



**ROCHESTER**  
CATHOLIC SCHOOLS

# **Policies and Procedures**

April 2017

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RCSC Rochester Catholic Schools Council  
RCS BoT Rochester Catholic School Board of Trustees

## **COMMUNITY POLICIES 1000-1999**

### ***ACCREDITING ASSOCIATIONS & MEMBERSHIPS - Policy 1000***

All schools in the Rochester Catholic School system shall be members of the National Catholic Education Association (NCEA).

Each elementary school of the Rochester Catholic School system shall adhere to all criteria for membership in the Minnesota Non-Public School Accrediting Association (MNSAA).

Lourdes High School shall adhere to all criteria for membership in the North Central Association (NCA).

Lourdes High School shall retain membership in the Minnesota State High School League.

Approved 11/28/90  
Reviewed 11/5/96  
Revised 4/23/08  
RCSC

***ADVERTISING AND PROMOTIONS - Policy 1010***

All vendors of materials, educational or otherwise, are prohibited from the Rochester Catholic Schools and their premises unless the approval of the building principal has been obtained.

Approved 11/28/90  
Reviewed 11/5/96  
Revised 2/18/09  
RCSC

***CONFIDENTIALITY OF THE SCHOOL DIRECTORY - Policy 1020***

The School Directories is an item of confidentiality for the specific use of parishes, administration, teachers and parents.

**Procedure:**

A reminder of confidentiality shall be included in the Directory and others required by law.

Approved 11/28/90  
Reviewed 11/5/96  
Revised 9/22/04  
Revised 2/18/09  
RCSC

***RELATIONS WITH LOCAL AND STATE GOVERNMENT AGENCIES - Policy 1030***

The Rochester Catholic Schools will cooperate with Public School District #535 and the Minnesota Department of Education in those areas required to fulfill the law. All forms required to be filed and any requested information required to be furnished to fulfill the law and its regulations, will be completed in a prudent manner.

The Rochester Catholic Schools will cooperate fully with local and state officials in the various entitlement programs for the maximum benefit of the eligible students enrolled in the Rochester Catholic Schools.

Approved 2/26/92  
Reviewed 11/5/96  
Reviewed 4/9/08  
RCSC

## ***SCHOOL VISITATION - Policy 1040***

Parents, guardians, parishioners and other interested parties are welcome to visit the Rochester Catholic Schools. However, these visits should be arranged in advance.

### **Procedure:**

All visitors must make their presence and purpose known to the school's office personnel.

- Upon arrival, visitors, including parents, guardians, relatives and vendors must immediately proceed to the office to state the purpose of these visits.
- Visitors are expected to sign in upon arrival. Information must include the visitor's destination and purpose.
- Each visitor must wear and clearly display a visitor's badge.
- Faculty and staff are directed to check on any visitor who is not appropriately identified. The visitor should be directed to the office to complete the sign-in process. The employee should call the school's office to report visitor.

Approved 1/22/92  
Reviewed 11/5/96  
Revised 2/18/09  
RCSC



## ***HARASSMENT AND VIOLENCE – Policy 1050***

Each school will maintain a learning and working environment that is free from harassment and violence. These include, but are not limited to, sexual orientation, disability, religion, national origin, race, and gender.

No student, employee or volunteer of the Rochester Catholic Schools may harass a student, employee, or volunteer through conduct or communication.

No student, employee or volunteer may be violent to a student, employee or volunteer.

### **Procedure:**

#### **I. Reporting**

- Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator, or other school personnel of Rochester Catholic Schools (RCS), or any person with knowledge or belief of conduct which may constitute religious, racial, or sexual harassment or violence toward, a pupil, teacher, administrator, or other school personnel should report the alleged acts immediately to an appropriate RCS official designated by this policy. RCS encourages the reporting party or complainant to use the report form available from the principal of each building or the Director of Schools office but oral complaints shall be considered as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to an RCS principal or the Director of Schools.
- In each school building, the building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult RCS personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building Principal immediately. All student to student complaints will be investigated by the building principal who will determine if System level or law enforcement notification is required.
- Upon receipt of any report other than student to student harassment report, the principal must notify the Director of Schools immediately, without screening or investigating the report. The principal may request, but may not insist upon, a written complaint. (A written statement of the facts alleged will be forwarded as soon as practicable by the principal editing it to written form within 24 hours and forward it to the Director of Schools.) Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the Director of Schools by the reporting party or complainant.
- In the System, RCS board of Trustees hereby designates the Director of Schools, principals, associate principal, or a designated human rights officer to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves the Director of Schools, principals, associate principal, or a designated human rights officer, the complaint shall be filed directly with the RCS Board of Trustees.

- Rochester Catholic Schools shall conspicuously post the name of the Director of Schools including mailing address and telephone number.
- Submission of a good faith complaint or report of religious, racial, or sexual harassment or violence will not affect the complaint or reporter's future employment, grades or work assignments.
- Use of formal reporting forms is not mandatory.
- Rochester Catholic Schools will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with Rochester Catholic Schools' legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

## **II. Investigation**

- By the authority of the Board of Trustees, the building principals, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violent acts, shall immediately undertake or authorize an investigation. The investigation may be conducted by RCS officials or by a third party designated by Rochester Catholic Schools.
- The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent to the investigator.
- In determining whether alleged conduct constitutes a violation of this policy, the Rochester Catholic Schools should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- In addition, Rochester Catholic Schools may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violent acts.
- The investigation will be completed as soon as practicable. With the exception of student to student complaints, the building principal shall make a written report to the Director of Schools upon completion of the investigation. If the complaint involves the Director of Schools, the report may be filed directly to the Board of Trustees. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy. Student to student complaints will be investigated by the building administrator and all records involving student to student complaints will be filed at the building. Any reports referred to the Director of Schools shall be filed at the Director of Schools office.

### **III. Rochester Catholic Schools Action**

- Upon receipt of a report, Rochester Catholic Schools will take appropriate action. Disciplinary action may include, but is not limited to warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Rochester Catholic Schools action taken for violation of this policy will be consistent with requirements of Minnesota and federal laws and RCS policies.
- The result of investigations of each complaint filed under these procedures will be reported in writing to the complainant by Rochester Catholic Schools in accordance with state and federal law regarding data or records privacy.

### **IV. Reprisal**

- Rochester Catholic Schools will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged religious, racial, or sexual harassment or violence or any person who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

### **V. Right to Alternative Complaint Procedures**

- These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights. Initiating civil action or seeking redress under state criminal statutes and/or federal law.

### **VI. Dissemination of Policy and Training**

- The policy shall be conspicuously posted in each school building in areas accessible to pupils and staff members.
- A statement of reference will appear in all student handbooks.
- Each building will develop a method of training policy with students and employees regarding this policy.
- This policy shall reviewed at least annually for compliance with state and federal law.

**\*\*\*ATTENTION\*\*\***

**ROCHESTER CATHOLIC SCHOOLS PROCEDURES AGAINST HARASSMENT OF RACIAL, RELIGIOUS, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, SEXUAL AND VIOLENCE**

1. Everyone at Rochester Catholic Schools has a right to feel respected and safe. The following procedures support harassment policy with regard to sexual orientation, disability, religious, racial or sexual harassment and violence of any kind on the school property, school functions and on the school bus.
2. Harasser may be a student or a staff member. Harasser may also be a child or an adult. Harassment may include the following when related to SEXUAL ORIENTATION, DISABILITIES, RELIGION, RACE OR GENDER:
  - a. name calling, jokes, or rumors;
  - b. physical or verbal threat or intimidations; pulling on clothing;
  - c. writing or graffiti;
  - d. notes, designs, drawings, posters;
  - e. touching of a person or clothing;
  - f. offensive, graphic or suggestive gestures; or posters, clothing, book covers, etc; or
  - g. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you fearful (to include electronic media; cyber bullying
3. If any words or action make you feel uncomfortable or fearful, you need to tell a trusted adult (teacher, counselor, principals, paraprofessional). You are encouraged to make a written report of the incident or seek assistance in writing the incident.
4. The person you tell will also make a written report and give it to the principal or building administrator.
5. Your right to privacy will be respected as much as possible.
6. Staff members are obligated and students are encouraged to report any incident of harassment or abuse to the principals, building administrator, or the Director of Schools. All staff members are mandated reporters.
7. Administration is to communicate and assure the student who is reporting the incident that the concern will be addressed. If the behavior continues, be sure to come back to administration and report the issue.
8. The school will also take action against anyone who tries to intimidate or harm you because you have reported an incident. That person will also be in violation of this policy.
9. This is a summary of Rochester Catholic Schools' policy against sexual orientation, disabilities, religious, racial and sexual harassment and violence.

## Harassment or Violence Report Form

### Student Reporting Form

Rochester Catholic Schools maintains a firm policy prohibiting all forms of discrimination. Religious, racial, or sexual harassment or violence against students or employees is discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of religious, racial or sexual harassment by any pupil, teacher, administrator or other school personnel, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances.

Complainant: \_\_\_\_\_

Home Address: \_\_\_\_\_

School: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

Circle as appropriate: Sexual / Racial / Religious

Name of person you believe harassed or was violent toward you or another person:  
\_\_\_\_\_

List any witnesses that were present: \_\_\_\_\_  
\_\_\_\_\_

Where did the incident(s) occur? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used: any verbal statements (i.e. threats, requests, demands, etc.); what if any, physical contact was involved; what did you do to avoid the situation, etc. Attach additional pages if necessary.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This complaint is filed based on my honest belief that \_\_\_\_\_ has harassed or has been violent to me or to another person. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

---

\_\_\_\_\_  
Complainant Signature

\_\_\_\_\_  
Date

Received by: \_\_\_\_\_

\_\_\_\_\_  
Date

Disposition:

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Parent Notified \_\_\_\_\_ Letter \_\_\_\_\_

Notified By: \_\_\_\_\_ Date: \_\_\_\_\_

Board Conference or Hearing: \_\_\_\_\_ Yes \_\_\_\_\_ No Date: \_\_\_\_\_

Disposition: \_\_\_\_\_

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## Harassment or Violence Report Form

### Adult Reporting Form

Rochester Catholic Schools maintains a firm policy prohibiting all forms of discrimination. Religious, racial, or sexual harassment or violence against students or employees is discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of religious, racial or sexual harassment by any pupil, teacher, administrator or other school personnel, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances.

Complainant: \_\_\_\_\_

Home Address: \_\_\_\_\_

Work Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

Circle as appropriate: Sexual / Racial / Religious

Name of person you believe harassed or was violent toward you or another person:

\_\_\_\_\_

If the alleged harassment or violence was toward another person, identify that person:

\_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used: any verbal statements (i.e. threats, requests, demands, etc.); what if any, physical contact was involved; etc. Attach additional pages if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where and when did the incident(s) occur? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

List any witnesses that were present: \_\_\_\_\_

\_\_\_\_\_

This complaint is filed based on my honest belief that \_\_\_\_\_ has harassed or has been violent to me or to another person. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

\_\_\_\_\_ Date \_\_\_\_\_  
Complainant Signature

Received by: \_\_\_\_\_ Date \_\_\_\_\_

## **Definitions:**

**Racial Harassment:** Harassment based on race or color can include unwelcome, hostile and offensive verbal, written, or physical conduct based on or directed at the characteristics of a person's race, color, such as nicknames emphasizing stereotypes, racial slurs and negative references to racial customs.

**Religious Harassment:** Harassment based on religion can include unwelcome, hostile, and offensive verbal, written or physical conduct based on or directed at the characteristics of a person's religion or creed, such as comments regarding surnames, religious traditions or religious clothing as well as religious slurs and /or graffiti.

**National Origin Harassment:** Harassment based on national origin or ancestry can include unwelcome, hostile, and offensive verbal, written or physical conduct based on or directed at the characteristics of a person's national origin, such as comments regarding surnames, manner of speaking customs, language or ethnic slurs.

**Sexual Orientation Harassment:** Harassment based on sexual orientation can include unwelcome, hostile and offensive verbal, written, or physical conduct based on or directed at the characteristics of a person's sexual orientation, such as name-calling and imitating mannerisms.

**Disability Harassment:** Harassment based on disability can include unwelcome, hostile and offensive verbal, written, or physical conduct based on or directed at the characteristics of a person's disability condition, such as imitating manner of speech or movement; hostile or offensive acts: and/or interference with movement or access to necessary equipment.

**Sexual Harassment:** Sexual Harassment of students by System employees includes sexual advances, request for sexual favors, and other verbal or physical conduct sexual nature. Sexual harassment of students by other students and third party includes unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment may occur whether harassment is between people of the same or different gender. Sexual harassment can include unwelcome oral, written, or physical conduct, directed at or related to a person's gender, such as gossip or personal comments of a sexual nature, sexually suggestive or foul language, sexual jokes, whistling, spreading rumors or lies of a sexual nature of someone, demanding sexual favors, forcing sexual activity by threat of punishment or offer of educational reward, obscene graffiti, display or sending of pornographic pictures or objects, offensive touching, pinching, grabbing, kissing or hugging or restraining someone's movement in a sexual way.

**Cyber Harassment:** Cyber harassment/ cyber bullying involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, defamatory personal Web sites and support deliberate, repeated and hostile behavior by an individual or group that is intended to harm others.

**Bullying:** Non-sexual harassment of any kind is not to be tolerated and allegations of such conduct should be reported according to the provisions herein. Bullying is any intentional unwanted aggressive behavior(s) by any individual or group of individuals that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated, or a serious hurtful behavior that has happened once.

1. Bullying may inflict harm or distress on the targeted individual including physical, psychological, social, or educational harm. An individual person can be a



perpetrator, a victim, or both. Bullying can occur in-person and through technology. Electronic aggression or cyber-bullying is bullying that happens through email, chat rooms, instant message, a website, text message, or social media.

Examples of Forms of Bullying (may include but not limited to):

- a. Physical violence such as hitting, pushing or spitting at another student/person, interfering with another person's property, by stealing, hiding or damaging it.
- b. Using offensive names when addressing another person.
- c. Teasing or spreading rumors about another person or his/her family.
- d. Belittling another person's abilities and achievements.
- e. Writing offensive notes or graffiti about another person.
- f. Intentionally excluding another person from a group activity.
- g. Ridiculing another person's appearance, way of speaking or personal mannerisms.
- h. Misusing technology (internet or mobile devices) to hurt or humiliate another person.
- i. Non-verbal threatening gestures, glances which can convey threatening messages.

Approved 11/19/91  
Revised 1/8/96  
Revised 2/1/11  
Revised 5/27/15  
RCSC

## **ANTI-BULLYING POLICY – Policy 1055**

**Approved: 01/05/2016 RCS BoT**

**Revised:**

### **Preamble:**

Created in the image and likeness of God, each child shares a fundamental human dignity. A Catholic school provides an environment dedicated to protecting and fostering the development of that dignity. The school helps children learn how to exercise their God-given freedom responsibly, with the goal that good choices become good habits, that is, *virtues*. The highest virtue is charity, which God both requires and makes possible. “Here is my commandment,” says Jesus, “that you love one another as I have loved you” (John 13:34). As bearers of the divine image, members of the school community deserve care and respect from all. At times expectations of respect are not met, and reconciliation and restitution are needed. The following policy and procedures are meant to serve as a resource to assist with consistency and clarity.

### **Policy:**

**Rochester Catholic Schools (RCS) expressly prohibits bullying in all forms, either by an individual or group of aggressors.**

**RCS will respond to all bullying, including cyber-bullying, that occurs inside or outside of the school setting if it creates a hostile environment at the school for the Targeted Individual, infringes on the rights of the Targeted Individual at school, or substantially disrupts the Targeted Individual’s education or the orderly operation of the school. This includes acts of bullying that use technology or an electronic device that is not owned, leased or used by RCS if the bullying behavior materially and substantially disrupts the education process or the orderly operation of the school as stated above.**

### **PROCEDURE**

RCS believes that developing a culture where the dignity of the human person is honored at all times is the most effective way of preventing instances of bullying among students. As a result, RCS believes each stakeholder group within our community bears certain responsibilities in accomplishing this vision. These responsibilities are as follows:

#### **The Responsibilities of Staff**

RCS staff is expected to:

- Foster in our students positive self-concept, self-respect, and respect for others.
- Demonstrate by example the high standards of personal and social behavior we expect of our students.
- Discuss bullying with all classes, so that every student learns about the damage it causes to both the individual who is targeted and to the individual or group

exhibiting bullying behavior or language and the importance of telling a teacher about bullying when it happens.

- Be alert to signs of distress and other possible indications of bullying.
- Listen to children who have been targeted, take what they say seriously and act to support and protect them.
- Report suspected cases of bullying to administration.
- Follow up any complaint by a parent about bullying, and report back promptly and fully on the action which has been taken.
- Intervene and deal with observed instances of bullying behavior and language promptly and effectively, in accordance with agreed procedures as set forth in the Olweus Bullying Prevention Program (OBPP).

### **The Responsibilities of Students**

RCS students are expected to:

- Refrain from becoming involved in any kind of bullying, even at the risk of incurring temporary unpopularity.
- Intervene to protect the individual who is being targeted, unless it is unsafe to do so.
- Report to a member of staff any witnessed or suspected instances of bullying, to dispel any climate of secrecy and help to prevent further instances.
- Follow the school wide anti-bullying rules:
  - Rule 1: We will not bully others
  - Rule 2: We will try to help students who are bullied
  - Rule 3: We will try to include students who are left out
  - Rule 4: If we know someone is being bullied, we will tell an adult at school and an adult at home

### **The Responsibilities of Parents**

RCS parents are expected to:

- Educate their children of the implications of bullying, both for the children who are targeted and for the aggressors themselves.
- Watch for signs of distress or unusual behavior in their children, which might be evidence of bullying.
- Advise their children to report any bullying to administration and explain the implications of allowing the bullying to continue unchecked, for themselves and for other students.
- Advise their children not to retaliate to any forms of bullying.
- Be sympathetic and supportive towards their children, and reassuring them that appropriate action will be taken.
- Keep a written record of any reported instances of bullying.
- Inform the school of any suspected bullying, even if their children are not involved, in a timely manner.
- Cooperate with the school, if their children are accused of bullying, try to ascertain the truth.

## **The Responsibilities of All**

RCS expects all members of the school community to:

- Work together to combat and, hopefully in time, to eradicate bullying.

### **Prevention:**

RCS will use some or all of the following to help raise awareness of and prevent bullying. As and when appropriate, these may include:

- All RCS staff will receive initial Olweus Bullying Prevention Program training followed by ongoing professional development geared towards supporting a bullying-free school environment. At the discretion of the school administrator, volunteers who have significant contact with students, may also receive training.
- Training will be required of new RCS staff each year and will be provided by trained members of the RCS Bullying Prevention Coordinating Committee (BPCC). Updated training will be provided to BPCC members annually via Olweus Bullying Prevention Program consultants. Yearly anti-bullying kickoff assemblies
- Anti-bullying rules are posted in every classroom and in the hallway
- Weekly class meetings where students have the opportunity to discuss bullying related topics
- A bullying survey is distributed to all RCS students in grades 3-12 every year in order to gain more information about each school's problem areas, population, etc.

### **Reporting:**

Any staff or volunteer who has witnessed or who become aware of any instance of bullying or retaliation must report the act to the school administrator.

Any student or parent/guardian of a student is strongly encouraged to report all acts of bullying. Reports can be made to the student's teacher, who must then report it to the school administrator.

Anyone with general questions or concerns about bullying or the RCS Anti-Bullying Policy should address those questions or concerns to their local school administrator.

Reports may be made confidentially when requested.

Reports may be made anonymously. The anonymous nature of the report may make it difficult to investigate or corroborate the alleged bullying. No disciplinary action may be taken against an individual solely on the basis of an anonymous report.

