



ASSUMPTION
CATHOLIC SCHOOLS

Employee Handbook



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Index of Key Staff

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Mission, Vision and Standards of Excellence

Mission: To inspire excellence and personal growth grounded in Catholic principles and tradition.

Vision: A community of academic excellence, Catholic in spirit and culture, nurturing integrity and respect.

Standards of Excellence and Growth

- Demonstrates a strong faith and love of God through prayer.
- Supports the mission of the Catholic Church.
- Possesses principles of integrity including honesty, patience, fortitude, generosity, and self-control.
- Recognizes and fulfills responsibility to community, society, and the world.
- Affirms principles of loyalty, commitment, sacrifice, and trust.
- Recognizes and respects the dignity and achievement of others.
- Models Christian standards of ethical behavior in the workplace including charity toward others, respect for authority, pride in achievement, and the ability to be an effective team member.
- Demonstrates a critical appreciation of the arts and all cultures and their achievements.
- Exhibits leadership skills.
- Formulates and effectively pursues worthwhile goals founded on the discernment of personal vocation.
- Displays practical life skills, math competency, writing skills, reading comprehension, scientific reasoning, research skills, and proficiency in information technology.
- Develops habits of lifelong learning and employs critical and creative thinking as well as organizational skills.

We believe the successful education of children is achieved by the partnership created between schools and parents/guardians. This handbook will familiarize you with our expectations. This is a set of policy guidelines for students, parents/guardians, teachers and staff to ensure smooth day to day operations. These policies, along with common sense, parent/guardian partnership with the school staff, and student responsibility lead to sound decisions. It is by no means meant to be an all-inclusive document. Situations not mentioned in the handbook will be handled at the discretion and best judgment of the school administration. Thank you for your support.

Assumption Catholic Schools is a system of Catholic Schools in the Diocese of La Crosse. As a Catholic School we will teach and advocate our Catholic Faith. All students are welcome in our school, and all parents and legal guardians must understand that Catholic Doctrine will be taught and our policies will be informed by the teachings and policies of the Catholic Church as expressed by the Bishop of the Diocese of La Crosse.. The passing on of our Catholic Faith is our number one priority.

Goals and Objectives

GOAL ONE: To provide an environment that clearly promotes and maintains Catholic values and theology.

OBJECTIVES:

- To give witness to Christ in our lives through our teaching and learning.
- To provide faith experiences; i.e., retreats, masses, prayer, service, sacrament preparation, religion classes.
- To enforce a discipline policy that is consistent with Catholic morals and theology and reflects the mission of the Assumption Catholic Schools.

GOAL TWO: To provide a curriculum that focuses on challenging and reinforcing the basic skills of each student to achieve excellence.

OBJECTIVES:

- To provide required and elective classes which prepare the student for future learning.
- To provide tools for the development of critical thinking skills, creativity, logical reasoning, and self-direction.
- To provide professional development opportunities in curriculum design, technology, educational research, spiritual life, cooperative and interdisciplinary learning.
- To provide scheduling which allows students access to all disciplines.
- To assist the student in learning about self and society in relationship to the world and the Church.

GOAL THREE: To provide opportunities that allow students to develop the social skills while instilling a sense of faith, self-worth, and community.

OBJECTIVES:

- To provide open communication on an individual basis as needed.
- To recognize the school's influence upon each student's physical, moral, social, emotional, and aesthetic development.
- To provide programs that include participation in service, clubs, extracurricular activities, and co-curricular activities.
- To provide both written and verbal affirmation recognizing the good in each person.
- To develop character and the social skills necessary in society.

GOAL FOUR: To provide an environment that clearly promotes stewardship and financial commitment to professional and educational growth.

OBJECTIVES:

- To provide funding adequate to allow educational experiences, which enrich and develop all stated goals and objectives.
- To provide communication between administration and staff that allows for planning to meet the educational goals and objectives, especially in regard to ongoing funding and budget.

Assumption Catholic Schools shall not discriminate in student participation in programs, standards and rules of behavior, disciplinary actions, or facility usage on the basis of sex, race, national origin, ancestry, creed, religion, pregnancy, marital parental status, sexual orientation or physical, mental, emotional or learning disability. Guidance on nondiscrimination within the Diocese of La Crosse is governed by the Code of Canon Law and may take precedence on civil nondiscrimination.

*Assumption Catholic Schools reserves the right to modify this handbook at any time.

Abbreviations commonly used in ACS

- SLECC St. Lawrence Early Childhood Center (6 weeks – 5 years)
- OLQH Our Lady Queen of Heaven Catholic School (K-2)
- SVDP St. Vincent de Paul Catholic School (3-5)
- AMS Assumption Middle School (6-8)
- AHS Assumption High School (9-12)
- AED Automated External Defibrillator
- DSP Diocesan School Policy
- DSR Diocesan School Regulation
- ACS Assumption Catholic Schools
- LCC Licensed Child Care
- FTE Full-time equivalency (refers to contracted teachers/administrators)
- PPR Project-Purchase Request
- PO Purchase Order
- PA Payment Authorization
- LoA Leave of Absence
- LoE Letter of Employment
- Lol Letter of Interest
- MoA Mutual of America
- DoL Diocese of La Crosse
- CO Central Office
- Conf Conference or Conferences
- PLC Professional Learning Community
- FS Food Service
- FSC Food Service Coordinator
- SIS School Information System – ours is Facts SIS
- WPCP Wisconsin Parental Choice Program
- SNSP Special Needs Scholarship Program
- ProGrow Professional Growth and Development
- HR Human Resources (benefits, insurance, retirement)
- WC Worker's Compensation Insurance
- USCCB United States Catholic Conference of Bishops
- NCEA National Catholic Education Association
- WRISA Wisconsin Religious and Independent Schools Association
- WCRIS Wisconsin Council of Religious and Independent Schools
- WCSA Wisconsin Catholic Schools Association

Accidents, Emergency Medical Assistance

Students

- 1) Student accidents and/or injuries must be reported to the principal or main office personnel immediately.
- 2) The designated school official will notify the parents as the situation warrants.
- 3) A serious accident requiring a doctor's attention may require an ambulance. Do not hesitate to call one if necessary.
- 4) The ACS Student Accident Incident form must be completed immediately, submitted to the local school official or delegate for review, and a copy is sent via email to the president and Finance Office.
- 5) The school does not carry individual student accident insurance. Parents are informed of this via the Parent-Student Handbook.
- 6) Schools should provide student emergency information to staff as needed and a copy maintained in each school office. Information is subject to confidentiality expectations.

Staff

All work-related injuries should be reported to your supervisor immediately. The supervisor is responsible for completing the First Report of Injury Form. Benefits describing Worker's Compensation is found under "Insurance" later in this handbook.

Adult Volunteers

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

Accreditation and School/System Improvement Expectations

All teachers and staff are expected to support the school and system's efforts in educational improvement. Accreditation is an important part of ACS. Our current accreditation is via WRISA.

Administrative Structure of System and Schools

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

Employment and enrollment at ACS is governed by contract and canon law not constitutional law.

AIDS/HIV Policy

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

Administrative Recourse “Chain of Command” (DSP 4901)

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

DIOCESAN POLICY – DSR 4901

PERSONNEL: ADMINISTRATIVE RECOURSE

Outline of the chain of authority to be followed in resolving disputes or making reports/complaints

1. Teacher or other school employee
2. Principal or Site Administrator or Department Supervisor
3. President
4. Dean or Dean’s delegate to the Assumption Catholic School system
5. Diocese – Office of Catholic Schools
6. Diocese - Moderator of the Curia
7. Diocese - Bishop

Procedure in the Diocese of La Crosse:

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

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

If the grievance is against an authority in the parish, the appeal first is to be made to the pastor who is to seek to reconcile the two parties. At this level and at the successive levels, the pastor may seek the assistance of others, especially those respected for their ability to reconcile; but in the end, the pastoral authority remains responsible for seeking the resolution of the conflict. No consultative body as such or members of consultative bodies, in virtue of their membership, should be given

the pastoral responsibility of resolving such conflicts. The consultative body, e.g., the parish pastoral council, has responsibility for assisting the pastor in drawing up good policies for the pastoral activity of the parish and for assisting the pastor in clarifying policies in cases of conflict or interpretation. It does not, however, engage in the administration of the policies. The pastor is obliged to respond to the recourse within fifteen calendar days from the time he receives it. Once the pastor has given his response to the recourse, consider the conflict is reconciled, unless the pastor's response is appealed to the dean within fifteen calendar days from the date the parties in conflict receive the response.

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

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

DIOCESAN POLICY – DSP 4902

PERSONNEL: Penalty Status during Administrative Recourse Procedure

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

Alcohol and Other Drugs

The possession and/or use of alcohol, tobacco or vaping on school grounds or during school-sponsored student events is prohibited and such use may result in termination. Alcohol is allowed at select events with the approval of the President. The possession and/or use of illegal substances is strictly prohibited and may result in termination.

Attendance Expectations for Employees

Teachers are expected to work beyond the normal workday for professional meetings, conferences, etc. as requested by the administration.

- 1) School crisis or emergency hours – all staff may be required to report earlier or stay later than their usual hours in the event of a crisis or emergency.
- 2) Weather – The president shall determine who needs to report in the event of weather closure.

- 3) All employees who need to leave the building during their assigned work time are required to obtain permission from the administrator or supervisor in-charge.
- 4) Teachers and staff are required to attend school events, staff development meetings, evening parent meetings, open houses, conferences, and other professional events as assigned.
- 5) Hourly employees will be compensated only for the times assigned to perform their duties or if required to attend a school or system level meeting.

Benefits

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

- 1) **"Day"** – general term varies by the number of hours worked or if an employee is full-time or part-time classification. See below:
- 2) **Contracted teacher – full-time 1.0 FTE – 1 day** = 1 day of the contract. . A full time teacher is contracted for 190 days of service and minimally 1520 hours/year
- 3) **Contracted teacher – part-time less than 1.0 FTE - 1 day** = prorated to the percentage of the contract. . Example: A teacher is 0.6 FTE is accountable for 60% of each of the 190 contract days regardless of assigned work schedule.
- 4) **Non-contracted staff - full-time** - year-round employee generally works 1950-2080 hrs. per year, **1 day** is generally 8 hours.
- 5) **Non-contracted staff - part-time - 1 day** = the average number of hours worked per day. The average is derived by reviewing the past 6 months of schedules, determining the average number of hours per week and dividing it by 5 and rounded to nearest ½ hour. Example: Past 6 months, employee worked 780 hours. $780 / 26 \text{ weeks} = 30 \text{ hrs. /week}$. $30 \text{ hrs.} / 5 = 6 \text{ hours/ day}$. A day is 6 hours in this example. May be eligible for some benefits.
- 6) **Work Week** – The ACS work week is defined as 12:00am Sunday to 11:59pm Saturday. Hourly employees who work more than 40 hours during a given ACS work week may be sent home early, given a split shift or required to take a longer lunch hour to stay within their assigned/budgeted number of hours/week.
- 7) **1.0 FTE contracted administrator** – Has an administrator's contract and is expected to report to work on all business days from July 1 of the initial year to June 30 the following year. Vacation and time-off benefits are stated on the contract. Administrators do not have the same work schedule as a contracted teacher and may be expected to report to work when teachers are excused. It is the responsibility of the administrator to check with the ACS president regarding specific work expectations on teacher days off.
- 8) **Seasonal employees** - Employees assigned to work a specific length of time such as athletic coaches, summer childcare teachers, summer maintenance workers, adjunct or substitute teachers, etc. Seasonal employees are not eligible for most benefits including health, dental and life insurance, paid leave, paid

vacation, or tuition waiver. Per terms of the diocesan retirement program, seasonal employees may be eligible for the diocesan retirement program

Qualifying hours – The number of hours needed to work per year to qualify for various benefits such as health insurance, retirement, life, and AD & D, tuition waiver, etc.

Building Usage-Gym, Weight Room, etc. Specific to the AMS/AHS Building

- 1) With permission of the athletic director and the building principal, subject to the following conditions, students and alumni can use the facilities at the ACS MS/HS building during the hours of 5:30 am to 10:00 pm on non-school days.
- 2) No current student under the age of 18 may be in the building alone; supervision by an approved employee, coach or advisor is required.
- 3) In addition, students under the age of 18 must have a signed permission form/liability/conduct form from his/her parent or legal guardian.
- 4) Students over 18 and alumni must file a liability/code of conduct form with the athletic director/alumni relations director and complete the safe environment process prior to using the facilities.
- 5) Access for students and alumni 18 and older is to be provided by the key holder requesting this access.
- 6) Use of the buildings that serve ECC-5th grade are under the jurisdiction of the attached parish.

Cancellations – Schools or Early Childhood Centers

- 1) In the event classes are canceled for one or more school sites, the system administration shall decide what instructional time is made up and what activities will be conducted, postponed or canceled.
- 2) The closing of school due to weather conditions will be determined by the Wisconsin Rapids Public Schools District. ACS follows the decisions made by the respective public school district.
- 3) School Cancellations: Announcements are made via local radio and TV stations/ ACS will use email and text alerts to send messages to staff and families.
- 4) Late start announcement: all personnel report on site at their regularly assigned time: ACS finds even with a late start, students are dropped off early and student supervision is needed. Therefore, teachers and support staff shall report to school at their usual time.
- 5) Central Office, principals and essential staff – Generally CO and essential staff report to work as usual unless directed to do differently by the system president.
- 6) Contracted Teachers – if students have a canceled day, there is no expectation to report to work. If the day is a staff development/teacher in-service day, teachers will be advised by the administration as to expectations for the meeting.
- 7) School administrative assistants, classroom aides, food service - if school is canceled, there is no expectation to report to work.

