



**Parish and School
Policy Manual
2024-25**

***Catechetical Leader
Edition***



August 9, 2024

Dear Friends:

For many years, the Office for Schools and the Office of Evangelization & Catechesis have collaborated on the *Parish and School Policy Manual*, an official compilation of policies relative to parishes and schools in the Archdiocese of Milwaukee. Formally approved by Archbishop Jerome E. ListECKI, the Archdiocese of Milwaukee *Parish and School Policy Manual* provides a common and agreed upon instrument for ensuring that our parishes and schools are committed to excellence, safety, justice, and fostering a Catholic culture based on faith, charity, and personal responsibility. Parish catechetical programs are expected to base their decisions, programming, and policies on those contained in that manual.

While every policy in the manual is important to know, many do not apply to the day-to-day responsibilities you have as a parish catechetical leader. Intending to make the most helpful resource as you plan and execute your work, this “Catechetical Leader Edition” of the policy manual highlights those policies that are **most relevant to your work in evangelization and catechesis**. If you have a question that is not answered in this abbreviated version, please consult the full policy manual or call our office for guidance. Policies that have been abbreviated are marked with “(abbr.)” after the policy title. Please also note that you may encounter terms more associated with schools than parish life (e.g. “Field Trip” instead of “outing” or “retreat”); in those cases, apply the policy to your situation as best you can.

Thank you for your ongoing dedication to passing on the Catholic faith to your parish adults, teens, children, and families!

In Christ,

The Office of Evangelization & Catechesis

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COMMUNITY RELATIONS: 1000 Series

1112: External and Internal Communication

New avenues should continually be sought to improve relations and communications with all segments of the parish/network/school and to expand contacts with audiences not typically reached. Administrators may make use of media as deemed necessary, such as the internet, radio, television, and videos, to inform the community about the operation of the parish/school in a manner reflective of mission and goals.

In order to ensure the integrity and quality of the information being delivered, only a designated parish/network/school representative shall maintain external communication channels on behalf of the parish/network/school. School administrators or designated staff must approve communications, such as announcements, posters, and flyers which may be sponsored by an outside organization but directed to their parish/school community.

To protect the privacy of students, staff, and families, each parish/school should establish policies regarding the release of names, addresses, phone numbers, and images of students, faculty, staff, and parish/school families. For inclusion in directories, permission is not required. However, schools must notify parents/guardians of eligible students about directory information and allow a reasonable time to request the school not disclose directory information about them.

All official pictures and recordings taken at events and activities of a parish/school by staff/volunteers remain the property of the parish/school. All pictures and recordings should be accounted for and protected from use by any unauthorized person or organization. Media recordings of parish/school activities can be subpoenaed as evidence in a lawsuit.

Unauthorized websites, blogs, social network sites, direct mailings, and use of the parish/school name and/or logo are not permitted.

Parish/network/school communications may not be used for partisan political messages or paid advertising. Association, representation, or endorsement of or by any political candidate, party, or campaign, whether actual, inferred, or implied is prohibited.

See the Archdiocese of Milwaukee [Social Media & Digital Communications Policy](#) for additional recommendations and guidelines.

Media Request Standard Procedure

All media requests must go through the Archdiocesan Communications Office. The Communications Director will assess the media request, ascertain deadline, and promise to respond to media requests as soon as possible. The Communications Director will then contact the appropriate person(s), e.g., pastor, administrator, etc., to explain the request and determine the willingness of each person to participate in the media process. Ideally, the Communications Director is a facilitator and serves as an intermediary to gather information and set up optimal conditions for successful media relationships and coverage. Once the details have been worked out, the Communications Director will put the two parties in contact with one another. Certain media requests will entail having the Communications Director present, although this is not foreseen in the majority of cases.

Parishes, schools, and ministries seeking coverage by major news outlets should coordinate with the Archdiocesan Communications Office before initiating contact (with the exception of events submitted for inclusion in community or event calendars.)

Sensitive or Controversial Issues

Any external communication from a parish/network/school office regarding controversial issues or serious incidents must be approved by the pastor/p parish director/president/administrator and follow archdiocesan guidelines.

All inquiries from television and radio stations, newspapers, websites, or blogs regarding sensitive or controversial topics must be referred immediately to the Archdiocesan Communications Office and the employee's pastor, president, principal, or supervisor. The Director of Communications will consult with archdiocesan leadership and legal staff, if appropriate, to draft a suitable statement.

Such matters may include, but are not limited to, the following:

- Lawsuits pending litigation or issues that could significantly expose the Archdiocese to litigation
- Personnel issues, including potential assignments, hiring, or firing decisions
- Allegations of criminal activity or misconduct by lay staff, teachers, school employees, volunteers, or clergy such as theft, sexual abuse, and drug abuse
- Specific legislative or political issues on which the U.S. Conference of Catholic Bishops, Wisconsin Catholic Conference, or Archdiocese have taken a position
- Parish financial affairs or fiscal policies or operations, such as budgeting or insurance coverage

Breaking News

In the event of breaking news, reporters and news trucks should not be allowed on parish property or within parish/school facilities without the expressed authorization from the pastor/school administrator.

Parish/network/school facilities are private property. As such, a pastor, president, principal, or facility manager has the right to ask reporters to leave the premises.

The Communications Office should be consulted when journalists come to a parish/network/school facility without a prior appointment and/or request comments.

Parish/network/school staff must behave in a professional manner when dealing with the media, as words and actions may be recorded and could be aired or published as part of a news report.

ADOPTED: 5/13/1975; REVISED: 7/2/2020

1112.2: General Consent Form for Child Photo, Video and Audio Use

Photos or videos of students may be used on parish/network/school websites, social media, and print materials under the following guidelines:

- Identified photographs of students may be published with written and dated permission forms from parents.
- No publication of student's addresses, phone numbers or other personal information is permitted.

- Group photos are permitted without permission as long as the caption identifies the activity or class, not the individual students in the photo.
- Care needs to be taken to ensure that any digital content, including but not limited to, video, audio and social media posts, does not release individual, identifiable information about minors without parent consent.

LINK:

[Download Form 1112: General Consent Form for Child Photo, Video and Audio Use](#) (English)

[Download Form 1112: General Consent Form for Child Photo, Video and Audio Use](#) (Spanish)

ADOPTED: 5/13/1975; REVISED: 7/2/2020

1230: Parent Education Programs

Parishes and schools partner with parents and assist them in their role as primary educators of their children in faith. Therefore, a program for the on-going education of parents whose children are involved in child/youth programs should be offered in all parishes and schools. Where appropriate, the larger parish community should be included in these programs.

Parent skill programs should be provided collaboratively with appropriate agencies to improve the quality of family life and enhance learning. Such programs might focus on parenting skills, communication, discipline, family rituals, stress management, etc.

Parent programs should also develop faith and values, including Catholic beliefs, sacraments, morality, Christian service, social justice, spirituality, and prayer.

The pastor/school administrators should ensure that these programs are provided as companion pieces to child/youth programs. This includes ensuring adequate budgeting, publicity, local policy support, and collaboration with other organizations.

APPROVED: 4/14/1987; REVISED: 5/10/2016

1250: Visitors to Parish/School Programs

In order to ensure the safety and well-being of students and staff, parish/school administrators shall regulate all visitors to their buildings and grounds. Procedures for visitors to the school during hours of normal operation shall be published in the school's/religious education student/parent handbook. This procedure shall include notification that visitors may be required to register via a visitor monitoring system and present photo identification.

All visitors to the school/religious education program shall report to the designated school office when entering and must receive authorization before visiting classrooms and other parts of the building. This requirement does not apply when visitors are attending an athletic event or other public program in areas typically used for large group assembly, such as gymnasiums and auditoriums, or when parents are attending activities clearly for the purpose of parent involvement, such as an open house or parent-teacher conferences.

The parish/school administrator or designee has the discretion to request that a visitor leave the premises if he/she believes that the visitor's presence presents a danger to students, staff, or property or if that person's presence is disruptive to the operation of school or program. Law enforcement shall be called if persons refuse to comply.

Students may not bring guests to school/religious education unless the student's parent/legal guardian and authorized parish/school representative have granted permission to do so.

A student is never released from parish/school programs to anyone who is not clearly identified as his/her parent or an adult authorized in writing by the parent for this purpose.

ADOPTED: 5/13/1975; REVISED: 8/1/2024

1311: Guidelines for Church Involvement in Electoral Politics (abbr.)

As responsible Christians, parish/school personnel and students are encouraged to exercise their civic rights and privileges. However, they act as individuals and at no time represent the educational program of which they are members in their political beliefs and actions.

The Church's Role in Politics

The Church has both a duty and a right to call attention to the moral and religious dimensions of public issues. As it does this, it applies Gospel values as a norm against which social policies and political activities are measured. It also shares its vision of how our call as believing Christians compels us to work for the transformation of society in ways that make it more just. In specific terms this means the Church and its people can do several things:

- Educate Catholics and others regarding the teachings of the Church and the responsibilities of its members;
- Analyze issues for their moral and social dimensions;
- Measure policies against the values of the Gospel;
- Participate with other citizens in the debate over public policies; and,
- Speak out with courage, skill, and concern on issues involving human rights, social justice, and the life of the Church in society.

Mission of the Church Is Religious, Not Political

For reasons that are both theological and legal, the Church's involvement in public life does not extend to endorsing candidates for election to public office nor calling for their defeat.

Publishing or Distributing Public Policy Materials

Even outside of elections, parishes must ensure that bulletin inserts or other materials in the parish that involve public policy matters do not support a position in contradiction with the published position of the Holy See, USCCB, WCC, or local diocese. If in doubt, a determination will be made by the diocese, which may consult with the Holy See, the USCCB, or the WCC, as necessary.

LINK: [Catholic Social Responsibility Guidebook](#)

WISCONSIN CATHOLIC CONFERENCE: 8/2010; ADOPTED: 7/9/2015; REVISED 8/5/2022

1312.1: Parent/Student Complaints Concerning Parish/School Personnel

If a parent or student has a concern or complaint that has not been satisfactorily resolved at the level at which it has arisen, a grievance may exist. To maintain harmony within the Christian community, there should be a local process by which complaints can be handled promptly and fairly. Grievances should be addressed in an atmosphere of mutual respect and compassion so that an equitable resolution can be reached.

Each parish/school is to develop and document local grievance procedures. Grievance procedures should be stated in the student/parent handbook.

In a Catholic parish/school, grievance procedures are not legal hearings and are not intended to apply to complaints alleging criminal behavior. Neither party shall be permitted to have legal counsel at such meetings.

It is incumbent upon parents to cooperate closely with the educators to whom they entrust their children. A grievance occurs when there is an unresolved concern between the parent or guardian of a student enrolled in a Catholic school or parish religious education program and an employee of the parish/school.

Before any formal grievance can be initiated, the parent or guardian must meet with the employee with whom there is an issue to see if reconciliation can occur. If there is no resolution, the parent or guardian may initiate the grievance process by providing documentation of the concern to the employee's supervisor, generally within ten days of the initial meeting with employee. Documentation must indicate the factual information regarding the concern, steps already taken to address the matter, and specific recommendations for resolution. The supervisor will schedule a meeting of all parties to work toward reconciliation.

All individuals have a right to present their concerns fully and openly without fear of retribution. Grievance issues will be dealt with one at a time and on an individual basis only. The right to confidentiality will be respected within the context of finding a satisfactory resolution.

If mutual resolution does not occur, the parent or guardian may provide the pastor or school president with written documentation of the unresolved concern and the steps already taken. The pastor/president may attempt to resolve the situation in one of the following ways:

- The pastor/president may convene the parties in an attempt to reconcile the concern.
- The pastor/president may contact the appropriate archdiocesan office for assistance in reconciling the concern.
- The pastor/president may convene a local grievance committee to review all details of the concern. The committee will submit a recommended resolution to the pastor/president for final consideration.

Once a review is complete and a final recommendation has been offered at a local level, there is no additional appeal of the decision at the archdiocesan level. The School Board of Directors, School Advisory Commission, and/or Parish Pastoral Council is not involved in the grievance proceedings and is not a source of appeal.

ADOPTED: 8/1/1984; REVISED: 7/2/2020

1313: Gifts to Personnel

Parish/school staff members are expected to exercise sound professional judgment in the acceptance of gifts.

It is recognized that at times parents, guardians, and students may wish to express their appreciation to a staff member. Gifts or tokens of minimal value may be accepted in recognition or appreciation of service. Gifts made to a teacher for classroom use are subject to the approval of the principal.

Commissions or gifts to religious education/school personnel from individuals or companies selling equipment or materials are not permitted.

ADOPTED: 5/13/1975; REVISED: 6/5/2017

ADMINISTRATION: 2000 Series

2106: Formation Commission/Committee (abbr.)

The Formation Commission is one of the standing commissions of a parish's pastoral council. This commission promotes and develops opportunities for lifelong faith formation aimed at personal conversion and growth in faith. The members collaborate with the pastor and staff in this area of mission on all programs of evangelization and catechesis. Councils may choose between the titles of "Commission" or "Committee" for this group.

In multi-parish or collaborative settings, parishes with a shared pastoral council will normally have a single, shared formation commission. Parishes with distinct pastoral councils may establish a joint formation commission, especially if they share catechetical personnel or programs.

Because the mission of formation in discipleship is so extensive, the commission may form committees or ministry teams to work directly with specific ministries, such as evangelization, child ministry, youth ministry, young adult ministry, adult and family ministry, and vocations. The commission's role is to monitor, evaluate, and collaborate with any committees or teams to minister more effectively.

Commission Guidelines

Further guidelines for commission membership, meetings, relationships and operation are available in the Archdiocese of Milwaukee [Parish Commissions & Committees Manual](#).

ADOPTED 8/1/1984; REVISED 7/15/2019

2107: Annual School Status Report

The principal shall submit a report annually to the pastor(s), president, and/or school board/committee on the status of the school.

When drafting an annual report, the principal and board/committee should consider the following outline:

- Mission/philosophy/goals
- Overview of the curricular program
 - General curriculum

- Achievement test results
- Status of accreditation
- Goals accomplished
- Enrollment projections
- Personnel stability and staff needs
- Financial status and projections
 - Tuition and fees
 - Parish subsidy and other funding streams
 - Salaries and benefits
 - Income and expenses
- Major issues/concerns which impact long-range plans
- Parent engagement initiatives, including parent education, extra-curricular activities, and volunteerism
- Recognition of accomplishments of students
- Recognition of professional accomplishments of teachers/staff/administrator
- Recommendations to strengthen the quality of the school program
- Report on facility usage, maintenance, and projections of future needs

APPROVED 3/10/88; REVISED 9/8/2016

2110: Archdiocesan Office for Schools

The Superintendent is responsible to the archbishop or his delegate for the administration of the educational programs in Catholic schools, under the jurisdiction of the Office for Schools, applicable state laws, and the policies of the archdiocese. In addition, the Superintendent, in cooperation with the administrative staff, shall prepare in detail, where applicable, the rules and regulations for implementing the approved policies.

Staff members of the Office for Schools, under the authority of the Superintendent, assist Catholic schools and parishes of the archdiocese in designing, implementing, and evaluating quality programs.

The staff provides administrative, consultative, and supportive services and programs in the areas of personnel, curriculum, instruction and assessment, planning, accreditation, technology, program development, student services, and evaluation.

ADOPTED 1/13/76; REVISED 7/9/2015

2111: Archdiocesan Office of Evangelization & Catechesis

The Office of Evangelization & Catechesis assists the archbishop in directing the evangelistic and catechetical mission of the archdiocese; provides guidelines for parish catechetical programs and sacramental preparation; oversees catechist formation and certification; supports catechetical leaders and provides guidance for their ministry and ongoing formation; and offers resources for those who pass on the faith.

ADOPTED 1/20/2016; REVISED 8/1/2024

2205: Pastor and Parish Educational Programs

The Pastor

- The pastor is the chief administrative officer of the parish and a member of the parish school board/education/formation committee. Together with the school administrators, he executes the policies of the local parish and the policies of the archdiocese.
- In parishes where a parish director or administrator is assigned, that individual fulfills the responsibilities related to educational programs normally carried out by the pastor. In the event of the pastor's absence, due to, but not limited to illness, sabbatical, etc., a designee approved by the Archdiocese of Milwaukee will assume the pastor's role.
- The direction and evaluation of the parish school program shall be delegated to the principal, with the pastor retaining the right of consultation.
- The supervision and evaluation of the school staff shall be delegated to the principal.
- The direction and evaluation of the evangelical/catechetical programs shall be delegated to the appropriate parish catechetical director/coordinator, with the pastor retaining the right of consultation.
- The supervision and evaluation of evangelical/catechetical volunteers shall be delegated to the appropriate parish catechetical director/coordinator.
- The school administrators recommend employment and re-employment of personnel under their jurisdiction to the pastor. The pastor issues all contracts.

Refer to Code of Canon Law: [519](#), [528-1](#), [536](#), [773](#), [776](#), [794-2](#)

The Pastor: (Parish Administrator) Specific Areas of Jurisdiction

The jurisdiction of the pastor in parish educational programs flows from his status in canon law and in civil law.

