

## **2000 ADMINISTRATION**

### 2010 Board Membership

Kaukauna Catholic School System membership will be as follows:

- ❖ Permanent Voting Member
  - Pastor/Pastoral Administrator from each parish
- ❖ Voting Member
  - 6 at large members from each supporting parish
    - Membership will be solicited according to the Board recruitment calendar
    - Terms shall be staggered so that two representatives from each parish are selected each year
    - A member may not serve more than two terms in succession
- ❖ Non-voting members
  - System Administrator
  - Kaukauna Catholic School System Business Manager
  - Teacher Representative

Officers are solicited from the at large membership. The positions being;

- ❖ Chairperson
- ❖ Vice-chairperson
- ❖ Treasurer
- ❖ Secretary

If there are no volunteers for any of these positions, the Chairperson could nominate a candidate. A member may not hold an office for more than two consecutive one-year terms.

Effective: 02/94  
Amended: 02/99  
12/02  
02/06  
10/07

### 2011 Executive Session

Executive session for the Kaukauna Catholic School System shall include members of the administrative board as follows:

- ❖ Permanent Voting Members
- ❖ At large voting members
- ❖ Non voting members as needed

Minutes shall be recorded for incorporation into the Kaukauna Catholic School System policy book if a vote is required and taken in closed session.

Effective: 02/94  
Reviewed: 02/99  
Amended: 10/07

2015 Selection/Election of At-large Members

Rationale: The Kaukauna Catholic School System Board of Trustees sets system policies, determines goals and objectives for the Board and its standing committees, creates a fair and just budget, supports the educational personnel in creating an atmosphere of learning in faith and approves projects for the good of the system.

Policy: The Pastor/Administrator shall elect/select candidates who are open-minded, dedicated, visionary, faith-filled, confidential, cooperative and committed to the Kaukauna Catholic School System and its philosophy, the mission statement, policies and regulations.

Effective: 03/01

Amended: 10/07

## **3000 PERSONNEL**

### **3001 Equal Opportunity Employer**

It shall be the policy of Kaukauna Catholic School System to recruit and select the most qualified persons for positions in the system's service. Recruitment and selection shall be conducted in an affirmative manner which ensures open competition, provides equal employment opportunity without regard to the following, or any other characteristic protected by state or federal law: age, race, creed, color, disability, sex, national origin, ancestry, arrest record, conviction record or membership in the national guard, state defense force or any other reserve component of the military forces of the United States.

All employees must convey the teachings of the Catholic faith through their actions and consistent with their employment contracts. Consistent with doctrines of the Catholic Church and the policies of the Green Bay Diocese, the Kaukauna Catholic School System may give preference to a Catholic applicant or employee in hiring or promotion.

Effective: 03/06

### **3002 Applications for Administrator and Certified Educational Staff**

The permanent file of the administrator will be maintained in the Kaukauna Catholic School System Business office. The permanent file of each teacher will be in the administrator's office. This file will include:

- ❖ Academic credentials, including but not limited to:
  - Post secondary transcripts
  - Religious education certification documents
  - Documentation of any other relevant work experience
- ❖ Commendations and disciplinary actions
- ❖ Performance appraisals, signed by the System Administrator and employee
- ❖ Copies of signed contracts and addenda's
- ❖ Formal application and Resume

Medical records are not considered a part of the regular personnel file. Medical records are to be kept in a locked file cabinet in the Administrators office. All requests for Family Medical Leave, support documentation and the Kaukauna Catholic School System response shall be kept separately from the personnel files.

Enacted: 11/93 as 3010  
Amended: 02/99  
Renumbered: 3080-01/06  
Renumbered: 3002-03/06

### **3003 Hiring Practices**

Rationale: To ensure consistent hiring practices Kaukauna Catholic School System will adhere to the following policy.

Policy: The system Administrator is hired by the Kaukauna Catholic School System Board of Trustees with the consent and approval of the Board of Directors.

Teachers: Any eligible staff member may apply for a posted vacancy by sending a letter of application to the System Administrator. First consideration for posted positions will be given to the system personnel, if deemed appropriate by the System Administrator. The System Administrator shall interview and hire the most qualified available candidate.