Deliberately false accusations of bullying are absolutely prohibited and may result in discipline in accordance with the school's discipline policy.

### **Response and Investigation:**

RCS and its administration retain the sole discretion to determine whether bullying has occurred and what the response should be. An individual who violates this policy by

exhibiting behavior deemed by the school administration to be considered as bullying per the definitions of such activities as outlined in this policy, shall be subject to disciplinary action in accordance with the school's disciplinary policies and procedures which may include detention, suspension and expulsion from school.

Any individual who retaliates against another individual for reporting bullying shall be subject to disciplinary action in accordance with the school's disciplinary policies and procedures which may include detention, suspension and expulsion from school.

RCS takes seriously all reports of bullying. Upon receipt of a report of bullying the school administrator or their designee will:

- Assess the reported concerns of bullying and evaluate the immediacy of response;
- Determine if isolation or removal of any individual(s) involved is warranted while an investigation is being conducted;
- Conduct an investigation within two school days of the report of bullying if the Targeted Individual's safety, or their perception of their safety, is determined not to be at immediate risk. Due to unforeseen circumstances, if two school days is not a feasible time by which to conduct an investigation, the Targeted Individual must be provided a time-line that communicates when the investigation will take place.

School administration reserves the sole discretion to determine the scope and adequacy of the investigation.

Depending on the circumstances, the school's response may include, but are not limited to:

- taking appropriate disciplinary and remedial action in accordance with policies and procedures outlined in the school's student handbook;
- notifying the parents or guardians of the Aggressor of the determination;
- notifying the parents or guardians of the Targeted Individual, the Aggressor, and any other affected persons about available community resources such as Social Services, family service worker, social worker, counselor, Catholic Charities;
- development and implementation of safety or supervision plans;
- reporting incidents to law enforcement if appropriate.

Records will be kept of all incidents that required adult intervention including a summative description of the behavior involved includes the response, action and consequences administered as a result of the investigation.

Anyone with questions about the investigation should direct those questions to the school administrator.

In order to protect the privacy rights of the students involved, school administration may report information to parents solely about their own child. Information about discipline, consequences, or services pertaining to any other child cannot be communicated.

Consultation with the RCS Director of Schools shall take place in all instances of bullying where consequences warrant the possible suspension or expulsion of the Aggressor(s) before any final decision is reached.

### **Publication and Notice:**

RCS will make this policy and procedure available to all staff and stakeholders via the RCS Policy and Procedures Manual located on the RCS website.

The RCS Anti-Bullying Policy may be referenced or included in its entirety in each school's student handbook.

### **Monitoring and Review:**

The RCS BPC Chairs will review the policy annually and make recommendations to the RCS administrative team and the RCS Policy Committee of the Board of Trustees.

### **Definitions:**

*For the purpose of this Policy the following definitions shall apply, whenever the term "Bullying" is used it is to denote either Bullying or Cyber-Bullying.*

"Aggressor" means an individual who engages in Bullying or Retaliation.

"Bullying" is any **intentional unwanted aggressive behavior(s)** by any individual or group of individuals that involves an observed or perceived power imbalance and is **repeated** multiple times or is highly likely to be **repeated**, or is a serious hurtful behavior that has happened once. Bullying may inflict harm or distress on the Targeted Individual including physical, psychological, social, emotional or educational harm. An individual person can be a perpetrator, a victim, or both. Bullying can occur in-person and through technology.

A behavior may be classified as bullying if it:

- causes physical harm or emotional harm that results in clearly identifiable physical symptoms to the Targeted Individual or places the Targeted Individual in reasonable fear of such harm;
- causes damage to the Targeted Individual's personal property or school-owned property that has been entrusted or assigned to the Targeted Individual;
- places the Targeted Individual in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a Hostile Environment at school for the Targeted Individual;
- infringes on the rights of the Targeted Individual at school, including defamation and invasion of privacy; or
- materially and substantially disrupts the education process or the orderly operation of a school.

Examples of bullying may include, but are not limited to:

- Physical violence such as hitting, pushing or spitting at another student/person.
- Interfering with another person's property, by stealing, hiding or damaging it.
- Using offensive names when addressing another person.
- Teasing or spreading rumors about another person or his/her family.
- Belittling another person's abilities and achievements.

- Writing offensive notes or graffiti about another person.
- Intentionally excluding another person from a group activity.
- Ridiculing another person's appearance, way of speaking or personal mannerisms.
- Misusing technology (Internet or mobile devices) to hurt or humiliate another person.

“Cyber-Bullying” means Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, photographs, data or intelligence of any nature, including a post on a social network, Internet Web site or forum, transmitted through a computer, cell phone, or other electronic device.

“Hostile Environment” means a situation in which Bullying causes the school environment to be permeated with intimidation, isolation/exclusion, ridicule or insult that is sufficiently severe or pervasive to materially and substantially alter the conditions of the Targeted Individual's education.

“Retaliation” means any form of intimidation, reprisal, or harassment directed against any person who reports Bullying, provides information during an investigation of Bullying, or witnesses or has reliable information about Bullying.

“School Grounds” means property on which a school building or facility is located or property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training.

“Staff” includes, but is not limited to, educators, faculty, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletics coaches, advisors to extracurricular activities, support staff, and paraprofessionals.

“Targeted Individual” is a person against whom Bullying or Retaliation has been perpetrated.

“Technology” includes all hardware, software, systems, applications and networks not limited to those owned and operated solely by RCS.

Approved 01/05/16  
RCS BoT

## ***VOLUNTEER ASSISTANCE TO SCHOOL PERSONNEL - Policy 1060***

The Rochester Catholic Schools may seek volunteers to assist school personnel with their programs and activities. The volunteers should not assume any task delegated to teachers under state law or through contract.

### **Procedure:**

The term volunteer refers to persons who are not paid for services they provide but who play a supporting role in the educational program. The term does not include secondary students who serve as tutors or aides in supervised programs approved by the Principal.

Volunteers always serve in a supportive role to extend educational opportunities so more can be done within time and budget constraints without displacing paid personnel. Parent involvement should be encouraged in all Rochester Catholic Schools.

The Principal of each school is responsible for the volunteers working with his/her staff. The Principal retains supervisory responsibilities for the school and the entire staff, including volunteers.

Volunteers in the Rochester Catholic Schools System will maintain a process of sign in and sign out to identify volunteers.

The following Code of Conduct is considered appropriate:

- Classroom work is always confidential.
- Volunteers know they are there to help students.
- By being as neat as possible, volunteers help to set a good example for the students.
- Volunteers are always dependable and prompt.
- A volunteer is an assistant. The teacher's judgment is final at all times.
- Volunteers are guided by the adopted policies, rules and regulations of the Rochester Catholic Schools policies.
- Volunteers are placed ONLY upon request of teachers or other school personnel.
- Volunteers serve in an auxiliary capacity under the direction of professional school personnel, never as substitute teachers or professional staff persons.
- The admissibility of a volunteer into the school is at the discretion of the Principal.
- Volunteers will be screened for their suitability to work with children in an educational setting and must meet any and all requirements of the Diocese and Rochester Catholic Schools.
- All volunteers and volunteer programs will operate under the direction and supervision of appropriate school personnel.
- Volunteers will receive proper training and direction from appropriate school personnel.

Approved 5/16/90  
Revised 11/5/96  
Reviewed 4/23/08  
RCSC



## **WEB PRIVACY POLICY – Policy 1070**

**Privacy Policy** Rochester Catholic Schools respects the privacy of all who visit our website, [www.rochestercatholicschools.org](http://www.rochestercatholicschools.org), subscribe to our newsletters, submit forms, and/or contribute to our school with money, time, or information. Through the website, we only collect personal information such as name, email address, phone number, etc., when voluntarily submitted by a visitor. Your personal information will never be sold, leased, rented, or otherwise disclosed in any manner to any entity without your prior consent unless otherwise required by law or as may be necessary as part of a regulatory compliance.

Please be aware that Rochester Catholic Schools is not responsible for the privacy policy of any other website. Some links on Rochester Catholic Schools' website will take you to another party's website; we encourage you to be aware when you are leaving our site. This privacy policy only applies to information collected while on Rochester Catholic Schools' website.

### **Cookies**

This website may use cookies in order to customize your experience. Cookies are used to manage your browsing session with the web site (e.g. - to keep you "logged in" as you move from page to page if you have logged in). Cookies may be used for the purpose of tracking page visits and other aggregate site statistics. These cookies do not contain any identifiable personal information and are only used to improve the functionality of our site and your experience while on our site.

### **Copyright**

Text, images, videos, documents, and any other electronic materials and media available on Rochester Catholic Schools' website are available as a resource to the public and are the sole property of Rochester Catholic Schools and are protected by copyright. The reproduction, redistribution, and/or exploitation of any of these materials is prohibited without express, written consent from Rochester Catholic Schools.

All users agree that all content and data, particularly any telephone numbers, email addresses, postal addresses, or other information contained in the directories of the website, is restricted to the personal use of authorized visitors only. The commercial use of information in this website is strictly prohibited. Users agree not to copy, post, email, or otherwise transmit any unsolicited or unauthorized advertising or promotional materials.

Rochester Catholic Schools reserves the right to limit, restrict, or terminate the use of the website by any individual person or party with or without notice at any time.

If you have any questions please contact us at Rochester Catholic Schools at [info@rochestercatholic.k12.mn.us](mailto:info@rochestercatholic.k12.mn.us).

Approved 12/17/14  
RCSC

***LOURDES HIGH SCHOOL FACILITY ALCOHOL – Policy 1080***

The Lourdes High School facility serves to foster and support a healthy and safe learning environment for students. The adult community of Rochester Catholic Schools bears the responsibility for ensuring that a clear message about health and safety is delivered to students both in word and action. Therefore, with only the exception of wine/alcohol used for communion purposes during the Celebration of the Eucharist, the consumption, distribution, and/or sale of alcohol in any form on the Lourdes High School facility property is prohibited for both internal Rochester Catholic Schools sponsored activities or while the facility is being used by outside organizations

Approved 11/4/14  
RCS BoT

## **NAME AND IDENTITY – Policy 1090**

### **Use of School Names, Mascots, Logos and Seals (Lourdes Student/Parent Handbook Policy):**

Any student, parent, organization, sport, activity, affiliated or non-affiliated group wishing to use the Rochester Catholic Schools or Lourdes High School name, logo, mascot, or school seal or any confusingly similar name, logo mascot, abbreviation, likeness, symbols or seal must obtain permission in writing from the Activities Director or Principal. Prior written permission is required for use of any form of the Rochester Catholic Schools or Lourdes High School names, logos, mascot, abbreviation, likeness, symbols or seals. Rochester Catholic Schools and Lourdes High School reserve the right to pull any logo or image that is not used appropriately, or which is not consistent with the mission of RCS and/or the Church.

### **Use of School Names, Mascots, Logos and Seals (RCS System Wide Policy):**

The names and logos of Rochester Catholic Schools and its individual schools are valuable brand assets and a form of intellectual property. Our school names, logos, mascots, symbols and school seals carry significant recognition value for RCS and its schools in our community. To ensure consistent and appropriate use of our brand and visual identity, RCS has set forth the following policy governing use of its brand assets.

Anyone wishing to use the RCS or any of its schools' names, logos, mascot, symbols, or school seal or any confusingly similar name, logo, mascot, abbreviation, likeness, symbols or seals must obtain permission in writing from the Activities Director or Principal. Prior written permission is required for use of any form of a name, logo, mascot, abbreviation, likeness, symbols or seal. RCS reserves the right to deny permission or to pull any logo or image that is not used appropriately, or which is not consistent with the mission of RCS and/or the Church.

This policy applies to all faculty, staff, students, alumni, academic departments, athletics, athletic boosters, parent clubs and committees, ad hoc groups, administrative divisions/departments, alumni organizations, informal groups and student organizations.

Approved 11/01/16  
RCS BoT

***COMPULSORY INSTRUCTION COMPLIANCE – Policy 1100***

As required by Minnesota Statute 120A.22 and the accreditation requirements of the Minnesota Nonpublic School Accrediting Association Standard #3.06, Rochester Catholic Schools shall demonstrate compliance with the compulsory instruction requirements of Minn. Stat. 120A.22. RCS shall demonstrate compliance with the statutory requirements through related policies and evidence of operating procedures.

Approved 11/01/16  
RCS BoT

## **REQUIRED SAFE ENVIRONMENT LANGUAGE FOR CONTRACTS – Policy 1110**

All RCS contracts with independent contractors/third-party vendors who have regular or unsupervised contact with students shall include the following contractual language:

*[INSERT Contractor] agrees it will not assign to work in any RCS school or facility any person ever convicted of any of the following crimes: child abuse crimes, murder, manslaughter, felony level assault or any assault crime committed against a minor, kidnapping, arson, criminal sexual conduct, drug-related crimes, and prostitution-related crimes. “Child abuse crime” means an act committed against a minor victim that constitutes a violation of Minnesota Statutes: Section 609.185, paragraph (a), clause (5); Section 609.221; Section 609.222; Section 609.223; Section 609.224; Section 609.2242; 609.322; 609.324; 609.342; 609.343; 609.344; 609.345; 609.352; 609.377; 609.378; 152.021, subdivision 1, clause (4); 152.022, subdivision 1, clause (5) or (6); 152.023, subdivision 1, clause (3) or (4); 152.023, subdivision 2, clause (4) or (6); or 152.024, subdivision 1, clause (2), (3), or (4).*

*[Contractor] is responsible for conducting all appropriate background checks. [Contractor] agrees that all person(s) it assigns to any RCS school or facility will comply with and observe all applicable rules and regulations concerning conduct and Safe Environment policy that RCS imposes on its employees and volunteers, including but not limited to, training employees and volunteers about reporting suspected child abuse in accordance with Minnesota law and Diocese of Winona policy. [Contractor] agrees that upon request, it will submit to RCS documentation demonstrating that [Contractor] has complied with these screening and training requirements.*

Approved 11/01/16  
RCS BoT

***CONTRACT APPROVAL AND SIGNATORY AUTHORITY – Policy 1120***

Individuals shall have the authority to enter into negotiations, approve and/or sign contracts on behalf of Rochester Catholic Schools only pursuant to (1) a resolution of the Board of Trustees; or (2) a valid delegation from the Director of Schools/CEO or the Board of Trustees. This policy is intended to ensure that any legal commitment by RCS is properly reviewed and approved. This policy applies to all administrators, faculty, staff and students. Unless otherwise specified by the Board of Trustees or the Director of Schools, all contracts shall be reviewed by the appropriate risk management agent (e.g. Catholic Mutual, etc.) and RCS legal counsel in advance of signing.

Approved 11/01/16  
RCS BoT

**BUSINESS POLICIES: 2000-2999**

***BUDGET IMPACT STATEMENT - Policy 2000***

Any proposed total expenditure of \$1000 or more which is not in the current approved budget of the requesting school must include a budget impact statement and be reviewed by the Executive Committee of Rochester Catholic Schools.

BoT Revised 2/9/16  
Approved 6/26/91  
Revised 2/3/97  
Reviewed 5/25/09  
RCSC

***DEPOSITORY - Policy 2010***

All funds of the Rochester Catholic Schools will be held at a FDIC insured approved financial institution or the Diocese of Winona Deposit and Loan Fund.

All Administrative Personnel will be authorized as agents for withdrawal of Rochester Catholic Schools funds: Director of Schools, Principals and Assistant Principals.

All checks over \$10,000 are required to have two signatures.

Approved 6/26/91  
Revised 5/3/99  
Revised 6/25/03  
9/22/04  
Revised 4/22/09  
RCSC



## ***PARISH CONTRIBUTION RECEIVABLES Policy 2020***

### **Procedure:**

- A schedule of payments from each parish will be sent to the Rochester Catholic Schools Accounting Office by July 1 of each year establishing the payment plan the parish commits to.
- The schedule of payments will be complied with thereby ensuring that the Rochester Catholic Schools will collect all parish contributions by the end of the fiscal year.

Approved 5/24/06  
Reviewed 5/26/09  
RCSC

**TUITION AND FEES PRORATING POLICY/PROCEDURE - Policy 2040**

Any student starting or leaving Rochester Catholic Schools after the first day of school will have charges prorated. Tuition for Lourdes High School students who choose the Post Secondary Education Option will not be prorated.

**Procedure:**

**Charges to be Prorated:**

Tuition                  Parish Grant                  Financial Aid                  Employee Discount

The \$crip rebate will not be prorated if a family starts or leaves Rochester Catholic Schools after the first day of school.

All other fees related to attending Rochester Catholic Schools **will not be prorated** if a student starts or leaves Rochester Catholic Schools after the first day of school. Some examples of these fees would be:

Facility Fee                  Athletic Fee                  Music Fee                  Activity Fee

**Examples:**

Family leaves at any time during the	Amount of tuition (net of any parish grant, any type financial aid, discounts or scholarships)	Amount of annual facility fee (net of any \$crip rebate) and any other fees
1 <sup>st</sup> Quarter	25% of annual amount	100% of fee
2 <sup>nd</sup> Quarter	50% of annual amount	100% of fee
3 <sup>rd</sup> Quarter	75% of annual amount	100% of fee
4 <sup>th</sup> Quarter	100% of annual amount	100% of fee
Family Enters at any time	Amount of tuition (net of any parish grant, any type financial aid, discounts or scholarships)	Amount of annual facility fee (net of any \$crip rebate) and any other fees
Prior to the Mid Quarter of the 1 <sup>st</sup> Quarter	100% of annual amount	100% of fee
After Mid-Quarter of the 1 <sup>st</sup> Quarter and Prior to the Mid-Quarter of the 2 <sup>nd</sup> Quarter	75% of annual amount	100% of fee
After Mid-Quarter of the 2 <sup>nd</sup> Quarter and Prior to the Mid-Quarter of the 3 <sup>rd</sup> Quarter	50% of annual amount	100% of fee
After the Mid-Quarter of the 3 <sup>rd</sup> Quarter	25% of annual amount	100% of fee

\*Exceptions: The Leadership Team (principals), with agreement from the Director of Schools, may provide a variance regarding tuition and/or fees under special circumstances. Typically, these would involve situations that are largely out of the control of the parent/guardian.

Approved 11/17/2005  
Revised 11/15/2011  
RCS

## **TUITION RECEIVABLES POLICY - Policy 2050**

**All tuition, current and past due, must be received by December 15 for the first semester and by May 15 for the second semester.**

### **Procedure:**

- At 14 days past due, a reminder billing is sent from Rochester Catholic Schools Accounting Office, with payment due one week later.
- At 21 days past due, if payment, agreement, or contact has not been established, a registered letter is sent from the Rochester Catholic Schools Director of Schools Office stating that parent(s) have one week to contact Rochester Catholic Schools accounting office or the account is turned over to Rochester Catholic Schools Collection Agency. If this event occurs in the 2<sup>nd</sup> quarter of the semester, the registered letter will also contain the information in 3a and 3b below.
- Parents that contact the Rochester Catholic Schools Accounting Office may establish payment plans for past due balances, however:
  - a.) Failure to have tuition balances paid by these dates will result in the student(s) not being able to attend school the subsequent semester. In this event, a registered letter from the Director of Schools Office will be sent to the parents notifying them that the child will not be permitted to attend. In addition, the principal of the child's school will also notify the family.
  - b.) All parents with a previous year history of past due payments, are required to either pay in full or as a monthly withdrawal from a bank account for the subsequent year's tuition.

Approved 5/4/98  
Reviewed 2/7/08  
RCS

## **INTERNATIONAL STUDENT POLICY - Policy 2055**

RCS defines an international student as any student living outside of their country of origin and outside their normal family structure. All international students shall pay the full tuition amount set forth and established by the Board of Trustees.

