

# **CATHOLIC SCHOOLS OF GREATER KALAMAZOO**

## **POLICY MANUAL**

**January 2009**

**Catholic Schools of Greater Kalamazoo**  
**Policies/Regulations/Forms**

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POLICY

#1100-P

SUBJECT: PARENT SUPPORT ORGANIZATIONS

It will be the policy of the CSGK Board to support locally-based Parent Support Organizations.

Parent Support Organizations shall be designed and administered for the benefit of students and schools.

The actions of these organizations shall be consistent with the policies of the Diocese of Kalamazoo.

(Same as #1210-P of Diocesan Policy Manual)

## SUBJECT: PARENT SUPPORT ORGANIZATIONS

The school's parent organization(s) has as its primary purpose to assist and facilitate communications between home and school and to provide the action to implement suggestions made at its meetings. The organization(s) also strengthens understanding and co-operation between parents and teachers.

These organizations must be formally recognized by Local Advisory Council (LAC) as the voice of parents within the school setting to express support for the mission of the school. Formal organizational by-laws must be drafted and approved by the LAC to whom the organization(s) is responsible. Formal written reports including outline of programs, finances, and plans for the future are to be submitted to the LAC on a quarterly basis for their perusal. A complete financial report, as well as a summary of the year's activities, is to be submitted to all parents and staff annually in May of each year.

Officers of a parent organization are to include a chair (president), vice-chair (vice-president), treasurer, and secretary. These officers, along with the school Principal, compose the Executive Committee of the organization. The chair is responsible to work with the Principal in creating the agenda and also to preside at all meetings. The vice-chair fulfills the chair's responsibilities when the chair is unable and also performs other duties as deemed by the chair. The treasurer is to keep an accurate account of the organization's finances. Minutes of the meeting are to be kept by the secretary.

All accounting of funds and issuing of checks must be done by two officers of the organization. Bank statements are to be mailed to and opened by the Principal. The Principal must also reconcile and sign bank statements; and, at the next official meeting, have the bank balance and date of reconciliation noted in the minutes.

To ensure that all fund-raising efforts of the organization(s) fall within the mission of the school and do not conflict with other school or parish fundraising efforts, the Principal must give approval to all such efforts. He/she shall also approve all other projects of the organization to guarantee that they support the mission of the school.

Meeting agendas should follow a standard format: a call to order, prayer, approval of agenda and minutes, treasurer's report, various committee reports, communications, any presentations, old and new business, and closing prayer.

(Same as #1210-R of Diocesan Policy Manual)

POLICY

#1200-P

SUBJECT: USE OF EDUCATION FACILITIES

All requests for the use of CSGK schools will be made to the local Principal.

Authorization and procedures for use of the school facility will reside with the Principal.

Policy Adopted January, 2009

CSGK Board  
Kalamazoo, Michigan

SUBJECT: USE OF EDUCATION FACILITIES

1. A master calendar of all use of school facilities shall be kept in the school office of each campus.
2. Keys shall be provided by consent of the building administrator on an event basis. A \$30.00 deposit may be required. The key shall be returned within 48 hours.
3. Organizations are required to handle set-up, tear-down, and clean-up activities associated with their special event. A fee may be assessed to cover maintenance costs.
4. It may be necessary for the sponsor to purchase an insurance binder to cover the event.



SUBJECT: USE OF FACILITIES FOR RELIGIOUS EDUCATION

Facilities, room equipment, and religious instructional materials of both Catholic schools' religious education programs as well as non-school religious education programs should be made available to all formal religious education programs for all children, youth, and adults of the Catholic parish community.

(Same as #1331-P of Diocesan Policy Manual)

SUBJECT: CRISIS MANAGEMENT AND SAFETY PLANS

Each Catholic school within the Diocese of Kalamazoo shall establish a Crisis Management Plan and an overall Safety Plan. These plans will contain specific procedures which address an array of situations. Any required drills related to the Crisis or Safety Plan is to be held as prescribed by law.

These plans should be reviewed annually and updated as needed.

Records should be kept as to the date, time, and who was in attendance at the annual review of the school's Crisis and/or Safety Plan.

(Same as #1450-P of Diocesan Policy Manual)

POLICY

#1500-P

SUBJECT: WELLNESS POLICY

In response to Section 204 of Public Law 108-265 of the Child Nutrition and WIC Reauthorization Act of 2004, each local education agency participating in a program authorized by the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.) of the Child Nutrition Act of 1966 (42- U.S.C. 1771 et seq.) shall establish a school wellness policy.

(Same as #1460-P of Diocesan Policy Manual)

Policy Adopted January, 2009

CSGK Board  
Kalamazoo, Michigan

SUBJECT: ATHLETIC PROGRAM PHILOSOPHY

The CSGK believes that athletic programs shall be designed and administered in such a way as to offer a fair opportunity for each participating student to develop a positive attitude, teamwork, sportsmanship, leadership, confidence, effort, and team spirit.

It shall be the responsibility of the Principal (and/or designee) to see that each coach and assistant coach hired or accepted shall be aware of the above philosophy in their athletic activities for CSGK students.

Athletes must have passed a medical exam given prior to and within one calendar year of the sport season of participation in order to take part in any practice or game. Record of such medical exam must be on file in the school office. Medical release forms are also required for any athletic participation.

Athletes are expected to follow all school rules as published in their campus handbook.

SUBJECT: ATHLETIC PROGRAM PHILOSOPHY REGARDING 7<sup>TH</sup> AND 8<sup>TH</sup>  
GRADE COACHING AND SPORTS

1. Elementary Principals will administer certain sports programs (girls/boys basketball and volleyball). Unified programs (football, cheer, cross country, and track) are administered by Hackett Catholic Central's Athletic Department.
2. Notification of various sports programs offered to the students will be managed through the school offices, with the assistance of the Hackett Catholic Central Athletic Department.
3. All interested children who try-out are guaranteed placement on a team.
4. All interested and qualified parents will be given the opportunity to apply for a coaching position.
5. The following are minimum standards for athletic programs:
  - a. Coaches will be Virtus-trained.
  - b. Coaches will be fingerprinted, and the results will be run through the Michigan State Police and the FBI.
  - c. Coaches will be CPR and first-aid certified.
  - d. Coaches will give priority to teaching skills, sportsmanship, and a love for the game.
  - e. All participants who attend practice will receive equitable playing time regardless of their abilities and skills.
6. Parents are responsible for making sure their child(ren) attend practices, arrive for games on time, and actively volunteer to create support for the team and program.
7. The elementary school office will administer dates and times for access to the gymnasium for all school-run sports practices and games. The Hackett Catholic Central Athletic Department will administer dates, times, and venues for all unified sports practices and games.

SUBJECT: SCHOOL ACCREDITATION REQUIRED

All CSGK schools shall seek and maintain accreditation through an approved accrediting agency such as the Michigan Non-Public Schools Accrediting Association (MNSAA) or the Michigan North Central Association (NCA).

Because Religion/Theology is included in the curriculum standards for the MNSAA accreditation process, the MNSAA is the preferred accrediting agency for diocesan schools. Schools using another accrediting agency will be visited by a diocesan team every three to four years to ensure their Religion/Theology Program meets diocesan standards.

CSGK schools are expected to have an active School Improvement Team as part of the on-going accreditation process. This team is to help with on-going school improvement and to assist in addressing concerns raised in the site-team report published by the accreditation team.

(Same as #1550-P of Diocesan Policy Manual)

POLICY

#2100-P

SUBJECT: SELECTION AND APPOINTMENT OF PRINCIPAL

The CSGK employs the Principal.

The appointment of the new Principal is made by the Bishop and is obtained through the Diocesan Office of Schools.

Sex, race, color, age or national origin shall not be made a condition of employment.

(Same as #2211.1-P of Diocesan Policy Manual)

Policy Adopted December, 2008

CSGK Board  
Kalamazoo, Michigan

## SUBJECT: SELECTION AND APPOINTMENT OF PRINCIPAL

1. The current Principal submits written resignation or the CSGK Board notifies the Principal of termination or non-renewal of contract. The Diocesan Superintendent of Schools is to be consulted prior to a termination of contract, a decision not to offer a contract for the upcoming year, or the resignation of the current Principal.
2. The CSGK Board, in consultation with the Local Advisory Council (LAC) and the Diocesan Superintendent, decides the requirements for possible candidates (i.e. professional degree, number of teaching years, salary range, etc.) and the job description for the position.
3. The CSGK Board in consultation with the LAC appoints a search committee (refer to the recommendations for a search committee provided by the Diocesan Office of Schools). The search committee maintains strict confidentiality throughout the process.
4. The search committee, through the Diocesan Office of Schools, announces the opening. The Office of Schools, unless mutually agreed upon otherwise, publishes the information in religious community newsletters and area university bulletins.
5. The Superintendent will be the initial contact person for inquiries and applicants.
6. Applicants are pre-screened by the search committee.
7. The search committee checks references and interviews selected applicants.
8. During a closed session, the search committee decides upon one or more candidates to be suggested to the CSGK Board and the Diocesan Superintendent.
9. The CSGK Board after consultation with the LAC and in concurrence with the Superintendent selects the candidate of their choice. Confirmation of the selected person is made by the Bishop and obtained through the Diocesan Office of Schools.
10. Confirmation of the candidate, an executed contract with and an official acceptance of the position from the candidate must all be completed prior to any announcement or press release.

(Same as #2211.1-R of Diocesan Policy Manual)



REGULATION

#2150-R

SUBJECT: FULL OR PART-TIME PRINCIPAL EMPLOYMENT

It is recommended that where economically and educationally feasible, all Principals be freed from classroom obligations. Any exception from this regulation must be obtained from the Diocesan Office of Schools and is to be considered temporary.

(Same as #2211.3-R of Diocesan Policy Manual)

Regulation Adopted December, 2008

CSGK Board  
Kalamazoo, Michigan

## SUBJECT: GRIEVANCE PROCEDURE

In the event that a parent(s), student(s), teacher(s), or a Principal perceives that he or she has suffered a wrong, or has any grievance concerning his or her contract, he or she will have the right to file a complaint. It is expressly understood by all parties that the settlement arrived at is binding and final and shall not be subject to review or interpretation elsewhere unless that decision was issued in bad faith or obtained by fraud.

Local Level

- a. Conference between complaining parties
- b. Administrative review
- c. Review by Local Advisory Council
- d. Review by CSGK Personnel Committee

Diocesan Level

- a. Diocesan Superintendent of Schools
- b. Review Committee

A sincere attempt must be made at the local level prior to a diocesan level appeal. The parties involved must follow the procedures as listed in the administrative regulations for this policy.

This grievance policy is not to be used in lieu of other existing policies which cover specific matters.

(Same as #2450-P of Diocesan Policy Manual)

## SUBJECT: GRIEVANCE PROCEDURE

1. Definition: A grievance is defined as a complaint of a wrong or an injustice allegedly suffered by a student, a parent, a teacher, a group of teachers, or a Principal.

Grievances are classified as follows:

- a. those that pertain to established policy or practice, and
  - b. those that pertain to existing regulations.
2. Procedures: The following procedures shall govern grievances and the practices to be followed in adjusting the same.
  - a. A sincere attempt shall be made at the local level to resolve any complaint by means of a conference between the complaining party and the Principal before such complaint becomes formalized as a grievance. In this regard, it is further recommended that should a complaint be made by a Principal or about a Principal by a parent, teacher or group of teachers, such complaint is to be referred to the Pastor or to the chair of the Local Advisory Council (LAC) body, whichever may be appropriate for said conference.
  - b. In the event that the complaint cannot be resolved by such conference, then the aggrieved party shall, within 28 days of the act or condition which is the basis of the grievance, present the same complaint, in writing to the Principal, pastor, or Local Advisory Council, as the case may be, by completing and submitting the grievance form to the next highest level. A copy of the grievance is to be sent to the Diocesan Office of Schools.
  - c. Such grievance shall state, concisely and without repetition or argument, the facts upon which the complaint is based and shall identify specifically the policy, practice, or regulation involved.
  - d. Upon receipt of the grievance, the appropriate Principal and CSGK Committee shall fix a time and place for a hearing of the grievance and shall notify the aggrieved party and others involved in the grievance, including the Diocesan Superintendent, of said time and place. This hearing shall be set not less than seven (7) nor more than twenty eight (28) days from the date of receipt of the grievance. The notification of the hearing should be put into writing. Placement of written notification in the first class mail shall constitute fulfillment of this requirement. A local review committee may be assembled by the CSGK Board to hear the alleged grievance.
  - e. At this grievance hearing, all involved parties will be given an opportunity to present their respective positions and every effort shall be made to resolve the concern(s) to the satisfaction of all parties.
  - f. The Principal and CSGK Board, as the case may be, after hearing all the facts of all parties, shall declare the hearing closed and shall thereafter render a written decision and deliver the same to all involved parties, either personally or by regular mail within fourteen (14) days after the close of the hearing. Such decision shall be forwarded promptly to the Diocesan Superintendent.
  - g. In the event the aggrieved party is not satisfied with the decision (2-f) above, such party may appeal the same to the Superintendent by delivering to the

Diocesan Superintendent a written notice of dissatisfaction with said decision. Said appeal must be delivered to the Superintendent within ten (10) days from the date the decision was delivered to the aggrieved party, together with copies of the grievance and of the decision rendered.