Enacted 03/98 as 3022  
Amended: 06/99  
09/99  
Renumbered: 3003-03/06  
Amended: 11/07  
Amended: 01/08  
Amended: 11/09

3004 Contracts or Employment Terms

Rationale: To ensure contracts are completed in a fair and timely manner.

Policy: By March 15<sup>th</sup>, the Board of Trustees, with approval of the Board of Directors may offer the System Administrator a one year contract for employment. The contract must be signed within thirty days.

By April 15<sup>th</sup>, the System Administrator may offer each teacher a one year contract for employment. The contract must be signed and returned within thirty days. Each contract shall contain a clause to protect the system for staffing adjustments that may need to be made if a teacher breaks the contractual agreement or if there are significant changes in enrollment. It also compensates the system for substitutes and advertising expenses until a replacement can be found. Any teacher breaking a contract after May 31<sup>st</sup> will be assessed a \$200 penalty, after June 15<sup>th</sup> a \$350 penalty, after August 1<sup>st</sup>, a \$500 penalty and once the school year has begun a \$1000 penalty. This assessment can be waived upon the recommendation of the System Administrator to the Pastor or the Chairperson of the Board of Trustees.

Enacted: 01/03 as 3022A  
Renumbered: 3004-03/06  
Amended: 11/07  
Amended: 01/08  
Amended: 10/09

3005 System Administrator Certification

The System Administrator must understand and support the philosophy and mission of the Catholic School and be a practicing Catholic in good standing.

The System Administrator must have or be working towards a Master Degree and licensure in School Administration by the Wisconsin Department of Public Instruction (DPI). Current Licensure according to DPI and NCA guidelines must be maintained.

The System Administrator must earn at least six academic credits applicable to teaching or administration every five years, or meet any necessary requirements for P.I. 34 licensure.

The System Administrator is required to have a minimum of advanced certification in religion or be actively working towards it. The normal time line is three years, not to exceed five years. Kaukauna Catholic School System reserves the right not to offer a contract to the System Administrator who fails to meet the above requirements.

Enacted: 03/06

### 3006 Teacher Certifications

The teachers must understand and support the philosophy and mission of the Catholic school.

All teachers are to have a Bachelor or Masters Degree and should be certified, or working toward certification, in their teaching field by the Wisconsin Department of Public Instruction (DPI). All teachers must maintain current certification according to DPI and NCA guidelines.

Every teacher is required to earn at least six academic credits applicable to teaching responsibilities every five years or meet any necessary requirements for P.I. 34 licensure.

All teachers shall be required to have a minimum of basic certification in religion or be actively working toward it. The normal time line is three years, not to exceed five years. All teachers full or part time must obtain or be actively working towards an advanced certification in religion.

Kaukauna Catholic School System reserves the right to not offer a contract to a teacher who fails to meet the above requirements.

Enacted: 01/06 as 3019  
Renumbered: 3006- 03/06

### 3007 Benefits: System Administrator

Kaukauna Catholic School system offers the following benefits to the System Administrator:

1. **Health Insurance:** Health insurance is available through the Green Bay Diocese. Kaukauna Catholic School System contributes 50% of the cost. Family coverage is available upon request of the employee.
2. **Sick Leave:** Twelve (12) sick days per year. Said leave accrues at the rate of one day per month. An employee may accumulate no more than sixty (60) days. If the employee transfers to another school within the Diocese, said sick leave may transfer upon the written verification of the previous employer.

3. **Personal Leave:** Two days per year. These days do not accrue.
4. **Bereavement Leave:** to be followed as set forth in the diocesan policy  
These leaves may be extended with the written permission of the Pastors or designee.
5. **Religious Certification Reimbursement:** For all non-credit Religious Certification workshops and Diocesan inservices.
6. **Retirement:** to be followed as set forth in the diocesan policy
7. **Vacation:** For the first ten years of employment, four weeks. For eleven or more years of service, five weeks. Vacations taken in an amount greater than two days during the academic year requires Board approval.
8. **Other Benefits:** As set forth in the diocesan guidelines, as amended from time to time.

