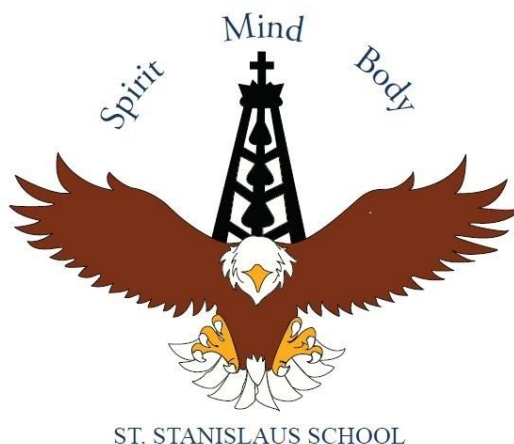


ST. STANISLAUS CATHOLIC SCHOOL
1861 136th Avenue – Hilliards
Dorr, MI 49323
(269) 793-7204

POLICIES OF ST. STANISLAUS CATHOLIC SCHOOL LCAB



Mission Statement

St. Stanislaus School and community are dedicated to academic excellence fostering faith and hope in Jesus and Eucharistic love in spirit, mind and body of every learner.

Revised/reviewed in July 2010
Revised November 2016
Revised October 2018

Approved by Current:

LCAB President:

Church Pastor:

Diocesan Policy Compliance Statement

LCAB Discussion Date:

New / Revised / Reviewed Date:

Policy #: 00-00

Policy: It is the St. Stanislaus LCAB (Local Consultative Advisory Council)'s goal to maintain clear and concise policies that uphold the safety and integrity of its students, staff, and volunteers. If a policy is in question all Diocesan policies supersede St. Stanislaus Policies and will be adhered to. St. Stanislaus LCAB has the right to add to, but not take away from, any Diocesan policy as needed, and appropriate, for child safety and education standards.

Procedure: Any person seeking clarification, in the event of confusion or absence, of any policy should consult the Diocesan Policies.

School administration will make their best effort to be knowledgeable of all current Diocesan Policies and adhere to those policies as required. Any St. Stanislaus Policy that does not comply with Diocesan Policy will be reviewed by the LCAB at the next appropriate meeting.

Policy Location:

Staff Handbook	[x]
Parent Student Handbook	[x]
Community	[]

Does this policy take into the spirit, mind, and/or body of every learner? How?

Yes. By maintaining its policies in compliance with the Diocese, St. Stanislaus focuses on creating a safe learning environment set on achieving high standards for its students, staff, and volunteers.

Mission Statement

LCAB Discussion Date:

New / Revised / Reviewed Date:

Policy #: 00-01

Policy: The St. Stanislaus School mission statement will be annually reviewed with all stakeholders, and be the underlying philosophy of all decisions made at St. Stanislaus School.

Procedure: The mission statement will be used to review or create all policies, programs and activities at St. Stanislaus School. Administrator and leadership team are responsible to facilitate the process of annual review. It will be reviewed annually by staff at first team meeting, LCAB at August

St. Stanislaus School and community are dedicated to academic excellence fostering faith and hope in Jesus and Eucharistic love in spirit, mind and body of every learner.

meeting and presented to whole school community including but not limited to parents, students and parishioners in the fall of each year

Policy Location:

Staff Handbook	<input type="checkbox"/>
Parent Student Handbook	<input type="checkbox"/>
Community	<input checked="" type="checkbox"/>

Does this policy take into the spirit, mind, and/or body of every learner? How?

Yes. By annually reviewing the mission statement and using it to create all policies, programs and activities, St. Stanislaus focuses on creating a safe learning environment set on achieving high standards for its students, staff, and volunteers.

Section I: Tuition and Enrollment

Tuition

LCAB Discussion Date:

New / Revised / Reviewed Date:

Policy #: 01-01

Policy: Tuition will serve as a major source of revenue for the school and will be charged according to the rate set by the Board of Education. Parents, wishing to enroll children in St. Stanislaus School, must agree to the tuition payment guidelines set by the LCAB before admission of their children, into the school, will be allowed. (Diocese of Kalamazoo Policy #3200-P, #3205)

Procedure: The LCAB members will evaluate and set the tuition scale at the January meeting every year. Any tuition reduction programs will also be reviewed and approved at this time as well. Parents will be notified of any changes to the tuition rate.