- h. Upon receipt of the pertinent information, the Superintendent shall conduct a preliminary investigation to determine whether or not the alleged grievance justifies review.
  - i. After the preliminary investigation and within twenty-one (21) days of receipt of the request for review, the Diocesan Superintendent of Schools shall
    - i. deny the aggrieved party a review by stating in writing the reason; or
    - ii. set a date to hear the alleged grievance on his/her own and notify all parties in writing; or
    - iii. set a date to hear the alleged grievance and appoint a Review Committee to assist.
  - j. If the Diocesan Superintendent decides to hear the alleged grievance, or appoints a Review Committee to hear a grievance, he or she shall fix a time and place for the hearing which shall be held not less than seven (7) nor more than forty-seven (47) days from the date of receipt of said appeal. Notice of said hearing shall be given in writing to all parties involved at least five (5) days in advance of the hearing date. The Superintendent shall have the right to request the participation of a review committee in the hearing of the appeal. Placement of written notification in first class mail shall constitute fulfillment of this requirement.
  - k. The Superintendent or designee, after hearing all facts of all parties, shall declare the hearing closed and shall thereafter render a written decision and deliver the same to all involved parties, either personally or by regular mail, not less than seven (7) days or more than twenty-eight (28) days after the close of the hearing.
3. Rules of the Grievance Process
- a. A grievance must be presented by the aggrieved party within twenty-eight (28) calendar days after the alleged violation of local or diocesan policy.
  - b. For the purpose of the grievance procedure, a day shall be deemed any day of the week. The day on which action is taken shall not be part of any time limit provided.
  - c. Time limits may be waived upon the express written consent of both parties and the agreed-to date shall prevail.

- d. An alleged grievance not advanced to the next higher level within the time

limit provided shall be deemed permanently withdrawn and as having been settled on the basis of the last answer given. A grievance not answered within the time limit, unless expressly waived, may be advanced to the next higher level by the aggrieved party.

- e. It is expressly understood and agreed any grievance settlement arrived at is binding upon all parties. Therefore, the decision resulting from the grievance procedures shall be final and binding upon all parties and shall not be subject to review or interpretation elsewhere unless that decision was issued in bad faith or obtained by fraud.

(Same as #2450-R of Diocesan Policy Manual)

CATHOLIC SCHOOLS OF GREATER KALAMAZOO  
GRIEVANCE FORM

#2200-F

A. NAME OF GRIEVANT \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/ZIP \_\_\_\_\_ PHONE \_\_\_\_\_

POSITION \_\_\_\_\_

B. GRIEVANCE

1. When did you first become aware of the alleged violation of Diocesan or local policy, practice, or regulation? \_\_\_\_\_

2. Identify the specific policy, practice or regulation allegedly violated: \_\_\_\_\_

\_\_\_\_\_

Policy, Practice, or Regulation # \_\_\_\_\_ Date Adopted \_\_\_\_\_

Local \_\_\_\_\_ or Diocesan \_\_\_\_\_ Policy, Practice, or Regulation. Please attach a copy.

3. Describe, in your opinion, how this policy, practice, or regulation was violated: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. How do you feel this alleged violation of policy, practice, or regulation should be corrected?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Grievant

Local Level:

Received by

---

Principal

CSGK Board (board position)

Date\_\_\_\_\_ Date\_\_\_\_\_

cc: President of the CSGK (Complete date with progression of appeal)

Diocesan Level:

Received by

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Superintendent of Schools

Date \_\_\_\_\_

(Complete date when decision has been reached.)

(Same as #2450-F of Diocesan Policy Manual)

POLICY

#2300-P

SUBJECT: LAW SUITS

A CSGK board member or Principal may not respond to or initiate a law suit without first obtaining written permission from the Diocesan Bishop.\*

Small claims suits for the purpose of collecting outstanding tuition are excluded from this policy.

(Same as #2480-P of Diocesan Policy Manual)

Policy Adopted December, 2008

\*Reference Canon Law 1288

CSGK Board  
Kalamazoo, Michigan



POLICY

#3100-P

SUBJECT: PREPARATION OF BUDGET

The Finance Committee shall prepare a preliminary budget in November/December for the upcoming fiscal/academic year. The budget format should be consistent with the Diocesan Uniform Chart of Accounts.

Policy Adopted November, 2008

CSGK Board  
Kalamazoo, Michigan

SUBJECT: PREPARATION OF BUDGET

1. The Finance Committee will prepare the preliminary budget for the CSGK schools and Administration for the upcoming school year.
2. The preliminary budget will be created using realistic cost increases and reflect anticipated enrollment numbers.
3. A preliminary budget will be presented to the CSGK Board in a time frame that gives the Board sufficient time to review and approve prior to registration.
4. In September/October of each year, the budget will be revised to reflect actual enrollment and anticipated revenue and updated expense projections.

POLICY

#3200-P

SUBJECT: ANNUAL FINANCIAL REPORTS

The CSGK shall publish an annual financial report to the CSGK communities. The report shall include revenue sources and general categories of expenditures.

Policy Adopted November, 2008

CSGK Board  
Kalamazoo, Michigan

SUBJECT: ANNUAL FINANCIAL REPORT

1. After the budget for the current academic year has been finalized in October, the CSGK Board is to publish an annual report to the CSGK community no later than November 1 of each year.
2. This annual report should include all revenue sources and general categories of expenditures.
3. The annual report shall be published in the parish bulletin, the school parent Newsletter (and website), and the CSGK website. A sample (one-page) report is available through the Diocesan Office of Schools. The annual report could also be sent to other stakeholders and donors.
4. A copy of the annual report shall be sent to the Diocesan Office of Schools.

POLICY

#3300-P

SUBJECT: UNIFORM ACCOUNTING

The CSGK will adopt and utilize the uniform financial accounting system and method of accounting designed by the Diocese of Kalamazoo.

The fiscal year of July 1 to June 30 will be adopted by all Catholic schools in the diocese.

All budgets must be balanced to ensure fiscal responsibility to the Catholic community as well as to the Diocese of Kalamazoo.

The Principal is accountable to the appropriate authorities for all of the school whether he or she directly or indirectly conducts the day-to-day financial operations.

Policy Adopted November, 2008

CSGK Board  
Kalamazoo, Michigan

SUBJECT: CAPITAL EXPENDITURE PRIORITIES

Capital expenditure decisions need to ensure that the CSGK schools are working on system wide priorities. This policy intends to ensure that both long-term and short-term capital expenditure decisions remain focused on the vision of CSGK community gain. Principals are not to authorize expenditure of capital funds in excess of \$5,000 until the proposed expenditure is presented to and approved by the CSGK Board of Directors.

SUBJECT: CAPITAL EXPENDITURE PRIORITIES

1. Principals will submit every proposed capital expenditure in excess of \$5,000 to the CSGK's Finance Committee for review and to the CSGK Board for approval regardless of project funding sources. The Finance Committee will review proposed capital expenditures in light of overall school system needs.
2. If emergency capital expenditures are required to preserve the health, safety, or security of CSGK students, Principals may authorize such capital expenditures without prior consent of the Board.

SUBJECT: REGISTRATION

An annual student registration will take place each school year according to a timeline established by the CSGK Board.

A non-refundable fee per family will be charged at the time of registration.

To be registered, a family must complete the registration packet in its entirety and pay the registration fee by the designated deadline date. A late fee established by the CSGK Board will be charged for submission after the deadline.

No student will be allowed to start the new school year until all outstanding fees, including, but not limited to, registration, late fees, and tuition (from the previous school year), have been paid in full.



REGULATION

#3500-R

SUBJECT: REGISTRATION

1. The registration fee may not be added to tuition.
2. Any exception for deferral of registration and late fees must be made by the Pastor of the family's subsidizing parish.

Regulation Adopted November, 2008

CSGK Board  
Kalamazoo, Michigan

SUBJECT: TUITION

In order to become accessible to all families who subscribe to the CSGK mission and wish to enroll their child(ren), the CSGK developed an income-based tuition plan. This plan recognizes the differing financial ability of families with a tuition scale aligned with family incomes.

For blended families, the tuition is based on the ability to pay of the custodial family. Any exceptions to this policy must be approved by the Tuition Committee.

The tuition ability to pay plan and all tuition rates and fees for CSGK will be determined by the Board of Directors following recommendations of the Finance Committee.

All registered Catholic families contributing to their enrolled parish are considered parishioners and are eligible for the parishioner discount rate. However, the ultimate determination of whether a family qualifies for the discount rate rests with the Pastors. In making the parishioner status tuition determinations, the Pastor may consider envelope use, family income, participation in parish activities, and number of children in the family attending CSGK schools.

Tuition charges for the Catholic schools of the diocese shall reflect the continued commitment of the Church to maintain the availability of area or parish Catholic schools, wherever feasible, as a part of its educational mission.

SUBJECT: TUITION RATES

The tuition rates determined by the CSGK Board may change annually and the scale updated (if necessary) each academic year.

In order for students to be enrolled, their registration fees must be paid at the time of registration.

Any family that experiences financial difficulty during the school year should immediately speak with their Pastor or the Principal to explore possible arrangements for extended payments.

POLICY

#3620-P

SUBJECT: TUITION PAYMENT

It shall be the policy of the CSGK Board that all tuition, fees, and fines be current and paid in full.

In cases of family hardship, appeal may be made through the Principal, Pastor, or the CSGK Tuition Committee.

Policy Adopted November, 2008

CSGK Board  
Kalamazoo, Michigan

## SUBJECT: TUITION PAYMENT - DELINQUENT TUITION

1. A late payment fee of \$10.00 will be assessed for each month that an account is past due.
2. For accounts 60 days past due, the CSGK Business Office will send a statement to the family requesting that payment of all past due amounts, including late fees, be received by the business office within seven (7) business days of the receipt of said payment request. The CSGK Business Office will send the written notification via first class mail to the family and, for purposes of this policy, the notification will be assumed to have been received by the family three (3) business days following the notification postmark date.
3. For accounts 90 days past due, the business office will send a second letter to the family by certified mail, return receipt requested, notifying the family of a deadline of fourteen (14) business days following the certified receipt of said letter to:
  - a. Make full payment of the past due amount, including late fees; or
  - b. Contact the Business Office to establish a payment schedule and make the first payment of said payment schedule; or
  - c. Have met with one of the eight (8) Pastors on the CSGK Board to resolve the matter by: (i) making full payment of all past due amounts, including late fees, at the time of the meeting with said Pastor or, (ii) with the Pastor's consent, establishing a payment plan.

**Note:** The decision by the Pastor to demand full payment of all past due amounts, including late fees, within one (1) business day following said meeting or to agree to a payment plan will be final.
4. If none of the above events occur, the family's child(ren) will not be allowed to attend class until:
  - a. The past due amount is paid; or
  - b. A meeting with a Pastor has taken place and a decision by the Pastor to accept a payment schedule has been agreed. Subject to the above provisions, if the family's child/children have not been cleared to return to class by the end of the semester in which the 90 Day Past Due Letter was sent by certified mail, return receipt requested, effective upon the end of said semester, the family's child(ren) will no longer be considered enrolled in the school(s) in which they were attending.
5. In the event a payment schedule has been agreed, either with the Business Office or said Pastor, the family will be required to sign said payment schedule acknowledging its obligations.