- 8) Hourly employee may opt to use paid time off to cover lost wages on days when work is canceled. These requests should be entered into the electronic employee portal.

Care of Building, Equipment and Supplies

- 1) Upkeep, care, and cleanliness of the building are the responsibilities of all employees.
- 2) All school staff members working directly with students are expected to teach stewardship and instill a sense of responsibility of the facility and all equipment and materials to students.
- 3) Principals are responsible for all ACS materials allocated to their building and teachers are responsible to implement appropriate procedures to oversee all equipment and materials. Students and staff should be encouraged to have pride in their school building.
- 4) Faculty/staff are the role models and are not to sit on desks, tables, or counters when students are present in the building.
- 5) Students are not allowed to sit on desks, tables, counters, etc.
- 6) Close the doors when leaving and entering the building.
- 7) Turn off lights when the rooms are not in use.
- 8) No duct tape or other strong adhesive tape allowed on walls, chalkboards, whiteboards, etc. Some buildings further restrict the use of masking tape on walls and surfaces and each employee is responsible to check with his/her supervisor for the standards.
- 9) Faculty/staff are to check with their building administrator for proper procedures in cleaning boards.
- 10) All faculty/staff should follow building-level procedures regarding maintenance requests.
- 11) Faculty/staff are not allowed to remodel the school structure without administrative approval. This includes painting walls or furniture.
- 12) Access in and out of the building must be limited as a security measure. Doors may not be propped open during student attendance time.
- 13) Faculty/staff are not allowed to give building or classroom keys to students at any time.
- 14) Faculty/staff who lose building keys issued to them may be responsible for replacement costs.

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

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

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

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

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

Catholic Faith and Moral Standard (DSP 5112) as it Pertains to Students

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

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

Cell Phones and School Phones

Cell Phones

- 1) **For Employees** – ACS understands many employees carry personal cell phones and many work long hours. Overall, ACS encourages all employees to put their personal phones away while working with students and at professional meetings. An employee’s duty is first to their students and in meeting all professional obligations.
- 2) **Expectations for employees.**
 - a. Personal cell phones should not be used during student-contact time unless authorized in advance by the building administrator.
 - b. Employees should not give their personal cell phone numbers to students or parents.
 - c. All employees are responsible to know the school’s safety plan as it relates to cell phone use and follow up. In some situations, cell phone use may endanger students or interfere with crisis management.
 - d. When off campus staff should not use their personal cell phones to communicate with parents. Call the school office/building administrator and request that communications be relayed through the school.
 - e. Teachers planning to use a personal cell phone for instructional purposes, including taking photos of students, requires authorization from the principal.
 - f. Employees who choose to use their personal cell phones at work are personally responsible for any repercussions that may occur because of use.
 - g. Employees are responsible for their personal phones and other devices.

- h. ACS claims no responsibility for theft, loss or damage of personal cell phones.
 - i. ACS claims no responsibility for problems caused by hacking including identity theft, viruses, or other problems that may result from using the ACS network.
 - j. Web use on a personal cell phone must comply with Catholic moral doctrine and with the regulations set forth in the Children's Internet Protection Act (CIPA) <https://www.fcc.gov/guides/childrens-internet-protection-act>.
- 3) For Students – employees are to refer to the Parent-Student Handbook and are responsible to enforce all rules for the protection of all students.
 - 4) School Phones - Administrators are to inform each employee about procedures regarding the use of school phones for staff and student use. Student information is included in the Parent-Student Handbook. Employees should refer to their individual building Faculty-Staff Handbooks regarding procedures for receiving messages and should refer to the Parent-Student Handbook for procedures related to student phone use.

Certification, Licensing, Registry and other Credential Expectations

- 1) Professional Educator and Licensed Childcare Teachers: All ACS professional educators (teachers, administrators and pupil services professionals) must maintain appropriate and current Wisconsin state certification in accordance with standards of the Wisconsin Department of Public Instruction (DPI). Professional Educators hired without a current Wisconsin license are responsible to obtain it within the first three years of ACS employment. A Professional educator is required to write an plan of study stating how they plan to obtain licensure and the principal and president must approve the plan. The plan is maintained on file. Failure to follow the plan may result in termination from ACS.
- 2) Religion Teachers -The WI DPI no longer issues a teaching license for the specialty subject of religion. Therefore, educators who are hired to teach only religion courses are exempt from this certification policy. Religion teachers, however, must have evidence of a valid Bachelor's degree on file in lieu of a state license and comply with the religious education policy of the Diocese of La Crosse.
- 3) Licensed childcare teachers are expected to maintain Registry certifications as required by the YoungStar Program. Childcare teachers holding valid DPI teaching licenses are required to also hold and maintain certification through The Registry.
- 4) Licenses and registry certificates are "portable". They go with an individual. Expenses related to obtaining or renewing the above certifications are the responsibility of the employee.
- 5) Failure to maintain required licenses may be grounds for dismissal.
- 6) Diocesan Religious Certification Requirement (DSP 2210)
In accordance with the standards and guidelines established by the Diocese of La Crosse, each teacher and administrator must complete Basic

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

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

- 7) Wisconsin Educator Standards for Teachers, Administrators, Pupil Services
All teachers, pupil services personnel and administrators shall be familiar with and strive to achieve the Wisconsin professional educator standards that pertain to their position. The standards may be found at the Wisconsin Department of Public Instruction's website.

Chain of Command

If an employee has a question on policy or procedures this outline of the chain of command should be followed

1. Teacher or other school employee
2. Principal or Site Administrator or Department Supervisor
3. President
4. Dean or Dean's delegate to the Assumption Catholic School system
5. Diocese – Office of Catholic Schools
6. Diocese - Moderator of the Curia
7. Diocese - Bishop

See also the organizational chart in the appendix

Change of Assignment

- 1) Employer Requested - Certain conditions may require ACS to change teaching and work assignments. Therefore, ACS may need to inform an employee of changes in duties and teaching assignments.
- 2) Employee Requested - Staff members interested in applying for open ACS positions are to apply following the directives noted in the job posting. The employee is responsible to inform his/her current ACS supervisor of the intent to transfer. The transfer request is reviewed among other internal and external applications and there is no guarantee the transfer request will be honored.

Classroom Management and Student Supervision

- 1) All faculty/staff are responsible to uphold the rules and policies for students as written in the building level staff and parent-student handbooks. Faculty/staff assist students in their growth and development as young Christian men and women. Therefore, all who work in ACS schools have a shared responsibility to maintain a school climate of orderliness, respect for others, etc.
- 2) All classrooms and hallways must abide by the fire code. NFPA 1-10.3.3 "Where required by the applicable provisions of this Code, upholstered furniture, unless the furniture is located in a building protected throughout by an approved automatic sprinkler system, shall have limited rates of heat release when tested in accordance with ASTM E 1537 Standard Test Method for Fire Testing of Upholstered Furniture." Such things in violation of this code would be couches, bean bag chairs, etc. Furthermore, all decorations in rooms and hallways need to be limited to 20% or less of the total wall area, and no decorations can be suspended from the ceiling."
- 3) Classroom doors are to be locked when the teacher is out of the room.
- 4) Smoking or use of any electronic vapor device is not allowed on school property at any time.
- 5) Food and beverages (other than water) are not to be consumed in the classroom during the school day unless for special occasions. Information about students with food or environmental (such as latex, etc.) allergies must be fully communicated to parents, other staff, substitutes, etc.

Co-Curricular Stipends – Student Clubs and Athletic Coaching

- 1) Taxable wages – All stipends are considered wages and are subject to taxable and other elected deductions.
- 2) Non-coaching stipends - If a stipend is included in a teacher's contract, payment is distributed equally over all remaining pay periods. If a stipend is not included in a teacher's contract, a different payment schedule is used and compensation generally is awarded 1 month following the conclusion of the activity. Contractual stipends may be subject to a salary adjustment when duties were not performed.
- 3) Coaching - athletic stipends_ Coaches receive a Letter of Employment and compensation is at the end of the month using the schedule noted below.

4) Athletic Stipend Pay Schedule

- ## Communication

Compensation Time off in Lieu of Overtime Pay

Conferences – Parent-Teacher-Student (DSP 5205)

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Confidentiality Expectations

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

Contract Calendar

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

Contracts, Contract Modifications, Religious Contracts (DSR 4130)

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

Contract, Canon and Constitutional Law

Employment and enrollment at Assumption Catholic Schools is governed by contract and canon law. Constitutional protections do not apply. In cases where civil law and canon law conflict as a protected religious organization canon law, church doctrine and church teaching are primary.

Copy Machines, other office machines and supplies

Stewardship: All employees are asked to conserve paper and copying.

- 1) School and system copy machines and printers are for professional use only. Employees are assigned a pin number to use on the copy machine. Employees should not share pin numbers. The ACS print management system tracks the copying of each pin number. Disciplinary action may result in unauthorized or excess printing.
- 2) Employees may not add printing or copying devices unless authorized by the ACS Network Administrator or local supervisor.
- 3) Faculty/staff should copy only what is necessary and limit advance copy jobs. Advance copy jobs are those the employee will not use in the immediate week or two.
- 4) Faculty and staff should not use school equipment and supplies for personal projects unless arrangements have been made with the president.
- 5) Electric office equipment such as copiers, laminators, electric staplers are not for use by students.

Corporal Punishment (DSR 5605)

Corporal punishment is not to be administered to students.

Criminal Background Checks and Fingerprinting

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

- 1) Requirement at the time of hire-Per diocesan requirements, all employees must submit a completed Basic Criminal Background Check form and two completed fingerprint cards to ACS upon hire. The hiring process is not considered complete until the results of the criminal background checks have been received. A new hire may begin work after completion of the basic background check. No compensation will be issued until the comprehensive background check is complete.
- 2) Periodic Updates -The Basic Criminal Background Check must be renewed every three years as a condition for continued employment.

Curriculum Expectations

The curriculum at Assumption Catholic Schools was developed in conformity with the approved Diocese of La Crosse curriculum as well as the State of Wisconsin Academic Standards. Individual teachers cannot make changes to the curriculum and/or the Assumption Catholic Schools curriculum maps unless authorized by the curriculum director or the president. They may, however, make changes in their classroom presentations and methods for presenting the lesson. All teachers are required to be actively involved in the curriculum writing process, serve on a curriculum committee, complete checklists annually for their grade level, or write

year-end or course-end summaries as directed by their administrator. Curriculum work is generally not part of additional pay for part-time teachers.

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

Distribution of Flyers or Other Materials

All requests for distribution of information from outside organizations must first receive administrative approval from the president. Only events that support the mission of ACS and Catholic education will be allowed. Events that conflict with ACS sponsored events will not be allowed. ACS does not wish to bear the costs of copying flyers for outside organizations. ACS does not approve flyers for private business ventures. Assumption Catholic Schools reserves the right to determine which, if any, information will be distributed and if approved, will require all copies for distribution to be provided by the requesting party.

Employee Dress Code

The personal appearance of Assumption Catholic School employees should convey to our students, families, and community the professionalism, modesty, commitment to **excellence**, and our sound character, Catholic and moral values.

All Assumption employees shall wear suitable clothing (business casual) and be groomed appropriately for the positions which they occupy. Neatness, cleanliness and modesty are required at all times.

Attire:

- 1) Clothing must be clean and in good condition.
- 2) Shirts appropriate necklines, not revealing or form fitting.
- 3) Skirts/Dresses/Shorts no more than 3 inches from the top of the kneecap.
- 4) Shoes can be closed or open toed with reasonable heel. (No flip flops)
- 5) Assumption war (no t-shirts or hoodies)

Hair and Grooming:

- 1) Hair must be kept clean, brushed, well managed.
- 2) Facial hair on men, such as beards, mustaches, goatees, and sideburns, should be clean and neatly trimmed.

Tattoos and Jewelry:

- 1) Tattoos must not convey violence, discrimination, profanity, or sexually explicit content.
- 2) Jewelry and accessories kept conservative to reflect a professional image.

Examples of Prohibited Dress:

- 1) Wearing of excessively baggy, tight, body conforming, faded, or frayed clothing.
- 2) Wearing of mini-skirts, halter tops, tops with spaghetti/similar straps (unless a cover up is worn) or sheer clothing.
- 3) Wearing of clothing with offensive graphics or words.
- 4) Wearing of blue jeans unless it is a designated jean/ "dress down" day or job related.
- 5) Wearing of sweats, workout clothing.
- 6) Wearing of leggings that are sheer or leggings worn with a shirt or dress that are shorter than mid-thigh.

Summer attire:

- 1) Capri pants/appropriate length shorts may be worn during Aug/Sept/Oct and April/May/June/July.

** The dress code and grooming standards are not all-inclusive. Accordingly, Assumption Catholic Schools and the individual offices reserve the right to determine which items of clothing or grooming standards are acceptable.