Policy Location:

Staff Handbook	[]
Parent Student Handbook	[x]
Community	[x]

Does this policy take into the spirit, mind, and/or body of every learner? How?

Yes, the tuition policy is set in place to ensure the school has the financial means to provide staff, educational materials, and other necessities required to engage students in a safe and healthy spiritual learning environment.

Tuition Payment

LCAB Discussion Date:

New / Revised / Reviewed Date:

Policy #: 01-02

Policy: As to registration at St. Stanislaus School, all outstanding tuition and book rental payments must be paid in full by August 1st of the past school year. If the aforementioned payments cannot be paid by the August 1st date, arrangements for payment must be made with the pastor of St. Stanislaus Church or by the LCAB or designee. Only when these arrangements are made will registration be permitted for the next school year.

Procedure:

Payment of Tuition:

1. Tuition will be divided into ten installments. Installments are due on the 10th of each month beginning in August and every month thereafter through May.
2. Installments may be paid in advance at any time.
3. Should an installment not be received by the due date, the steps for collection of late payments or non-payment will be followed. (Unless arrangements have been made by the LCAB or designee).
4. Should a situation arise in which a family encounters difficulty in keeping their tuition payments current, they should notify the school of their situation. This notification should be made prior to the date on which the payment is due.

Steps for Collection of Late Payments or Non-Payment:

1. Should an installment not be received by the due date, a reminder card will be sent informing the parent(s) that the tuition installment has not been received.
2. If after two weeks an installment has not been received, a letter will be sent to the parent(s) requiring them to either make the installment or contact the school to set up an appointment to explain why the installment has not been made. It will be the responsibility of the parent(s) to contact the school to discuss their tuition account.
3. If after three weeks the requirements mentioned in Step #2 have not been met, the parent(s) will be contacted to discuss their tuition obligation and family needs.
4. If after four weeks no response from the parent is received, the student will be suspended from school and not be allowed to attend class until the tuition payment situation has been resolved.
5. If after six weeks no attempt is made by the parent(s) to make arrangements for their tuition obligation, the student(s) will not be allowed back to the school.

Policy Location:

Staff Handbook	<input type="checkbox"/>
Parent Student Handbook	<input checked="" type="checkbox"/>
Community	<input type="checkbox"/>

Does this policy take into the spirit, mind, and/or body of every learner? How?

Yes, this policy provides flexible payment opportunities, if needed, for all parents and students that wish to enroll at St. Stanislaus while ensuring that the school can fulfill their financial obligations in order provide students with a safe and healthy spiritual learning environment.

Student Registration Guidelines

LCAB Discussion Date:

New / Revised / Reviewed Date:

Policy #: 01-04

Policy: In order to ensure that student enrollment is conducted in a systematic fashion both meeting the the needs of the students as well as complementing other school procedures, the following registration guidelines have been approved by the St. Stanislaus LCAB of Education.

Procedure:

1. Enrollment of current students for the next school year will begin during Catholic Schools Week t of the school year in session. Enrollment of new students will begin on February 15th of the school year in session. Current students who are not enrolled before the beginning of new student registration, February 15th will lose their standing and be subject to the enrollment requirements of new students.
2. All enrollment applications must be sent to the school via the United States Postal Service. The postmark date on the envelope containing the application will serve as the official application date.
3. Enrollment applications will not be processed if the student's family is not in good standing with the tuition payment program.
4. It may become necessary, because of the number of students seeking placement into a particular class (grade), to limit enrollment into that class (grade). Such an action will be taken to preserve the proper learning environment needed in the classroom.
5. Should it become necessary to limit enrollment to a particular class due to size limits, the following criteria will be used to decide admission into any particular class (grade):
 - a. Admission to the class is on a first come first serve basis.
 - b. Should applications be postmarked on the same day requesting admission into a class (grade) which has enrollment suspended due to class (grade) size, the following priority list will be used:
 - i. The student has other brothers or sisters in the school or attended St. Stanislaus School last year.
 - ii. The student is a member of St. Stanislaus Parish or Sacred Heart Parish.

