



**ROCHESTER**  
**CATHOLIC SCHOOLS**

# **Policies and Procedures**

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## **COMMUNITY POLICIES 1000-1999**

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

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

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

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

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

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

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

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

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

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

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

### **Procedure**

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

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

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

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

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

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

## **SCHOOL VISITATION - Policy 1040**

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

### **Procedure**

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

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

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

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

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

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

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

### **Procedure:**

#### **I. Reporting**

- Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator, or other school personnel of Rochester Catholic Schools (RCS), or any person with knowledge or belief of conduct which may constitute religious, racial, or sexual harassment or violence toward, a pupil, teacher, administrator, or other school personnel should report the alleged acts immediately to an appropriate RCS official designated by this policy. RCS encourages the reporting party or complainant to use the report form available from the principal of each building or the Director of Schools office but oral complaints shall be considered as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to an RCS principal or the Director of Schools.
- In each school building, the building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult RCS personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building Principal immediately. All student to student complaints will be investigated by the building principal who will determine if System level or law enforcement notification is required.
- Upon receipt of any report other than student to student harassment report, the principal must notify the Director of Schools immediately, without screening or investigating the report. The principal may request, but may not insist upon, a written complaint. (A written statement of the facts alleged will be forwarded as soon as practicable by the principal editing it to written form within 24 hours and forward it to the Director of Schools.) Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the Director of Schools by the reporting party or complainant.
- In the System, RCS board of Trustees hereby designates the Director of Schools, principals, associate principal, or a designated human rights officer to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves the Director of Schools, principals, associate principal, or a designated human rights officer, the complaint shall be filed directly with the RCS Board of Trustees.
- Rochester Catholic Schools shall conspicuously post the name of the Director of Schools including mailing address and telephone number.
- Submission of a good faith complaint or report of religious, racial, or sexual harassment or violence will not affect the complaint or reporter's future employment, grades or work assignments.
- Use of formal reporting forms is not mandatory.
- Rochester Catholic Schools will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with Rochester Catholic Schools' legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

#### **II. Investigation**

- By the authority of the Board of Trustees, the building principals, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violent acts, shall immediately undertake or authorize an investigation. The investigation may be conducted by RCS officials or by a third party designated by Rochester Catholic Schools.



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

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

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

### **IV. Reprisal**

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

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

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

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

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

### **\*\*\*ATTENTION\*\*\***

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

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

## Harassment or Violence Report Form

### Student Reporting Form

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

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

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

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

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

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

Circle as appropriate: Sexual / Racial / Religious

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

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

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

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

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

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

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

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

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

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

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

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

# Harassment or Violence Report Form

## Adult Reporting Form

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

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

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

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

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

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

Circle as appropriate: Sexual / Racial / Religious

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

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

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

## Definitions

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

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

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

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

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

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

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

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

Bullying may inflict harm or distress on the targeted individual including physical, psychological, social, or educational harm. An individual person can be a perpetrator, a victim, or both. Bullying can occur in-person and through technology. Electronic aggression or cyber-bullying is bullying that happens through email, chat rooms, instant message, a website, text message, or social media.

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

- a) Physical violence such as hitting, pushing or spitting at another student/person, interfering with another person's property, by stealing, hiding or damaging it.
- b) Using offensive names when addressing another person.

- c) Teasing or spreading rumors about another person or his/her family.
- d) Belittling another person's abilities and achievements.
- e) Writing offensive notes or graffiti about another person.
- f) Intentionally excluding another person from a group activity.
- g) Ridiculing another person's appearance, way of speaking or personal mannerisms.
- h) Misusing technology (internet or mobile devices) to hurt or humiliate another person.
- i) Non-verbal threatening gestures, glances which can convey threatening messages.

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

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

### **Preamble:**

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

### **Policy**

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

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

### **PROCEDURE**

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

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

RCS staff is expected to:

- Foster in our students positive self-concept, self-respect, and respect for others.
- Demonstrate by example the high standards of personal and social behavior we expect of our students.
- Discuss bullying with all classes, so that every student learns about the damage it causes to both the individual who is targeted and to the individual or group exhibiting bullying behavior or language and the importance of telling a teacher about bullying when it happens.
- Be alert to signs of distress and other possible indications of bullying.
- Listen to children who have been targeted, take what they say seriously and act to support and protect them.
- Report suspected cases of bullying to administration.
- Follow up any complaint by a parent about bullying, and report back promptly and fully on the action which has been taken.
- Intervene and deal with observed instances of bullying behavior and language promptly and effectively, in accordance with agreed procedures as set forth in the Olweus Bullying Prevention Program (OBPP).

## **The Responsibilities of Students**

RCS students are expected to:

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

## **The Responsibilities of Parents**

RCS parents are expected to:

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

## **The Responsibilities of All**

RCS expects all members of the school community to:

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

## **Prevention:**

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

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



## **Reporting:**

- Any staff or volunteer who has witnessed or who become aware of any instance of bullying or retaliation must report the act to the school administrator.
- Any student or parent/guardian of a student is strongly encouraged to report all acts of bullying. Reports can be made to the student's teacher, who must then report it to the school administrator.
- Anyone with general questions or concerns about bullying or the RCS Anti-Bullying Policy should address those questions or concerns to their local school administrator.

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

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

## **Response and Investigation:**

RCS and its administration retain the sole discretion to determine whether bullying has occurred and what the response should be. An individual who violates this policy by exhibiting behavior deemed by the school administration to be considered as bullying per the definitions of such activities as outlined in this policy, shall be subject to disciplinary action in accordance with the school's disciplinary policies and procedures which may include detention, suspension and expulsion from school.

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

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

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

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

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

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

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

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

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

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

### **Publication and Notice:**

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

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

### **Monitoring and Review:**

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

### **Definitions:**

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

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

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

A behavior may be classified as bullying if it:

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

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

- Physical violence such as hitting, pushing or spitting at another student/person.
- Interfering with another person's property, by stealing, hiding or damaging it.
- Using offensive names when addressing another person.

- Teasing or spreading rumors about another person or his/her family.
- Belittling another person's abilities and achievements.
- Writing offensive notes or graffiti about another person.
- Intentionally excluding another person from a group activity.
- Ridiculing another person's appearance, way of speaking or personal mannerisms.
- Misusing technology (Internet or mobile devices) to hurt or humiliate another person.

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

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

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

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

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

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

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

Approved 01/05/16  
RCS BoT

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

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

### **Procedure:**

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

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

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

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

The following Code of Conduct is considered appropriate:

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

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

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

### **Privacy Policy**

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

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

### **Cookies**

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

### **Copyright**

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

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

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

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

Approved 12/17/14  
RCSC

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

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

Approved 11/4/14  
RCS BoT

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

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

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

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

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

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

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

Approved 11/01/16  
RCS BoT

**COMPULSORY INSTRUCTION COMPLIANCE – Policy 1100**

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

Approved 11/01/16  
RCS BoT



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

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

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

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

Approved 11/01/16  
RCS BoT

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

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

Approved 11/01/16  
RCS BoT

**BUSINESS POLICIES: 2000-3999**

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

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

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

***DEPOSITORY - Policy 2010***

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

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

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

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

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

### **Procedure**

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

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

## ***TUITION POLICY (2040) AND TUITION RECEIVABLE POLICY (2050)***

A Catholic education is one of the most important investments you will make in the life of your child. Rochester Catholic Schools is committed to using resources wisely and working together to provide an excellent Catholic education with affordable tuition.

### **Tuition Agreement**

At the start of enrollment and each subsequent year, all families will be required to activate their personal account with the financial service company contracted by RCS. All tuition interactions will be processed through this service. Families will be provided with the RCS financial aid, appeal, unanticipated need, delinquent tuition, and early withdrawal policies to review. Documentation that the family agrees to these policies will be required prior to enrollment through a signed tuition agreement. Failure to sign a tuition agreement may affect students' eligibility to participate in school programming and activities.

### **Tuition Assistance Process**

All requests for tuition assistance begin with an application through the RCS designated third-party processor. Links for the tuition assistance applications may be obtained from the RCS website or the Director of Admissions. Families should complete and submit their applications by the established deadline to be considered for financial assistance. If a family is eligible for tuition assistance, an award recommendation is then approved by the Tuition Assistance Committee (President, Director of Academics, Director of Admissions, and school principal) and communicated to families by the Director of Admissions. The tuition assistance award amount is activated in the family's tuition account.

Sources of tuition assistance include the Seeds of Faith Scholarship, Lourdes Foundation Scholarships, the RCS Loyalty Grant, the Rochester Catholic Parish Tuition Grant, the Folds of Honor Military Scholarship, Parent Aware Grants, Employee Grant, and the RCS Tuition Rebate Program. Information about these programs may be found on the RCS website. Families are responsible for completing applications for additional sources of financial assistance by the deadlines provided by these organizations. If help is needed to complete applications, please contact the Director of Admissions.