Expectations for all Employees

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

- 1) Supports the overall mission of Assumption Catholic Schools
- 2) The Employee agrees as a condition of employment, he/she will support or exemplify in conduct both Catholic doctrine and morality as determined by the Diocesan Bishop. He/ She must be consistent in expression and example with the teaching and practice of the Catholic faith and shall not teach, advocate, encourage or counsel beliefs or practices contrary to the Catholic Faith.
- 3) Performs all duties faithfully, conscientiously, honestly and with high ethical standards
- 4) Performs any and all duties of the position(s) for which he/she is hired and all other duties as assigned by the employer and/or supervisor
- 5) Works collegially with other members of the staff, parents, students, pastors and all served by the system
- 6) Exhibits a positive attitude and a willingness to serve others
- 7) Maintains punctuality and good work attendance
- 8) Exhibits flexibility with all aspects of the job; schedules, duties, etc.
- 9) Strives for ways to improve overall job performance
- 10) Serves as a positive example and supporter of Assumption Catholic Schools within the community
- 11) Maintains loyalty for Assumption Catholic Schools at all times
- 12) Displays a friendly approach and sense of humor

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

Faculty and Staff Meetings

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

Firearms

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

First Day of Work Report

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

Food

- 1) Food Allergies - All employees working with children with food allergies are expected to follow all necessary precautions as noted in the child's medical or food service plan. Faculty/staff are to monitor food in the classroom to assure safety precautions are followed. Faculty/staff should consult with their principal regarding procedures for informing other parents and students. Employees with food allergies are encouraged to volunteer this information with their supervisor and colleagues.

- 2) Food in Classrooms Pre K - 12 –Faculty/staff are not allowed to eat and drink when students are present in the classroom unless the activity is approved for all students. Food in classrooms should be reserved for special occasions only and is not a regular occurrence. Faculty/staff are responsible to keep the space clean when food is served. Faculty/staff are responsible to enforce school rules regarding gum, candy, etc. use by students.
- 3) Food in Classrooms – childcare programs – Students eat breakfast, lunch, and snacks in the classroom. Childcare staff is required to provide supervision and model appropriate table manners. Childcare staff is responsible to keep the classroom clean.

Fundraising

- 1) All employees must have prior authorization to conduct fundraising activities.
- 2) Local administrative approval
- 3) Approval by the advancement director
- 4) System president has the final authority over all fundraising activity. Fundraising is also subject to all diocesan policies and IRS laws pertaining to tax-exempt, non-profit 501c3 organizations.
- 5) Fundraising is broadly defined in ACS as any solicitation of funds, goods, or services for any reason by an entity associated with ACS; system, school, early childhood center, Royal Parent Association, club, class, athletic team, or individual staff member, etc. Fundraising also includes any solicitation for outside organizations or purposes. All employees, students, parents, coaches, etc. are required to follow the fundraising policy.
- 6) ACS reserves the right to approve or not approve any fundraising and solicitation requests in the name of ACS, its schools, supporting organizations or groups.
- 7) Service projects to collect funds to give to another outside organization are fundraising and are subject to the ACS policies and procedures.
- 8) ACS establishes the following administrative responsibilities over various fundraising groups:
- 9) President – has overall authority and can override the decision of any of the people below with good cause.
- 10) Principal or Building Administrator – authority over Royal Parent Association, student clubs, classroom or other student groups, parent groups, any other fundraising in the name of the *school*.
- 11) Athletic Director – authority over coaches or athletes who wish to conduct fundraising.
- 12) Advancement Director – authority over Development, Marketing committees, Royal Auction, Royal Event, Royal Fund, Capital Campaigns, and other system-level solicitations for revenue or goods.
- 13) Only the system president and/or Dean or their delegates are authorized to sign contracts and agreements. Please forward these forms to the president for approval.
- 14) The local administrator is responsible for management and oversight of all fundraising revenue and activity. All procedures for safe cash management,

prevention of fraud and generally accepted accounting principles (GAAP) must be followed.

- 15) All revenue collected must be deposited in ACS and the local school or center is required to maintain a Cash Receipts ledger showing revenue.
- 16) Fundraising revenue may only be used as predetermined.
- 17) Questions regarding fundraising procedures may be directed to the ACS advancement director

Hiring Procedures

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

Holiday Pay

- 1) Holiday pay and eligibility is outline in appendix 1 of this handbook.
- 2) Non-contracted salaried employees are eligible for holiday time off and do not receive additional compensation beyond their annual or weekly salary.
- 3) Employees on long-term leave are not eligible for holiday pay if the holiday falls during their designated leave.
- 4) Employees using medical leave immediately preceding or following a paid holiday are ineligible for holiday pay with respect to the particular holiday.
- 5) Employees using accrued vacation time preceding or following a paid holiday are eligible for holiday pay.

Identification Badges –Faculty/Staff and Visitors

In order to properly identify faculty, staff, and visitors to Assumption Catholic Schools the following policy is adopted

- 1) All faculty and staff must have their IDs visible at all times during school hours. This includes when off-site with students. Faculty and staff whose safety would be endangered by wearing the ID are to have it in their pocket; this may include food service, maintenance, science labs.

- 2) All visitors after signing in at the school office, if they are going into the school proper, will be given a numbered visitor badge to wear. This badge is to be returned to the office when the visitor signs out.
- 3) Visitors to all parts of the AHS/AMS building are encouraged to use the entrance closest to the office they are visiting.

Insubordination

Various actions by an employee may be considered insubordination and may result in disciplinary action and/or dismissal. **Recourse:** Conference with employee and supervisor and/or system president, and/or dean; warning letter for employee file describing situation and/or reference to situation on annual evaluation, and/or unpaid suspension, and/or termination.

Insurance – Health, Vision, Dental, Life, Worker’s Comp, Disability, Etc.

Insurance Resources

- 1) The ACS Human Resources oversees local management of insurance and issues notifications from the Diocese to employees as required. Please contact the human resources.
- 2) **Carrier - Diocese of La Crosse – Parish Finance Manual**
The Diocese of La Crosse shall determine the insurance carrier and may change the carrier at any time. The bishop has approved St. Ambrose Financial, Inc. to serve as the plan manager. The diocesan Parish Finance Manual contains plan details. It may be accessed through St. Ambrose’s website.
<http://www.stambrosefinancial.com/PFM.htm>
ACS participates in the Diocese of La Crosse layperson’s medical, vision and dental plans. The plan is self-funded through the Diocese of La Crosse and administered by Benefit Plan Administrators. Employees are notified when there is open enrollment. School-year employees must minimally work 1140 hours/year and year-round employees must work minimally 1500 hours/year in order to qualify for the plan. New qualifying employees need to turn in completed paperwork within 30 days following their date of hire to apply for coverage.
- 3) **Life and Accidental Death and Dismemberment**
Employees meeting the same hour requirements as the health insurance are offered the basic Diocesan life plan at the time of hire at no cost to the employee. It is a \$30,000 policy. Additional life and A.D. /D. coverage is available through the diocese. New qualifying employees need to turn in completed paperwork within 30 days following their date of hire to apply for coverage. The premium is the employee’s responsibility.
- 4) **Long-Term Disability Insurance**
The Diocese of La Crosse offers optional long-term disability coverage to qualifying employees. The premium is the responsibility of the employee. New qualifying employees need to turn in completed paperwork within 30 days following their date of hire to apply for coverage.
- 5) **Worker’s Compensation (WC) - Worker’s Compensation Insurance** is in accordance with Diocesan policy. The plan is managed through Catholic Mutual Insurance. **It is the employee’s responsibility to inform his/her supervisor**

within 24 hours of an accident or of receiving medical treatment for work related injury or disease so the required paperwork may be completed.

Failure to do so may result in loss of coverage or fines to the system for late reporting. Also in the event of a work-related accident/injury, it is the immediate supervisor's responsibility to complete an "Employers First Report of Injury" form. The form must be submitted to the Central Office within 24 hours of notification. The CO completes all wage information. Forms are available at all ACS offices. **The employee does not complete these forms.** ACS will not pay employees during the time they receive benefits under worker's compensation (WC) or pursuing worker's compensation status.

6) **Unemployment**

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

Internet Acceptable Use Policy

Assumption Catholic Schools is committed to the effective use of technology to enhance the quality of student learning, staff efficiency and management of school operations. It also recognizes that in order to ensure the benefits of technology and prevent negative side effects, safeguards must be established to ensure the protection of staff and students as well as the school's investments in hardware and software.

The provisions of this policy and associated guidelines and agreements are subordinate to school, local, state and federal law. As required by Federal Law (CIPA), ACS filters web sites believed to be inappropriate for students. However, no filtering system is perfect. ACS cannot and does not represent that inappropriate or objectionable material can be completely filtered. Parents and guardians must consider this risk in deciding whether to permit their children access to ACS technology resources

In addition, the use of technology resources at ACS is to be consistent with the mission and vision of Assumption Catholic Schools. All users, faculty, staff, administrators and students, are expected to exhibit high standards of behavior at all times in line with Catholic teaching, doctrine, morality and values when using the Internet, e-mail and other technologies. This Acceptable Use Policy is provided so that staff, students, and members of the community using ACS technology resources are aware of their responsibilities. The use of these resources is a privilege which requires a high level of personal responsibility and may be denied due to inappropriate use.

Inappropriate use shall include but not be limited to the following activities listed in each of the four areas:

Access:

- 1) Attempting to gain access to restricted or unauthorized servers, files, or other network information
- 2) Attempting to read, delete, copy or modify another person's files or information
- 3) Engaging in, arranging to engage in, or advocating any illegal act
- 4) Sending false or defamatory information about a person or organization
- 5) While at school, connecting to any wired or wireless network outside of the school network including portable Internet hotspots
- 6) Utilizing proxy avoidance IP numbers, sites, and programs
- 7) Bypassing or attempting to bypass the school's filtering system
- 8) Utilizing any method to obtain control of another person's computer through the use of their own computer
- 9) Uploading, creating or spreading computer viruses, worms, or other malicious code
- 10) Playing games, chatting, or instant messaging during school hours except as a part of class or professional activities
- 11) Viewing, sending, posting or receiving inappropriate materials and messages. These materials include, but are not limited to, items of a sexual or pornographic nature, extremist or militant materials, depictions of violence, and items of an obscene, or abusive nature. If a user accidentally accesses inappropriate material, he/she is to notify a teacher, school administrator, or the Technology Coordinator as quickly as possible
- 12) Any intentional disruption or network services involving software or hardware (vandalism of any sort) is strictly prohibited
- 13) Using the network for personal or private business purposes

Files and Software:

- 1) Downloading, installing or running any unauthorized files or programs on school computers. This includes, but is not limited to:
- 2) Internet Browsers, games, file-sharing programs, and instant-messaging programs.
- 3) Making additions, modifications, or deletions of files that you did not create, that you do not recognize, or to which you are not authorized.
- 4) Failing to respect the resource limits of technology at ACS—using large amounts of bandwidth, failing to share a computer, failure to delete large unused files, etc.
- 5) The school reserves the right to remove any file or program that has been loaded onto a school computer.
- 6) ACS is not responsible for damaged or lost data transferred through its network or stored on laptops, computers or its file servers.

Copyright and Plagiarism:

- 1) Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software.
- 2) Illegal use, transfer, storage, or downloading of copyrighted materials. These materials include, but are not limited to, software, text, photos, images, audio files, music, movies, and videos.
- 3) Failure to give proper credit to all Internet sources used in academic assignments and projects, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text.
- 4) Plagiarizing works found using electronic resources. Plagiarism is taking the ideas of writings of others and presenting them as one's own.

Privacy, Safety, and Security:

Do not give out personal information about yourself or others and do not use the computers to go where you are not supposed to go. ACS is not responsible for materials stored on or activities conducted on school computers or the network, or for any information a user releases over the internet. The following actions are strictly prohibited for any user of ACS technology resources:

- 1) Participating in an act of cyberbullying. Cyberbullying is defined as intentional harm inflicted through electronic media and includes, but is not limited to, sending or posting on the internet, social networking sites, or other digital technologies, harassing messages, direct threats, socially cruel, intimidating, terrorizing, or otherwise harmful text or images, as well as breaking into another person's account and assuming that person's identity for harmful purposes.
- 2) Giving out any personal information regarding themselves or others through electronic mail or the internet including name, phone number, address, passwords, credit card numbers, or social security number without making reasonable accommodations for the security of such information.
- 3) Providing e-mail addresses or other personal information regarding other students, faculty or administration to anyone outside of the school without their permission.
- 4) Recording, posting, or distributing audio or video without the prior permission of all parties being recorded.
- 5) Accessing faculty, administration, and staff computers, files or email, as well as school file servers for any reason without explicit permission from the user or administrator.
- 6) Distributing any confidential information via email about students, staff or parents at ACS.

ACS cannot guarantee the privacy of electronic data. ACS also retains the option to monitor activities that take place on school-owned computers and school networks up to and including logging website access, bandwidth and network use.

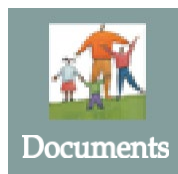
ACS reserves the right, without notice or consent, to access and monitor users of ACS technology resources, including computers (hardwired, wireless or handheld), mobile devices, hardware, software, files (current or deleted), portable media, portable storage devices, mobile devices, the internet and e-mail, including attachments. This includes,

but is not limited to, accessing stored information, reviewing logs of incoming and outgoing information and messages, as well as the content of that information.