Policy Location:

Staff Handbook	<input checked="" type="checkbox"/>
Parent Student Handbook	<input checked="" type="checkbox"/>
Community	<input type="checkbox"/>

Does this policy take into the spirit, mind, and/or body of every learner? How?

Yes, this policy and procedure is broad enough to allow all learners to enroll in St. Stanislaus School.

T.R.I.P. (Tuition Reduction Incentive Program)

LCAB Discussion Date:

New / Revised / Reviewed Date:

Policy #: 01-05

Policy: T.R.I.P. is a program that allows Parents and Families of students to receive a percentage of money spent at specified participating locations toward their tuition, to support specific classrooms and/ or CCD program. Since this is a rebate program, a family could request to cash out their funds with approval from the pastor. (Diocese of Kalamazoo #3205)

Procedure:

1. This program is maintained by 2 Chairpersons (volunteers) who oversee the implementation of it from entering, processing and distributing orders to keeping updated family and vendor files. TRIP operates year round, including summer months. The TRIP program is a non-salaried position.
2. Candidates interested in becoming a TRIP coordinator as openings arise will be asked to submit an interest request to LCAB.
3. The money accumulated in the account from the 10% handling fee is used to offset shipping, materials needed for the program to function (envelopes, labels, misc. supplies) and necessary updates or upgrades in equipment. Any additional funds in the TRIP account from this 10% is spent, disbursed or transferred at the discretion of the LCAB.
4. TRIP coordinators spend excessive amounts of time and funds on the program (i.e.: gas to pick up local certificates) and are reimbursed for tracked milage each quarter with gas cards at the same time as the payout and include it in the quarterly report to the LCAB.
5. It is required that a TRIP overview be given quarterly to LCAB; preferably at a time to coincide with TRIP quarterly payouts. Information given will be appropriate financial reports, changes or issues with the program, and other information as requested by LCAB.

Policy Location:

Staff Handbook	<input checked="" type="checkbox"/>
Parent Student Handbook	<input checked="" type="checkbox"/>
Community	<input type="checkbox"/>

Does this policy take into the spirit, mind, and/or body of every learner? How?

Yes. This allows parents and families of students additional sources of funds to invest in their child's education at St. Stanislaus school.

Section II: Staff

Substitute for Health Coverage

LCAB Discussion Date:

New / Revised / Reviewed Date:

Policy #: 02-01

Policy: Per an agreement between Blue Cross of Michigan and the Michigan Catholic Conference (MCC), a school employee who works a minimum of twenty (20) hours per week and whose position does not have a foreseeable end, are eligible for the single health care coverage offered by the hiring unit. (Two months off during the summer does not constitute a “foreseeable end”.) The employee’s financial responsibility as to his / her cost in regard to a co-pay (if any) for this coverage is determined by the hiring unit. All employees on an equal basis within a unit must be treated equally in regard to any co-pays for medical coverage, i.e. employees who work twenty hours per week may be pro-rated a different co-pay than those who work thirty hours per week. (Diocese of Kalamazoo #4145-P)

For those qualifying employees electing to not take Health Benefits a \$100 a month stipend is awarded.

Procedure:

Policy Location:

Staff Handbook	<input checked="" type="checkbox"/>
Parent Student Handbook	<input type="checkbox"/>
Community	<input type="checkbox"/>

Does this policy take into the spirit, mind, and/or body of every learner? How?

Yes, as staff members are learners the allocation allows for them to have health benefits as well as compensation where appropriate.

Maternity Leave Policy

LCAB Discussion Date:

New / Revised / Reviewed Date:

Policy #: 02-02

Policy: Staff will be granted maternity leave upon birth of a child, or doctor ordered prelabour rest.

Procedure: Staff may use up to thirty accumulated sick days. Benefits will continue during this time. After accumulated sick days are used, benefits will continue based on a signed doctor’s release for duration of contract school year. Salary will not continue after accumulated sick days are used up. #4148-P)

Policy Location:

Staff Handbook	<input checked="" type="checkbox"/>
Parent Student Handbook	<input checked="" type="checkbox"/>
Community	<input type="checkbox"/>

Does this policy take into the spirit, mind, and/or body of every learner? How?

Yes. This ensures that staff are taken care of during their time with their newborn, but also allows the school to maintain an annual budget while paying a long term substitute during maternity leave.