- The pastor is responsible for employing qualified school administrators and evaluating their performances annually. Prior to offering an initial contract to a principal, the Office for Parish and School Human Resources and the Office for Schools shall be consulted.
- When the pastor has delegated staff hiring to a school administrator, he still retains the right of consultation. The pastor will maintain a satisfactory working relationship with the administrators and their staffs.

- The pastor shall make the final decision regarding the admission of students in all educational programs. He shall consult with the respective administrator.
- All cases of the termination of enrollment or expulsion of students need the approval of the pastor.
- Educational activities which involve publicity or fundraising are subject to the pastor's approval.
- The pastor/designee is responsible for the following financial administration of the educational programs:
 - He pays the salaries of the staff in accordance with current archdiocesan policy.
 - He observes legal requirements regarding withholding tax, social security, and workman's compensation. He also observes the archdiocesan policies regarding health and accident insurance for religious and lay staff and group life and retirement for lay employees.
 - He, with the appropriate administrator and parish Finance Council, determines the tuition charges for all parish educational programs:
 - No student shall be terminated during the first semester for non-payment of the agreed upon tuition fee. Non-payment of an agreed upon prior year's tuition may result in non-admission for the following school year.
 - A tuition-paying student may be dismissed at the end of a semester for non-payment of financial obligations when the parent or guardian has failed to demonstrate sufficient good faith in attempting to meet these obligations.
 - See Policy #3240.1: Rules for the Collection of Tuition
- He maintains the parish plant and provides proper necessary furnishings for the buildings. This includes the cleanliness of the building, adequate lighting, satisfactory operation of the heating system, and necessary repairs.
- He must provide adequate equipment and instructional materials.

ADOPTED 1/13/76; REVISED: 8/1/2024

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS: 3000 Series

3240: Tuition and Fees for Educational Programs (abbr.)

Tuition and fees are charged for the following types of activities:

- Educational programs and related activities at preschools, elementary schools, and high schools
- Daycare and similar services at parishes and schools

- Religious education and sacramental education programs in parishes
- Other ministerial and education activities (e.g., retreats, mission trips, sports camps)

No single rule applies to setting tuition and fees in locations or for events because of the wide disparity in communities served and the programs offered. However, achieving a balanced budget, with a reasonable surplus, is essential. The following elements should be considered:

- Demographics of the sponsoring location or entity
- Financial resources of the sponsoring location or entity
- Other sources of revenues (vouchers, scholarships, grants)
- Fundraising ability
- Actual cost of the education or services provided (wages and benefits, maintaining physical plant, utilities, supplies)
- Comparison with other entities providing similar services
- History of charges and increases at the location

The entire Catholic community is called forth to provide the support needed for those families that desire a Catholic education. The support needs to be expressed in moral, pastoral, and financial considerations. Parish support should be proportionate to the parish's total income, taking local needs and other ministerial priorities into consideration.

ADOPTED: 6/1/1984; REVISED: 8/1/2024

3282: Fundraising for Field Trips

Field trips, excursions, retreats, mission trips, and community service (hereinafter “field trips”), are integral components to learning that support the spiritual and social development of students. Field trips are provided to enhance achievement, integrate students with their community, and develop the faith, skills, knowledge, and attitudes that are essential in the learning process.

Field trips are a rich source of authentic learning for all students. Field trips are recognized as a source of worthwhile learning activities that broaden students' experiences. All students should have the opportunity to access field trips that enhance the curriculum.

Certain Field trips will require fundraising activities to cover their costs. In these situations, all fundraising activities must have pre-approval from the pastor/parish director/president and the principal/religious education director. All funds raised must pass through the parish/school and must be used for costs associated with the Field trip. No individual student or family may receive a monetary benefit from the fundraising that is not equally applied to all students or families. Likewise, donors cannot make a contribution on behalf of a specific student and have that contribution considered tax-deductible.

In the event that the Field trip is cancelled for any reason, all funds raised are the parish/schools and may not be disbursed to individual students or families. The principal/religious education director is encouraged to consult with

the students and families to determine a mutually agreeable use of the funds, but the decision of the principal/religious education director on the use of the funds is final.

ADOPTED: 7/2/2020; REVISED: 8/5/2022

3446: Authority to Sign Contracts (abbr.)

Signing Contracts - Parishes

Under canon law, the pastor and administrator represent the parish in all juridic affairs. At the time of their appointment, parish directors are delegated to do so. Under Wisconsin state statute and parish bylaws, the pastor/administrator/parish director is the vice-president and chief executive officer for the parish. For these reasons, only the pastor/administrator/parish director is authorized to sign contracts on behalf of the parish. This is not an authority that can be delegated to a business manager or parish volunteer.

ADOPTED: 8/4/2023

3450: Monies Received

All monies received must be counted, deposited on a timely basis, and recorded in the appropriate parish or school records. If receipts cannot be deposited daily, they must be kept in a locked safe until a bank deposit can be made. Receipts leaving the premises must be directly in transit to a bank.

ADOPTED: 10/8/1974; REVISED: 5/18/2017

3510: Operation and Maintenance of Plant

An effective educational program requires clean, healthful, safe, businesslike, and attractive physical facilities. The maintenance and custodial staff is charged with the responsibility of caring for and protecting these facilities.

The principal/formational administrator and pastor shall:

- Be responsible for the care and maintenance of the buildings and grounds
- Supervise the work of the custodial staff of the plant in maintaining an adequate, safe program. The pastor shall employ adult custodial staff to maintain the facilities

Principals shall carry on a continuous inspection of all buildings, equipment, playgrounds, and playground apparatus to discover conditions that might be dangerous to health, safety, and comfort of the students or personnel.

Employees and volunteers shall be responsible for the safe use of buildings, grounds, and equipment in the activities for which they are responsible.

Employees and volunteers shall report promptly to the appropriate authority any defects in building, furniture, playground apparatus, or other equipment that might prove injurious to the comfort, health, and safety of staff, students, or other persons.

ADOPTED: 5/5/1980; REVISED: 7/24/2015

3516: Facilities for Parish Catechetical Programs

A parish, alone or in collaboration with other parishes, must provide safe and appropriate facilities for catechetical and youth ministry programs. Classrooms, meeting rooms, recreation areas, and other gathering spaces must be appropriately furnished and free of foreseeable hazards, must permit effective supervision, and must not be isolated or hidden from view. Buildings must enable entrances to be secured and monitored, must provide access to rest rooms, and must allow safe exit in emergencies. Parish staff must provide procedures for the safe drop-off and pick-up of children for parish programs and must develop procedures for responding to various emergency situations.

ADOPTED: 6/7/2017

3517: Emergency Operations Plan

Emergency events occur in a wide variety of ways. An emergency event may involve a single person in the parish/school community, a subgroup of the parish/school community, or the whole parish/school community.

The purpose of an Emergency Operations Plan is to identify potential emergency events and to develop policies and procedures addressing the following:

- **Prevention:** capacity to avoid, deter, or stop an event from occurring.
- **Protection:** capacity to secure facilities against acts of violence and manmade / natural disasters.
- **Mitigation:** capacity to eliminate or reduce loss of life if an event occurs.
- **Response:** capacity to stabilize an emergency once the event has happened or is certain to happen.
- **Recovery:** capacity to assist schools affected by event to begin healing and to restore the learning environment.

Specific action plans should be developed for each of the following:

- **Communications protocol** before, during, and after an event.
- **Evacuation of facilities**, including the identification of multiple relocation sites.
- **Lockdown / secure facilities** to prevent entry of a threat into the facilities.
- **Shelter-in-place / secure personnel** within facilities in the event a threat is inside the facilities.
- **Account for all persons** during and after an event.
- **Reunification** of students with parents/guardians after an event.
- **Continuity of operations** during and after an event.
- **Recovery** after an event – academic, fiscal, physical, psychological and emotional.
- **Security** protocols.

The Emergency Operations Plan should be developed collaboratively with multiple stakeholders, including, but not limited to, local first responders (law enforcement, fire, medical, mental health). It is not possible to develop an Emergency Operations Plan for every possible event, but it is necessary to be prudent and responsible in developing strategies to keep all members of a parish/school community safe and secure.

The 2017 Wisconsin Act 143 requires schools to submit the following to the Wisconsin Department of Justice annually by January 1:

1. Copy of the School Safety Plan (EOP)
 - a. Governing body required to review and approve every three years.
 - i. For the purposes of compliance, the governing body is defined as follows;
 1. Single Parish School: The pastor or parish director is the governing body, but the School Advisory Commission is strongly encouraged to be involved.
 2. Separately Incorporated Schools: The School Board of Directors is the governing body.
 - b. Plan must be individualized for each facility/campus that students regularly occupy.
 - c. Required components of plan:
 - i. School Violence and Attacks
 - ii. Fires
 - iii. Weather-Related Emergencies
 - iv. Bomb Threats
 - v. Intruders
 - vi. Threats to Non-classroom events
 - vii. Parent-Student Reunification
2. Most recent date on which the governing body reviewed and approved the School Safety Plan.
3. Date of statutorily required annual drill for responding to a school violence threat.
4. Documentation that school governing body reviewed the written evaluation of the drill.
5. Date of the most recent training on school safety and the number of training attendees.
6. Most recent date on which the governing body consulted with local law enforcement to conduct the on-site safety assessment.
 - a. Must be done annually.
 - b. Must be done for each facility/campus that students regularly occupy.

7. Copy of facility/campus blueprints or map – must be done for each facility/campus that students regularly occupy.

The Office for Schools may request to a review of a school’s Emergency Operations Plan at any time.

Parish catechetical programs should follow their school’s Emergency Operations Plan when programs meet. Programs without a school should create a plan following the above criteria.

Mandatory Reporting of School Violence Threats: 2017 Wisconsin Act 143 requires that all individuals who are Mandatory Reporters of suspected child abuse or neglect are also Mandatory Reporters of School Violence Threats. Employees are to receive training regarding mandatory reporting of school violence threats. *See Policy 5140.12 for more information.*

ADOPTED: 5/2/2000; REVISED: 8/1/2024

3517.1: Security: Buildings and Grounds

Each parish/school should formulate an appropriate security plan for its buildings and grounds. Responsibility for implementation of the elements of the plan shall be determined by parish, school, and religious education administrators.

A campus (building and grounds) *Safety and Security Survey* should be conducted on an annual basis.

For the safety of children and staff, building security must be assured whenever programs for children and youth are underway. Entrance into the educational facility should be controlled at one main entrance.

During the school day, all doors accessing the educational facility should be kept locked. A security system should be used by the administrative office to monitor the entrance and allow individuals into the building.

A process must be put in place to make staff aware of the presence of unauthorized personnel and the steps to be taken in such a situation.

Incidents of illegal entry, theft of property, vandalism, or damage to property from other causes will be reported to the parish/school administrators and law enforcement officials as soon as discovered. A written report of the incident will be filed within 24 hours of the discovery.

Regulations should be established on the local level regarding the prohibition of vehicles on parish/school property in unauthorized areas.

[Download Form 3517: Conducting a Campus Safety & Security Survey Form](#)

ADOPTED: 5/16/1991; REVISED: 10/1/2018

3517.2: Keys

All keys used in a school shall be the responsibility of the principal and shall be issued through the office of the principal. All keys used exclusively in the parish catechetical program shall be the responsibility of the formation administrator and shall be issued by that administrator. Requests for permanent issuance of keys shall be made only

when the employees regularly need keys to carry out normal activities necessitated by their positions. Local policy will determine these persons.

ADOPTED: 10/8/1974; REVISED: 9/23/2016

3541: Transportation

Any employee or volunteer of the parish operating a parish or private vehicle in the pursuit of church or school business is provided coverage. If the vehicle is parish owned, the Protected Self Insurance Program's coverage is primary. In the event the vehicle is non-parish owned, the parish's coverage would be excess (secondary) to the vehicle owner's coverage.

ADOPTED: 4/13/1992; REVISED: 7/31/2014

3541.1: Transportation of Students

1. The school shall provide transportation by bus to and from school sponsored events during the school day for those students required to attend any events, such as field trips, picnics, etc.
2. The school shall provide transportation for teams, clubs, and other groups required to participate in activities that take place outside the metropolitan area during non-school hours. In instances where activities take place in the city or the surrounding area, parents may provide transportation for their children.
3. Parents have the option of allowing a son/daughter to transport himself/herself to a scheduled event, or the parent may choose to transport his/her child. The school assumes no liability at any time for students driving other students to and from scheduled and unscheduled events.
4. Parents must be alerted to the liability they assume in providing transportation for students other than their own.
5. Vehicles used for parish/school/agency business must be insured for the following limits: \$100,000 per person and \$300,000 per accident. The parish insurance program provides excess liability coverage for employees and/or volunteers who use their vehicles for parish business. However, this excess coverage will not trigger unless the employee and/or volunteer has the above minimum limits on their vehicle.
6. No parish/school/agency may own or operate, through borrowing, leasing or rental, a 10-15 passenger van for the transportation of children or adults. The only exception to this policy is that a 10-15 passenger van may be used for the transportation of cargo. In this circumstance, in addition to the driver, an adult passenger may be seated and belted in the front passenger seat.
7. The vehicle must have a valid, current registration and a valid and current license plate. The vehicle must be in good operating condition and have all safety equipment as required by law.
8. Drivers must be 23 years of age or older, unless aged 21-22 and approved by Catholic Mutual Group.
9. Drivers must have a valid, non-probationary driver's license and no physical disability that could in any way impair his or her ability to safely drive the vehicle.

10. The parish/school/agency should submit the name and driver's license number of any new driver to Catholic Mutual Group using the [Request for Driver's Record Check](#). Catholic Mutual will check the driving record through the state and communicate the results to the parish. [The Employee/Volunteer Driver Information Sheet](#) should be completed for each driver and kept in parish files. This is especially important for anyone transporting youth. Repeat drivers need to follow the steps for approval every three years.
11. Drivers must complete the on-line video, "*Be Smart – Drive Safe*" found on the Catholic Mutual home page at <http://www.catholicmutual.org>. This applies to new drivers and drivers engaging in the three-year re-approval process.
12. Administrators or volunteers responsible for programs that require driving must view the Catholic Mutual video, *Church Transportation – is it Necessary and Ministry-Based*.
13. Vehicles rented by parish/school/agency must be reported to Catholic Mutual to secure automobile liability insurance.
14. Passengers must be belted and/or in booster seats as prescribed by law.
15. Drivers transporting children must meet Safe Environment protocols.

LINK: [Download Form 3541.1 Employee Volunteer Driver Information Packet](#)

ADOPTED: 4/14/1987; REVISED: 6/2/2020

PERSONNEL: 4000 Series

4111: Standards for Educators and Catechists in Catholic Parishes and Schools (**abbr.**)

In order to promote and support a high quality of Catholic education and catechesis in the State of Wisconsin, the Wisconsin Catholic Conference (WCC) has established the following standards for personnel called to serve as Catholic educators and catechists. These standards apply to all who have responsibility for passing on the Catholic faith directly and indirectly, including in Catholic school and parish catechetical programs for children, youth, and adults. A diocese in Wisconsin will recognize and accept the level of certification achieved by an educator in any other diocese in the State of Wisconsin.

All educators and catechists in Wisconsin parishes and Catholic schools must meet the requirements for their educator category, within the timeframe as determined by their diocese. These standards reflect the minimum requirements. A diocese and/or parish may establish greater requirements for educators within its purview. In addition to these standards, educators must also adhere to all diocesan Safe Environment requirements.

Educators Standards by Category

Parish Catechetical Director/Coordinator

- Practicing Catholic

- One of the following:
 - A postsecondary (post-high school) degree with a major in Catholic theology
 - Basic Religious Education Certification with at least three (3) years' experience as a parish or school catechist
 - 21 years old with an individualized plan of study developed with the Archdiocese of Milwaukee Office of Evangelization & Catechesis
- * Continuing efforts towards Advanced Religious Education Certification (to be completed within six (6) years of hire date)
- * After Advanced Certification, continuing education and development by completing at least fifteen (15) hours of formation per catechetical year

Parish Catechist

- Practicing Catholic
- Basic Religious Education Certification (within six (6) years of beginning catechetical work)
- Continuing formation and development by completing at least six (6) hours of formation per catechetical year

* These standards apply to full-time (roughly 30+ hours/week) leaders. Timeframes may be adjusted for part-time or volunteer leaders with the guidance of the Archdiocese of Milwaukee Office of Evangelization & Catechesis.

Definitions

Parish Catechetical Director/Coordinator: a leader (paid or unpaid) who is the primary administrator of programs of evangelization and catechesis for adults, youth, and/or children.

Practicing Catholic: a Catholic in good standing who participates fully in the worship and life of the Church and who understands and accepts the teachings of the Church and moral demands of the Gospel, as articulated in the Catechism of the Catholic Church.

Basic Religious Education Certification*: recognition of professional development in Scripture, Theology, Methods/Psychology, and Spiritual Formation at a foundational level of competence, equivalent to at least 40 clock hours.

