



ST. ANTHONY OF PADUA
CATHOLIC COMMUNITY
ALL ARE WELCOME

POLICY MANUAL

Revised 2018
Reviewed January 2020

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ADMINISTRATIVE POLICIES - GENERAL

ACCREDITATION POLICY

1.0 Accreditation Policy

1.1 St. Anthony of Padua Catholic School will participate in the MNSAA (Michigan Nonpublic Schools Accrediting Association) accreditation process as determined by the Office of Catholic Schools.

1.2 A yearly analysis of progress will be led by the principal.

1.3 A site review will take place every 5 years.

ADMISSIONS POLICY

1.0 Intent

1.1 It is the intent of St. Anthony of Padua Catholic Community that enrollment is open to all members of the community.

1.2 Priority: In the event that an entry-level classroom (preschool and kindergarten) is approaching the maximum student capacity, the children of parishioners maintain enrollment priority at entry levels and the children of parishioners and non-parishioners who are already attending St. Anthony of Padua School in grades 1-8 retain the priority of their place.

1.3 Placement: A new family seeking enrollment at St. Anthony of Padua School initiates the admissions process by contacting the school, and introductory information is extended. The mission, beliefs, curricular and co-curricular programs are discussed with the parent(s) and a tour of the school and/or classroom visitation are offered.

1.4 Non-discrimination: St. Anthony of Padua does not discriminate on the basis of gender, race, color, or national/ethnic origin in the administration of its policies, or school administered programs or activities.

1.5 Class Placement: Placement decisions will be made in consultation with parents, the child's previous school, and St. Anthony of Padua administrative team.

APPAREL POLICY

1.0 Apparel Policy

1.1 St. Anthony of Padua has the right to limit and deter unlawful use of its:

- Name
- Church logo
- School logo
- Athletic logo

1.2 St. Anthony apparel is designated as either school or athletic apparel.

1.3 Any apparel/wear with a 'St. Anthony' or 'Wildcat' word, insignia or logo must be approved by the Pastor, Principal, or Athletic Director/Boosters president.

1.4 Any athletic apparel that lawfully uses St. Anthony name/logo must be purchased and sold by the St. Anthony Athletic Boosters.

ATTENDANCE POLICY

Regular school attendance represents an essential cornerstone for learning and is based upon a partnership between home and school in promoting responsible attendance habits. The student, the parents/guardians, and the school share responsibility for school attendance. Students are expected to attend class regularly and to be on time. Continuity in the learning process is seriously disrupted by excessive absences or tardies.

Regular attendance, punctuality, self-discipline and responsibility are important educational goals that are directly related to success in future educational pursuits and employability.

1.0 General Guidelines and Expectations

1.1 Student absences should be limited to no more than 12 per year.

1.2 Absences of more than two days due to illness must be verified by a doctor's statement.

1.3 In extreme cases, the Kent County Truancy Officer may be consulted about frequent absences.

1.4 In all cases, the administration, in consultation with the pastor, has the right to make determinations about attendance.

1.5 Skipping class is an unexcused absence and will result in suspension.

1.6 Attendance in classes all day on the day of an extracurricular event is required for participation in the event unless permission is secured from administration.

1.7 Vacations during the school year are not encouraged (see section 5.0).

1.8 In general, students will have one day for every day missed to make up work.

1.9 In the event of an absence, the responsibility for making up school work rests with the student.

2.0 Absences

2.1 An absence occurs when a student misses more than 15 minutes of any class.

3.0 Excused Absences

Excused absence – is one that is excused by both the parent and the school office. Excused absences usually fall into one of the following categories: illness, death in the family, prior permission, approved family vacation, family emergencies, and appointments.

3.1 If a child is absent, a parent or guardian must call the school office within **one-half hour after the start of school** each day of the absence.

3.2 The school office is responsible to contact all parents or guardians who do not contact the office within one-half hour of the start of school.

3.3 The child will be allowed a reasonable time (as determined by the individual teacher) to make up all missed work (See 1.10).

3.4 Student work may be requested and picked up in the office after school that day or the day the student returns.

3.5 In the event of excessive absences, parent(s) and student shall meet with the principal to determine the appropriate course of action. Also to be determined is the amount of schoolwork that needs to be completed and the timeframe for doing so.

3.6 Student/parent-initiated absence from class 12 times per year will result in an administrative review and an attendance contract. The school will give written notification to the student and parent after the 5th absence. Excessive absences will result in a loss of credit for the class(es). Violation of the compulsory school

attendance laws will result in parental contact and referral to KISD for legal action.

4.0 Unexcused Absences

Unexcused absences are absences without permission or excuse, such as the following: skipping, leaving early, or absence without parent or doctor excuse.

4.1 In the event of an unexcused absence, parent(s) and student shall meet with the principal to determine the appropriate course of action.

4.2 In the event of excessive unexcused absences, parent(s) and student shall meet with the principal to determine the appropriate course of action. Also to be determined is the amount of schoolwork that needs to be completed and the timeframe for doing so.

4.3 Student/parent initiated absence from class 12 times per year will result in an administrative review and an attendance contract. The school will give written notification to the student and parent(s) after the 5th absence. Excessive absences will result in a loss of credit for the class(es). Violation of the compulsory school attendance laws will result in parental contact and referral to the KISD for legal action.

5.0 Pre-arranged Absences (not involving illness or emergency)

5.1 The parent must submit a written note prior to the pre-arranged absence to the school office and each of the applicable teachers one week in advance.

5.2 Complete absence contract one week in advance.

5.3 Once an absence contract is completed, it is signed, returned to parents and a copy is kept on file (see appendix attached).

5.4 All work requested and given before the absence must be completed and handed in within 24 hours of the student's return to school.

5.5 The student will be given one full day for each school day missed to make up all other work.

5.6 Teachers are not required to provide assignments in advance.

5.7 If a conflict arises, the parent must contact the principal.

6.0 Appointments

6.1 A parent or guardian must submit written notice to the teacher on the day of the appointment.

6.2 The teacher must notify the school office about which student and the time of pick-up.

6.3 Parent(s) should report to the school office to pick up and sign out students.

7.0 Consequences for Absences

1st - 4th offense recorded

5th offense parent notification letter

More than 5 parent conference

CELEBRATION POLICY

1.0 School Parties

1.1 Parties must be scheduled with the classroom teacher and are organized with the help of the room parents.

1.2 At the teacher's discretion, parents may be invited to attend.

1.3 School parties are routinely held for Halloween, Christmas, and Valentine's Day.

2.0 Birthday Celebrations

2.1 Parents may send an appropriate treat (excluding gum and pop) for a student's birthday.

2.2 The student celebrating his/her birthday may either dress up or dress down.

2.3 Children with summer birthdays are encouraged to celebrate their birthday either at the 6-month date or towards the end of the school year, with the teacher's permission.

2.4 Consideration should be given to students in the classroom/grade with food allergies.

CLASS SIZE POLICY

1.0 General Class Size Policy

1.1 Each class 1-8 at St. Anthony School should have no more than 26 students.

1.2 Each Kindergarten class at St. Anthony School should have no more than 24 students.

1.3 Each 4-year-old preschool class at St. Anthony School should have no more than 18 students.

1.4 Each 3-year-old preschool class at St. Anthony School should have no more than 16 students.

1.5 Deviations from these class size policies may be necessary, as determined by the school principal and Pastor.

1.6 Teacher aides will be utilized in preschool when enrollment is over 10 students for 4 year old preschool and over 8 students for 3 year old preschool, as licensing requires.