Regulation Adopted November, 2008

CSGK Board  
Kalamazoo, Michigan

POLICY

#3630-P

SUBJECT: TUITION ASSISTANCE

Tuition assistance may be provided to families that are unable to pay the total cost of tuition.

Due to the sensitive nature of the information required for tuition assistance application, the CSGK Tuition Committee members are the only people to have access to this information and shall hold such information in confidence.

Policy Adopted November, 2008

CSGK Board  
Kalamazoo, Michigan

SUBJECT: TUITION ASSISTANCE

1. Application for tuition assistance of families who presently have students enrolled must be received by the noted deadline to ensure full consideration for financial assistance. Applications for assistance, received after the noted deadline, will only be considered if due to extenuating circumstances and when there are assistance funds available.
2. A CSGK Financial Aid Application Form must be completed and submitted to the Tuition Committee by the published deadline.
3. If family circumstances change at any time during the school year, tuition assistance may be re-assessed at that time to reflect the change in status.

SUBJECT: TUITION REDUCTION INCENTIVE PROGRAM (TRIP)

The CSGK will offer and coordinate a continuous fundraising program to assist families in providing a Catholic education for their child(ren). This program is designed to help families reduce the cost of tuition by earning credit for purchases made by those families.

TRIP enables families to purchase retail certificates from CSGK at face value. CSGK is able to buy these certificates at less than face value (discounts range from 2-40%). A board-designated portion of the discount is applied directly to a tuition account or to another fund within the school that is designated by the family. The credit cannot be used to purchase textbooks or pay other school fees. The school receives the remaining discount to offset operating costs, enhance educational programs, and fund capital improvements.

If a family chooses not to earn tuition credit, they may still participate and designate the credit earned to another family or any program within our school.



POLICY

#3650-P

SUBJECT: REFERRAL INCENTIVE PROGRAM

The CSGK offers a financial incentive to families (or individuals) who refer new families that enroll a child or children in our schools for the first time. The incentive is in the form of one-time tuition credits.

Policy Adopted November, 2008

CSGK Board  
Kalamazoo, Michigan

## SUBJECT: REFERRAL INCENTIVE PROGRAM

1. Only one referring family per new family referred will receive the tuition credit.
2. The referring family is not required to have children currently or previously enrolled in CSGK. If the referring family does not have or will not have a child enrolled in CSGK at the time the tuition credit would be issued, see #9 below.
3. The tuition credit is \$500 for referring a new family with preschool and/or elementary students only.
4. The tuition credit is \$1,000 for referring a new family with at least one high school student.
5. A family may refer more than one family under the same conditions for additional tuition credit.
6. The referred family must complete the school year and pay their tuition obligation in full by the end of the school year in order for the tuition credit to be earned by the referring family.
7. If a referred family joins CSGK after the school year begins, the tuition credit will be pro-rated based on the tuition obligation for the partial year as a percent of the full-year tuition.
8. The tuition credit will be awarded at the end of the school year and will be applied to the referring family's tuition for the following year. If the referring family will not have a child enrolled in CSGK at the time the tuition credit would be issued, see #9 below.
9. If the referring family does not have a student attending CSGK at the time the tuition credit would be applied, they can either designate another family to receive the tuition credit or request a check for the tuition credit amount. If paid by check, a Form 1099-MISC will be issued to the recipient and filed with the IRS.
10. The tuition credit will be earned only for the first school year a referred family attends CSGK.
11. The referred family will identify the one family that will receive the tuition credit.
12. The referred family must submit a "Tuition Incentive Referral Form" to the **CSGK Business Office, P.O. Box 1838, Portage, MI 49081-1838**, along with a completed CSGK application packet that includes the New Student Enrollment Form, Parish Verification Card (if applicable), Tuition Calculation Form, and application fee.  
(Alternate version due to timing of introducing program: ...along with a completed CSGK New Student Enrollment Form and application fee.)

CATHOLIC SCHOOLS OF GREATER KALAMAZOO  
REFERRAL INCENTIVE PROGRAM FORM

#3650-F

**To be completed by the Referred Family:**

Last Name: \_\_\_\_\_

Parents/Guardians First Names: \_\_\_\_\_

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

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

I have read the guidelines of the CSGK Tuition Incentive Program and hereby attest the following family has referred us to CSGK.

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

**To be completed by the Referring Family:**

Last Name: \_\_\_\_\_

Parents/Guardians First Names: \_\_\_\_\_

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

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

I have read the guidelines of the CSGK Tuition Incentive Program and hereby attest that I have referred the above family.

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

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**For CSGK Business Office Use:**

Date received: \_\_\_\_\_

SUBJECT: DEVELOPMENT PROGRAM AND EDUCATIONAL ENDOWMENTS

The Diocese of Kalamazoo encourages the establishment of Development Programs and Educational Endowments in order to broaden the base of support for our parish and/or school educational programs so we may continue to provide quality programs with qualified personnel. The Educational Endowment shall be established in accordance with the provisions of the approved model prescribed by the Bishop of Kalamazoo.

(Same as #3280.1-P of Diocesan Policy Manual)

SUBJECT: DEVELOPMENT PROGRAMS AND EDUCATIONAL ENDOWMENTS

1. Parishes desiring to create an Educational Endowment in order to help insure the financial future of their educational programs shall contact the Superintendent of Schools for advice and resources.
2. The Educational Endowment shall be formed under the provisions of the approved model prescribed by the Bishop of Kalamazoo. This model is available through the superintendent's office at the Diocesan Office of Schools.
3. Committees charged with studying and establishing the Educational Endowment should obtain a copy of the provisions of the approved model.
4. The committee, with the consent of the CSGK Pastor, shall complete the model agreement by filling in the appropriate blanks. The completed model shall be submitted to the Office of Schools for revision and printing.
5. The Office of Schools will submit the printed document to the committee for appropriate signatures.
6. The committee will return the document to the Office of Schools for final review and preparation for the signature of the local ordinary (Bishop of Kalamazoo).
7. A copy of the document will then be returned to the committee with instructions on additional steps required to complete the formation of the Educational Endowment.
8. Minutes of meetings of the board of trustees of each established endowment shall be sent on a regular basis to the Superintendent of Schools, Diocese of Kalamazoo.
9. Appropriate resources regarding development efforts are available through the Office of Schools upon request.
10. The goal of each endowment program should be a minimum of two and one-half times the amount of the annual budget.

(Same as #3280.1-R of Diocesan Policy Manual)

POLICY

#3700-P

SUBJECT: PRE-SCHOOL TUITION

Preschool tuition rates are approved by the CSGK Board.

Tuition and fees will be set to ensure that the program is self-supporting.

Delinquent pre-school tuition payments will be subject to the delinquent payment policy above.

Policy Adopted November, 2008

CSGK Board  
Kalamazoo, Michigan

SUBJECT: PRE-SCHOOL TUITION

1. Monthly tuition reserves a space for a child at the pre-school.
2. There is no refund or deduction for vacation or long illnesses.
3. Upon withdrawal, a parent must inform the school either in writing, in person, or by phone.
4. No additional charges will be made if these procedures are followed.

POLICY

#3800-P

SUBJECT: HIGH SCHOOL BOOK FEES

Parents or legal guardians are responsible for the costs of all books, education materials, and supplies incurred by their child/children while attending Hackett Catholic Central High School.

Policy Adopted November, 2008

CSGK Board  
Kalamazoo, Michigan



SUBJECT: HIGH SCHOOL BOOK FEES

1. Parents or legal guardians shall purchase all required books, educational materials, and supplies needed by their child/children.
2. Purchases can be made from another student or from the school, acting solely as a liaison between seller and purchaser, at the start of each school year.
3. Collection procedures shall fall under the provisions outlined in the delinquent payment policy.

POLICY

#3900-P

SUBJECT: FUNDRAISING

Recognizing the need for various entities within the CSGK schools to obtain monies to support their activities, the CSGK is committed to supporting those fundraisers. Each school is responsible for maintaining and coordinating their fundraising efforts as it relates to their specific school. Each school must identify and provide detail to the CSGK Development Office for all proposed major fundraisers. Upon review of the event and the timing of the event by the CSGK Development Office, such fundraising can then proceed for approval at the specific school.

Policy Adopted November, 2008

CSGK Board  
Kalamazoo, Michigan

SUBJECT: BACKGROUND CHECKS

Prior to being a regular employee or working continuously under contract, all potential employees, including persons employed by entities who have contracts with the schools to provide food, custodial services, transportation, counseling, or any other auxiliary services to students, shall have a criminal history background check completed as required under MCL 380.1230 et seq. as amended.

(Same as #4101-P of Diocesan Policy Manual)

SUBJECT: SELECTION OF TEACHERS

Teachers shall be selected on the basis of their qualifications and certification and in accordance with Canon Law, regulations and requirements of the Diocese of Kalamazoo, and the licensing standards as prescribed by the laws of the State of Michigan. Sex, race, color, age or national origin shall not be made a condition of employment.

The Principal, with the consent of a CSGK Pastor, shall hire the teaching personnel.

[cf. c. 231; 747-755; 773-780; 793-806; and 822-832]

(Same as #4111-P of Diocesan Policy Manual)

## SUBJECT: SELECTION OF TEACHERS

1. The Principal shall notify the Diocesan Office of Schools of available position(s) at the earliest possible date.
2. The Principal may seek applicants through the Office of Schools, local efforts, and/or college placement bulletins. Applications received must be filed with the Office of Schools.
3. The Principal shall prescreen applicants, thoroughly checking references.
4. The Principal shall prioritize and interview candidates for selection.
5. The Principal shall select the person who is the best qualified (includes being a practicing Catholic in good standing) to fulfill the responsibilities of the position and who will contribute greatly to the development of the Catholic faith community.
6. If a fully certified and qualified candidate cannot be surfaced, the Principal must contact the Superintendent of Schools or his or her designee. Only under extenuating circumstances, with special permission from the Office of Schools, and for a specified amount of time, will teachers who are not fully certified and qualified be allowed to serve in this privileged role.
7. The Principal must request a criminal background check and an unprofessional conduct background check of the candidate as required by MCL 380.1230 et seq., as amended.
8. The Principal of a parish school shall seek the consent of the parish pastor prior to offering a contract to the candidate. The Principal of a consolidated Catholic school or central Catholic high school shall seek the consent of the CSGK Pastor or his designee prior to offering a contract to the candidate.
9. The Principal and candidate shall review and agree upon the contract, contract addendum, and job description before signing.
10. The Principal shall send a personnel sheet, official transcripts, copy of certificate, and copy of contract to the Diocesan Superintendent of Schools.

(Same as #4111-R of Diocesan Policy Manual)

SUBJECT: CONTRACT FOR PRINCIPALS AND TEACHERS

The contract form for principals and teachers shall be that which has been approved by the Diocesan Office of Schools. All principals and teachers must sign a contract, and one copy of the contract must be on file in the CSGK office, and one copy of the contract shall be forwarded to the Office of Schools, Diocese of Kalamazoo.

Contracts are not binding until they have been signed by the proper administrative authorities.

(Same as #4112.1-P of Diocesan Policy Manual)

SUBJECT: PRINCIPAL CONTRACTS

On or before June 15<sup>th</sup> of the current year, the Principal shall be offered a contract for the succeeding contract year or be notified by the CSGK Board President of the intent not to offer a contract.

In the event the CSGK Board chooses not to offer a contract for the succeeding year, the CSGK Board President shall notify the Principal in writing of their intention.

Notwithstanding the fact that a member of each school's Local Advisory Council (LAC) is a voting member of the CSGK Board, it is the express intent of the CSGK Board that each LAC conduct a formal annual performance review of its Principal, including a recommendation by the LAC to the CSGK Board as to whether or not the Principal's contract should be renewed for the following year, and that such performance review and recommendation must be presented to and given full consideration by the CSGK Board prior to determining whether or not the Principal should be offered a contract.

The Diocesan Superintendent of Schools must also be consulted prior to the decision to not offer a new contract to the Principal.