Advanced Religious Education Certification*: recognition of increasing professional development in Scripture, Theology, Methods/Psychology, and Spiritual Formation at a more advanced level, equivalent to at least 90 clock hours beyond the Basic level.

*Basic and Advanced Religious Education Certification, as well as continuing formation, can be obtained through participation in through programs approved by the Office for Schools and the Office of Evangelization & Catechesis.

LINK: [Download Form 4111 Record of Religious Ed Certification Requirements](#)

ADOPTED: 5/16/91; REVISED: 8/1/2024

4120: Parish Catechetical Leader

Each parish, alone or in collaboration with another parish, should employ a qualified catechetical leader or team of leaders. In a case where a catechetical leader is employed who does not have adequate theological or catechetical formation, the parish(es) must work with the Office of Evangelization & Catechesis to provide the means to pursue appropriate formation.

ADOPTED: 7/145/2019; REVISED: 8/1/2024

4140: Volunteers

Parents and interested individuals in the community should be encouraged to offer their services as volunteers in the parish and school programs.

Volunteers are to work under the supervision and direction of a certified staff person.

All volunteers should complete the volunteer's application form before placement. The duties of the volunteer should be clearly defined.

Volunteers should be provided an orientation prior to the commencement of their duties. This orientation should include a review of parish/school policies, procedures, and legal considerations as they pertain to the volunteers' time in the parish/school. Volunteers should be knowledgeable of the scope of their volunteer tasks and know what to do in case of emergencies or accidents. Existing volunteers should be re-oriented annually.

In order to comply with the United States Conference of Catholic Bishops' Charter for the Protection of Children and Youth as applied in the Archdiocese of Milwaukee, the following requirements must be met for all volunteers who have regular contact with children or youth prior to commencement of volunteer service:

- Be cleared through a state and national criminal background check
- Obtain Safe Environment Certification
- Read and sign the Code of Ethical Standards for the Archdiocese of Milwaukee
- Must have knowledge of the following policies and procedures:
 - Mandatory Reporting of Child Abuse and Neglect (5140.1)
 - Mandatory Reporting of School Violence Threats (5140.12)
 - Suicide Prevention and Intervention – mandatory reporting responsibilities (6164.12 #4)
- Be approved by a member of the professional staff

A criminal background check must be repeated every five (5) years.

A volunteer may be dismissed for violations of policies and procedures of the parish/school or for actions that harm the good name and reputation of the parish and/or school.

4410: Responsibilities for Supervision of Children and Youth - Employees and Volunteers

Parishes and schools have a profound responsibility to assure the safety of students who participate in parish and school sponsored programs and activities. This means that activities are well planned, understood, and agreed to by the parents/guardians, and participants are properly supervised at all times.

Supervisors must be selected with care. All personnel and volunteers shall have appropriate skills, qualifications, training, and orientation to supervise minors.

1. Only responsible adults, age 21 or older, shall be allowed to function in an independent supervisory capacity with minors in any parish/school program. Adults between the ages of 18-21 may assist in the supervision of minors when in a joint relationship with an adult supervisor over the age of 21. Minors under the age of 18 may assist with activities involving other minors but shall not have supervisory responsibilities.
2. Program director(s) must make decisions about appropriate supervision based on the age of the participants, size of the group, location, and types of activities involved. Any parish/school event for minors requires the on-site presence of at least two responsible adults.
3. The number of adult supervisors should be appropriate for the attendance, with a ratio of not more than ten (10) minors per supervisor, with a ratio of eight (8) minors per supervisor for overnight events. If an event has both male and female minors in attendance, there must be both male and female responsible adults also present.
4. Overnight and extended stay activities must provide for the safety of minors at all times. Responsible adult supervisors must be on-site 24 hours a day.
5. All parish/school employees and all volunteers who have contact with minors must be Safe Environment Certified. An individual considered to be Safe Environment Certified has met the following three (3) requirements:
 - Has attended at least one in-person live Safe Environment Education Training Session (SEE) since 2003 in the Archdiocese of Milwaukee. If someone has attended a live Safe Environment Education Training (SEE) session in another diocese and wishes to have the training reviewed for acceptance in place of the Archdiocesan SEE requirement, verification from the other diocese can be submitted to the Safe Environment Office for review. Approval is not guaranteed and will only be granted in certain instances.
 - Has a criminal background check that has been reviewed and approved by a Safe Environment Coordinator in the last five (5) years. (See 4113: Criminal Records)
 - Has reviewed, signed, and agreed to the Code of Ethical Standards for the Archdiocese of Milwaukee in the last five years.

In addition, the following must be met:

- Must have knowledge of the following policies and procedures:
 - i. Mandatory Reporting of Child Abuse and Neglect (5140.1)
 - ii. Mandatory Reporting of School Violence Threats (5140.12)
 - iii. Suicide Prevention and Intervention – mandatory reporting responsibilities (6164.12 #4)
 - Be approved by a member of the professional staff.
6. Supervisors must understand their duties and responsibilities. Supervisors must remain within the scope of activities for which parents have provided informed consent.
 7. Only those programs, events, and facilities specifically approved by the school administrator/pastoral supervisor may be promoted to minors in the parish and school programs. Any facilities or equipment to be used as part of any activity should be reviewed/inspected for obvious hazards prior to the activity.
 8. Parents must have explicit knowledge of the details of any event or program involving their minor children and give specific permission for their child's participation in an event. Teenagers in youth programs who have reached the age of consent (18) also must have explicit knowledge of the details of any event or program and must acknowledge informed consent before they participate in the event or program. If these teenagers are living with their parents, consideration should also be given to informing the parents of the details of the event. Formal parental permission for those over the age of 18, however, cannot be legally required.
 9. No supervisor may be alone with a field trip participant at any time, other than a parent with his/her own child. One-on-one interactions between an adult and a minor should always occur in a public environment and with the knowledge of another adult supervisor. No one-on-one counseling, spiritual direction, etc., should occur in a supervisor or minor's personal living quarters.
 10. Participants should be kept together as a group. Supervising adults/chaperones are not to surrender their responsibility for the minors entrusted to them. Minors must always be under the supervision of an adult from their own parish, school or trip and never under the supervision of another adult from a group not associated with their parish, school or trip.
 11. On overnight events:
 - a. Separate sleeping arrangements should be made for males and females. This applies to minors as well as adults, unless the adults are married.
 - b. An adult may not share sleeping quarters such as hotel rooms or cabins with minors, except when absolutely necessary (such as personal safety) and only with another adult present. In some situations, where accommodations may be in large, open areas, the adults may be housed with minors in the same area but should sleep in a space that is separate from the minors.
 - c. Whenever possible, males and females should use separate bathroom and shower facilities. This applies to minors as well as adults. In the event this is not possible, separate times should be designated for male/female and adult/minor bathroom and shower use.

12. Adults may not use, supply, or be in the possession of alcohol, illegal drugs, or sexually explicit material when working with minors. No possession or use of these substances by minors will be tolerated.
13. Sexual contact between minors is never permitted at parish/school functions. This policy shall be clearly explained to minors before they participate in any parish/school function, especially overnight events.
14. Supervisors must know what to do in case of an emergency. A crisis involving a minor must be reported to the administrator/supervisor in charge and the minor's parent.
15. Any violation of civil law, including allegations of sexual misconduct or abuse, which arise on parish, school, or archdiocesan sponsored events for minors should be taken seriously and reported immediately to the appropriate civil authorities. Mandatory reporting laws apply not only if there is an occurrence between an adult and a minor but also when there is unlawful or suspicious behavior between two or more minors (e.g., harassment, cyberbullying, sending and/or receiving pornographic images.)
16. Any incident or allegation of sexual misconduct must also be reported to the Archdiocesan Safe Environment Coordinator or the Office for Schools.

For further information regarding field trips, please see Policy# 6153 Field Trips and Community Service and Policy# 6153.1 Extended Field Trips

ADOPTED: 6/10/99; REVISED: 8/5/2022

4432: Catechist Handbook

Parish catechists should receive a handbook that outlines the role and responsibilities of the catechist, explains program policies and procedures, and provides other necessary information. The handbook should be reviewed and updated annually. The catechist should sign an acknowledgement form indicating he/she has received and read the handbook and agrees to carry out its directives.

LINK: [Download Form 4432 Catechist Handbook Sample Contents](#)

ADOPTED: 6/7/2017

4440: Drug and Alcohol Policy

The parish/school is committed to providing a positive, safe and secure workplace for its employees. Central to these goals is providing an environment which is free from the harmful effects of drug and alcohol abuse. This policy is adopted in furtherance of this vision and applies to all employees.

Employees are expected to be physically and mentally fit to perform their duties when reporting to work and when performing duties in the course and scope of their employment. In addition, no employee shall report to work or perform work-related duties while impaired by or under the influence of alcohol, illegal drugs, or other substances (including prescription medication) that would affect his/her ability to perform the job in a safe and efficient manner. Furthermore, employees are prohibited from using, possessing, selling or transferring alcohol or illegal drugs on parish/school premises, parish/school vehicles or during the workday.

Conduct in violation of this policy could jeopardize the safety of students, other employees, or parents and could harm the parish/school relations and reputation with the public. Violations of the policy may result in disciplinary action, up to and including immediate discharge, regardless of any progressive discipline policy that may be in place and regardless of the employee's past employment service history. In addition, employees may be tested for drugs and alcohol at the discretion of the parish/school. If the parish/school has a reasonable belief that an employee is impaired on the job, is under the influence of illegal drugs and/or alcohol, or has been using illegal drugs and/or alcohol during the course and duties of employment, the employee may be relieved from his/her duties and may be asked to submit to a drug and alcohol test. Tests may include urinalysis, a blood test, and or a breath screening/breathalyzer. Tests will not be conducted if an employee refuses to submit; however, refusal to submit may result in appropriate disciplinary action, including but not limited to immediate removal from service and/or immediate termination.

This policy does not prohibit pre-approved and responsible, moderate use of alcohol at parish/school approved activities and meetings, but only if students are not present and if supervision of students is not required later that same day.

The parish/school recognizes that drug and alcohol dependency and abuse can cause health, safety, and security risks. Employees experiencing problems with alcohol and/or drugs are encouraged to voluntarily seek assistance to resolve such problems before they become serious enough to require management referral or disciplinary action. Employees are encouraged to contact their human resources department to inquire about an employee assistance program. Employees who have questions regarding this policy or issues related to drug or alcohol use at work can raise their concerns with their immediate supervisor or the pastor/principal. The parish/school will make efforts to help an employee who is seeking assistance for substance abuse problems by assisting in obtaining rehabilitation counseling or referral to appropriate programs that can address substance abuse issues.

Violation of this policy may result in disciplinary action, up to and including immediate termination with or without warning, regardless of any disciplinary policy in place and regardless of any past employment service history.

ADOPTED: 7/15/2019; REVISED 8/5/2022

4441: Electronic Resources and Communication

Employer computers, networks, communications systems, and other IT resources are intended for business purposes only (except for limited personal use as described below). Each user is responsible for using these resources and systems in a productive, ethical, and lawful manner.

The employer policies regarding Code of Ethical Standards for Church Leaders, social media & Digital Communications Policy, Standards of Conduct, confidentiality, unlawful discrimination, and privacy apply to the use of the employer's IT resources and communications systems. No one may use any communications or computer system in a manner that may be construed by others as threatening, harassing or offensive based on age, race, color, sex, disability, national origin, or other bases protected by law.

The use of employer IT resources and communications systems by an employee shall signify his/her understanding of, and agreement with, the terms and conditions of this policy, as a condition of employment.

Security, Access, and Passwords

It is the responsibility of each employee to adhere to IT security guidelines, including but not limited to the creation, format, and scheduled changes of passwords. All usernames, pass codes, passwords, and information used or stored

on the company's computers, networks, and systems are the property of the employer. No employee shall share usernames, pass codes, or passwords, with any other person other than the employee's supervisor and/or designate. Employees may never sign on to equipment using the password or username of another employee. No employee may use a method of encryption that has not been issued to that employee by the employer. An employee shall immediately inform his/her supervisor if it is suspected that IT security has been violated in any way.

Resources and Systems Covered by this Policy

This policy governs all IT resources and communications systems owned or made available by the employer and all use of such resources and systems, including but not limited to: email systems and accounts; internet and intranet access; telephones & voicemail on wired and mobile phones; printers, photocopies, and scanners; fax machines, e-fax systems, and modems; all other associated computer, network, and communications systems, hardware, peripherals, and software; closed-circuit television and all other physical security systems and devices, including access key cards and fobs, and may provide other new technologies in the future.

No Expectation of Privacy

All contents of the employer's IT resources and communications systems are the property of the employer. Therefore, employees should have no expectation of privacy whatsoever in any message, file, data, document, facsimile, telephone conversation, social media post, conversation, or any other kind or form of information or communication transmitted to, received by, printed from, or stored or recorded on the employer's electronic information and communications systems.

Employees are expressly advised that to prevent against misuse, the employer reserves the right to monitor, intercept, and review, without notice, every employee's activities using the employer's IT resources and communications systems. This right includes but is not limited to email (both outgoing and incoming), telephone conversations and voice mail recordings, instant messages, and internet and social media postings and activities.

Employees should not use the employer's IT resources and communications systems for any matter desired to be kept private or confidential from the employer.

Downloading and Installing Software/Website Agreements

Email and downloading from the internet are prime sources of viruses and other malicious software. Therefore, no one may download or install any software or shareware to a hard drive that is not expressly authorized by the employer. In addition, employees may not accept the terms or conditions of website agreement without first obtaining approval.

Etiquette

Proper business etiquette with courteous and respectful service should be maintained when communicating on the telephone and/or via email and text messaging.

When writing business email, employees should be as clear and concise as possible. Sarcasm, poor language, inappropriate comments, attempts at humor, and so on, should be avoided. Email communications should resemble typical expected professional and respectful business correspondence.

Telephone and Voicemail

The employer provides landline and voicemail systems for use in connection with performing job duties. Employer phones may not be used for commercial or political solicitation or to promote outside organizations.

BYOD: “Bring Your Own Device”

Some employees may need to use cell phones to conduct legitimate business. In these cases, the employee must be first authorized to use his/her personal cell phone for work purposes. An authorization letter shall be signed by both the employer and employee with a copy retained by both. Employees participating in BYOD are responsible for using their device in a manner consistent with the terms of the Electronic Resources & Communications policy. The employer reserves the right to monitor, search, review, and access any and all business-related communications or files created or maintained on an employee’s personal technology device for purposes of security, compliance with employer policy, and/or business reasons provided by law.

Email and Text Messaging

Employees are given access to email and/or text messaging systems for use in connection with performing their job duties. They should avoid opening unsolicited messages and report any suspicious messages to their administrator. All spam should be deleted immediately. Recipients should not respond to spam in any way, even for removal from the distribution list. If delivery persists, employees should contact their administrator.

Any digital communication involving a member of the clergy, employee or volunteer to or from a minor must be stored, with the ability to be retrieved and provided upon request to a parent, law enforcement agency, supervisor, principal, Vicar for Clergy or the Archdiocese of Milwaukee Safe Environment Office. We recommend these communications be kept until the minor reaches 18 years of age.

Internet and Social Media

The internet and social media enable online users to interact and share information (including video, audio, photographs, and text) publicly or privately. The employer respects the right of any employee to use the internet and social media. However, to protect the employer’s interests and ensure that employees focus on their job responsibilities, employees must adhere to the general internet use guidelines in this policy, as well as the following directives related to social media use:

- Employees may not plagiarize or violate copyright laws.
- Employees must remember that anything posted or sent using social media, even outside the workplace, could reflect on the employer and the employee, create legal liabilities, and potentially damage the employer’s professional and ministerial reputation and morale.
- To avoid the risk of the employer’s incurring legal liability or professional damage as a result of employees’ use of social media, even outside the workplace, employees should avoid identifying their employer and should not provide contact information for their place of work.
- If job duties require an employee to speak on behalf of the employer in a social media environment, they must be authorized by the pastor/supervisor to act as an employer’s representative or must otherwise seek approval for such communication from the pastor/supervisor.
- If an employee role works with youth in a school or program, he/she must not:
 - In any way, refer to, describe or post pictures/video of current, former, and/or potential students without first obtaining the written consent of the school and the parent(s)/guardian(s).
 - “Friend,” “follow,” “connect,” “subscribe,” and/or otherwise become linked electronically with:

- Any current student of the parish/school without first receiving expressed written permission from the pastor/school administrator and the parent/guardian.
- Post any pictures of students on social media sites for personal use.
- Tag a student in a photo. This prohibition includes their name and/or any identifying information.
- “Check-in” on social media when traveling to any location outside of the parish/school with one or more students and/or where students are located for a parish/school related event.
- Post any confidential, sensitive or proprietary information about the school, its students, or personnel.
- All social media accounts used for purposes on behalf of the employer, including all content, followers, and contacts, are owned by the employer. The employer owns and retains all such information, regardless of separation of the employee from employment with the employer.
- Any conduct that under the law is impermissible if expressed through any other public forum is also impermissible if expressed through social media
- Employees may not post or send anything through social media that their co-workers, people who work on behalf of the employer, stakeholders, or those they serve, e.g., customers, parishioners, parents, etc. could reasonably find offensive, including ethnic slurs, sexist or discriminatory comments, defamatory language, obscenity, name-calling, bullying, or threats of violence.
- Employees should discuss postings or communications with their supervisor prior to issuing them if there is a question about their appropriateness.
- Employees should use appropriate privacy settings whenever necessary, especially with respect to any personal profile maintained online and continue to ensure that those privacy settings remain updated.
- The employer will not be held liable for any lost, stolen, or damaged personal devices.
- All employees of a parish/network/school and any volunteer who is required to be Safe Environment Certified is expected to be aware of, acknowledge receipt of, and abide by the Archdiocese of Milwaukee Social Media & Digital Communication Policy.