**Enacted 02/05 as #3200**

Renumbered 03/06 as #3007

Amended 11/07

Amended 05/10

3008 Benefits: Teachers

Kaukauna Catholic School System offers the following benefits to the teachers.

1. **Health Insurance:** Health insurance is available through the Green Bay Diocese to all employees who work more than one thousand hours per calendar year. Kaukauna Catholic School System contributes 50% of the cost. Family coverage is available upon request of the employee.
2. **Religious Certification Reimbursement:** For all non-credit Religious Certification workshops and Diocesan inservices.
3. **Sick Leave:** Ten (10) sick days per year. Said leave accrues at the rate of one day per month for full time employees. The benefit will be prorated for part-time employees consistent with the percentage of full time employment as set forth in their contract. An employee may accumulate no more than sixty (60) days. If the employee transfers to another school within the Diocese, said sick leave may transfer upon the written verification of the previous employer.
4. **Bereavement Leave:** to be followed as set forth in the diocesan policy  
Part-time employees shall be prorated consistent with the percentage of full time employment as set forth in their contract. These leaves may be extended with the written permission of the System Administrator or designee.
5. **Personal Leave:** Employees shall be eligible for one personal and one professional day of leave per year. These days do not accrue. Part-time employees shall be prorated consistent with the percentage of full time employment as set forth in their contract.
6. **Retirement:** to be followed as set forth in the diocesan policy. Part-time employees shall be prorated consistent with the percentage of full time employment as set forth in their contract.
7. **Other Benefits:** As set forth in the diocesan guidelines, as amended from time to time.
8. **Salary:** Teachers are placed on a salary scale, as amended from time to time by the Board of Trustees, reflecting their years of experience with the Kaukauna Catholic School System or other Diocesan schools and college credits earned. Part-time employees shall be prorated consistent with the percentage of full time employment as

set forth in their contract. New employees will be given one year on the pay scale for every two years of service.

9. **Credit Accrualment:** Teachers shall advance one step across the salary scale for every six college credits earned or when their PDP is completed and affirmed by the DPI. When courses are completed and proof of completion is submitted after a contract has been issued, but before August 15<sup>th</sup> the individual's contract will be adjusted to reflect the advancement on the salary scale. When courses are completed and proof of completion is submitted after August 15<sup>th</sup> the credits will be accounted for in the next contract.

Enacted 02/05 as #3021  
Enacted 08/03 as #3022B  
Enacted 03/94 as #3023  
Amended 06/99  
Amended 06/03  
Renumbered 03/06 as #3008  
Amended 04/08  
Amended 5/10

3009 Benefits: Special Services Staff  
**Full Time/Part Time – All employees**

1. **Health Insurance:** Health insurance is available through the Green Bay Diocese to all employees who work more than one thousand hours per calendar year. Kaukauna Catholic School System contributes 50% of the cost. Family coverage is available upon request of the employee.
2. **Sick Leave:** Ten (10) sick days per year. Said leave accrues at the rate of one day per month for full time employees. Benefits will be prorated for part-time employees. An employee may accumulate no more than sixty (60) days. If the employee transfers to another school within the Diocese, said sick leave may transfer upon the written verification of the previous employer.
3. **Bereavement Leave:** to be followed as set forth in the diocesan policy. Part-time employees shall be prorated. These leaves may be extended with the written permission of the System Administrator or designee.
4. **Retirement:** to be followed as set forth in the diocesan policy. Part-time employees shall be prorated.

**Full Time/Part Time – 12 Month Employees**

Full-time employees and primary part-time employees will accrue vacation as of their hire month. Full-time employees vacation benefits:

Years 1-5	Two weeks	Accrues at rate of 5/6 days per month.
Years 6-10	Three weeks	Accrues at rate of 1 ¼ days per month.

Years 11 and up    Four weeks    Accrues at rate of 1 2/3 days per month.

Primary part-time employee vacation is prorated on a 40 –hour work week.