Any electronic device used on the school network, even if privately owned, is subject to all policies and consequences of this Acceptable Use Policy including the right to view the content of the device at any time, the right to remove content from the device, and the right to retain the device in the school's possession if there is an infraction to this Acceptable Use Policy that deserves that consequence.

Consequences: Each school reserves the right to enforce appropriate consequences for the violation of any section of the ACS Acceptable Use Policy. Users are to report any known violation of this policy to the appropriate school officials. Failure to use information technology resources in accordance with this agreement will result in any or all of the following consequences:

- 1) Loss of computer, network, and internet privileges
- 2) Detention (students only)
- 3) Suspension from school or employment
- 4) Dismissal from school or employment
- 5) Expulsion from school
- 6) Civil or criminal liability under applicable laws



DIOCESE OF LA CROSSE INTERNET AND OTHER IT NETWORK USE POLICY

The Diocese of La Crosse, its Parishes, and its Schools (hereinafter "Diocese/Parish/School") provide employees with the opportunity to access its Internet Systems for Diocesan/Parish/School purposes. "Internet Systems" shall mean any Diocese/Parish/School provided devices, Internet connections (including any wireless connections) provided by the Diocese/Parish/School, Diocese/Parish/School e-mail accounts, and any intranet or any remote connection to Diocese/Parish/School systems. Diocese/Parish/School provided devices shall include any electronic devices provided by the Diocese/Parish/School, including, but not limited to, desktop computers, laptops, and any hand-held devices.

This technology is a powerful tool to facilitate communication internally and externally. However, it also presents significant challenges to confidentiality, privacy, and liability requiring the exercise of significant responsibility on an individual basis. Therefore, the following policy shall apply to all employees who use the Diocese's/Parishes'/Schools' Internet Systems.

1. Access to the Diocese's/Parishes'/Schools' Internet Systems is provided as a tool to assist the employee in the performance of his/her duties.

2. Users have no right to privacy while using the Diocese's/Parishes'/Schools' Internet Systems. Diocesan/Parish/School personnel will review files and communications without notice to any users to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files will be private.
3. For all technology personally owned, provided, maintained or paid for by the user there is a general expectation of privacy except to the extent such personal technology is used for Diocesan/Parish/School volunteer or paid for activities or purposes. In such cases, there is no expectation of privacy.
4. Log on and other passwords may not be shared with any third party, nor may they be shared with another employee, unless requested by an immediate supervisor or person in charge.
5. Use of Internet Systems knowingly to disable or overload any computer system or network or to circumvent any system or controls intended to protect the privacy or security of another user is prohibited.
6. Users of the Internet Systems are encouraged to open Internet E-mail messages from reputable businesses you recognize by name and to delete, and not open, messages that are not recognizable. These messages may contain viruses, Trojan horses, worms, bombs, or other malware, that can cause damage to the computer system.
7. Software or files downloaded via Internet Systems or on to Diocese/Parish/School provided devices become the property of the Diocese/Parish/School. Any such files or software may be used only in ways that are consistent with their licenses or copyrights. Employees may not use Internet Systems knowingly to download to distribute pirated software or data. Employees are to obtain permission from the network administrator to download information, files, or software to the Diocese's/Parishes'/Schools' network, as they may contain viruses or have conflicts with programs currently used.
8. The retrieval, display or storage of any kind of sexually explicit image or documentation on any Diocesan/Parish/School system is a violation of our harassment policy. In addition, sexually explicit or offensive material may not be archived, stored, distributed, edited or recorded using Internet Systems. If an employee accidentally connects to a site that contains sexually explicit or offensive material, the employee must immediately disconnect from that site.
9. Employees may not use Internet Systems to download entertainment software or games or play games over the Internet, except for in Schools if preapproved by the school principal for educational purposes.

10. Employees may not use Internet Systems to download images or videos unless there is an explicit business-related use for the material.
11. The following are also specifically prohibited:
 - A. Sending or displaying offensive messages or pictures.
 - B. Using obscene language.
 - C. Harassing, insulting, or attacking others.
 - D. Damaging computers, computer systems or computer networks.
 - E. Violating copyright law.
 - F. Using another person's password.
 - G. Trespassing in another person's folder, work or files.
 - H. Intentionally wasting limited resources, including the use of "chain letters" and messages, broadcast a mailing list or individuals.
 - I. Employing the network for private and personal commercial purposes.
 - J. Revealing the employer's personal address or phone number, or the personal address or phone number of any other person without the consent of the individual.
12. Violations of this policy or of law connected with the use of the Internet Systems will result in disciplinary action up to and including termination of employment.
13. Personally owned, used, maintained or paid for technology may be subject to search and/or seizure by the Diocese/Parish/School under the following circumstances:
 - A. Upon the receipt of technology related complaints involving child pornography, pornography, or copyright violations.
 - B. Technology which contains evidence of other misconduct complaints, including but not limited to improper relationships and/or theft.
 - C. In circumstances where a professional assessment has suggested or directed such search.
14. Investigative protocols of complaints of misuse of Diocesan/Parish/School technology include:
 - A. The steps:
 - (1) A complaint is received
 - (2) The Diocese/Parish/School seizes the Diocese/Parish/School equipment without notice.
 - (3) An internal Diocesan/Parish/School IT review occurs.
 - (4) If necessary, an external IT review occurs.
 - (5) If required, report to authorities.
 - B. The reporting result:
 - (1) If the IT records contain evidence of child pornography, the matter shall be reported to authorities.
 - (2) If the IT records contain evidence of an improper child or adult relationship (therapist), a report shall be made to authorities.
 - (3) If non-child pornography or other evidence of improper conduct occurs, the results may be reported to the authorities depending upon the circumstances.

15. Investigative protocols of complaints of technology misuse of personally owned technology include:

A. The steps:

- (1) Receipt of complaint involving the improper use of private technology for Diocesan/Parish/School uses or purposes.
- (2) The Diocese/Parish/School seeks the voluntary consent of the volunteer or employee to search personally owned technology.
- (3) If consent is granted, then the steps outlined in paragraph 15.A. 3, 4 and 5 above shall be followed.
- (4) If employee/volunteer consent is denied such access, the employee/volunteer shall be placed on Administrative Leave pending further investigation, may or may not be suspended without pay and where required, all reports to authorities shall be made.

16. Remedial protocols for misconduct involving either Diocesan/Parish/School owned technology or private technology within the exceptions noted include:

A. Definitions:

- (1) "Misconduct" is defined as crimes, Red or Green book violations or violations of other Diocesan/Parish/School policy.
- (2) "Determined" is defined as either being admitted or sufficiently confirmed.

B. Consequences of admissions or confirmations:

- (1) If possession of child pornography or other crimes involving a child, the person shall be removed, the matter shall be immediately reported to authorities and in all other respects both the Red and the Green books shall be followed.
- (2) If misconduct involving technology does not involve child pornography, depending upon the circumstances the person may be removed.
- (3) All matters required by law to be reported shall be reported.
- (4) In matters not involving crimes, the person may be subjected to random monitoring and/or a permanent monitor of all future technology use.
- (5) Measures suggested by professionals may be implemented.

Job Assignments

- 1) The President in consultation with the principal shall make all grade, subject, activity, and school assignments. Acting pursuant to the provisions of the handbook and taking into consideration, so far as practical, the needs of the school system, qualifications of teachers, work performance and years of service of teachers. Recognizing the instructional requirements and best interest of the school system and the pupils are the primary considerations.
- 2) Notice of teaching assignments and schedules will be made as soon as possible. ACS reserves the right to set schedules for teachers and other employees in order to meet the needs of the school/system.
- 3) Contracted teachers may be **assigned duties during their designated prep periods**. Part-time contracted teachers, non-contracted or hourly wage employees may receive additional compensation for additional duties assigned beyond their normal work hours. Contracted teachers and non-contracted or hourly wage employees who are assigned other duties during their regularly scheduled work hours are not entitled to additional compensation as this is considered a reassignment of duties for that given period.
- 4) Contracted teachers are required to participate in all school faculty meetings and such other professional meetings as called by Diocesan or school authorities for improving and/or coordinating the work of the employee.
- 5) Various non-contracted hourly employees may be required to attend a staff meeting. The hours for these meetings should be recorded on the timesheet and are subject to system efforts to limit hourly positions to no more than 40 hours per week.

Job Descriptions

- 1) **All Employees:** All employees are issued a job description upon hire. Employees are asked to work with his/her administrator to update and sign it annually. All job descriptions are subject to change as the job duties change.
- 2) **Contracted Teachers:** Teachers are required to sign a Diocesan Teacher Job Description annually. In addition, teachers are expected to provide instruction and supervise students as assigned as a term of their employment contract. ACS reserves the right to assign instructional duties to teachers as it sees fit.

Jury Duty or Subpoenas

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

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

Key Card

- 1) All faculty and staff of ACS will be given a key card that allows access to the building(s) he/or she needs access to during the hours of 5:30 AM to 10:00 PM. Administrators, maintenance and other designated staff will be given cards that allow access to the needed building(s) 24 hours per day. Staff is also defined to include a volunteer coach or club advisor approved by the athletic director, in the case of coaches and appropriate building principal.
- 2) Head coaches will be given upgraded 24 hours per day access during their respective athletic season to facilitate building access upon return of late away games and other needs. This 24-hour access is limited to the AMS/AHS building only.
- 3) A master list of all key cards assigned will be maintained by the IT department with copies in each school/parish office as appropriate and in the central office.
- 4) A key cardholder must return his/her key card to the controller of ACS upon ending employment before he/she will be given his/her final paycheck.
- 5) Lost key cards must be reported as soon as possible to the IT department, the building principal and central office.
- 6) A lost key card will be replaced by payment of a \$10 fee to cover the cost of the replacement card.
- 7) A key card holder is not to give his/her key card to any person for purpose of access to a building without the permission of the ACS central office which will make sure that the person gaining such access has completed the necessary paperwork for use of facilities.
- 8) A keycard holder must be on site to open the doors, when a non-keycard holder is using his/her access. Repeated violations of this procedure will result in the loss or restriction of key card access.
- 9) A key card holder cannot use his/her access to non ACS owned buildings (OLQH, SVDP, SLECC) without checking with ACS Central office, the building principal and the parish on whether such non ACS use of the facility will be permitted by the parish. ACS must coordinate access to the parish owned buildings with the advice and consent of the parish in question.

Law Enforcement on School Grounds (DSP 3920)

- 1) Diocesan Policy-The Office for Catholic Schools is always called and consulted before law enforcement authorities are allowed to speak to any staff or students for interrogation purposes. Normally, this action is not permissible, but exceptions are made, depending on circumstances. Catholic schools are private institutions just as much as homes are. Law enforcement authorities normally need warrants, subpoenas, or permission to conduct investigations.
- 2) ACS Procedure - Principal, or his/her delegate in times of absence of the principal, is required to contact the system president immediately for consultation on all police matters. This is to be done before diocesan contact.
- 3) School safety plans must reflect this procedure.

Layoff - Reduction in Force

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

Leave of Absence (LoA)

1) General Procedures

- a. Employees are expected to follow all leave procedures. Failure to do so may result in unpaid time off and/or disciplinary action.
- b. Unplanned leave - All unplanned leave must be reported to the building administrator or immediate supervisor immediately. Only in emergencies may an employee's representative/family member make the call to report an absence or request leave time for an employee.
- c. How to report an unplanned absence - Each school, center and supervisor is responsible to set the expectations for how their staff members are to report an unplanned absence.
- d. Planned leave - In cases of planned absences, the employee must inform his/her administrator of an anticipated date of return in writing using the "LoA form."
- e. Diocesan in-service clause including New Teacher Formation Days – Contracted teachers generally may not use accrued medical or personal leave for absence of a diocesan in-service day unless the teacher is already out for FMLA or other extended leave. Absence of a diocesan in-service day is generally an unpaid day.
- f. School food service employees - contact the Food Service Coordinator (FSC) to request/report absences. The FSC will report the absence to the

building level administrator, and will assist in obtaining an appropriate food service substitute.

- g. Attendance records - Refer to "Attendance" heading in this handbook. The building level administrator is responsible to maintain attendance records for all employees assigned to his/her site, including records for all multi-building staff. The FSC will maintain all attendance records for food service staff.
- h. Substitute preparation - School and childcare teachers must prepare for substitute teachers in the case of all absences and are required to have emergency plans available at their location in the case of an emergency when they are unable to have current plans available. Plans must include seating charts, a current schedule, and information pertaining to students with disabilities, health problems, special programs, special needs, etc. It is the responsibility of the teacher to have handbooks and safety manuals accessible to substitute teachers.
- i. Recordkeeping - Leave for contracted and salaried employees are recorded in 4 or 8-hour increments.