CODE OF CONDUCT POLICY

1.0 Code of Conduct Policy

1.1 St. Anthony of Padua School discipline expectations and code of conduct are located in the Family Handbook.

1.2 School Discipline is governed by the Education in Virtues rubric to govern student behavior, which can be found in the Family Handbook.

1.3 The discipline rubric is reviewed each year by teachers and administration.

CRISIS INTERVENTION POLICY

1.0 Existence of Crisis Team

1.1 St. Anthony of Padua School shall have a trained crisis intervention team, which shall include, but is not limited to, the pastor, school principal, two staff members and two parishioners.

1.2 The team will be provided professional development in crisis response.

1.3 The team will be led by the Pastor and principal.

1.4 The School Emergency Manual is located in all of the classrooms and should be followed in times of crisis.

1.5 The staff reviews the Emergency Manual each August at teacher professional development meetings.

DRESS CODE POLICY

1.0 General

1.1 Students shall follow the dress code as published in the Family Handbook.

2.0 Enforcement

1.2 The administration shall have the authority to enforce the dress code by such means as it deems appropriate and necessary under the circumstances.

ENROLLMENT POLICY

1.0 General

1.1 St. Anthony of Padua Parish is committed to providing a Catholic elementary education for its parishioners.

1.2 St. Anthony of Padua Parish may enroll non-parishioners and non-Catholic families as space allows.

1.3 St. Anthony of Padua Parish strives to implement its enrollment policies in a fair and consistent manner.

2.0 Enrollment Priorities

St. Anthony of Padua School shall have criteria for priority in enrollment of students.

2.1 Students who are currently enrolled and whose families are current on their tuition accounts will be given first priority.

2.2 Children whose siblings are currently enrolled shall be given next priority, beginning with families enrolled the longest.

2.3 Children of parishioner families with no current children enrolled shall be given next priority, beginning with those parishioner families registered and active in the parish the longest.

2.4 Children in parishes which do not have a Catholic school shall be given next priority, beginning with those registered and active in their parish the longest.

2.5 All others shall be, on a “first come/first served” basis, provided that their motivation is consistent with Catholic ideals.

3.0 Age Requirements

3.1 To begin school as a preschooler in either the three or four year old programs, the child must be three or four respectively by the day school begins.

3.2 To begin school as a kindergartener, a child must be five (5) years old on or before the date specified by the State of Michigan Department of Education (currently September 1st).

3.3 The State of Michigan Department of Education allows parents of students turning 5 after September 1st, but before December 1st, to petition to start kindergarten before age 5.

4.0 Enrollment Process

4.1 A physical examination, within a year prior to the first day of school, is required and all required immunizations must be completed. In addition, for registration to be considered complete, ALL registration forms must be completed and submitted, such as;

- Acceptable Use Policy
- Birth Certificate
- Health Form
- Media Release Form
- Parish Support Form
- Smart Tuition Form
- Student Data Form

4.2 A non-refundable fee is paid at the time of registration. Enrollment is not finalized until the fee is received and all paperwork is accepted by the parish office.

5.0 Enrollment Exceptions

5.1 Enrollment in pre-school shall not automatically provide enrollment to kindergarten. Children registering for kindergarten shall be enrolled according to the criteria 2.1 (2) - (5) above.

5.2 St. Anthony students attending Blandford/Museum/Zoo School will have placement reserved for one school year.

5.3 As a general practice, St. Anthony does not accept in-city transfers for 8th grade.

EXCEPTIONS POLICY

1.0 Occasional deviations from policies:

1.1 Occasional deviations from policies may be made at the discretion of the principal in consultation with the Pastor.

FAMILY HANDBOOK POLICY

1.0 Handbook Policy

1.1 The St. Anthony of Padua School Family Handbook will be updated annually by the principal.

1.2 Parents will be provided with access to the Family Handbook at the beginning of each school year and on the school website. School parents will be asked to sign and return a signature sheet each year indicating they have received and reviewed the family handbook.

FIELD TRIP POLICY

1.0 Field Trip

1.1 Field trips or community service projects should be learning experiences and should enhance the lessons of the classroom (e.g., to places of cultural, educational or religious significance).

1.2 The school principal, in consultation with the faculty, will determine the appropriateness of each field trip or community service project.

GRADE CHANGE POLICY

1.0 Grade Changes

1.1 If a parent has a question about a student's quarter grade, an inquiry may be made to the teacher.

1.2 Should the matter not be resolved satisfactorily, the grade may be appealed.

1.3 Quarter grades are subject to written appeal by the parent and/or student for grade change within two weeks of the posting of report cards.

1.4 Appeals are directed to the school principal.

1.5 The school principal, in consultation with the faculty members, will approve or deny the appeal.

GRIEVANCE POLICY

1.0 Grievance Policy

The grievance procedure for students at St. Anthony of Padua School is as follows:

1.1 Student and parent(s) should meet with the teacher/coach involved.

1.2 If the matter is not resolved, the student and parent(s) should meet with the principal and/or athletic director.

1.3 If the matter is not resolved, the student and parent(s) should meet with the Pastor.

1.4 If the matter is not resolved, as a final step, the student and parent(s) may present the issue to the Superintendent of Catholic Schools in the Diocese of Grand Rapids.

IMMUNIZATION POLICY

1.0 Immunization Policy

1.1 In order to attend St. Anthony of Padua School, every student must have a record of immunizations or immunization waiver on file in the school office.

1.2 To meet state requirements, a listing of required immunizations is located on the school website.

INITIATING or REVISING POLICY

1.0 Initiating Policies

1.1 A new policy may be requested by parents, staff, or students of St. Anthony School.

2.0 Revising Policies

2.1 A policy revision may be requested by parents, staff, or students of St. Anthony School.

3.0 Process for Initiating or Revising Policies

3.1 An idea for a new policy goes to the Principal.

3.2 A draft of the policy is created (making sure it does not conflict or contradict any current Diocesan or school policy.)

3.3 The draft is brought to the Board of Directors for a first reading.

3.4 The following month it is brought again to the Board of Directors to have a final vote for approval.

INVENTORY POLICY

1.0 Inventory

1.1 The school principal will ensure the maintenance of an accurate annual inventory of the following:

- Books
- Keys
- Furniture and Equipment
- Special Materials
- Technology

1.2 A copy of the inventories will be kept in the Google Drive.

LOCKER POLICY

1.0 Locker Use Policy

1.1 Students are assigned a locker and potentially a locker partner at the beginning of the school year. Students are expected to treat the property of the school with respect at all times.

1.2 Students are not allowed to open or use the locker of another student.

1.3 Lockers may be inspected at any time by St. Anthony of Padua staff members.

2.0 Locker Decorations

Lockers must be cleaned out before the end of the school year. Cleaning of the locker involves the removal of all print materials, decorative items, as well as adhesive and adhesive residue.

2.1 Exterior Decorations

2.1.1 All student locker decorations have to be approved by the administrator. Locker decorations are limited to special activities (such as birthdays) or school-related events.