Employees shall use vacations on a school fiscal year basis and shall not accumulate from year to year. However, only one week of the earned vacation may be scheduled during the school year (as defined from the opening day of school term to the closing of that school year excluding the Christmas and Spring Break, non-student days, which shall be approved by the Administrator).

Enacted 02/05 as # 3021 & 3021R  
Renumbered 04/07 as #3009  
Amended 04/08  
Amended 05/10

3011 Administrator Evaluations

The Kaukauna Catholic School System Board of Trustees will provide for the evaluation and related record keeping of the Administrator.

The System Administrator will be evaluated annually in accordance with diocesan policy.

Effective: 11/93  
Reviewed: 02/99  
Amended: 04/99  
Amended: 12/02  
Amended: 01/08  
Amended: 12/09

3015 Reduction in Staff

Kaukauna Catholic School System will follow Diocesan Policy.

Effective: 01/03

3026 Employee Grievance Procedure

Rationale: Employees of the Kaukauna Catholic School System have the right to fair treatment.

Policy: Any claim by an employee that a violation, misinterpretation or misapplication of the Condition of employment has occurred, or a violation of his/her right to fair treatment, or violation of any established policy or practice, shall be a grievance and shall be resolved through the employee grievance procedure.

Effective: 03/05

3027 Vacation Days Preceding or Following Holidays

Rationale: It is difficult to get substitutes preceding or following holidays or scheduled vacations.

Policy: In order to take a vacation day immediately preceding and/or the day immediately following scheduled vacations and holidays, Kaukauna Catholic School System staff is required to submit a request for a personal day to the administrator at least 3 weeks prior to said day. The personal day will be pro-rated for part-time employees. There can be no more than 2 requests per holiday. The approval of the request is subject to the administrator's discretion and the ability to find a qualified substitute.

Effective: 02/01  
Amended: 03/03  
Amended: 12/10

3028 In Service Days

Rationale: In services are important to the personal and professional growth of each certified educator. The teacher contract states that attendance at in services is required.

Policy: All full and part time certified educational staff are expected to attend scheduled in services. Part time certified educational staff attending an in service on a non-work day will receive appropriate monetary compensation. In extenuating circumstances the System Administrator may approve missing an in service.

Effective: 05/05

3029 Employee Tuition Discount

A discount will be given to children of Kaukauna Catholic School System faculty and staff according to the following guidelines:

- Positions which are full time as indicated in employment record and contracts on file receive 20% off entire tuition.
- Positions which are part time as indicated in employment record and contracts on file receive 10% off entire tuition.
- Discount applies to tuition for grades preschool -8
- Discount is available immediately upon hire.
- Discount will not be credited retroactively.
- Discount does not apply to volunteer hours, fundraising requirements or activity fees.
- The benefit ceases immediately upon termination of employment.

Effective: 06/07

3040 Blood borne Pathogens Standard

The Kaukauna Catholic School System will adopt the Diocesan policy.

Effective: 10/94  
Amended: 06/00

3050 AIDS/HIV

The Kaukauna Catholic School System will adopt the Diocesan policy regarding communicable diseases.

Effective: 10/95  
Amended: 06/00

3060 Sexual Harassment of Employees

The Kaukauna Catholic School System will adopt the Diocesan policy.

Effective: 10/95  
Amended: 06/99

3070 Defibrillator Training

Twenty percent of employees of the Kaukauna Catholic School System shall be certified in the use of Defibrillators. The employees should include the following, but not limited to the listed people, all administrative assistants, one lunchroom employee per campus and the Physical Education teacher/s.

Effective: 11/10

3081 Leaves of Absences for medical Purposes (non FMLA)/Absence due to Illness

- A. Medical/Dental Appointments Employees should give the Administrator three working days' advance notice of medical/dental appointments except when emergency conditions prevail.
- B. Physician's Statements/Certification - For employees absent from work due to an unscheduled absence, extended leave, or are claiming sick leave, of more than three (3) days, the System Administrator may require a physician's certification of the employee's illness.
- C. Return to Work - Kaukauna Catholic School System "Return to Work" form may be required prior to returning to work if the employee is absent from work due to medical reasons for more than three (3) consecutive workdays. When the "Return to Work" Form is presented to the physician, Kaukauna Catholic School System job description shall be included, so that the physician can determine whether the employee is capable of returning to work. If employees have been incapacitated for a major portion of the unscheduled absence, extended leave, or sick leave time taken, they may be required to

provide evidence of being physically, mentally and emotionally able to perform their duties before returning to work including, but not limited to the "Return to Work" form.