Personal Use of Company-Provided Email, Internet & Social Media

Employers should clearly state whether personal use of company-provided email & internet (including social media), and telephone or voicemail is always prohibited or whether personal use of company-provided email, internet, and telephone is permitted on non-working time only.

Personal use of company-provided email & internet (including social media), and telephone or voicemail may not involve unprofessional or inappropriate content and may not interfere with employment responsibilities.

Inappropriate Use

Employees are never permitted to use employer IT resources and communications systems, including email, text messaging, internet access, social media, telephones, voice email for any inappropriate or unlawful purpose. This includes but is not limited to:

- Misrepresenting oneself as another individual or organization.
- Sending, posting, recording, or encouraging receipt of messages or information that may be offensive because of their sexual or racist content.
- Intentionally downloading, viewing, soliciting, seeking, displaying, or distributing pornographic material.
- Revealing proprietary or confidential information without authorization.
- Conducting or soliciting illegal activities.
- Representing one's personal opinion as that of the employer.
- Interfering with the performance of one's job or the jobs of other employees.
- Any other purposes that violates employer policies or practices.

This policy is not intended to restrict communications or actions protected or required by state or federal law.

Discipline

Employees who violate any provision of this policy are subject to discipline, up to and including termination of employment and/or legal consequences.

LINK: [Download Form: 4441 Employee Acceptable Use](#)

ADOPTED: 7/15/2019

4442: Harassment

The parish/school is committed to providing a professional work environment for its employees that is free from physical, psychological or verbal harassment. This commitment continues the archdiocese's long-standing policy of fair and equal employment for every person regardless of age, race, color, sex, disability, national origin or other biases protected by law.

Harassment can occur as a result of a single incident or a pattern of unwelcomed behavior where the effect is to create a hostile, offensive, or intimidating work environment that affects terms of employment. Harassment is offensive conduct that may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with work performance (U.S. EEOC definition).

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

All experiences of harassment are to be reported to or referred to the pastor, principal, or other supervisor. If an employee believes that he/she has been the subject of prohibited harassment, the employee should report the matter immediately to the pastor, principal, or other supervisor. The Archdiocese of Milwaukee Human Resources Office is

to be contacted immediately if the alleged incident involves the pastor. Any supervisory employee who becomes aware of a potential harassment situation must report the matter to the pastor, or other administrative supervisor, even if there has not been a formal complaint.

Each reported incident will be treated seriously and responded to with a timely and thorough investigation. The parish/school will convene the necessary individuals for appropriate fact-finding and/or intervention. This could include staff from the Archdiocese, and/or individuals from the community with appropriate skill, knowledge, and ability. No employee shall be retaliated against for bringing a claim of harassment or for giving information in connection with an investigation of harassment.

ADOPTED: 4/14/1987; REVISED: 8/5/2022

4443: Confidential Information

Confidential information includes, but is not limited to, parishioner, student, family, and employee information, credit information, and/or payroll information.

Confidential information also includes information that is otherwise designated as confidential or would appear to a reasonable person to be confidential in the context and circumstances in which the information is known or used.

Confidential information must be treated accordingly and not be jeopardized through business or personal use of electronic communications systems, including email, text messaging, internet access, social media, telephone conversations, and voice mail.

Confidential information does not include an employee's terms and conditions of employment.

Employees must treat all confidential information as confidential information both during employment and after employment ends. To maintain the confidentiality of information, all employees must follow these protocols, except as otherwise provided in this policy:

- Employees are strictly prohibited from accessing and/or using any parishioner, student, family, and/or employee information for personal or non-business use.
- Employees should not access or use any confidential information to which parish/school has not provided the employee access or authorization to use.
- Employees should not directly or indirectly disclose, publish, communicate, or make available confidential information to any entity or person who does not have a need or authority to know and use the information, except as required for the employee to perform authorized job duties or as is otherwise permitted by this policy.
- Parishioner, student, family, employee, and other sensitive information is confidential and must be kept/stored in a secure location with limited access.
- Employees should not discuss Confidential Information in public spaces.
- In the event of an inadvertent disclosure of Confidential Information, employees must immediately inform their supervisor so that measures can be taken to minimize any potential damage.

- Departing employees must return any Confidential Information in the employee's possession to parish/school upon separation of employment.

This policy is not intended to restrict employees' communications or actions that are protected or required by state or federal law.

ADOPTED: 7/15/2019

4444: Conflict of Interest

A conflict of interest is a situation in which someone cannot make a fair decision because he/she may be affected by the result. Therefore:

- There should be no direct line management between two or more members of the same family or household or between two employees who have a personal relationship. For purposes of this policy, family shall include: spouse, parents, children, grandchildren, siblings, aunts, uncles, nieces, and nephews. This shall also include relationships with parents, children and siblings by virtue of a marriage (in-law) or a remarriage (step) and any individual with whom the employee has a personal relationship.
- It is strongly advised that an employee who is a member of a board, committee, council, or organization, which influences or determines the employee's or family member's position, rating, performance evaluation, salary or benefits not be present for discussions and decisions on these matters.
- Employees and their immediate family may not accept gifts, except those of nominal value, or any special discounts or loans from any person or firm doing, or seeking to do, business with the employer.

Employees who have their own business must disclose such interest to the employer in accordance with this conflict of interest policy. He/she must meet the demands of the parish/school position without any detriment caused by outside interest.

Employment by the parish/school carries with it a responsibility to act in an ethical manner. Employees are expected to refrain from any transaction where their own interests may conflict with those of the parish/school. Any employee having a possible conflict of interest on any matter should promptly notify his/her supervisor and shall not use his/her personal influence on the matter.

This policy was developed with the help of Diocese of Green Bay policy 2/2009

ADOPTED: 10/1/2018; REVISED 8/4/2023

4445: Whistleblower

All administrators and employees are required to follow federal, state and local laws and employer policies, e.g., employee handbook, Code of Ethical Standards for Church Leaders, etc.

The purpose of this policy is to protect individuals who raise issues of illegal, dishonest or unethical behavior. A whistleblower is defined by this policy as an employee of a parish, school, or other associated entity who reports an activity that he/she reasonably believes to be illegal, dishonest or unethical. The whistleblower is not responsible for

investigating the activity or for determining fault or corrective measures. The appropriate management officials are charged with these responsibilities.

If an employee has knowledge or a concern of illegal, dishonest, or unethical behavior, the employee is to contact the pastor/principal/president, respective human resource representative or the appropriate archdiocesan director: e.g., Director of Parish & Schools Human Resources, Vicar for Clergy. If the behavior involves abuse of a minor, mandatory reporting protocols remain in place.

An investigative committee of at least three members, who are not alleged to be involved in the suspected violation, will investigate reports of suspected violations promptly. The committee will prepare a report on the findings, determine if the allegations are true, decide if corrective action is needed, and determine if the situation should be referred to law enforcement officials.

To the extent practical, confidentiality of the reporting individual will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law or policy and to provide accused individuals their legal rights of defense.

The employer and associated individuals will not retaliate against a whistleblower. This includes, but is not limited to protection from retaliation in the form of adverse employment action, poor work assignments, etc. Any whistleblower who believes he/she is being retaliated against must contact the pastor/principal/president, or respective human resource representative or the appropriate archdiocesan director immediately either through written or verbal communication: e.g., written letter, in-person visit, etc. The right of the reporting individual does not include immunity from personal responsibility in wrongdoing or any other misconduct.

An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

ADOPTED: 10/1/2018

4451: Bloodborne Pathogens and Other Infectious Materials

Bloodborne pathogens and other potentially infectious materials (OPIM) can cause serious diseases, such as HIV and hepatitis B. Staff or volunteers may be exposed to infectious materials when responding to injuries or illnesses. Parishes/schools are required to develop written documents to explain how they will implement safety standards, provide training to employees, and protect the health and safety of their students, staff, volunteers, and visitors.

To comply with the Occupational Safety and Health Administration (OSHA) rules, parishes/schools must develop a plan for dealing with bloodborne pathogens and OPIM. The plan should include the following elements:

- Defining the substances that are considered bloodborne pathogens and OPIM
- Identifying staff whose job classifications are at greatest risk for exposure to bloodborne pathogens or OPIM
- Describing safe handling practices for bloodborne pathogens and OPIM, including clean up and disposal
- Maintaining a process for exposure to sharps (needles used for treatment) and a log of exposures
- Providing training in proper treatment methods and maintaining training records
- Offering free personal protection equipment to employees who deal with bloodborne pathogens or OPIM

- Providing free immunization against hepatitis B to at-risk employees who request it or have been exposed to blood-borne pathogens or OPIM

Annually all employees and volunteers shall receive training in the treatment of bloodborne pathogens and other infectious materials. Training records will be maintained and will include:

- Date of training
- Summary of contents
- Name and qualifications of persons conducting the training
- Names and positions of attendees

OSHA provides a template for developing a bloodborne pathogen/OPIM plan at <https://www.osha.gov/Publications/osha3186.pdf>

ADOPTED: 5/3/1993; REVISED: 9/23/2016

4460: Continuity of Operations and Remote Work

Occasionally events occur that disrupt the ability of the parish/school/network to provide on-site services to parishioners, families, and students. Each parish/school/network should develop policies and procedures to ensure the continuation of service if a disruptive event occurs. These disruptive events will vary in duration but generally would fall into the following:

- Short Term: one-to-five days of in-person services lost
- Intermediate Term: six-to-fifteen days of in-person services lost
- Long Term: sixteen or more days of in-person services lost

Remote work policies and procedures should be considered at the parish/school/network level. Factors to consider in developing policies and procedures include, but are not limited to:

- Attendance protocols
- Expectations for employees
- Internet access
- Technology support
- Confidentiality
- Communication expectations

The parish/school/network has the right to change this policy at any time based upon the welfare of the organization. The policy and changes should be communicated to the employees.

SEE POLICY 6135: CONTINUITY OF INSTRUCTION FOR SCHOOL-SPECIFIC GUIDANCE.

4470: Gender Identity

The following policy seeks to provide guidance in applying the Church’s moral teachings regarding the challenges presented by “gender theory.” This policy is put forth for parishes, organizations, and institutions of the Catholic Church in the Archdiocese of Milwaukee.

As a general rule, in all interactions and policies, parishes, organizations, and institutions are to recognize only a person’s biological sex. This policy applies, but is not limited to, all Church employees, personnel, volunteers, and those entrusted to the care of the Church, including all contracted vendors when they are on-site and may have contact with those entrusted to the care of the Church.

Designations and Pronouns. Any parochial, organizational, or institutional documentation which requires the designation of a person’s sex is to reflect that person’s biological sex. No person may designate a “preferred pronoun” in speech or in writing, nor are parishes, organizations, or institutions to permit such a designation. Permitting the designation of a preferred pronoun, while often intended as an act of charity, instead promotes an acceptance of the separability of biological sex and “gender” and thus opposes the truth of our sexual unity.

Bathrooms and Locker Rooms. All persons must use the bathroom or locker room which matches their biological sex. Archdiocesan parishes, organizations, and institutions are permitted to have individual-use bathrooms which are available for all members of the respective community.

Attire. All persons are to present themselves in a manner consistent with their God-given dignity. Where a dress code or uniform exists, all persons are to follow the dress code or uniform that accords with their biological sex.

Athletics and Extra-Curriculars. Participation in parish, school, and extra-curricular activities must be conformed with the biological sex of the participant. Some sports and activities may be open to the participation of individuals of both sexes.

Single-Sex Schools, Buildings, and other Programs and Institutions. Admission to single-sex programs, including but not limited to single-sex schools, camps, and retreats, is restricted to persons of the designated biological sex. Dormitories or other single-sex buildings are restricted to persons of the designated biological sex.

Medication. No person is permitted to have on-site or to distribute any medications for the purpose of gender reassignment. Also, students and those entrusted to the care of the Church are not permitted to take “puberty blockers,” even if self-administered, on parish or school property, with the purpose of a potential or actual “gender reassignment.”

Protecting the Vulnerable. Those entrusted to the care of the Church who express a tension between their biological sex and their “gender” and others directly affected by this tension (parents, guardians, etc.) should be directed to appropriate ministers and counselors who will help the person in a manner that is in accord with the directives and teachings of the Church. Parishes, schools, and other Catholic institutions or organizations should take the necessary precautions, in accord with the policies of this document, to avoid bullying and to protect the integrity of those who may express tension or concerns about their biological sex.

LINK: [Catechesis and Policy on Questions Concerning Gender Theory](#)

4510: Evaluation of Parish and School Personnel (abbr.)

Supervisors have a responsibility to help their direct reports grow professionally. The periodic review of their performance is one “tool” that will assist in this process. The purpose of the evaluation is to recognize the accomplishments, identify areas of improvement, and to identify pertinent work-related personal development needs and opportunities. Job descriptions, policies, procedures, and established goals and objectives provide a basis for evaluation. In the case of contracted employees, the contract may also be used as a basis for evaluation.

A completed evaluation may also be used in decisions related to employment status, determination of salary, and maintenance of personnel records for both contracted and non-contracted employees.

A 90-day review is strongly recommended for all new employees, and an annual review is required. Teachers who are new to a school should be formally observed at least once in the first quarter/trimester of the school year.

Annual evaluation procedures will be kept in the local employer handbook.

Performance reviews are to be conducted annually for all employees, signed, and dated by both parties and kept as follows:

- School employees – evaluations will be kept in the school human resources office.
- Parish employees – evaluations will be kept in the parish human resources office.
- President/Chief Administrator – evaluations will be kept in the school corporate human resources office.

The pastor/parish administrator should look over all performance reviews for all parish and school personnel

4512: Professional Growth of Catechetical Personnel

- All catechetical personnel are required to participate in ongoing professional growth and development, through deanery meetings, continuing education, pursuing Religious Education certification, professional organizations, conferences, etc. Full-time staff (30+ hours/week) are expected to:
- Attend the annual Archdiocesan Catechetical Conference and designated Staff Mission Days outlined by the Office of Evangelization & Catechesis
- Complete fifteen (15) hours of professional development or continuing education in the areas of Theology, Scripture, Ministry Training, or Spirituality
- Attain Basic and Advanced Religious Education Certification on the timelines outlined in Policy 4111
- Participation in Deanery Meetings and relevant professional organizations are highly encouraged

Part-time catechetical staff are expected to make efforts to follow the outline above at a reduced rate, with a minimum of six (6) hours of continuing education accomplished each year.

ADOPTED: 1/20/2016; REVISED: 8/1/2024

4520: Employee Performance and Conduct Concerns

Parishes/schools/networks have a responsibility to provide clear expectations for employee performance in carrying out the employee's duties and responsibilities. Parishes/schools/networks also have a responsibility to provide the necessary training, coaching, feedback, and evaluation to assist an employee in performing at the expected level.

An employee will on occasion fall short in the performance of his/her position duties. When this occurs, parishes/schools/networks should address performance concerns promptly and in a manner that provides for learning while reinforcing expectations. It is recommended that you begin with conversations that clarify a mutual understanding of expectations and where the employee's performance is lacking. This conversation should be documented. If the problems continue, corrective action steps should be taken. This should include an escalating sequence (i.e., verbal warning, formal conference, written warning/reprimand, performance improvement plan, possible suspension, termination). An employee must be warned that a continuation of poor performance or lack of improvement may lead to termination.

A performance concern may be of a nature that the corrective action sequence begins somewhere other than with a verbal warning.

Performance Improvement Plan

A contracted employee not meeting expectations or needing assistance in targeted areas must have a written action plan, or Performance Improvement Plan, that addresses expectations and consequences. The use of a Performance Improvement Plan with an at-will employee is encouraged. The Parish and School Human Resources Director or an employment attorney must be consulted prior to any for-cause non-renewal or termination. A performance Improvement Plan must be on official letterhead (not Archdiocese of Milwaukee letterhead) and must include:

- Identification of performance concerns, supported by examples
- Identification of performance expectations and resources available to change behaviors
- Development of a plan of action, including timelines and goals
- Monitoring progress of goal achievement through scheduled feedback sessions
- Include the statement, "Failure to comply with this action plan may lead to disciplinary action up to and including termination"

Misconduct or Behavior Issues

We expect all employees to conduct themselves in a manner that reflects the highest standards of ethical conduct, in accordance with all federal, state, local laws and regulations, and conduct as set forth in the Code of Ethical Standards for the Archdiocese of Milwaukee.