2.1.2 When approved, items will be dated and can then be displayed for a maximum one week period.

2.1.3 Items should be hung with approved adhesive materials (blue poster putty or painters tape).

2.1.4 An appropriate time for decorating the locker should be arranged with the teacher or principal.

2.2 Interior Decorations

2.2.1 Locker occupants may decorate the inside of the locker.

2.2.2 Items should be hung with approved adhesive materials.

2.2.3 Teachers will perform periodic locker checks.

2.2.4 Internal decorations should be in good taste and appropriate for the standards of a Catholic school.

2.2.5 Internal decorations may be hung for the duration of the school year.

MARKETING POLICY

1.0 Marketing Policy

1.1 St. Anthony of Padua School will have a Marketing Committee.

1.2 The school Marketing Committee will develop a three to five year marketing plan.

1.3 As a part of the plan, the school will develop print and digital materials.

1.4 The school will follow Diocesan guidelines and recommendations, as well as professional best practices

MEDIA POLICY

1.0 Media Policy

1.1 To protect the privacy of St. Anthony of Padua children and families, no images of individuals under the age of 18 may be used without the consent of a parent or guardian. All families will complete and return a Media Release form.

1.2 The school principal may at his/her discretion approve a promotional activity that utilizes students if it would further the work of the school, a non-profit community-wide service agency, or if it would promote activities in the general public interest. The school must have written parental consent for students images to be used.

1.3 Paid political advertisements may not be posted on St. Anthony property or allowed to be distributed on campus.

MOVIE POLICY

1.0 Ratings for Movies in School

1.1 G-rated movies are allowed to be shown to children during school hours at St. Anthony of Padua School. Any variance to this policy needs to receive principal approval.

SCHOOL CALENDAR POLICY

1.0 School Calendar Policy

1.1 The school principal is responsible for the school calendar.

1.2 The school will follow the Diocesan School calendar, as required.

1.3 In the event the school needs to make a calendar change. the principal must submit a variance request and await Diocesan approval of said request.

1.4 Calendars will be developed to provide adherence to expectations that satisfies Diocesan and State of Michigan requirements each school year, including days and/or hours of instruction.

SCHOOL CLOSING POLICY

1.0 Inclement Weather

1.1 St. Anthony of Padua School will close when the Grand Rapids Area Diocesan Catholic Schools close and/or delay.

1.2 St. Anthony of Padua School will close when any three of the following five public school districts close and/or delay.

- Allendale Public Schools
- Coopersville Public Schools

- Grandville Public Schools
- Grand Rapids Public Schools
- Kenowa Hills Public Schools

The pastor and/or principal have the discretion to make decisions contrary to the policy if deemed necessary.

SPORTS POLICY

1.0 Philosophy

Any student participating in athletics and representing St. Anthony of Padua School must exemplify good character and Christian behavior.

2.0 Goals of Sports Participation

St. Anthony of Padua School believes that sports programs can enhance the formal education of the student by teaching lessons such as goal setting, teamwork, commitment, decision making, and critical thinking.

STUDENT USE OF SOCIAL MEDIA POLICY

1.0 Student Use of Social Media

1.1 All St. Anthony of Padua students are prohibited from using social media to: harass, bully, intimidate, or incite fellow St. Anthony students, as well as students and adults from other schools. (See Student Dignity Policy)

1.2 Students who use Twitter, Facebook, Snapchat, Instagram or other social media platforms to engage in inappropriate communications will be strongly punished. The fact that these communications occur outside of the school day has no bearing if they refer to our school, or any school, student or school-related event. It is widely known that students frequently use names and #accounts that are not name specific – in talking with all parties involved, if the sender can be determined, a consequence will be levied.

1.3 Potential consequences include: suspension from school, suspension from participating in athletics or other extra-curricular events.

The administrator has the discretion to review any questions relating to this policy.

STUDENT CONDUCT

1.0 Discipline Code

1.1 St. Anthony of Padua School shall have a code of general school rules governing conduct and discipline.

1.2 The general school rules shall be provided to each St. Anthony of Padua School family at the beginning of each school year.

1.3 Implementation and follow-through of the general school rules shall be the responsibility of the principal and school staff.

2.0 Detention, Suspension, and Expulsion

2.1 The St. Anthony of Padua School principal shall have the power to suspend or expel students for serious misconduct, or to provide for after-school disciplinary detention.

3.0 Serious or Ongoing Discipline Problems

3.1 Documentation of serious or ongoing discipline problems should be maintained by the principal in the school office and communicated to the parents.

USE OF ELECTRONIC EQUIPMENT POLICY

1.0 Electronic Equipment

1.1 Electronic equipment: the use of personal electronic or battery powered devices such as, but not limited to, pagers, cell phones, smart phones, radios, games, iPods, iPads, cameras, MP3, smart watches etc., is prohibited in the school building or grounds during the school day.

1.2 Such items will be given to the principal and can be reclaimed after parent notification and by paying a \$20.00 fee. Confiscated items will be returned to a parent.

1.3 Students who need to use this equipment for a class or activity should receive permission from their classroom teacher or administrator.

1.4 The principal has the discretion to review any questions relating to this policy.

VOLUNTEER POLICY

1.0 Volunteer Policy Requirements

1.1 St. Anthony of Padua School, as a member of the Diocese of Grand Rapids, will require volunteers who work alone with students to complete the following prior to working with students:

1.1.1 Complete written volunteer application to be kept on file.

1.1.2 Submit to a criminal background check.

1.1.3 Attend “Protecting God’s Children”/Virtus training session.

1.1.4 Sign the documents “Code of Ministerial Behavior”/ “Standards of Ministerial Behavior”.

1.1.5 Read, sign, and follow the St. Anthony Child Abuse Policy.

1.2 Adherence to these requirements will be necessary to work in our parish programs.

WEATHER WATCH POLICY

1.0 Weather Watch Policy

1.1 St. Anthony of Padua School will use the Child Care Weather Watch Chart developed by the National Weather Service to determine conditions for children to play safely outdoors.

1.2 The Wind-Chill Index will take into account air temperature and wind speed, while the Heat Index will consider temperature and relative humidity.

1.3 St. Anthony students will stay indoors when the weather watch charts indicate conditions are dangerous for outdoor activity.

1.4 A color chart is located in the Staff Handbook and in the main office.

ADMINISTRATIVE- SAFETY POLICIES

BLOODBORNE PATHOGENS

In compliance with federal regulations, each school will develop and have on file a control plan for exposure to bodily fluids.

All school employees of St. Anthony of Padua School, who could reasonably come in contact with bodily fluids while performing their job, must follow the safety precautions outlined below.

1.0 Training and Documentation

1.1 Every school staff member is required to review the Bloodborne Pathogens training video at least one time per calendar year.

1.2 If at all possible, the principal will schedule the video for a regularly scheduled staff meeting. Any employee missing the meeting will be expected to view the video on their own within a week of the showing.

1.3 After viewing the video, each staff member will provide a written statement to the principal that he/she has viewed the video.

1.4 The principal will keep a log of training dates in the office.

2.0 Personnel Protection

2.1 At the beginning of each school year, all employees will be given latex gloves to be kept in their area of the building.

2.2 Extra sets of gloves will always be available in the office.

2.3 If at all possible, employees are asked to contact the maintenance department to clean up bodily fluid spills.

2.4 The maintenance staff (or other employee if a maintenance staff member is not available), must follow the procedures listed below:

1. Put on disposable gloves and face shield immediately.
2. Completely cover the material with chlorinated absorbent compound.
3. When the spill is in semi-solid form, use the pick-up shovel to put the congealed fluid into a bag.
4. Wipe the area with germicidal cleaner.
5. Dispose of all materials in the trash can labeled Bio-Hazardous Waste which is located in the office.