- D. Unpaid Status. Employees, if in an unpaid status, desiring to continue health insurance coverage during the leave shall pay the premium in advance of the leave to the Business Office.
- E. Notice - The employee shall give notice to the Administrator, or designee, at the earliest possible time, a minimum of at least two hours before the start of the work day or shift, except in cases of emergency or development of the illness during work hours. Failure to make a diligent effort to give such notice may result in disciplinary action, payroll deduction for the time taken, or both.
- F. Excessive Unscheduled Absences / Abuse of Sick Leave - Excessive unscheduled absences, extended leaves, or claiming sick leave when physically fit or when not otherwise eligible for sick leave, within the provisions of policy or collective bargaining agreement may be cause for disciplinary action including cancellation of leave benefits, suspension, demotion or termination. If unscheduled absences, extended leaves, or sick leave are deemed excessive by the System Administrator, or if at any time management has reason to question whether an employee has a serious health condition or other qualifying event for sick or family leave absence, Kaukauna Catholic School System reserves the right to require medical documentation including, but not limited to, physician's certification and "Return to Work" authorization.

Effective: 1/06

### 3082 Leaves of Absence/Family Medical Leave

The Kaukauna Catholic School System will follow all state and federal FMLA guidelines and adopt any Diocesan policy pertaining to FMLA rights.

Amended: 4/11  
Effective: 01/06

### 3083 Leaves of Absence/Personal Leave

**Personal Leave** - An "Employee Request for Leave" Form for all personal leaves shall be completed and sent to the Business Office to be placed in the medical file.

- A. If an employee does not have paid leave benefits accrued, the Administrator may grant up to two (2) days for personal leave without pay. If a personal emergency occurs during the workday, employees shall contact their Administrator or designee before leaving work.

- B. Employees in need of leave without pay for justifiable reasons longer than two (2) days and for up to six (6) months, shall make application for such leave to the Administrator by completing the “*Employee Request For Leave*” Form. The Administrator shall review the form and make an appropriate response in writing, after consultation with the Board of Trustees.
- C. If an unpaid leave of absence is for longer than two (2) calendar weeks, the employee shall reimburse Kaukauna Catholic School System for health insurance contributions on a pro-rated basis for the length of unpaid leave, consistent with the provisions of the Family and Medical Leave Act. If there are insufficient earnings to pay the premium, employees desiring to continue health insurance coverage during said leave shall pay the premium in advance of said leave to the Business Office. Employees on leaves not covered by the terms, definitions, and provisions of the Wisconsin Family Leave Act or the Federal Family and Medical Leave Act, and who wish to continue health insurance coverage during the long term medical leave, will be required, in advance, to contribute the full premium for group health insurance.
- D. No unpaid leave of absence shall be granted until such time that an employee has utilized all applicable leave time.

Effective: 01/06

3084 Leaves of Absence/Emergency Leave

The Administrator shall designate what shall constitute an emergency when employees shall be released from work without loss of pay. Employees’ leaving before such emergency is declared shall forfeit pay or may take vacation time for such periods of absence.

Effective: 01/06

3085 Leaves of Absence/Military Leave

In the event an employee is drafted or volunteers for the Armed Services, he shall be granted full leave without pay provided he returns to work within ninety (90) days of the date of separation from active duty. In the event an employee is drafted or volunteers for a national or state emergency, he shall be granted full leave without pay provided he returns to work within thirty (30) days of the date of separation from active duty.

Effective: 01/06

3086 Leaves of Absence/Jury Duty

During any period of jury service, the employee will receive pay from Kaukauna Catholic School System equal to his regular hours of service, not to exceed his normally scheduled hours for the day. All compensation fees received by the employee shall be given to Kaukauna Catholic School System Business Office, who will cash the check, retain the portion of the check representing per diem payments, and give the employee the mileage and meal reimbursement portions of the check. An employee is expected to return to his regular job if

released early. Overtime pay will not be allowed for such leave. Employees, at their option, may use paid time off for a day of jury duty and thereby retain the jury pay as well as full pay for the day(s).