### **Request for an Appeal to Your Tuition Assistance Award**

All requests for an appeal to the result of the tuition assistance award must begin by contacting the Director of Admissions and submitting an appeal form. Requests for an appeal will be reviewed by the Tuition Assistance Committee. The appeal decision will be communicated with the Principal and the family. If an award is gifted, an adjustment will be entered into the tuition system. Confidential reports (de-identified) on appeal requests will be periodically reviewed by the Finance Committee of the Board of Trustees. The Board of Trustees will receive confidential financial summary reports as to tuition assistance awards, appeals, and transactions.

### **Unanticipated Need for Tuition Assistance Process**

In the event of an unanticipated need for tuition assistance (ie: family member death, change in employment, etc.), the family should begin by contacting the Director of Admissions. If a tuition assistance application was not previously completed, the first step is to submit an application indicating the unanticipated need for assistance. The request will be reviewed by the Tuition Assistance Committee. The decision will be communicated with the family and entered into the tuition system. Confidential reports (de-identified) on appeal requests will be periodically reviewed by the Finance Committee. The Board of Trustees will receive confidential financial summary reports as to financial aid awards, appeals, and transactions.

### **Tuition Delinquency Process**

If unforeseen circumstances lead to financial difficulties for a family, we will strive to arrange an alternative payment plan. Families are responsible for immediately contacting the Director of Admissions in the event of an unforeseen circumstance to communicate the needs of the family. We will work with families; however, our budget requires adequate cash flow to meet financial commitments. Families who fail to pay their tuition according to any agreement made with Rochester Catholic Schools, or who have been unwilling to make alternative arrangements, may not be allowed to re-enroll at the start of the next quarter.

At 30 days of tuition delinquency, a past due notification will be communicated with the family. Late fees may apply and are the responsibility of each family. The family will have ten (10) days to fulfill their tuition commitment in full. Families are responsible for immediately contacting the Director of Admissions to resolve any outstanding balance.

At 60 days of tuition delinquency, a second past due notification will be communicated with the family. The building principal will be notified of the delinquency. Late fees may apply and are the responsibility of each family. The family will have ten (10) days to fulfill their tuition commitment in full. Families are responsible for immediately contacting the Director of Admissions to resolve any outstanding balance. The Director of Admissions will contact the family to discuss the next steps in the tuition delinquency process.

At 90 days of tuition delinquency, families will be sent a certified letter by the RCS President and Director of Admissions. The letter will state that the child(ren) will not be allowed to continue their education with the Rochester Catholic Schools unless an alternate payment plan is reached through contact with the Director of Admissions and the Tuition Assistance Committee. The family may be asked to secure a new school for the start of the next semester and the Principal(s) of the school(s) the child(ren) attend may be contacted to communicate the withdrawal at the start of the next semester.

Families desiring to re-enroll with RCS must have fulfilled their previous tuition commitments before acceptance for another year in our schools. Families are welcome to apply; however, the balance of their tuition account must be paid in full, or an alternative payment plan has been approved by the Tuition Assistance Committee before July 15th of the next academic year.

### **Early Withdrawal On or After the First Day of School**

The cost of your child's education is a full school year expense. It is a commitment between your family and RCS. Our budget relies on your tuition commitment to support our spiritual ministry, academic excellence, faculty and staff salaries, classroom needs, and building maintenance. We budget in anticipation of each student's full-year enrollment. As a result, we have specific policies regarding students who withdraw from the system.

Families withdrawing their child(ren) from RCS are required to provide written notification to the Director of Admissions and their Principal before the first day of the new quarter. Families who withdraw their student before the end of the school year are held financially responsible to fulfill the tuition payments for the entire quarter from which they withdraw. For example, if a student withdraws during the first quarter, tuition from the entire first quarter will be due.

Scholarships and grants are prorated by quarter with the exception of those from external sources such as the Seeds of Faith or the Lourdes Foundation, which are at the discretion of the institution.

All fees are assessed in the first tuition payment of the year and are non-refundable. These include, but are not limited to Chromebook, activity, athletic, music and parking fees.

In the event of extenuating circumstances, and a withdrawal is necessary, a family may request an appeal to the withdrawal process. The withdrawal appeal will be reviewed by the President, Director of Academics and Director of Admissions. In a withdrawal appeal process, terms of the financial commitment will be at the discretion of RCS Leadership.

### **Early Withdrawal During the Summer of Academic Year**

Upon signing their Tuition Agreement, families will be assessed a tuition deposit. This deposit is non-refundable. Families that enroll and then choose to withdraw their enrolled child(ren) between July 1 and the first day of school will be assessed a one month tuition fee per child.

**Variance to Policy**

The Leadership Team, with agreement from the President, may provide a variance regarding tuition, fees, and/or refunds under special circumstances. Typically, these would involve situations that are largely out of the control of the parent/guardian.

**Policy 2040**

Approved 11/17/2005

Revised 11/15/2011

Revised 2/8/2022

RCS

**Policy 2050**

Approved 5/4/1998

Reviewed 2/7/2008

Revised 2/8/2022

RCS



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

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

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

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

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

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

### **Procedure:**

The Office of Development, with the assistance of the school principals, will prepare a calendar of fundraising events for the Rochester Catholic Schools.

The Calendar of Fundraising Events will be distributed to schools prior to the beginning of each school year and revised as fundraisers are approved and added.

All fundraising activities must first be submitted to the school principal for approval in a timely manner. Individuals or organizations shall submit a “Fundraising Approval Form” to the principal who shall act by either approving or denying the request. If the principal approves, The Office of Development shall be informed of any proposed fundraising activities. The “Fundraising Approval Form” shall be forwarded to the Rochester Catholic Schools President of Development for approval.

Approved 12/15/2010  
RCSC

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

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

This Gift Acceptance Policy establishes the process for the solicitation, acceptance and managements of all gifts RCS. This policy will guide the president of RCS and its staff who when soliciting current and deferred gifts from individuals, corporations, and foundations to secure the future growth and missions of RCS. The provisions of these guidelines shall apply to all gifts received by RCS for any of its programs or services and are intended to strengthen and benefit all RCS schools through all its giving programs.

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

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

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

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

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

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

RCS will accept unrestricted gifts, and gifts for specific programs and purposes, provided that such gifts are consistent with its stated mission, purposes, and priorities. RCS will not accept gifts that are too restrictive in purpose. Gifts that are too restrictive are those that violate the terms of the RCS Bylaws, gifts that are too difficult to administer, or gifts that are for purposes outside the mission of RCS. All final decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the gift acceptance committee of RCS.

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

The Gift Acceptance Committee shall consist of the following:

- A Co-Chair of the RCS Board of Trustees.
- An additional Trustee as appointed by the Co-Chairs of the RCS Board of Trustees
- President of RCS.
- RCS Director of Development
- One school principal

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

## V. Types of Gifts

1. **Cash.** Cash is acceptable in any form. Checks shall be made payable to the Rochester Catholic Schools or any of its member schools.

2. **Tangible Personal Property.** All other gifts of tangible personal property shall be examined in light of the following criteria.

- Does the property fulfill the mission of RCS?
- Is the property marketable?
- Are there any undue restrictions on the use, display, or sale of the property?
- Are there any carrying costs for the property?

In general, gifts with a value under \$5,000 will not be accepted. The Gift Acceptance Committee shall make the final determination on the acceptance of other tangible property gifts.

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

**Publicly Traded Securities.** Marketable securities may be transferred to an account maintained at one or more brokerage firms or delivered physically with the transferor's signature or stock power attached. As a general rule, all marketable securities shall be sold upon receipt unless otherwise directed by the Investment Committee. In some cases marketable securities may be restricted by applicable securities laws; in such instance the final determination on the acceptance of the restricted securities shall be made by the Gift Acceptance Committee of the Rochester Catholic Schools.

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

- there are no restrictions on the security that would prevent RCS from ultimately converting those assets to cash;
- the security is marketable and valued at over \$10,000; and
- the security will not generate any undesirable tax consequences for RCS.

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

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

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

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

- Is the property useful for the purposes of RCS?
- Is the property marketable and valued at over \$100,000?
- Are there any restrictions, reservations, easements, or other limitations associated with the property?

- Are there carrying costs, which may include insurance, property taxes, mortgages, or notes, etc., associated with the property?
- Does the environmental audit reflect that the property is not damaged?

**4. Remainder Interests in Property.** RCS will accept a remainder interest in a personal residence, farm, or vacation property subject to the provisions of paragraph 4 above. The donor or other occupants may continue to occupy the real property for the duration of the stated life. At the death of the donor, RCS may use the property or reduce it to cash. Where RCS receives a gift of a remainder interest, expenses for maintenance, real estate taxes, and any property indebtedness are to be paid by the donor or primary beneficiary.

**5. Oil, Gas, and Mineral Interests.** RCS may accept oil, gas and mineral property interests, when appropriate. Prior to acceptance of an oil and gas interest the gift shall be approved by the Gift Acceptance Committee, and if necessary, by RCS's legal counsel. Criteria for acceptance of the property shall include the following:

- Gifts of surface rights should have a value of \$20,000 or greater.
- Gifts of oil, gas, and mineral interests should generate at least \$3,000 per year in royalties or other income (as determined by the average of the three years prior to the gift).
- The property should not have extended liabilities or other considerations that make receipt of the gift inappropriate.
- A working interest is rarely accepted. A working interest is accepted when there is a plan to minimize potential liability and tax consequences.
- The property should undergo an environmental review to ensure that RCS has no current or potential exposure to environmental liability.