2) Medical Leave

- a. ACS reserves the right to grant or deny requests for paid medical leave based on the following and on other circumstances at it deems applicable.
- b. Benefit change clause – ACS reserves the right to amend or change benefits at any time during the fiscal year for any reason. Employees will be provided a two-week notice prior to changes.
- c. "Days" to hours' conversion for non-contracted hourly employees – "Days" are converted to hours at the close of each fiscal year. Employees may carry over a maximum of 45 days.
- d. Use of accrued medical leave days – Employees with accrued medical leave may apply for compensation for an approved medical leave day providing certain qualifying conditions be met.
 - The employee is in good standing and is not on paid or unpaid administrative leave
 - Medical leave days may not be compensated concurrent with paid vacation time
 - The leave is for illness of self, spouse, child, other legal dependent, or parent
 - The absence is short-term
 - ACS reserves the right to request of the employee a valid medical excuse from a certified medical provider outlining the reason for the absence
 - No more than 45-days of leave may be used consecutively for FMLA. See FMLA leave section for more information
- e. Planned medical treatment expectations – Employees are expected to make every effort to schedule planned or routine medical/dental appointments during off-duty time, school holidays, vacation time, etc. In

some cases, medical leave may be used for planned medical treatment depending on circumstances. Employees are required to give their supervisor prior notice of all scheduled medical leave (i.e. appointments, etc.) that fall during work hours. This notice should be done as soon as possible.

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

Medical Leave Catastrophic Illness Bank

Section I: Purpose and Definitions

Purpose

The purpose of the Catastrophic Illness Leave Bank (CILB) is to provide additional paid sick leave days to Assumption Catholic Schools employees in the event of an illness or injury to themselves, a spouse, or child, that renders the employee unable to perform the duties of his or her position for a period greater than their total accumulated sick leave, personal days, and vacation. Days may be requested from the CILB only after accumulated sick days, personal days, comp time, and vacation days have been exhausted.

Definition of Catastrophic Illness

A “catastrophic illness or injury” is defined for the purposes of the CILB as any illness or injury that results in a medical condition that a licensed physician has certified is likely to require the employee to miss thirty or more days of work during the following 12-month period.

Exclusions

Specifically excluded from “catastrophic illness or injury” are cosmetic or other elective surgeries and normal pregnancies. Application for CILB days may be made in the event of a pregnancy or delivery involving unusual complications that a doctor certifies requires a period of absence in excess of the employee’s accumulated leave.

Also excluded is any injury or illness which became manifest prior to the employee first joining the CILB.

Section II: Membership

Basis of Participation

All employees of Assumption Catholic Schools, who are otherwise eligible for benefits will be eligible for participation in the Catastrophic Illness Leave Bank, provided they meet other eligibility requirements.

Joining the CILB- must be done at the start of each year

To participate in the CILB and be eligible to withdraw banked days the employee must first contribute one (1) or more of his or her available/accumulated sick days into the bank. **You must elect to contribute at least 1 day within 2 weeks of the start of the new fiscal year or your first day of work for that school year.**

Enrollment Period

Each enrollment period shall be for one (1) Assumption Catholic Schools fiscal year, beginning on July 1 and ending on June 30 of each fiscal year. To remain an eligible participant in the CILB and employee would need to contribute one (1) available/accumulated sick day during each fiscal year.

Participation in the CILB in one fiscal year does not carry over into the following year.

Section III: Contribution of Day(s)

Minimum Contribution

An otherwise eligible employee must contribute at least one (1) available/accumulated sick day into the CILB in order to be eligible to request days from the CILB in that fiscal year.

Maximum Contribution

Eligible employees are limited to contributing a maximum of his or her annual accrued sick/pto days in any one fiscal year. This is to prevent employees from inadvertently depleting their personal number of available/accumulated sick days

to the point that they are reasonably likely to need to withdraw days from the CILB due to unforeseen illness or injury.

Ownership of Contributed Days

Employees who choose to contribute days to the CILB thereby permanently release all claim on any days so contributed. All donations remain in force until the end of the fiscal year in which they are donated and cannot be returned even upon withdrawal from the CILB, resignation, or dismissal.

Non-Cumulative Nature of Contributed Days

Days contributed to the CILB accumulate for one fiscal year only. At the end of each fiscal year, the starting number of days in the CILB returns to zero (0) with no days carrying over from previous years. Otherwise eligible employees must then donate an additional day or days to re-invest the CILB with available/accumulated days for the new fiscal year. This recognizes the nature of single-year contracts/terms of employment within the Diocese of La Crosse and by extension Assumption Catholic Schools. This provision prevents days contributed from former employees or current, but no longer participating, employees from populating the CILB.

Re-Population of CILB

In the event the CILB falls below fifty (50) days available for withdrawal by a participating employee, all participating employees will be required to contribute one additional available/accumulated day to re-populate the bank.

Employee with No Available Days at Time of Re-Population of CILB

In the event the CILB falls below fifty (50) days and a participating employee no longer has any available days to contribute, that employee shall be allowed to continue participation in the bank but must contribute no fewer than two (2) days to the CILB at the beginning of the next fiscal year or be permanently barred from participation in the CILB. Previous donation to the CILB of more than one (1) available/accumulated sick days will not exempt an employee from this provision.

Section IV: Granting of CILB Days

Catastrophic Illness or Injury

Leave days from the CILB are available only in the event of a catastrophic illness or injury as defined above. Recurring separate illnesses that do not meet the above definition will not qualify a participating employee for withdrawal of CILB days.

Verification

A catastrophic illness or injury shall require verification from a licensed physician. A letter from the physician indicating that the illness or injury will likely cause the employee to miss in excess of thirty (30) Days of work in any one fiscal year shall be sufficient.

Recurring Absences

Some catastrophic illnesses or injuries may require recurring absences on behalf of the employee. Such absences related to the same illness or injury do NOT require additional application for use of CILB days. Absences arising from a new or unrelated illness or injury will require a new application for use of CILB days

Use of Other Leave

To be eligible for use of CILB days the applying employee must first exhaust all other available/accumulated leave, including sick days, vacation days, and personal days, that are personally available to them at the time of the catastrophic illness/injury.

Maximum Number of Days Granted

During any one fiscal year, the maximum number of days that may be withdrawn from the CILB by any participating employee is fifty. In the event of recurring qualifying absences, the total number of days withdrawn from the CILB in one fiscal year cannot exceed fifty.

Excluded Days

CILB days will only be granted for absences from days that school is in session. They will not be granted for holidays, vacation days, or any other day for which the participating employee would not otherwise be paid. In-service days that require the employee's presence are eligible for coverage/re-imbursment by CILB days.

Worker's Compensation

Also excluded are any days for which the employee is eligible to receive worker's compensation.

Requests for Use of CILB Days

All requests for withdrawal/use of CILB days must be made on the CILB Request form and submitted within thirty days of the requesting employee's use of his or her last personally available leave day.

Waiting Period

Request for use of CILB days may be made immediately after the exhaustion of the requesting employee's available/accumulated sick, vacation, and personal leave days. There shall be no other waiting period for withdrawal of available days from the CILB.

Review of Requests for CILB Days

No fewer than two of three ACS administrators shall review requests for use of CILB days. These administrators shall be the principals and president of Assumption Catholic Schools. Requested days may be approved upon the agreement of any two of these. Requested days may also be approved in the

absence of the agreement of two administrators at the direction of the Dean of Assumption Catholic Schools. Review by the Dean, however, is only available after a review and denial by the ACCS administrators.

All requests for withdrawal/use of CILB days must be accompanied by a physician's statement as indicated above. There will be no review of any request in the absence of such a statement.

Incapacity of Employee

In the event of a catastrophic illness or injury that incapacitates the eligible employee to the extent that he or she is incapable of personally requesting withdrawal/use of CILB days, such request may be made on his or her behalf by the nearest relative (spouse, child, sibling, parent) or in the absence of close relations by any group of three (3) other participating employees acting on behalf of the incapacitated employee.

Loss of Rights of Participation

An otherwise eligible employee may lose the rights to participation in the CILB due to, termination of employment at ACS, approved sabbatical for continuing education or other reason, choosing not to contribute additional days as required above.

Extreme Catastrophic Illness bank

Upon exhaustion of the employees accumulated sick days and after drawing the maximum from the CIB, an employee who finds himself or herself unable to work due extreme illness of self or others may apply to the President of Assumption Catholic Schools for an additional number of days not to exceed 90 in a fiscal year. To offset the cost of additional substitute pay, the employee shall be reduced to a .75% position starting with the first full pay period after application and will be considered as being on extended paid medical leave. The employee will return to full salary/wage when the employee can return to work.

To apply for the ECIB please return the form from the appendix.
The definitions, purpose and medical proof remain the same.

Funeral Leave

Employees working more than 20 hours per week may be allowed up to three paid funeral leave days per year due to a death of an immediate family member, as defined below. One funeral leave day may be used for other than immediate family. In the event of extenuating circumstances, an employee may request additional paid leave and/or the use of accrued sick, vacation, or personal leave. Such requests must be authorized by the President or delegate. Funeral leave does not accrue.

ACS defines immediate family as parents, spouse, sibling, child, parent-in-law, and grandparent. An employee may use paid time off or personal days for any other funeral. ACS administration reserves the right to request additional documentation for funeral leave.

Personal Leave

- 1) Effective 7/1/21, only contracted teachers and administrators are eligible for paid personal time and it is noted on the contract. Personal time does not accrue from year to year and there is no “pay-out” for unused time. Personal leave is prorated to the teacher’s FTE. The expectation is to use personal leave time in no less than ½-day increments.
- 2) Personal leave is not allowed on teacher in-service or staff development days.
- 3) Personal leave is not allowed on the day preceding or immediately after a scheduled school break.
- 4) Personal days are subject to all required request processes and paperwork.
- 5) Personal days may be denied depending on availability of substitutes.

Non Contracted Employee Vacation Leave

Employees working 1950-2080 hours per year are awarded vacation benefits after working a set period as determined by ACS. A vacation anniversary date is established at the time of hire. An employee’s first “vacation anniversary date” generally falls within 1-2 years following the actual date of hire with ACS. Contracted teachers are not eligible for vacation pay. Contracted administrators will have vacation time detailed in their contract.

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

Vacation Benefit schedule.

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

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

Vacation Days	Years of service completed
	Partial vacation benefit – May be awarded before qualifying for full – vacation benefit as defined at time of hire
5	Start of First Vacation Anniversary Date – once vacation “anniversary “date is satisfied
7	3 rd Vacation Anniversary Date
10	5 th Vacation Anniversary Date
15	10 th Vacation Anniversary Date
20	15 th Vacation Anniversary Date
25	20 th Vacation Anniversary Date
30	25 th Vacation Anniversary Date and beyond

1. Requests are dependent upon administrative approval.
2. Must be submitted in MIP 1-2 weeks in advance.
3. Vacation days may be taken in single or consecutive day(s), but may not be taken in less than 1/2 day (4-hour) increments.
4. Vacation days do not carry over from one year to the next and there is no payout at the end of each fiscal year for unused vacation days.
5. July 1 is used for determining vacation anniversary benefits and is the start of a “new” vacation year.

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

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

The following information is not intended to be all inclusive of Wisconsin or federal labor law governing the Family Medical Leave Act. It is mainly an overview and intended to outline how ACS will work with its employees in this situation. ACS is committed to seek legal counsel regarding FMLA requests to assure it is following appropriate recourse to treat its employees fairly.

Family & Medical Leave (FMLA)

Any employee who has been employed 52 consecutive weeks and worked at least 1000 hours during the preceding 52-week period is eligible for unpaid leave under the Wisconsin Family and Medical Leave Law.

Any employee who has worked more than 12 months for a minimum of 1,250 hours in the 12-month period immediately preceding the leave is eligible for unpaid leave under the Federal Family and Medical Leave Act.

The following information concerns your rights and responsibilities under the Wisconsin and federal Family and Medical Leave Acts and explains the consequences of your failure to meet these obligations. Please read the information carefully. If you have any questions, please contact the Finance Office.

Leave Entitlement.

Under the Wisconsin FMLA, you are potentially entitled, within one calendar year, to **six** weeks of unpaid family leave for the birth or adoption of a child, **two weeks** of medical leave for your own serious health condition and **two weeks** of family leave to care for a parent, child, spouse, domestic partner, parent-in-law, or domestic partner's parent who has a serious health condition.

Under the federal FMLA, you are potentially entitled, **within a 12-month period measured forward from the date an employee's first federal FMLA leave begins**, to twelve weeks of unpaid leave for a qualifying condition including the birth, adoption or placement of a child for foster care, leave for your own serious health condition, or leave to care for a parent, spouse or child who has a serious health condition. ACS has designated the following twelve-month period for its federal FMLA leave year: **a 12-month period measured forward from the date an employee's first federal FMLA leave begins**. The actual amount of time you spend on family and/or medical leave will be subtracted from your unpaid Wisconsin and federal FMLA leave weeks' allotment described above. Federal and Wisconsin FMLA leaves run concurrently when the condition or leave qualifies under both laws.

If you have a spouse, son, daughter, or parent on active duty or call to active duty status associated with any deployment to a foreign country in the National Guard, Reserves, or regular Armed Forces, you may also use your twelve week leave entitlement under the federal FMLA to address certain qualifying exigencies, including, for example, short-notice deployment activities, attending certain military events, arranging for alternative childcare and school activities, addressing certain financial and legal arrangements, counseling, rest and recuperation activities, post-deployment activities, and parental care. The actual amount of time you spend on such exigency leave will be subtracted

from your twelve-week entitlement of federal FMLA leave, but not your 6 weeks of Wisconsin FMLA leave.

The federal FMLA also includes a leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member or veteran suffering from a service related serious injury or illness provided the service took place with 5 years prior to needing care (reduced by any other FMLA qualifying leave taken) during the 12-month period measured forward from the date that the employee first takes leave. A covered service member is a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy; is otherwise in outpatient status; or has aggravated a pre-existing injury or illness during active duty or is in outpatient status; or is on the temporary disability retired list.