## SUBJECT: PRINCIPAL CONTRACTS - TERMINATION

1. Termination by the employer: The Principal contract may be terminated during the contract period by the Diocesan Superintendent of Schools or the CSGK Board for the following reasons:
  - a. inefficiency, inability, incompetence, or neglect of duty by the employee as a professional staff member of employer. (i.e., failure of employee to fulfill the professional responsibilities and performance duties as described in diocesan and employment job descriptions);
  - b. work performance by employee that does not manifest competency of the fulfillment of basis expectations and requirements of the employer's position.
  - c. excessive use of sick leave by the employee;
  - d. chronic tardiness, substance abuse, criminal arrest or conviction by the employee;
  - e. employee's insubordination, intimidation, or failure to follow instructions of superior;
  - f. misrepresentations in employee's application, resume, or other related documents;
  - g. breach by employee of any policies, procedures, and rules of the Diocese of Kalamazoo and / or school, or of any covenant contained in this contract;
  - h. the undertaking by the employee of activities, within or outside of the employer / employee relationship, which are detrimental to the fundamental purpose and mission of the school, or constitute a failure to support and exemplify Catholic faith and morals as taught by the Magisterium of the Catholic Church; or
  - i. uncertain financial conditions within the Church or diocese, or complete or partial closing of the School or the employee's department or position.
2. Periodic health examinations may be requested in determining when it is advisable to move a person from a position as the Principal that is affecting his or her physical or emotional stability.
3. The Principal may contest the termination notice by filing an appeal within twenty-eight days (28) in accordance with CSGK Policy #2200.
4. Termination by the Employee: Termination by the Principal during the contract period shall be acceptable only for extraordinary reasons; unless done by mutual agreement, such a termination will be considered a violation of the contract.

(Same as #4112.5-P of Diocesan Policy Manual)



POLICY

#4230-P

SUBJECT: NEW HIRES - YEAR OF CREDITED SERVICE

Teachers or Principals will receive full credit of service when transferring within or to the CSGK system. This determined amount of credit will be at CSGK Board's recommendation and the consequential salary must be supported by the CSGK budget.

Policy Adopted October, 2008

CSGK Board  
Kalamazoo, Michigan

POLICY

#4240-P

SUBJECT: SALARY SCHEDULE FOR RELIGIOUS

Teaching Priests, Deacons, Sisters, and Brothers will be paid according to the regular CSGK teaching salary schedule.

Salary includes all regular benefits.

Policy Adopted October, 2008

CSGK Board  
Kalamazoo, Michigan

POLICY

#4250-P

SUBJECT: APPROVAL OF OTHER CONTRACTS

It shall be the policy of the CSGK that any non-employee contracts, in excess of \$5,000, entered into by or for the school, be approved by the CSGK Board.

Policy Adopted October, 2008

CSGK Board  
Kalamazoo, Michigan

SUBJECT: TEACHER CONTRACTS - OFFER FOR SUCCEEDING YEAR

The decision to offer a teacher contract for each contract year rests with the local Principal--teacher contracts are issued for a period of no longer than one year. The local Principal has full discretion with respect to the offering of a contract for each contract year.

Subject to economic / enrollment conditions, the local Principal shall attempt to offer teacher contracts for the succeeding year by June 15<sup>th</sup> of the current year.

The Principal has the right and responsibility to attach addenda to the teacher contract in order to reflect local needs and desires.

(Same as #4112.6-P of Diocesan Policy Manual)

## SUBJECT: TEACHER CONTRACTS - TERMINATION

1. Termination By the Employer: Contracts may be terminated during the contract period by the school for reasons which include the following:
  - a. inefficiency, inability, incompetence, or neglect of duty by employee as a professional staff member of employer. (i.e. failure of employee to fulfill the professional responsibilities and performance duties as described in diocesan and employer policies and job responsibilities);
  - b. work performance by employee that does not manifest competency of the fulfillment of basic expectations and requirements of the employee's position.
  - c. excessive use of sick leave by the employee;
  - d. chronic tardiness by employee, or substance abuse, criminal arrest or conviction;
  - e. employee's insubordination, intimidation, or failure to follow instructions of or other superiors;
  - f. misrepresentations in employees' application, resume, or work records or reports;
  - g. breach by employee of any policies, procedures, and rules of the diocese and / or school or of any covenant contained in this contract;
  - h. the undertaking by the employee of activities, within or without of the employer / employee relationship, which are detrimental to the purpose and mission of the school or constitute a failure to support and exemplify Catholic faith and morals as taught by the Magisterium of the Catholic Church; or
  - i. uncertain financial conditions within the Church or diocese, or complete or partial closing of the school or the employee's department or position.
2. The termination procedure shall follow the administrative regulation developed by the Diocesan Superintendent to implement this policy.
3. A teacher may contest a termination notice by filing an appeal within twenty-eight (28) days in accordance with the CSGK Grievance Policy #2200.
4. Termination by the Employee: Termination by the teacher during the contract period, except by mutual agreement, may be considered a violation of the contract.

(Same as #4112.7-P of Diocesan Policy Manual)

SUBJECT: TEACHER CONTRACTS - TERMINATION

1. Termination by the Employer

- a. If conditions of teacher performance or conduct are such that they warrant immediate action, the Principal may suspend without pay and/or terminate the contract of a teacher during the school year. Both the suspension and the decision for termination shall be placed in writing with copies provided to all parties involved.
- b. The notification should state the reason for the action and a copy sent to the CSGK Pastor, chairperson of the Local Advisory Council (LAC), President of the CSGK Board, and the Diocesan Superintendent of Schools.
- c. The teacher has the right to appeal the administrative action of his or her termination by filing an appeal within twenty eight (28) days in accordance with the CSGK Grievance Policy #2200.

2. Termination by the Employee

- a. If said contract is terminated by the teacher during the course of the school year, the following may result:
  - i. such violation may be noted on any request for recommendations to other potential employers;
  - ii. all credit for previous service may be forfeited.

(Same as #4112.7-R of Diocesan Policy Manual)

SUBJECT: SUBSTITUTE TEACHERS

Substitute teachers are to be provided by the Principal for those situations when the teacher must be absent from the classroom. Substitute teachers should be qualified in the area needed and certified according to the requirements of the State of Michigan and according to Canon Law (cf. c. 231 #1).

In consultation with the Principal, substitute teachers must be paid the amount pre-determined by the Finance Committee and approved by the CSGK Board of Directors when approving the annual budget.

The daily rate for a substitute teacher who fills a long-term teaching vacancy shall be different from that received in a normal substitute position. The rate shall be recommended by the Principals and approved by the CSGK Board of Directors.

POLICY

#4290-P

SUBJECT: PROFESSIONAL AND SUPPORT STAFF

Salaries and/or pay rates for professional and support staff will be determined by the CSGK Board of Directors based on recommendations provided by the Principals (when applicable).

Policy Adopted October, 2008

CSGK Board  
Kalamazoo, Michigan



## SUBJECT: ILLEGAL ACTIVITY

A person working in a Catholic school or a CSGK office (either as an employee or volunteer) that is arrested or accused of illegal activity shall be placed on a leave of absence, pending the outcome of an investigation or an adjudication of guilt.

An employee working in a Catholic school or a CSGK office shall, under MCL 380.1230d, when charged with a Listed Offense (defined below) or a violation of a substantially similar law of another state, report to the school that the employee has been charged with a Listed Offense. Violation of this duty to report may result in the employee being discharged from the school and having their contract terminated.

A person who has committed an illegal act, and is convicted, shall be removed from professional or volunteer status. If an employee of a school should be convicted of a Listed Offense, meaning that terms as defined below and defined in Section 2 of the Sex Offender's Registration Act, 1994 P.A. 295, (MCL 28.722), then the school shall take steps to verify the information using public records and, pending verification, shall not employ that individual in any capacity or allow that person to regularly or continuously work under contract in any of its schools in accord with MCL 380.1230c.

A *Listed Offense*, whereby an employee of the schools is mandated under Michigan statute to disclose to schools if he or she is charged or convicted, includes the following crimes:

- a. any crime on the Michigan Sex Offender Registry Act;
- b. any other felony; or
- c. any of the following misdemeanors:
  - i. a third or fourth degree child abuse or an attempt to commit that offense;
  - ii. a misdemeanor involving cruelty, torture, or indecent exposure regarding a child; or
  - iii. a misdemeanor violation of Section 7410 of the Public Health Code (which prohibits delivery of a Schedule 1 or 2 controlled substance that is a narcotic or cocaine by a person who is 18 or older to a person who is under 18 and at least three years younger than the offender or delivery on or within 100 feet of school property);
- d. breaking and entering (MCL 750.115);
- e. allowing a minor to possess or consume alcohol at a social gathering on premises under the offender's control (MCL 750.141a);
- f. accosting, enticing, or soliciting a child for immoral purposes (MCL 750.145a);
- g. indecent exposure (MCL 750.359);
- h. larceny from a vacant dwelling (MCL 750.359);
- i. a misdemeanor violation of Section 701 of the Michigan Liquor Control Code (MCL 436.1701 - a person who knowingly sells or furnishes alcoholic liquor to a minor, or who fails to make a diligent inquiry as to whether the person is a

- minor);
- j. assault and battery (MCL 750.81);
- k. a person who commits assault without a weapon and inflicts serious or aggravated injury on that individual without intending to commit murder or inflict great bodily harm, less than murder (MCL 750.81a); or
- l. Using a computer to commit a specified crime (MCL 750.145d).

The term *Listed Offense* above includes the following crimes from the Michigan Sex Offenders Registry Act, MCL 28.722:

- a. accosting, enticing, or soliciting child for immoral purposes (MCL 750.145a), felony;
- b. accosting, enticing, or soliciting child for immoral purposes, second or subsequent offense, (MCL 750.145b) felony;
- c. child sexually abusive activity or material (MCL 750.145c), felony;
- d. crime against nature or sodomy (MCL 750.158) if a victim is an individual less than 18 years of age, felony;
- e. a third or subsequent conviction of any combination of the following:
  - i. a “disorderly person” (MCL 750.167[i][f]), a person who is engaged in indecent or obscene conduct in a public place;
  - ii. indecent exposure (MCL 750.335a);
  - iii. a local ordinance of a municipality substantially corresponding to a section described in sub-paragraph (i) or (ii);
- f. except for juvenile disposition or adjudication, gross indecency between male persons under MCL 750.338. Gross indecency between female persons under MCL 750.338b, if a victim is an individual less than 18 years of age. The term “gross indecency” prohibits oral and manual sex acts committed without consent or with person under age of consent or any ultimate sex act committed in public (*People v. Lynch*, 179 Mich. App. 63 - 1989);
- g. kidnapping (MCL 750.349) if victim is an individual less than 18 years of age;
- h. kidnapping, child under 14 (MCL 750.350);
- i. soliciting, accosting, or inviting to commit prostitution or immoral act (MCL 750.448 - misdemeanor for first two, guilty of this crime with two or more misdemeanors is a felony), if a victim is an individual less than 18 years of age;
- j. pandering (MCL 750.455) which is defined as any person who shall procure a female inmate for a house of prostitution; or who shall induce, persuade, encourage, inveigle, or entice a female person to become a prostitute, etc.;
- k. first degree criminal sexual conduct (MCL 750.520b);
- l. second degree criminal sexual conduct (MCL 750.520c);
- m. third degree criminal sexual conduct (MCL 750.520d);
- n. fourth degree criminal sexual conduct (MCL 750.520e);
- o. assault with the intent to commit criminal sexual conduct (MCL 750.520g);
- p. any other violation of a law of this state or a local ordinance of a municipality that by its nature constitutes a sexual offense against an individual who is less than 18 years of age;
- q. an offense committed by a person who was, at the time of the offense, a sexually delinquent person as defined in MCL 750.10a;

- r. an attempt or conspiracy to commit an offense described above; or
- s. an offense substantially similar to an offense described above under a law of the United States, any state, or any country or under tribal or military law.

(Same as #4112.9-P of Diocesan Policy Manual)

REGULATION

#4350-R

SUBJECT: CERTIFICATION

1. The Diocesan Office of Schools requires adherence to the teacher certification code of the State of Michigan.
2. All newly hired teachers and Principals must present evidence that they possess the requirements for a Michigan Teaching Certificate before the contract is signed.
3. Any exceptions to this regulation may only be granted through the Diocesan Office of Schools.