6. Immediately wash hands thoroughly with antibacterial soap and water.

3.0 Reporting

3.1 Report all incidents to the school office on the form located in the office.

3.2 Indicate to the office which supplies must be re-ordered.

CHILD ABUSE

1.0 Child Abuse Policy

1.1 St. Anthony of Padua School and Child Care take matters of child abuse and neglect seriously. In cases where abuse or neglect is observed or suspected, staff members are mandated reporters; therefore, they will immediately call Child Protective Services at 855-444-3911.

1.2 As members of the Diocese of Grand Rapids, our principles and purposes require that we respect and protect individuals of all ages. We will make every effort possible to ensure that no child shall be subjected to sexual, physical, or psychological abuse or neglect while under the supervision of paid or volunteer staff in the parishes, schools, and offices of the Diocese of Grand Rapids. We will guard against abuse or neglect whether at our facilities or at an event which we attend or sponsor.

2.0 Child Abuse Reporting for which Diocese of Grand Rapids is Responsible

2.1 Both the alleged perpetrator and the alleged victim(s) will be responded to in a loving manner.

2.2 If a paid staff person is suspected to be involved in child abuse, he or she will be suspended with pay during the investigation period. If an unpaid staff person is suspected to be involved in child abuse, he or she will be suspended from his or her position during the investigation period.

2.3 Once abuse is suspected, the matter **must be reported** to the Pastor or, in his absence, the person on staff "in charge" (453-8229 x 100). When the leader is the alleged perpetrator, the matter must be reported to the Vicar General of the Diocese of Grand Rapids (243-0491). These reports should happen in addition to calling Child Protective Services.

2.4 The parish, school, or office of the Diocese of Grand Rapids will cooperate fully with governmental agencies.

2.5 The parish, school, or office of the Diocese of Grand Rapids will offer to pay for counseling for the victim and his or her family if it is not covered by insurance.

3.0 Protocol for Reporting Suspected Child Abuse

3.1 If a child reports abuse or neglect, write down the actual words the child uses. The first statement a child makes can be significant to the investigation. Basic information to pay attention to will be: who hurt the child, when it happened, and where (so the proper law enforcement department can be notified). Avoid asking leading questions. ***Do not tell the child that you promise not to tell. Do not promise that you will never let it happen again. You may not be able to keep those promises. Do not contact parents.***

3.2 If a disclosure has not been made but there is reason to suspect abuse or neglect is taking place, report what you see and suspect. Reporters need only enough information to “suspect.”

4.0 Child Protection Law of Michigan

4.1 Teachers, school counselors, administrators, social workers, psychologists, physicians, nurses, law enforcement personnel, regulated child care providers are mandatory reporters (Sec.3(1). **A phone call must be made within 24 hours in cases of suspected child abuse or neglect to Child Protective Services.** The legal responsibility for reporting lies on the individual who has reason to suspect. The individual reporting suspected abuse or neglect can be kept confidential.

4.2 It is important that the person with first-hand knowledge report it. The Protective Service worker taking the call may have questions that can then be answered directly. If more than one person is aware of the disclosure or suspicion, all parties can call together.

4.3 When making a referral, the reporter will provide the full name of the child, child’s age/date of birth, address, parent’s name and address, with whom the child is living, and the name of the alleged perpetrator. The reporter will also be asked to give a description of the abuse or neglect.

4.4 A written report needs to be filed within 72 hours. **Form 3200** is available in the staff handbook or can be filed online at michigan.gov/mdhhs. Child Protective Services will send a follow-up letter with the outcome of the investigation.

REMEMBER THAT FAILURE TO REPORT BY A MANDATED REPORTER CAN RESULT IN A CRIMINAL INVESTIGATION AND POSSIBLE CRIMINAL

CHARGES.

As the undersigned, I have read and understand the above Child Abuse Policy of St. Anthony of Padua School, Preschool, and Child Care. Also, I am aware of the following:

- ***Child abuse and neglect is against the law.***
- ***Caregivers/ staff are required by law to immediately report suspected abuse and neglect to children's protective services.***

Printed Name of Employee

Printed Name of Witness

Signature of Employee

Signature of Witness

Title

Title

Date

Date

LICE

1.0 Identification

1.1 If it is suspected that a child has lice, he/she will be sent to the office for further investigation. Office staff will check the head of the child with a fine tooth comb/toothpick.

1.2 If crawling lice are not seen, but finding nits attached firmly within $\frac{1}{4}$ inch of the base of hair shafts suggests, but does not confirm, the person is infested.

1.3 Nits frequently are seen on hair behind the ears and near the back of the neck. Nits that are attached more than $\frac{1}{4}$ inch from the base of the hair shaft are almost always non-viable (hatched or dead).

1.4 Head lice and nits can be visible with the naked eye, although the use of a magnifying lens may be necessary to find crawling lice or to identify a developing nymph inside a viable nit.

1.5 If no nymphs or adults are seen, and the only nits found are more than $\frac{1}{4}$ inch from the scalp, then the infestation is probably old and no longer active — and does not need to be treated.

2.0 Treatment

2.1 Once St. Anthony of Padua School has been made aware of a family with lice infestation the following actions will take place.

2.1.1 Students in each grade of the infected family will be checked.

2.1.2 In addition, child care populations will be checked if the family is known to have used the school child care program.

2.1.3 If lice are found, each family will be individually and confidentially notified, and handouts from the Kent County Health Department will be shared.

2.1.4 School property will be properly cleaned so that safe use is possible.

3.0 Communication

3.1 Parents of those infected will be notified and treatment will be determined. Students may stay in school until the end of the day if live bugs have not been found. They can return to school once the lice has been treated. Nits may persist after treatment, but successful treatment should kill crawling lice.

3.2 A general letter of communication will inform parents of the school's procedures and when exposure to head lice may have occurred in the school.

MEDICATION ADMINISTRATION

1.0 Medication Administered at School

1.1 To request and authorize school personnel to administer medication to a student, a "*Medication Administration Form and Directions*" must be completed by the parent/guardian and kept on file in the school office.

1.2 The medication must be sent, in its original container, directly from the pharmacy or physician's office and brought to the school by the parent.

1.3 Any medication being returned to a student must be picked up by a parent in the office.

PESTICIDES

1.0 Administration

1.1 Parents must be notified of their right to be advised when pesticide and other chemical treatments will be used on school property.

1.2 St. Anthony of Padua School will send a notice to parents when requested, when pesticides and chemical treatments are used. The school will keep a record of these notifications.

1.3 Every attempt shall be made to do treatments at times when students are not scheduled to be using the building and preferably during school breaks or on weekends when there will be time for any chemicals to dissipate before the return of the students.

SCHOOL SAFETY DRILLS

1.0 Safety Drills

1.1 St. Anthony of Padua School has policies and procedures in place to ensure that all of the federal, state, and local law requirements are met for fire safety, tornado, and lockdowns.

1.2 Drills on the procedures shall be held to familiarize the students with the procedures on the following schedule.

1.3 Some of these drills shall be done during recess, lunch or other times when significant numbers of students are gathered outside of the classroom.

1.4 Fire Drills: Five per school year

1.4.1 Three drills before December 1

1.4.2 Two drills during after December 1, reasonably spaced

1.5 Tornado: Two per school year

1.5.1 One drill in the month of March

1.6 Lock Down: Three per school year

1.6.1 One drill before December 1,

1.6.2 Two after January 1, reasonably spaced

1.7 A log of all drills will be maintained by the principal, and posted on the school website indicating the length of time it took to complete the drill.