Effective: 01/06

3087 Leaves of Absence/Unpaid Leave and Benefits

When an employee is on an unpaid leave and a funeral or holiday occurs during the leave, it will be unpaid.

Effective: 01/06

3088 Substitute Teacher Policy

It is the policy of Kaukauna Catholic School System to hire and retain qualified teaching staff for the purpose of providing a quality Catholic education.

The purpose of this policy is to ensure that all substitute teaching staff meet the requirements of the Wisconsin Department of Public Instruction and the Green Bay Diocese.

It is the responsibility of the administrator to ensure that minimum requirements are met and maintained for substitute teaching positions.

It is the responsibilities of the administrator to keep current records on file for compliance and payroll purposes.

It is the responsibility of the substitute teacher to obtain minimum requirements for their position and keep their certification current.

The rates for short and long term substitute teachers' wages shall be set during the budget process.

Substitute teachers need to have a completed employment application on file, and have completed all requirements for the diocesan Safe Environment hiring process.

Effective: 04/08

3090 Social Networking/Media Policy

All Kaukauna Catholic School System Staff members choosing to use a social networking site must maintain a professional site for contact with students. This site is used solely for professional use. Any personal networking must have a separate site and may not include any current KCSS students.

Effective: 04/11

**4000 STUDENTS**

4010 Student Admission

Rationale: While Kaukauna Catholic School System seeks to serve as many students as choose to attend, there may be need for some limitations on registrations/enrollments.

Policy: Kaukauna Catholic School System will only accept registrations from families currently enrolled in the system from the opening of registration each January until the first Monday of March. After that, registration will be accepted on first come, first served basis.

Effective: 11/93  
Amended: 01/99  
Amended: 06/04  
Amended: 06/09

4011 Class Size

Rationale: There is a reasonable class size beyond which the quality of the educational program is hindered. However, there are significant factors that should be considered in determining class size.

Policy: The Kaukauna Catholic School System Board of Trustees authorizes the System Administrator to determine the class sizes that best meet the educational goals of the people involved.

Significant factors that would be considered in such determinations include:

- the abilities of the students
- the abilities of the teacher
- the grade level of the students
- the facilities/conditions in which the instruction will take place
- instructional cost

The following guidelines for class size are recommended. When the maximum number of students per class is reached the Kaukauna Catholic School System Board of Trustees along with the System Administrator will need to explore alternatives that could include, but are not limited to, limiting enrollment, instituting waiting lists or instituting multi-age classrooms. Maximum limits can be exceeded by existing families in the system if registered by the 1st Monday in March.

	Recommended Maximums
Preschool	15
Pre Kindergarten	20
Grades K-8	28

Effective: 03/98 as 5011  
Amended: 12/09  
Renumbered: 12/09

4012 Dress Code

Kaukauna Catholic School system has adopted a dress code for its students which are in the yearly parent/student handbook.

Effective: 03/94  
Amended: 06/99

4013 Suspension and Expulsion

Kaukauna Catholic School System adopts the Diocesan policy in regards to suspension and expulsion.

Effective: 10/98  
Amended: 04/08

4014 Weapons

In accordance with the Diocesan policy, the Kaukauna Catholic School System adopts the following policy.

Any student in possession of a weapon on school grounds will be immediately suspended from school and an expulsion hearing will be held.

Any student with a "look alike" weapon will be given at least a one day suspension.

Effective: 03/95  
Amended: 06/00  
Amended: 04/08  
Amended: 06/09

4015 Parental Contact Regarding Students and Law Enforcement

Rationale: Consideration of the rights of the student(s) involved, parents or guardians and the Kaukauna Catholic School System. The schools operate within their "in loco parentis" relationship to the students when they seek to protect students from police interviews. In order to minimize the disruption of the students' normal school day, the normal functioning of the school and the extent to which students may become distracted from their work and classes.

