

POLICY/HANDBOOK

Non-Discrimination

Ss. Edward & Isidore shall be non-discriminatory in enrollment practices in accordance with applicable state and federal laws insofar as they are consistent with the beliefs, official teachings and doctrines of the Catholic Church. (GBDB Code 5180)

Admissions

THE POLICY

Christian Formation is offered to all registered families of Ss. Edward and Isidore regardless of special needs or inability to pay.

PROCEDURE

- A. Any person with special needs who desires Christian Formation should contact the Christian Formation office at 865-7677.
- B. If Ss. Edward and Isidore is unable to meet the special need, a referral will be made to a special Christian Formation program in the area.
- C. Tuition is reevaluated yearly by the Christian Formation Committee and determines the actual rate of tuition.
- D. If a family becomes a member of the parish after January 1st and wishes to enroll in a Christian Formation program, one-half the tuition will be charged.
- E. No one is denied participation in a Christian Formation program due to inability to pay the tuition. Please contact one of the Christian Formation administrators if the need arises.
- F. Children of non-parishioners desiring participation in the Christian Formation program will be placed on a waiting list until the third week of August and then placed in any available openings.
- G. Minimum of 6 and maximum of 12 children per class. If by Aug. 20th the class is not larger than 5, children will be moved to other class day or time. Prior verification with parent.

FINANCES

Tuition: \$75.00 per child (not to exceed \$600.00 per family)
\$150.00 per child for nonmembers

Fees: Late fee \$15.00 per family for parishioners registering after August 1st.
(Exception: for new members registering in parish after the scheduled Christian Formation registration date)

Home Based/Book at Home: \$20.00 per child.

REGISTRATION

Registration is held in the spring for the upcoming year. Families may register after the spring registration dates, but should be aware there is a late fee if registering after August 1st.

There will be allowed a minimum of six (6) children per class. If not at least 6 children in a class that class will be eliminated. The children will have to be moved to a different class time with a maximum of ten (10) children per class.

CLASS SWITCH STATEMENT

Administrators will work to accommodate requests to change students from one date/time to another. Changes will be granted based upon available openings, number of catechists available to teach, and the need to keep balanced class sizes.

Cancellation of Classes

THE POLICY

Cancellation of classes takes place when schools are cancelled or during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. When weather conditions are such that classes must cancel,

PROCEDURE

- A. Cancelled sessions will be posted on the parish web site at www.stedwardisidore.org under the emergency message board.
- B. If classes are cancelled, parents are expected to cover the material with their child(ren), when material is available.
- C. If classes are cancelled even though schools are not cancelled:
 - 1) If the decision is made before the Howard/Suamico and Pulaski schools are dismissed, we will contact said schools to announce our class cancellation over their PA system.
 - 2) Send a text message through the Remind101 system. Parents need to pre-sign up to the Remind 101 system by calling (920)471-0099 with a text message that represents the grade/time their child attends classes. A separate text message is necessary for each child in order to be automatically texted their cancellation. (Please follow the information that is sent out before the beginning of classes.)
- D. Contact TV station NBC26 @ www.nbc26.com check under school closings and WFRV-TV Channel 5 @ www.wearegreenbay.com check under school closings

Conduct/Behavior

THE POLICY

All participants in Christian Formation are expected to behave in a manner which reflects the values of common courtesy and safety.

PROCEDURE

- A. Participants are expected to respect parish property.
- B. Participants are expected to share responsibility to create a positive learning environment.
- C. Participants are expected to respect individual rights and the rights of others.
- D. Participants are expected to maintain proper behavior during class sessions and related activities.

- 1) If inappropriate behavior continues the participant's parents will be immediately contacted by phone and asked to report to the Administrator.
- 2) Parents, Participants, and the Administrator will collaborate to take corrective action.

Dress Code

THE POLICY

The responsibility for the appearance of the students rests with the parents and the students themselves. They have the right to determine such student's dress providing that such attire is not destructive to parish property, complies with the health code of the State of Wisconsin, and does not interfere with the educational process. Students will be expected to attend school in neat, clean and modest clothing.