Certification

ACS requires that you submit the appropriate Employer-issued certification form, completed by the appropriate individual, to confirm the need for your family, medical, exigency, or service member caregiver leave. The completed certification must be provided to Finance Office within 15 calendar days of its request, or in cases of medical emergency or unforeseen circumstances, as soon as practicable under the circumstances. The certification is necessary to justify your absence from work for leave. If you fail to provide ACS with a timely certification, your leave request, or your continuation of leave, may be delayed or denied.

Other Documentation

Requests for leave based on adoption or foster care will require that you submit a copy of court adoption papers or foster care documentation to ACS. These documents must be given to ACS 30 calendar days before the leave begins.

Intent to Return to Work

You must provide ACS with a periodic report on your status and intent to return to work. Should you decide you will not return to work at the end of your FMLA leave, you must advise Finance Office immediately.

Fitness-for-Duty Certificate

If you are on medical leave because of your own serious health condition, you must provide ACS with a Fitness-for-Duty Certificate before you can return to work. If you fail to provide a complete and sufficient Fitness-for-Duty Certificate from your healthcare provider, this will result in the delay, and potential denial, of your return to work.

Substitution

You may be able to be paid any available paid leave during the time of your FMLA leave. It is your option to choose payment of your available paid leave during the period of Wisconsin FMLA leave. You will be required to be paid any remaining available paid leave while you are on remaining unpaid federal FMLA leave. If benefits are available and you are receiving paid short-term disability benefits, ACS will exhaust your family and medical leave entitlement while you are on short-term disability leave, but will not

permit employees to substitute any other paid leave during this time period unless mutually agreed upon. If you suffer a serious health condition that is work related, your federal FMLA entitlement will be counted along with the period you are absent from work and receiving worker's compensation benefits. You will not be able to be paid available employer provided paid leave during the time of a worker's compensation leave because you will be receiving worker's compensation benefits from our insurance carrier.

Maintenance of Benefits and Employment Protections

During any period of Wisconsin and federal FMLA leave, we will maintain your health coverage under our group health plan on the same terms as if you had continued to work. Upon your return from FMLA leave, we will restore you to your original or equivalent position with equivalent pay, benefits, and other employment terms. Your use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your leave. However, during any period of unpaid FMLA leave you will not continue to accrue paid leave.

Insurance Premium Payments

While you are on Wisconsin and federal FMLA leave, you are required to make your share of the premium payments on your health insurance and other benefits in order to maintain those benefits. You will have a minimum 30-day grace period in which to make premium payments. If payment is not timely made, your health insurance and other benefits may be canceled, provided that we notify you in writing at least 15 days before the date that your health coverage will lapse.

Potential Liability for Health Insurance Premium Payments

If you do not return to work following an FMLA qualifying leave for a reason other than

- a) the continuation, recurrence, or onset of a serious health condition which would entitle you to FMLA leave;

- b) the continuation, recurrence, or offset of a covered service member's serious injury or illness which would entitle you to FMLA leave; or

- c) other circumstances beyond your control

you may be required to reimburse ACS for its share of health insurance and other benefit premium payments made on your behalf during your FMLA leave.

Other Leave of Absences

- 1) Unpaid leave - Employees who are not eligible for paid personal, medical, or vacation or FMLA leave may request unpaid leave. Unpaid leave is intended for rare occasions when the employee is physically unable to come to work or in cases of family emergency. Employees needing leave over 2-weeks in length are required to provide medical documentation and the local supervisor and finance office must review their leave form. The system president has the final approval in these situations. Vacation requests or other non-medical or emergency requests are not encouraged. All requests for unpaid leave may be denied and may become grounds for dismissal or non-renewal.
- 2) Extended personal medical leave – beyond FMLA - employees who have depleted their FMLA time during a calendar year, and are in need of additional

time-off due to serious personal illness may file for an extended personal medical leave.

- 3) Other extended leave – Contracted teachers or other instructional employees may be granted the option for additional time of unpaid leave beyond FMLA to allow a substitute teacher to finish a school year. This would be a mutually agreeable situation between the school principal and employee and is dependent on the needs of the school.

Reimbursement Requests

To be used to reimburse someone for purchases they made.

Please attach **ORIGINAL** receipts.

For registration reimbursements, or any purchases made online- need proof of payment (copy of cancelled check or credit card statement showing the payment or a printed receipt).

For mileage reimbursement- need a printed copy of the map route with the miles totaled. Call for current mileage rate 715-422-0917.

Must be signed by: Person requesting reimbursement

Building Principal

President

Must be coded by: Building Principal

Please include all documentation for REIMBURSEMENT REQUESTS, otherwise we'll have to return them to you until we receive all the necessary paperwork.

All purchases must be made with our sales tax exemption certificate which should be obtained prior to the purchase from the finance office. Any sales tax charged will not be reimbursed.

Please submit requests within 30 days of original purchase. Requests over 30 days old will be denied due to audit requirements.

Special Procedure for Amazon Orders

Assumption Catholic Schools has a business account with Amazon. In order to purchase products from Amazon it will be necessary to route that request through the new account for ordering.

Any Amazon purchase made after February 28, 2021 that is not done through the Assumption account will not be eligible for reimbursement to the employee.

Procedure

1. Obtain purchase approval from your principal or supervisor
2. Add the items or products you wish to order to your cart- send to your principal for approval
3. Your Principal will approve the purchase
4. The purchase will then move to the President for Final Approval
5. Once you have received confirmation of final approval print a copy of the Amazon receipt to the account coding sheet
6. Turn the copy of the approved Amazon order and coding sheet into finance
7. Upon receipt of the order, please notify the Finance office that products were received in.

Legal Implications for all Employees working with Children

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

Letters of Interest – Lol’s (DSP 4120)

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

Letters of Compensation –LoC

All non-contracted employees are issued a Letter of Compensation (LoC) at the time of hire. Wage increase letters will be issued when a wage increase is granted. It is not a contract. All employees working under a LoC are required to sign and return a copy. Their signature represents acknowledgement of the information. All employees working under a LoC are “at will” employees and required to follow all ACS policies and procedures as noted in all ACS and diocesan handbooks.

Medical Examinations (DSP 4111)

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

Mileage Reimbursement

- 1) Certain employee activity may be eligible for mileage reimbursement.
- 2) Contractual mileage– noted on employee contract, is considered income and is taxable.
- 3) Regular mileage – is not subject to taxes and withholding and is issued as a line item on the payroll check.
- 4) Reimbursement Procedures and Policy for “Regular Mileage”
- 5) ACS reserves the right to accept /deny mileage requests.

- 6) **Supervising administrator must review and sign all mileage requests.**
- 7) Submit all requests on ACS Reimbursement Form to CO no later than three weeks following the event. Older requests are not honored. Include:
 - a. copy of map showing mileage. ACS only covers the shortest route to the destination from one's home or work. If work is shorter than home, the work location is used in the calculation.
 - b. meeting or workshop evidence of attendance (usually minutes or handouts from the meeting).
- 8) Mileage requests may not be carried over from one fiscal year to another.
- 9) ACS establishes reimbursement rates.
- 10) Mileage for personal business, to/from work, full-day in-town meetings or workshops does not qualify for mileage benefit.
- 11) Mileage may not be claimed when ACS provides transportation for staff

Non-discrimination Policy (DSP 2300)

The educational institutions of the Catholic Diocese of La Crosse are subject to the limitations of the Title VII of the Civil Rights Act of 1964 as amended, Title IX of the Education Amendments of 1972, the Age Discrimination and Employment Act, the Equal Pay for Equal Work Act, the Rehabilitation Act of 1973, and the Wisconsin Fair Employment Practices Act and do not discriminate on the basis of race, religion, color, sex, national origin, age, handicap, arrest and/or conviction record, marital status or sexual preference, except as permitted by law. The Assumption Catholic Schools Are Catholic Schools in the Diocese of La Crosse. As Catholic Schools, we shall teach and advocate our Catholic Faith. All students are welcome in our schools, and all parents/legal guardians must understand that Catholic Doctrine shall be taught. The passing on of our Catholic Faith is our number one priority.

Overtime Pay

Non-contracted hourly employees and non-exempt salaried employees are eligible for overtime pay per federal and state regulations.

- 1) ACS has the following expectations in place:
- 2) Compensation is 1.5 times their hourly rate when they are physically present on the job.
- 3) Must be physically present on the job more than forty hours per week.
- 4) The ACS workweek is 12:00am Sunday through 11:59pm Saturday.
- 5) **Supervisors must pre-approve all overtime.**
- 6) Supervisors must attempt to adjust an employee's weekly work schedule to stay within the 40-hour/week expectation.
- 7) Paid leave of absences and holidays occurring in a workweek do not count toward overtime determination.

Payroll, Leave Tracking and Timesheets Electronic Entry

- 1) **Payroll** - Employees are paid two times per month- 15th and last day of each month through direct deposit. All employees are required to provide bank account information at the time of hire. Paystubs will be provided electronically. When payday falls on weekends or holidays, payroll is deposited on the preceding business day. ACS issues a payroll calendar annually. Payroll questions should be directed to the Finance Office.
- 2) **Hourly increments** – ACS compensates hourly employees to the nearest quarter of the hour. Work hours are rounded to the nearest 15-minute increment for compensation calculation.
- 3) **Timesheets Electronic Entry**- procedures and expectations for hourly employees.
- 4) Enter your hours daily.
- 5) Submit completed online sheet on the last day of the pay period to your supervisor.
- 6) Post only exact hours on the job on the time sheet indicating break times, including lunch, when away from assigned duties.
- 7) **Do not work over scheduled/allotted hours unless authorized in advance by your supervisor.**
- 8) It is the employee's responsibility to turn their timesheet in on time. A pay period will be skipped when employees do not turn their timesheets in on time. This is within its legal limits since current regulations require pay to occur at least one (1) time per month.
- 9) **Leave tracking – All employees are expected to use the MIP system to track, request and be paid for leave including PTO, vacation, sick and personal days. The employee shall do his or her best to enter non-emergency leave (PTO/personal/vacation) at least 3 weeks in advance of the requested date so that arrangements can be made for coverage as needed. Medical/emergency/funeral should be entered in a timely fashion no later than the day the employee returns to work. Teachers must still use the substitute request form in addition to entering leave into the system.**

Personal Belongings

Employees are responsible for the safekeeping and security of their personal possessions. ACS will not reimburse employees for lost or stolen items. They should consult with their building administrator regarding individual building procedures.

ACS is not responsible for personal possessions brought into the workplace that were damaged because of fire, flood, and tornado, other natural or mechanical disaster.

Personnel Files

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

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

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

Photographs of Employees

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

Professional Development and Teacher in-service

- 1) Contracted teachers- Scheduled staff development or in-service programs are to be attended by all teachers, full and part-time. Leave may not be applied to certain staff development days unless the teacher is on FMLA. See Leave Policies.
- 2) All part-time teachers are required to attend faculty meetings, parent-teacher conferences, evening open houses or other school related evening events, recruitment meetings, etc. as directed by the principal or system authority. There is no additional compensation for attending these events as they are contractual.
- 3) Part-time teachers are not eligible for additional compensation for contracted days in which there is no requirement to report to work. For example, "a personal in-service" day holds no requirement to report to work and therefore does not qualify for additional compensation.
- 4) Hourly Employees – when required to attend professional development meetings, hours are to be included on the timesheet.

- 5) Contracted Administrators – required to attend all teacher required staff development meetings and such meetings as determined by the president.
- 6) Professional Growth Goals
 - a. Contracted Teachers - Teachers are to set Professional Growth Goals annually and present them in writing to their principal. Principals are required to conduct periodic progress checks during the course of the school year and include assessment of growth plan in the annual evaluation. The diocese may require certain forms to be used during this process.
- 7) Continuing education requirement for licensed childcare teachers – Childcare teachers are to comply with all state requirements requiring continuing education.
- 8) Reimbursement for continuing education and post-graduate credits
 - a. Reimbursement for outside professional work is not guaranteed.
 - b. If reimbursement is allowed, only tuition and fees are considered. ACS generally does not cover travel, food, materials and lodging expenses.
- 9) All professional work subject to reimbursement must support the systems' professional development goals.
- 10) Current system goals related to faith formation and academic instructional improvement, student management, and technological advancement. The system president has the authority to determine if professional study aligns with ACS goals.
- 11) How to seek reimbursement: Teacher should meet with their principal and discuss their plan. Complete the "ACS Course Credit Approval Form" prior to registering for a course and paying fees, etc. Principals should retain the form at the local level and consult with the president after receiving the approval form. After initial approval is granted, the teacher is responsible to register for the course/workshop and pay all required expenses. The teacher is responsible to submit all paid receipts with their approval form for reimbursement. Teachers and principals who need assistance with this process may contact the Finance Office or the system president for assistance.

Resignation Procedures

- 1) Resignation benefits - ACS ceases to contribute to health and life insurance plans through the diocesan insurance structure.
- 2) Contracted teachers – ACS contributions to health ceases on the last day of the month worked. Example: A teacher resigns and works through the last required work day, June 2. ACS will contribute to health in June, but not in July and August. Per diocesan insurance documents if a contracted teacher resigns in July or August, all insurance benefits are terminated retroactively to June 30. Any premiums that may have been collected after June 30 will be refunded. The employee may continue the insurances through COBRA if they are willing to accept the full responsibility of the premiums.
- 3) Contracted administrators - The last contract day on an administrator's contract is June 30. This date corresponds to the last payroll of the contract and no other benefits follow June 30. The employee may elect to go on COBRA to continue health and/or dental coverage and he/she would be fully responsible for the cost.