STUDENT SAFETY

1.0 Student Safety Policies

1.1 The principal shall develop appropriate procedures to ensure adequate supervision of the students in the buildings and on the playground.

1.2 Staff shall be familiarized with the student safety/supervision policy annually at the beginning of the school year.

1.3 St. Anthony of Padua School has developed an extensive plan for Emergency Procedures and School Safety. This Emergency Manual explains, in detail, the school's planned response to all manner of emergencies.

1.3.1 A copy of the Emergency Manual resides in each school classroom, as well as in the school office, and is updated annually.

EMERGENCIES

1.0 Severe Weather/Tornado Details

1.1 St. Anthony School will follow the bussing policies of the Catholic Secondary Schools concerning severe weather and tornadoes.

1.2 Tornado Watches are issued by the NOAA's SPC, and warnings are issued by local offices of the National Weather Service (NWS).

1.2.1 A tornado watch is issued when conditions are favorable, for example, either for a severe thunderstorm or tornadoes. Students will remain in school. Assigned staff members will monitor the weather reports.

1.2.2 A tornado warning means that severe weather is imminent and is based on specific criteria and existing reports received by the NWS. Students will remain in school and report to their assigned safe areas.

1.3 Parents are asked to not call the school during severe weather. Full cooperation is needed so that school phone lines are available for emergencies.

1.4 Parents are advised not to pick up their children at school during severe weather; however, parents who do come to pick up their children, must report to the school office.

2.0 Fire and Emergency Evacuation Details

2.1 In the rare event of fire or an emergency prohibiting re-entry into the building (such as broken gas or water main, or toxic chemical spill), students will be relocated. If the situation is likely to involve a short wait, students will be moved and isolated to another area of the building. If the situation appears to involve a longer period of time, students will be evacuated to Highland Hills Baptist Church where students can be reunited with their parents.

2.2 The dismissal procedure depends on the situation, but the goal is to keep transportation arrangements as close to normal as possible. Details would be announced via email and local media. Parents are asked to follow the general emergency procedure listed at the end of this section.

3.0 Crisis Team

3.1 St. Anthony School has a trained Crisis Team responsible for systematically and appropriately handling all emergency incidents. The principal and Pastor are the lead members of the Crisis Team.

3.2 The Crisis Team reviews emergency drills and policies at least annually. The Crisis Team and staff members are equipped with procedures for emergency scenarios.

4.0 Emergency Plan for Parents

4.1 Parents are asked to follow this procedure if they are notified of any school emergency:

- **Turn on the radio or television.** School administration will keep media informed of any and all emergency information.
- **Do not call the school.** School telephone lines must be kept open to respond to the emergency.
- **Do not come to school unless requested to pick up your child.** Congestion in the parking lot could prevent emergency vehicles from being able to get to the building.

STUDENT SUBSTANCE ABUSE

1.0 Use or Possession

1.1 The use or possession of alcohol, tobacco, marijuana, vape, or any illegal or controlled substance, as well as, the abuse of any legal substance is prohibited. The above substances cannot be possessed, bought, sold, or consumed on school property, or at any student-oriented event. Parents will be notified immediately if use of these substances is suspected.

1.2 Penalties may be incurred, which could include student suspension or expulsion from school. In certain circumstances, appropriate law enforcement agencies may be contacted.

1.3 St. Anthony of Padua will formulate appropriate procedures to address violations of this policy. (See Employee Substance Abuse Policy for guidelines) St. Anthony of Padua will make appropriate use of substance abuse information and similar materials from federal, state and local health departments and other agencies.

STUDENT DIGNITY/HARASSMENT

1.0 General Policy

1.1 St. Anthony of Padua School expects all students to conduct themselves with dignity and respect for fellow students, faculty, and others. Discriminating against or harassing anyone, including harassment based on sex, race, national origin, disability, religion or other legally protected status, will not be tolerated.

2.0 Sexual Harassment

2.1 Sexual harassment is a violation of Title VII of the Civil Rights of 1964, Title IX of the Education Amendments Act of 1972, and the Michigan Elliot-Larsen Civil Rights Act. Sexual harassment is a form of sexual discrimination. It is against the policy of the school and Diocese for any student, teacher, or volunteer, male or female, to sexually harass another person.

2.2 Sexual Harassment includes:

- Making submission to unwelcome sexual advances, submission to request for sexual favors, or submission to other verbal or physical conduct of a sexual nature, a condition of any person's association with or entitlement to any benefits from a diocesan school.
- Making submission to, or rejection of, such conduct, the basis for decisions affecting any person with the school.
- Creating an intimidating, hostile, or offensive classroom or school environment, through such extreme or pervasive prohibited conduct.

3.0 Racial Harassment

3.1 Racial Harassment is prohibited by Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on a student's race, color, and national origin in schools

3.2 Racial Harassment includes:

- Making negative references to a person's cultural or racial background.
- Creating a hostile or offensive classroom or school environment through such conduct.

4.0 Bullying and Other Harassment

4.1 Other harassment of any nature includes conduct which may be reasonably offensive to others in an educational setting. Such conduct would include hazing, initiation procedures that involve physical or psychological abuse, and bullying.

4.2 Bullying typically involves one or more students intentionally subjecting another student to **repeated** degrading actions, words, or social interactions (which may include electronic and/or social media communications, occurring outside of school if they impact the school environment).

4.3 Bullying involves actions that are **deliberate** and **sustained**, and are intended to isolate, hurt, or humiliate and can be in the form of physical, oral, written, or electronic interactions.

TRAFFIC SAFETY

1.0 Traffic Procedures

1.1 The principal shall develop and maintain appropriate traffic procedures for the school.

1.2 The principal shall make sure that the school property is properly marked in accordance with the procedures developed. The principal shall also take measures to inform all those who drive or are transported to and/or from school of the procedures in place to assure the safety and smooth flow of traffic for all involved.

VEHICLE INSPECTIONS

1.0 Vehicle Inspection and Insurance

1.1 St. Anthony of Padua School will require volunteers who transport students to:

- Read and adhere to the St. Anthony Volunteer policy requirements, including up-to-date VIRTUS training.
- Complete and submit driver forms that conform to all state and Michigan Catholic Conference Insurance requirements annually.

VISITOR CONTROLS

1.0 Visitor Control Policy

1.1 During regular school operating hours, all visitors are required to:

- Produce at least one photo identification which may be photocopied and kept before being allowed entry into the school (when identity is unknown).
- Legibly sign in (providing name, company, address, phone number, and point of contact with the school).
- Wear a visitor badge in plain view.
- Be escorted by an adult (when identity is unknown) at all times while in the facility (in the areas that are accessible to students). Photocopied identification will be returned upon exiting.

1.2 A sign will be placed near the main entrance doors directing people to check in at the school office.

VOLUNTEER REQUIREMENTS

1.0 Volunteer Requirements

1.1 Volunteers are required to do or have the following:

- Written resume or application
- **Attend an in-person meeting with the principal or designee**
- Reference checks of both a personal and professional nature
- A criminal background check
- Signed Standards of Ministerial Behavior and Unprofessional Conduct
- Attend a VIRTUS class

WEAPONS and THREATS

1.0 Weapons and Threats of Violence

1.1 Any weapon such as, but not limited to; handgun, rifle, knife, club, etc. brought onto school property or to a school function, or in the possession of a student will result in an immediate indefinite suspension and be subject to expulsion pursuant to Michigan Revised School Code, 1976 PA 451. Any item that can be used to threaten or injure, as determined by the school administration, may be considered a weapon.