**6. Bargain Sales.** RCS will enter into a bargain sale arrangement in instances in which the bargain sale furthers the mission and purposes of RCS. All bargain sales must be reviewed and recommended by the Gift Acceptance Committee and approved by the Board of Trustees. Factors used in determining the appropriateness of the transaction include the following.

- RCS must obtain an independent appraisal substantiating the value of the property.
- If RCS assumes debt with the property, the debt ratio must be less than 50% of the appraised market value.
- RCS must determine that it will use the property, or that there is a market for sale of the property, allowing sale within 12 months of receipt.
- RCS must calculate the costs to safeguard, insure, and expense the property (including property tax, if applicable) during the holding period.

**7. Life Insurance.** RCS or one of its member schools must be named as both beneficiary and irrevocable owner of an insurance policy before a life insurance policy can be recorded as a gift. The gift is valued at its interpolated terminal reserve value, or cash surrender value, upon receipt. If the donor contributes future premium payments, RCS will include the entire amount of the additional premium payment as a gift in the year that it is made.

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

- Continue to pay the premiums.
- Convert the policy to paid-up insurance.
- Surrender the policy for its current cash value.

**8. Charitable Remainder Trusts.** RCS may accept designation as remainder beneficiary of a charitable remainder trust with the approval of the Gift Acceptance Committee of RCS. RCS will not accept appointment as Trustee of a charitable remainder trust.

**9. Charitable Lead Trusts.** RCS may accept a designation as income beneficiary of a charitable lead trust. The Board of Trustees of Rochester Catholic Schools will not accept an appointment as Trustee of a charitable lead trust.

**10. Retirement Plan Beneficiary Designations.** Donors and supporters of RCS will be encouraged to name RCS as beneficiary of their retirement plans. Such designations will not be recorded as gifts to RCS until such time as the gift is irrevocable. When the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable.

**11. Bequests.** Donors and supporters of RCS will be encouraged to make bequests to RCS under their wills and trusts. Such bequests will not be recorded as gifts to RCS until such time as the gift is present value of that gift may be recorded at the time the gift becomes irrevocable. . When RCS is notified of a pending gift from a bequest, the Gift Acceptance Committee will be notified and consulted to recommend to the Board of Trustees how the gift be allocated.

**12. Life Insurance Beneficiary Designations.** Donors and supporters of Rochester Catholic Schools will be encouraged to name RCS as beneficiary or contingent beneficiary of their life insurance policies. Such designations shall not be recorded as gifts to RCS until such time as the gift is irrevocable. When the gift is irrevocable, but is not due until a future dates, the present value of the gift may be recorded at the time the gift becomes irrevocable.

#### IV. Miscellaneous Provisions

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

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

#### VII. Changes to Gift Acceptance Policy

The policy and guidelines will be reviewed annually or when deemed necessary by the Gift Acceptance Committee. Any recommended changes to the policy or guidelines will be presented to the Board of Trustees.

This Gift Acceptance Policy has been reviewed by the Board of Trustees and and Gift Acceptance Committee and confirmed as appropriate.

Bot Revised 8/9/22  
BoT Revised 2/9/16  
Approved 11/2010  
RCSC

## **FINANCING & APPROVAL FOR FACILITIES PROJECTS – Policy 2080**

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

#### **Policy**

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

#### **Procedure**

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

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

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

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

- The Facilities Committee is charged to meet with sufficient frequency to provide timely review, discussion, guidance, and decision-making to properly uphold its responsibilities. As such, the Committee will meet at least quarterly during the year.
- The following are Executive Board and voting members of the Facilities Committee: any member appointed to Facilities by the Board of Trustees Finance Committee, the RCS Director of Schools, the Director of Facilities, and any member of the RCS staff appointed to the committee by the RCS Director of Schools, and a current Parish Administrator to be determined by the Parish Administrators.
- The following are non-voting members that typically participate in most Facilities meetings: the RCS Accountant and a maintenance lead from one RCS school.
- The chair is typically the Director of Facilities, or if this position is unfilled, a member of the RCS Board of Trustees Finance Committee, who has been appointed to the Facilities Committee, and will be approved by the RCS Finance Committee; exceptions to Facilities Committee membership or leadership are at the discretion of the RCS Trustees.
- Any action requiring a Facilities Committee vote shall be accomplished by rule of simple majority of the Executive Board members available. Should a tie vote occur, a second vote may be taken following additional discussion. Should the second vote again result in a tie, the motion fails (this process will be reviewed by the entire Committee should this process prove unsatisfactory).

## II. Scope

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

## III. Financing Assumption

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



the Facilities Fee fund (or other sources that may become available, such as, gifts, grants, et al) that is overseen by the RCS Facilities Committee.

- In all cases, the RCS Accountant and the parish are responsible to confirm budget availability for projects. Once appropriate approvals are secured, the project scope, estimated cost, and the shared funding ratio will be documented and approved by the pastor or parish administrator, the Facilities Committee, and, if over \$30,000.00, the Trustees. The RCS Director of Schools will ensure that there is consistency between RCS and Rochester parishes in how allocation ratios are applied. Since the funding agreement will be finalized prior to the initiation of any project, the project payment schedule should be included in the project documents to ensure that all parties – RCS, the site parish and any contracted vendors – are on a payment schedule that is acceptable to all.
- A parish, as the facilities owner of record, may independently pursue any project to improve or maintain a school facility. If a parish chooses to undertake a project which is solely funded by the parish, consideration must include the identification and mutual approval – by the parish and RCS – of any future shared support or maintenance costs prior to any expectation of sharing the costs. Project documentation will include any such agreement.
- To adequately fund long-term major Deferred Maintenance projects and programs RCS may be required to regularly contribute funds to an escrow account. At that time, parishes may be asked to participate in similar fashion. RCS and respective parishes will need to work jointly to develop a system to reach satisfactory arrangements for all parties. These funds would be added annually until sufficient funds exist to complete the scheduled task. A written and signed mutual-agreement pact must be created to accomplish this arrangement.
- In like fashion for the future, for Deferred Maintenance projects which require continuous annual funding to sustain annual expenditures to meet system-wide maintenance cycle compliance, RCS and parishes may need to continue to fund at sustained levels, even during periods where annual costs are less than funding, such that fluctuations in spending can be accommodated. The purpose is to establish consistent funding for ease of budgeting and to limit or avoid major fluctuation in funding demands. This process would follow arrangements similar to long-term Deferred Maintenance projects above. A written and signed mutual-agreement pact must be created to accomplish this arrangement.

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

- Each RCS School and Parish will establish preliminary lists of recommended projects by December of the current year. The Building Principal, Pastor, Parish Administrator and Maintenance Lead will meet to compile a joint prioritized project list that can be supported financially by the parish. The Parish Administrator will forward this joint list to the RCS Facilities Chairperson by early January. The RCS Facilities Committee will review the project list proposals and determine to what extent they can fund the prioritized projects, during normal parish budgeting process. This list will be reviewed between Parish Administrator and Principal at that time. Projects receiving preliminary approval from parish will be forwarded to Facilities Committee.
- In January, the Facilities Committee will estimate the funds available for projects for the upcoming year as a general planning figure of total funds available for projects. This estimate, and ideally a copy of the past years project requests, will be provided to the parish administrators and school administrations.
- The parish administrators and school principals are responsible for developing and maintaining the list of projects that would improve or maintain the school facilities. It is anticipated that each site will update their list and then submit the list in January to their parish finance oversight group for review, who will review and leave only the items on the list that the parish is ready to fund if approved. Both the Facilities Committee and the parish representatives should be prepared to discuss their respective ability to fund any of the listed projects.