- 4) Hourly employees – All benefits cease following the last day of service.
- 5) Salaried employees – All benefits cease following the last day of service.
- 6) Resignation procedures – All employees are required to submit written notice of resignation to their supervisor. This note should be dated, signed and contain the reason for the resignation. All contracted employees are held to breach of contract penalties. All ACS employees are requested to give a minimum of 2-week notice.
- 7) Contract modification for contracted teachers and administrators - all resignations during an active contract require an official release agreed to by all parties of the original contract. A contract modification form is used to release an employee during an active contract period.

Retirement Program

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

Safe Environment

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

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

Salary Information, Contracted teacher Salary Scale, Lane Advancement

Contracted Teachers

- 1) ACS prepares a teacher salary scale annually. Salary payable to contracted employees for each school year shall be set forth in the individual contract.
- 2) All wage reductions due to unauthorized absence or unpaid leave will be made based on contract days.
- 3) Lane advancement is determined by the level of teaching/administration license the employee has. A waiver from the Diocese of La Crosse is equal to a tier 3 teaching license.
 - i. Advancement will take place when the contract for the next school year is issued assuming that the employee has filed or documents the eligibility to file for the upgraded license.
 - ii. Provide a written letter to the ACS president with the following information; date, reason for the request, request to move from Lane A to Lane B, teacher’s signature and printed name, attach all

applicable transcripts and corresponding “ACS Course Approval Forms”.

- iii. The teacher is responsible to meet all required deadlines and provide all required documentation.

In addition a bonus is added to the step salary for obtaining a master’s degree or higher. Contact the finance office for details.

Non-contracted Employees

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

Contracted Administrators

Administrator salaries are based on an individual basis considering experience and qualifications. Administrators are considered full-time, year-round employees and vacation and medical leave time is noted on the contract. Administrators who have unqualified leave will have a prorated wage adjustment. There is no reimbursement for unused vacation or medical leave unless specifically noted on the individual contract. The administrator contract runs from July 1 to June 30 and the last day of compensation for an administrator contract is June 30. Administrators work a 260 day contract and are expected to work school vacations other than the listed paid holidays or take vacation. Work from home during school vacations is allowed with approval of the president

Sexual Harassment (DSP 4175/DSP 5512)

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

Provisions:

- 1) Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. “Unwelcome verbal or physical conduct of a sexual nature” includes, but is not limited to “the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for work/school purposes.”
- 2) No employee/student shall be subject to sexual harassment as a Catholic school employee/student.
- 3) Any employee/student who engages in sexual harassment shall be subject to severe disciplinary measures.
- 4) Any employee/student who believes that he or she is being sexually harassed shall report immediately such information to an administrator of ACS. The administrator will investigate and inform the Diocesan Director of School. Any information reported shall be treated in the strictest confidence. All claims of sexual harassment shall be thoroughly investigated by the Diocesan Director of

Catholic Schools, ACS administration and the moderator of the curia and the results of that investigation shall be disclosed to the employee/student.

- 5) Each employee shall sign a statement acknowledging both receipt and review of the Diocese of La Crosse's *Sexual Misconduct Policy and Procedures* as well as the *Child Sexual Abuse Policy and Procedures*.
- 6) No employee/student shall receive any adverse action or be retaliated against for reports of sexual harassment, made in good faith.
- 7) "Every individual, precisely by reason of the mystery of the Word of God who was made flesh (cf. In 1:14) is entrusted to the maternal care of the Church. Therefore, every threat to human dignity and life must necessarily be felt in the Church's very heart; it cannot but affect her at the core of her faith in the Redemptive incarnation of the Son of God, and engage her in her mission of proclaiming the Gospel of Life in all the world and to every creature" (cf. Mk 16:15). (Evangelism Vitae, Introduction, Section 3; paragraph 1)
- 8) The Catholic Schools of the Diocese of La Crosse are Christ-centered educational communities, which proclaim the Gospel of Life and recognize the human dignity of each person. Therefore, it is the mission of each Catholic school to provide a Christian environment in which each member is able to develop his/her special talents and gifts to achieve his/her greatest potential.

Smoking including Electronic Devices

All ACS offices, schools and centers are smoke-free in the building, on the grounds and adjacent sidewalks. Smoking is not permitted on school grounds including personal vehicles in the parking lots.

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

- 1) All outside speakers, programs, A.V. materials and literature used in the school are to have the prior approval of the school administrator. Care should be taken to see that movies, videos, and literature are appropriate for the grade level and age of the student, and the values of Catholic schools.
- 2) Any ACS employee who wishes to invite a guest speaker to speak to students on "matters of faith and morals" is required to follow the procedures set forth by Bishop Jerome ListECKI per his letter of directive dated, July 25, 2005. This remains in place until a following bishop directs differently. Copies of this directive may be obtained from each building principal.
- 3) The United States Catholic Conference (USCC) movie-rating guide is to be followed for all movies and videos shown in the schools or viewed by students in another location or those recommended by school personnel. If the rating of movie or video cannot be found, the Diocesan Office for Catholic Schools should be called to find out the rating. For purposes of classification, an adult is considered to be 18 years or older.

Substitutes

School and childcare teachers are required to prepare detailed lesson plans for all planned absences. A "Substitute Teacher" folder or electronic file is encouraged. In the case of an emergency absence, all teachers are required to have an "emergency" lesson plan available. Plans must include class lists, seating charts, a current schedule, and information pertaining to students with disabilities, health problems, special programs, special needs, school safety information, computer login information, etc. It is the responsibility of the teacher to have handbooks and safety manuals accessible to subs. Principals and site directors are required to follow up on this requirement.

Assumption Catholic Schools may hire substitute's positions. Substitute wages are based on the nature of the position and qualifications required for the job.

Substitute benefits include wage and other employee benefits required by law.

Substitutes are not eligible for other ACS benefits offered to ACS permanent employees.

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

Supervision and Evaluation

In order to maintain a high quality of productive service and professional personal growth, a system of regular and periodic evaluation and supervision shall be established at the local level. The evaluation and supervision process is to be based on the diocesan guidelines, local job descriptions, goals and objectives, programs, and standards of professional performance and competencies.

Supervision and evaluation are distinguished. Supervision is the process to assist an employee in professional growth and development. Evaluation is the process, which assesses job performance.

Teacher and Administrator Evaluations

- 1) Evaluation is a formal annual activity and follows Diocese of La Crosse policies.
- 2) Evaluations are based on job performance and instructional quality.
- 3) Principals are responsible to conduct formal and/or informal observations of instruction as part of the evaluative process.
- 4) Formal observations shall be conducted openly with the knowledge of the teacher. The formal observations shall be followed by a report and conference with the administrator.
- 5) The administrator without prior notice to the teacher may conduct informal observations. ACS administration reserves the right to enter any classroom as needed.
- 6) The administrator will present the teacher with a copy of the written report of the evaluation during a formal evaluation conference. The report should highlight performance strengths as well as areas in need of improvement. All staff will have the opportunity to submit a written self-evaluation. A copy of the evaluation is maintained in the personnel file.

- a. Probationary teachers receive two evaluations during their first teaching year at ACS.
- b. After the probationary period all teachers will be evaluated on a three-year cycle.
- c. Administrators will be evaluated during their second year and then on a three-year cycle.
- d. Supervision and Evaluation Reports (DSR 4501)
School administrators are to establish a planned, continuous program of supervision for teachers and to conduct a formal annual evaluation of each teacher. Copies of such evaluations, any written warnings, and conference summaries are to be signed by the teacher and school administrator, a copy given to the teacher, and a copy retained in the employee's file. Only approved diocesan observation and evaluation forms are to be used.

7) Hourly and Salaried Non-Contracted Employees

Annual written evaluations should be completed each fiscal year. The employee should receive a copy of the evaluation and a copy is maintained in the personnel file. Each employee should be offered the opportunity to discuss the evaluation and provide a written response. Administrators should use only the approved ACS Employee Evaluation forms. Follow up action plans may be required to address areas in need of improved performance.

Teacher in Charge (DSP 2310)

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

Technology

General considerations

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

- 1) Technology equipment includes computers, tablets, Smart Boards, projectors, speakers, printers, copiers, phone systems, servers, other auxiliary equipment, etc. All equipment made available for employee use is the property of Assumption Catholic Schools. ACS reserves the right to utilize or monitor internet usage, emails, equipment, files, software and all related information as needed.

- 2) Use of ACS technology must comply with moral guidelines of the Catholic faith and should support stewardship of resources. Immoral or illegal use of technology equipment will result in disciplinary action. Activities not allowed include, but are not limited to, sending or receiving illicit or obscene materials, violating copyright laws, plagiarism, gaining unauthorized access to others emails, passwords, personal files, financial statements, secure internet sites, disrespectful and/or insubordinate emails, etc.
- 3) Personal use of ACS email address is not permitted per federal E-rate regulations.
- 4) Personal printers are not allowed.
- 5) Deploying personal software, apps, or downloads on ACS equipment requires approval of the ACS Technology Coordinator and principal. Only ACS approved licensed software and apps are allowed.
- 6) Personal use of the internet is not allowed per Federal E-Rate Program.
- 7) ACS does not reimburse employees for purchases of inks and other printing supplies.
- 8) Employee actions or neglect with technology that result in harm or theft to the individual device, network, etc. may be cause for disciplinary action.
- 9) Employees are responsible for reporting all technology problems to their supervisor and the ACS Network Administrator. Requests for acquisitions for all software and hardware must be made first through the employee's immediate supervisor. The ACS Network Administrator processes all technology maintenance requests based on priority of importance to the system rather than in the order, it has been received. All support requests are submitted via email to the network administrator.
- 10) Employees are responsible to report any acceptable use violations to their supervisor and the ACS Network Administrator.
- 11) Employees who need technology training are to request it through his/her supervisor.
- 12) Employees are required to attend all technology training deemed important to their position.
- 13) Employees are responsible to save files and store them in the required ACS server or in their @ascwr.org Google Drive.

Equipment, Hardware and Software Procedures and Information

- 1) Only approved ACS hardware is to be used.
- 2) All employees are responsible to care for equipment including basic cleaning, safe storage and shut down, security of equipment, etc.
- 3) Computer labs, equipment carts, etc. – Food and drinks are not allowed in computer labs and in classrooms when mobile technology is used.
- 4) Labs and classrooms containing technology must be locked when not in use.
- 5) Record and report your password to your immediate supervisor. Supervisors are required to store passwords in a secure place in the school or on the network.

Email Procedures and Expectations

All outgoing email messages must contain the ACS disclaimer. The disclaimer is:
“According to Assumption Catholic Schools’ policy, this email is to be treated as confidential and is intended to be sent only to the named recipient(s) listed

above. Any dissemination, distribution or copying of this communication, or any of its contents, without prior authorization is strictly prohibited. If you have received this communication in error, please return it to the sender immediately and delete the original message and any copy of it from your computer.

ACS does not accept any liability in respect to such a communication by any of its agents that results in damages to others or reflects improper use of ACS policies and procedures. The individual responsible will be personally liable for any damages or other liability arising.”

- 1) Emails deserve caution and one’s best professional judgement. Personal contact either by phone or with a personal conference are preferred over emails when teachers address parent concerns. **The ACS preferred way of communication between teacher or other staff and parent is in person or by phone.**
- 2) The use of blind carbon copy (BCC) messages and external communications is allowed mainly for newsletters, Constant Contacts, or other wide audience communications. It is discouraged for internal communications.
- 3) Only administrators are allowed to use the “All ACS” group for emails. Teachers or staff members who wish to use it should obtain administrative authorization first.
- 4) Employees who receive emails with inappropriate information, including defamatory, derogatory, confrontational, etc. should not reply to the message and report it to the building principal or immediate supervisor immediately.
- 5) Teachers are urged to use their best professional judgment when emailing students. Content should not be personal in nature.
- 6) Edit and proof all outgoing email messages as a way to strive for a high standard of professional presentation.
- 7) Email is black and white. It is difficult to retract statements made in email.
- 8) Emails have certain legal implications and may be used against an employee.
- 9) ACS reserves the right to review emails using ACS email addresses.

Instructional Procedures and Expectations

- 1) Teachers are encouraged to use technology resources to improve instruction and professional practice.
- 2) WRISA accreditation standards for K-12 education require technology integration in instruction. ACS supports this.
- 3) Games and other activities not related to instruction are not permitted.
- 4) Students are to be supervised at all times when utilizing technology. Teachers are required to interact with students during technology use time to assure appropriate use.
- 5) Teachers are required to use FACTS as directed.

Assumption Web Presence

- 1) The ACS website is a major vehicle of both internal and external communication. All ACS employees are expected to check the website frequently for updated information.

- 2) Employees are encouraged to submit information and/or digital photography to their supervisor for use on the web or in social media.
- 3) ACS uses social media as part of its marketing strategies.
- 4) Social media and internet presence is moderated by assigned ACS employees, contact your supervisor for specifics.