THE PROCEDURE

This information will be sent in a letter to parents at the beginning of the Christian Formation year.

Cellular Phones, Cellular Picture Phones and Electronic Devices

THE POLICY

It is the policy of Ss. Edward & Isidore Parish that the youth and adults may not use or have in open display a cellular phone or electronic device during Christian Formation sessions, including instruction and break time while on Church property. Any person found not following this policy will be required to leave the phone/device with the Administrator or designated person until after the session/activity. Electronic devices include, but are not limited to, pagers/beepers, personal digital assistants (PDAs), BlackBerries/Smartphones, WiFi-enabled or broadband access devices, two-way radios or video broadcasting devices, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information, I-pods, MP3 players, handheld video gaming systems, et cetera.

LASER POINTER

Students are prohibited from possessing laser pointers on parish premises. There is a serious concern that they are dangerous to children's vision and can cause permanent eye damage if shone directly at the eye. Students possessing laser pointers will have them taken away. They will be returned to the parent.

Cellular picture phones are prohibited from use and display while in attendance at Church sponsored activities.

THE PROCEDURE

- A. Unauthorized items will be held by Christian Formation Administrators/Catechists for return to youth after the session/activity.
- B. A second violation of the policy will result in the device being held by the Administrator/Catechist and returned to the parent(s) or guardian.

This policy is not inclusive and special circumstances may require additional action as determined by the adults in charge of the classes.

Students are personally and solely responsible for the care and security of their cellular phones and electronic devices. The Church assumes no responsibility for theft, loss, damage, or vandalism to cellular phones and electronic devices brought onto its property, or the unauthorized use of such devices.

Parents/Guardians are advised that the best way to get in touch with their child in the event of an emergency during the Christian Formation session is by calling the Administrator.

Conflict Resolution

THE POLICY

The Christian Formation Committee believes parishioners' input is vital to the Christian Formation program. When conflicts arise, they will be viewed as an opportunity for resolution and growth. The following procedure will facilitate conflict resolution.

PROCEDURE

- A. Level 1: Catechist - The parishioner and catechist will meet and discuss the concern. If not resolved . . .
- B. Level 2: Program Administrator - The parishioner and catechist will meet and discuss the concern with the program administrator. If not resolved . . .
- C. Level 3: Christian Formation Committee - Program administrator must arrange for the conflict to be included on the agenda for the Christian Formation Committee meeting; the parishioner will be encouraged to attend. Either the committee or program administrator will respond to the parishioner. If not resolved . . .
- D. Level 4: Pastor - The parish pastor will review the concern.

Any efforts toward conflict resolution beyond Level 1 will be documented. A summary of the resolution will be provided to the parishioner.

Monitors and Catechists' Aids

THE POLICY

The Christian Formation Committee believes family participation enriches the children's experience. Therefore, families are asked to help out as hall monitor/catechists' aids and office helper during the year. A schedule is sent out at the beginning of the Christian Formation sessions. If you cannot make your scheduled day, please contact the Christian Formation office to inform of such.

PROCEDURE

- A. Monitor hallways and gathering area before and after classes.
 - 1) Keep children from running, especially on stairways.
 - 2) Give directions for special circumstances, eg. funerals, etc.
- B. Be a prayer helper for kindergarten through 5th grade classes.
 - 1) Listen to and share an understanding of the prayers.
 - 2) Encourage continued growth in prayer life.
(An outline of prayers for particular levels will be given.)

- C. Help with various art projects.
 - 1) Stapling, sorting, stamping, etc. of materials for various projects/activities.
- D. Answer phone during classes and assist in making outgoing calls when necessary, as instructed by the administrator.
 - 1) If a child becomes ill, call the parent to bring the child home.(Directions for use of phone available by phone in Christian Formation Office.)
- E. Assist catechists when necessary.
 - 1) Art projects, large group activities
- F. Dismiss classes at end of sessions.

Family Supervision

THE POLICY

The Christian Formation Committee wants to provide a safe environment during all Christian Formation programs. Therefore, children are to be supervised by their family before and after classes. There is no paid staff or volunteer helpers responsible for supervision outside the building.