- The parishes will be requested to develop and submit to the Facilities Committee a 5 year plan of projects, listed by the year anticipated to be requested. This list is for communication and general planning only. There is no commitment by the parish or by Facilities that projects on this “5 year plan” list will be funded, or that the projects will even remain on the list in future years. It is a best-guess scenario based on the conditions as currently understood, primarily so that major expenses expected to be upcoming can be discussed
- Rochester Catholic Schools will be requested to develop and submit to Facilities Committee a 5 year plan of projects in the same fashion as parish plan, per above.
- Both parishes and RCS will be requested to develop and submit long range plan for projects for 10 years, 15, and 20 years, where practicable to do so.
- Both parishes and RCS will be requested to develop and submit common list of major deferred maintenance projects with proposed life-cycle replacement or major renovation. This list would consist of projects such as roofing, pavement replacement, window replacement, interior finishes, boiler/chiller and HVAC equipment replacement or overhaul, exterior envelope tuckpointing or façade upgrade, etc. Each project would identify the annual cost for perming such work, or sums necessary to escrow to accomplish at designated year(s). This list is to be reviewed and updated annually.
- The list of requested projects for the upcoming year, now approved by the parish finance oversight group from each site, will be submitted to Facilities by the end of January. The Lourdes principal will submit the list for Lourdes. The voting members of the Facilities committee will meet in February and make initial recommendations as to what projects are to be funded. This initial list, as proposed by Facilities, will not be published.
- The RCS Facilities Committee will host a *Project Prioritization* meeting in February. Attendance at this *Project Prioritization* meeting will consist of the Facilities Committee leadership and members, the parish administrators (or representative) from each of the six parishes, and the Lourdes Administrator (or representative). Others invited are the RCS Director of Schools and the RCS school principals.
- Additionally, the Facilities Committee chairperson should be prepared to address the status of the current year’s budget. The Facilities Committee will estimate whether there is funding from the current year’s budget that is now available to be allocated, or if a shortage exists which may have an impact upon the upcoming year’s budget. Funds remaining in the current year’s budget may be allocated along with funds in the upcoming year’s budget.
- Taking the recommended list of projects to be funded as the starting point, the group, ideally through a consensus process, will develop the final list of projects. The result of the *Project Prioritization* meeting will be to generate:

A list of projects intended to be pursued. For each project, the following details should be provided:

- a) Brief description of the project
- b) Site/location ~ School
- c) Cost estimate
- d) Facilities/Parish share
- e) Estimated start date
- f) Current year’s funds or upcoming year’s funds

An updated 5-year plan highlighting projects that are anticipated to have higher priorities for years 2-5. For each of these projects, the following details should be provided:

- a) Brief description of the project and need
- b) School; site/location
- c) Cost estimate
- d) Proposed Facilities/Parish share

e) Tentative calendaring

- When the *Project Prioritization* group settles the 1-, 5-, 10-, 15-, and 20 year plans, both should be presented to RCS Trustees. The full lists should also be presented to the Trustees; any projects in the one-year plan above \$30,000 need formal Trustees approval.
- The 1-year plan will be reviewed by the Facilities Committee in March/April and formally approved in the new school year after the budget is completed. Only exceptions to the plan would require additional review/approval of the parish administrators and Trustees.
- If the *Project Prioritization* Committee cannot agree on the priority or funding of the project list, the issue will be returned to the Facilities Committee for resolution.

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

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

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

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

## VII. Approval for Unplanned/Urgent Projects

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

### **Approval Process**

1. A parish or RCS school representative (the “requestor”, often the maintenance lead) ensures that the school principal and the parish administrator are notified of the needed repair. Depending upon urgency, more than one proposal or bid may be required.
2. The parish approves funds for their share of the cost (typically 50%).
3. The requestor, an RCS parish or school representative, contacts an Executive Board member of the Facilities Committee (typically over email, but other methods are acceptable).
4. The Facilities Committee Executive Board member reviews the request and determines if it meets the criteria listed above.
5. The Facilities Committee Executive Board member contacts RCS Accounting to determine that funding is available in the Facilities budget and receives concurrence from at least one other voting member of the committee.
6. Assuming the project is approved by a majority of available Executive Board members, the Facilities Committee Executive Board member communicates the approval to the requester, the parish administrator, the school principal, the RCS Accountant, and the Facilities Committee chair. Alternatively, the Facilities Committee representative may defer the request to be reviewed at the next Facilities meeting.
7. The status of the project is reviewed at the next Facilities Committee meeting.
8. The requestor follows up with the RCS Accountant to provide additional details: vendor, actual cost, repair completion date.

Unplanned/urgent projects estimated in the range of \$3,000 to \$30,000 are cause for an additional level of review, the Facilities Committee should meet or discuss the implications to the established budget of approving this level of funding.

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

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

Facilities budget, and provide the Facilities Committee's recommendation to the Trustees. The Trustees shall own final approval.

### VIII. Reporting

- The Facilities Committee will provide regular status reports in the form of *meeting minutes*. Said *minutes* will include updates related to any projects in process as well as the status of those projects not yet started. These minutes will be provided to the parish representatives, school principals, and Trustees chair. The reports will enable both the parish and the schools to monitor project progress and expenses against plans throughout the year.
- In addition to Facilities Committee *minutes*, a project tracking report will be prepared by the Facilities Committee and made available on a quarterly basis. This report will document all facilities requests and the status of each request. The projects list should include the projects in the proposal stage, projects in process, and completed projects. The report will also clarify the cost of the project and the funding split between parish and school.
- The Facilities Committee will prepare an annual report which summarizes all activity for the previous fiscal year, and provides projections for the upcoming year. The report shall be completed by September 30, and submitted to the Director Schools, Board of Trustees chair, school principals, parish administrators and all Facilities Committee members. The RCS publishes a document suitable for this report.

### IX. Guidance: Shared Project Costs

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

### DOCUMENT REVIEW

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

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

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

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

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

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

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

### **Procedure**

#### I. Source of Grant Funds

- Temporarily restricted funds: represent temporary funds where both the principal and earnings can be distributed as determined by this policy.
- Permanent endowments: represent permanent funds, the principal of which is intended to remain in perpetuity but the income from which can be used in accordance with the wishes of the donor organization or individual. The principal as it is defined includes the initial contribution given to establish the endowment as well as all additional contributions to the endowment.

#### II. Grants governed by this policy

As of the date of this policy, the following funds held by RCS are governed by this policy:

- Temporarily restricted funds
- RCS Elementary Tuition Aid Endowment Fund
- St. Francis Board Designated Endowment Fund (tuition assistance)
- Permanently endowed funds
- St. Francis Endowment Fund (for educational and capital needs)
- St. Pius X Endowment Fund (for educational needs)
- St. Johns Endowment Fund (for educational needs)
- Schwinghammer Staff Development Fund

#### III. Requirement of undistributed earnings for distribution of grants from permanently restricted funds

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

#### IV. Distribution of grants

- Minimum distribution: In years when grants are distributed, there is no minimum distribution amount with the exception of the “St Francis Endowment Fund” in which case a minimum grant of \$400 shall be made and specified as the Jean Wentink Scholarship in the amount of \$400.
- At any time during the existing fiscal year, the RCS Finance Committee may recommend to the co-chairs of the Board of Trustees the release of funds from both the temporarily restricted and permanently endowed funds for educational, capital or tuition assistance needs, provided the additional distribution(s) does not violate Paragraph III of this policy.
- Factors to be taken into consideration regarding the release of funds, but not be limited to, strength of investment earnings, the results and recommendations of the existing RCS audit report, and the budgetary needs of the current year operations.
- Timing of distributions: Grant distributions shall be made in a timely matter upon receipt of a signed letter from both board chairs requesting funds.

#### V. Investment orientation

- RCS utilizes a total return concept as it relates to investing assets of the permanent funds. This is a concept widely used in the non-profit field, particularly in foundations, colleges and universities, and allows the foundation to invest its funds in the most advantageous vehicle to provide reasonable return. In a total return environment, distributable income is based on the investment return of the fund regardless of whether that return was fueled by dividends, interest or appreciation. Distributions cannot be made that would result in the endowment fund value falling below the principal amount.
- The assets of the permanent funds grow through sound investment policies and from additional gifts. Investments of assets contributed to the funds are managed by professionals and monitored by the Trustees of the RCS.
- Investment goals: The investment goals for the permanent funds ranked in order of priority are:
  1. To preserve capital through establishment of and compliance with prudent investment standards.
  2. To invest in such a manner as to satisfy anticipated liquidity requirements.
  3. To provide sufficient diversification so as to minimize exposure to loss.
- Investment performance and fees: Investment earnings or losses, including professional fees, will be allocated on a pro rata basis to each fund.

#### VI. Changes or Additions to the Policy:

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

#### VII. Policy Adoption Date

- This policy will be effective for grants made the 2022 fiscal year.

## **REIMBURSEMENT FOR WORK RELATED EXPENSES - Policy 3120**

### **TRAVEL EXPENSES**

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

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

### **NON-TRAVEL WORK RELATED EXPENSES**

With prior approval from his/her immediate supervisor, employees may be reimbursed for work related expenses. However, this should be avoided. It is preferred that all expenses go through the accounts payable process with an invoice submitted to the business office.

If preapproved, employees can submit for reimbursement two times each year – December and June – with the appropriate receipts and forms to their supervisor. In the event an employee must make a single work-related purchase over \$200, the cost can be reimbursed immediately with the appropriate receipts, forms and approvals.

Bot Revised 8/9/22



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Philosophy**

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

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

### **Procedure**

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

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

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

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

## **Tobacco Use**

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

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

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

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

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

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

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

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

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

1. **Testing Procedure** RCS shall have the right, upon a reasonable suspicion of a violation of the Chemical Health Policy (including prior violations of the Chemical Health Policy), to require a student to submit to any chemical test procedures it deems appropriate, including but not limited to breath, urine or hair sample. A student's refusal or failure to submit to such testing required by RCS will result in discipline as determined by RCS school officials, up to and including expulsion. The RCS counseling professionals may be asked to make referrals for assessment, treatment, and educational programs. All actions must be approved by school administration and counseling staff. The Administration of RCS respects the confidentiality of the student who seeks help from our counselors in the area of chemical use.