Time Sheets

ACS uses electronic timesheets for payroll and leave tracking. Please contact the HR office for details.

All employees are expected to enter leave requests into EWS.

Tuition Waiver Benefit

- 1) ACS offers a 50% K-12 tuition waiver for teachers and year around employees. A prorated waiver is given to part-time teachers and other school year employees. The waiver may be used for K-12 grades. The waiver is effective after working for one full semester. Employees hired during the 2nd semester of the school year, will be eligible for the benefit starting with the next school year.
- 2) Employees who are interested in additional tuition support should apply for Tuition Assistance.
- 3) Athletic, childcare, lunch, graduation, field trip and other fees are not eligible for an employee discount.
- 4) Employees with students enrolled in the system are required to set-up a FACTS payment account to pay for their portion of the remaining tuition.
- 5) Tuition waiver benefits are only for an employee's custodial children and/or one grandchild who are enrolled in ACS.

Visitors to the Building

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

Weather Closure Pay and Procedure

In the event of an unforeseen school closure (example weather, funeral, other emergency) staff are not expected to report to work unless their job is needed to assist in the resolution of the issue.

Hourly employees will not be paid for this time off but can elect to use PTO to receive pay. Any employee may elect to come in to work in their workspace that day. Hourly employees who elect to come in should speak with their direct supervisor and explain what they will be doing in order to be paid.

Salaried non contracted employees and contracted administrators shall either report, if conditions allow, or work from home. They should speak to their direct supervisor. If they wish to do neither they will be charged a vacation day. **Contracted teachers** are not expected to report to work or work from home. This is to preserve the number of contracted days should make up days be required during the year.

Critical staff (custodial) shall report unless conditions do not allow. In some situations, such as extended closure due to weather or other emergency, the president may elect to approve pay for the hourly employees so as to reduce the amount of hours they might lose. If such pay is approved the employee will be expected to report to work if conditions allow and should document what work was done. These situations are rare.

Appendix 1 – Holidays, Vacation, PTO and sick days

Contracted Teachers

- 1) Have a 190 day work expectation following the schedule of the school year with regards to the holidays. Holiday pay is not granted to employees on a teacher contract but is factored into the 190 day work expectation.
- 2) Sick Days – 10 days (earning 1 for each month of service. Not to exceed 45 days.
- 3) Personal Days – 2 per contract year

Salaried Employees including contracted administrators and year round full time employees (2080 hours)

- 1) 11 “Paid” Holidays*– New Year’s Day, Good Friday, Monday after Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day, Day after Christmas
- 2) Vacation and personal days per contract or schedule in handbook.
- 3) Sick Days– 12 days (earning 1 each month of service) not to exceed 45 days

Year Round Hourly Employees Working a Minimum of 1,560 Hours per Year:

- 1) 9 Paid Holidays*– New Year’s Day, Good Friday, Easter Monday, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day
- 1) Paid Time off (PTO) equal to 5 normal workdays (can be used for holidays, personal days and do not carry over from year to year) the fiscal year following 5th Anniversary, will receive an additional 5 PTO days.
- 2) 5 Sick Days (not to exceed 20 days)

School Year Employees Working a Minimum of 1,000 Hours per Year:

- 1) 5 Paid Holidays* Good Friday, Easter Monday, Labor Day, Thanksgiving Day, Christmas Day
- 2) 5 paid days off (can be used for holidays, personal days, sick days and do not carry over from year to year)

***If a holiday falls on a weekend, the following is allowed. If a Saturday, the employee should take the Friday off with pay, if a Sunday the employee should take Monday off with pay. This assumes that the Friday or Monday is a day of no student contact.**

Paid time off is equivalent to regularly scheduled work hours.

Paid days off can be used in full or half day increments with prior approval.

Approval is required from your building supervisor

An annual calendar of when the holidays will be taken will be published by December 22 of the year prior.

St Lawrence Early Childhood Center Staff

Full Time – working a minimum of 36 hours per week (1872 hours per year)

- 1) 14 paid days off (can be used for personal days, sick days and do not carry over from year to year)
- 2) 8 paid holidays*– New Year's Day, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Friday After Thanksgiving, Christmas Day.

Part time - schedule for 30 hours per week (1560 hours per year)

- 1) 7 paid days off (can be used for personal days, sick days and do not carry over from year to year)
- 2) 7 paid holidays - New Year's Day, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving, and Christmas Day.

Part time – working a minimum of 20 hours per week (1040 hours per year:

- 1) 5 paid days off (can be used for holidays, personal days, sick days and do not carry over from year to year)
- 2) 5 paid holidays –New Year's Day, Good Friday, Labor Day, Thanksgiving Day, and Christmas Day.

*** *If a holiday falls on a weekend, the following is allowed. If a Saturday, the employee should take the Friday off with pay, if a Sunday the employee should take Monday off with pay. This assumes that the Friday or Monday is a day of no student contact. Otherwise alternate schedule will be made for this day.**

Paid time off is equivalent to regularly scheduled work hours.

Paid days off can be used in full or half day increments with prior approval.

Approval is required from your building supervisor

An annual calendar of when the holidays will be taken will be published by December 22 of the year prior.

Appendix 1A Holiday Calendar FY 2023-24

The following holidays are observed as paid holidays per the holiday benefit in the ACS employee handbooks

2023

July 4	4 th of July
September 4	Labor Day
November 23	Thanksgiving
November 24	Friday after Thanksgiving
December 25	Christmas
December 26	Day after Christmas
December 27	to observe Christmas Eve

2024

January 1	New Year's Day
March 29	Good Friday
April 1	Easter Monday

Appendix 2 – Catastrophic Illness Bank Donation Form



Completion of this form will donate 1 or more of your accumulated sick leave days to the CILB and will opt you into participation in withdrawals from the CILB if needed.

You must donate at least 1 day annually to retain eligibility in the leave bank

Please return this form to the finance office.

Date_____

Name_____

Number of Days Donated_____

Signature_____

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**Appendix 3 Emergency Catastrophic Illness Bank
Application**



Employee Name _____

Date of Request (ECIB)

Reason for Request _____

Signed _____ Employee

Date _____

Approved

Not Approved

Date

Daniel Minter President

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Employee Name:

School:

Position/Assignment:

Address:

Home/Mobile Phone:

Last Four (4) Digits of Social Security Number: _____

Nature of Illness/Injury:

Physician:

Number of Days Requested (if Known):

Signature of Requesting Party:

Administrative Decision

Physician's Certification? Yes _____ No _____

Request Approved _____ Denied _____

Number of Days Approved _____

Administrator Signature

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Appendix 5- Procedures for Receiving and Processing Complaints Alleging Civil Rights Discrimination (including Wisconsin protected classes) in the U.S. Department of Agriculture (USDA) Child Nutrition Programs

Assumption Catholic Schools- USDA Child Nutrition Programs Civil Rights

Coordinator:

Name: Daniel Minter

Title: President

Phone number: 715-422-0902

Email: dminter@assumptioncatholicschools.org

Federal law prohibits discrimination on the basis of these protected classes: race, color, national origin, sex, disability and age. Any person alleging discrimination based on a protected class has the right to file a complaint within 180 days of the alleged discriminatory action. Complaints can be accepted verbally, in writing, anonymously, and from third party representatives.

Upon receipt of a complaint, the receiver of the complaint at the school/district should immediately:

1. Contact the School Food Authority (SFA) USDA Child Nutrition Programs Civil Rights Coordinator.
2. The recipient of the complaint and/or SFA Civil Rights Coordinator must provide the individual with the information necessary to file a complaint and not impede on the individual's right to file.
3. After explaining the complaint process, the recipient of the complaint and/or SFA Civil Rights Coordinator may try to resolve the situation in real time. Remember to advise the complainant of their right to file the complaint at the federal level if they wish to do so.
4. Document the complaint:
 - a. Utilize the [USDA Program Discrimination complaint form](#) ([Espanol](#)) or make an effort to obtain all of the following information:
 - Name, address, and phone number of complainant,
 - Specific name and location of entity delivering the benefit or service,
 - The nature of the incident, action, or method of administration that led the complainant to feel discriminated against,
 - The basis on which the complainant feels discriminated (race, color, national origin, sex, etc.),
 - The names, titles, business addresses, and phone numbers of persons who may have knowledge of the discriminatory action,
 - The date(s) during which the alleged discriminatory actions occurred, or if continuing, the duration of such actions.

- b. Either the complainant, the receiver of the complaint or the SFA Civil Rights Coordinator, should document the complaint. If a complainant makes the allegations verbally or refuses to place such allegations in writing, the person to whom the allegations are made must write up the elements of the complaint.
5. All verbal, written, or anonymous complaints received by the SFA must be forwarded to the Wisconsin Department of Public Instruction, School Nutrition Team Director **within five days** of receiving the complaint.

Wisconsin Department of Public Instruction (DPI)

Mail: Director, School Nutrition Team
125 South Webster Street
Madison, WI 53707-7841

Email: jessica.sharkus@dpi.wi.gov

The DPI will forward the complaint to the USDA Midwest Regional Office for processing.

6. All Civil Rights complaints received must be tracked on a civil rights complaint log. This log should be maintained in a confidential manner and only available to SFA staff members who have a legitimate need to know. A [template civil rights complaint log](#) is available on the School Nutrition Team civil rights webpage.

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to

inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.

Wisconsin Protected Classes

Wisconsin state law prohibits discrimination on the basis of the federal protected classes, but also includes pregnancy, marital status, parental status, sexual orientation, religion, creed, and ancestry.

Any complaints received alleging civil rights discrimination specifically for the Wisconsin state protected classes should follow the same procedures above.

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Adopted August 21, 2023

I _____ hereby acknowledge that I have received a copy of this handbook and that I have read and understand the conditions of employment as outlined in this handbook.

As a part of the Assumption Catholic Schools System, I also acknowledge that additional conditions of employment and expectations are outlined in the building specific handbook that I have received separately.

Name_____

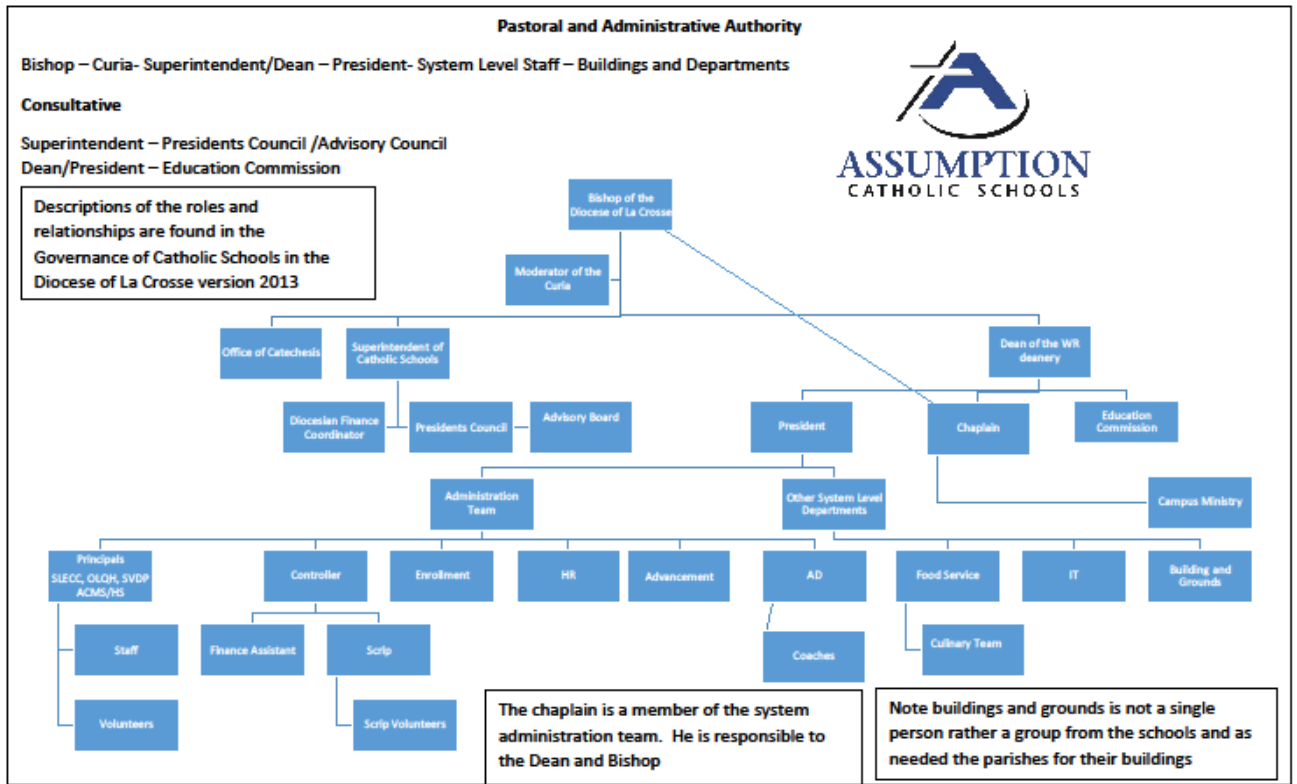
Signature_____

Date_____

Please return this page to the HR office within 14 days of receipt or by September 15, 2023 whichever is later.

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ASSUMPTION CATHOLIC SCHOOLS ORGANIZATIONAL CHART 2023



Revised 03/17/2023