PROCEDURE

- A. Park in designated parking spaces. Do not block entrance way of building. Do not park in the fire lanes.
- B. Escort children into the building, especially kindergarten through 5th grade children.
- C. Children, particularly kindergarten through 5th grade, are to wait in the classroom for their families to pick them up after classes.
- D. Children should not play anywhere outside the building.

Participation

THE POLICY

The Christian Formation Committee invites all parishioners to participate in the Christian Formation program to enrich their lifelong faith journey. Regular attendance at programs is essential for spiritual growth, and provides a forum to pass on our Catholic Identity. Attendance is the responsibility of parents.

PROCEDURE

- A. Register your children for Christian Formation programs.
- B. Request remedial materials from the administrators if classes have been missed.
- C. If a child is going to be absent or leave class, please inform the administrator or catechist. This to ensure your child's safety during the scheduled class time. Because we are responsible for the children during the class time, we request a written note or phone call from the parent/guardian in advance if your child is leaving early or missing class.

Alcohol, Drugs & Smoking

THE POLICY

It is the policy of Ss. Edward & Isidore to have a non-alcohol environment during student activities and/or events to provide an appropriate environment for student activities.

Use of and or dependency upon controlled substances, altering substances, drug paraphernalia, alcohol or tobacco represent inappropriate behaviors which inhibit rather than promote a student's healthy development. Students are strictly prohibited from using, possessing, or being under the influence of alcohol, tobacco, controlled substances, intoxicants, altering substances, or a substance which is represented as a drug or intoxicant, and/or drug paraphernalia at any time.

THE PROCEDURE

Any student who is in possession of or under the influences of controlled substances, altering substances, drug paraphernalia, alcohol or tobacco on parish property will be reported to local law enforcement.

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

Emergency Procedures

THE POLICY

For emergency procedures for: Fire, Tornado, Bomb Threat, Hazardous Spills, Crisis Situation refer to the Emergency Plans page. Evacuation procedures are posted in every classroom.

Firearms, Weapons & Other Dangerous Objects

THE POLICY

Firearms, weapons and other dangerous objects are not permitted in the religious education building. The possession or use of such by employees, volunteers or students is not permitted in the aforementioned building or on the grounds or property owned, used or operated by the parish or religious education program.

Police shall be notified immediately if an assault or battery occurs resulting from use or threatened use of a firearm, weapon or dangerous object. When possible, such dangerous objects shall be taken from the person. Parents of students found in possession of such dangerous objects shall be notified.

Any students in possession of a firearm while participating in any parish, regional or diocesan program shall be immediately suspended pending a hearing before the local board responsible for the aforementioned program.

Any student expelled under the provision of this policy shall not be admitted to any Catholic school or parish/regional/diocesan program within that twelve month period.

Exemptions to this policy are granted to law enforcement officers.

Student Bullying/Harassment Policy

THE POLICY

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

THE PURPOSE

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

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

RESPONSIBILITY

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

It is the responsibility of all faculty, staff, volunteers and students to report incidents of bullying and/or harassment to the administrator and for administrations to implement appropriate consequences.

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

PROCEDURE

- A. The policy shall include education of faculty, staff and volunteers related to bullying/harassment activities, and other similar inappropriate conduct. Bullying or harassment is defined as unwelcome verbal or physical contact that involves some sort of force, whether overt or subtle. Hazing refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Any behavior toward a student which constitutes inappropriate conduct, unwelcome sexual advances or request for sexual favors is considered bullying or harassment. This includes; but not limited to the display of derogatory posters, cartoons, drawings; uninvited letters; telephone calls; looks, gestures, touches; teasing, jokes, remarks or questions of a sexual nature; or other verbal or physical conduct or electronic communications of a sexual nature will be considered to be sexual harassment.
- B. Information shall be disseminated to faculty, staff and volunteers as part of the orientation and ongoing education efforts related to school policies to create and maintain a positive educational environment.
- C. Educational programs should educate students on safe environment.
- D. The policy shall require a reporting responsibility to the administrator. This policy shall require all faculty, staff and volunteers to take specific action when bullying/harassment activity is observed or reported to them.