Deviations from this policy require approval of the Director of Schools.

BoT Revised 2/9/16  
Approved 3/28/12  
RCSC

## ***FUNDRAISING APPROVAL – Policy 2060***

All fundraisers involving students, parents, or staff must be approved by the school principal and the Rochester Catholic Schools President of Development.

### **Procedure:**

- The Office of Development, with the assistance of the school principals, will prepare a calendar of fundraising events for the Rochester Catholic Schools.
- The Calendar of Fundraising Events will be distributed to schools prior to the beginning of each school year and revised as fundraisers are approved and added.
- All fundraising activities must first be submitted to the school principal for approval in a timely manner. Individuals or organizations shall submit a “Fundraising Approval Form” to the principal who shall act by either approving or denying the request. If the principal approves, The Office of Development shall be informed of any proposed fundraising activities. The “Fundraising Approval Form” shall be forwarded to the Rochester Catholic Schools President of Development for approval.

Approved 12/15/2010  
RCSC

## ***GIFT ACCEPTANCE POLICY – Policy 2070***

Rochester Catholic Schools, a not-for-profit organization organized under the laws of the State of Minnesota, encourages the solicitation and acceptance of gifts to Rochester Catholic Schools (hereinafter referred to as RCS) or any of the schools within the RCS system for purposes that will help RCS to further and fulfill its mission. The following guidelines govern the acceptance of gifts made to RCS or for the benefit of any of its programs.

### **Procedure:**

The President of Development of Rochester Catholic Schools and its staff solicit current and deferred gifts from individuals, corporations, and foundations to secure the future growth and missions of RCS. These guidelines govern the acceptance of gifts by RCS and provide guidance to prospective donors and their advisors when making gifts to RCS. The provisions of these guidelines shall apply to all gifts received by RCS for any of its programs or services.

### **I. Use of Legal Counsel**

Rochester Catholic Schools shall seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate. Review by counsel is recommended for:

- Closely held stock transfers that are subject to restrictions or buy-sell agreements.
- Documents naming Rochester Catholic Schools as Trustee.
- Gifts involving contracts, such as bargain sales or other documents requiring Rochester Catholic Schools to assume an obligation.
- Transactions with potential conflict of interest that may invoke IRS sanctions.
- Other instances in which use of counsel is deemed appropriate by the Gift Acceptance Committee.

### **II. Conflict of Interest**

Rochester Catholic Schools will urge all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their and the resulting tax and estate planning consequences.

### **III. Restrictions on Gifts**

RCS will accept unrestricted gifts, and gifts for specific programs and purposes, provided that such gifts are not inconsistent with its stated mission, purposes, and priorities. RCS will not accept gifts that are too restrictive in purpose. Gifts that are too restrictive are those that violate the terms of the corporate charter (or trust document if RCS is established under trust), gifts that are too difficult to administer, or gifts that are for purposes outside the mission of RCS. All final decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the gift acceptance committee of RCS.

### **IV. The Gift Acceptance Committee**

The Gift Acceptance Committee shall consist of the following:

- The Co-Chairs of the Rochester Catholic Schools Board of Trustees.

- Such other members as appointed by the Co-Chairs of the Rochester Catholic Schools Board of Trustees
- Ex-officio member: President of Development of Rochester Catholic Schools.

The Gift Acceptance Committee is charged with the responsibility of reviewing all gifts made to the Rochester Catholic Schools, properly screening gifts according to the Gift Acceptance Policy and Guidelines to make recommendations to the Board of Trustees on gift acceptance issues when appropriate.

## V. Types of Gifts

The following gifts are acceptable.

- Cash
- Tangible personal property
- Securities
- Real estate
- Remainder interests in property
- Oil, gas, and mineral interests
- Bargain sales
- Life insurance
- Charitable remainder trusts
- Charitable lead trusts
- Retirement plan beneficiary designations
- Bequests
- Life insurance beneficiary designations

Rochester Catholic Schools does not offer charitable gift annuities.

The following criteria govern the acceptance of each gift form.

- 1) **Cash.** Cash is acceptable in any form. Checks shall be made payable to the Rochester Catholic Schools or any of its member schools.
- 2) **Tangible Personal Property.** All other gifts of tangible personal property shall be examined in light of the following criteria.
  - Does the property fulfill the mission of RCS?
  - Is the property marketable?
  - Are there any undue restrictions on the use, display, or sale of the property?
  - Are there any carrying costs for the property?

The Gift Acceptance Committee of the Rochester Catholic Schools shall make the final determination on the acceptance of other tangible property gifts.

- 3) **Securities.** RCS can accept both publicly traded securities and closely held securities.

**Publicly Traded Securities.** Marketable securities may be transferred to an account maintained at one or more brokerage firms or delivered physically with the transferor's signature or stock power attached. As a general rule, all

marketable securities shall be sold upon receipt unless otherwise directed by the Investment Committee. In some cases marketable securities may be restricted by applicable securities laws; in such instance the final determination on the acceptance of the restricted securities shall be made by the Gift Acceptance Committee of the Rochester Catholic Schools.

**Closely Held Securities.** Closely held securities, which include not only debt and equity positions in non-publicly traded companies but also interests in limited partnerships and limited liability companies, or other ownership forms, can be accepted subject to the approval of the Gift Acceptance Committee of RCS. However, gifts must be reviewed prior to acceptance to determine if:

- there are no restrictions on the security that would prevent Rochester Catholic Schools from ultimately converting those assets to cash;
- the security is marketable; and
- the security will not generate any undesirable tax consequences for RCS.

If potential problems arise on initial review of the security, further review and recommendation by an outside professional may be sought before making a final decision on acceptance of the gift. The Gift Acceptance Committee of Rochester Catholic Schools and legal counsel shall make the final determination on the acceptance of closely held securities when necessary. Every effort will be made to sell nonmarketable securities as quickly as possible.

**Real Estate.** Gifts of real estate may include developed property, undeveloped property, or gifts subject to life estate interest. Prior to acceptance of real estate, RCS shall require an initial environmental review of the property to ensure that the property has no environment damage. Environmental inspection forms are attached as an appendix to this document. In the event that the initial inspection reveals a potential problem, RCS shall retain a qualified inspection firm to conduct an environmental audit. The cost of the environmental audit shall generally be an expense of the donor.

When appropriate, a title insurance commitment shall be obtained by RCS prior to the acceptance of the real property gift. The cost of this title insurance commitment shall generally be an expense of the donor.

Prior to acceptance of the real property, the gift shall be approved by the Gift Acceptance Committee of RCS and by RCS's legal counsel. Criteria for acceptance of the property shall include the following.

- Is the property useful for the purposes of RCS?
- Is the property marketable?
- Are there any restrictions, reservations, easements, or other limitations associated with the property?
- Are there carrying costs, which may include insurance, property taxes, mortgages, or notes, etc., associated with the property?
- Does the environmental audit reflect that the property is not damaged?



- 4) **Remainder Interests in Property.** RCS will accept a remainder interest in a personal residence, farm, or vacation property subject to the provisions of paragraph 4 above. The donor or other occupants may continue to occupy the real property for the duration of the stated life. At the death of the donor, RCS may use the property or reduce it to cash. Where RCS receives a gift of a remainder interest, expenses for maintenance, real estate taxes, and any property indebtedness are to be paid by the donor or primary beneficiary.
- 5) **Oil, Gas, and Mineral Interests.** RCS may accept oil, gas and mineral property interests, when appropriate. Prior to acceptance of an oil and gas interest the gift shall be approved by the Gift Acceptance Committee, and if necessary, by RCS's legal counsel. Criteria for acceptance of the property shall include the following.
- Gifts of surface rights should have a value of \$20,000 or greater.
  - Gifts of oil, gas, and mineral interests should generate at least \$3,000 per year in royalties or other income (as determined by the average of the three years prior to the gift).
  - The property should not have extended liabilities or other considerations that make receipt of the gift inappropriate.
  - A working interest is rarely accepted. A working interest is accepted when there is a plan to minimize potential liability and tax consequences.
  - The property should undergo an environmental review to ensure that RCS has no current or potential exposure to environmental liability.
- 6) **Bargain Sales.** Rochester Catholic Schools will enter into a bargain sale arrangement in instances in which the bargain sale furthers the mission and purposes of RCS. All bargain sales must be reviewed and recommended by the Gift Acceptance Committee and approved by the Board of Trustees. Factors used in determining the appropriateness of the transaction include the following.
- RCS must obtain an independent appraisal substantiating the value of the property.
  - If RCS assumes debt with the property, the debt ration must be less than 50% of the appraised market value.
  - RCS must determine that it will use the property, or that there is a market for sale of the property, allowing sale within 12 months of receipt.
  - RCS must calculate the costs to safeguard, insure, and expense the property (including property tax, if applicable) during the holding period.
- 7) **Life Insurance.** Rochester Catholic Schools or one of its member schools must be named as both beneficiary and irrevocable owner of an insurance policy before a life insurance policy can be recorded as a gift. The gift is valued at its interpolated terminal reserve value, or cash surrender value, upon receipt. If the donor contributes future premium payments, RCS will include the entire amount of the additional premium payment as a gift in the year that it is made.

If the donor does not elect to continue to make gifts to cover premium payments on the life insurance policy, RCS may do one of the following.

- Continue to pay the premiums.
  - Convert the policy to paid-up insurance.
  - Surrender the policy for its current cash value.
- 8) **Charitable Remainder Trusts.** RCS may accept designation as remainder beneficiary of a charitable remainder trust with the approval of the Gift Acceptance Committee of RCS. RCS will not accept appointment as Trustee of a charitable remainder trust.
- 9) **Charitable Lead Trusts.** RCS may accept a designation as income beneficiary of a charitable lead trust. The Board of Trustees of Rochester Catholic Schools will not accept an appointment as Trustee of a charitable lead trust.
- 10) **Retirement Plan Beneficiary Designations.** Donors and supporters of Rochester Catholic Schools will be encouraged to name RCS as beneficiary of their retirement plans. Such designations will not be recorded as gifts to RCS until such time as the gift is irrevocable. When the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable.
- 11) **Bequests.** Donors and supporters of Rochester Catholic Schools will be encouraged to make bequests to RCS under their wills and trusts. Such bequests will not be recorded as gifts to RCS until such time as the present value of that gift may be recorded at the time the gift becomes irrevocable. When the gift is irrevocable, but is not due until a future date, the irrevocable.
- 12) **Life Insurance Beneficiary Designations.** Donors and supporters of Rochester Catholic Schools will be encouraged to name RCS as beneficiary or contingent beneficiary of their life insurance policies. Such designations shall not be recorded as gifts to RCS until such time as the gift is irrevocable. When the gift is irrevocable, but is not due until a future dates, the present value of the gift may be recorded at the time the gift becomes irrevocable.

## VI. Miscellaneous Provisions

- **Securing appraisals and legal fees for gifts to RCS.** It will be the responsibility of the donor to secure an appraisal (where required) and independent legal counsel for all gifts made to RCS.
- **Valuation of gifts for development purposes.** RCS will record a gift received by RCS at its valuation for gift purposes on the date of the gift.
- **Responsibility for IRS Filings upon sale of gift items.** The Business Office and Development Office of RCS are responsible for filing IRS Form 8282 upon the sale or disposition of any asset sold within two years of receipt by RCS when the charitable deduction value of the item is more than \$5,000. RCS must file this form within 125 days of the date of sale or disposition of the asset.

Acknowledgement of all gifts made to RCS and compliance with the current IRS requirements in acknowledgement of such gifts shall be the responsibility of the Development Office, Business Office and Board of Trustees of RCS.

## **VII. Changes to Gift Acceptance Policy**

The policy and guidelines will be reviewed annually or when deemed necessary by the Gift Acceptance Committee of Rochester Catholic Schools. Any recommended changes to the policy or guidelines will be presented to the RCS policy committee who then will recommend changes to the RCS Trustees.

This Gift Acceptance Policy and Guidelines has been reviewed by the Policy Committee, Finance Committee and Gift Acceptance Committee and confirmed as appropriate.

## FINANCING & APPROVAL FOR FACILITIES PROJECTS – Policy 2080

Agreement among the six parishes of Rochester and  
Rochester Catholic School System (RCS)

### Policy

The RCS leadership and the six parishes work in collaboration to assure the adequacy of the facilities, equity in facilities, and the shared vision of present and future facility needs.

### Procedure:

The Rochester Catholic School system (RCS) is an integral ministry of the six Rochester Catholic parishes. As partners in the educational process, RCS and the parishes work together to maintain the facilities for the RCS pre-school to eighth-grade school buildings. The four elementary facilities are parish-owned resources shared with the school system. In addition, there is one wholly-owned facility by the school system, Lourdes High School. The expenses related to the support and operation of these facilities are typically shared responsibilities.

The Facilities Fee fund is the primary source of funds to maintain all facilities. RCS, primarily through the Facilities Committee, the Director of Schools, and the Lourdes principal and maintenance staff, are responsible to assure the adequacy of RCS facilities not owned by the Rochester Catholic parishes, currently Lourdes High School.

This policy on financing of facilities projects is predicated on the assumption of a close working relationship among the parish, school administration, and the RCS administration, as well as a joint, system-focused effort to prioritize needs and ascertain fair cost distribution.

### **I. Facilities Committee Membership and Leadership**

- The Facilities Committee is charged to meet with sufficient frequency to provide timely review, discussion, guidance, and decision-making to properly uphold its responsibilities. As such, the Committee will meet at least quarterly during the year.
- The following are Executive Board and voting members of the Facilities Committee: any member appointed to Facilities by the Board of Trustees Finance Committee, the RCS Director of Schools, the Director of Facilities, and any member of the RCS staff appointed to the committee by the RCS Director of Schools, and **a current Parish Administrator to be determined by the Parish Administrators.**

- The following are non-voting members that typically participate in most Facilities meetings: the RCS Accountant and a maintenance lead from one RCS school.
- The chair is typically the Director of Facilities, or if this position is unfilled, a member of the RCS Board of Trustees Finance Committee, who has been appointed to the Facilities Committee, and will be approved by the RCS Finance Committee; exceptions to Facilities Committee membership or leadership are at the discretion of the RCS Trustees.
- Any action requiring a Facilities Committee vote shall be accomplished by rule of simple majority of the Executive Board members available. Should a tie vote occur, a second vote may be taken following additional discussion. Should the second vote again result in a tie, the motion fails. (This process will be reviewed by the entire Committee should this process prove unsatisfactory.)

## **II. Scope**

- Major capital facilities projects that are not financed through a capital campaign, as well as routine projects that maintain or enhance the facilities used by RCS will be managed by the RCS Facilities Committee. The facilities referred to within this document include facilities owned by the parish and used primarily for school by RCS.
- This policy also covers the Lourdes High School campus (and other future RCS facilities that may not directly affiliated with one of the Rochester Catholic Churches). Expenses to maintain these facilities (currently Lourdes High School), are typically not shared with the Rochester parishes.
- Projects financed through a capital campaign are excluded from this process. However, the Facilities Committee will be participants in any agreements where capital campaign financing or any shared funding agreements for these projects will be negotiated and finalized prior to commencement of the project. Expenses will be treated consistently per any original agreement through completion of the project.
- Facilities funds are available for projects that, after the cost sharing agreement is applied, would require \$500 or more of Facilities funds (a total project cost of \$1,000 for shared cost projects). Funding for projects that are less than this threshold should be worked out directly between the parish representative (if a parish-owned facility) and the school principal, and will typically not be covered by the RCS Facilities funds. The Facilities Committee, at their discretion, may make exceptions to this threshold.

### III. Financing Assumption

- Ordinarily, projects will be funded jointly by the (site) parish and RCS. It is also recognized that exceptions may arise where funding for a particular project may reside fully with either RCS or the parish. These exceptions will be identified prior to any project launch and duly executed documentation will provide appropriate detail, including but not limited to, funding responsibility, project scope.
- The funding responsibility for any jointly-funded project will be shared 50/50, i.e., split evenly, between the associated parish and RCS. The parish pastor or the parish administrator and the RCS Director of Schools (DOS), or DOS representative, will sign a written agreement outlining any financial arrangement that deviates from this 50/50 split.
  1. If a project's total cost is estimated to be greater than \$30,000.00, or would cause RCS to seek funding outside of existing available funds or budgets, approval would be required from the RCS Trustees (assuming the Facilities Committee and the parish both recommend approval).
  2. If a project's total cost is estimated below \$30,000, and can be contained within available funds and budgets, a project is approved after the associated parish and Facilities Committee both approve the project.
  3. The approval of all project(s) will be documented in the minutes of the Facilities Committee.
  4. It is recognized that the parish(es) are required by the Diocese of Winona to obtain a proxy (approval) for projects as outlined in the *Financial Manual* for the Diocese (currently for all projects over \$10,000). The parishes have responsibility to acquire any approvals required from the diocese.
- RCS occupies facilities which are owned exclusively by RCS, and also those which are owned exclusively by Rochester Catholic parishes. It is understood and agreed that member parishes have final authority over any action planned to take place at their campuses, regardless of the funding source(s). Some projects will be funded entirely by RCS. If RCS chooses to undertake a project which is solely funded by RCS, consideration will include identification and mutual agreement between RCS and parish of any future shared support or maintenance costs. This agreement is required prior to commencement cost sharing. Project files will contain copies of this agreement. Other projects will be funded jointly by RCS and the parish. It is assumed that project funds for the RCS portion of project funding would be provided through the Facilities Fee fund (or other sources that may become available, such as, gifts, grants, et al) that is overseen by the RCS Facilities Committee.

- In all cases, the RCS Accountant and the parish are responsible to confirm budget availability for projects. Once appropriate approvals are secured, the project scope, estimated cost, and the shared funding ratio will be documented and approved by the pastor or parish administrator, the Facilities Committee, and, if over \$30,00.00, the Trustees. The RCS Director of Schools will ensure that there is consistency between RCS and Rochester parishes in how allocation ratios are applied. Since the funding agreement will be finalized prior to the initiation of any project, the project payment schedule should be included in the project documents to ensure that all parties – RCS, the site parish and any contracted vendors – are on a payment schedule that is acceptable to all.
- A parish, as the facilities owner of record, may independently pursue any project to improve or maintain a school facility. If a parish chooses to undertake a project which is solely funded by the parish, consideration must include the identification and mutual approval – by the parish and RCS – of any future shared support or maintenance costs prior to any expectation of sharing the costs. Project documentation will include any such agreement.
- To adequately fund long-term major Deferred Maintenance projects and programs RCS may be required to regularly contribute funds to an escrow account. At that time, parishes may be asked to participate in similar fashion. RCS and respective parishes will need to work jointly to develop a system to reach satisfactory arrangements for all parties. These funds would be added annually until sufficient funds exist to complete the scheduled task. A written and signed mutual-agreement pact must be created to accomplish this arrangement.
- In like fashion for the future, for Deferred Maintenance projects which require continuous annual funding to sustain annual expenditures to meet system-wide maintenance cycle compliance, RCS and parishes may need to continue to fund at sustained levels, even during periods where annual costs are less than funding, such that fluctuations in spending can be accommodated. The purpose is to establish consistent funding for ease of budgeting and to limit or avoid major fluctuation in funding demands. This process would follow arrangements similar to long-term Deferred Maintenance projects above. A written and signed mutual-agreement pact must be created to accomplish this arrangement.