2. **Drug Detecting Canines** RCS works with Rochester Police Department Canine Service in using specially trained dogs to keep drugs and chemicals off campus. Pursuant to the Search and Seizure Policy, RCS may at

any time have specially trained dogs canvas the school, parking lot and area streets where students park on a random basis. The dogs are able to detect lockers and vehicles where illegal drugs have been present, even if they are not currently present. If a student, their locker or their vehicle is found to possess chemicals in violation of the Chemical Health Policy, school officials will contact the student's parents. If the student is involved in a co-curricular program, the co-curricular sanction will also be applied. If the drug dog makes a positive "indication" on a student, the student's locker, possessions, or a vehicle and nothing is found, the student's parents/guardian will be contacted.

3. **Breathalyzers** Breathalyzers may be used at RCS dances or other RCS events. Students may be asked to provide a breath sample as they enter the event. If a student tests positive, their parents/guardian will be contacted and asked to transport the student from the event. Students will be sanctioned accordingly using applicable school rules.

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



## **TECHNOLOGY USE POLICY - Policy 4055**

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

### **General Statement of Policy**

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

### **Procedure**

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

Computers, Chromebooks, iPads, telephones, cell phones,, audio or video equipment, projectors, cameras, and any network attached and wireless equipment, services and accounts (Windows accounts, Google accounts) and all apps and software.

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

This policy covers all computers and technology equipment, services and accounts (including RCS Windows accounts and Google accounts) owned or managed by RCS, both on and off campus. It also refers to personal computer equipment and other personal technology used on campus, at RCS sponsored events or on field trips where applicable rules apply.

#### **III. Technology Use Agreement**

All RCS students, grades 4 through 12 and all employees, contractors and volunteers using RCS technology must read the Rochester Catholic Schools Technology Use Agreement at the beginning of each school year and before using RSC technology or personal technology in RCS school buildings, at RCS sponsored events or on field trips. Contractors and volunteers must also submit a signed copy of the signature page at the end of this document to the RCS Department of Technology before using RCS Technology. The purpose of this agreement is to ensure that RCS students, employees, contractors and volunteers using RCS technology have read, understood, and agree to the RCS Technology Use Policy.

### **General Rules**

1. All use of technology must reflect the Christian ethics, values and teachings consistent with the mission and goals of RCS and the Roman Catholic Church. All use must be appropriate for enabling and advancing student learning and/or for the efficient operation of RCS. Inappropriate use will not be tolerated and may result in disciplinary action. Illegal activity will result in law enforcement action.

2. Only authorized individuals may use RCS owned technology. Visitors, employee spouses and their non-enrolled children, as well as other non-enrolled or non-employed individuals, may not use, move, or modify RCS technology without the expressed consent and guidance of the respective building administrator or the Director of Technology.
3. No RCS owned non-mobile technology may be removed from RCS premises without the express consent of the respective building administrator or the Director of Technology. Use of RCS owned mobile technology (iPads, Chromebooks, laptops, etc.) is governed by explicit, signed loan agreements, and users must adhere to the loan agreement guidelines.
4. No RCS Desktop systems are to be moved to a new location without the direct involvement of the RCS Department of Technology. No computer ID labels are to be altered, removed or tampered with.
5. Technology parts, components, peripherals, configurations, system settings and applications may not be altered, added to, disconnected, or removed without permission or assistance from the Department of Technology
6. Technology problems should be reported in a timely manner to the Department of Technology through the appropriate support channel: <http://support.rcsmn.org/>
7. RCS owned and licensed software may be used only on RCS owned computers, or in specific accordance with the software licensing agreement.
8. RCS students, employees, contractors, or volunteers must not encrypt files or data on RCS systems or networks, unless explicitly authorized by the appropriate building administrator or the Director of Technology.
9. Information on the Internet that is considered obscene, offensive, and questionable in nature shall not be accessed anywhere using RCS owned technology, or within RCS premises.
10. RCS has hardware and software that prevents access to inappropriate Internet information through its staff and student networks and the guest wireless network.
11. If a valid web site cannot be accessed, a report may be filed through the appropriate technical support channels.
12. If an inappropriate website has been accessed freely, the website's complete address should be reported to the building administrator and the Director of Technology for further action.
13. RCS students, employees, contractors, volunteers and visitors must not make use of any software or hardware that bypasses RCS network security, firewall protection, or web content filtering.
14. RCS students, employees, contractors, volunteers and visitors must not make use of any mobile wireless hotspots while on RCS premises. RCS provides a public and a guest wireless network that should meet the needs of all.
15. Network users shall not log onto an RCS workstation, web or email account using someone else's user name and/or password.

16. Network users will be required to change their password periodically.
17. Network users must not share their passwords with anyone, nor allow their passwords to be exposed to or seen by any other person.
18. Network users must log off or lock their workstations or mobile devices before leaving them unattended.
19. Inappropriate use of technology should be reported immediately.
20. Exceptions: The Director of Technology may grant limited exceptions in order to meet the immediate needs of the educational environment or as new technology or new uses emerge.

### ***Rules Specific to Rochester Catholic School Students***

1. RCS students are allowed to use RCS owned technology in a manner that is consistent with the rules outlined in this document and their parent/student handbook. RCS Students are expected to use RCS owned Technology for schoolwork or homework only. Priority of access to technology will be given to students doing required academic work.
2. RCS students are allowed to use RCS owned non-mobile technology only under the direct supervision of an RCS employee. RCS owned student mobile devices must be used in accordance with the device loan agreement.
3. Students will be provided with computer access, secure student computer accounts, an email account and storage space for school related work. Each student will be held responsible for all activity that is related to his/her account.
4. School staff, administrators and parents may be given access to student computers and email accounts for monitoring purposes. Students should have no expectation of privacy on their computer or email accounts. Students must comply with requests from their parent or an appropriate RCS staff member to inspect RCS owned devices or accounts; any attempts to hide or remove information from an inspection may result in disciplinary action.
5. No students may access information, servers or networks that are not public and to which they have no explicit permission to access.
6. No students may access RCS computers, systems or networks that are designated for the use of RCS staff only.
7. Prohibited uses of email, social networking sites, picture phones, YouTube, blog sites, etc. Postings on the internet, even if the access to such postings is restricted to a predetermined "group list," are, in fact, considered "public." Therefore, a good deal of thought needs to be put forth in messages or postings. A prohibited use may result in discipline, including but not limited to requests to remove the posting, suspension, dismissal and referral to law enforcement authorities. The following are prohibited uses, on or off campus, at any time:
  - a. Messages, content or postings that are demeaning, inflammatory, degrading, vulgar, or slanderous pertaining to any of the Rochester Catholic Schools or any of its employees, contractors, volunteers or students.

- b. Capturing, storing or transmitting pictures or video recordings of other RCS staff or students except:
    - i. as part of a specific academic assignment or project under the direct supervision of an RCS teacher or advisor;
    - or-
    - ii. with the prior written permission from the appropriate Rochester Catholic School administrator.
  - c. Engaging in unlawful or criminal activity or gang-related activity.
  - d. Harassing, bullying, threatening or demeaning any person.
  - e. Inappropriate sexual or other offensive content.
8. Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.
9. Students will be held accountable for all transmissions originating from their personally owned email or social media accounts.
10. RCS issued student email accounts:
- a. An RCS issued student email account is exclusively for the intent of exchanging information consistent with the academic purposes and ethical policies of Rochester Catholic Schools.
  - b. Student email accounts for grades 2-5 are limited to transmission within the RCS email domains only. No external email transmission is allowed.
  - c. Access to RCS issued student email accounts is a privilege granted to students and may be revoked or withheld at the discretion of the RCS administration, faculty or staff.
  - d. Students shall not attempt to read, delete, copy, or modify the email of any other user.
  - e. Students shall not deliberately interfere with the ability of other students or staff to send or receive email.
  - f. Students shall not use the email system in a way that is contradictory with directions of teachers, other staff, and generally accepted network protocol.
  - g. Disciplinary Action: Use of the RCS issued email accounts contrary to this policy or in an illegal manner shall be subject to the loss of rights and possible disciplinary or law enforcement action.
11. Students may not connect personal devices to any RCS restricted network. Students may connect personal devices to the “RCS Public” wireless network.
12. Grade K-8 students may not use personal technology on campus or on field trips during regular school hours, except for the authorized use of a personal device for e-reading purposes or as specified in a Diocesan Learning Plan.
13. Use of mobile phones: Mobile phones have become an integral tool for many parents to communicate with their student during the school day:
- a. Student use of mobile phones and portable/mobile electronic devices are permitted with the exception of the following locations: classrooms (unless explicit permission is granted by the instructor), computer lab, auditorium, and quiet study.
  - b. The use of mobile phones and portable electronics is a great privilege. Students must exercise responsibility, maturity, and respect for others. Administration and staff reserve the right to revoke privileges from students who are found using mobile phones or portable devices to isolate, harass, disrupt, disrespect, cheat, or violate other policies and procedures set forth throughout this document or the student handbook.