(same as #4113-R of Diocesan Policy Manual)

SUBJECT: PHYSICAL EXAMINATIONS

1. A Principal may request school employees to have a medical examination if the Principal observes that one's teaching performance may be deteriorating due to possible physical or emotional difficulties.
2. A Pastor, Diocesan Superintendent of Schools, or Chair of the Local Advisory Council may request the Principal to have a medical examination if it is noted that one's administrative performance may be deteriorating due to possible physical or emotional difficulties.

(Same as #4114-R of Diocesan Policy Manual)

## SUBJECT: PERSONNEL - REDUCTION OF STAFF

When a reduction of staff is deemed necessary because of budgetary constraints or other reasons of educational expediency, the local Principal shall use the following criteria as a guide in determining who should be retained.

The criteria, given here, are not listed in any order of prioritization. The Principal will assess the needs of the school at the time staff reduction is necessary and prioritize these criteria at that time. Prioritization of these criteria is at the discretion of the Principal:

- a. contributors to the development of the Catholic faith community;
- b. subjects and/or grade level taught;
- c. degree of compliance with local and diocesan policies and regulations;
- d. number of years employed at that particular school;
- e. academic qualifications;
- f. extra-curricular involvement;
- g. degree of competency and commitment as documented in classroom observations and annual evaluations; and
- h. local factor(s).

(Same as #4115.3-P of Diocesan Policy Manual)

SUBJECT: EVALUATION OF PRINCIPAL

The performance of the Principals shall be evaluated annually using the process developed by the diocesan Office of Schools.

This evaluation process is designed to assist Principals in the growth and development of their professional abilities and to identify their areas of strength and those areas needing further growth.

Each spring the LAC shall undertake this process following guidelines outlined in the Principal's evaluation document. The chairperson of the LAC is responsible for forwarding a copy of the summary document to the CSGK Board, which then forwards its response and the original summary to the Diocesan Office of Schools no later than June 1<sup>st</sup> of each year.

Parties involved in the evaluation of the Principal are to include members of the LAC, the on-site Pastor, and others as the committee deems appropriate. The Principal's evaluation is then reviewed and acted upon, and the action and the evaluation summary are forwarded to the Diocesan Superintendent of Schools.

(Same as #4116-P of Diocesan Policy Manual)

SUBJECT: EVALUATION OF INSTRUCTIONAL PERSONNEL

The performance of all instructional personnel shall be evaluated using the process developed by the Diocesan Office of Schools.

The evaluation is designed to assist teachers in the growth and development of professional abilities as well as to identify areas of strength and weakness.

The Principal is the primary evaluator of teacher performance and shall be responsible for submitting an annual evaluation report of the teacher to the Diocesan Superintendent of Schools.

(Same as #4117-P of Diocesan Policy Manual)



SUBJECT: EVALUATION OF INSTRUCTIONAL PERSONNEL

1. Principals are to implement the Diocesan Teacher Enhancement Program, including the use of the classroom observation forms and the annual summative evaluation form.
2. Annually, the Principal is to submit to the Diocesan Office of Schools a categorized list of their staff members indicating those enrolled in independent professional growth, beginning teachers, intensive assistance, and professional growth divisions.
3. The Principal is to adhere to the process as outlined in the Teacher Enhancement Program guidelines.
4. In addition to formal observations by the Principal, additional input may be sought in specified areas of the curriculum, methodology, or personal relations. Diocesan officials and other outside personnel may be invited in for observation and review.
5. Annual reports shall be sent to the Diocesan Office of Schools by the school principal.

(Same as #4117-R of Diocesan Policy Manual)

SUBJECT: EVALUATION OF PROFESSIONAL AND SUPPORT STAFF

The performance of all professional and support will be evaluated annually using the process developed by the Personnel Committee of the CSGK Board.

The evaluation is designed to assist professional and support staff in the growth and development of skill abilities as well as to identify areas of strength and weakness.

The CSGK President and Personnel Committee Chair are the primary evaluators of the professional staff and shall be responsible for submitting an annual evaluation report to the CSGK Board. As part of this annual process, the input of the Principals will be sought and incorporated into the final evaluation.

The Principal is the primary evaluator of athletic directors, librarians, teacher aides, secretaries, ~~and~~ maintenance staff, and all other professional and support staff not mentioned herein and not evaluated by the CSGK Board personnel. The Athletic Director is the primary evaluator of coaches. The Business Manager is the primary evaluator of the accounting staff, TRIP office staff, and food service coordinators. Each evaluator shall be responsible for submitting an annual evaluation report to the CSGK Board.

SUBJECT: REPORTING ACCIDENTS

The school directs that all reasonable efforts be made to ensure a safe learning and working environment for students and employees. To that end and to the end that legitimate employee claims for worker's compensation are expedited, accidents shall be reported and evaluated and any corrective action implemented as deemed appropriate. Any accident that results in an injury to a student, an employee of the schools, or a visitor to the schools must be reported promptly and in writing to the appropriate offices. Injured persons shall be referred immediately to the appropriate personnel for such medical attention as may be needed.

The injured employee or visitor or the staff member responsible for an injured student shall complete a form that includes the date, time, and place of the incident; the names of the persons involved; the nature of the injury to the extent that it is known; and a description of all relevant circumstances. A copy of such shall be forwarded to Gallagher-Bassett.

Any employee who suffers a job-related injury must report the injury and its circumstances to the Principal or job supervisor, as appropriate, as soon as possible following the occurrence of the injury.

(Same as #4118-P of Diocesan Policy Manual)

SUBJECT: PERSONNEL SEPARATION

1. In accordance with the standards set by the Michigan Catholic Conference, a Separation (Unemployment Employee Claim Information) Form must be completed by the immediate supervisor or personnel department at the time of separation. This form must be completed for all employees leaving a school or a CSGK office.
2. A copy of the form must be submitted to the Michigan Catholic Conference Insurance Service Department and a copy sent to the Diocesan Office of Schools.

(Same as #4119-R of Diocesan Policy Manual)

## SUBJECT: RECOMMENDATIONS FOR EMPLOYEES

Requests regarding recommendations for teaching, professional, or support employees (present or former) shall be handled by the Principal (where appropriate) or the CSGK President (where appropriate). It is the position of the Diocese that only years of employment, last position held, compensation (if needed), any written letter of recommendation from the employee's immediate supervisor, and any information related to unprofessional conduct of the employee as required by MCL 380.1230b, shall be disclosed. Other information, such as performance evaluations, shall not be disclosed.

Inquiries seeking additional information shall be informed of this Diocesan regulation. Letters of recommendation (if they exist) should be on file in the Office of Schools. In certain cases under grievance agreements or court order, only the Superintendent or his/her designee shall disclose any information, including information in paragraph one.

(Same as #4119.2-R of Diocesan Policy Manual)

POLICY

#4700-P

SUBJECT: RETIREMENT BENEFIT

All lay personnel who work twenty or more hours per week for five or more months shall become members in the retirement program prescribed for the Diocese of Kalamazoo as administered by the Michigan Catholic Conference.

(Same as #4119.1-P of Diocesan Policy Manual)

Policy Adopted October, 2008

CSGK Board  
Kalamazoo, Michigan

## SUBJECT: MEDICAL BENEFITS

Full-Time Employees

For purposes of this definition, full-time employees are those persons employed in teaching and non-teaching jobs who are scheduled to work a minimum of 35 hours per week for five or more consecutive months during an academic year. An academic year is defined as the period which runs one (1) week prior to the first day of classes and ends one (1) week following the last day of classes at CSGK schools.

The full-time employee's single coverage will be paid 100% by CSGK. A full-time employee may elect spousal and/or dependent coverage with the additional expense over single coverage paid 50% by CSGK and 50% by the full-time employee.

Exceptions include:

- a. the 50%/50% split is being phased-in for some current employees for whom CSGK is currently paying more than 50% of the cost of the employees' spouse/family coverage. All employees are expected to be in compliance with the 50%/50% split within the next two-three years; and
- b. prior to the development and implementation of this policy, a limited number of non-teaching employees (4-7) who do not meet the full-time employee definition set forth above have had their insurance coverage paid in whole or in part by CSGK. This practice will continue for each of these specific employees for as long as the specific individual remains employed by CSGK. As of the date this policy is approved and adopted by the CSGK Board, the aforementioned exception will not be extended to new employees nor will it be applied to any teaching or non-teaching employees other than those persons referenced above.

Part-Time Employees

For purposes of this definition, part-time employees [are those persons employed in teaching and non-teaching jobs] who are scheduled to work a minimum of 20 hours per week but less than 35 hours per week for five (5) or more consecutive months during an Academic Year (which is defined above) are eligible to participate in the health insurance plan with the full cost of the premiums to be paid by said Part-Time Employee.

Part-time employees who are scheduled to work less than 20 hours per week for five (5) or more consecutive months during an Academic Year (which is defined above) are not eligible to participate in or otherwise purchase coverage under the Plan.

## SUBJECT: EMPLOYEE TUITION DISCOUNT BENEFIT

All employees with children in CSGK schools grades PreK to 12 will receive an employee tuition discount. Full-time employees (as defined under Medical Benefit above) will receive a 100% tuition discount up to the Caps noted below. Part-time employees will be pro-rated based on hours worked (see below).

Weekly Avg Hrs. Worked	Discount %	\$ Amount to be applied against % Discount	
35-40 hrs	100%	HCC capped at lesser of graduated scale tuition or \$4000 or K-8 capped at lesser of graduated scale tuition or \$2000	
27-34 hrs	75%	“	“
19-26 hrs	50%	“	“
13-18 hrs	25%	“	“
6-12 hrs	10%	“	“

Examples:

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(BxG)
Avg. Hrs.	Discount %	Adj. Gross Income	# of Students	Grade(s)	Gross Tuition	Lesser of Tuition of Cap	Tuition Discount
40 hrs	100%	\$50 K	1	9	\$2450	\$2450	\$2450
40 hrs	100%	\$75 K	3	3, 7, and 10	\$6609	\$4000	\$4000
40 hrs	100%	\$35 K	2	K, 2	\$2975	\$2000	\$2000
19 hrs	50%	\$65 K	1	4	\$2062	\$2000	\$1000
10 hrs	10%	\$90 K	2	7, 11	\$6848	\$4000	\$400

Full- and part-time employees are responsible for all other school fees, such as but not limited to registration, books, graduation, etc.

Policy Adopted October, 2008

CSGK Board  
Kalamazoo, Michigan



## SUBJECT: EMPLOYEE TUITION DISCOUNT BENEFIT FOR PRESCHOOL

Employees can receive a tuition discount for children attending any CSGK preschool. Full-time employees will receive a 100% discount up to a cap of \$1000 while part-time employees will be pro-rated based on hours worked.

Weekly Avg. Hrs. Worked	Discount %	\$ Amt. to be applied against % discount
35-40 hrs	100%	Preschool capped at lesser of tuition or \$1000
27-34 hrs	75%	
19-26 hrs	50%	
13-18 hrs	25%	
6-12 hrs	10%	

POLICY

#4740-P

SUBJECT: SICK DAY BENEFIT

Full-time employees (as defined above) shall be credited with ten days of paid sick leave per year. Unused sick leave may accumulate up to a maximum of 60 days.

Sick leave for part-time employees (as defined above) shall be pro-rated according to percentage of time worked.

(Same as #4151-P of Diocesan Policy Manual)

Policy Adopted October, 2008

CSGK Board  
Kalamazoo, Michigan

## SUBJECT: SICK DAY BENEFIT

1. The paid sick leave benefit is established to ensure one's income during illness or injury; the ultimate protection for the career teacher extends up to a balance of 60 working days.
  - a. Absences will be approved for the following:
    - i. personal illness or injury;
    - ii. illness or injury to one dependent upon the employee for care;
    - iii. attendance at funerals for friends and relatives (additional time off would be granted in case of death in the immediate family).
  - b. Transfer of unused sick leave
    - i. The unused balance at the end of the school year carries over to the next year.
    - ii. When a teacher transfers from one school within the diocese to another, his or her sick leave balance shall be accepted by the receiving school.
    - iii. Sick leave is non-transferable to other employees.
  - c. Record of sick days
    - i. The Principal assumes the responsibility for record keeping for sick leave.
    - ii. All sick leave days must be recorded, indicating the date, the reason for leave, and the substitute teacher. This record must be kept in the teacher's personnel file.
2. Teachers shall not be reimbursed for unused sick leave at the close of the school year nor at the time of separation of employment.
3. Teachers who are employed less than full-time shall earn a proportionate share of sick leave. For example, a teacher working half-days earns ten half-day sick leaves per school year.
4. When an abuse of sick leave is suspected, the Principal may request written notice from the teacher's doctor to verify the illness or injury.
5. Schools are encouraged to either create a reserve account to hold funds for those times when several teachers may use accumulated sick time or explore the feasibility of purchasing long-term disability insurance from the Michigan Catholic Conference.