When a violation occurs, the administrator should do a full investigation of any incident that could result in disciplinary action. The Administrator should have a meeting with the employee who violated a law, regulation, or policy to go over the facts of the investigation and ask why he/she committed a violation. This meeting shall be documented, and if confirmed should include the proper written corrective action, on official letterhead (not Archdiocese of Milwaukee letterhead), signed by both the employee and administrator, and placed in the employee's personnel file.

LINKS:

[Download Form 4520 \(a\): Performance Improvement Plan Template](#)

[Download Form 4520 \(b\): Performance Improvement Plan Template for Non-Teachers](#)

[Corrective Action Form: SAMPLE](#)

ADOPTED: 12/1/1983; REVISED 8/4/2023

4530: Termination of Employees

When it is necessary to terminate any employee, the employer shall agree that the employee shall not be discharged without good and sufficient cause which shall be determined by the employer. The employer may terminate the contract or an at-will employment for such causes by written notice, delivered, or mailed to the employee when possible. This includes a contract employee during the contract period.

Since an employee has a vested interest in continued employment to dismiss an employee is a serious matter, and proper procedures should be followed. In all cases, except immediate termination, the termination should not be a surprise to the employee.

Progressive Action Leading to Termination

If an employee's behavior and/or action is questionable in terms of termination, the employee may be placed on paid leave until an investigation and/or more information is gathered.

- **Contract Employee:** A first and second year (unless noted in an addendum in contracts beyond year two) contract with a school is for a probationary period and can be terminated by the employer and/or employee with or without cause during such period.
- **At-will Employees:** the first 90 days of employment are considered probationary.
- The employee, except for a probationary employee, shall not be discharged without good and sufficient cause, which shall be determined by the employer.
 - **Progressive Discipline Leading to Termination:** Grounds for termination may include, but are not limited to, serious deficiencies in professional knowledge, dispositions, and skills. However, it is the obligation of the employer to specify how and when the failure occurred, expectations needed to correct the situation, and details on failure to meet the expectations. Refer to policy 4520 for the links to the *Performance Improvement Plan Templates and Sample Corrective Action Template: 4520*.
 - **Immediate termination:** The employee may be terminated for serious breach of contract, conduct not in keeping with Catholic principles, failure to follow parish and school policies or handbook guidelines, and any applicable violation of the Code of Ethical Standards for the Archdiocese of Milwaukee. The employer may terminate this contract for such cause without prior notice.

An employee who is to be terminated should be given a written notice of the termination when possible. A meeting should be held between the contracted or at-will employee and the employer to discuss the circumstances leading to termination. A contracted or at-will employee may have recourse through the Grievance Procedure in Policy 4540.

The Office of Parish and Schools Human Resources or an employment attorney must be notified prior to the termination of any employee.

ADOPTED: 12/30/1981; REVISED: 8/5/2022

4540: Employment Grievances (abbr.)

Personnel policies are intended to promote equitable treatment of all employees. On occasion, an employee may have a concern that policies may have been applied improperly, unjustly, or inequitably. If the concern has not been resolved satisfactorily, resolution may be made by following the grievance procedure, described here.

The grievance process does not apply to concerns related to federal and state law, employer policies, compensation, benefits, general department direction, or style of leadership.

Procedures for the prompt resolution of employment grievances shall be provided by each parish/school. The procedures are intended to facilitate an informal and inexpensive forum for the prompt resolution. Grievance hearings involve sensitive personnel matters and are therefore considered closed sessions. For this reason, legal counsel and media is excluded from grievance hearings. If legal counsel is retained by either party, the grievance process stops. Similarly, tape recording of hearings is not allowed except by advanced mutual consent.

Parishes/schools may establish grievance committees. If used, the Parish/School Grievance Committee provides the Pastor/Parish Director or School President with a recommended resolution to the employee's grievance. The Pastor/Parish Director or School President should contact the Office for Parish and School Human Resources for assistance with any portion of this process.

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

STUDENTS: 5000 Series

5102: Student/Family Handbook for Catechetical Programs

Each parish catechetical program should have a handbook for students and their families which contains the mission and goals of the program, as well as the curricula, activities, rules, and operational procedures for the program.

The handbook is an agreement between the parents of minor students and the parish program. Each family should possess a handbook. Parents should be required to sign a form indicating their receipt of the handbook; the form should be kept on file.

The handbook is normally in effect for a one-year period or until republished. Substantive student or parent rights should not be amended or deleted during that term. The handbook should be reviewed annually and revised as needed.

5110.1: Nondiscriminatory Admission

In accordance with federal law, schools and parishes shall be nondiscriminatory in the admission of students. Therefore, the governing body of each parish/school shall adopt a nondiscriminatory policy on the basis of race, color, national origin, ethnicity, sex, or disability in the admission of its students. The parish/school shall include a nondiscrimination statement in all handbooks and promotional materials.

ADOPTED: 12/19/1976; REVISED: 8/4/2023

5110.2: Non-Catholic Students

The parish and school will develop policies at the local level regarding participation in religious education classes and classes which incorporate religious values. These policies will reflect both the school's philosophy and due respect for the belief and traditions of families and children/youth of other faiths.

The parish and school will develop policies at the local level regarding attendance at sacramental liturgical celebrations. Students of other faith traditions should not receive the Sacraments of Eucharist or Reconciliation when they participate in school liturgies because such reception represents a faith commitment to the specific faith tradition of the church in which the liturgy is celebrated.

There are procedures for allowing the reception of sacraments by baptized non-Catholics in exceptional cases. They respect both the theological and canonical teachings of the Catholic Church. Those procedures can be obtained from the Chancery Office.

At the time of application, parents should be advised of the school's expectations and policies regarding involvement of students in religious education and formation activities, including sacramental liturgical celebrations.

With appropriate sensitivity to and respect for the religious beliefs and traditions of the non-Catholic parents, the school and parish will encourage and invite their participation in religious education and formation activities both within the school and within their own faith communities.

Families of students should be welcomed to the school and upon inquiry should receive information about the Catholic faith. This should also be true of students. If there is a request for entrance into the Catholic community, including reception of the sacraments of Baptism, First Eucharist, and First Reconciliation, the parent(s) should be referred to the pastor/parish catechetical leader. Schools must collaborate with parishes in this area.

- In those areas where it has been directed that policies are to be developed at the local level, the following matters should be considered:
- Inclusion of a process for early identification of the religious affiliation and status of baptism of all children/youth registered in the school or religious education program.
- Communication to teachers and religious educators regarding religious affiliation of the children/youth in their classes or programs.

- Development of a plan by which children/youth are informed, in the company of their parents, of their nonparticipation in sacraments and reasons for this.
- The issue of whether involvement of non-Catholic children/youth in religious education classes involving sacramental preparation for First Eucharist and First Reconciliation is appropriate.
- Exploration of ways of involving non-Catholic children/youth in liturgical celebrations of the sacraments, especially First Eucharist and First Reconciliation, with their respective classes, which would not include actual reception of the sacraments.

ADOPTED: 4/1/1988; REVISED: 8/1/2024

5124.2: Child Custody

The parish/school shall communicate with the parents of a child in a divorce action according to the directives of the court.

- When parish/school administrators learn that a student is the subject of a court decree which restricts the placement or contact of either parent with the child, a request shall be given to the parent who maintains primary physical placement of the child to submit a copy of the court decree. Alternately, a letter from an officer of the court stating the requirements of the court in this manner will suffice.
- If a court has issued an order affecting the physical placement of a child pursuant to [Wis. Stat. 767.24](#) (or a comparable statute of another state), copies of the student progress reports shall be issued to both parents in conformity with [Wis. Stat. 118.125 \(2\) \(a\)](#) unless one parent has been denied periods of physical placement with the child by the court under [Wis. Stat. 767.24\(4\)](#) , in which case, no student information will be provided to the parent who has been denied periods of physical placement, in conformity with [Wis. Stat. 118.125 \(2\) \(m\)](#).

LINK: [Download Form 5124.2: Confidential Family/Student Information](#)

ADOPTED: 5/1/1994; REVISED: 7/22/2015

5125.3: Records for Catechetical Programs

The Director of Religious Education or Youth Ministry must assure that all program and student records are kept secure, confidential, and accessible to the properly authorized persons.

LINK: [Download Form 5125.3: Records Retention Guidelines for Parish and School Records](#)

ADOPTED: 7/19/2016

5131.1: Bullying and Harassment

It is imperative to maintain an educational environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to Catholic tradition. It is vital that each school and religious education program maintain an environment free of any form of harassment, bullying, or intimidation.

Bullying and harassment may be defined as a single incident or a pattern of behavior wherein the purpose or effect is to create a hostile, offensive, or intimidating environment.

Bullying and harassment behaviors are prohibited in all school and parish buildings, property, and educational environments, including any property or vehicle owned, leased, or used by the parish/school. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school and parish supervision.

Bullying and harassment encompass a broad range of physical or verbal behavior which can include, but is not limited to, the following:

- Physical assaults, hitting or punching, kicking, theft, threatening behavior
- Verbal threats or intimidating language, teasing or name-calling, racist remarks
- Indirect threats, spreading cruel rumors, intimidation through gestures, and social exclusion
- Cyber bullying or the sending of insulting messages or pictures by mobile phone or by use of the internet

All staff members and parish/school officials who observe or become aware of bullying are required to report these acts to the administration. Any other person, including a student who is either a victim of the bullying or aware of the bullying or any other concerned individual is encouraged to report the conduct to the staff or administration.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously. A clear account of the incident is to be documented. A written record of the report will be made by the recipient of the report.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the administration shall take disciplinary action, up to and including suspension, expulsion, and/or referral to law enforcement officials for possible legal action as appropriate.

Reporting Procedure

Any person who has been subjected to harassment should contact any adult on the school or parish staff. The person who has been notified of the incident must immediately report this information to the principal, pastor, or appropriate supervisor. An investigation shall be conducted immediately. If the allegation is confirmed, appropriate action will be taken. Appropriate action could include, but is not limited to:

- Written documentation of the incident
- Disciplinary sanction(s)
- Peer mediation
- Professional counseling
- Referral to outside agencies
- Probation/Suspension/Expulsion

To the extent a complaint of harassment involves sexual misconduct or the apparent infliction of physical or emotional damage, the appropriate civil authorities will be notified pursuant to [Wis. Stat. 48.981](#). According to archdiocesan protocol, any case involving sexual misconduct also must be reported to the Safe Environment Program Manager.

ADOPTED: 4/14/1987; REVISED: 7/31/2015

5131.2: Anti-Bias Practices

All people are sons and daughters of a loving God and share equally in God's unconditional love. All formational programs for children and youth are to reflect this loving, inclusive experience.

Formational programs are to be proactive in the promotion of an appreciation for diversity and inclusiveness in language and behavior. This appreciation is demonstrated in the curriculum and is evidenced by statements in various handbooks. All efforts towards this end must also affirm the Catholic Church's teachings on the human person, particularly on sex, gender, marriage, and chastity.

Formational personnel shall respond appropriately when instances of discriminatory or exclusive language or behavior is detected or reported. Consequences of such discriminatory and/or exclusive language or behavior are to be articulated in handbooks for faculty, students, and parents.

ADOPTED: 5/2/2000; REVISED: 8/1/2024

5131.5: Vandalism

Vandalism comprises those acts which result in damage to parish or school property.

Vandalism against parish or school property caused by students must be dealt with appropriately by the school administrator.

The school reserves the right to contact law enforcement if a student's conduct is a potential criminal act. If a student is found to have committed a criminal act, the school may impose disciplinary action in addition to any court-imposed consequence.

Parents of students shall be responsible for the vandalism done by their children and may be assessed for any or all costs associated with the clean-up or replacement of damaged property.

ADOPTED: 12/1/1983; REVISED: 8/5/2022

5132: Dress (abbr.)

Parish Catechetical and Youth Ministry Programs

Parishes may develop acceptable standards of dress for particular activities, settings or occasions; e.g., community service, classes, social events, or liturgical celebrations. They may provide guidelines that address safety, modesty, respect, or the formality of the occasion. The guidelines should take into consideration the norms of the community and the economic conditions of families.

5140.1: Mandatory Reporting of Child Abuse and Neglect

All children and youth have the right to live, learn, and play in an environment free from abuse and neglect. As individuals who care about children, it is the duty of any adult, employee or volunteer, in a school and/or parish to report abuse, neglect, or maltreatment of a child.

The Archdiocese of Milwaukee requires all adults, employee, or volunteer to comply with reporting responsibilities for any suspected abuse or neglect of minors, whether or not designated as a mandatory reporter under Wisconsin law. Every instance of suspected child abuse or neglect must be reported no matter when it happened or where it happened.

A volunteer in any program should discuss any concerns about sexual abuse, physical abuse, emotional maltreatment, or neglect of a minor with his/her immediate supervisor (such as a DRE or teacher), and collaborate in making a report to local law enforcement officials or to local child protective service agencies. If his/her immediate supervisor is unavailable and the volunteer feels the child is in imminent danger, the volunteer is encouraged to make a report to the local law enforcement or to local child protective service agencies and then follow up with his/her immediate supervisor.

Paid personnel should directly report to local law enforcement officials or child protective service agencies. They should also notify their supervisor (such as a pastor or principal) that a report is being made.

In accordance with state law and moral obligation, any pastoral or school administrator, teacher, counselor, or related professional who has reasonable cause to suspect a child under the age of 18 seen in the course of their duties has been abused or neglected or has been threatened with abuse or neglect that is likely to occur is obligated to report the case immediately (as soon as possible but not more than 24 hours later). Reports must be made by telephone or personal visit to the local Child Protective Services or local law enforcement.

Definitions of Abuse and Neglect

- Child abuse is defined as any physical injury inflicted on a child by other than accidental means; sexual intercourse or sexual contact with a child; sexual exploitation of a child; permitting, allowing, or encouraging a child to be involved in prostitution; emotional damage inflicted on a child; or forcing a child to view sexually explicit activity; exposing a child to pornography; participation in human trafficking; or exposing and/or participating in sexting.
- Neglect is defined as failure, refusal, or inability on the part of a parent, legal guardian, legal custodian, or other person exercising temporary or permanent control over a child for reasons other than poverty, to provide necessary care, food, clothing medical/dental care, and/or shelter to the child.

Mandatory Reporters

Wisconsin law lists many specific professionals who are mandated to report child abuse and neglect. Included among the list of mandatory reporters are the following:

- School teachers, administrators, counselors, substitute teachers, school employees
- Child-care worker or day care provider/center, childcare provider, in or out of the child's home

- A member of the clergy must report if the member of the clergy has reasonable cause to suspect that child seen by the member of the clergy in the course of his or her professional duties is being abused or threatened with abuse or has reason to believe that another member of the clergy is abusing a child or threatening a child of abuse.
- Mental health professionals, social workers, marriage and family therapists, professional counselors, alcohol or other drug abuse counselor
- Administrators of social service agencies
- Speech-language pathologist, audiologist
- Physician, nurse, physical therapist, occupational therapist; dentist, chiropractor, optometrist, acupuncturist, dietitian
- Police or law enforcement officer, emergency medical technician; first responder
- Public assistance worker, including a financial and employment planner, mediator

Whoever willfully violates [Wis. § 48.981 \(2\)](#), Stats of the Wisconsin Children's Code by failure to report as required may be fined not more than \$1,000.00 or imprisoned not more than six (6) months or both [Wis. § 48.981 \(6\)](#). Any person or institution which reports in good faith is immune from either civil or criminal liability. All reports and records must be accorded confidential treatment by the authorities.

- In the State of Wisconsin, the privilege of the priest/penitent relationship is not explicitly abrogated by this law; therefore, a confessor is not personally obligated to report such information obtained within the context of a formal structured sacramental confession.
- Due to the seriousness of this matter, with the exception of the sacramental confession noted above, all priests and parish personnel are expected to comply with this statute. The archdiocese will take similar action if ever a matter of this gravity is brought to the attention of the archbishop or his representative.

Procedures for Reporting

- Generally, a mandated reporter must speak with the child to determine if a reasonable suspicion exists to believe that the child may have been abused. Once the mandated reporter has determined that a report needs to be made (or not), any questioning of the child regarding possible abuse should cease. To continue with questions could potentially contaminate any subsequent investigation by Child Protective Services or law enforcement.
- It is not unusual for a parent or a student to share concerns with an educator about the possible maltreatment of another child. A report should not be made at this point by the educator, unless there is a fear of serious and imminent danger to the child. Typically, the appropriate step is for the educator to meet with the child to gain first-hand knowledge of the situation (if time permits) to determine if a report is appropriate. The educator should encourage the person with the information to make a report to the Child Protective Services (CPS) agency. However, there is no assurance that will occur. It should be emphasized that an educator, as a mandated reporter, must have seen the child in the course of professional duties and have a reasonable suspicion that maltreatment has occurred. Those requirements are not necessary for an educator to make a report as a non-mandated reporter. Any person making a report in good faith is immune from civil and criminal liability.