14. Educational Applications and Programs: RCS may utilize computer software applications and web-based services that are operated by third parties. In order for our students to utilize these services, the service provider often requests the student's personal information in the form of their name and email address.

Under the federal Children's Online Privacy Protection Act (COPPA), the law permits RCS to consent to the collection of personal information on behalf of all of its students. Prior to use of these educational applications or programs, the district will review "terms of use," "terms of service," and/or "privacy policy" to ensure that it will not compromise students' personally identifiable information, safety, and privacy.

15. Consequences of Technology Misuse:
  - a. Students may lose computer privileges from one week to a year, depending on the severity of the infraction. If student computer privileges are lost or restricted, it is the student's responsibility to make arrangements to complete assignments outside of school or in a highly supervised environment. Students may also be required to pay the cost of repairing or replacing damaged software and/or hardware due to the infraction. Multiple infractions will be subject to additional disciplinary action because repeat infractions are a form of insubordination.
  - b. Students found using RCS or personal technology in a criminal manner will be immediately reported to the appropriate law enforcement agency. Parents of students will be notified as well, and suspension or expulsion from school may result depending on the severity of the offense.

***Rules Specific to Rochester Catholic School Employees, Contractors and Volunteers:***

1. RCS employees, contractors, and volunteers are allowed to use personal technology on campus provided it does not interfere with their roles and responsibilities.
2. When authorized by the building administrator, RCS volunteers are allowed to use RCS technology under the direct supervision of an RCS employee.
3. RCS employees in student supervisory roles are in part responsible for the students' actions on technology when under their supervision. RCS employees in student supervisory roles must be completely familiar with the RCS Technology Use Policy Student Procedures.
4. RCS employees or contractors needing to add or install additional software shall contact the Department of Technology for assistance
5. The Department of Technology must be consulted prior to the purchase of software to ensure the chosen software can be successfully deployed in our technology environment.
6. While RCS students are in the RCS school buildings, at RCS sponsored events or on field trips, employees are responsible for supervising and guiding student Internet use, and shall not leave students unattended while working on computers.
7. Employees, contractors, visitors, or guests may not attach (physically or via wireless) personal technology to RCS restricted networks. Employees, contractors, visitors, or guests may attach personal devices to the RCS Guest wireless network in accordance with the procedures for the guest wireless network in each building, or with the permission of the building administrator or Director of Technology. All staff and visitors may use the RCS Public wireless network.

## 8. RCS Employee Email and Messaging:

- All email in the RCS email system is subject to monitoring; any email with purposes not related to RCS business and education must be limited as to not interfere with the employee's' roles and responsibilities.
- RCS employees are asked not to provide their RCS email address for non-work related correspondence or contacts. Any personal email in the RCS email system shall reflect an ethical and professional image that is consistent with RCS standards.
- RCS staff should not use the RCS email system, web document repository or network drives for storage of personal information or files, including personally owned videos, music, or photographs.
- Personal use of RCS email for the purpose of forwarding spam, jokes, chain letters, and third-party solicitations to RCS or external email recipients is prohibited.
- Submitting solicitations, public announcements, or invitations to personal sales events, such as Pampered Chef, Stamping-Up, Mary Kay, etc., is prohibited.
- The use of Instant Messenger (IM) software, such as Google Hangouts Chat, is limited to professional and internal communication only.
- Personal web-based email accounts shall be used only when appropriate and shall not be used to conduct official RCS business. RCS is not responsible for external email networks.
- Since RCS email can contain student private data or other RCS private information, care must be taken to protect it, especially when accessed or stored on mobile devices which could be lost or stolen.
- Employees or contractors may only use RCS authorized cloud data services to sync RCS owned data. The utmost care must be taken to protect the data. Student private data must be protected, and only the minimum amount of data should be included which is required to complete necessary RCS work related tasks. Employee or contractor owned personal mobile devices or home computer accounts and their data folders must be protected with a non-trivial password or PIN, which must not be shared with other individuals. If a personal mobile device or home computer account storing RCS data is lost, stolen or otherwise compromised, the employee or contractor must immediately contact the appropriate RCS building administrator and Director of Technology.
- All RCS employees who have access to RCS technology, and have been provided an email address, shall check their email account at least once per working day for bulletins and pertinent information.
- RCS employees are responsible for securing a backup of their important computer work through the use of Google Drive on an RCS Google account.
- RCS owned mobile devices issued to faculty and staff including but not limited to, laptops, tablets, cell phones, iPads, etc. are:
  - Professional tools provided to faculty/staff to support functions associated with employment expectations;
  - Very likely to have RCS student private data in the device storage. Therefore any RCS owned mobile device shall not be handled or used by any person(s) other than the intended RCS employee. RCS staff unmanaged mobile device guidelines: The following rules apply to RCS owned mobile devices:
    - a. RCS mobile device return procedure: Individual RCS owned devices and accessories must be returned to the RCS Department of Technology upon request or upon termination of employment of contract. If an RCS employee, contractor or volunteer fails to return the RCS owned mobile device, that individual may be subject to criminal prosecution or civil liability. The individual will also pay the replacement cost of the RCS owned device. Furthermore, RCS employees, contractors, or volunteers will be responsible for any damage to the RCS owned device, and must return the RCS owned device and accessories to the RCS Department of Technology in satisfactory condition.
    - b. Taking care of your RCS owned mobile device: RCS employees, contractors, and volunteers are responsible for the general care of the mobile device they have been issued by the district.

## Consequences of Technology Misuse

- RCS employees or contractors misusing RCS technology or personal technology on or off campus are subject to disciplinary measures deemed appropriate by their building administrator.
- Volunteers misusing RCS technology or personal technology on campus will be asked to cease and leave immediately, and may forfeit their volunteer privileges and/or access to RCS buildings.
- RCS employees, contractors, volunteers, or guests found using RCS technology in a criminal manner will be immediately reported to the appropriate law enforcement agency.

## **RCS Chromebook Loan Agreement**

Rochester Catholic Schools (RCS) provides each student enrolled in grades 6-12 a Chromebook and accompanying power supply/charger. RCS may also provide a Chromebook and power supply to support distance learning upon request and approval. These devices are re-issued annually at the beginning of each school year. All Chromebooks are issued to students in good working order. It is the student and parents' responsibility to care for the equipment and ensure that it is retained and returned in good working order when requested or at the end of the school year collection.

This equipment is, and at all times remains, the property of RCS and is loaned to the student for educational purposes only for the duration of the school year. The student may not deface or destroy this property in any way. The equipment must be returned when requested by a representative of RCS. Inappropriate use of the equipment or failure to return the equipment when requested may result in the student losing their privilege to use the device, and the possibility of other appropriate disciplinary or law enforcement action.

- The Chromebook may be used by the student only for noncommercial purposes, in accordance with the RCS Technology Use Policy, as well as local, state, and federal laws.
- The Chromebook assigned to you will have one student Google account with specific privileges and capabilities that have been previously installed for the exclusive use of the student entering into this agreement. The student agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.
- The student may not share the device with any other person, except to allow RCS faculty and staff or the student's parents and guardians to review and monitor the content and activities on the device. RCS will not allow any other Google accounts to be logged onto the device beyond the assigned student's RCS provided G Suite for Education account.
- The RCS wireless network is provided for the academic use of all students and staff. The student agrees to take no action that would interfere with the efficient academic use of the network.
- Identification labels have been placed on the Chromebook. These labels are not to be removed or modified under any circumstances. If the identification labels become damaged or missing, please contact the RCS Department of Technology for a replacement. No additional stickers, labels, tags, or markings of any kind are to be added to the Chromebook.
- It is the student's responsibility to ensure that all necessary documents, files and data get successfully stored to the student's Google Drive account, especially after the student has been working "offline."
- RCS is not responsible for any viruses or malware that may be transferred to or from the student's Chromebook, the student's Google account or the student's personal external storage device(s).
- The student understands that the use of RCS technology is a privilege and the student must protect and safeguard the loaner device and return it in good condition when requested.
- In the event the Chromebook is lost, stolen or is significantly damaged, the parent and/or legal guardian will be assessed an insurance deductible fee.

## **Parent/Guardian Responsibilities**

Your son/daughter has been issued a Chromebook to improve and personalize his/her education. It is essential that the guidelines established herein be followed to ensure the safe, efficient, and ethical operation of this Chromebook.

We strongly encourage you to discuss with your child your family's values and expectations regarding the use of technology, the Internet and email at home and to supervise your child's use of the device, the Internet and email.

We also encourage you to consider providing appropriate filtering or monitoring of home Internet access in addition to the content filtering provided by RCS on the Chromebook.