(Same as #4151-R of Diocesan Policy Manual)

POLICY

#4750-P

SUBJECT: SHORT-TERM PERSONAL LEAVE

An employee may request a short-term personal leave, without pay, for specific purposes.

This request must be presented in writing to the employee's primary evaluator (see above).

Every employee absence day must be tallied against available sick days.

The employee shall be reinstated at the end of the agreed upon period of leave as a member of the staff in the same or a similar position.

SUBJECT: SHORT-TERM PERSONAL LEAVE

1. Except in cases of emergency, the employee desiring a leave of absence for a specific purpose shall file a written request to his or her primary evaluator (see above). A sample form for this request follows this worksheet.
2. If the primary evaluator approves the request, the employee's salary and other benefits will cease (see *Medical Benefit Exception* below) for the duration of the leave.\*
3. If this leave is granted and all conditions are equal, the employee will be reinstated in the same position he or she held at the beginning of the leave of absence.

\* *Medical Benefit Exception:* If the approved leave is FMLA, and if the employee's medical benefits were already being paid by the CSGK, then the CSGK will continue to pay the medical benefits of the employee for up to 12 weeks. *Or*, if the approved leave is FMLA, and if the employee's medical benefits were being paid by the employee, then he/she will be given the option to continue paying for those medical benefits for up to 12 weeks.

CATHOLIC SCHOOLS OF GREATER KALAMAZOO  
LEAVE OF ABSENCE REQUEST FORM

#4750-F

Name \_\_\_\_\_ Job Title \_\_\_\_\_

I hereby request that I be granted leave of absence from

(date) \_\_\_\_\_ to (date) \_\_\_\_\_

for the following reason:

\_\_\_\_\_ Personal \_\_\_\_\_ Illness \_\_\_\_\_ Maternity \_\_\_\_\_ Educational \_\_\_\_\_ Other \_\_\_\_\_

If this leave is granted, I understand that, with all conditions being equal, reinstatement in my present position will be possible after I again become available for re-employment.

This leave may be extended only if I submit a written request prior to the present expiration date and such request is approved.

\_\_\_\_\_  
Employee's Signature

cc: Pastor  
Diocesan Superintendent of Schools

=====  
Approval Recommendation:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Leave of Absence Approved: \_\_\_\_\_

\_\_\_\_\_  
Title

Form Adopted October, 2008

CSGK Board  
Kalamazoo, Michigan

POLICY

#4760-P

SUBJECT: DISABILITY LEAVE

Where medically necessary, an employee may be granted leave up to one academic year. Date of re-entry will be established as provided in the Administrative Regulations.

(Same as #4152.3-P of Diocesan Policy Manual)

Policy Adopted October, 2008

CSGK Board  
Kalamazoo, Michigan

## SUBJECT: DISABILITY LEAVE

## 1. Granting of Leave

- a. Where medically necessary, disability leave of up to one academic year may be granted with proof of continuing disability.
- b. Employees desiring a leave of absence for reasons of disability shall file a written request and, where possible, at least twenty (20) days in advance.
- c. Where a primary evaluator has reason to believe that an employee is physically or mentally unable to perform his or her duties and fulfill responsibilities, the primary evaluator may place the employee on a disability leave until such time as the employee provides medical certification of his or her ability to return to work.

## 2. Utilization of Disability Leave

- a. The group medical insurance policy may be continued for the duration of the leave at the employee's written request\* provided the employee assumes the responsibility for the payment of premiums. *\*Exception:* For employees whose medical insurance premiums are paid for by the CSGK, the CSGK will continue to pay for those premiums for 12 weeks if the leave is part of the Family Medical Leave Act (FMLA). No written request is required in the case of FMLA.
- b. Paid sick leave may be utilized during the earliest portion of the disability leave which the employee's physician certifies is medically necessary.
- c. Upon returning from a disability leave of absence, the employee must provide a physician's certification that he or she is physically sound and able to perform all normal duties of his or her position.

## 3. Re-entry

- a. For leave in excess of six weeks, the normal date of re-entry would be at the beginning of the next academic period.
- b. Exceptions can be made by the primary evaluator where it would be in the interest of the academic program.

(Same as #4152.3-R of Diocesan Policy Manual)



POLICY

#4770-P

SUBJECT: JURY DUTY

Teachers who serve on jury duty will be paid the difference between their pay for jury duty and their regular pay. Those serving must provide their employer with verification of the amount received from the court.

(Same as #4138-P of Diocesan Policy Manual)

Policy Adopted October, 2008

CSGK Board  
Kalamazoo, Michigan

SUBJECT: PROFESSIONAL DEVELOPMENT FOR TEACHING STAFF

All teachers shall be required to up-date themselves professionally in accordance with requirements established by the Diocesan Office of Schools.

Teachers are also required to take part in the diocesan-sponsored Catechist Formation Program in order to remain knowledgeable about the current teachings of the Church.

The Principal holds the right to require staff members to attend other in-services, conferences, workshops, and educational classes which relate to their employment status.

The Principal is charged with ensuring teachers meet these requirements and maintaining records of such professional development in the teacher's personnel file.

[cf. c. 231]

(Same as #4131-P of Diocesan Policy Manual)

SUBJECT: DIOCESAN CATECHIST FORMATION PROGRAM

Catholic school teachers are called to be proclaimers of the message and models of the Catholic faith. All teachers who minister in the Catholic elementary or high schools are vital to the formation of the school's faith community. Teachers in the Catholic schools are to be knowledgeable about the Catholic faith and Church teachings. Therefore, as part of their professional training, all teachers are to participate in the Diocesan Catechist Formation Program.

(Same as #4131.1-P of Diocesan Policy Manual)

SUBJECT: DIOCESAN CATECHIST FORMATION PROGRAM

1. Principals shall enroll their staff members in the Diocesan Catechist Formation Program or, in the case of high school theology teachers without a degree in theology or related field, the Diocesan Discipleship Program.
2. Principals shall assess the individual needs of their teaching staff and provide the necessary resources, networking, and in-services for the teacher to actively participate in either of these programs in accordance with the requirements set down in the Diocesan Catechist Formation Program.
3. Principals shall keep accurate records of the teacher participants in catechetical training in order to ensure proper credit and recognition.

(Same as #4131.1-R of Diocesan Policy Manual)

POLICY

#4790-P

SUBJECT: RELIGIOUS EDUCATION SCHOLARSHIPS FOR STAFF

The Diocese of Kalamazoo encourages individual parishes and local schools offer full or partial scholarships for approved programs for the preparation of personnel charged with religious education in return for contracted services.

[cf. c. 231]

(Same as #4131.4-P of Diocesan Policy Manual)

Policy Adopted October, 2008

CSGK Board  
Kalamazoo, Michigan

## SUBJECT: HUMAN DIGNITY - AVOIDANCE OF HARASSMENT

Underlining our basic Catholic social teaching is respect for life. Life is a gift from God and is the clearest reflection of God among us since we are created in God's image and likeness. "Each person possesses a basic dignity that comes from God, not from any human quality or accomplishment, not from race or gender, age or economic status. The test of every institution or policy is whether it enhances or threatens human life or human dignity."<sup>1</sup>

The Catholic school environment must, therefore, be a community of faith which "shows reverence and love for every person."<sup>2</sup> Staff, students, and community members involved with the Catholic school must create an environment which is conducive to transforming all humanity and one that is free from harassment or intimidation of any type (including sexual harassment, racial harassment, bullying, or hazing).

<sup>1</sup> United States Catholic Conference (1995) *Political Responsibility: Proclaiming the Gospel of Life, Protecting the Least Among Us and Pursuing the Common Good*. Washington, DC

<sup>2</sup> John Paul II (1991) *The Gospel of Life: Evangelium Vitae. Encyclical letter on the Value and Inviolability of Human Life*. USCC, Washington DC

(Same as #4166.4-P of Diocesan Policy Manual)

## SUBJECT: HUMAN DIGNITY – AVOIDANCE OF HARASSMENT

1. The Catholic school shall maintain an environment for all staff, volunteers, students, and community members which is free from harassment of any kind, including physical, racial or sexual harassment.
2. Definitions of Sexual Harassment
  - a. *Sexual Harassment -- Work Environment*: Sexual harassment refers to behavior that is not welcome, that personally is offensive to some people, and fails to respect the rights of others. Harassment can be either conduct or communication. Actions that seem harmless or amusing to some may be offensive to others. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature when
    - i. submission to such conduct is made an explicit or implicit term or condition of an individual's continued employment, promotion, or school related pursuits. This can occur by clearly stated or implied words or actions,
    - ii. submission to or rejection of such conduct is used as a basis for employment or working relationship decisions affecting the harassed person, or
    - iii. such conduct is intended or has the effect of interfering with an individual's work performance, or creates an intimidating, hostile, or offensive environment.
  - b. *Sexual Harassment -- Student Relationships*: Sexual harassment refers to sexually inappropriate behavior that is not welcome, that is personally offensive to some, and fails to respect the rights of others. Harassment can be either conduct or communication: e.g. sexually inappropriate touching, gestures, or language of a sexual nature directed at faculty, staff, or other students. Sexual harassment also includes conduct or communication that has the purpose or effect of substantially interfering with another student's education, or creating an intimidating, hostile, or offensive educational environment.
  - c. *Racial Harassment -- School Environment*: Racial harassment includes making negative reference to a person's cultural or racial background and/or creating a hostile or offensive working environment through such conduct.
  - d. *Physical and Other forms of Harassment*: Other harassment or intimidation of any nature includes any conduct which may reasonably be offensive to others in an educational organization.
2. Examples of Sexual Harassment
  - a. Innuendoes of a sexual, racial, or other intimidating nature
  - b. Propositions
  - c. Suggestive pictures or cartoons
  - d. Foul and obscene language, jokes, or gestures

- e. Unwanted and unnecessary physical contact
  - f. Unwelcome comments which are intimidating
3. Bullying Prohibited
- a. Bullying is a form of harassment. For purposes of this policy, “bullying” is defined as the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender-based put-downs, extortion of money or possessions, and exclusions from peer groups within the school. Such conduct is disruptive to the educational process and, therefore, bullying is not acceptable behavior within the school or at any school-sponsored functions.
  - b. Students, who engage in any acts of bullying while at school, at any school function, or in connection to or with any school-sponsored activity or event, or while in route to or from school, are subject to disciplinary action up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of bullying incidents.
  - c. This policy shall not be interpreted to prohibit a reasoned or civil exchange of opinions or debate, protected by state or federal law.
4. Hazing Prohibited
- a. Soliciting, encouraging, aiding, or engaging in *hazing* on or in any school property at any time, or in connection with any activity supported or sponsored by the school, whether on or off school property, is strictly prohibited.
  - b. *Hazing* means any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights that creates physical or mental discomfort that is directed towards a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team sponsored or supported by the school and whose membership is totally or predominately other students from the school.
  - c. Students engaging in any hazing or hazing-type behavior that is, in any way, connected to any activity sponsored or supported by the school will be subject to disciplinary action, up to and including suspension and/or expulsion.
5. Reporting
- a. The school will delegate a person, usually the Principal, to answer questions and disseminate information about the policy, investigate complaints, and take appropriate corrective action. Any faculty, staff member, student, or other person in a working relationship with the school who feels that he or she has been a victim of harassment, should bring the matter to the immediate attention of the delegated person.
  - b. The school will investigate all complaints of harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted. Any faculty, staff member, student, or other person, in a working relationship with the school, who is determined to have engaged in harassment in violation of this policy, will be subject to appropriate



disciplinary action, up to and including termination of employment or exclusion from school. Retaliation in any form against a person who exercises his or her right to make a complaint under this policy is strictly prohibited and will result in appropriate disciplinary action, up to and including termination of employment or exclusion from school.