#### **IV. Planning Process**

- Each RCS School and Parish will establish preliminary lists of recommended projects by December of the current year. The Building Principal, Pastor, Parish Administrator and Maintenance Lead will meet to compile a joint prioritized project list that can be supported financially by the parish. The Parish Administrator will forward this joint list to the RCS Facilities

Chairperson by early January. The RCS Facilities Committee will review the project list proposals and determine to what extent they can fund the prioritized projects, during normal parish budgeting process. This list will be reviewed between Parish Administrator and Principal at that time. Projects receiving preliminary approval from parish will be forwarded to Facilities Committee.

- In January, the Facilities Committee will estimate the funds available for projects for the upcoming year as a general planning figure of total funds available for projects. This estimate, and ideally a copy of the past years project requests, will be provided to the parish administrators and school administrations.
- The parish administrators and school principals are responsible for developing and maintaining the list of projects that would improve or maintain the school facilities. It is anticipated that each site will update their list and then submit the list in January to their parish finance oversight group for review, who will review and leave only the items on the list that the parish is ready to fund if approved. Both the Facilities Committee and the parish representatives should be prepared to discuss their respective ability to fund any of the listed projects.
- The parishes will be requested to develop and submit to the Facilities Committee a 5 year plan of projects, listed by the year anticipated to be requested. This list is for communication and general planning only. There is no commitment by the parish or by Facilities that projects on this “5 year plan” list will be funded, or that the projects will even remain on the list in future years. It is a best-guess scenario based on the conditions as currently understood, primarily so that major expenses expected to be upcoming can be discussed
- Rochester Catholic Schools will be requested to develop and submit to Facilities Committee a 5 year plan of projects in the same fashion as parish plan, per above.
- Both parishes and RCS will be requested to develop and submit long range plan for projects for 10 years, 15, and 20 years, where practicable to do so.
- Both parishes and RCS will be requested to develop and submit common list of major deferred maintenance projects with proposed life-cycle replacement or major renovation. This list would consist of projects such as roofing, pavement replacement, window replacement, interior finishes, boiler/chiller and HVAC equipment replacement or overhaul, exterior envelope tuckpointing or façade upgrade, etc. Each project would identify the annual cost for perming such work, or sums necessary to escrow to accomplish at designated year(s). This list is to be reviewed and updated annually.



- The list of requested projects for the upcoming year, now approved by the parish finance oversight group from each site, will be submitted to Facilities by the end of January. The Lourdes principal will submit the list for Lourdes. The voting members of the Facilities committee will meet in February and make initial recommendations as to what projects are to be funded. This initial list, as proposed by Facilities, will not be published.
- The RCS Facilities Committee will host a *Project Prioritization* meeting in February. Attendance at this *Project Prioritization* meeting will consist of the Facilities Committee leadership and members, the parish administrators (or representative) from each of the six parishes, and the Lourdes Administrator (or representative). Others invited are the RCS Director of Schools and the RCS school principals.
- Additionally, the Facilities Committee chairperson should be prepared to address the status of the current year's budget. The Facilities Committee will estimate whether there is funding from the current year's budget that is now available to be allocated, or if a shortage exists which may have an impact upon the upcoming year's budget. Funds remaining in the current year's budget may be allocated along with funds in the upcoming year's budget.
- Taking the recommended list of projects to be funded as the starting point, the group, ideally through a consensus process, will develop the final list of projects. The result of the *Project Prioritization* meeting will be to generate:
  1. A list of projects intended to be pursued. For each project, the following details should be provided:
    - a) Brief description of the project
    - b) Site/location ~ School
    - c) Cost estimate
    - d) Facilities/Parish share
    - e) Estimated start date
    - f) Current year's funds or upcoming year's funds
  2. An updated 5-year plan highlighting projects that are anticipated to have higher priorities for years 2-5. For each of these projects, the following details should be provided:
    - a) Brief description of the project and need
    - b) School; site/location
    - c) Cost estimate
    - d) Proposed Facilities/Parish share
    - e) Tentative calendaring
- When the *Project Prioritization* group settles the 1-, 5-, 10-, 15-, and 20 year plans, both should be presented to RCS Trustees. The full lists should also

be presented to the Trustees; any projects in the one-year plan above \$30,000 need formal Trustees approval.

- The 1-year plan will be reviewed by the Facilities Committee in March/April and formally approved in the new school year after the budget is completed. Only exceptions to the plan would require additional review/approval of the parish administrators and Trustees.
- If the *Project Prioritization* Committee cannot agree on the priority or funding of the project list, the issue will be returned to the Facilities Committee for resolution.

## **V. Execution of Planned Projects**

- The Project Summary shall be published and forwarded to all parties upon final approval by the Facilities Committee. Final approval of Project Summary shall include preliminary schedule for each project.
- Prior to initiating any project, the school administrator or parish representative should notify the other as appropriate. Any project that begins without prior agreement between the school and parish results in the initiator of the project being responsible for 100% of the project cost.
- Since budgets are prepared based on assumptions that may or may not become reality, parish and school finance offices should be asked to confirm that money is available to begin the project prior to commitment of money to outside parties. Parish Administrator and Principal, along with Maintenance and/or Facilities staff shall pursue formal pricing/bidding of project before commencing work. No work shall be engaged without adequate budgeted funding, or additional approved funds by parish and/or school/RCS. Funds may not be drawn from other approved/scheduled projects without action by the Facilities Committee. Unless Facilities Committee takes action to withdraw funding for a project, a project shall be permitted to proceed if cost is less than or equal to approved budget.
- To ensure that everyone is prepared, this is a good time to share any cost or schedule changes that may have been identified.
- Upon completion of the project, the bills (including any cost overruns) are paid per the established funding ratio. Equitable sharing of costs will be achieved prior to project closeout.
- Ensure the RCS Accountant, parish finance officers, school principal, and Facilities Committee are included in communications regarding any project updates, modifications to planned start dates, or unplanned expenses.

- At conclusion of project, final tallies of expenditures are to be recorded on the Project Summary sheet and the individual Project Worksheet for record-keeping purposes.

## **VI. Projects Approved but not Completed**

- RCS fiscal year ends on June 30. Projects requiring RCS funding which are approved but not executed or paid by June 30, may be at risk of losing funding. If project schedule calls for work later than June 30, but prior to the start of the school year, it must be coordinated through RCS Accounting. RCS cannot assure fund availability unless agreements are reached prior to the end of the fiscal year.
- Should funding still be available in RCS budget after fiscal year has lapsed and can be carried over, project may move forward as planned. This will only be permissible with approval of RCS Accountant, Director of Schools, Parish Administrator, and Principal.

## **VII. Approval for Unplanned/Urgent Projects**

- If an unplanned facilities project arises as a result of damage or structural/mechanical failure, the goal is to resolve the problem in a timely manner. Wherever possible, the parish administrator/pastor and the school principal, along with the appropriate finance offices, should be in communication to ensure the repair can proceed efficiently.
  1. Routine Repair – requests where total cost is \$1,000 or less. Projects that are required to replace existing functionality – typically maintenance projects – may be appropriate for an expedited approval process if all the follow criteria apply:
    - a. Costs will be split 50/50 with the parish (if a parish-owned facility).
    - b. The parish has already approved the project and their share of the costs, or in the case of the High School, the Lourdes principal has approved that the repair is necessary.
    - c. Undesignated or contingency funds are available in the Facilities Budget.

### ***Approval Process:***

1. A parish or RCS school representative (the “requestor”, often the maintenance lead) ensures that the school principal and the parish administrator are notified of the needed repair. Depending upon urgency, more than one proposal or bid may be required.
2. The parish approves funds for their share of the cost (typically 50%).
3. The requestor, an RCS parish or school representative, contacts an Executive Board member of the Facilities Committee (typically over email, but other methods are acceptable).

4. The Facilities Committee Executive Board member reviews the request and determines if it meets the criteria listed above.
  5. The Facilities Committee Executive Board member contacts RCS Accounting to determine that funding is available in the Facilities budget and receives concurrence from at least one other voting member of the committee.
  6. Assuming the project is approved by a majority of available Executive Board members, the Facilities Committee Executive Board member communicates the approval to the requester, the parish administrator, the school principal, the RCS Accountant, and the Facilities Committee chair. Alternatively, the Facilities Committee representative may defer the request to be reviewed at the next Facilities meeting.
  7. The status of the project is reviewed at the next Facilities Committee meeting.
  8. The requestor follows up with the RCS Accountant to provide additional details: vendor, actual cost, repair completion date.
- Unplanned/urgent projects estimated in the range of \$3,000 to \$30,000 are cause for an additional level of review, the Facilities Committee should meet or discuss the implications to the established budget of approving this level of funding.

In the end, the decision shall be made, after consultation with the school principal and parish administrator (if a parish-owned facility), by a quorum of the voting members of the Facilities Committee, or as instructed by the Trustees or the Director of Schools.

- For unplanned/urgent projects estimated to exceed \$30,000, a Facilities Committee representative shall communicate the request with the full Facilities committee and discuss with the Director of Schools, school principal, and parish administrator. The Facilities Committee shall provide a recommendation for action. The Facilities Chair, or a representative, shall provide the Trustees with a summary, including the impact to the Facilities budget, and provide the Facilities Committee's recommendation to the Trustees. The Trustees shall own final approval.

### **VIII. Reporting**

- The Facilities Committee will provide regular status reports in the form of *meeting minutes*. Said *minutes* will include updates related to any projects in process as well as the status of those projects not yet started. These minutes will be provided to the parish representatives, school principals, and Trustees chair. The reports will enable both the parish and the schools to monitor project progress and expenses against plans throughout the year.

- In addition to Facilities Committee *minutes*, a project tracking report will be prepared by the Facilities Committee and made available on a quarterly basis. This report will document all facilities requests and the status of each request. The projects list should include the projects in the proposal stage, projects in process, and completed projects. The report will also clarify the cost of the project and the funding split between parish and school.
- The Facilities Committee will prepare an annual report which summarizes all activity for the previous fiscal year, and provides projections for the upcoming year. The report shall be completed by September 30, and submitted to the Director Schools, Board of Trustees chair, school principals, parish administrators and all Facilities Committee members. The RCS publishes a document suitable for this report.

**IX. Guidance: Shared Project Costs**

- The goal is that costs to maintain the facilities used by both the parish and RCS are equitably divided between the parish and RCS; and costs to maintain facilities that are solely used by RCS, or solely used by the parish, would be fully covered by the entity using them. There are also precedents of how past expenses have been funded that will be considered when establishing the funding responsibility for proposed projects. The RCS Accountant maintains the list of past projects and how they were funded and will provide it upon request.

**DOCUMENT REVIEW**

This agreement will be reviewed and the document will be updated as necessary every two years. Next update due: December 2016

This current ten (10) page document is accepted, approved and distributed to all parties and becomes the document of record on -

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\_\_\_\_\_  
for - Rochester Catholic School System

\_\_\_\_\_  
for - the Parishes

BoT Revised 2/9/16  
Revised 02/04/15  
Approved 2/1/11  
RCSC

## ***GRANT DISTRIBUTION POLICY – Policy 2090***

The Grant Distribution Policy for the specified funds of Rochester Catholic Schools (RCS) was created to provide documentation of current practice and a framework on which to establish and/or evaluate the distribution of grant funds from the specified funds of RCS.

### **Procedure:**

#### **I. Source of Grant Funds**

- Permanent Endowments: represent permanent funds, the principal of which is never touched but the income from which can be used in accordance with the wishes of the donor organization or individual. The principal as it is defined includes the initial contribution given to establish the endowment as well as all additional contributions to the endowment.

#### **II. Grants Governed by this Policy**

- As of the date of this policy, the following funds held by RCS are Governed by this policy:
  1. Temporarily Restricted Funds - none
  2. Permanently Endowed Funds
    - a) St. Francis Endowment Fund (for educational and capital needs)
    - b) St. Pius Endowment X Fund (for educational needs)
    - c) St. Johns Endowment Fund (for educational needs)
    - d) D. Schwinghammer Staff Development Fund
    - e) RCS Elementary Tuition Aid Endowment Fund
    - f) St. Francis Board Designated Endowment Fund (tuition assistance)

#### **III. Requirement of Undistributed Earnings for Distribution of Grants from Permanently Restricted Funds**

- The purpose of an endowed fund is that the corpus of the fund shall not be expended. Accordingly, a requirement for the making of a grant from a specific fund is that the value of the fund as of the June 30th of the year preceding any grant must be in excess of the original corpus of the fund. If the value is less than original corpus as of the preceding June 30th then no grants shall be made in the current year.

#### **IV. Distribution of Grants**

- Minimum Distribution: In years when grants are distributed, there is no minimum distribution amount with the exception of the “St Francis Endowment Fund in which case a minimum grant of \$400 shall be made and specified as the Jean Wentink Scholarship in the amount of \$400.
- Amount of Grant for Funds Meeting the Requirement of Section 3

A grant shall be made for funds qualifying under Section 3 in an amount equal to the “Grant Percent” times the “Average fund Value”.

The “Grant Percent” shall be an amount recommend by the RCS Finance Committee and approved by the Trustees of RCS. The initial grant percent was established at 4%. The grant percent shall be set with the overall objective of providing a predictable grant stream while allowing the value of the fund to grow. Limiting the distribution helps meet the investment objective of providing growth in principal combined with a sufficient return on investment to generate a continuing rise in income over time. The percent limit allows a portion of the income to be reinvested in the principal so as to build the endowment. The grant percent shall be the subject of review annually by the RCS finance committee who may recommend a change in the grant percent to the Trustees of RCS. Starting with the 2014 fiscal year the RCS finance committee recommends a grant percent of 5%.

The “Average Fund Value” shall be the average December 31st value for the 3 preceding years. For newly established funds the average value will be the preceding first and or first and second December 31th values as applicable. The purpose of the average fund value is to even out volatility in fund value from any one year.

In addition, at any time during the existing fiscal year, the RCS Finance Committee may recommend for approval by the RCS Trustees the release of additional funds beyond the above-stated 5% for educational, capital or tuition assistance needs, provided the additional distribution(s) does not violate Paragraph III of this Policy.

Factors to be taken into consideration regarding the release of additional funds beyond the above-stated 5% shall include, but not be limited to, strength of investment earnings, the results and recommendations of the existing RCS audit report, and the budgetary needs of the current year operations.

- Timing of Distributions: Grant distributions for the current fiscal year shall be made available by June 30th of the current year.

## V. Investment orientation

RCS utilizes a total return concept as it relates to investing assets of the permanent funds. This is a concept widely used in the non-profit field, particularly in foundations, colleges and universities, and allows the foundation to invest its funds in the most advantageous vehicle to provide reasonable return. In a total return environment, distributable income is based on the investment return of the fund regardless of whether that return was fueled by dividends, interest or appreciation. Distributions cannot be made that would result in the endowment fund value falling below the principal amount

The assets of the Permanent Funds grow through sound investment policies and from additional gifts. Investments of assets contributed to the funds are managed by professionals (currently Diocese of Winona Foundation and

Christian Brothers Investment Services) and monitored by the Trustees of the RCS.

- Investment Goals: The investment goals for the Permanent Funds ranked in order of priority are:
  1. To preserve capital through establishment of and compliance with prudent investment standards.
  2. To provide growth in principal combined with a sufficient return on investment that will generate continued income.
  3. To invest in such a manner as to satisfy anticipated liquidity requirements.
  4. To provide sufficient diversification so as to minimize exposure to loss.
  
- Investment Performance and Fees: Investment earnings or losses, including professional fees, will be allocated on a pro rata basis to each fund.

VI. Changes or Additions to the Policy

- Changes and/or modifications to policy will be presented to the RCS policy committee who then will recommend changes to the RCS Trustees.

VII. Policy Adoption Date

- This policy will be effective for grants made for the June 30, 2012 fiscal year.

BoT Revised 2/9/16  
Revised 1/2014  
Approved 4/2011  
RCSC



**ADMINISTRATIVE/PERSONNEL POLICIES: 3000-3999**

***CODE OF CONDUCT - Policy 3000***

The RCS Trustees affirm the Code of Conduct as developed by the Diocese of Winona. Failure to abide by said code may result in disciplinary action and/or contract termination.

BoT Revised 2/9/16  
Approved 11/19/91  
Reviewed 3/3/97  
Revised 6/25/03  
Revised 2/18/09  
Revised 11/15/2011  
RCSC

### ***NON-WORK CONDUCT – Policy 3005***

Rochester Catholic Schools expects employees to refrain from engaging in non-work behavior that would reflect negatively on the employee or Rochester Catholic Schools. Employees must not engage in behavior away from the workplace that could damage the reputation of the employee or Rochester Catholic Schools, interfere with the employees' ability to do their work, breach student, parent, co-worker or Rochester Catholic Schools confidentiality, or violate the Rochester Catholic Schools anti-harassment policy. This specifically includes, but is not limited to, internet and email use, personal websites, and online social networking websites.

Approved 5/27/15  
RCSC

## ***CONFIDENTIALITY – Policy 3010***

By their nature, some aspects of our organizations' work are confidential and should not be discussed outside the scope of employment. These may include but are not limited to correspondence, relationships with stakeholders, salary matters, and student records. Confidentiality is to be respected by all employees in regard to appointments, specific projects, internal documents, and/or details relating to family or individuals related to employees.

### **Procedure:**

- Desk areas should be reviewed at the end of each work day and sensitive student records, work products, or drafts secured in drawers. If confidential material has been received or distributed and is no longer needed as work product, it should be shredded.
- If you have a question about the confidentiality of any information, assume it is confidential. Any release of such information may be cause for disciplinary action.
- Each student has the right to expect that nothing that happens to or about him or her will be repeated to anyone other than authorized school employees. Even when discussing a student with those who are directly involved in a student's education, otherwise confidential information may not be shared unless it is relevant to the student's educational growth, safety, or well-being.
- Information about Rochester Catholic Schools students may never be shared. A medical emergency in which a student's confidential information is necessary is the only exception. This includes sharing information about a student with members of your own family, or teachers and staff who do not have a need to know. Any questions about a student should be referred to the building principal.
- Before you speak, always remember that violating a student's confidentiality isn't just impolite, it's against the law.

### **Conduct:**

Employees are expected to act in ways which promote the mission of the Rochester Catholic Schools and the best interest of our organization. They are not to engage in directly or indirectly, either on or off the job, any conduct which is disloyal, disruptive, or damaging to the Rochester Catholic Schools.

Approved 10/24/07  
RCSC

***CONTINUING EDUCATION REQUIREMENTS – Policy 3020***

All certified personnel shall meet the Continuing Education requirements of the State of Minnesota.

Approved 4/27/96  
Reviewed 2/3/97  
Reviewed 2/3/09  
RCSC

***CONTRACT FOR EMPLOYMENT - Policy 3030***

The Rochester Catholic Schools will use a written contract when hiring teachers, and off campus coaches. Each school will utilize the contract suggested and approved by the Diocesan Director of Catholic Schools. If a different contract is used, care must be taken to check its adequacy and legality with the Diocesan attorney.

All contracts shall be signed by the employee and the Principal of the school.

Approved 4/28/93  
Revised 10/6/97  
Revised 11/3/97  
Revised 9/22/04  
Reviewed 2/7/08  
Reviewed 2/3/09  
Revised 01/25/12  
RCSC

## **CRIMINAL BACKGROUND CHECK - Policy 3035**

All employees are subject to criminal background checks. School volunteers who have unsupervised contact with students are subject to criminal background checks.

### **Procedure:**

- The school may decide not to conduct criminal background checks on school volunteers who do not have unsupervised contact with minors.
- All employees whether permanent or short-term are subject to mandatory criminal background checks:
  - Teachers
  - Administrators
  - Athletic Coaches
  - Paraprofessionals/Aides
  - Support Staff
  - Maintenance/Custodial Staff
  - Secretaries and Other Office Staff
  - Substitute Teachers
  - Substitute Paraprofessionals/Aides
  - Food Service/Lunchroom Staff
  - Student Teachers
  - University Practicum Students
  - Any Other Employee of the Rochester Catholic Schools
- All employees will be checked at five year intervals or less.
- Volunteers will be checked at three year intervals or less.
- This policy and procedures shall be provided to parents/guardians at the beginning of the school year or when a student enrolls.
- Communication regarding the policy and procedures may be by inclusion in each school's handbook, in a policy guide, or similar communication.