Policy: Kaukauna Catholic School System retains the right to contact parents or legal guardians when law enforcement officers are questioning a student on school property except in cases where child protection is involved (i.e. neglect, abuse, witness to a parental crime or risk of flight from a crime).

The System Administrator will attempt to notify the parent or guardian when the student meets with law enforcement officers. Contacts or attempts to contact will be documented.

The System Administrator or their designee will request to be part of the interview process.

Effective: 10/99  
Amended: 04/08

4016 Student Attendance

Rationale: Kaukauna Catholic School System maintains that regular school attendance is necessary for successful learning. A habit of good attendance is essential for future employment. Compulsory attendance is the law according to Wisconsin State Statute 118.15 and Kaukauna City Ordinance 9.27.

Policy: Kaukauna Catholic School System students are expected to attend the scheduled calendar days. It is required that all absences be excused.

Excused absences of three (3) or more consecutive days may require a doctor's statement.

Absences that exceed five (5) days in one quarter will require communication between the parent and the administrator before the student is readmitted to classes.

Effective: 06/99  
Amended: 06/09

4020 Grievance Policy (Parents)

Rationale: Parents and students have the right to fair treatment. Kaukauna Catholic School System encourages open and frequent communication between parents and school personnel. Every effort will be made to resolve all conflicts among those involved before seeking intervention.

Policy: Any claim by a parent/student that a violation of his/her right to fair treatment, or violation of any established policy or practice, shall be a grievance and shall be resolved through the established procedure as set forth in the family handbook.

Effective: 04/05

4030 Preschool and Pre-K

Preschool and Pre-K are part of the Kaukauna Catholic School System and is anticipated to be self-supporting. The Kaukauna Catholic School System Board must approve the annual budget, including tuition.

Effective: 02/94  
Amended: 06/99  
Amended: 09/99  
Amended: 01/06

4042 Parental Commitment

Parental Commitment at the time of enrollment is to be a three stewardship requirement, involving the following areas:

WORSHIP—Each family will commit themselves to regular Mass attendance.

SERVICE—All families are required to give volunteer service to school and encouraged to give volunteer service to their parish. Volunteer requirements will be established annually by the Board of Trustees. Below is a list of potential volunteer opportunities.

- \*Parish Fundraisers
- \*Help with hot lunch
- \*Serve on school committees
- \*Playground supervision duty
- \*Help organize a fundraiser
- \*Help with bingo
- \*Extracurricular activity

Credit for volunteer hours will be posted on tuition statements as the required service hours are met.

FINANCIAL—Financial commitment is to be the total tuition amount or the family's fair share of the set goal and the annual fundraising commitment set by the Board of Trustees.

Families granted financial assistance that do not fulfill their service commitments will have their financial assistance rescinded.

Separated or divorced families must arrange for the tuition payment such that one or both parties is/are responsible to pay. If one party fails its commitment, the other party becomes responsible.

The registration form, filled out by each family, will ask them to commit to each of these three areas.

Families who are not able to pay the full tuition will be required to submit a FACTS application to be considered for assistance.

Families who receive tuition assistance agree to be supportive of our system, its administration, the Board of Trustees and the supporting parishes.

Effective: 03/98  
Amended: 02/01  
Amended: 11/02  
Amended: 03/08  
Amended: 11/11

4043 Multiple Child Family Discount

Families with more than two students in grades 1-8 will receive discounted tuition for each enrolled student over two as stated on the registration form.

Effective: 03/08

4044 Pro-Rated Tuition and Reimbursement Tuition

Rationale: In certain situations it is Christian justice to give tuition adjustments.

Policy: Students entering the system after the beginning of the school year or leaving before the end of the school year will have their tuition adjusted, expenditures pro-rated to quarterly increments that correlate to the remaining quarter of the school year.

The Procedure will be as follows:

- Tuition reimbursement will be allowed on quarterly increments which correlate to the 4 quarters of the school year. Once a quarter is started, reimbursement for that quarter will not be allowed.
- The reimbursement of tuition does not include the registration fee which will remain non-refundable.
- Parents of Preschool students will be reimbursed according to a pro-ration of the number of sessions attended.