- i. The person who alleges harassment should report the incident immediately to the school Principal. In cases where the Principal is accused of harassment, the incident shall be reported to the Pastor and to an official in the Office of Schools. If a member of the clergy is accused of harassment, a report must be made to the diocesan chancellor.
- ii. A written report using form #4800 which accompanies these regulations, is to be completed, preferably by the victim or his/her parent or guardian.
- iii. The designated person or Principal will institute a process to investigate the complaint. The investigation should take place immediately or on the next school day and should be concluded within a reasonable time (usually within a week).
- iv. In the event of staff or student sexual harassment, appropriate action will be taken by the Principal.
- v. The alleged victim and/or his parent or guardian, if not fully satisfied with the investigation and results, may enact the grievance process in accord with CSGK Policy #2200.

6. Implementation and Orientation

- a. The Principal shall create and implement plans for the promulgation of this policy. Orientation and periodic training opportunities are to be provided to staff and students.
  - i. Orientation includes making all staff/employees, board members, parents, and students aware of this policy and its regulations.
  - ii. Periodic training opportunity shall include (1) examples of behavior that may be deemed as harassment, (2) common sense ways to avoid harassment, and (3) review of school's formal complaint procedures to be used when an alleged incident of harassment arises.
- b. Periodic training opportunities should be conducted for all staff/employees and students. Principals/teachers, or other resource personnel may conduct the training opportunities.

(Same as #4166.4-R of Diocesan Policy Manual)

CATHOLIC SCHOOLS OF GREATER KALAMAZOO  
HARASSMENT REPORT FORM

#4800-F

The Diocese of Kalamazoo maintains a firm policy for our Catholic schools which prohibits all forms of harassment. All persons are to be treated with respect and dignity. Harassment by any person -- male or female -- which creates an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Name: \_\_\_\_\_

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

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Parish/School or Institution: \_\_\_\_\_

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

Date(s) of alleged incident(s): \_\_\_\_\_

\_\_\_\_\_

Name of person(s) you believe harassed you: \_\_\_\_\_

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

\_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

SUBJECT: SCHOOL VOLUNTEERS

Volunteering is a privilege and the services the volunteers offer must be a match between the needs of the school and the capacity in which the volunteer wishes to serve.

Volunteers must work within the policies, regulations, and practices of the school and in areas which fulfill the schools' mission. This privilege may be withdrawn at the discretion of the Principal.

Volunteers should expect to receive all necessary training, both in requirements to the duties/tasks they are volunteering to perform and the policies of the school they will be expected to uphold during the performance of said tasks.

All volunteers are expected to abide by the regulations set forth in the Charter for the Protection of Children and Young People and to participate in the diocesan-sponsored VIRTUS Training Program (see #4900-P).

(Same as #4300-P of Diocesan Policy Manual)

SUBJECT: COMPLIANCE WITH REGULATIONS FROM THE DIOCESAN  
OFFICE OF SAFE ENVIRONMENT

In compliance with the United States Council of Catholic Bishops' Charter for the Protection of Children and Young People, all employees and volunteers working in or with diocesan schools are required to adhere to its principles.

All employees will follow state requirements for fingerprint and background checks.

As a condition of employment, all employees must have scheduled themselves to attend a Protecting God's Children training session within three months of their hire. Teachers and other designated personnel are also required to participate in continued training through VIRTUS on-line.

All school volunteers are to abide by the regulations set forth in the Charter and to participate in the diocesan VIRTUS Program. Volunteers with regular contact with children must attend or be registered for a Protecting God's Children training session prior to their volunteering. All volunteers with regular contact with children are required to submit to a criminal history background check to evaluate their suitability to work with children. Regular contact is defined as any contact that is planned and ongoing.

Schools are required to keep the necessary documentation to verify their compliance with the Charter. Schools are required to submit necessary documentation to the diocese when requested.

(Same as #4500-P of Diocesan Policy Manual)

## SUBJECT: ACCEPTING STUDENTS WITH DISABILITIES

CSGK schools must, to the extent that available resources permit, try to meet the needs of all children, including those with disabilities.

When considering accepting a child with a handicap or disability, schools must consider the following as they relate to the child's educational success:

- a. Are sufficient financial resources available to provide for the needs of the disabled student?
- b. Is the building configured so the disabled child can safely get around?
- c. Are there special equipment needs that the child may have and who will provide them?
- d. Are personnel trained and equipped to handle the child and his/her disability?
- e. Are special materials needed for the child and who will provide them, if needed?

In order to ensure that all applications from handicapped or disabled students who apply to each school are treated in an equitable manner, each school is expected to establish local policies which answer the following:

- a. Parameters in regard to the above concerns be set within which the school agrees to accept a handicapped or disabled child?
- b. Process by which handicapped or disabled children are evaluated for admission?
- c. Process by which modifications to the regular curriculum and/or program are made for handicapped or disabled students?
- d. Process to determine if and when alternate placement should be considered for a handicapped or disabled child?
- e. Procedures for documenting modifications in programming, grading practices, testing, etc, in child's CA60 and on the child's report card?
- f. High Schools should set policy in regard to alternative graduation requirements for appropriately identified students whose Education Plan supports such requirements?

It is the right and responsibility of the respective Principals in the CSGK school system to determine whether or not a student should be accepted into the system. This decision will be based on the following criteria:

- a. Staffing resources
- b. Ability to meet the prospective student's academic/emotional/physical needs
- c. Additional financial resources that the prospective student may require
- d. Physical plant (i.e., the child is able to move safely around the physical plant)\*

- e. Safety concerns of student and all members of the school community must be ensured

When a student with specialized needs is accepted into a CSGK school, the Principal will review the placement as necessary for the student's continued success. The Principal's decision is final.

\*To be in compliance with Diocesan Policy 5111.1, each school must define the parameters for the criteria listed above.

See Appendix A and B for *special needs* definitions

Also below are a flowchart and several forms to assist in the *special needs* determination and process.

## **APPENDIX A**

### **GENERAL SPECIAL NEEDS TERMS**

**Accommodations** Educational strategies that *do not* substantially alter what are measured; includes changes in environment, organization, behavior, presentation, and transition strategies. Appropriate accommodations are made to level the playing field, i.e., to provide equal opportunity to demonstrate knowledge.

**Diagnostic and Statistical Manual of Mental Disorders, Fourth Edition (DSM IV)**

The book used by psychologists and psychiatrists to make mental health diagnosis and to differentiate one possible diagnosis from another.

An official manual of mental health problems developed by the American Psychiatric Association. Psychiatrists, psychologists, social workers, and other mental health care providers use this reference book to understand and diagnose mental health problems. Insurance companies and health care providers also use the terms and explanations in this book when discussing mental health problems.

**Emotional Disturbance (ED)** Disability category under IDEA; includes depression, fears, schizophrenia; adversely affects educational performance.

**Individualized Education Program (IEP)** The Individuals with Disabilities Education Act requires public schools to develop an **IEP** for every student with a disability who is found to meet the federal and state requirements for special education.

**Individuals with Disabilities Education Act (IDEA)** Federal law that grants entitlements for special education services to children with disabilities.

**Local Education Agency (LEA)** Public school district in which the non-public school resides.

**Modifications** Educational strategies that *do* substantially alter what the student is expected to demonstrate; includes changes in instructional level, content, and performance criteria; may also include changes in test form or format or alternate assessments.

**Physical Disability** such as, but not limited to, vision, hearing, and mobility impairments.

**Psychological Services** include administering psychological and educational tests, interpreting test results, and interpreting student's behavior related to learning.

**Reasonable Accommodation** Adoption of a facility or program change that can be accomplished without undue burden on administration, teaching staff, or finances.

**Section 504** Section 504 of the U.S. Rehabilitation Act protects individuals with disabilities from discrimination due to that disability by the recipients of federal financial assistance.

**Specific Learning Disability (SLD)** Disability category under IDEA; includes disorders that affect the ability to understand or use of spoken or written language; may manifest in difficulties with listening, thinking, speaking, reading, writing, spelling, and doing mathematical calculations.

**Standardized Test** Norm-referenced test that compares a child's performance with the performance of a large group of similar children (usually children who are the same age).



**APPENDIX B**  
**SPECIAL NEEDS TERMS SPECIFIC TO CSGK**  
**PRE K - 8 SCHOOLS FLOWCHART**

**Initial Concerns Checklist** is initiated by the teachers at any point during the academic year when any of the listed difficulties become apparent and affect a child's academic or developmental progress. This is the first step in documenting and communicating a concern to the parent(s)/guardian. This document should only be used in conjunction with both teacher and parent/guardian signatures.

**Accommodations Checklist** follows the Initial Concerns Checklist when the parent(s)/guardian has given permission to move forward in identifying specific needs. Various strategies are tried and tested and documented by classroom teachers for a period of six weeks. After six weeks, needs are more clearly defined by the teachers.

**Adjusted Educational Plan**, the formal CSGK document, is initiated by the teachers. It is created by the teachers and parent/guardian where identified needs are accommodated and/or curriculum is modified and implemented to ensure success for the student. This document is updated annually. The CSGK AEP is used in lieu of a Section 504 Plan used by our public school counterparts.

**Intervention Team** is comprised of administrator and/or instructional specialist, and Kalamazoo Public School Special Education personnel when needed, teachers and parents to identify new steps that include our AEP with modifications along with the accommodations; special education evaluation; or student contract.

**If all flowchart options are exhausted, it may be necessary to explore an alternative educational placement.**

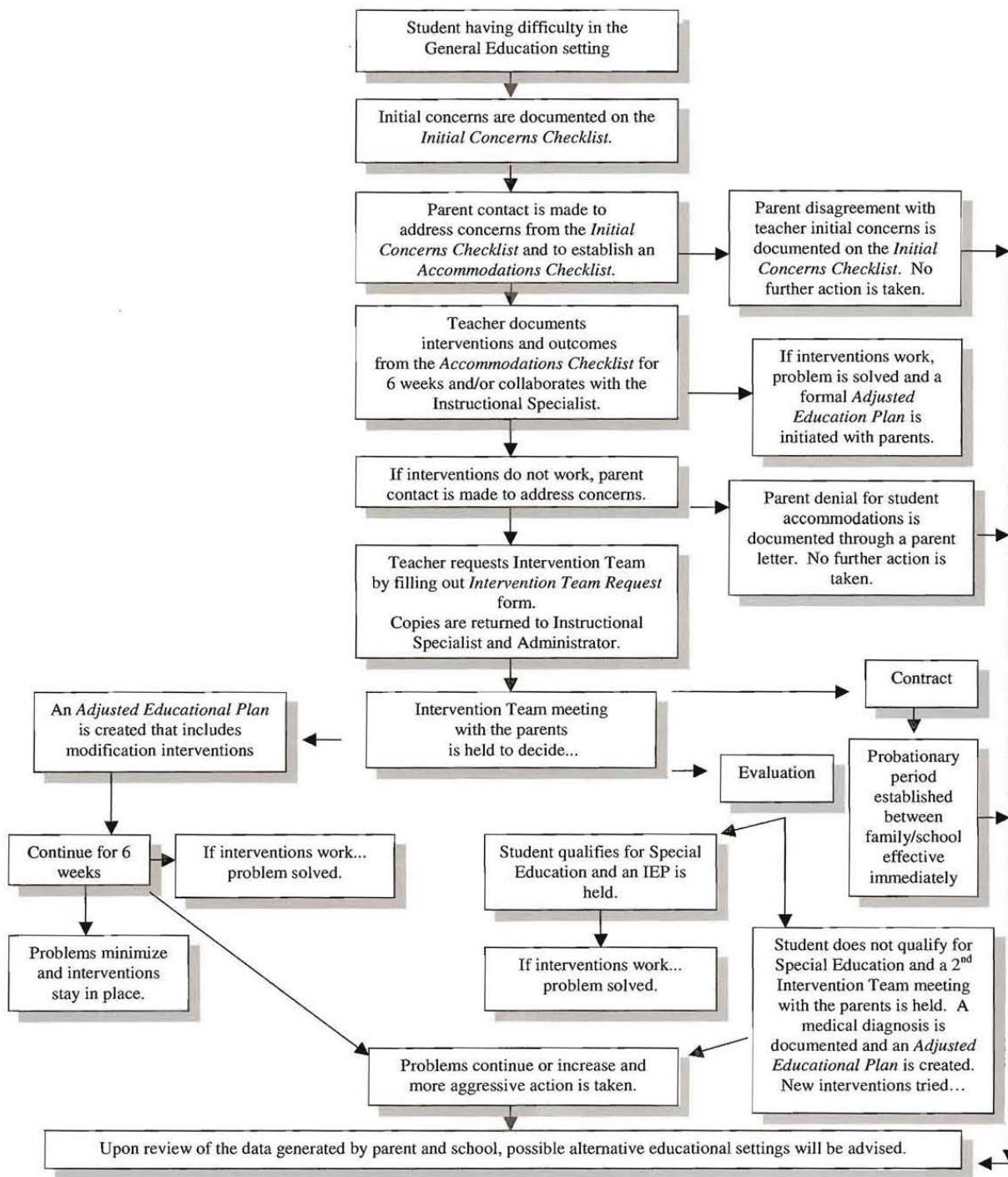
## CATHOLIC SCHOOLS OF GREATER KALAMAZOO

### Special Needs Program

#### Flowchart

(Revised 11/07)

We affirm our commitment *To Teach as Jesus Did*; to reach all God's children; to provide a faith-filled and academically excellent education within the Catholic Schools of Greater Kalamazoo. We embrace students of differing abilities and strive to contribute to the development of self-sufficiency and self-confidence. We are dedicated to meet the needs of every child, to the extent that available resources, funding and facilities permit.