Approved 11/18/09  
RCS

## **SAFE ENVIRONMENT – Policy 3036**

### **Requirements**

- 1) **Safe Environment Requirements** - Rochester Catholic Schools (“RCS”) is committed to protecting the children and young adults entrusted in its care. Implementing the Safe Environment All clergy, parish, school and diocesan employees, as well as volunteers or third-party servicers who have either **regular or unsupervised interaction** with minors while in the care of RCS must complete the following Safe Environment requirements:
  - a) Submit to a criminal history background check;
  - b) Review and sign the applicable Code of Conduct; and
  - c) Participate in the *Protecting God’s Children* workshop (VIRTUS©) within two months of assignment.
- 2) **Background Check** - The background check is performed by a Diocesan approved agency and provides a criminal history. This screen is an important tool to filter out individuals who might present a danger to children and youth.
- 3) **VIRTUS: Protecting God’s Children** – VIRTUS live training is a three hour awareness session that better equips adults to protect children and youth in the world around them.
- 4) **Code of Conduct** – Personnel must be provided and must acknowledge that he or she understands and agrees to the principles and standards outlined in the code of conduct appropriate to his or her ministry as determined by the Director of Schools or Principal.

### **Definitions and Examples of Individuals Covered by the Safe Environment Requirement**

- 5) **“Regular Contact”** - All individuals who have “regular contact” with minors must comply with the Safe Environment requirements.
  - a) “Regular contact” means routine or on-going participation in activities directly with minors.
    - i) Factors to Consider in determining “regular contact”
      - (1) If the answer to the following questions is “yes,” then the person shall be considered to have “regular contact”:
        - (i) Is the person’s contact with minors direct, usual or frequent (as opposed to incidental, irregular, occasional or infrequent)?
        - (ii) Do the person’s duties frequently bring them into a school, or the location of a religious education program or youth program?
        - (iii) Does the person ever have direct supervisory responsibility over minors?

- b) Not “Regular Contact” Individuals are not deemed to have regular contact with minors if they participate in activities with minors only on an isolated, occasional or irregular basis.
- 6) “Unsupervised Contact” - All individuals who have “unsupervised contact” with minors must comply with the Safe Environment requirements. “Unsupervised contact” means contact with a minor *outside* the supervised presence of an adult who is in full compliance with the Safe Environment requirements.
  - 7) RCS Employees - All RCS employees are deemed to have regular contact with minors and must comply with the Safe Environment requirements. Individuals registered as RCS employees must complete monthly VIRTUS online training modules.
  - 8) RCS Volunteers – Volunteers who are in regular or unsupervised contact with minors at RCS events or facilities must comply with the Safe Environment requirements.
  - 9) Non-RCS employees or volunteers - Individuals who are in regular or unsupervised contact with minors at RCS facilities, but are employed by an outside, third-party organization (e.g. cleaning contractor) or public agency (e.g. local public school district), shall comply as follows:
    - a) Employees of Local School Districts - Employees of local school districts shall (1) provide documentation they have passed a background check consistent with Minnesota law; (2) receive a copy of the applicable RCS code of conduct; and (3) be offered VIRTUS training to be compensated at their hourly pay.
    - b) Independent / Third Party Contractors - Employees of independent / third-party contractors (e.g. maintenance staff, etc) must (1) provide documentation of a background check; (2) receive and sign a copy of the applicable code of conduct; and (3) complete VIRTUS training within three months of the inception of the regular and/or unsupervised contact with minors.

Approved 11/01/16  
RCS BoT



## **EMPLOYEE GRIEVANCE POLICY - Policy 3040**

All grievances should be addressed as quickly as possible, and every effort should be made to resolve the grievance at the level which it occurred. Procedures have been developed to provide for a simple, satisfactory and early resolution of the grievance.

Employees are encouraged to use the established chain of command in solving their grievance, but it is realized that, at times, the employee's supervisor, e.g. Building Principal or department head, may be the source of the grievance.

In these cases, the employee must still attempt to resolve the grievance with the supervisor.

### **Procedure\*:**

- An employee should always initially approach his/her immediate supervisor and attempt to resolve the concern.
- If the employee still believes his/her grievance has not been resolved, the employee may appeal the decision of the immediate supervisor, to the Building Principal or Director of Schools. Such an appeal shall be made in writing, dated and signed by the appealing party, and delivered to the Building Principal or the Director of Schools.
- The Building Principal or Director of Schools shall bring those persons involved in the grievance together within five (5) working days, and with the Director of Schools, attempt to resolve the concern.
- The decision of the Rochester Catholic Schools Director of Schools shall be final.

\*In the absence of a Director of Schools, the Leadership Team shall complete the steps of the Director of Schools established in this policy. When a principal is involved in an employee's grievance, he/she shall not participate in the deliberation or decision related to a grievance that is appealed to the Leadership Team.

Approved 11/28/90  
Revised 10/6/97  
Revised 4/6/98  
Revised 2/18/09  
Revised 12/15/10  
RCSC

***EQUAL EMPLOYMENT OPPORTUNITY - Policy 3050***

It is the policy of the Rochester Catholic School system to comply with federal and state laws prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no person in any of the Rochester Catholic Schools shall, on the grounds of race color, national and ethnic origin, sex, marital status, status with regard to public assistance, age or disability be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any educational program, or in employment or recruitment, consideration, or selection, whether part-time or full-time, under any educational program, employment of activity operated by any of these schools.

Approved 11/28/90  
Reviewed 1  
Reviewed 3/3/97  
Reviewed 10/6/97  
Reviewed 2/3/09  
RCSC

### ***FACULTY DRESS - Number 3060***

Educators are highly respected in the community. Teachers are professionals and are expected by the school community to have a professional appearance. In order to fulfill these responsibilities, the following dress guidelines have been established.

Teachers are expected to dress in a manner which reflects an appropriate level of importance to the educational profession in a Catholic School. Under ordinary circumstances, the acceptable attire for male teachers is a shirt, tie, and dress pants. Under ordinary circumstances, the acceptable attire for female teachers is a skirt, dress or dress pants with sweater, blouse or jacket.

In specific situations such as gym, field trips etc. more casual clothing may be acceptable.

Approved 4/18/90  
Reviewed 2/5/96  
Reviewed 2/3/97  
Revised 6/25/03  
Reviewed 2/7/08  
RCSC

### ***JURY DUTY - Policy 3070***

Rochester Catholic School employees who are requested to serve on jury duty and are absent as a result, the benefit guidelines allow for full compensation during the absence period. The stipend paid for jury duty is to be reimbursed to the Rochester Catholic Schools.

Employees are encouraged to defer jury duty to the summer months, if possible.

Approved 12/19/90  
Revised 5/5/97  
RCSC

### ***MILITARY LEAVE- Policy 3080***

Rochester Catholic Schools provides military leaves of absence to employees who serve in the uniformed services as required by the Uniformed Services Employment and Reemployment Rights Act of 1994 and applicable state laws. Leave is available for active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, for examinations to determine fitness for any such duty, and for any other leave permitted by law. Total military leave time taken may not exceed five (5) years during employment, except in certain specific circumstances or as otherwise provided by law.

Advance notice of leave is required, preferably in writing. Please inform your supervisor of anticipated military leave time as far in advance as possible. Accrued vacation will be paid during military leave at your request and health plan coverage continuance can be arranged for up to eighteen (18) months during military leave if you pay the required premium payments. As with other leaves of absence, failure to return to work or to reapply within applicable time limits may result in loss of reemployment rights.

For further explanation of health plan coverage and retirement benefits please refer to Uniformed Services Employment and Reemployment Rights Act of 1994.

Approved 4/23/08  
RCSC

***EMPLOYEE BENEFITS - Policy 3085***

All employee benefits will be outlined in employee benefits handbook.

(Replaces Policy 3090 (Part-Time Teaching) and 3100 (Pay for Permanent Part-Time Teachers))

Approved 1/25/12  
RCSC

***NURSING MOTHERS – Policy 3090***

Rochester Catholic Schools will accommodate breastfeeding mothers by providing suitable private space (other than a bathroom or toilet stall) and reasonable break time each day to any employee who needs to express breast milk for her infant, unless such break time seriously interrupts business operations. Any such break time must, if possible, run concurrently with any break time already provided to the employee. For non-exempt employees, such breaks are unpaid unless they coincide with a paid break period to which the employee is entitled.

Approved 5/27/15  
RCSC

## ***PREGNANCY ACCOMMODATION – Policy 3091***

Rochester Catholic Schools will provide reasonable accommodations to employees for health conditions related to pregnancy or childbirth unless providing an accommodation would impose an undue hardship on the operation of Rochester Catholic Schools. Employees may request an accommodation pursuant to this policy based upon the advice of the employee's health care provider. Reasonable accommodations including more frequent restroom, food, and water breaks; seating consistent with the employee's essential job duties; or limits on lifting over 20 pounds may be requested without medical advice. Rochester Catholic Schools will engage in an interactive process with the employee in order to determine what reasonable accommodations may be granted.

Rochester Catholic Schools forbids any form of retaliation against an employee who requests an accommodation. Any employee who believes they have been subject to retaliation for requesting an accommodation is expected to immediately report that information.

All reports of retaliation will be thoroughly investigated, consistent with the nature of the report. Confidentiality will be maintained, if possible, but disclosures may be necessary to conduct a proper investigation.

Individuals found to have violated the prohibition of retaliation will be subject to disciplinary action, up to and including termination of employment.

Approve 5/27/15  
RCSC



## ***PERSONNEL RECORDS - Policy 3110***

The Rochester Catholic Schools will maintain personnel records on all school employees. Care must be exercised to protect the privacy of these records, and they are to be used solely by the school administration and, if requested, by the employee.

The personnel file should contain:

- the completed application
- the employee's signature indicating support of the Christian Witness Statement
- copies of all evaluations
- social security number
- copy of the current and previous signed contracts
- signed I-9 form (proof of citizenship of proper papers as an alien to be employed)
- valid teaching/administrative certificate
- copy of the college/university transcripts
- an update of continuing education units
- Criminal Background check; effective 1-1-98
- Certificates documenting successful completion of Safe & Sacred Training
- Certificate documenting review of confidentiality

Approved 2/23/94  
Revised 4/6/98  
Revised 9/22/04  
Reviewed 2/7/08  
Revised 2/18/09  
RCSC

***EMPLOYEE REVIEW OF HUMAN RESOURCES FILE – Policy 3115***

Employees and former employees of Rochester Catholic Schools may make written requests to review their human resources file. Employees may request to review their file once every six months. Former employees may ask to do so once during the year after the employment relationship ends.

Rochester Catholic Schools will accommodate the request within 7 days. The reviews will take place during regular business hours at the work site in the presence of a Rochester Catholic Schools representative. After the review and with a further written request from the employee, Rochester Catholic Schools will provide a copy of the record to the employee, without charge.

Approved 5/27/15  
RCSC

***REIMBURSEMENT FOR TRAVEL EXPENSES - Policy 3120***

With prior approval from his/her immediate supervisor, employees of the Rochester Catholic Schools may be reimbursed for mileage at the current IRS rate when appropriate forms are completed and submitted to the supervisor.

Other costs for meals, lodging, etc., associated with business travel may be reimbursed, if pre-approved, after receipts are submitted with the appropriate forms to the supervisor.

Approved 5/4/98  
Reviewed 2/3/09  
RCSC

## ***SALARY GUIDES/PROFESSIONAL GROWTH - Policy 3130***

In order to obtain approval for a salary lane change due to additional education, a teacher must file a notice with his or her administrator on or before October 31 prior to the contract year in which the lane change would occur. This notice should include a list of courses taken so far and the courses or degrees the teacher intends to complete to meet the requirements for the lane change. The notice should also contain the school associated with these courses.

Salary lane changes will only be made at the start of each school year.

A validation for salary lane change with all attached official verification should be submitted to the administrator no later than August 15 of the school year in which the lane change is to take place. The lane change will be approved upon verification of credits or degree.

Degrees must be granted and course work must be taken from an accredited institution.

Graduate level courses must be in a current teaching discipline.

In special situations, other graduate or undergraduate courses can apply if approved by the administrator.

A religion course will also be applied upon approval of the administrator.

All credits applied to lane changes must have been earned after the date the applicable degree was earned and conferred.

A teacher who has earned fifteen (15) graduate or approved quarters, or ten (10) approved semester hours beyond the Bachelor's degree shall qualify for the BA + 15/10 salary lane.

A teacher who has earned thirty (30) graduate or approved quarter hours, or twenty (20) approved semester hours beyond the Bachelor's degree shall qualify for the BA + 30/20 salary lane.

A teacher who has earned forty-five (45) graduate or approved quarter hours, or thirty (30) approved semester hours beyond the Bachelor's degree shall qualify for the BA + 45/20 salary lane.

A teacher who has been granted a Master's degree or has earned sixty (60) graduate or approved quarter hours or forty (40) graduate or approved semester hours beyond the Bachelor's degree with no less than thirty (30/15) of these credits earned at one institution and with a grade of "B" (3.0) or "Pass" shall qualify for the MA salary lane.

A teacher who has earned fifteen (15) graduate or approved quarter hours or ten (10) graduate or approved semester hours beyond the Master's degree shall qualify for the MA + 15/10 salary lane.

A teacher who has earned thirty (30) graduate or approved quarter hours or twenty (20) graduate or approved semester hours beyond the Master's degree shall qualify for the MA + 30/20 salary lane.

Approved 12/19/90  
Revised 1/8/96  
Revised 3/3/97  
Revised 6/28/06  
Revised 2/18/09  
RCSC

### **WAGE DISCLOSURE – Policy 3135**

As required by Minnesota law, Rochester Catholic Schools does not prohibit any employee from disclosing his or her own wages and will not take any adverse action against an employee for disclosing his or her own wages or discussing a co-worker's wages, provided the co-worker voluntarily participates in that discussion. Employees are not required to disclose their wages to a co-worker or otherwise, and Rochester Catholic Schools expects all employees to be respectful of their colleagues in this regard.

Except for information regarding an employee's own compensation, or information regarding the compensation of a co-worker that has been voluntarily disclosed, Rochester Catholic Schools considers information regarding compensation and benefits provided to its employees to be proprietary information which provides Rochester Catholic Schools with a competitive advantage in the marketplace. Except as permitted by laws such as the National Labor Relations Act or this policy, or otherwise authorized by Rochester Catholic Schools, employees may not disclose Rochester Catholic Schools proprietary compensation information to any person or entity outside Rochester Catholic Schools, including but not limited to competitors of Rochester Catholic Schools.

Rochester Catholic Schools forbids any form of retaliation against an employee who discloses or discusses wages. Any employee who believes he or she has been subject to retaliation is expected to immediately report that information.

All reports of retaliation will be thoroughly investigated, consistent with the nature of the report. Confidentiality will be maintained, if possible, but disclosures may be necessary to conduct a proper investigation. Individuals found to have violated the Rochester Catholic Schools prohibition of retaliation will be subject to disciplinary action, up to and including termination of employment.

Approved 5/27/15  
RCSC

### ***SUBSTITUTE TEACHERS – Policy 3140***

All substitute teachers will be qualified teachers holding a current license or certificate from the Minnesota Department of Education. Exceptions can be granted by the Director of Schools.

The salaries for all substitute teachers should be established by the Rochester Catholic Schools Trustees at the same time as salary scales and schedules are set.

BoT Revised 2/9/16  
Approved 4/28/93  
Reviewed 3/3/97  
Revised 2/18/09  
RCSC

## **SOCIAL MEDIA POLICY – Policy 3150**

The Rochester Catholic Schools Social Media Policy is centered on Christ Jesus, and the mission bestowed to us as Catholic educators. Christ Jesus is the source and summit of Catholic life, and he remains the source and summit of all aspects of Catholic education.

Therefore, as employees and volunteers affiliated with Rochester Catholic Schools, we are called to reflect our Christian heritage in our daily communications, and should strive to respect the dignity and worth of each human person.

The advent of social media as a means of communication in recent decades has not gone unnoticed by the Holy Catholic Church as both extraordinary opportunity and as moral challenge. Pope Benedict XVI, in his message for the 43<sup>rd</sup> World Communications Day acknowledged the call to utilize social media while maintaining Christian ideals, stating that *“many benefits flow from the new culture of communication: families are able to maintain contact across great distances : students and researchers have more immediate and easier access to documents, sources and scientific discoveries, hence they can work collaboratively from different locations; moreover, the interactive nature of many of the new media facilities more dynamic forms of learning and communication, thereby contributing to social progress.”*

Pope Benedict also warned in the same message that *“If the new technologies are to serve the good of the individuals and of society, all users will avoid sharing the words and images that are degrading of human beings, that promote hatred and intolerance that debase the goodness and intimacy of human sexuality, or that exploit the weak and vulnerable.”*

The Rochester Catholic Schools Social Media Policy serves to guide in the utilization of social media for the good of Catholic education, assisting first and foremost children entrusted to our care by modeling the use of these technologies in light of our Christian claim.

This policy also encourages careful dissemination and creation of media content in interpersonal relationships; insofar as what is presented in the guise of social media is undoubtedly received as a measure of individual moral integrity, as is true of all forms of communication.

Rochester Catholic Schools encourages right communications, which strengthen the integral and natural communicative desire to reach beyond oneself, by upholding Christ’s teaching, “You must love the Lord your God with all your heart, with all your soul, and with all your strength” and “You must love your neighbor as yourself.” (Mk 12:30-31)



## **Social Media Policy**

### **Policy Statement:**

The Rochester Catholic Schools (“RCS”) system recognizes that in today’s environment, with the increasing prevalence of the Internet, employees and volunteers will use the Internet to conduct education and ministry work and to communicate with associates and friends. The Internet provides various ways for individuals to interact and has changed the way we communicate and share information.

RCS views the Internet as an important educational and evangelizing tool to promote school and ministerial programs. RCS encourages administrators and principals to support Internet use and to give employees and volunteers the necessary training and tools to interact safely and responsibly online.

However, those using the Internet should bear in mind that certain comments and information may have harmful effects on RCS, its reputation, its students, and its employees. Social media is an extension of the work or ministry setting and the same rules and expectations for behavior that apply to in-person interaction also apply to social media. Any violation of the policies and guidelines set forth herein may result in suspension, termination or some other form of appropriate discipline.

This Social Media Policy hereby incorporates by reference the entirety of the Diocese of Winona Code of Conduct -

<http://www.dow.org/LinkClick.aspx?fileticket=2q6JBC5JyLQ%3d&tabid=183>.

Employees and volunteers are required to adhere to the following procedures and guidelines regarding the use of personal, educational, activity and ministry websites and blogs.

## **Procedures and Guidelines**

### **Education, Activity or Ministry Websites and Blogs**

The RCS system supports the creation of education, activity, and ministry websites and the use of blogging as a means to conduct system, classroom and extracurricular programs. The use of websites is encouraged when conducting RCS programs. Blogging as an educational or ministerial communication tool is an excellent platform for creating and distributing information. If RCS employees or volunteers elect to use websites or blogs to conduct RCS system education, activity or ministry, the content of such websites or blogs must be approved by the Director of Schools Office and is subject to monitoring by the employee or volunteer's supervisor or designee.