School Administrator Contract-Renewal/Non-renewal

LCAB Discussion Date:

New / Revised / Reviewed Date:

Policy #: 02-03

Policy: The school administrator contract is issued for a duration of no longer than one year. The advisory body with the consent of the Pastor or priest representative expressly reserves the right to renew or not to renew the contract at the end of the contract year. If the the advisory body, pastor or priest representative wish to renew the contract, they are responsible for offering a new contract for the next contract year.

Procedure: The advisory body, pastor or priest representative will issue administrator contracts for a contract period of no longer than one year.

If the advisory body, pastor or priest representative wish to renew the contract for the next contract period, a new contract shall be offered no later than ninety calendar days prior to the expiration of the current contract.

Prior to issuing a new contract the advisory board will determine increases in salary of the school administrator.

The school administrator must be notified of non-renewal of contract in writing by the advisory body, pastor or priest representative, at least ninety calendar days prior to the termination of contract.

Policy Location:

Staff Handbook	<input checked="" type="checkbox"/>
Parent Student Handbook	<input type="checkbox"/>
Community	<input type="checkbox"/>

Does this policy take into the spirit, mind, and/or body of every learner? How?

Yes, as staff members are learners the allocation allows for them to have an appropriate contract in place as well as compensation where appropriate.

Teacher Contracts

LCAB Discussion Date:

New / Revised / Reviewed Date:

Policy #: 02-04

Policy: Teacher contracts are issued for the duration of no longer than one year. The school administrator expressly reserves the right to renew or not to renew the contract at the end of the contract year. If the school administrator wishes to renew the contract he/she is responsible for offering a new contract for the next contract year.

Procedure: The school administrator will offer contracts for a contract period of no longer than one year.

If the school administrator shall offer a new contract for the next contract period, a new contract shall be offered no later than sixty calendar days prior to the expiration of the current contract.

A teacher must be notified of non-renewal of contract by the school administrator at least sixty calendar days prior to the termination of contract.

All teachers should notify the current administrator by April 1st of the school year with a letter of intent to return for the next year. The administrator should update the LCAB in the April meeting with the status of all staff that is returning. (Diocese of Kalamazoo #4112.6)

Policy Location:

- Staff Handbook
- Parent Student Handbook
- Community

Does this policy take into the spirit, mind, and/or body of every learner? How?

Yes, as staff members are learners the allocation allows for them to have an appropriate contract in place as well as compensation where appropriate.

Section III: Students

St. Stanislaus School Dress Code

LCAB Discussion Date:

New / Revised / Reviewed Date:

Policy #: 03-01

Policy: Although the manner of dress is not the most important aspect of the education program, a regulated dress code, which has many desirable aspects, is required at St. Stanislaus at all grade levels. However, the school administrator shall be the judge on any style of dress that is questionable.

Procedure:

Dress code will be reviewed by the administrator yearly and published in the Parent/ Student Handbook and the Staff Handbook.

Policy Location:

- Staff Handbook
- Parent Student Handbook
- Community

Does this policy take into the spirit, mind, and/or body of every learner? How?

Yes. The dress code eliminates clothing of questionable content from day to day concern allowing teachers and students to focus on the academic aspects that promote continued education.

Student Exposure to the Elements

LCAB Discussion Date:

New / Revised / Reviewed Date:

Policy #: 03-04

Policy: The Principal, or designated staff member (DSM), shall make every effort to protect the students from exposure to adverse weather conditions that may present a threat to their well-being.

Procedure: The Principal, or DSM, will evaluate the weather upon time of activity for the following conditions:

- Lightning
- High Winds
- Rain
- Temperatures below 32 degrees

If weather meets any of these conditions the Principal, or DSM, will postpone or cancel the activity. Rescheduling the activity will be determined by the Principal or DSM as well.

Policy Location:

- Staff Handbook
- Parent Student Handbook
- Community

Does this policy take into the spirit, mind, and/or body of every learner? How?

Yes, there can be increased risk of injury to students due to adverse weather conditions.

Section IV: Extracurricular Activities

Attire at Extracurricular Functions

LCAB Discussion Date:

New / Revised / Reviewed Date:

Policy #: 04-02

Policy: Student(s) who participate in functions at St. Stanislaus such as dances, working at fundraisers, going on field trips, etc. will be required to dress in an appropriate manner. Parents and students will be held responsible for using their best judgement when representing St. Stanislaus School.