As the parent/legal guardian of the undersigned student, I agree to the following:

- I will immediately report to the Rochester Catholic Schools Department of Technology any problems with the Chromebook.
- I will make sure my child charges the Chromebook battery every night.
- I will make sure my child brings the Chromebook to school every day.
- I understand that if my child comes to school without the Chromebook, I may be called to bring it to school.
- I agree to make sure that the Chromebook is returned to the school when requested and upon my child's withdrawal from Rochester Catholic Schools.
- I agree to be financially responsible to cover the cost of any and all repairs caused by damage or loss of the Chromebook.
- I understand that the insurance deductible, starting at \$25 to a maximum \$300.00, will be charged to me to replace the device in the event of a loss, destruction or if the device is rendered inoperable.

## **Student Responsibilities**

Your Chromebook is an important learning tool and is for educational purposes only. In order to take your Chromebook home each day, you must be willing to accept the following responsibilities:

When using the Chromebook at home, at school, and anywhere else I may take it, I will follow the policies of Rochester Catholic Schools, especially the RCS Technology Use Policy, and abide by all local, state, and federal laws.

- I will honor my family's values when using the Chromebook.
- I will conduct myself in a socially acceptable and positive manner at all times when using the device, the network, and the Internet.
- I will treat the Chromebook with care by handling it appropriately and carefully, safely and securely storing it in my locker or in a protective backpack, by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- I will bring the Chromebook to school every day.
- I will charge the Chromebook battery each night.
- I will immediately comply with any instructions on the use of the device from my teacher.
- I agree that email (or any other electronic communication) should be used only for appropriate, legitimate, ethical and responsible communication.



- I understand that all my interactions and website histories are recorded and subject to review at any time by a qualified staff member.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other persons.
- I will immediately report any issues with the Chromebook to the Rochester Catholic Schools Department of Technology.
- I will return the Chromebook in the same condition I receive it in, less reasonable wear and usage.
- I will return the Chromebook when requested and upon my withdrawal from Rochester Catholic Schools.

Revised by BoT 6/14/2022  
Revised 01/25/12  
Incorporated – General Rule of Technology (E-Reader) 12/21/11  
Approved 6/1/2011  
RCSC

## ***UNIFORM - Policy 4060***

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

Faculty and administration will determine the appropriateness of dress as defined by the student handbook. Each school's will have a uniform policy in its student handbook that outlines the expectations of student dress.

Approved 12/17/91  
Reviewed 10/5/98  
Reviewed 2/24/09  
Revised 04/2017  
Bot Revised 8/9/22  
RCSC

***ENROLLMENT REPORTING - Policy 4070***

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

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

Attendance records shall be kept on file for five years.

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

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

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

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

## **GENDER IDENTITY - Policy 4085**

### Diocese of Winona-Rochester Catholic School Policy on Gender Identity for Students

#### **Mission:**

Catholic schools in the Diocese of Winona-Rochester perform an essential ecclesial ministry, the ultimate purpose of which is evangelization and formation leading to salvation.<sup>1</sup> Because of the nature of this ministry and the profound responsibilities associated with it, Catholic schools must faithfully impart the truth of Jesus Christ and his Church in all they teach and do. In addition, a Catholic school is subject to the authority of the Church through the diocesan bishop, and its curriculum must be founded on and consistent with the principles of Catholic doctrine.<sup>2</sup>

Catholic education focuses on the integral development of the human person: body, mind, and spirit. Specifically, with regard to issues surrounding gender identity, Catholic schools in the Diocese of Winona-Rochester shall teach students the truth about the human person (anthropology) and human sexuality, as well as counter any ideology or cultural trend that denies this truth. This applies in a special way to *gender ideology*—the belief, along with the social and cultural movement it fosters, that sex is not an objective, biological reality but rather that notions of male and female are determined by individuals' subjective and changing perceptions of self.<sup>3</sup> Essential beliefs and doctrinal principles to be addressed in the school curriculum include the following:

1. Human beings are created as male and female in the image and likeness of God (Gen. 1:27). Human dignity is grounded in this special creation.<sup>4</sup>
2. Sexual difference is willed by God as part of the divine plan. The complementarity that results from sexual differentiation is ordered to the human good and in particular to marriage and family life (*Catechism*, nn. 369, 2333).<sup>5</sup>
3. The human person is a body–soul union, and the body is a constitutive aspect of the human person (*Catechism*, nn. 364, 365).<sup>6</sup>
4. Human biology demonstrates that sex is determined at conception (XX/XY chromosomes) and can be objectively observed even before birth.
5. Humans are called to accept their sexual identity, manifested through the body, as a fixed and unchanging element of self (*Catechism*, n. 2393).<sup>7</sup>

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<sup>1</sup> Sacred Congregation for Catholic Education, *The Catholic School* (March 19, 1977), nn. 7–9.

<sup>2</sup> Canon Law Society of America, *Code of Canon Law: Latin-English Edition* (Washington, DC: CLSA, 1999), cann. 803 §§1–2, 804 §1, 806.

<sup>3</sup> “Transgenderism and Interventions for Gender Dysphoria,” in *Catholic Health Care Ethics: A Manual for Practitioners*, 3rd ed., ed. Edward J. Furton (Philadelphia: National Catholic Bioethics Center, 2020), 37–1.

<sup>4</sup> *Catechism of the Catholic Church*, 2nd ed. (Washington, DC: United States Conference of Catholic Bishops/Libreria Editrice Vaticana, 2000 update), n. 2393. All subsequent citations appear in the text.

<sup>5</sup> See Francis, *Laudato si'* (May 24, 2015) n. 155.

<sup>6</sup> See National Catholic Bioethics Center (NCBC), “Brief Statement on Transgenderism,” *National Catholic Bioethics Center Quarterly* 16.4 (Winter 2016): 600–601, doi: 10.5840/ncbq201616457; and John A. Di Camillo, “Gender Transitioning and Catholic Health Care,” *National Catholic Bioethics Quarterly* 17.2 (Summer 2017): 219–220, doi: 10.5840/ncbq201717221.

<sup>7</sup> See Pontifical Council for Justice and Peace, *Compendium of the Social Doctrine of the Church* (Washington, DC: US Conference of Catholic Bishops, 2004), n. 224; and Congregation for Catholic Education, *Male and Female He Created Them* (February 2, 2019), n. 4.

6. Humans must care for and respect their bodies, which is a constituent dimension of their being. The human body may not be treated as a “piece of property” or “manipulate[d] as a thing or an instrument over which one is master and arbiter.”<sup>8</sup>
7. All students and families deserve interactions with Catholic school communities that are marked by respect, charity, and the truth about human dignity and God’s love.

In addition to addressing to these essential beliefs, Catholic schools in the Diocese of Winona-Rochester shall be prepared to offer to students, faculty, staff, administrators, volunteers, and parents well-founded and developmentally appropriate educational resources regarding gender ideology, including but not limited to resources that: (1) clarify the terms commonly employed, particularly *gender dysphoria*, *transgender*, and *disorder of sexual development*; (2) accurately present the realities of contemporary, medically accepted interventions for gender dysphoria, including gender-affirming therapy, puberty-blocking and cross-sex hormones, and sex-reassignment surgeries;<sup>9</sup> and (3) demonstrate how the Catholic Church responds to gender ideology with truth and love based on the writings of Pope Francis, Pope Benedict XVI, and other sources of ecclesial guidance.<sup>10</sup>

**Policy Elements:**

**Admission and Retention**

A student diagnosed with gender dysphoria may be admitted to the [\_\_\_\_\_] school as long as the student, along with his or her parents or guardians, agrees that the student will abide by standards of conduct set by the school:

- a. The student, along with his or her parents or guardians, agrees that while enrolled in the school, he or she will respect Catholic teaching concerning faith and morals, including those teachings that address human sexuality.
- b. A student may be ineligible for continued enrollment if the student’s expression of gender, gender identity, or sexuality causes confusion or disruption at the school or if it appears to mislead others, cause scandal, or have the potential for causing scandal.
- c. Respectful, critical discussion of Catholic teaching in the classroom is encouraged as long as its goal is to help the student progress toward greater awareness and understanding. Open hostility toward or defiance of Church teachings indicates that a student is not a proper fit for the school. The student code of conduct shall address this potentiality, and the code shall be signed by the student and parents or guardians at the beginning of each school year.
- d. [Other provisions regarding Admission and Retention] \_\_\_\_\_

**Conduct and Expectations**

Students shall conduct themselves in accord with their biological sex at all times, both on campus and when representing the school at off-campus events. In this policy, sex is defined as “the biological condition of being male or female as based upon physical differences at birth.”<sup>11</sup>

- a. Any expression of a student’s gender identity that causes disruption or confusion regarding the Church’s teaching on human sexuality is prohibited.

<sup>8</sup> Pontifical Council for Pastoral Assistance to Health Care Workers, *New Charter for Health Care Workers* (Philadelphia: NCBC, 2017), n. 47.

<sup>9</sup> “Transgenderism and Interventions for Gender Dysphoria,” 37.5–37.11.

<sup>10</sup> Francis, *Amoris Laetitia* (March 19, 2016), n. 56; Francis, *Laudato si’*, n. 155; Benedict XVI, Address to the Roman Curia (December 21, 2012); and Congregation for Catholic Education, *Male and Female He Created Them*, n. 19.