Education, activity or ministry blogs may not be used for: 1) conducting outside business, 2) defaming the character of any individual or institution, 3) causing embarrassment to Rochester Catholic Schools, 4) divulging any personal information about children that would jeopardize their safety or well-being in any way, or 5) divulging any private information about Rochester Catholic Schools faculty or staff.

### **Personal Websites and Blogs**

The RCS system recognizes that school employees and volunteers may create personal websites or blogs as a medium of self-expression. Employees and volunteers must recognize that anything published on a personal website is equivalent to that made available in any public forum. Any information that causes or has the potential to cause embarrassment to RCS shall be avoided. The content of personal websites shall be consistent with the terms of this policy.

In the event an employee identifies himself/herself as, or is manifestly understood to be, an employee of Rochester Catholic Schools on a personal website or blog, to help reduce the potential for confusion, the employee shall put the following notice in a reasonable prominent place on the website or blog:

"The views expressed on this website are mine alone and do not necessarily reflect the views of my employer."

Employees shall not use their RCS email address for communications on public social media networks.

### **Password-Protected Sites**

Both RCS system websites and personal websites may involve the use of a username/password or other such means to access all or portions of the site. In the

event that an employee or volunteer, subject to approval by Rochester Catholic Schools, gives a child access to a website that is not otherwise openly accessible to the public, access must also be provided to the child's parent/guardian, if the parent/guardian so requests.

### **Confidential and Proprietary Information**

RCS personnel are prohibited from disclosing via the Internet information that is understood to be held in confidence by RCS. Employees and volunteers are prohibited from disclosing via the Internet any information that is proprietary to RCS, except by explicit written permission of the appropriate authority.

### **Trademarks and Logos**

Expressed written permission must be obtained from the RCS Advancement Office for RCS employees and volunteers to use RCS logos or trademarks on personal websites. RCS logos and trademarks may be used only in ways that clearly promote or call positive attention RCS events, websites or organizations associated with the logo or trademark. RCS employees and volunteers may not use RCS logos or trademarks on their personal websites in any way that could reasonably suggest RCS sponsorship or agreement with any views expressed.

### **Inappropriate Language and Images**

The RCS system will not tolerate any employees or volunteers posting obscene, harassing, offensive, derogatory, defamatory or otherwise potentially scandalous comments, links and/or images including sexually explicit or other material deemed inappropriate, which discredit or cause embarrassment to RCS, its affiliates, employees, students, vendors, partners, agencies, and others.

### **Protection of Children**

Employees and volunteers of the RCS system will comply with all aspects of the Safe Environment Program of the Diocese of Winona:

<http://www.dow.org/Departments/Life/SafeEnvironmentProgram.aspx>

Employees and volunteers are forbidden to post or distribute personal identifiable information, including photos and/or video, of any child under the age of eighteen without verifiable consent of a parent or guardian. Personal identifiable information includes full name, photos, home address, email address, telephone number or any information that would allow someone to identify or contact a child. Verifiable consent can take the form of a release/permission form or expressed written consent

from a parent or guardian. RCS will review alleged violations of the Safe Environment Program and the Code of Conduct of the Diocese of Winona on a case-by-case basis.

### **Right to Review**

Rochester Catholic Schools reserves the right to review the personal website or blog of any employee or volunteer if there are reasonable grounds for believing that this policy is being violated.

### **Definitions**

**Blog** - a type of website, usually maintained by an individual with regular entries of commentary or news on events, or subjects (e.g. Church teaching, theology, morals, current events, politics, education, sports etc.); may contain other materials such as graphics or video

**Education, Activity or Ministry Websites** - any Internet-based tool created by employees or volunteers for the sole purpose of conducting education, activity or ministry business

**Personal Website** - a social network page, blog or any Internet website or tool created by employees or volunteers primarily to share personal communication with friends and associates; examples include but are not limited to Facebook, LinkedIn, Twitter, YouTube and Flickr

**Employee** - Any person who is employed by RCS

**Volunteer** - An individual who works without financial or material gain on behalf of RCS who is not an employee; examples include interns, scout leaders, coaches, student teachers and others in similar capacities

Approved 03/28/12  
RCSC

## ***PRIVACY – Policy 3155***

Rochester Catholic Schools has established the following privacy policy that governs all aspects of your employment whether on any of the premises of Rochester Catholic Schools or elsewhere while you are performing your duties.

Rochester Catholic Schools property, offices, desks, machines and equipment are the employer's property and not the employees private work space. Employees and Rochester Catholic Schools property and work space are subject to search and monitoring at any time while on any of the properties of Rochester Catholic Schools and during working hours. This specifically includes but is not limited to the person, purses, pockets, offices, desks, lunch boxes, backpacks and/or briefcases and motor vehicles. Anything employees bring to the work place is subject to monitoring and search.

You should not bring anything dangerous, improper, or illegal to the workplace such as controlled substances, weapons, drugs, pornography or any other material that you do not want discovered or disclosed. You have no expectation of privacy in anything in the work place.

Because RCS is sensitive to the dignity of its employees, efforts will be made by RCS officials to ensure that a search, as a result of reasonable suspicion, is executed in an ethical and respectful manner.

Approved 5/27/15  
RCSC

***INTELLECTUAL PROPERTY POLICY – Policy 3160***

A work prepared by a Rochester Catholic Schools employee within the scope of his/her employment is a “work made for hire” and the copyright, including the right to distribute the work, belongs to Rochester Catholic Schools per the Copyright Act of 1976 unless there is a written agreement to the contrary.

Approved 1/29/14  
RCSC

## **STUDENTS/SAFETY POLICIES: 4000-4999**

### ***ABSENCES AND EARLY DISMISSALS - Policy 4000***

The Rochester Catholic Schools will develop and publish appropriate procedures, concerning student attendances, notification of parents/guardians in the case of absent students, and weather-related and/or early dismissal.

A written or verbal request from the custodial parent/legal guardian will be required for a student to leave school prior to dismissal times. The request will indicate the reasons for early dismissal as well as the identity of the person who will pick up the student from school.

Principals will never dismiss students to strangers or callers without using necessary precautions to obtain approval of the student's parents/guardians.

Students will never be sent on errands off the school property during school time without the consent of the custodial parent/legal guardian.

Approved 2/2/92  
Revised 4/6/98  
Reviewed 2/3/09  
RCSC

***ADMINISTRATION OF MEDICATIONS - Policy 4010***

All schools of the Rochester Catholic School System shall follow the policy of the State of Minnesota, and shall establish procedures that comply with the administration of medication by school personnel that comply with Minnesota law. Appropriate daily records of medication administered shall be maintained and kept in the school office.

Approved 3/27/91  
Revised 12/7/98  
Revised 6/25/03  
Reviewed 2/24/09  
RCSC



***ADMISSION DURING SCHOOL YEAR - Policy 4020***

The Rochester Catholic Schools may admit new students at any time during the school year. However, prior to such admission, the parent/guardian of the new student must agree to pay pro-rated tuition fees concerning completion of that school year.

Approved 6/24/92  
Revised 4/6/98  
Revised 9/22/04  
Reviewed 2/3/09  
RCSC

***ADMISSION -- NON-DISCRIMINATION - Policy 4030***

The Rochester Catholic School system shall admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

The Rochester Catholic School system may not discriminate on the basis of race, color, national or ethnic origin in administration of their educational policies, admission policies, scholarship, and athletic and other school-administered programs.

Approved 11/28/90  
Revised 2/18/09  
RCSC

### ***AIDS - RELATED ILLNESSES – Policy 4040***

Each Rochester Catholic school must deal compassionately and confidentially with all students with AIDS - Related concerns as to their admission, continued enrollment, and possible exclusion from school. No student shall be excluded solely on the basis of HIV infection.

Concern for the general school population and the student known to be infected with Human Immunodeficiency Virus shall be served by the school in following these procedures:

- Each student reliably reported to have been diagnosed HIV positive shall be evaluated on an individual basis.
- The evaluation shall be conducted by a team composed of: the student's parents/guardians; student's physician; representative of the local health department; the principal or his/her representative; and possibly, the pastor.
- The factors to be considered during the evaluation shall include: clinical condition of the student; risk to others in the classroom demographic, environmental, psychological, and social factors in the school setting.
- All recommendations from the evaluation team regarding the type of educational setting for the HIV infected student shall be based on the behavioral, neurological, developmental, and physical condition of the student, and the expected type of interaction in the particular setting.

Approved 10/26/94  
Reviewed 12/7/98  
Revised 9/22/04  
Reviewed 2/24/09  
RCSC

## **CHEMICAL HEALTH POLICY, K-12 - Policy 4050**

No student shall possess, use, sell, distribute, deliver, supply, or be under the influence of alcohol or any illegal, controlled, or mood altering substance or possess, use, sell, distribute, deliver, or supply drug paraphernalia, or misuse prescription drugs, at any time, at any place, on or off school property. "Supply" includes, *inter alia*, hosting a party in which alcohol or any illegal controlled or mood altering substance is present.

### **Philosophy**

As a Catholic school, RCS recognizes all who seek God are not yet whole, and so we gather together at times broken, weak, or lost. In our school community, not only do we seek clarity for the world around us, but we are also on a daily quest for salvation. In small but significant ways, we have the opportunity to come closer to salvation every day. In this light, our approach toward students in need comes from a restorative, not punitive, perspective.

RCS applauds its students and their peer groups for helping one another on the path. Likewise, RCS attempts to set a firm and pastoral direction for students who are lost and suffering and choose to use, possess, sell, or distribute tobacco, alcohol, mood-altering or controlled substances while also recognizing the negative impact and legal implications of such acts. RCS maintains the ability to work with students and families to provide guidance and, hopefully, resolve the root problem if the student who needs help--or a concerned third party--comes forward. If students or families do not bring forward concerns or issues, the school is placed in a difficult situation that compromises the trust, openness, and inter-relationship upon which our partnership is built. In order to assist our students in need, and considering measures to safeguard our school community, we have put the following procedures in place. The procedures that follow will be applied alongside the mandated reporting laws and mandatory Minnesota State High School League policies.

### **Procedure:**

Chemical Health Support Intervention (CHSI): If an adult or student has reasonable suspicion that a student is engaged in the possession, use, sale, distribution, delivery, or supply of alcohol, any illegal, controlled, or mood-altering substance, drug paraphernalia, or the misuse of prescription drugs, they have the freedom to report the chemical health involvement to the school administration. Students who self-report or individuals reporting others out of a place of concern is the most effective method to mitigate the problem and offer assistance. Since RCS believes this is the most effective method, RCS shall proceed with an intervention of structured and supportive consequences and refrain from internal disciplinary consequences. Examples of structured and supportive consequences include, but are not limited to: ongoing meetings with RCS counseling staff, a referral to a chemical health counselor, meetings with school administrators, meetings with parents/guardians, and chemical testing. The school administration will decide whether further review or action is necessary to assist the student. Above all, RCS wants all students to succeed. This process reveals a willingness on the part of the student to demonstrate responsibility while seeking help through the proper channels.

First offense in a School Year (First day of summer through the last day of the academic year):

Minnesota statute 121A.28 requires law enforcement personnel to notify the school of any student under the age of 18 found in violation of state code. Any student reported by law enforcement personnel, school personnel or other credible sources to be in violation of the RCS Chemical Health Policy is subject to the following procedure: If evidence of chemical health use, possession, paraphernalia, sale, or distribution is confirmed while enrolled at RCS, the student will enter immediately into a behavioral contract as developed and determined by school administration and counseling staff. The student will attend mandatory meetings with a chemical health counselor. In addition, the student and family may be asked to consent to random chemical testing for the student while enrolled at the school.

Second offense in a School Year (defined as the first day of summer through the last day of the academic year) or Third offense in a School Career (defined as point of entry into RCS to present):

If the student breaks the behavioral contract previously established, including but not limited to a second chemical health offense, the school administration may make a motion to the Director of Schools for dismissal. The Director will review all records pertinent to the student's history of offenses. If the Director finds compelling evidence that suggests RCS could continue supporting the student at a level appropriate to his or her needs, that policy was not followed, or that there is insufficient evidence to warrant a dismissal the student may continue active enrollment. Prior to the student's return to the classroom, the school administration and family shall meet to construct a new behavioral contract.

## **Tobacco Use**

Students are to be tobacco free on all RCS campuses and at school sponsored events. The following policies will be enforced regarding the possession and/or use of tobacco products:

First offense during the School Year: The student will enter into a behavioral action plan as developed and determined by school administration and may be subject to disciplinary measures including suspension.

Second offense during the School Year: A formal, signed behavioral contract by and between school officials, the student and parents/guardians indicating a final attempt to sustain behavioral change will be developed. A formal discussion with family to review the behavior contract and the conditions set forth within for continued enrollment may be requested. Such conditions may include required enrollment in a tobacco cessation course approved by the administration.

Third Offense during the School Year (First day of summer through the last day of the academic year): The student will serve a two-day out-of-school suspension while the student's continued enrollment at RCS is considered. A motion for dismissal may be made at this point. If a decision is made to allow the student to continue his/her enrollment, the student must enter into and sign a new behavioral contract before the student is readmitted to RCS.

Fourth Offense in a School Career: A motion will be made for dismissal.

Further, the Minnesota State High School League considers tobacco a chemical and students who use and/or possess tobacco products will incur additional penalties according to MSHSL guidelines, including suspension from extracurricular activities.

In all offenses regarding the foregoing, the student's parent/guardian will receive notifications as violations occur to facilitate cooperation in changing the student's behavior.

### **Preventative Practices: Chemical Health Deterrents**

RCS is committed to providing students a safe and chemical free environment. The following measures may be utilized to ensure this commitment is fulfilled:

- 1. Testing Procedure** RCS shall have the right, upon a reasonable suspicion of a violation of the Chemical Health Policy (including prior violations of the Chemical Health Policy), to require a student to submit to any chemical test procedures it deems appropriate, including but not limited to breath, urine or hair sample. A student's refusal or failure to submit to such testing required by RCS will result in discipline as determined by RCS school officials, up to and including expulsion. The RCS counseling professionals may be asked to make referrals for assessment, treatment, and educational programs. All actions must be approved by school administration and counseling staff. The Administration of RCS respects the confidentiality of the student who seeks help from our counselors in the area of chemical use.
- 2. Drug Detecting Canines** RCS works with Rochester Police Department Canine Service in using specially trained dogs to keep drugs and chemicals off campus. Pursuant to the Search and Seizure Policy, RCS may at any time have specially trained dogs canvas the school, parking lot and area streets where students park on a random basis. The dogs are able to detect lockers and vehicles where illegal drugs have been present, even if they are not currently present. If a student, their locker or their vehicle is found to possess chemicals in violation of the Chemical Health Policy, school officials will contact the student's parents. If the student is involved in a co-curricular program, the co-curricular sanction will also be applied. If the drug dog makes a positive "indication" on a student, the student's locker, possessions, or a vehicle and nothing is found, the student's parents/guardian will be contacted.
- 3. Breathalyzers** Breathalyzers may be used at RCS dances or other RCS events. Students may be asked to provide a breath sample as they enter the event. If a student tests positive, their parents/guardian will be contacted and asked to transport the student from the event. Students will be sanctioned accordingly using applicable school rules.

BoT Revised 9/1/2015  
Approved 2/28/ 2007  
RCSC

## **RCS COMPUTER TECHNOLOGY USE - Policy 4055**

Rochester Catholic Schools (RCS) continues to integrate computer and network technology into its educational and professional environments. As part of that effort, this policy and supporting guidelines are to provide direction and safety to our technology users, as well as to protect our technology assets.

### **General Statement of Policy:**

- All computer equipment will be used in a manner that is consistent with the mission and goals of Rochester Catholic Schools.
- The use of computer and network equipment is integral to a quality education and working environment.
- Inappropriate use will result in disciplinary or law enforcement action.
- Rochester Catholic Schools employees, students and volunteers shall abide by the Procedures established to support this policy.

### **Procedure:**

#### **I. Types of Technology:**

- Desktop computers, laptop computers, tablet computers, netbook computers, LAN telephones, pagers, cell phones, smart phones, personal digital assistants (PDAs), eReaders (Kindle, Nook, etc.), televisions, audio players (AM/FM or satellite radio, CD, mp3, iPod, etc.), video players (VCR, DVD, CD, etc.), projectors, PA systems, speakers, video equipment, cameras, video games (Gameboys, PSPs, etc.), and any network attached and wireless equipment and all software.

#### **II. Scope:**

- This policy covers all computers and technology equipment owned by RCS, both on and off campus. It also refers to personal computer equipment and other personal technology used on campus, where applicable rules apply.

#### **III Computer Use Agreement:**

- All employees, students grades 4 through 12, and volunteers using RCS technology must sign the *Computer Technology Use Agreement* before using RSC technology. The purpose of this agreement is to ensure that RCS employees, students, and volunteers using RSC technology have read, understand and agree to the Computer Technology Use Policy for RCS.

##### **1. General Rules:**

- a. Only authorized individuals may use RCS technology. RCS technology includes any or all technology owned by RCS as defined as Types of Technology section above.
- b. RCS employees, volunteers, and enrolled students are allowed to use RCS technology in a manner that is consistent with the rules outlined in this document and their employee or parent/student handbook. RCS

Students are expected to use RCS Technology for schoolwork or homework only.

- c. Visitors, employee spouses and children, as well as other non-enrolled or non-employed individuals, may not use, move or modify RCS technology without the expressed consent and guidance of the respective building administrator.
- d. No RCS technology (equipment and/or software) may be removed from RCS premises without the express consent of the respective building administrator.
- e. Grade K-8 students may not use personal technology on campus during school hours, at on-site school sponsored events or on field trips, except for the authorized use of eReaders under the provisions below. Grade 9-12 students' use of personal technology is permitted in accordance with the guidelines listed in the Lourdes High School student planner. Personal technology includes any or all technology as defined as Types of Technology section above.
- f. Grade K-8 students may use eReaders (Kindle, Nook, etc.) under the following provisions, and may have eReader privileges revoked if any of the provisions are violated.
  - i. All e-readers must be registered with the school Technology Integration Specialist (TIS) and accompanied by the Agreement Form signed both by the parents and the student.
  - ii. eReaders are to be used only for the reading of school approved material (books, etc.) and not for other purposes such as communication, entertainment, music, gaming, etc.
  - iii. All material on the eReader must comply with the spirit and policies of Rochester Catholic Schools.
  - iv. All eReaders must have cellular and network capabilities disabled (turned off) while the device is at school.
  - v. e-Readers must be used at appropriate times in accordance with teacher instructions. The e-reader must not be a distraction for the student or those around him/her nor be a source of any classroom disruption.
  - vi. The student is responsible for knowing how to properly and effectively use their e-reader.
- g. RCS employees and volunteers are allowed to use personal technology on campus provided it does not interfere with their roles and responsibilities.
- h. Personal technology used by RCS employees is not supported by the RCS Technology Department. The RCS Technology Department may opt to put forth best effort support, as time allows, if the personal technology is deemed useful for educational purposes.
- i. RCS students and volunteers are allowed to use RCS technology under the direct supervision of an RCS employee. The supervising employee is partially responsible for the student's actions while using the technology.
- j. RCS employees, students, and volunteers using RCS technology are responsible for reviewing and understanding the *Computer Technology Use Policy*.
- k. The Director of Schools may grant limited exceptions to the above provisions in cooperation with the Director of Technology in order to meet the immediate needs of the educational environment or as new technology or new uses emerge.



**2. Hardware:**

- a. Computer parts, components and peripherals may not be added to, disconnected or removed without permission or assistance from the Technology Department for RCS owned technology. This includes, but is not limited to, monitors, cables, speakers, CPU's, memory, and peripheral devices both attached and wireless. However, staff and students are permitted to connect USB drives (thumb drives, flash drives) for auxiliary document storage.
- b. Computer users are not permitted to have food or beverages on or near RCS computer equipment, computer stations, or in Computer Labs.
- c. Hardware problems should be reported to the Technology Integration Specialist (TIS) or to the Technology Department, through proper support channels.