Effective: 05/00

4045 Delinquent Tuition

Rationale: Managing a successful budget for the Kaukauna Catholic School System is contingent upon all tuition income being received in a timely manner. Failure to do so puts the Kaukauna Catholic School System at risk financially.

Realizing that financial issues do arise, the Kaukauna Catholic School System is committed to developing revised payment plans and assessing eligibility for tuition assistance at the family's request.

Policy: Tuition statements are generated based on the payment plan selected.

If circumstances occur affecting a family's ability to pay, the business office should be contacted immediately. Arrangement will be made to determine eligibility for tuition assistance.

Late fees will be charged on all delinquent accounts. This will be charged monthly until the account is made current. A revised payment plan may be signed and placed on file at the business office to avoid late fees. The monies received from the delinquent payment plan may have to be automatic bank draft. The amount of the bank draft is to be set by the family and the business manager.

In order to receive tuition assistance, the family's account must be current. Ten days after the due date, any amount past due is considered delinquent. Families who are delinquent will be notified by letter from the business office and assessed a late fee.

If the family has failed to apply for tuition assistance or file a revised payment plan after thirty days, they will be notified by the school administrator that the students will be neither able to attend class nor register for the following school year until the issue is resolved in one of the three manners listed below:

- \*Apply for tuition assistance
- \*Develop and sign a revised payment plan with automatic bank draft
- \*Pay tuition in full

Families with eighth grade students must have accounts paid in full no later than May 25 of the current school year or have a payment plan signed and on file in the business office. Failure to do so may result in students not being allowed to participate in class trip, graduation ceremony, and/or any graduation activities.

Effective: 03/98  
Amended: 06/04  
Amended: 04/07  
Amended: 06/09  
Amended: 05/10  
Amended: 11/11

4050 Child Abuse and Neglect

The Kaukauna Catholic School System adopts the Diocesan policy with regard to child abuse and neglect.

Effective: 1/00  
Amended: 06/04

4100 Field Trip Policy

Rationale: Because of increased litigation nationwide, all field trips must have an educational purpose and a signed waiver.

Policy: All Kaukauna Catholic School System field trips require the standard system form. The diocesan field trip form shall be updated annually and kept on file in the school office.

Effective: 08/00  
Amended: 11/08

4116 Harassment

Rationale: Kaukauna Catholic School System advocates the right to a safe and positive learning environment that is free from any type of harassment.

Policy: Kaukauna Catholic School System will abide by the existing Federal, State and local laws and Diocesan policy.

Kaukauna Catholic School System views harassment as any verbal or physical conduct that intimidates, demeans or demoralizes a student or adult.

Effective: 09/99  
Amended: 06/09

**5000 INSTRUCTION**

See Diocesan Policies on Instruction

**6000 FINANCE**

6010 Purchase Procedure for System Administrator

The Kaukauna Catholic School System Finance Committee approves the initial purchase of a textbook series.

Once the initial purchases have been made the procedure will be as follows:

- Purchases up to 50% of a budgeted item can be made at the discretion of the System Administrator.
- Purchases over 50% need finance committee approval.
- Any purchase which will cause a budget line to exceed the approved amount needs to be presented to the finance committee who then presents it to the board.

Effective: 11/94  
Amended: 05/00

6011 System Check Cashing

The Kaukauna Catholic School System approves utilizing two signatures for issuing checks according to Diocesan guidelines.

To include:

- One of the two pastors  
AND
- The chair, vice-chair or treasurer of the Board of Trustees.

Effective: 06/94  
Amended: 05/00

6012 Deposit Procedure

Each campus will do their own deposits, except tuition payments which will be deposited through the tuition bookkeeper.

When money is received at either campus, a form will be filled out indicating the account in which it should be deposited.

Effective: 07/94  
Amended: 05/00

**7000 SAFETY**

7010 Ensuring School Safety

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

The Kaukauna Catholic School System reserves the right to inspect any items and/or property brought onto church or school grounds. Authorities shall be notified as needed.

Effective: 11/07