- Sometimes an educator may be unsure whether or not a report should be made. In addition, sometimes a person with clinical skills (e.g., pupil services professional) needs to interact with the child to determine whether or not a report is required. In short, consultation is acceptable, but it cannot result in delaying a report. Another consultation strategy is for the educator to contact the county Child Protective Services (CPS) agency or a law enforcement officer, explain the situation, and ask for advice regarding whether a report should be made.
- If any mandated reporter has reason to believe that a child may have been abused or neglected, that person is legally required to report, even if others do not agree.
- When more than one educator is involved, the educator with the greatest amount of first-hand knowledge of the child and the reasons for the report should make the contact with the Child Protective Services (CPS) agency or law enforcement. If more than one educator has firsthand and different knowledge of suspected child maltreatment, all of them should participate in the report. An educator with first-hand knowledge should not ask someone else with less knowledge to make a report. Asking someone else does not absolve the educator from the legal responsibility to report. However, another educator with less or no first-hand knowledge could help to facilitate the report, as long as this results in the educator with the most first-hand knowledge speaking directly to the CPS caseworker.

There are two ways to meet the legal requirement to report suspected abuse or neglect:

- Call the local Child Protective Services (CPS) agency, or
- Call local law enforcement

Report to **Child Protective Services**:

- Intentionally inflicting injury (or death) of a minor
- Suspicion that a child is going to be harmed
- Neglect
- Child-on-child sexual abuse (under 10 years of age. If older, report to law enforcement)
- An individual engaged in behavior that was dangerous to the child (even if there was no intent to cause injury)
- Manufacturing methamphetamines when a child is present, in the place where a child resides, or when a child could reasonably see, smell, or hear the manufacturing of methamphetamines
- Concerns related to mental health and wellbeing of a minor if the parent/guardian is not able to keep the minor safe when there have been threats of harm to self or others.

Report to **Local Law Enforcement** (for the city or county where the incident occurred):

- If the child is in imminent danger
- Sexual abuse or assault
- Any illegal behavior

- Any image, video or social media content that contains a minor that involves nudity and/or sexual content
- If the matter involves child pornography, human trafficking, or sexting
- Any concern that involves imminent danger to a person's life
- If the matter involves a threat of violence to a school building, staff, or students

The reporter should be prepared to share detailed information, including:

- Reporter's name, position, parish/school, parish/school phone number.
- Child's name, address, and age.
- Reporter's relationship to the child.
- Parent's name, address, workplace (if applicable).
- Names and ages of siblings.
- Description of the suspected child abuse or neglect (or the threat of child abuse or neglect), statements made by the child, statements the child allegedly made to others, observations of the child that may indicate child abuse or neglect, past interactions with the parents or other caretakers that might be indicative of child abuse or neglect.
- Any previous reports of suspected abuse or neglect related to this child or family (if applicable).
- If a parent, guardian, or significant other could possibly be the abuser of the child or could be contributing to the maltreatment in some way, he/she should not be notified about the report. To do so would allow the accused, if he/she has maltreated the child or contributed to the maltreatment, to prepare an explanation that will make it more difficult for the Child Protective Services (CPS) initial assessment to result in services and better outcomes for the child. However, if any of the persons mentioned above are not suspected of being the abuser or of contributing to the maltreatment, then parents should be notified, in order for them to take steps to protect their child.
- Within 24 hours after receiving a report of abuse or neglect, the county CPS shall initiate an investigation to determine if the child is in need of protection or services. Elements of the investigation may include observation or interview with the child, visiting the child's home, or interviewing the parents/guardian. CPS can meet with the child in any public place without the parent/guardian's permission but may not enter the home without permission. Should CPS request to meet with a child on school premises, school staff may permit those meeting without parental consent as the United States Conference of Catholic Bishops *Charter for the Protection of Children and Young People (Article 4)* requires cooperation with the investigation of allegations of sexual abuse. The school will also cooperate in the investigation of other forms of suspected child abuse. Student safety is of the utmost importance to the school and the school will act as appropriate to ensure student safety.

Report of Suspected Parish/School Employee

In the presence of any suspicion that the allegation may involve a parish/network/school employee or staff member, the following steps should be taken by the local pastor/parish director/president or administrator in case of an

allegation on the parish level or other non-parochial institution within the archdiocese, or by the Archbishop or his representative regarding a cleric or lay person directly employed by the archdiocese.

1. The mandated reporter will immediately communicate his/her suspicions of child abuse or neglect to the proper authorities and allow the authorities to conduct the investigation which is required by law. The reporter is immune from liability, no matter what the outcome under, both the civil and archdiocesan Whistleblower Policy.
2. The pastor/parish director/president/school administrator must begin an internal investigation to determine if the employee (i.e., the suspected abuser) did anything that warrants disciplinary action. If there is any indication that an allegation of the child abuse may be founded in fact, the accused should be temporarily suspended (with pay) by means of a written and dated memorandum from his/her job pending fuller investigation.
3. The pastor/parish director/president/school administrator, as well as the accused, is advised to seek legal counsel immediately. The parish/network administrator shall consult with the director of the Safe Environment Office, parish and archdiocesan legal counsel, as well as the insurance carrier; the accused should consult other counsel to avoid conflict of interest.
4. Full cooperation shall be given by the archdiocese and its personnel to any investigation conducted by civil authorities. The archdiocese will suspend any internal investigation of an allegation of child sexual abuse until civil authorities either conclude their investigation or authorize the archdiocese to proceed with its own investigation. The archdiocese will not interfere in any way with any investigation being conducted by civil authorities.
5. Ordinarily, the accused employee should for the protection of all concerned avoid parish or institutional property until the full investigation has been completed.
6. Pastoral care should be extended to the alleged victim, as well as to the accused. The actions taken are not an expression of any judgment of guilt, but rather intended to indicate clearly the serious nature of such cases and to protect the rights of all concerned.
7. Care must be taken to avoid defamation of the character of the accused.
8. An employee may have his/her Safe Environment Certification suspended, revoked, or reinstated during or after the internal investigation or the investigation by the civil authorities.
9. If the accused is a cleric of the archdiocese, the following special steps will be taken by way of recognition of the privileged and trusted role of the clergy and in order to protect the good of the Church and its mission. The archbishop or his representative will report the matter immediately to civil authorities. The archdiocese will remove the cleric from any current assignment and exercise of ministry in any case where the district attorney pursues a criminal investigation.
10. If the civil authorities cannot proceed with criminal action for any reason and the case is returned to the Archdiocese, there will be a thorough investigation of allegations using an established process which includes the Archdiocesan Review Board and an independent investigator. In accordance with the provisions of Canon 1722, the cleric will be removed from any current ministry assignment or exercise of ministry and prohibited from any public exercise of ministry while the investigation is underway. The investigator will take whatever steps are needed to arrive at a compilation of facts in the case. The archdiocese commits itself to full cooperation in this independent investigative process. The Archdiocesan Review Board is charged with

making recommendations to the archbishop regarding the substantiation of the allegation and suitability for ministry.

11. Alleged offenders will continue to receive necessary medical, psychological, and spiritual treatment.
12. If an accusation proves unsubstantiated, a cleric will be restored to the exercise of ministry. Both the accused and those with and to whom he ministers are to be provided with support services by archdiocesan personnel.
13. In every case, upon conviction, plea of guilty, or determination by the Diocesan Review Board process that there is a preponderance of evidence that a cleric has sexually abused a minor, the Archdiocesan Review Board will submit its findings and make its recommendation to the archbishop. If the allegation is substantiated, exercising his episcopal authority, the archbishop will permanently remove the cleric from active ministry and divest him of authority to function as a cleric in any capacity. Proper canonical procedures will be observed at all stages.
14. Any cleric with a substantiated case of abuse of a minor will be permanently prohibited from the exercise of ministry.

Screening, Background Checks, and Training

The following requirements must be met for all parish/school staff, employees, and volunteers who have contact with children or youth prior to employment or commencement of volunteer service:

- Be cleared through a state and national criminal background check. Selection.com is the background check provider
- Attend a Safe Environment Education Training session on recognizing the signs of, and reporting, child abuse and neglect.
- Read and sign the Code of Ethical Standards for the Archdiocese of Milwaukee and the Mandatory Reporting Responsibilities
- Read and sign the Social Media & Digital Communication Policy acknowledgement
- Be approved by a member of the professional staff

A criminal background check must be repeated every five (5) years.

All school employees and staff must be trained in mandatory reporting responsibilities within six (6) months of hire and at least every five (5) years thereafter.

LINKS:

[Download Form 5140.1: Report of Suspected Child Abuse/Neglect](#)

Download DPI resource: [The School's Role in Preventing Child Abuse and Neglect](#)

[Indicators of Possible Child Maltreatment](#)

ADOPTED: 5/2/2000; REVISED: 8/5/2022

5141: Accident or Illness Reporting

Any serious illness or accident is to be brought to the attention of the parish/school administrator, and the parish/school nurse if available, as quickly as possible. In sports-related injuries, the coach should contact the athletic director as quickly as possible on the same day of the accident. Information on an injured person, witnesses, and any other person or athlete involved in the injury should be documented in an accident report.

If the situation warrants it, the parent or guardian is notified. When the parent or guardian cannot be reached, the local police department or law enforcing agency is notified to assist in locating the parent/guardian.

An emergency pupil information file should be available for quick reference. Student emergency records must be updated each year and contain information listing the parents' and another competent adult's address, the telephone number at home and at work, the name and telephone number of the family physician, hospital preference and pertinent data needed in case of an emergency.

An accident report must be placed on file regarding all accidents resulting in significant injury occurring to and from the parish facility/school, as well as in the parish/school facility itself. Injuries that need to be reported include, but not limited to the following:

- Broken bones
- Head injury/concussion
- Serious eye injury
- Any accident or injury that results in transportation by an ambulance or by a parent to an emergency room/urgent care clinic
- Any other serious injury that arises out of negligence or a hazardous situation

LINK: [Download Form 5141: Accident and Incident Report](#)

ADOPTED: 5/1/1996; REVISED: 9/23/2016

5141.4: Students with Food Allergies

Some students in attendance at our schools have a dangerous allergy to certain foods such as peanuts, chocolate, etc. For this reason the schools' environment must be as free as possible from the allergy-producing food products. In these grade levels, all families need to consider such allergies in preparing lunches, treats, and snacks. The school will establish allergy-free zones in the lunchroom and other instructional areas where appropriate.

Students with food allergies may have allergic reactions that vary from localized, mild, to systemic, life-threatening reactions. Therefore, students with food allergies must have on file at the school an allergy action plan and healthcare accommodations plan in accordance with the school's medication policy.

Consultation with the Office for Schools and Catholic Mutual should occur when making accommodation arrangements for individual students and their families.

ADOPTED: 5/8/2007; REVISED: 9/14/2015

5141.5: Administration of Medication to Students

In all instances where medication is administered, the physician prescribing the medication has the power to direct, supervise, decide, inspect, and oversee the administration of such medication. In order to ensure that the physician retains the power to direct, supervise, decide, inspect, and oversee the implementation of this service, no medication shall be given to a student by any employee of the school unless the following are delivered to the individual administering the medications:

- Written instructions from the prescribing physician for the administration of the prescribed medication. Such instructions shall be signed by the prescribing physician.
 - A written statement from the prescribing physician which:
 - Identifies the specific conditions and circumstances under which contact should be made with him/her in relation to the conditions or reactions of the student receiving the medications.
 - Reflects a willingness on the part of the physician to accept direct communications from the person administering the medication.
 - A written statement from the parent/legal guardian:
 - Authorizing school personnel to give the medication in the dosage prescribed by the physician.
 - Authorizing school personnel to contact the physician directly.
1. School administrators, school personnel, and school volunteers assigned to give medication must receive training on an annual basis in accordance with DPI regulations. The knowledge (webcasts) training and assessment tests are to be completed every four years, while the skills competency check-off should be completed annually. Knowledge training and skills check-off are not required for oral medication but are highly recommended. <https://dpi.wi.gov/sspw/pupil-services/school-nurse/training/medication>
- No medication will be administered by school personnel without the Medication Consent Form and the Physician Order for Medication Administration Form being filled out and returned to the individual(s) administering the medication and/or the School Nurse.
- Medication Consent Form must be filled out by the parent/legal guardian and addressed and returned to the individual(s) administering the medication and/or School Nurse.
 - Physician Order for Medication Administration Form must be filled out by the prescribing physician and addressed and returned to the individual(s) administering the medication and/or School Nurse.
 - The School Nurse, where available, or the principal shall maintain an accurate medication file which includes all of these necessary forms on each student receiving medication.
2. Prescription medication must be sent to the school in a pharmacy-labeled container with the student's name, the name of prescriber, name of prescription medication, the dose, the effective date, and the directions for administration. The prescription medication must be supplied by a parent or guardian.
3. Nonprescription medication must be sent to school in the original manufacturer's packaging with a list of active ingredients and recommended therapeutic dosage. The over-the-counter medication must be supplied by

the parent or guardian. Nonprescription medication may only be administered in higher than the recommended dosage by written approval of the medical provider and parent or guardian.

4. Medication will be taken by the child at the designated time, administered by the School Nurse or by the other individual who has been identified to do so.

Schools recognize the importance and necessity of students being allowed to carry certain emergency prescription medications, such as asthma inhalers, glucagon, and EpiPens. Students in grades K-12 may self-administer these emergency prescription medications while at school only under the supervision of trained school staff/ volunteers. An elementary student who carries an emergency medication on his/her person will need to have an Archdiocese of Milwaukee release form completed and signed by the student's physician, parent/legal guardian, principal, and homeroom teacher. The [Medical Provider Authorization – Prescription Medication: Form 5141.5 \(b\)](#) states that the student has been instructed in and understands the purpose, appropriate method, and frequency of use of his/her emergency medication. The school is absolved from any responsibility in safeguarding the student's emergency prescription medication.

The parent must provide to the school a copy of a [Health Accommodations Plan: Form 5141.5 \(d\)](#) for a student who requires an emergency prescription medication.

5. Only limited quantities of any medicine are to be kept at school.
6. All medication administered at the school will be kept in a locked cubicle, drawer, or other safe place.
7. The length of time for which the drug is to be administered, which is not to exceed the current school year, shall be contained in the written instructions from the prescribing physician, and further written instructions must be received from the physician if the drug is to be discontinued or the dosage period it is to be administered is changed from the original instructions.
8. Documentation of every dose of medication and medication errors must occur. An accurate and confidential system of record keeping shall be established for each pupil receiving medication.
 - It is advisable to have in the Principal's or School Nurse's Office a list of students needing medication during school hours, including the type of medication, the dose, the time to be given, and the date the medication is to be discontinued. This list should be updated periodically.
 - An individual record for each pupil receiving medication shall be kept, including the type of medication, the dose, the time given, and the duration.
 - School personnel are asked to report any unusual behavior of students on medication.
9. Drugs that may be administered in the school setting must be listed in the U.S. Pharmacopoeia and National Formulary or the official homeopathic pharmacopoeia.

LINKS:

[Download Form 5141.5 \(a\): Parent\(s\)/Guardian Medication Authorization Form – Nonprescription Medication](#)

[Download Form 5141.5 \(b\): Medical Provider Authorization Form – Prescription Medication](#)

[Download Form 5141.5 \(c\): Allergy Action Plan](#)

5144: Discipline (abbr.)

A successful Catholic school seeks to educate the whole child by providing an excellent education that reflects the gospel values of love of God and neighbor. Positive concepts of discipline should reflect the dignity of each person and foster social justice within the school environment. Schools must actively promote positive student discipline that contributes to the overall success of each child.

Disciplinary Plans

The local discipline plan or program shall be guided by the following principles:

- Engaging instruction and consistent classroom management are the foundation of effective discipline.
- School discipline is best accomplished by preventing misbehavior before it occurs and using effective interventions after it occurs.
- School safety and academic success are formed and strengthened when all school staff and personnel build positive relationships with students and are actively engaged in their lives and learning.
- Administrators, faculty, and staff should promote and model high standards of Christian behavior and service and should monitor and correct misbehavior in a fair and consistent manner as needed.
- School discipline that is paired with meaningful instruction and guidance offers students the opportunity to learn from their mistakes and contribute to the school community.
- Effective school discipline maximizes the amount of time students spend learning and minimizes the amount of time students are removed from their classrooms due to misbehavior.
- Consequence for misbehavior should reflect the age and developmental stage of the child, the capacity of the student to understand what is expected of them, the seriousness of the offense, and the impact of the behavior on others.
- Parents of students shall be responsible for the vandalism done by their children and may be assessed for any or all costs associated with the clean-up or replacement of damaged property.
- Corporal punishment is never acceptable or allowed for any purpose.
- Parents/guardians and students are partners in effective discipline plans and shall receive a school handbook annually that outlines expectations and consequences for behavior.