**3. Software:**

- a. RCS owned and licensed software may be used only on RCS owned computers.
- b. RCS employees needing to add or install additional software shall contact the Technology Department for assistance after seeking approval from their building administrator.
- c. Students and RCS volunteers may not download, install, or modify any software on RCS owned technology. This includes, but is not limited to programs, screen savers and games.
- d. With the exception of educational material, students, volunteers, and employees shall not access or download audio and video media files, such as MPEG, AVI, MP3, etc. without approval from the building administrator.
- e. No personal software may be installed and used on RCS owned computer equipment.
- f. All software media, manuals, and licenses are to remain on the building premises.
- g. Computer users may not use RCS software with malicious intent.
- h. Software problems should be reported to the Technology Integration Specialist (TIS) or to the Technology Department, through proper support channels.

**4. Network and Internet:**

- a. RCS Students may not attach (physically or via wireless) personal technology to the RCS network or the RCS Guest network.
- b. While they are in the RCS school buildings, at RCS sponsored events or on field trips, RCS Students may use network resources (both attached and wireless) and the Internet only under the supervision of an RCS employee. Employees are responsible for supervising and guiding student Internet use, and shall not leave students unattended while working on computers.
- c. Employees, visitors or guests may not attach (physically or via wireless) personal technology to the RCS network. Employees, visitors or guests may attach personal devices to the RCS "Guest" network in accordance with the procedures for the Guest network in each building, or with the permission of the building administrator or Director of Technology.
- d. All access to the Internet and to RCS network resources must be for education or RCS work related purposes.

- e. Information on the Internet that is considered obscene, offensive, and questionable in nature shall not be accessed anywhere using RCS technology, or within RCS premises.

**5. Internet Content Filtering:**

RCS has hardware and software that prevents access to inappropriate Internet information through its network and Guest network

- a. If a valid web site cannot be accessed, a report may be filed through the appropriate technical support channels.
- b. If an inappropriate web site has been accessed freely, the website's complete address should be reported to the building administrator and the Director of Technology for further action.
- c. Since RCS cannot filter content delivered via public networks (for example, wireless networks provided by cell phone companies) it is the responsibility of all appropriate RCS employees to ensure RCS students are supervised when they are using personal technology on RCS premises, during RCS sponsored events or on field trips.

**6. Privacy and Security**

- a. No computer user may access information or systems to an extent beyond that which has been explicitly designated to them by their building administrator or by the Technology Department.
- b. Network users shall not log onto an RCS workstation using someone else's user name and password.
- c. Network users will be required to change their password periodically. Your network administrator determines the frequency of change, minimum password length and complexity.
- d. Network users must not share their passwords with other users.
- e. Network users must not make a written record or reminder of their password.
- f. Network users must log off or lock their workstation before leaving it unattended for more than ten minutes.
- g. Network users must contact the Technology Department immediately if they suspect their account has been misused or their password compromised.

**7. RCS Employee Email and Messaging:**

- a. All email in the RCS email system is subject to monitoring; any email with purposes not related to RCS business and education must be limited as to not interfere with the employees' roles and responsibilities.
- b. RCS employees are asked not to provide their RCS email address for non-work related issues.
- c. Any personal email in the RCS email system shall reflect an ethical and professional image that is consistent with RCS standards.
- d. RCS staff should not use the RCS email system, web document repository or network drives for storage of personal information or files, especially music or photographs.
- e. Personal use of RCS email for the purpose of forwarding spam, jokes, chain letters and third-party solicitations to RCS or external email recipients is prohibited.
- f. Submitting solicitations, public announcements or invitations to personal sales events, such as Pampered Chef, Stamping-Up, Mary Kay, etc., is subject to approval by your building administrator, and shall not be sent system-wide, or to major RCS mailing lists.

- g. The use of Instant Messenger (IM) software, such as AOL Instant Messenger and Microsoft Instant Messenger, is limited to professional and internal communication only. RCS is not responsible for, and will not facilitate access to, external IM networks.
- h. Personal web-based email accounts shall be used only when appropriate. RCS is not responsible for, and will not facilitate access to, external email networks.
- i. Since RCS email can contain student personal data or other RCS private information, care must be taken to protect it, especially when accessed or stored on mobile devices which could be lost or stolen. RCS employees who choose to sync their RCS email account to a personal or RCS provided mobile device must use an email client on their device that complies with the RCS Exchange Server's mobile security protocols which includes the requirement for a PIN lock and allows for remote wipe.

#### **8. Etiquette and Protocol:**

- a. RCS employees, volunteers, and students must not change computer settings and configurations that affect all users of a computer.
- b. RCS employees are responsible for securing a backup of their important computer work through the use of their network folder ("Z: drive"), CD ROM, or flash drive.
- c. Transmission of any material that is in violation of U.S. or state codes is prohibited. This includes, but is not limited to, copyrighted, threatening or obscene material.
- d. Personal information about yourself or others, such as addresses and phone numbers, should never be given to anyone online.
- e. Proper citing is required for all media information.
- f. Inappropriate use of computer equipment should be reported immediately to your building administrator.

#### **9. Professional Communications**

- a. All RCS employees who have access to RCS technology, and have been provided an email address, shall check their email account at least once per working day for bulletins and pertinent information.
- b. Faculty and support staff that are required to maintain a webpage must review their online content and make necessary updates at least once per week.

#### **10. Consequences of Technology Misuse:**

- a. RCS employees misusing RCS technology or personal technology on or off campus are subject to disciplinary measures deemed appropriate by their building administrator.
- b. Students may lose computer privileges from one week to a year, depending on the severity of the infraction. If student computer privileges are lost or restricted, it is the student's responsibility to make arrangements to complete assignments outside of school or in a highly supervised environment. Students may also be required to pay the cost of repairing or replacing damaged software and/or hardware due to the infraction.
- c. RCS employees, volunteers, guests and students found using RCS technology in a criminal manner will be immediately reported to the appropriate law enforcement agency. Parents of students will be notified as well, and suspension or expulsion from school may result depending on the severity.

**11. Disclaimer:**

- a. Rochester Catholic Schools cannot be held accountable for any information that is retrieved via the Internet.
- b. These guidelines do not supersede or act in lieu of state and federal law. All technology users are solely responsible for their lawful conduct.
- c. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by RCS for sending or receiving private or confidential electronic communications. System administrators have access to all mail and network resources, and may monitor content. Information relating to or in support of illegal activities will be reported to the appropriate authorities.
- d. RCS will not be responsible for any damages suffered by a user, including loss of data resulting from equipment failure, delays, non-deliveries, or service interruptions caused by our own negligence or user errors or omissions. Use of any information obtained is at the user's own risk.
- e. RCS makes no warranties (expressed or implied) with respect to:
  - i. The content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information;
  - ii. Any costs, liability or damages caused by the way the user chooses to use his or her access to the network.
- f. Rochester Catholic Schools reserves the right to change its Computer Technology Use Policy and rules at any time.

**12. Exceptions:**

- a. Any exception to this policy will require advance approval in writing from the Technology Department and the building administrator.

**Rochester Catholic Schools  
Computer Technology Use Agreement  
for RCS Employees and Volunteers**

I understand that the Rochester Catholic Schools (RCS) provides computer technology equipment, software, and Internet access for professional and educational purposes only.

Should I violate the rules as stated in the RCS *Computer Technology Use Policy*, or participate in unethical behavior when using the computer technology, appropriate disciplinary actions will be pursued. Criminal behavior will result in legal action.

I have read, understand and agree with the *Computer Technology Use Policy* of the Rochester Catholic Schools.

Date: \_\_\_\_\_

Last Name (print): \_\_\_\_\_ First Name (print): \_\_\_\_\_

Signature:  
\_\_\_\_\_

# Rochester Catholic Schools Computer Technology Use Agreement for RCS Students

I understand that the Rochester Catholic Schools (RCS) provides computer technology equipment, software, and Internet access for educational purposes. Use of computer technology is a privilege that requires responsibility.

Should I violate the rules as stated in the RCS *Computer Technology Use Policy*, or participate in unethical behavior when using the computer technology, my access will be limited or revoked. Other school disciplinary action such as suspension and/or expulsion from school may also be taken depending on the severity. Criminal behavior will result in legal action with the appropriate Law Enforcement Agencies.

I have read, understand and agree with the *Computer Technology Use Policy* of the Rochester Catholic Schools.

Student:

Date: \_\_\_\_\_

Last Name (print): \_\_\_\_\_ First Name (print):  
\_\_\_\_\_

Signature: \_\_\_\_\_ Grade:  
\_\_\_\_\_

.....  
Parent/Guardian:

Date: \_\_\_\_\_

Last Name (print): \_\_\_\_\_ First Name (print):  
\_\_\_\_\_

eReader Make/Model \_\_\_\_\_

eReader Serial Number \_\_\_\_\_

eReader MAC address \_\_\_\_\_

Signature:  
\_\_\_\_\_

Revised 01/25/12  
Approved 6/1/2011  
RCSC

## RCS e-READER AGREEMENT and FORM

Rochester Catholic Schools, in striving to maintain technological relevance in education, is providing the opportunity for students to use electronic readers, simply called “e-readers” in accordance with our e-Reader Agreement. This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parents.

The wide variety of hardware and software capabilities of available e-readers makes them challenging to monitor and control in a school environment in contrast with system-owned technology assets like computers, etc. The rules and guidelines that govern e-reader use are listed below. A student who violates any portion of the e-Reader Agreement may be subject to disciplinary action commensurate with the nature of the violation as outlined in the student handbook.

1. All e-readers must be registered with the school Technology Integration Specialist and accompanied by the Agreement Form signed both by the parents and the student.
2. e-Readers are to be used **only** for the reading of school approved material (books, etc.) and not for other purposes such as communication, entertainment, music, gaming, etc.
3. All material on the e-reader must comply with the spirit and policies of Rochester Catholic Schools.
4. All e-readers must have cellular and network capabilities disabled (turned off) while the device is at school.
5. e-Readers must be used at appropriate times in accordance with teacher instructions. The e-reader must not be a distraction for the student or those around him/her nor be a source of any classroom disruption.
6. The student is responsible for knowing how to properly and effectively use their e-reader.
7. All e-readers must be registered with the school Technology Integration Specialist and accompanied by the Agreement Form signed both by the parents and the student.
8. e-Readers are to be used **only** for the reading of school approved material (books, etc.) and not for other purposes such as communication, entertainment, music, gaming, etc.
9. All material on the e-reader must comply with the spirit and policies of Rochester Catholic Schools.
10. All e-readers must have cellular and network capabilities disabled (turned off) while the device is at school.
11. e-Readers must be used at appropriate times in accordance with teacher instructions. The e-reader must not be a distraction for the student or those around him/her nor be a source of any classroom disruption.
12. The student is responsible for knowing how to properly and effectively use their e-reader

**Parent/Guardian e- Reader Agreement**

I authorize my child to bring their e-reader to school with the understanding that it is to be used as a tool for reading **only** and that my child will comply with the aforementioned e-Reader Acceptable Use Policy. I understand that Rochester Catholic Schools are not responsible for any damage or loss associated with my child's e-reader. I also understand that a violation of the e-Reader Agreement may result in my child losing the privilege to bring their e-reader to school for a length of time commensurate with the nature of the violation as outlined in the student handbook.

Parent/Guardian Name: (Print)

\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

e-Reader Make/Model:

\_\_\_\_\_

e-Reader Serial Number:

\_\_\_\_\_

e-Reader MAC Address:

\_\_\_\_\_

**Student e-Reader Agreement**

I agree to abide by all guidelines set forth in Rochester Catholic School's e-Reader Agreement. I understand that a violation of the e-Reader Agreement may result in losing the privilege to bring the e-reader to school for a length of time commensurate with the nature of the violation.

Student Name: (Print)

\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School: \_\_\_\_\_

TIS Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### ***DRESS CODE - Policy 4060***

Students have a dress code in order that attire be in keeping with those attitudes necessary and helpful to foster an academic climate within the school. Students are expected to be in dress code except on designated out of dress code days. Any accessories that draw undue attention to a student are not permitted. Neatness, cleanliness, and modesty are always to be observed.

Faculty and Administration will determine the appropriateness of dress as defined by the student handbook.

Approved 12/17/91  
Reviewed 10/5/98  
Reviewed 2/24/09  
RCSC

## LOURDES HIGH SCHOOL DRESS CODE

As a Catholic school, Lourdes High School is committed to advocating for the dignity of every person within our community. The purpose of the dress code is threefold: modesty, consistency and safety. Students are held responsible for the clothing they choose to wear.

All students will wear a shirt with a collar. Shirts must be opaque and buttoned with the exception of the top button at the neck. Additional items that may be worn include blazers, zip ups, turtleneck sweaters, fleece wear, sweaters and crew neck sweat shirts, all without screen printing. Lourdes outerwear is encouraged. This includes all of the above as well as crew neck sweatshirts promoting a Lourdes team, club or activity. Hooded sweatshirts/hoodies and college wear is prohibited.

All students will wear pants/trouser style bottoms that meet the top of the ankle. Belts are recommended. The following pant colors are acceptable: navy, brown, gray, olive, khaki, tan, maroon or black.

All students will wear shoes and socks to school. Boots (without a significant heel) and moccasins with a solid sole are also welcomed.

Miscellaneous items including jewelry and make-up should be conservative with no visible body piercings or tattoos. Pierced ears are acceptable. Hair must be well-groomed, neat and clean at all times and reflect a positive image. Hair color must be natural hair color.

Unacceptable clothing items: leggings, jeggings, jeans, yoga pants, crocs, hooded sweatshirts/hoodies, sandals, sleeveless items and skirts.

## K-8 UNIFORM / DRESS CODE

Rochester Catholic Schools believe common expectations in terms of appearance assist the learning environment in many ways. Please adhere to the following uniform/dress code.

**Uniform:** Grade K – 4: Current Donald’s plaid jumper or dress code pants/shorts/skorts.  
Grade 5 – 8: Current Donald’s plaid skirt or dress code pants/shorts/skorts.

Girls are encouraged to wear shorts under their jumpers/skirts (these need not be dress code shorts). Girls may not roll skirt waistbands. Skirts/shorts/skorts must be of modest length.

**Pant/Shorts:** Boys and Girls Grade K – 8: Solid navy blue or black “cotton twill” or corduroy (hip pockets only/NO cargo pants). NO rivets. Stitching on pants/shorts must match the color of the pant/shorts (e.g., navy blue stitching on navy blue pants/shorts).

**Shirts:** Boys and Girls Grade K – 8: Solid white or red (short or long sleeve shirts with collars). May include polo or turtleneck but NO mock

turtlenecks. Shirts must be free of appliqués, logos, zippers, snaps and hoods. Banded bottom polo shirts in white or red are also acceptable and are available through Donald's. Shirts without banded bottoms must be worn tucked in.

**Sweatshirts:** Red or navy blue round-collar or three-quarter zip sweatshirt with Rochester Catholic Schools logo may be worn. Students must wear a dress code shirt under the sweatshirt.

**Sweaters:** Cardigan or V-neck: Solid navy blue, red, or white. Cardigan or V-neck must be free of appliqués, logos, zippers, snaps and hoods.

**Socks:** Solid navy blue, black, white, or red socks. Blue, black, white or red leggings (pant length with socks) or tights may be worn under jumpers/skirts/skorts.

**Shoes:** Shoes must have backs, be snug fitting, and have non-slippery soles. No flip flops or crocs.

**Belts:** Belts are optional, but if worn should be solid black or brown. NO suspenders.

**Jewelry/Hair/ Make-Up:** Any jewelry/hair/make-up that draws undue attention or that is distracting in nature will not be allowed. Small earrings may be worn.

**Students that are not in compliance with the uniform/dress code policy will receive a notice from the school to alert them of changes that need to be made.**

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### **OUT-OF-DRESS-CODE DAYS**

Out-of-dress-code days may be scheduled at the discretion of the school administrator/teachers. On those occasions, the following non-uniform dress is expected:

*On non-uniform days we expect our students to be in modest attire. This includes shirts that are not torn or worn off the shoulder, no tank tops, or shirts that bare the midriff. Shorts need to be at least mid- thigh length (if not longer). Pants with holes, and t-shirts with inappropriate logos/writing are not acceptable. Leggings may not be worn unless they are worn with a loose shirt or dress that is no shorter than mid-thigh and completely covers the individual's bottom. Spandex (including bike shorts) is not appropriate attire for school.*

Revised 04/2017

***ENROLLMENT REPORTING - Policy 4070***

The Rochester Catholic Schools shall provide the local public school superintendent the name, age, and address of each student enrolled by October 1 of each academic year as required by law.

Each local Catholic school shall keep accurate attendance records for its students. The attendance of each student shall be noted on the student's permanent record.

Attendance records shall be kept on file for five years.

Approved 12/21/94  
Revised 10/5/98  
Reviewed 2/3/09  
RCSC

***EXTRA - CURRICULAR ACTIVITIES - Policy 4080***

Activities and sports are open regardless of previous experience. It may be necessary for the Rochester Catholic Schools Trustees to accept and establish cooperative sponsorship with other local or surrounding high schools to offer a specific activity or sport.

BoT Revised 2/9/16  
Approved 6/26/91  
Reviewed 10/5/98  
Revised 6/25/03  
Reviewed 2/24/09  
RCSC

***IMMUNIZATIONS - Policy 4090***

Each Rochester Catholic school shall follow the regulations contained in the Minnesota School Immunization Law.

Approved 10/2/94  
Revised 12/7/98  
Revised 6/25/03  
Reviewed 2/24/09  
RCSC

***NATURAL DISASTER PLAN - DRILLS - Policy 4100***

Each Rochester Catholic school shall have a written plan containing the procedures and physical arrangements to be followed by all school personnel in case of an emergency. This plan will include procedures for practice of fire, natural disasters, intruder or other safety issues.

Approved 10/26/94  
Reviewed 12/7/98  
Revised 6/22/06  
Revised 4/22/09  
RCSC

## ***PHYSICAL ACTIVITY IN PRESCHOOL - Policy 4105***

Rochester Catholic Schools recognize the physical, social and developmental benefits of regular physical activity for young children. Rochester Catholic Schools is dedicated to promoting the health of children through physical activity policies and practices.

### **Procedure:**

Rochester Catholic Schools had made a commitment to adhere to best practice recommendations for physical activity in preschool.

#### **I. Active Opportunities**

- Time for structured (teacher-led) physical activity and unstructured play is provided
- There are opportunities for outdoor active play everyday weather permitting
- Children are not seated for periods of more than 20 minutes
- Videos are rarely shown

#### **II. Play Environment**

- There is space for outdoor activities
- There is an indoor space for activities
- A variety of play equipment including fixed (slides, climbing, ladders) and portable (balls, mats) is provided
- Equipment is maintained

#### **III. Staff Behavior**

- Staff joins children in active play
- Staff encourages children to be active
- Active playtime is not withheld for misbehavior

#### **IV. Physical Activity Support**

- There is visible support for physical activity in classrooms and common areas (books, posters, pictures)
- There are no televisions or electronic games in the classroom

#### **V. Physical Activity Training**

- Physical education is provided to children at least once per week

Approved: 4/27/11  
RCSC



***PUBLIC SCHOOL REGISTRATION INFORMATION - Policy 4110***

Rochester Catholic Schools facilities will not be used as a site for disseminating public school registration information to students who currently attend the Rochester Catholic Schools.

