

Happy Tuesday - June 9, 2020!

A wise man suggested the Catholic Schools Office move its weekly email to Tuesday, as many pastors are out of the office on Mondays (thank you, Father Doke!). So here is your Tuesday email.

Please take a look at the information included and let me know if you have any questions at all.

Video surveillance/security camera information:

If your school has security cameras and video surveillance in or around your school, please include a policy note in your handbook, and post a notice of their use near the main entrance to your school. Templates for both are located on the Principals' Page. Lucie is working on a list of FAQs for the use of security cameras and videos in general, but the rule of thumb to follow is to place cameras only in common areas where there is no reasonable expectation of privacy. Security cameras should not be used in classrooms, locker rooms, restrooms, etc. If you have any questions at all, please let me know.

Webinar:

DESE and the Department of Health and Senior Services are holding a webinar on Tuesday, June 16 from 11am to noon to discuss school reopening guidelines. The webinar link is

www.livestream.com/modese/school-reopening

The webinar will be recorded and made available to those who cannot attend. (Thank you, Angie Kolb).

Textbook lists: We are still asking for textbook lists as we are looking to put together a 'preferred' textbook list for schools. The first step is compiling a list of what we use now. You can find the form here:

[https://docs.google.com/forms/d/e/1FAIpQLSey57kNlSD_dVHMa-](https://docs.google.com/forms/d/e/1FAIpQLSey57kNlSD_dVHMa-R9a8ziy3kJfs9rVwbayRSMaHABReqqUQ/viewform?usp=sf_link)

[R9a8ziy3kJfs9rVwbayRSMaHABReqqUQ/viewform?usp=sf link](https://docs.google.com/forms/d/e/1FAIpQLSey57kNlSD_dVHMa-R9a8ziy3kJfs9rVwbayRSMaHABReqqUQ/viewform?usp=sf_link). Thank you for your help.

Important note from Paula regarding Paycor:

In order to keep our Paycor Recruiting (Newton) records current, please review your school's job postings and submit job removal requests for jobs that have been filled using the following procedure. Go to <https://diojeffcity.org/school-office/> and at the right-hand side of the page click on the blue box labeled "Principals Page". This page is password protected to restrict access to Principals only. You will be asked for a password which is *DJCprincipal*. You will see a section titled **ELECTRONIC FORMS**. This contains JOB POST REQUEST / JOB POST REMOVAL REQUEST forms. The JOB POST REMOVAL REQUEST will electronically submit the necessary information to the Catholic School Office.

If you have teachers from last year that are not returning and have not done so yet, please go to the Principal page on the Diocesan website and fill out a **Separation of Employment** form. You will see a section titled **RESOURCES & FORMS TO DOWNLOAD**. Under that you will see **Contracts and Supporting Hiring Documents**. Click on that and at the bottom of the list you will see **Separation of Employment Form Fillable**. This is the form that should be returned to the Catholic School Office (this is not submitted electronically). This is also where you can find forms that are required to be filled out and submitted to Gala Wolfsmeier in the section titled **Employment Worksheets from Gala Wolfsmeier**.

On your radar:

Soon you all will receive a revised Schools Policy addressing Safe Environment, with new regulations to follow. In a nutshell, all elementary parents will need to be VIRTUS trained by the start of the 2021-2022 school year. The rationale for this (beyond doing our very best to keep all our schools safe) is in expecting our parents to be good stewards, they are going to be volunteering their time in some form or fashion. If they are volunteering, they have to be trained. I am sure most of our parents are trained already. Since VIRTUS is available completely online, hopefully, this will not be a hardship for our parents to complete. Again, it will not be required until next school year, but the thought is the more time given to be trained, the better. Please let me know if you have any questions or concerns regarding the new policy.

Testing information:

It is time to start thinking of ordering your testing supplies! The website to order testing supplies is

<https://www.riversideinsights.com/>.

As a reminder, testing dates are:

Testing Dates: October 5 – October 9, 2020

Make-up Dates: October 12 – October 14, 2020

Mailing Dates: On or before October 16, 2020

FACTS Facts:

From Katie Richards:

Here is a FAQ link for our schools using FACTS this year:

https://rwu.renweb.com/Training_Outlines/End_of_Year_Duties_Training_Outline

There are several steps the school will need to complete as the fiscal year ends and the new year begins. This FAQ is pretty self-explanatory and should be easy to follow. Some of you may have already discovered it on the Help Desk. If anyone would like Katie to walk you through all of it, or parts of these tasks, please reach out to Katie and schedule a time.

Current events:

The recent protests inspired by the death of George Floyd and others have encouraged me to look more deeply at myself – my actions, my inactions, my thoughts and beliefs; I am sure it has for you, as well.

As Catholics, we are called to recognize the inherent value of every human being. As Catholic school leaders, we are called to guide our students and their families to be in communion with the Church and one another. As human beings, made in the image and likeness of God, we are called to protect one another; support one another. We owe it to ourselves, and the children we teach, to learn all we can about the world we live in so we may pass these lessons on to our students.

As Catholic school teachers, we teach our students about the intrinsic dignity of every person, and that they are called to do no wrong. But do we ask them, empower them, and call them to actively do what is right?

We, too, are called to do what is right and just. With Bishop McKnight's encouragement, I will be asking you all to help me find ways we can improve what we already do, to make sure we are empowering our students and each other to fight injustice. This will not be a 'program;' this will be us working together to thoughtfully and intentionally enhance who we already are: Catholic educators working to be Christ's hands and feet in this world, teaching our students to be servant leaders.

In closing, I would like to offer the following prayer, which was included at the end of *Open Wide Our Hearts*, the USCCB Bishops' pastoral letter against racism:

Prayer to Overcome Racism

Mary, friend and mother to all, through your Son, God has found a way to unite himself to every human being, called to be one people, sisters and brothers to each other.

We ask for your help in calling on your Son, seeking forgiveness for the times when we have failed to love and respect one another.

We ask for your help in obtaining from your Son the grace we need to overcome the evil of racism and to build a just society.

We ask for your help in following your Son, so that prejudice and animosity will no longer infect our minds or hearts but will be replaced with a love that respects the dignity of each person.

Mother of the Church, the Spirit of your Son Jesus warms our hearts: pray for us.

Amen.

www.usccb.org/racism

Thank you all for everything you do for all of us. I appreciate all your hard work and dedication to Catholic education.

Blessings,

Dr. Erin P. Vader

Superintendent