELINES FOR CONSIDERING RETENTION OF STUDENTS

1. Chronological Age - The student who is in the younger half of the class is less likely to be penalized by adding a year to his/her academic life.
2. Intellectual Ability - The slow learning student (I.Q. 70-90) may achieve below grade level and retention will only temporarily alleviate this discrepancy. In addition, the slow learning student often drops out of school because of increased chronological age.
3. Physical Size - The early maturing student, already larger than his or her peers, might well suffer indignities if placed with smaller students or may inflict such indignities on others.
4. Present Grade Placement - Retention should normally take place during kindergarten, first, or second grade. Retention beyond this point usually compounds the student's problems.
5. Siblings - Family difficulties often arise when retention causes the placement of siblings in the same grade.
6. Peer Relationships - Retention may adversely affect the relationship of the student within the community/neighborhood group with which he or she closely identifies.
7. Group Decision - The school principal, teachers, school support personnel, and parents should be involved in a decision to retain the student.
8. Child's Attitude - Ideally the student should be a partner in the group decision for retention or

promotion. When the student child is part of the planning a more favorable attitude results.

9. Parental Involvement - When retention is being considered parents are to be contacted several times during the year to be appraised of the student's progress and needs.

10. Individual School Procedures - Each school should incorporate these guidelines into a standard

procedure to be followed when considering the retention/promotion of students. A student should

not be retained more than once during the elementary years.

11. The school must ascertain whether the retention will help or hinder the learning deficit.

Archdiocese of Milwaukee

Rules approved: 6-1-79

3/11/1983

4/2/1990

5/8/1998

Regulation

5123(a)

Students

Promotion/Retention

Summarization of each procedural step should be retained in the administrative file and signed by those

participating in the conference.

A. Procedural Step I (End of first nine week marking period) - Teachers should discuss extreme learning difficulties exhibited by students with the school principal to develop a program for remedial action prior to considering retention.

B. Procedural Step II (End of second nine week marking period) - The principal or the teacher with

the principal's approval should discuss the retention possibility with the parent.

1. Conferences with parents should include the reasons for the recommendations in addition to samples of the student's work, test scores, and individual student assessments.

2. Conference objectives should aim toward a mutual decision between the parents and the school.

C. Procedural Step III (May 1 - 15) - A conference will be held with the parent, principal and teacher

to inform the parents of the school's final decision

Archdiocese of Milwaukee

Rules approved: 6-1-79

3/11/1983

4/2/1990

5/8/1998

Regulation

5123(b)