INSTRUCTION: 6000 Series

6110: Parish Catechetical Programs

Each parish, alone or in collaboration with other parishes, must offer catechesis for children/youth in grades K–12 who are not attending a Catholic school. The catechetical program must include age specific instruction and may include multi-age or intergenerational components.

ADOPTED: 6/14/2017

6112.2: Instructional Time in Parish Catechetical Programs

A parish program should provide at least 30 hours of catechetical instruction per year. This does not normally include social events or liturgical celebrations associated with the program. The length of catechetical sessions is contingent on the participants' age, family schedules, the facility, and other factors. A general recommendation is for each session to be at least one hour for elementary students and 1 ½ hours for older youth.

ADOPTED 1/20/2016

6113: Released Time-Religious Instruction

Public school boards in the State of Wisconsin may permit students to be absent from school to obtain religious instruction. Each local school board sets its own guidelines for released time for public school students, subject to the requirements of [Wisconsin Statutes 118.155](#).

A parish or group of parishes may take advantage of this opportunity and provide a released time program of religious education. The program must be established and administered in accord with state law, district/school guidelines, and the policies of the Archdiocese of Milwaukee.

LINK: [Download Guidelines for a Released Time Program of Religious Education](#)

ADOPTED: 3/11/1975; REVISED: 4/4/2017

6113.1: Released Time for Course Options

Students who participate in shared programs in other institutions, including parochial and public schools, technical colleges, or universities, must present a signed statement from the parent(s) approving of the participation and assuming liability for student travel.

ADOPTED: 12/1/1983; REVISED: 8/25/2015

6114.1: Fire (abbr.)

Schools shall follow Wisconsin law concerning monthly fire drills and the report of these drills to designated authorities.

All parish Religious Education programs shall have at least one (1) fire drill per year.

Parishes/schools shall have yearly fire inspections conducted by the local fire department. Copies of all reports shall be kept on file at the parish office.

(Refer to form [SBD-11](#) {R 09/16})

Procedures for Fire Emergencies

- Designate assembly area(s) to be used for evacuating personnel, bearing in mind the factors of adequate distance and the possibility of inclement weather.
- Designate responsible persons who will accompany evacuating personnel to ascertain that all classes and individuals are accounted for and to report those unaccounted for by checking the class lists.
- The person discovering a fire which cannot be fought with available hand extinguishers should immediately do the following:
 - Sound internal fire alarm
 - Call the fire department
 - Notify the school administrator's office about what is on fire and where
 - Evacuate to the predesignated assembly area
- Recall or dismiss evacuated personnel in the assembly area, as appropriate

ADOPTED: 3/11/1975; REVISED: 5/5/1998

6114.4: Tornadoes and Storms (abbr.)

Schools should develop a plan for internal dissemination of Watches and Warnings of tornadoes and severe thunderstorms, based on assignment of a key person and alternate(s) supplied with contact information for responsible individuals in all facilities.

- Parish Religious Education programs shall hold a minimum of one (1) drill per year. A record of this drill shall be kept on file in the Religious Education Office.
- Tornado and storm evacuation procedure maps shall be posted in every classroom and meeting place where children are given instruction (including gymnasium, cafeteria, locker rooms, conference rooms, etc.).

ADOPTED: 3/11/1975; REVISED: 8/25/2015

6114.5: Inclement Weather (abbr.)

Each parish/school should have a plan for reaching decisions to cancel classes or youth activities due to severe weather. The administrator of the program must have a procedure in place for notifying parents through media, phone, email, and/or other means of communication. This procedure should be explained in the Student/Family Handbook.

ADOPTED: 10/10/1978; REVISED: 8/1/2024

6120: Objectives of the Instruction Program (abbr.)

Each school/religious education program should have a written statement of its philosophy/mission and goals consistent with the current editions of the Catechism of the Catholic Church, the National Directory for Catechesis, the National Standards and Benchmarks for Effective Catholic Schools, and the parish/school mission statement.

The mission/philosophy and goals should be cooperatively identified, clearly stated, and accepted by the school staff and/or the parish community.

ADOPTED: 3/11/1975; REVISED: 2/17/2017

6130: Organizational Plan for Instruction

The organizational plan for instruction should be based upon the knowledge that each person is a unique human being possessing the right to develop human potential to the fullest extent and that each person progresses through various stages of growth and development.

The school and parish formation program plans should allow for the necessary flexibility in grouping, progressive sequencing of learning, adequate availability of resources, varied curricular experiences, and effective evaluation.

ADOPTED: 5/2/2000

6130.1: Home-Based Catechesis

The Catholic Church recognizes and acknowledges the role of parents to be the primary educators of their child. As such, parishes partner with parents and assist them in their role as primary educators of their children in faith. At the same time, faith is shared in a community context, and families should be encouraged to participate in the religious education programs offered by the parish.

- When families choose to provide formal, systematic catechesis of their children at home, parishes are to affirm, support, and assist families in their decision. This support and assistance may take several forms, but should include:
- Helping parents/guardians appreciate the need for formal, systematic catechesis and expectations of learning at each grade level, outlined in the *Grade-Specific Religion Curriculum*.
- Offering similar textbooks, materials, and support that are available in the parish religious education program. Parents are encouraged to use materials that are in conformity with current policies.

- Ongoing support for parents in using catechetical materials, individually or with other parish catechists
- Encouragement and invitation for the family to participate in the communal life of the parish, including parent/family sessions, retreats, liturgical celebrations, and social events.

Sacramental Preparation: Immediate preparation for sacraments may not take place in an at-home setting; children and their families must participate in parish-based programs for sacramental preparation. Parishes may not create nor compel participation in immediate preparation programs with participation requirements that last longer than one (1) catechetical year.

Before beginning an immediate preparation program, the pastor or parish catechetical leader shall assess the student's knowledge and understanding of the faith to ensure it is at the same level as other students entering immediate preparation from the parish religious education program.

ADOPTED: 5/2/2000; REVISED: 8/1/2024

6141.11: Human Sexuality/Family Life

Education in human sexuality shall be part of the curriculum in all elementary and secondary schools and religious education programs.

A specific, systematic, and discrete Family Life component must be offered in Catholic schools and parish religious education programs. The family life program must be aligned with the current *Family Life Curriculum* and must use resources approved by the Office for Schools and Office of Evangelization & Catechesis.

The schools/religious education programs shall follow the guidelines presented in *Catechetical Formation in Chaste Living: Guidelines for Curriculum Design and Publication*, USCCB, 2008; *National Directory for Catechesis*, USCCB, 2005; *Grade Specific Religious Education Curriculum*, Archdiocese of Milwaukee, current edition; *The Truth and Meaning of Human Sexuality*, Pontifical Council for the Family, 1996; *General Directory for Catechesis*, Congregation for Clergy, 1997, and *Catechism of the Catholic Church*, 1994.

The Family Life program must be offered during the normal daily instructional schedule in elementary/middle schools (K-8).

The Family Life component in a parish religious education program may be offered during normal instructional time, during a special day of reflection, or in an intergenerational setting with parent participation.

The *Family Life Curriculum* is posted online. Parents are encouraged to become familiar with and support the Family Life Program. Questions or concerns should be addressed to the classroom teacher/parish catechetical director. If concerns cannot be satisfactorily resolved, the parent has the right to remove the child from the parish/school-based family life program, after conferring with the principal of the school/catechetical director.

Resource LINK for Parish Programs: <http://www.archmil.org/catechesis/FamilyLifeEd.htm>

ADOPTED: 3/11/1975; REVISED: 9/8/2016

6141.12: Safe Environment Education

Safe Environment Education shall be a part of the curriculum in all elementary and secondary schools and parish religious education programs. All schools and parish religious education programs are required to use the Circle of Grace Safe Environment Curriculum. The curriculum is required to be taught to each grade level each year. Additional resources can be found on the [Safe Environment Education web page](#).

ADOPTED: 5/3/1993; REVISED: 6/15/2021

6143: Curriculum Guides for Parish Catechetical Programs

Parish catechetical programs at the elementary and middle school levels must be designed in accordance with guidelines provided by the current editions of the *Grade Specific Religious Education Curriculum* (Archdiocese of Milwaukee), the *Sacramental Guidelines* (Archdiocese of Milwaukee), the *Family Life Curriculum* (Archdiocese of Milwaukee) and the *National Directory for Catechesis* (USCCB).

LINK: [Grade Specific Religious Education Curriculum](#)

ADOPTED: 8/5/2022

6145: Extra-Curricular Activities

Extra-curricular activities supplement the primary education of our children.

The principal has the ultimate responsibility for all extra-curricular school activities. The immediate supervision of an activity may be delegated to qualified staff members or competent adults. A job description shall be written to provide the parameters of this delegation. Parents and other adults who serve as coaches, moderators, and chaperones are accountable to the principal in all activities that are school based.

The pastor has the ultimate responsibility for all extra-curricular activities in parish-based programs. The immediate supervision of an activity may be delegated by the pastor to a qualified staff member or other adult; a job description shall be written to provide the parameters of this delegation. Parents and other adults who serve as coaches, moderators, and chaperones are accountable to the pastor or his delegate in all activities that are parish-based.

ADOPTED: 10/11/1977; REVISED: 8/19/2016

6145.2: Elementary School and Parish-Based Athletic Programs (abbr.)

Philosophy

The Catholic parish/school athletic programs offer an opportunity for young people to associate with dedicated adults who not only foster the development of athletic skills but also serve as role models of Christian living. The true goals of athletic competition are sportsmanship, leadership, and team play which develop physical skills.

The Church is working diligently to protect our children and youth against exploitation by overzealous adults. Overworking young athletes not only lends itself to physical strain and a higher probability of injury but to mental exhaustion as well.

The Catholic parish/school athletic programs call for responsible control and limitation of the time and energy expended on extra-curricular activities. This purpose imposes on the administrators and directors of Catholic parishes/schools the obligation to select and prepare adults who will fit the needs as role models for our youth.

Local administrators and athletic associations shall create policies that govern athletics at the local level. It is suggested that pastors/principals confirm/approve all candidates to the local athletic boards before elections/appointments take place.

Student Eligibility

A student may be eligible to play on a parish/school-based teams if the following criteria are met:

- The student is enrolled in good standing in the school
- The student is enrolled in good standing in the parish religious education program
 - The parent/guardian is a registered member of the sponsoring parish
- The student is in a parish-approved, home-based catechetical program
 - The parent/guardian is a registered member of the sponsoring parish

Practice and Games

A student must be in attendance at his/her school or religious education class for the full day in order to be eligible to participate in a competition, scrimmage, or practice. A full day is defined as the regularly scheduled length of time school is in session or the religious education class would be in session. The school principal or religious education director may excuse a student from this requirement.

No sanctioned or organized athletic activities, including league or tournament games, practices, tryouts and scrimmages, involving elementary school and parish teams, may take place on Sundays before 12:00 noon or on Christmas Eve, Christmas Day, or during the Easter Triduum.

There is to be neither practice nor competition during the hours the involved student's school or religious education classes are in session.

6152: Groups Meeting in Homes

The following guidelines apply to any school or parish-sponsored catechetical program or youth activity involving minors meeting in homes. These are in addition to other policies addressing safe environment and supervision of minors.

1. Two unrelated adults should be present at all times.
2. Use of the home setting in a program may be communicated through a handbook, registration form, or special permission slip.

3. Parents must be provided with specific information including name of homeowner, address, phone number to contact during event, name and phone of catechist or group leader if not the homeowner, and other information regarding the program or activity.
4. Group sessions should be monitored by the educational administrator through random site visits.
5. Group sessions should be held in common areas of the home that are well lit and open.
6. Students are to remain in the designated small group area for sessions.
7. At no time should youth be allowed in bedrooms or other secluded areas of the home.
8. To the extent possible, individual students, other than the catechist's/host family's own children, should not be in the catechists'/host family's home alone.
9. Homeowners must be aware that in the case of personal injury at the home, liability is applied to the homeowner's policy, rather than to the parish.
10. The home is to be well maintained and provide a physically safe environment, including the removal of snow and ice from driveways and walkways.
11. Pets should be kept from areas where students are arriving or attending class, and parents should be informed in advance if there are any pets in the home.

ADOPTED: 6/7/2017

6153: Field Trips and Community Service (abbr.)

Field trips, excursions, retreats, mission trips, and community service are integral components to learning that support the spiritual and social development of students. Educational trips, excursions, and community service activities are provided to enhance achievement, integrate students with their community, and develop the faith, skills, knowledge, and attitudes that are essential in the learning process.

Educational trips are a rich source of authentic learning for all students. Field trips, excursions, and community service activities are recognized as a source of worthwhile learning activities that broaden students' experiences. All students should have the opportunity to access field trips and excursions that enhance the curriculum.

School and parish administrators are responsible for establishing and implementing regulations and procedures for educational trips and excursions that follow these guidelines:

- All educational trips, excursions, and community service activities shall have appropriate approval. Initial approval is granted by the school principal or parish Director of Religious Education. Final approval is granted by the pastor/parish director/president.
- Due regard shall be given to ensure the safety and security of participants.
- Details of the trip shall be communicated to parents and the administration.
- Written approval of parent or guardian is required for participation of students in all field trips, excursions, and community service activities.

For field trips, excursions, and community service opportunities that involve the potential of high-risk activities, authorization must be given by the Catholic Mutual Group and the appropriate archdiocesan office. Authorization must be obtained prior to the issuance of parent permission slips.

Activities involving firearms, including paint ball guns, are expressly prohibited.

High risk activities that are prohibited without the express approve of the Catholic Mutual Group include, but are not limited to:

- Downhill skiing and/or snowboarding
- High ropes course
- Hiking or walking or biking on roads in areas without a designated pedestrian or bike path.
- A bike lane on a road is considered high risk.
- Horseback riding
- Zip Lines
- Rebounding Devices e.g., Trampoline Park and/or Bungee activities
- Vertical climbing wall
- Water activities – boating and / or water rides
- Swimming may only be permitted in the presence of a certified lifeguard and may not occur in open water

If authorization is granted, each authorized high-risk activity must be individually identified, and parent or guardian permission must be given or denied for each individually identified high risk activity. Page 2 of Form 6153(a) and page 3 of form 6153(b) shall be used for this purpose and may only be used with express permission of the Catholic Mutual Group and the Office for Schools. The parent or guardian must sign the bottom of this page as well.

- Administration of medication to a student while on a field trip must be done by a trained staff member/volunteer or the student's parent.
- Students are not allowed to leave the field trip unless signed out and removed by a parent.
- All chaperones must be 21 years of age or older.

All parish/school employees and all volunteers who have contact with minors must be Safe Environment Certified. An individual considered to be Safe Environment Certified has met the following three (3) requirements:

- Has attended at least one in-person live Safe Environment Education Training Session (SEE) since 2003 in the Archdiocese of Milwaukee. If someone has attended a live Safe Environment Education Training (SEE) session in another diocese and wishes to have the training reviewed for acceptance in place of the Archdiocesan SEE requirement, verification from the other diocese can be submitted to the Safe Environment Office for review. Approval is not guaranteed and will only be granted in certain instances.
- Has a criminal background check that has been reviewed and approved by a Safe Environment Coordinator in the last five (5) years. (See 4113: Criminal Records)

- Has reviewed and agreed to the Code of Ethical Standards for the Archdiocese of Milwaukee in the last five years.

In addition, the following must be met:

- Must have knowledge of the [Mandatory Reporting Responsibilities](#).
- Be approved by a member of the professional staff.
- Supervising adults/chaperones are not to surrender their responsibility for minors entrusted to them. Minors must be under the supervision of an adult(s) from their own parish/school/trip, never only under the supervision of an adult not associated with the parish/school/trip.

Whenever possible, commercial carrier or contracted transportation should be used for field trips. The use of private passenger vehicles is discouraged and should be avoided if at all possible. If a private passenger vehicle must be used, transportation requirements of the Archdiocese of Milwaukee and Catholic Mutual must be met.

6153.1: Extended (Overnight) Field Trips (abbr.)

Since the requirements for successfully conducting an extended trip are considerably more complex than the average local field trip, these special guidelines and procedures have been developed.

Definition of Extended Field Trips

An extended field trip is any parish/school-sponsored, properly authorized activity which takes students away from the regularly constituted parish/school premises or from their homes for a period extending over one or more nights. Included in this definition are educational field trips, retreats, youth conferences, mission trips, and camps. All such trips shall be limited to members of a specific class or classes or an existing parish/school group and shall provide learning opportunities related to the program and objectives of that class or group.

Planning

When an extended trip is part of a program, the parish/school is responsible for ensuring the safety of the young people through advance preparation and investigation of the location/organization, adequate adult supervision, informed parental consent, suitable transportation, and clear guidelines for student behavior.

In a parish, the pastor must initially approve the planning of the field trip or outing. The pastor must also give final approval for the trip or outing.

For an extended trip that involve the potential of high-risk activities, authorization must be given by the Catholic Mutual Group and the appropriate archdiocesan office. Authorization must be obtained prior to the issuance of parent permission slips.

Activities involving firearms, including paint ball guns, are expressly prohibited.