<sup>11</sup> Denise Donohue and Dan Guernsey, *Human Sexuality Policies for Catholic Schools* (Manassas, VA: Cardinal Newman Society, 2016), 5. Policy elements in this section are adapted from this document.

- b. Students shall abide by the dress code that corresponds with their biological sex.
- c. Students shall participate in competitive athletics in accord with their biological sex.
- d. Students shall use bathrooms and locker rooms that correspond with their biological sex. Students who have been clinically diagnosed with gender dysphoria may request the use of a single-person, unisex facility. Such requests for accommodation will be assessed by the appropriate school administrator on an individual basis.
- e. When applicable during school-related functions, students shall have access to and use facilities and accommodations that correspond with their biological sex.
- f. When attending school-sponsored functions as a “couple,” especially dances and prom, students may only bring a member of the opposite sex.
- g. [Other provisions regarding Conduct and Expectations] \_\_\_\_\_

**Names, Pronouns, and Records**

- a. Students shall be addressed at all times by their legal names and referred to with pronouns consistent with their biological sex.
- b. Addressing students by a preferred name instead of a legal name (even when the name is gender-neutral), or referring to them by a preferred pronoun that is inconsistent with their biological sex, is not acceptable. Doing so would express a falsehood (i.e., the child *is* the wrong sex) and signal that the school accepts gender ideology. Addressing a student by a gender-neutral nickname could be permissible in some circumstances. This is a matter of prudential judgment.
- c. Using preferred names and pronouns will cause confusion for other students and could act as a source of scandal. *Scandal* is defined as “an attitude or behavior which leads another to do evil.” It “takes on a particular gravity by reason of the authority of those who cause it or the weakness of those who are scandalized.” Scandal is particularly serious, or grave, when it is “given by those who by nature or office are obliged to teach and educate others (*Catechism*, nn. 2284, 2285).
- d. Student schedules, identification cards, class lists, correspondence (including college recommendation letters), and permanent records shall reflect the student’s legal name and biological sex. School records are historical documents. If a graduate of the school legally changes his or her name and seeks to have records changed, the records will be released in the following format: “*Original name*, a.k.a. *New Legal Name*.”
- e. [Other provisions regarding Names, Pronouns, and Records] \_\_\_\_\_

**Counseling and Health Services:**

- a. The school shall communicate with parents or guardians about their child’s behavior at the school and inform them of any concerns relating to the physical, emotional, social, and spiritual health, safety, and welfare of their child except when advised otherwise by law enforcement or a social service agency.
- b. The school may suggest counseling to address behavioral health issues for students diagnosed with gender dysphoria. Such counseling should be provided by a licensed mental health provider who understands and respects Catholic anthropology, preferably one who is a practicing Catholic. Catholic schools shall not provide or refer students for so-called gender-affirming psychotherapy.
- c. The school shall not allow, or otherwise cooperate in, the administration of puberty-blocking or cross-sex hormones for students.
- d. While the Catholic Church does not approve of gender-affirming therapies or the use of hormones and surgeries that assist a person in transitioning his or her gender, the Church recognizes that appropriate medical care may be necessary in cases of true genetic or physical anomalies, also known as disorders of sexual development.
- e. [Other provisions regarding Counseling and Health Services] \_\_\_\_\_

***IMMUNIZATIONS - Policy 4090***

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

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



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

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

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

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

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

### **Procedure:**

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

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

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

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

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

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

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

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

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

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

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

Approved: 4/27/11  
RCSC

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

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

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

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

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

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

### **Procedure:**

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

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

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

### **Procedure**

#### **Grades K - 6**

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

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

#### **Grades 7 – 8**

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

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

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

### **Procedure**

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

### **System Admissions**

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

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

### **School Admissions**

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

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

***SAFETY - Policy 4150***

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

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

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

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

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



***STUDENT HANDBOOK Policy 4170***

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **WEAPONS POLICY - Policy 4210**

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

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

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

### **Guidelines**

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

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

The scope of this policy:

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

Penalties for Violations:

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

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

## **WELLNESS POLICY - Policy 4220**

### **PURPOSE**

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

### **GENERAL STATEMENT OF POLICY**

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

### **RCS WELLNESS POLICY GUIDELINES**

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

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

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

## **B. Snacks**

Healthy snacks are encouraged.

## **C. Food Safety**

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

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

## **D. Vending and Concessions**

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

## **E. Celebrations and Rewards**

Rochester Catholic Schools supports celebrations, recognition of academic performance, or good behavior with non-food rewards; however, on a limited basis, when food is being offered, nutritious choices are encouraged.

Rochester Catholic Schools staff will not withhold foods, beverages, or recess as a consequence.

## **F. Fundraising**

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

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

1. The school district will ensure that students in K-12 receive nutrition education that provides the knowledge needed to adopt healthy lifestyles. Nutrition education will be well integrated within a comprehensive school health education plan.
2. RCS will encourage all students to make age appropriate healthy selections of foods and beverages.
3. Nutrition education will include reinforcement of the importance of physical activity and the health risks associated with a sedentary lifestyle.

4. RCS will provide educational information for families, encouraging healthy eating and physical activity.
5. RCS recognizes family members are a critical part of the team responsible for teaching children about health and nutrition.
6. Wellness concepts will be reinforced by school personnel.

## **H. Physical Activity**

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

1. Students from K-8 will receive regular, age appropriate physical education. Students in grades 9-12 will have required or elective physical education opportunities.
2. Rochester Catholic Schools physical education curriculum is designed to build interest and proficiency in the skills, knowledge and attitudes essential to lifelong physical activity.
3. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate.

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

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

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

## **J. Implementation and Monitoring**

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

## **K. Staff Wellness**

School Staff serve as role models for students. Furthermore a healthy school staff will more effectively deliver the key message of healthy life practices. Therefore RCS will promote staff wellness initiatives and opportunities that encourage healthy lifestyles which will in turn foster exceptional role modeling.

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



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

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

### **Procedure:**

#### Kindergarten Early Admission Process

##### ***Timeline***

- Applications for early entrance to kindergarten may begin on the first day of enrollment for the next school year.
- Applications are due to the Director of Curriculum and Instruction no later than 4:00 P.M. on May 1<sup>st</sup>. If May 1<sup>st</sup> falls on a weekend, the deadline will be extended to the following Monday. RCS recognizes that exceptions may be approved by the Director of Schools, e.g. a student moves to Rochester after the deadline.
- With consideration of all other enrollment guidelines, a kindergarten spot will be held for the student if a family has begun the process of applying for early entrance.
- Parents will be notified of an enrollment decision no later than June 30<sup>th</sup>. The deadline will be extended to the following Monday if June 30<sup>th</sup> falls on a weekend.

##### ***Eligibility Requirements***

- The student's fifth birthday must take place on September 2<sup>nd</sup> through November 1<sup>st</sup>.
- Student is currently enrolled in a licensed preschool or a licensed family daycare that utilizes a preschool curriculum.

##### ***Assessment Criteria***

- To ensure consistency across the system, the Kindergarten checklist will be administered as an academic readiness assessment.
- Student is currently enrolled in a licensed preschool or a licensed family day care that utilizes a preschool curriculum.
- A recommendation from the child's preschool teacher, utilizing the RCS form, must be completed and submitted.
- The Vineland II parent survey will be administered by the school counselor. If the team (principal, counselor, and kindergarten teacher) decides that more testing is necessary, then a Comprehensive Assessment of Spoken Language or an IQ test could be administered. Please note that these tests might need to be administered by an outside agency at a personal cost to the parent.

##### ***Determination of Admission***

- Based on the outcomes of the above requirements, a committee comprised of the building principal, kindergarten teacher(s), and counselor(s) will submit a recommendation to the RCS Director of Curriculum and Instruction whether to enroll or not enroll a student seeking early admission.
- The RCS Director of Curriculum and Instruction will have the administrative authority to approve early admission to kindergarten.
- If early admission is recommended and approved, there will be a probationary period for those who are enrolled, the duration of which should not exceed 30 school days.

- A parent may appeal the Director of Curriculum and Instruction's decision to the Director of Schools. The Director of Schools' determination will be final.
- All costs associated with the Kindergarten Early Entrance Process will be borne by the parent/guardian.

Revised 3/2015  
Approved 1/29/14  
RCS

## **CALENDAR POLICIES 5000-5999**

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

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

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

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

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

### **Procedures**

1. All RCS Sunday events are to be held between the hours of 1:00 PM – 4:00 PM.
2. All RCS Wednesday evening events/practices will conclude no later than 6:00 PM for 11th & 12th grade students and for 10th graders that have completed their Faith Formation. All other RCS evening events/practices on Wednesdays will conclude no later than 5:30 PM.
3. For classes/students not affected by scheduled youth faith formation activities, events and activities may be scheduled outside of these restrictions.
4. Ongoing dialogue and collaboration between school and parish personnel will be necessary to successfully manage/fulfill the expectation of this policy.

Approved 03/07/2017  
Revised 12/14/2021

**POLICY FORMULATION: POLICIES 6000-6999**

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

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

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

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

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

## APPENDIX