1.2 Threats to harm people or property, by any form of communication, will be dealt with as a serious incident, and all those involved will be subject to

suspension and expulsion.

1.3 For students who violate this policy, the administration reserves the right to require, as a condition for continued enrollment and/or to resume attendance at St. Anthony of Padua School, a psychological assessment by a licensed mental health professional, and to have access to the results of such assessments, in determining appropriate consequences and interventions.

WELLNESS POLICY

1.0 School Wellness Policy

1.1 General: St. Anthony of Padua, a member of the Diocese of Grand Rapids, is committed to the health and development of all students and to the continuing growth of student knowledge to maintain a healthy lifestyle.

1.2 Purpose of Policy: To follow the regulations set forth in 2004, which established that all schools receiving federal funds for their meal program form a Wellness Policy. The Hunger-Free Kids Act of 2010 expanded upon the policy set forth in 2004.

1.3 Requirements of the policy by law:

- Include goals for nutrition education, physical activity, and other activities that promote student wellness.
- Establish nutrition guidelines for all foods available on campus during the school day.
- Provide assurance that guidelines for reimbursable school meals shall not be less restrictive than regulations issued by the Secretary of Agriculture.
- Establish a plan to measure the Wellness Policy effectiveness.
- Include constituents, staff, and the public in the development of the policy.

1.4 Goals for the Wellness Policy:

- Ensure that the policy aligns with our mission as a Catholic school.
- Ask for, and use, input from families, staff and students.
- Promote and utilize environmentally-safe procedures.
- Use of, and promotion of, local markets and farms.
- Emphasize recycling and reduction of waste.
- Integrate the health curriculum into the cafeteria experience.

1.5 Wellness Mission: St. Anthony of Padua believes that healthy individuals are defined not only by their physical health, but also by their psychological and

spiritual well-being. The overall wellness of an individual is determined by the combination of these three aspects. Through faith, we recognize that our physical being is a gift. It is our responsibility to respect and nurture this gift so that we can fulfill our mission to be disciples of Christ.

St. Anthony of Padua recognizes that there is a link between physical health and a student's ability to learn in school. The school has a duty to provide information on proper nutrition, activities that promote good health and dietary selections that are suitable for maintaining a good physical wellbeing.

Further, St. Anthony of Padua recognizes that the experiences of eating together and participating in activities together are fundamental to the development of an individual's social health. These experiences help foster relationships, build community, and nurture the spiritual life of our students.

1.6 Nutrition Education Goals: St. Anthony of Padua encourages all staff (administrators, teachers, food service and non-teaching staff) to communicate the importance of proper dietary choices.

- No student will go hungry.
- A financially-sound food service program will provide nutritious meals.
- Nutrition education and the eating experience are integrated into the curriculum.
- There will be free and safe drinking water throughout the facility, as well as clean locations for hand washing.
- Maintenance staff will include the kitchen, cafeteria, and food-prep areas as part of their high-priority duties.
- Students and staff will participate in recycling programs.
- There will be taste testing and proper research of nutrition information for all potential new products.

1.7 Physical Activity Goals: St. Anthony of Padua recognizes that opportunity for physical activity is beneficial to the overall wellness of students and the community. Such activities promote cooperation, individual achievement and positive self image in the achievement of a goal. The school's programs will include physical education courses, individual and team sports, band, clubs and extracurricular activities.

- Physical Education teachers will utilize a curriculum that demonstrates and connects the relationship between physical activity, healthy eating habits, and health.
- Activities will be adapted for students with a physical disability.
- The physical education teacher will monitor activity during excessively hot or inclement weather conditions.

1.8 Activities that Promote Wellness Goals: St. Anthony of Padua believes that learning is cross-curricular and connections can be made among different contents. All staff play a role in helping students understand the importance of their individual wellness. Additionally, it is important that staff stress to students that our actions in the world today will affect the quality of life for future generations. An important part of the activities will be education of the staff to be able to utilize sound practices.

- Teachers and staff are encouraged to participate in classroom activities that promote or integrate nutrition education, gardens, renewable energy, and other sustainable procedures.
- Staff, students, and visitors are encouraged to recycle, conserve resources, use biodegradable products, and dispose of waste in a sound way.
- The students are taught to understand Stewardship as it relates to sharing God's resources.
- Regular professional development will be provided to food service staff that includes the topics of basic nutrition, nutrition education, and the benefits of local agriculture in order to provide excellent school meals.
- Staff will be informed and educated on decisions made regarding the kitchen and school programs. They will also take part in learning and developing sustainable programs.

1.9 Waste Reduction Goals: St. Anthony of Padua recognizes that its meal program utilizes fresh food, pre-packaged food and processed food. Because pre-packaged and processed food generates more waste, the goal is to utilize fresh and farm-to-kitchen ingredients in the meals.

- The lunch program will use as much packaging as possible that is made of recycled materials and recycle containers.
- Meals prepared daily will include fresh, unprocessed food items, when possible.
- The cafeteria will model environmentally sound practices

1.10 St. Anthony of Padua's Vision is dedicated to the transformation of students who will live their earthly and eternal lives as humble servants of God. We believe this vision includes helping students and families understand that maintaining healthy eating habits will aid them in this life-long mission. We will accomplish our vision through the following goals in health education, physical education, environmental care and education, classroom content, and food service.

- Meals will be planned based on nutrition and USDA-approved products that students will find appetizing and satisfying.
- All students that qualify will receive free or reduced-priced meals.

- Parents will be encouraged to provide healthy snacks and meals for out-of-school activities.
- Nutrition information will be available for all lunch products.
- Food service will coordinate meals with local farms and markets.

1.11 The Director of Food Services will continually review the wellness policy to ensure that the policies are not less restrictive than those set by the Secretary of Agriculture.

1.12 As St. Anthony of Padua adopts the wellness policy, the school will develop and uphold a committee that will take an active role in policy effectiveness, recommendations, and an overview of out-of-school activities where food is served. The committee will work cooperatively with the food service director in evaluating these operations, and will report to the principal annually on its findings.

The following are to be included in the evaluation process:

- Financial statement and business plan
- Recommendations for delivery and cost effectiveness of the food service providers.
- Summary of student preferences
- Description of service and participation
- Report on the goals
- The nutritional value of foods to be served
- Inventory for current equipment and budget for new equipment
- Review of food sales including cost analysis, quantity of local products, fresh products, seasonal products, fruit and vegetable consumption, pre-packaged foods, and processed foods

1.13 The committee is a group of St. Anthony of Padua stakeholders that aid the review and modification of the Wellness Policy. The goal is for the committee to meet twice annually. The Committee will be a diverse and inclusive group that will include, but is not limited to the following:

- Principal
- Food service director
- 2 SAP Staff members
- 2 students
- A parent/professional from the community

ST. ANTHONY BUDGET AND FINANCE POLICIES

BUDGET POLICY

1.0 Budget Policy

1.1 St. Anthony of Padua School principal waits to begin the budgeting process until the Parish Finance Council determines:

- Parish support
- Percentage salary increase

1.2 St. Anthony of Padua principal, with assistance from finance subcommittee members, will put forth a draft budget for the upcoming school year and share it at the March Board of Directors meeting.