- E. Possible actions can include admonishing, counseling and/or disciplining the student; conferences with the parent/s and other appropriate action depending upon the severity of the conduct.
- F. Educational programs should implement appropriate safeguards to ensure that technology is not used on or off-site to bully or haze others. (GBDB Code 5160)

Dispensing Medications

THE POLICY

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

PURPOSE

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

RESPONSIBILITY

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

PROCEDURE

Physician Prescribed Medications:

- A. In order to ensure that the physician retains the power to direct, supervise, decide, inspect and oversee the implementation of this service, no medications shall be given to a student by any employee or volunteer of the school or religious education program unless the following are delivered to the administrator:
 - 1) Identifies the specific conditions and circumstances under which contact should be made with him/her in relation to the condition or reactions of the student receiving the medications, and
 - 2) Reflects a willingness on the part of the physician to accept direct communications from the person administering the medication.
- B. A written statement from the prescribing physician which
 - 1) Identifies the specific conditions and circumstances under which contact should be made with him/her in relation to the condition or reactions of the student receiving the medications, and
 - 2) Reflects a willingness on the part of the physician to accept direct communications from the person administering the medication.
- C. A written statement from the parent/legal guardian:
 - 1) Requesting and authorizing the school or religious education personnel to give the medication in the dosage prescribed by the physician, and
 - 2) Authorizing the school or religious education personnel to contact the physician directly.
- D. Medication Information Required:
 - 1) Medication administered at school or at a religious education function (class, activity, etc.) must have the following information printed on the original container in language understandable to the lay person:
 - i. Child's full name
 - ii. Name of drugs and dosage
 - iii. Time and quantity to be given
 - iv. Physician's name

- E. All consent forms and related materials must be renewed annually and/or at any time a medication is changed.
- F. Accurate and confidential written records shall be established and maintained for each student receiving medication. The administrator shall maintain a daily and up-to-date record of students in his/her school or religious education program requiring medication during hours in attendance at school or religious education functions. The record shall include the student's name, name of medications, dosage, time given, and signature of the person designated to administer the medication.

Non-Prescription/Over the Counter Medications:

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

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

(D/B Code 5070)

Illness or Injury

THE POLICY

A parent/guardian will be called when a child becomes ill during class time. The parent/guardian must arrange to pick up the ill child. If a student is injured, a parent/guardian will be notified. If a serious emergency arises, parent/s will be contacted immediately. If the parent/guardian cannot take the child to the doctor or hospital, the Rescue Squad will be called.

The Christian Formation office must be notified if a student contracts a communicable disease.

Reporting Child Abuse & Neglect

THE POLICY

The Diocesan Board of Education recognizes the serious local, state and national problem of child abuse and neglect.

Since religious education personnel are in a unique position to observe and identify potential cases of abused and/or neglected children, responsible action by religious education personnel and catechists can be achieved through recognition and understanding of the problem, knowing the reporting procedures and acting accordingly as specified by state law.

Administrators are required to follow the requirements of civil law and the guidelines as set by the Department of Total Catholic Education. Such guidelines should make staff personnel aware that by state statute they are immune from civil and/or criminal liability when reporting suspected child abuse cases. Failure to report may result in legal action which may include a fine, imprisonment or both. (D/B Code 5060)

Media

THE POLICY

The parish of Ss. Edward & Isidore at various times may photograph and/or videotape service projects, classroom activities or special liturgies involving the children/youth in our Christian Formation Program. The intent of these photos or tapes is for parish awareness regarding the involvement of the children/youth, and to support and affirm the efforts of the catechetical program.

If a parent/guardian objects to their child/youth being photographed or video-taped, they must submit a written notice to one of the administrators at the Christian Formation office by September 1st of that year.

Right to Amend Handbook

THE POLICY

The administrators retain the right to amend the handbook for just cause. Parents/students will be given adequate notification if changes are made.