Procedure: Clothing that is deemed inappropriate for such events would be short skirts, short shorts, revealing tops, torn or soiled clothing, and/or shirts containing vulgar language with reference to drugs, tobacco, alcohol, or sex.

Any students in violation will be asked to remove or cover inappropriate clothing. If this is not possible parents will be called to bring appropriate clothing for the event. If appropriate clothing is unavailable student(s) will be asked to leave the event.

All local schools that would possibly have students attending dances at St. Stanislaus School will be informed of what kind of apparel is expected.

Policy Location:

- Staff Handbook
- Parent Student Handbook
- Community

Does this policy take into the spirit, mind, and/or body of every learner? How?

Behavior at Extracurricular Functions

LCAB Discussion Date:

New / Revised / Reviewed Date:

Policy #: 04-03

Policy: Student(s) will be expected to maintain behavior becoming of a student at St. Stanislaus School. Parent(s) and student(s) will be responsible for using their best judgment while attending an event at St. Stanislaus.

Procedure: Student(s) engaging in disruptive, non-respective behavior will be asked to leave.

Policy Location:

- Staff Handbook
- Parent Student Handbook
- Community

Does this policy take into the spirit, mind, and/or body of every learner? How?

Student Athlete/Extracurricular Activity Eligibility

LCAB Discussion Date:

New / Revised / Reviewed Date:

Policy #: 04-04

Policy: Student athletes are required to maintain a grade point average, GPA, of no less than a “C” in order to participate in sports and or extracurricular activities at St. Stanislaus.

Procedure: If at the end of a trimester period a student falls below a GPA level of “C,” they will no longer be eligible to participate in sports or extracurricular activities at St. Stanislaus. If at any time during the following trimester period the student raises his or her GPA to a “C” or higher the student will then be eligible for participation.

Policy Location:

Staff Handbook	<input checked="" type="checkbox"/>
Parent Student Handbook	<input checked="" type="checkbox"/>
Community	<input type="checkbox"/>
Athletic Handbook	<input checked="" type="checkbox"/>

Does this policy take into the spirit, mind, and/or body of every learner? How?

Yes. It is important that St. Stanislaus maintains high academic standards for its students as well as its student athletes. The teamwork and physical conditioning are important, education is the cornerstone to a child’s foundation and St. Stanislaus is dedicated to maintaining its standard of academic excellence.

Sports and Extracurricular Activity Code of Conduct

LCAB Discussion Date:

New / Revised / Reviewed Date:

Policy #: 04-05

Policy: Representatives of St. Stanislaus, coaches, assistant coaches and athletes, must represent the school with honor, integrity, and respect. Sportsmanship and conduct becoming of a student at St. Stanislaus is paramount, and should be achieved at all times.

Procedure: All inappropriate behavior will be subject to suspension or removal from the team by the administrator, upon review and evaluation of the incident in question.

Policy Location:

Staff Handbook	<input checked="" type="checkbox"/>
Parent Student Handbook	<input checked="" type="checkbox"/>
Community	<input type="checkbox"/>

Does this policy take into the spirit, mind, and/or body of every learner? How?

Yes. This policy explains a standard of conduct that allows students to safely and respectfully participate in athletics or extracurricular activities without fear of disruption.

Coaching/Mentorship Requirements

LCAB Discussion Date:

New / Revised / Reviewed Date:

Policy #: 04-05

Policy: All coaches and mentors are subject to an interview, background check, and are required to attend Virtus Training in order to be eligible for coaching or mentorship positions.

Procedure: After conducting an interview, a background check, and Virtus Training, the administrator will decide if the applicant will be allowed to coach or mentor students at St. Stanislaus.

Note: Dates for Virtus Training can be found at virtus.org.

Policy Location:

Staff Handbook	<input checked="" type="checkbox"/>
Parent Student Handbook	<input checked="" type="checkbox"/>
Community	<input type="checkbox"/>

Does this policy take into the spirit, mind, and/or body of every learner? How?

Yes. It is the school's duty to maintain the safety of all students. By having this policy in place it ensures that all coaches and mentors have been thoroughly evaluated in order to maintain that safety.