1.3 The budget timeline will be as follows:

- School Board of Directors will initially review the budget in March.
- A second reading, including revisions (if needed) will take place in April.
- Final budget approval in April or May

1.4 All final budgets being considered for approval must be balanced budgets

2.0 Board Communication

2.1 The principal will share the Board of Directors approved budget with the Pastor, Parish Business Manager, and Parish Finance Council.

CREDIT CARD AND PURCHASE ORDERS

1.0 Credit cards and purchase orders policy

1.1 The use of credit cards or open purchase orders should be discouraged. The Business Manager and Principal will be responsible for the use of these for the school. The sole use of a credit card or open purchase order should be for goods or services necessary for the operation of the school. Appropriate documentation must accompany all transactions.

FIVE-YEAR TUITION PLAN

1.0 Five-year tuition plan policy

1.1 Every five years, St. Anthony of Padua will establish and approve a five year plan for tuition increases and communicate the plan to school families.

LONG-RANGE CAPITAL BUDGET

1.0 Long-Range Capital Budget Policy

1.1 Principals are required to work collaboratively with their Pastor/Business Manager to prepare a long-range capital budget and submit it to the School Board and Finance Council for review, according to the budget timeline established in Diocesan Policy 3016.

2.0 Long-Range Capital Budget Procedure

Under the direction of Pastor, Fr. Mark Przybysz, this policy is not currently being followed.

MONEY HANDLING PROCEDURES

1.0 Money Handling Procedures

1.1 The school will develop procedures for handling money in school. These procedures will include, but are not limited to, tuition, accounts payable, scrip, fundraisers, lunch program, childcare and petty cash.

1.2 All support organizations in the school will have their accounts under the umbrella of the parish accounts system.

1.3 The Parish Business Manager will review and report to the Parish Finance Council on accounts, invoices, inventories, and receipts on a regular basis.

NON-PARISHIONER SUPPORT

1.0 Non-Parishioner Support

1.1 St. Anthony of Padua will collect support from families who are registered at a Diocesan parish other than St. Anthony of Padua.

1.2 Non-parishioners are required to have a signed Parish Support Form on file in the office.

PARISHIONER SUPPORT

1.0 Parishioner Support

1.1 St. Anthony of Padua will determine a parishioner in good standing by agreeing to sign a letter pledging to provide parish financial support to registered parishioners that meet the definition below.

1.2 Good standing is defined as; *accepting responsibility for being an active member of the St. Anthony of Padua Parish through regular participation at worship and with the stewardship of my time, talent, and treasure.*

THREE-YEAR OPERATING BUDGET

1.0 Three-Year Operating Budget Policy

1.1 Principals are encouraged to work collaboratively with their Pastor/Business Manager to prepare a 3-year operating budget, for the purpose of anticipating future needs. This budget is to be reviewed by their Board of Directors and Finance Council, according to the budget timeline established in Policy 3016.

2.0 Three-Year Operating Budget Procedure

Under the direction of Pastor, Fr. Mark Przybysz, this policy is not currently being followed.

TUITION

1.0 Tuition

1.1 St. Anthony of Padua will develop a tuition policy. This policy will require:

- A signed tuition contract/agreement by a financially responsible parent/guardian or guarantor.
- Student tuition payments must be current.
- If tuition payments are not current, and communication has been unfruitful, students are subject to removal from school and are also not eligible to be enrolled in the following school year.
- Complete student records will not be released to the other school until tuition is paid in full.

TUITION ASSISTANCE

1.0 Tuition assistance policy

1.1 The St. Anthony of Padua Catholic Community will set aside funds annually for families in need. The amount of funds available is limited.

1.2 In addition to St. Anthony of Padua funds, Diocesan Scholarships and Welcome Scholarships will be applied if/when available.

1.3 Financial aid is reviewed by the principal and business manager.

1.4 The following criteria will be utilized when determining a tuition assistance grant:

1.4.1 Those families completing a SMARTAID (financial aid) form by the deadline will get first consideration.

1.4.2 Recipients should be registered members of St. Anthony of Padua Parish.

1.4.3 Recipients should be current on tuition in order to be considered for another tuition grant.

1.4.4 Returning families will be given priority over new families.

1.4.5 Tuition grants are not used to cover the cost of preschool, developmental kindergarten or childcare.

1.5 Tuition grants typically will NOT exceed 50% of the parishioner tuition cost.

1.6 Hardship cases will be reviewed by the pastor, principal and business manager in a timely manner.

TUITION COLLECTION

1.0 Tuition Collection Policy

1.1 The St. Anthony of Padua Catholic Community will make every effort to collect tuition in a timely and complete manner. Successful collection of tuition is the backbone of a fiscally responsible school. St. Anthony is committed to working with families on the successful collection of their tuition commitment. Communication is the key to success.

1.2 Families should expect contract enforcement.

1.3 Families will receive quarterly tuition statements to provide updates on their tuition balance. Families in arrears will be invoiced for the amount of tuition that they are behind.

1.4 SCRIP earnings will be applied to tuition accounts quarterly.

2.0 Delinquency

2.1 Families who are delinquent on tuition will not be allowed to enroll for the following school year until the full balance is paid.

2.2 Families who select annual or semi-annual payment plans and do not fulfill that tuition arrangement will be automatically placed on the 10-month payment plan.

2.3 Families who encounter an unexpected change in income are asked to contact the business manager to communicate concerns in a confidential setting.

TUITION MANAGEMENT: SMART TUITION

1.0 SMART Tuition Policy

1.1 St. Anthony of Padua will use SMART Tuition system to process all tuition payments.

1.2 St. Anthony of Padua will use the two Diocesan selected payment dates of the 5th or the 20th of the month.

1.3 All annual fees will be billed through SMART Tuition.

1.4 When available, all incidentals such as but not limited to; field trips, sports fees, and childcare will be billed through SMART Tuition.

TUITION DISCOUNTS

1.0 Waiver for employees

1.1 Full-Time Employee: A tuition discount of 75% will be granted to all children of full-time employees of St. Anthony of Padua Parish who attend St. Anthony School. To qualify for the discount, the employee must have been an employee prior to the start of the applicable school year and remain employed through the end of that school year.

1.2 Part-Time Employee: A tuition discount of 25% will be granted to all children of part-time employees of St. Anthony of Padua Parish who attend St. Anthony School. To qualify for the discount, employees must work 20 hours per week or more and must have been employed prior to the start of the applicable school year and remain employed through the end of that school year.

1.3 All parish registered school employee families will be expected to fulfill the requirements for active parishioner status as defined on the tuition contract.

CURRICULUM AND INSTRUCTION POLICIES

COMMUNICATION

1.0 Academic Communication

1.1 St. Anthony School uses a student support system of educational professionals in order to make decisions in the best interest of the student. This system depends on open communication between the home and school.

1.2 St. Anthony School will communicate regularly with parents regarding academic and behavior performance. The communication can include, but is not limited to: Infinite Campus gradebook, Google Docs, emails, and parent-teacher conferences.

2.0 Parent Communication

2.1 The principal and teachers make every attempt to respond to parent communications within 24 hours.

ACADEMIC INTEGRITY

1.0 Integrity

1.1 Honesty is an integral part of character and involves students taking full responsibility for their own work based on teacher expectations.