A student interested in attending a public school should have a parent/guardian call the school(s) in his/her attendance area for information.

Approved 5/4/98  
Reviewed 10/5/98  
Reviewed 2/24/09  
RCSC

## ***REPORTING CHILD NEGLECT – ABUSE - Policy 4120***

All staff members of each Rochester Catholic school shall follow the requirements of Minnesota law pertaining to reporting child neglect and / or abuse which may be summarized as follows:

### **Procedure:**

- Educators, and members of the clergy who come to their knowledge outside of the priest-penitent relationship are required to report a suspected case of child abuse/neglect to the local law enforcement agency, or child protection social service agency. This must be done if they know or have reason to believe there is or has been abuse or neglect. A written report must be filed within 72 hours of the verbal report.
- Reference: A Resource Guide for Mandated Reporters
- Neglect is defined as the failure to provide food, clothing, shelter or medical care and prenatal exposure to controlled substances.
- Abuse can be physical, sexual abuse or emotional maltreatment.
- Anyone who reports child abuse or neglect in good faith is immune from any civil or criminal liability. Mandated reporters who fail to do so may be guilty of a misdemeanor.

Revised 6/28/95  
Revised 12/7/98  
Revised 9/22/04  
Reviewed 2/24/09  
RCSC

## ***RETENTION OF STUDENTS - Policy 4130***

### **Procedure:**

#### Grades K - 6

No one will be retained at grades K - 6, unless there is a consensus of agreement among the parents of the child, teachers, and principal that it would be in the best interest of the child to repeat a particular grade. Retention will be considered only after:

- a.) parent-teacher discussions occur during the course of the year and
- b.) a recommendation to test for possible disabilities.

#### Grades 7 - 8

- a.) Parents and student will be notified and consulted about the possibility of retention prior to the end of the year.
- b.) If the final average for a single subject is an F, a recommendation would be made that the student attend summer school or obtain tutoring in that area.
- c.) If the final average of two (2) or more academic areas is an F, a conference with the principal, parents, teachers and counselor would be held to recommend repeating a grade.

Approved 3/27/91  
Revised 10/5/98  
Reviewed 2/24/09  
RCSC

## **ROCHESTER CATHOLIC SCHOOLS ADMISSIONS/ GUIDELINES - Policy 4140**

### **Procedure:**

- All children have the opportunity to attend Rochester Catholic Schools regardless of socio-economic status.
- Once enrolled, the Rochester Catholic Schools System is committed to that child and his/her family remaining in the system.
- Children living within a defined Rochester Catholic School-bussing boundary are given admission priority to that school over children residing outside of the defined school-bussing boundary.
- Attendance Admission – Guidelines are to provide more opportunities for new families to enter the system.
- Attendance Admission – Guidelines assume and are subject to, pastoral approval.

### **System Admissions**

Children will be admitted to the Rochester Catholic Schools in the following order:

1. All children currently enrolled in grade kindergarten or higher.
2. Siblings of children currently enrolled in a Rochester Catholic School and from a family registered at any of the Rochester Catholic parishes.
3. Children of employees of the Rochester Catholic Schools system.
4. Children of a family registered at any of the Rochester Catholic parishes.
5. Siblings of children currently enrolled in a Rochester Catholic School and from a family not registered at any of the Rochester Catholic parishes.
6. Children of a family registered at a Catholic parish other than a Rochester Catholic parish.
7. Children of a family not registered at a Catholic parish.

### **School Admissions**

1. Children from a family registered at any of the Rochester Catholic parishes who reside within that school's bussing boundary.
2. Siblings of children currently enrolled in a Rochester Catholic School and from a family registered at any of the Rochester Catholic parishes, who reside within that school's bussing boundary.
3. Children of employees of Rochester Catholic Schools system.
4. Siblings of children currently enrolled in a Rochester Catholic School and from a family registered at any of the Rochester Catholic parishes, who do not reside within that school's bussing boundary.
5. All children currently enrolled in grade kindergarten or higher, at the school they currently attend.
6. Children from a family registered at any of the Rochester Catholic parishes who do not reside within that school's bussing boundary.
7. Siblings of children from a family registered at a Catholic parish other than a Rochester Catholic parish.
8. Siblings of children currently enrolled at that school and from a family not registered at a Catholic parish.

9. Children from a family registered at a Catholic parish other than a Rochester Catholic parish.
10. Children from a family not registered at a Catholic parish.

December 1999  
Revised 12/23/99  
Revised 12/18/02  
Reviewed 2/3/09  
RCSC

***SAFETY - Policy 4150***

The Rochester Catholic Schools will cooperate with the recommendations and directives of the Diocesan Self Insurance Administrator regarding safety issues in the buildings, playgrounds, and all other areas and facilities utilized by the school and its students and employees.

Approved 5/27/92  
Reviewed 2/3/97  
Reviewed 2/7/08  
RCSC

### ***SCHOOL ATTENDANCE AREAS - Policy 4160***

Students from within the geographic boundaries of each school will be expected to enroll for classes in the designated school. If the student wishes to attend a school outside of the geographic boundaries, they may do so provided they apply through the process of completing an attendance form and permission is received of the receiving school. The Administrators will consider the current and projected future class sizes and the student's needs, as well as other factors in determining whether permission will be granted.

Approved 1/22/92  
Reviewed 10/5/98  
Revised 06/22/05  
Reviewed 2/3/09  
RCSC

***STUDENT HANDBOOK Policy 4170***

Each school will have available to its parents a handbook governing general operating procedures within their school.

Approved 3/27/91  
Reviewed 10/5/98  
Reviewed 2/24/09  
RCSC



### ***STUDENT'S PERMANENT RECORDS - Policy 4180***

Each Rochester Catholic school shall maintain records of students who are attending that school.

Each Rochester Catholic school, though not bound by the federal law concerning the privacy of school records, shall collect, maintain and disseminate student records with great care and responsibility.

No one except appropriate school personnel, parents/guardians of minors, and students who have reached legal age, shall have access to individual pupil records without either a subpoena or appropriate written authorization either from the parents/guardians, in the case of a minor student, or from the adult student or former student.

These records shall be passed along to subsequent schools as students change schools.

The records of students who graduate from a Rochester Catholic High School shall be permanently retained by that school.

Approved 12/21/94  
Reviewed 10/5/98  
Reviewed 2/3/09  
RCSC

***STUDENT SAFETY: SEAT BELTS - Policy 4190***

Seat belts must be used by everyone when transporting students on field trips in private vehicles.

Approved 3/27/91  
Reviewed 12/7/98  
Revised 4/22/09  
RCSC

### ***SUICIDE PREVENTION – Policy 4200***

Any Rochester Catholic Schools employee who may have knowledge of a student who is at risk of suicide must report this information to the building principal or his/her designee who will, in turn inform the family, school counselor and other key contacts as appropriate. If requested by the family, the building principal will notify the Pastor.

Any Rochester Catholic Schools employee who may have knowledge of a student who has made a suicide threat or attempt must follow the Suicide Prevention procedures outlined in the Crisis Manual.

Approved 3/26/08  
RCSC

## ***WEAPONS POLICY - Policy 4210***

The Rochester Catholic School District (RCS) recognizes its responsibility to ensure school safety and prohibits weapons on school property or during school-sponsored activities.

It is the policy of the Rochester Catholic Schools to forbid the possession, custody and use of unauthorized weapons by staff, students or other persons on school property, or during school-sponsored activities.

This policy is enacted to implement the requirements of the federal Gun Free Schools Act of 1994, 20 U.S.C., 8921 and N.M.S.A. 1978, Sections 22-5-4.7 and 30-7-2.1., and it is the intention of the Rochester Catholic Schools to conform to these provisions of law.

### **Guidelines:**

The term “weapon” may also include, but is not limited to the following:

Any firearm, knife, explosive, or object, even if manufactured for a nonviolent purpose, that has a potentially violent use, or any “look-alike” object that resembles an object that has a potentially violent use, if, under the surrounding circumstances as determined by the administrator, the purpose of keeping or carrying the object is for use, or threat of use, as a weapon.

### **The scope of this policy:**

For purposes of this policy and for purposes of conformity with the Gun Free School Zones Act of 1990, a “school zone” is any area in or on the grounds of a school or within a distance of 1,000 feet from the grounds of a school. It is the policy of RCS that no student, or person shall bring a weapon to a school, nor carry or keep any weapon on school property or while attending or participating in any school activity, including during transportation to or from school or an activity.

### **Penalties for Violations:**

Any student found to be in violation of this policy shall be subject to discipline, including long-term suspension and expulsion. In compliance with the Federal Gun Free Schools Act, any student found to be in violation of this policy due to possession of a weapon, may be expelled from school for a period of one year, provided, that the Principal, Director of Schools or the Board of Trustees may modify such penalty in appropriate cases in their discretion.

Approved 2/23/93  
Revised 4/5/99  
Revised 2/18/09  
RCSC

## **WELLNESS POLICY - Policy 4220**

### **PURPOSE**

The purpose of this policy is to promote sustainable life practices by assuring a school environment that fosters well-being through education, nutrition, and physical activity.

### **GENERAL STATEMENT OF POLICY**

- b. Rochester Catholic Schools recognize that health education, nutrition, and physical activity are essential components of an educational program that maximize student attendance and learning.
- c. The school environment will promote student health, well-being, and ability to learn by providing opportunities for healthy eating and physical activity.
- d. Rochester Catholic Schools encourage the involvement of students, parents, teachers, school nutrition staff, and other interested persons in implementing, monitoring, and reviewing health education, nutrition, and physical activity policies and practices.
- e. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- f. All students will have access to a variety of affordable, nutritious, and appealing foods that meet their health needs.
- g. School nutrition staff will attempt to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

### **RCS WELLNESS POLICY GUIDELINES**

#### **A. Food and Beverage Services**

Students' lifelong eating habits are greatly influenced by the types of food and beverages available to them. Schools have a responsibility to help students and staff establish and maintain lifelong healthy eating patterns. Rochester Catholic Schools will:

1. Ensure foods and beverages made available by the meal program (including a la carte cafeteria items) will be consistent with current USDA Dietary Guidelines for Americans.
2. Take every measure to ensure that student access to food and beverages will meet or exceed all federal, state, and local laws and guidelines.
3. Encourage school sponsored and fund raising events to be supportive of the Wellness policy and guidelines.
4. Make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.
5. Discourage tutoring, clubs, or organizational meetings or activities during mealtimes, or recess, unless students may eat during such activities.
6. Designate a person per site to be responsible for that school's food service program, whose duties shall include the selection of foods and beverages

made available on campus that ensures compliance with current USDA Dietary Guidelines for Americans and the RCS Wellness Policy.

## **B. Snacks**

Healthy snacks are encouraged.

## **C. Food Safety**

Minimizing the potential for the spread of infectious agents through food handling is critical to safety and health of the students and school staff. Rochester Catholic Schools will:

1. Provide access and time for hand washing before handling food or eating meals or snacks.
2. Sell or serve all foods to students that will be prepared in health inspected facilities under the guidance of food safety certified staff.
3. Discourage students from sharing their foods and beverages with one another during meal or snack times.

## **D. Vending and Concessions**

1. Vending machines will offer a selection of foods and beverages that meet the guidelines as set by the schools Wellness Committees in an effort to promote/optimize the nutritional offerings to the student.
2. Concessions at school related events will offer a variety of food and beverage items that include healthy options.
3. Pricing in vending machines will encourage healthy options.
4. Foods sold for fundraising will not be sold at times that compete with the school food service program.
5. It is recommended that at concession stands 50% the selections offered will be healthy food options and priced competitively.
6. Beverage and snack vending machines in all areas in the RCS will offer no less than 75% healthy options encourage single serving sizes.

## **E. Celebrations and Rewards**

1. Rochester Catholic Schools supports celebrations, recognition of academic performance, or good behavior with non-food rewards; however, on a limited basis, when food is being offered, nutritious choices are encouraged.
2. Rochester Catholic Schools staff will not withhold foods, beverages, or recess as a consequence.

## **F. Fundraising**

1. Fundraising efforts will be supportive of healthy eating by emphasizing the sale of healthy food items or of non-food items.
2. RCS will make school affiliated organizations aware of the policy regarding fundraising with food and beverage items and will encourage them to adopt the same policy.
3. Process through each schools Wellness Committee fundraising activities by groups and organizations managing a balance of fundraising products for nutrition and non-nutrition items.

## **G. Nutrition Education and Promotion**

1. The school district will ensure that students in K-12 receive nutrition education that provides the knowledge needed to adopt healthy lifestyles. Nutrition education will be well integrated within a comprehensive school health education plan.
2. RCS will encourage all students to make age appropriate healthy selections of foods and beverages.
3. Nutrition education will include reinforcement of the importance of physical activity and the health risks associated with a sedentary lifestyle.
4. RCS will provide educational information for families, encouraging healthy eating and physical activity.
5. RCS recognizes family members are a critical part of the team responsible for teaching children about health and nutrition.
6. Wellness concepts will be reinforced by school personnel.

## **H. Physical Activity**

The primary goal for Rochester Catholic Schools is to provide opportunities for every student to develop the skills and knowledge of physical activities, maintain physical fitness, regularly participate in physical activity and understand the short and long term benefits of physical activity and healthy lifestyles.

1. Students from K-8 will receive regular, age appropriate physical education. Students in grades 9-12 will have required or elective physical education opportunities.

2. Rochester Catholic Schools physical education curriculum is designed to build interest and proficiency in the skills, knowledge and attitudes essential to lifelong physical activity.
3. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate.

#### **I. Communications with Parents and Guardians**

It is important that students receive consistent messages throughout school, classroom, cafeteria, home, community and media regarding good nutrition and healthy lifestyles.

1. Rochester Catholic Schools recognize that parent and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being.
2. RCS will support parents' and guardians' efforts to provide healthy diet and daily physical activity.
3. RCS encourages parents, guardians, and students to pack healthy lunches, snacks and treats and refrain from including beverages and food without nutritional value.
4. RCS will offer parents, guardians, and students information regarding nutritious snacks and meals.
5. RCS will provide information about physical activity and will support parents' and guardians' efforts to provide their children with opportunities to be physically active outside of school.

#### **J. Implementation and Monitoring**

1. After approval by the RCS Trustees, the Wellness Policy will be implemented throughout the school district.
2. Each building will include the Wellness Policy in their school action plans.
3. The Nutrition Manager at each building will ensure compliance within that building's food service area and will report to the Building Principal.
4. The building principals in partnership with the Wellness committee, will ensure compliance of the policy as it relates to food and beverage vending.
5. RCS building principals will provide an annual report to the Director of Schools. This report will include:
  - i. Procedures for selection of all foods made available on campus during the school day.
  - ii. Highlight activities or programs that promote nutrition education, physical activity, and communication with parents.
6. The Director of Schools will ensure compliance with the wellness policy and will provide a report of the school district's compliance with the policy to the RCS-Trustees on an annual basis

#### **K. Staff Wellness**

School Staff serve as role models for students. Furthermore a healthy school staff will more effectively deliver the key message of healthy life practices. Therefore RCS will



promote staff wellness initiatives and opportunities that encourage healthy lifestyles which will in turn foster exceptional role modeling.

BoT Revised 2/9/16  
Revised 10/2007  
RCSC

## ***KINDERGARTEN EARLY ADMISSION - Policy 4230***

A child who has not turned 5 (five) years old by September 1<sup>st</sup> of the school year for which admission is being requested, may be eligible for early admission to Kindergarten if the readiness criteria set forth by Rochester Catholic Schools is met, and the committee (as defined in the following procedure) makes a positive recommendation for admission.

### **Procedure:**

#### Kindergarten Early Admission Process

- ***Timeline:***
  - Applications for early entrance to kindergarten may begin on the first day of enrollment for the next school year.
  - Applications are due to the Director of Curriculum and Instruction no later than 4:00 P.M. on May 1<sup>st</sup>. If May 1<sup>st</sup> falls on a weekend, the deadline will be extended to the following Monday. RCS recognizes that exceptions may be approved by the Director of Schools, e.g. a student moves to Rochester after the deadline.
  - With consideration of all other enrollment guidelines, a kindergarten spot will be held for the student if a family has begun the process of applying for early entrance.
  - Parents will be notified of an enrollment decision no later than June 30<sup>th</sup>. The deadline will be extended to the following Monday if June 30<sup>th</sup> falls on a weekend.
  
- ***Eligibility Requirements:***
  - The student's fifth birthday must take place on September 2<sup>nd</sup> through November 1<sup>st</sup>.
  - Student is currently enrolled in a licensed preschool or a licensed family daycare that utilizes a preschool curriculum.
  
- ***Assessment Criteria:***
  - To ensure consistency across the system, the Kindergarten checklist will be administered as an academic readiness assessment.
  - Student is currently enrolled in a licensed preschool or a licensed family day care that utilizes a preschool curriculum.
  - A recommendation from the child's preschool teacher, utilizing the RCS form, must be completed and submitted.
  - The Vineland II parent survey will be administered by the school counselor. If the team (principal, counselor, and kindergarten teacher) decides that more testing is necessary, then a Comprehensive Assessment of Spoken Language or an IQ test could be administered. Please note that these tests

might need to be administered by an outside agency at a personal cost to the parent.

▪ ***Determination of Admission:***

- Based on the outcomes of the above requirements, a committee comprised of the building principal, kindergarten teacher(s), and counselor(s) will submit a recommendation to the RCS Director of Curriculum and Instruction whether to enroll or not enroll a student seeking early admission.
- The RCS Director of Curriculum and Instruction will have the administrative authority to approve early admission to kindergarten.
- If early admission is recommended and approved, there will be a probationary period for those who are enrolled, the duration of which should not exceed 30 school days.
- A parent may appeal the Director of Curriculum and Instruction's decision to the Director of Schools. The Director of Schools' determination will be final.
- All costs associated with the Kindergarten Early Entrance Process will be borne by the parent/guardian.

Revised 3/2015  
Approved 1/29/14  
RCSC

## **CALENDAR POLICIES 5000-5999**

### ***SCHOOL CALENDAR - Policy 5000***

Each year, one school calendar will be established for the entire Rochester Catholic Schools system. The calendar will be developed based on balancing a number of factors, with special consideration given to the impact of bussing.

Approved 12-21-94  
Revised 12-7-98  
Revised 06/22/05  
Revised 2/7/08  
RCSC

### ***SCHOOL ACTIVITIES SCHEDULE - Policy 5010***

RCS Administration and appropriate staff (directors, coaches, advisors, etc.) will work in collaboration with appropriate parish personnel (youth ministers, faith formation directors, etc.) to coordinate scheduling of student activities in a manner that mitigates/avoids/minimizes conflict with scheduled youth faith formation activities.

#### Procedures:

1. All RCS Sunday events are to be held between the hours of 1:00 PM – 4:00 PM.
2. All RCS Wednesday evening events will conclude no later than 5:30 PM.
3. For classes/students not affected by scheduled youth faith formation activities, events and activities may be scheduled outside of these restrictions.
4. Ongoing dialogue and collaboration between school and parish personnel will be necessary to successfully manage/fulfill the expectation of this policy.

Approved 03/07/2017  
RCS BoT

## **POLICY FORMULATION: POLICIES 6000-6999**

### ***FORMULATION OF POLICIES - Policy 6000***

The Rochester Catholic Schools Trustees will formulate and approve policies for the good governance of the school.

The policies of the Rochester Catholic Schools system shall not contradict nor hinder the policies of the Diocese of Winona.

The Director of Schools, or someone designated by the Director of Schools shall be involved in the formulation of all policies of the Rochester Catholic Schools.

BoT Revised 2/9/16  
Approved 10/26/94  
Revised 1/4/99  
Revised 9/22/04  
RCSC

## APPENDIX