High risk activities that are prohibited without the express approve of the Catholic Mutual Groug include, but are not limited to:

- Downhill skiing and/or snowboarding

- High ropes course
- Hiking or walking or biking on roads in areas without a designated pedestrian or bike path.
- A bike lane on a road is considered high risk.
- Horseback riding
- Zip Lines
- Rebounding Devices e.g., Trampoline Park and/or Bungee activities
- Vertical climbing wall
- Water activities – boating and / or water rides
- Swimming may only be permitted in the presence of a certified lifeguard and may not occur in open water

If authorization is granted, each authorized high-risk activity must be individually identified, and parent or guardian permission must be given or denied for each individually identified high risk activity. Page 2 of Form 6153(a) and page 3 of form 6153(b) shall be used for this purpose and may only be used with express permission of the Catholic Mutual Group and the Office for Schools. The parent or guardian must sign the bottom of this page as well.

Adult Supervision

1. Staff members involved in a field trip activity will receive no additional pay for this service.
2. No staff member or member of his or her immediate family shall receive any benefits from outside agencies in relation to parish/school sponsored trips; nor shall any staff member act as an agent or solicitor for any such agency.
3. Adult volunteers, under the direction of teachers or administrators, may be involved as chaperones. The [Safe Environment Verification for Overnight Events with Minors](#) form must be completed and submitted to the Safe Environment Program Coordinator at the Archdiocese of Milwaukee.
4. All parish/school employees and all volunteers who have contact with minors must be Safe Environment Certified. An individual considered to be Safe Environment Certified has met the following three (3) requirements:
 - Has attended at least one in-person live Safe Environment Education Training Session (SEE) since 2003 in the Archdiocese of Milwaukee. If someone has attended a live Safe Environment Education Training (SEE) session in another diocese and wishes to have the training reviewed for acceptance in place of the Archdiocesan SEE requirement, verification from the other diocese can be submitted to the Safe Environment Office for review. Approval is not guaranteed and will only be granted in certain instances.
 - Has a criminal background check that has been reviewed and approved by a Safe Environment Coordinator in the last five (5) years. (See 4113: Criminal Records)
 - Has reviewed and agreed to the Code of Ethical Standards for the Archdiocese of Milwaukee in the last five years.

In addition, the following must be met:

- Must have knowledge of the [Mandatory Reporting Responsibilities](#).
 - Be approved by a member of the professional staff.
5. Expenses for staff members and volunteers who accompany students on trips may be included in the cost of the trip after prior notice has been given to parents of participating students. These expenses shall be identified in the financial records and reports.
 6. At least one certified teacher or parish staff member will accompany students on an extended field trip.
 7. Extended field trips will provide for one adult leader for every 8 students. Male and female adult supervision shall be provided for all overnight trips which are coeducational. On a trip of several nights' duration with a large group of students, it is recommended that one of the adult supervisors be a nurse.
 8. All coeducational contacts and activities will take place in public areas of the building or housing accommodations under adult supervision.
 9. Adult supervision is to be immediately available at all times during the trip.
 10. Supervising adults/chaperones are not to surrender their responsibility for minors entrusted to them. Minors must be under the supervision of an adult(s) from their own parish/school/trip, never only under the supervision of an adult not associated with the parish/school/trip.
 11. If a serious emergency occurs, the staff member in charge shall immediately report the situation to authorities of the district in which the emergency occurs and to the principal or the designee.
 12. Accompanying adults will exercise such judgment in their activities as to motivate students to comply with the student code of conduct.
 13. All adult supervisors must complete and sign an [Adult Liability and Medical Information: Form 6153.1](#) prior to the trip.

Financial Accounting

1. Any parish/school sponsored, extended field trip shall require that the cost of food, lodging, transportation, and insurance be included in the overall trip fee. This amount and all other costs shall be communicated to the parents in writing in advance of the trip.
2. A complete accounting of receipts and disbursements for extended field trips will be recorded in a separate activity account in the parish/school's financial records and will be submitted to the parish/school administrator. This report will be available to parents of participating students at the local parish/school upon request.

Accommodations

Separate sleeping arrangements shall be made for males and females. This applies to minors as well as adults, unless the adults are married.

Adults are not to share sleeping quarters with minors in hotel rooms or cabins, except where accommodations are in large open areas, such as multi-bed dorm rooms.

Whenever possible, males and females shall use separate bathroom and shower facilities. This applies to minors as well as adults. In the event this is not possible, separate times should be designated for male/female and adult /minor bathroom and shower use.

Insurance

Safeguards must be taken to ensure the safety of students and adults at all times.

It is required that all adult participants be covered by liability insurance.

Trip participants, both students and adults, should have private health insurance to respond to accident and illness that might occur on the trip and provide a copy of their private health insurance card to the staff in charge of the trip. In addition, the staff in charge of the trip should consider whether additional travel insurance should be purchased for the group. The fee for travel insurance should be included in the overall cost of the trip. The purchase of travel insurance should be determined based on the length of the trip, the distance to be traveled, and other pertinent factors.

Travel Agencies

Only the pastor/parish director/chief school administrator is authorized to sign contracts with travel agencies, transportation firms, and firms providing housing accommodations which might be required.

When situations arise which impose a threat to the safety or welfare of students participating in a trip, the pastor/parish director/chief school administrator, in consultation with staff and other participants, will determine whether or not to cancel a trip.

Each agency must be required to present evidence that it:

1. Is capable of carrying out the requirements of the trip.
2. Has the approval of the American Society of Travel Agents. Any information concerning the agency obtained from the Better Business Bureau must be carefully evaluated.
3. Has satisfactory procedures for handling personal emergencies of participants.
4. Does not have as a director or officer any staff member of the parish/school.
5. Has policies with cancellation provisions which meet the needs of the trip.

Parent Involvement

Parents of students eligible for the trip will be informed in writing of the objectives of the trip, standard of conduct required, responsibilities of students, number of chaperones and other adults, how expenses of chaperones and other adults will be paid, the per student cost for the trip including travel, housing, and all other expenses; type of travel arrangements; day-to-day itinerary, arrangements for coping with emergencies, and needs for special clothing or equipment.

The parish/school is responsible for obtaining and keeping on file written parental permission for students to participate in an extended field trip activity.

Rules of Student Conduct

Parish/school policies, procedures and expectations for student behavior are in effect on Extended School Field Trips defined in this policy. Students who violate policies or procedures, or otherwise fail to meet behavioral expectation on an Extended School Field Trip, are subject to school disciplinary action as defined in the parent/student handbook. This includes Extended School Field Trips taken outside of the defined school term calendar, such as during the Christmas, Easter, spring, or summer break.

It is required that appropriate rules and regulations be developed with participation of students, staff, and parents. These rules will be given in writing to participating students and parents during the planning stage of the anticipated trip. It should be made clear that varying situations might necessitate the adoption of other specific rules.

A recommended list of rules of conduct follows:

1. Since students represent the parish/school, they are subject to its rules and regulations on a field trip.
2. Students are accountable to chaperones for compliance with the rules of conduct adopted for the field trip.
3. The possession or use of drugs and/or alcohol by students is prohibited.
4. The parent of any student carrying prescribed medication will be required to inform the staff member in charge, in writing and in advance of the trip, the type of medication and instructions for its use.
5. No student/students shall leave the group or group's headquarters at any time during the trip without permission of the staff member in charge. If permission is granted, students shall provide the staff member with information such as time of departure, destination, persons accompanying them, and expected time of return.
6. Students on extended trips who wish to visit relatives and/or friends along the way shall meet with them where the group is assembled. Written parent approval will be required in advance of the trip departure.
7. All participants who have elected to join a parish/school sponsored trip shall adhere to the preceding stipulations regardless of whether or not they have reached their eighteenth birthday.
8. If there are serious infractions of rules of conduct, a student may be sent home at the parents' expense.

See Policy #4410: Responsibilities for Supervision of Children and Youth for more information.

LINK: [Download Form 6153.1: Adult Liability and Medical Information](#)

ADOPTED: 3/16/1977; REVISED: 8/1/2024

6161.1: Textbooks and Other Catechetical Materials

Parish religious education programs are to be built around an age-appropriate, structured curriculum. All textbooks used in religious education programs must be found on the United States Catholic Conference of Bishops [Conformity Listing of Catechetical Texts and Series](#) or, if not, be reviewed and approved by the Office of Evangelization & Catechesis before use. Supplemental catechetical materials must be reviewed by the parish catechetical leader for suitability and conformity to the teachings of the Catholic Church found in the *Catechism of the Catholic Church* before use.

All parishes and schools must use resources for Family Life that are found on the [Archdiocese of Milwaukee Family Life Resources for Parish Catechetical Programs](#).

Schools must use Religion texts and series found on the United States Catholic Conference of Bishops [Conformity Listing of Catechetical Texts and Series](#). In other curricular areas, the Office for Schools is available to provide assistance and support to local school staffs in the review and selection of textbooks.

Local schools and parishes shall evaluate texts in relation to the needs of their students, alignment with the *Grade Specific Religion Curriculum* or corresponding archdiocesan curriculum, and best practices in instruction and assessment.

ADOPTED: 12/1/1983; REVISED: 8/1/2024

6162.12: Copyrighted Material

Parish/school employees, students, and volunteers shall adhere to all current copyright laws and fair use guidelines which cover the use of print resources, music, recordings, theatrical performances, computer software, television and video resources, and online and electronic resources and licensing. The use or duplication of any copyright materials not allowed by copyright law, fair use guidelines, licenses, or contractual agreement is prohibited. Where there is reason to believe the material does not fall within fair use guidelines, or there is no license agreement, or there is no contractual agreement, prior permission shall be obtained.

At no time shall it be necessary for any employee, student, or volunteer to violate copyright laws in order to properly perform his or her duties and responsibilities. Employees, students, and volunteers are prohibited from the following:

- The infringement of copyright and/or plagiarism of any sort.
- The use of parish/school owned equipment to unlawfully copy or reproduce copyrighted material.
- Unlawful use of copyrighted material on parish/school owned equipment, within parish/school facilities, or at parish/school sponsored functions.

Employees, students, and volunteers who willfully infringe upon copyright laws may be subject to disciplinary action.

Responsibilities of Employees

Parish/school administrators shall develop and post local policies regarding the use of copyrighted material, as well as the legal, ethical, and practical problems caused by copyright infringement. Employees who make and/or use copies of copyrighted materials in their jobs are expected to be familiar with published provisions regarding fair use, public display, and computer guidelines as specified in copyright law and local policy.

Employees who use copyrighted materials which do not fall within the fair use or public display guidelines must be able to substantiate that the materials meet one of the following tests:

- The individual employee or parish/school has purchased the materials from an authorized vendor and a record of the purchase exists.
- The materials are copies covered by a licensing agreement between the copyright owner and the parish/school or the individual employee.
- The materials are being previewed or demonstrated by the user to reach a decision about future purchase or licensing and a valid agreement exists that allows for such use.

Employees who violate copyright laws and who fail to obtain prior written permission for said reproduction or use from the copyright holder, or who fail to abide by the “fair use” guidelines, may be liable for copyright infringement.

Fair Use Guidelines

Under the fair use doctrine, copyrighted work may be reproduced without authorization for the purposes of criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research following these general guidelines:

- The use must be for such purposes of teaching or scholarship and must be nonprofit, not commercial in nature.
- The nature of the copyrighted work is for instructional purposes or preparation for teaching or research. Staff may make single copies of a chapter of a book, an article from a periodical or newspaper, an essay or poem, and a chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.
- The amount and substantiality of the portion used is small and reasonable in relation to the copyrighted work as a whole.
- The use of the copyrighted work may not result in economic loss to the copyright holder. The potential market value of the copyrighted work should not be affected.

Current copyright information is available at the United States Copyright Office website <http://lcweb.loc.gov/copyright>.

ADOPTED: 3/10/1988; REVISED 9/20/2016

6162.4: Community Resources and Youth Serving Organizations

Parish and School personnel shall use only those community resources whose philosophy and programs are compatible with the teachings of the Catholic Church and which promote a safe environment for young people.

Prior to entering into a financial or contractual agreement with a youth-serving organization that is not affiliated with a parish, Catholic school, or the Archdiocese of Milwaukee, the parish/school/network personnel must vet the organization to determine that the organization’s mission and practices are compatible with the teachings of the Catholic Church and that the program, personnel, and setting ensure a safe environment for young people.

If a non-Catholic organization has a Statement of Faith that volunteers or contractors are asked to assent to in order to participate or to receive services, the Statement must be referred to the Archdiocese of Milwaukee for evaluation before the organization can be approved.

Clergy not affiliated with the Archdiocese of Milwaukee must follow the standard procedures of the Chancery Office.

ADOPTED: 5/4/2004; REVISED: 8/5/2022

6164.1: Substance Abuse Prevention

All elementary and secondary schools/religious education programs in the archdiocese shall provide programs for intervention/prevention of substance abuse in their curriculum. In addition, they shall establish and publish disciplinary policy regarding drug and alcohol possession and/or abuse on parish/school premises.

In compliance with the recommendations of [Chapter 331](#) of the State Statutes and the Department of Public Instruction, the policy needs to be communicated to all components of the parish/school community.

Students, staff, and parents shall be informed that all violations of school rules and regulations or state and federal laws will be enforced by school officials.

Students' rights and responsibilities should be outlined by the local school and standardized administrative practice developed regarding disciplinary action and student rights.

Support and referral procedures shall be available for students. Appropriate assistance programs should be developed within local parishes/schools.

ADOPTED: 5/1/1983; REVISED: 2/11/2016

6164.12: Suicide Prevention and Intervention

Each school shall establish suicide prevention and intervention programs to meet the needs of students who become depressed and suicidal. All faculty and staff should have annual professional learning on this topic.

Student suicide prevention and intervention is a community issue that necessitates coordination with public and private services available to the school. School-based programs need to be supported to prevent suicide among minors. The program shall include: curriculum, staff development, student awareness, and a crisis response plan.

An effective communication network is essential to the planning, implementing, and evaluation of a suicide prevention and intervention plan.

1. The suicide prevention curriculum may be integrated either totally or in part into a variety of different curricula such as health, religious education and family life, and developmental guidance. The DPI publishes suicide prevention guides that provide resources and documents that will assist in creating a comprehensive youth suicide prevention program.

Suicide curriculum should consist of:

- Sound decision making skills
 - Knowledge of signs of suicidal tendencies and potential causes
 - Knowledge of relationship between youth suicide and use of alcohol and controlled substances
 - Knowledge of available community youth suicide prevention and intervention services
2. Staff development should be done on a yearly basis and consist of:
 - How to assist minors in positive emotional development
 - The detection of conditions which indicate suicidal tendencies
 - The proper action to take when there is reason to believe that a minor has suicidal tendencies or is contemplating suicide.

- The coordination of school and community youth suicide prevention programs.

3. Student awareness:

The curriculum is the major effort to achieve student awareness. However, other activities can provide a positive effect on the identification of, and intervention with, students who are depressed and suicidal. Examples include student-planned activities to communicate to peers the importance of getting help for friends and themselves, crisis cards with help numbers distributed to all students each year, and periodic articles in the student newspaper or announcements on the public address system regarding the availability of help for students.

4. Mandatory reporting responsibilities:

When any employee shall have reason to believe, either by virtue of direct knowledge or a report from another person, that a student is in any danger of harming him/herself through an attempted suicide, or has attempted suicide, that person is to report this situation to the school administrator and the student's parents, even if the student denies suicidal ideation. If the student's life is in imminent danger, emergency personnel (911) should be summoned to transport the student to the nearest hospital emergency room. The school administrator shall seek guidance from appropriate local agencies such as hospitals, social services, or other certified professional personnel.

Unless there is concern that child abuse may be a contributing factor to a student's suicidal ideation, ALL concerns regarding suicidal ideation should be reported to parents. If there is a concern regarding child abuse being a contributing factor, contact CPS and share the concerns of both child abuse and suicidal ideation. If there are repeated calls to parents with concerns of suicidality and the parents are not responding, this should also be reported to CPS.

ADOPTED: 5/15/1988; REVISED: 8/5/2022

6164.3: Children with Exceptional Educational Needs (abbr.)

Archdiocesan parishes should offer religious education programs for persons with exceptional educational needs and/or other special needs. The instructional programs relative to religious education may be best served through networking, collaboration, and/or clustering with other parishes.

LINK: [Download Form 6164.3: Student Accommodation Plan](#)

ADOPTED: 7/31/2014; REVISED: 7/28/2015

PLANNING AND NEW CONSTRUCTION: 7000 SERIES

7113.4: Change in the Status of a Religious Education/Formation Program

Whenever a change in the status of a Parish religious education/formation program for children and youth is considered, an appropriate process approved by the Office of Catechesis should be followed.

Examples of changes in the status of such programs include: discontinuing a program of religious education/formation; altering the basic focus of the program (such as movement from child centered to family centered, etc.); expanding or consolidating programs; changing the governance of a program.

LINK: [Download Change in the Status of a Religious Education/Faith Formation Program](#)

ADOPTED: 4/2/1990; REVISED: 4/4/2017