1.2 Violations of academic honesty, or cheating, include but are not limited to:

- Copying from another student's written work, homework assignments, papers, projects, lab reports, quizzes, tests, etc. or allowing your work to be copied.
- Giving, receiving, or asking another student for answers for tests/exams.
- Claiming another's work as your own (plagiarism), including sources found on the Internet or in print.
- Using or consulting unauthorized equipment, devices or programs. Including but not limited to; (such as calculator, cell phone, tablet, Smart watch or Chromebook)

1.3 The following procedures are in place for students in grades 6th - 8th for academic dishonesty:

- Zero credit for the test or assignment.
- Parent contact from the classroom teacher.
- A disciplinary referral sent to the principal and a 2-hour detention for a first offense.

1.4 Students in grades 1-5 who are involved in cheating will be handled within the discipline code.

1.5 A disciplinary referral sent to the principal for a second offense will result in suspension, a parent conference and behavior contract. Repeat offenses will affect eligibility to participate in extracurricular activities.

ACADEMIC PROMOTION

1.0 General

1.1 St. Anthony of Padua School will identify the academic goals in alignment to the curriculum standards that students must attain in order to move from one grade to the next. St. Anthony of Padua School makes every attempt to avoid placing students in a grade level for which they are not prepared.

2.0 Subject Completion

2.1 St. Anthony of Padua School will establish a grade point level at which a student is determined to have successfully completed an academic subject. For grades 6, 7 and 8, a grade level subject is successfully completed when a student earns a grade of 70% (=D-) or higher when all four quarters are averaged together. For grades 4 and 5, a grade level subject is successfully completed when a student earns a grade of 60% (=D) or higher when all four quarters are averaged together.

3.0 Exemptions

3.1 Under unusual circumstances, such as the lengthy illness of a student or the death of a family member, special exemptions from these requirements may be made by the principal in consultation with teachers or other professionals, such as special education consultants or physicians. Based on individualized service plans, special education students may also be exempt from normal subject completion requirements.

4.0 Year-End Activities and Graduation

4.1 The school principal, in consultation with teachers, will determine the level of participation in year-end activities and graduation by those students who have not successfully completed one or more subjects.

5.0 Summer School

5.1 Students must attend summer school (or an equivalent tutoring/home-study program) to attain required learning objectives or to complete assignments that were not successfully completed during the school year if so directed by the principal in consultation with teachers. The principal may require

written documentation of completion of required goals. Failure to successfully complete the summer school program will result in denial of re-enrollment at St. Anthony of Padua School and a “no promotion” notation in the student’s cumulative file. Eighth grade students will not receive a diploma.

ATHLETIC ASSOCIATION POLICY

1.0 Code of Good Sportsmanship

1.1 St. Anthony of Padua Athletic Handbook will include a Code of Good Sportsmanship.

1.2 The Code of Good Sportsmanship must include a plan to communicate and enforce the code.

EXTRACURRICULAR ELIGIBILITY

1.0 Eligibility

1.1 All students involved in extracurricular activities are subject to checks for eligibility. Eligibility ensures that academics do not suffer as a result of a student’s participation in such activities.

2.0 Procedures for Eligibility

2.1 St. Anthony School has an eligibility code for extracurricular activities published in the school and athletic handbook. This applies to sports, Drama Club, Student Government, and any other school-sponsored extracurricular activities. The purpose of this code is to encourage responsibility, academic effort, and proper conduct among students prioritizing academics over extracurricular school activities.

2.2 A student at St. Anthony School entering 5th, 6th, 7th, or 8th grade is automatically eligible at the beginning of the first semester. All students are eligible again, at the beginning of the second semester as well.

2.3 Eligibility starts the second week of each semester. Teachers will keep grades current and posted for all students.

LEVEL ONE- If a student has as failing subject area grade of 59% or lower, he/she will be placed on a Level One eligibility list. The first time a student is on the list is considered a warning. Once a student has received the warning level, he/she will remain on the eligibility list for the entire semester. The student will have one week to bring all grades up to a passing grade (60% or higher). While on Level One, a student can continue to practice and play in games. Any student that does not bring the failing grade(s) to passing grades will be given a Level Two status.

LEVEL TWO - Level Two students will attend all practices, rehearsals, games, etc. for the given activity, but will not participate in a game or competition. If a student brings his/her grade(s) up to a passing level in the next week, he/she will be given a Level One status and may resume extracurricular attendance with active participation. If the student does not bring all grade(s) to passing level, he/she will move to a Level Three status. If a student does not attend practices, rehearsals, games, etc., he/she will automatically move to a Level Three.

LEVEL THREE - Level Three includes a meeting with parents, the principal, and possibly the athletic director. While on a Level Three, students are expected to attend all practices but will sit out of games until notified by administration.

2.4 Student Government students who are at a Level Two eligibility will not participate in meetings and events.

2.5 All students on the eligibility list will be removed and have a clean slate at the beginning of the second semester. All coaches, teachers, parents, students, and administrators will be notified of any student who is placed on the eligibility list. Students are able to check their grades regularly on Infinite Campus. Grades will be checked each week by the Athletic Director or Dean of Students.

2.6 Students must be in school all day in order to participate in any extracurricular school events occurring that day. Some cases will be excused for extenuating circumstances with an appropriate doctor's note with permission from the principal.

GRACEAC MEMBERSHIP

1.0 GRACEAC Membership Requirements

1.1 St. Anthony of Padua School is a member of the GRACEAC organization (Grand Rapids Area Catholic Elementary Athletic Council). This council governs the school athletic program in Grades 5th - 8th.

1.2 St. Anthony of Padua School only offers sports sanctioned by the GRACEAC organization.

LIBRARY/MEDIA CENTER POLICY

1.0 Materials Selection Process

1.2 New materials for the school library will be reviewed by the instructional staff and if needed previewed additionally by a member of the Board of Directors reader before being submitted for principal approval.

SCHOOL ATHLETIC PROGRAM

1.0 Program Offering

1.1 St. Anthony of Padua will offer an Athletic Program for students in grades 5th - 8th per GRACEAC guidelines.

2.0 Athletic Handbook

2.1 St. Anthony of Padua Athletic Program will be governed by an Athletic handbook outlining the school athletic philosophy, participation, and policy guidelines.

2.2 The athletic handbook will be reviewed annually by the Principal and Athletic Director.

2.3 Any changes or updates to the Athletic Handbook will be communicated to parents, students, and coaches.

HOMEWORK POLICY

1.0 Homework Policy

1.1 Based upon researched best practices, St. Anthony School Staff believes the following about homework:

- It is the responsibility of all educators to provide instruction, assessment, and support for learning during the school day. Teachers will strive to optimally use each day to capitalize on our learning opportunities.
- Students are expected to be responsible learners, engaging in learning with effort and attention. Responsible learners:
 - take good notes
 - are organized
 - ask clarifying questions
 - turn in work on time
 - complete work with quality and neatness

1.2 Time will be given for most work to be completed at school so that instructional support can be provided. Some work may be sent home for practice or completion (i.e. work not finished in class). Students who miss school due to absences should refer to the school absence policy for guidelines on making up work. Communication between the school and home is important for a student's academic success (this includes completion of homework).

1.3 St. Anthony has the following expectations for students after school:

- Time for faith, family, and friends
- Time for health, rest, and recreation
- Time for reading
- Time for studying
- Time for long-term projects

This policy manual was reviewed, updated and approved by the St. Anthony Board of Directors.

Board of Directors Chair, Michelle Krynicki

_____ Date: _____
(Signature)

The board has the right to approve all policy, other than those help in reserved powers by the Pastor. The policies in this manual that are reserved for Pastor approval have been reviewed and approved by the Pastor.

Pastor, Rev. Mark Przybysz

_____ Date: _____
(Signature)