**CATHOLIC SCHOOLS OF GREATER KALAMAZOO**  
**Special Needs Program**  
*Initial Concerns Checklist*

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

**Teacher Observations:**

- \_\_\_ Visual/Perceptual Concerns
- \_\_\_ Auditory Concerns
- \_\_\_ Attention/Focusing Concerns
- \_\_\_ Behavioral Concerns
  - \_\_\_ Socially Inappropriate
  - \_\_\_ Non-Compliance
  - \_\_\_ Vocal Noises
  - \_\_\_ Attendance/Tardiness
  - \_\_\_ Excessive Physical Movement
  - \_\_\_ Withdrawn
  - \_\_\_ Angry
  - \_\_\_ Anxious
- \_\_\_ Specific Subject Difficulty
  - \_\_\_ Math
  - \_\_\_ Reading
  - \_\_\_ Writing
  - \_\_\_ Language
  - \_\_\_ Spelling
- \_\_\_ Cognitive Concerns
  - \_\_\_ Delayed Processing
  - \_\_\_ Difficulty or inability to generate higher level thinking
  - \_\_\_ Difficulty or inability to grasp inferences
- \_\_\_ Motor Coordination Concerns
  - \_\_\_ Fine Motor
  - \_\_\_ Gross Motor
- \_\_\_ Speech

**Teacher Actions:** (Check all that apply.)

- \_\_\_ Discussed initial concerns with the parent(s) during a conference on \_\_\_\_\_ (date)
- \_\_\_ Parents are in agreement with concerns and would like interventions and accommodations to proceed.
- \_\_\_ Teacher will begin interventions and accommodations on \_\_\_\_\_ (date)
- \_\_\_ Parents are not in agreement with the aforementioned concerns and do not want any interventions or accommodations for their child.
- \_\_\_ Parents will seek outside interventions for their child based on the teacher's concerns.

\_\_\_\_\_  
**Parent Signature** (date)

\_\_\_\_\_  
**Teacher Signature** (date)

## Catholic Schools of Greater Kalamazoo

### Special Needs Program Accommodations Checklist

Initiated for: \_\_\_\_\_

Date: \_\_\_\_\_

Teacher signature: \_\_\_\_\_

#### Environmental Strategies:

- ☐ Provide a structured environment
- ☐ Plan student seating strategically – in and out of the classroom
- ☐ Provide use of a study carrel
- ☐ Alter location of personal or classroom supplies
- ☐ Adjust class schedules
- ☐ Minimize distractions
- ☐ Teach positive rules for use of space
- ☐ Other: \_\_\_\_\_

#### Organizational Strategies:

- ☐ Emphasize student use of an assignment book
- ☐ Utilize student assignment book as a communication tool for parent(s)
- ☐ Highlight or outline subject *main ideas* and *supporting details* through a graphic organizer
- ☐ Set time expectations for assignments
- ☐ Provide directions/assignments/tests in segments – allowing student to complete one segment before moving onto the next
- ☐ Design/write/use long term assignment time lines
- ☐ Allow/encourage student to organize personal space *daily*
- ☐ Utilize study sheets
- ☐ Follow a *visual* daily schedule
- ☐ Have student repeat directions for understanding
- ☐ Allow student to electronically type assignments as opposed to writing
- ☐ Other: \_\_\_\_\_

#### Behavior Strategies:

- ☐ Post and discuss classroom behavior expectations
- ☐ Use behavioral management techniques
- ☐ Confer with student and parent(s)
- ☐ Establish a home/school communication system for behavior monitoring
- ☐ Implement behavioral/academic contracts
- ☐ Utilize reinforcement system through rewards and consequences
- ☐ Offer praise for appropriate behavior *frequently*
- ☐ Other: \_\_\_\_\_

#### Presentation Strategies:

- ☐ Allow student to tape record lessons/discussions
- ☐ Provide oral, visual, and written directions
- ☐ Read directions to student
- ☐ Provide student with notes from lesson presentation
- ☐ Increase wait time for responses during lesson discussions
- ☐ Provide oral testing
- ☐ Vary method of lesson instruction:
  - \*Lecture
  - \*Small Group
  - \*Large Group
  - \*Use of Audio Visuals
  - \*Peer tutor or cross-age tutor
  - \*Demonstrations
  - \*Experiments
  - \*Simulations
  - \*Games
  - \*1-to-1 instruction with another adult
- ☐ Arrange student to work with mentor
- ☐ Vary level of questions
- ☐ Other: \_\_\_\_\_

#### Testing Strategies:

- ☐ Allow oral responses
- ☐ Preview of test language
- ☐ Use recognition tests (true/false, multiple choice, matching, short answer) instead of essays
- ☐ Test on tape
- ☐ Allow testing in a different environment
- ☐ Extended time frame
- ☐ Divide test into small sections
- ☐ Other: \_\_\_\_\_

#### Transitional Strategies:

- ☐ Alert student several minutes before a transition from one activity to another is planned; give reminders
- ☐ Provide assistance when moving about the building
- ☐ Provide additional time to complete task
- ☐ Other: \_\_\_\_\_

**Catholic Schools of Greater Kalamazoo**  
**Special Needs Program**  
*ADJUSTED EDUCATIONAL PLAN*

**Student Name:** \_\_\_\_\_

**Initiation date:** \_\_\_\_\_ **Termination date:** \_\_\_\_\_

**Intervention Team Signatures:**

Parent(s): \_\_\_\_\_

Teacher: \_\_\_\_\_

Instructional Specialist: \_\_\_\_\_

Administrator: \_\_\_\_\_

Other: \_\_\_\_\_

**Pacing Strategies (modifications to curriculum):**

- ☐ Adjust deadlines
- ☐ Vary activity often
- ☐ Omit assignments requiring timed copying
- ☐ Adjust amount of work to meet requirements/shorten assignments
- ☐ Provide home set of text/material for preview/review
- ☐ Reduce difficulty level of assignments
- ☐ Adapt worksheets/packets
- ☐ Provide alternate assignments
- ☐ Simplify language level or reading level of assignment
- ☐ Use supplementary materials
- ☐ Utilize modified testing formats
- ☐ Provide a sample test
- ☐ Reduce number of weekly spelling words
- ☐ Provide a partial grade based on individual progress or effort
- ☐ Use daily or frequent grading averaged into a grade for the quarter
- ☐ Weight daily work higher than tests for a student who performs poorly on tests
- ☐ Permit a student to rework missed problems for a better grade
- ☐ Utilize a pass/fail or an alternate grading system when student is assessed on his/her own growth
- ☐ Allow student to use calculator without penalty
- ☐ Allow take-home or open note/open book tests
- ☐ Other: \_\_\_\_\_

**Environmental Strategies:**

- ☐ Provide a structured environment
- ☐ Plan student seating strategically – in and out of the classroom
- ☐ Provide use of a study carrel
- ☐ Alter location of personal or classroom supplies
- ☐ Adjust class schedules
- ☐ Minimize distractions
- ☐ Teach positive rules for use of space
- ☐ Other: \_\_\_\_\_

**Organizational Strategies:**

- ☐ Emphasize student use of an assignment book
- ☐ Utilize student assignment book as a communication tool for parent(s)
- ☐ Highlight or outline subject *main ideas* and *supporting details* through a graphic organizer
- ☐ Set time expectations for assignments
- ☐ Provide directions/assignments/tests in segments – allowing student to complete one segment before moving onto the next
- ☐ Design/write/use long term assignment time lines

**Organizational Strategies (continued):**

- ☐ Allow/encourage student to organize personal space *daily*
- ☐ Utilize study sheets
- ☐ Follow a *visual* daily schedule
- ☐ Have student repeat directions for understanding
- ☐ Allow student to electronically type assignments as opposed to writing
- ☐ Other: \_\_\_\_\_

**Behavior Strategies:**

- ☐ Post and discuss classroom behavior expectations
- ☐ Use behavioral management techniques
- ☐ Confer with student and parent(s)
- ☐ Establish a home/school communication system for behavior monitoring
- ☐ Implement behavioral/academic contracts
- ☐ Utilize reinforcement system through rewards and consequences
- ☐ Offer praise for appropriate behavior *frequently*
- ☐ Other: \_\_\_\_\_

**Presentation Strategies:**

- ☐ Allow student to tape record lessons/discussions
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- ☐ Read directions to student
- ☐ Provide student with notes from lesson presentation
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- ☐ Vary method of lesson instruction:
  - \*Lecture
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  - \*Peer tutor or cross-age tutor
  - \*Demonstrations
  - \*Experiments
  - \*Simulations
  - \*Games
  - \*1-to-1 instruction with another adult
- ☐ Arrange student to work with mentor
- ☐ Vary level of questions
- ☐ Other: \_\_\_\_\_

**Testing Strategies:**

- ☐ Allow oral responses
- ☐ Preview of test language
- ☐ Use recognition tests (true/false, multiple choice, matching, short answer) instead of essays
- ☐ Test on tape
- ☐ Allow testing in a different environment
- ☐ Extended time frame
- ☐ Divide test into small sections
- ☐ Other: \_\_\_\_\_

**Transitional Strategies:**

- ☐ Alert student several minutes before a transition from one activity to another is planned; give reminders
- ☐ Provide assistance when moving about the building
- ☐ Provide additional time to complete task
- ☐ Other: \_\_\_\_\_

**HACKETT CATHOLIC CENTRAL**  
**Adjusted Educational Plan**

**STUDENT'S NAME:**

**GRADE:**

**DATE:**

**TEACHER INTERVENTIONS AND RESPONSIBILITIES**

---

**TEST AND CLASSROOM ACCOMMODATIONS**

- Preferred seating
- Oral responses for tests
- Reader for tests
- Extended time on tests
- Alternate, quiet testing location
- Spelling allowances
- Teacher notes that can be photocopied may be given to the student, or a peer note-taker can be arranged
- Taped textbooks (must be ordered and purchased by the family)
- Tape record lectures per teacher recommendation. (for example, test review)
- Allow student to type assignments as opposed to handwriting them.
- Emphasize directions.
- Use of calculator
- Special Needs English Class
- Transition Study
- Waiver of required class
- Credit/No credit

**CURRICULUM MODIFICATIONS AND GUIDELINES**

- Alternative project/major assignment
- Reduce reading level of assignments.
- Shorten or reduce homework assignments.
- Modify tests, such as simpler essay questions or multiple-choice tests with two instead of four answers.
- Include vocabulary list or word bank with test.
- Allow student to make test corrections for partial credit to improve grade.

**STUDENT RESPONSIBILITIES**

- 
- For extended time, let teacher know 24 hours in advance that this may be necessary.
  - For oral testing, let teachers know 48-72 hours in advance when this will be necessary.
  - Check with teacher in order to catch up on assignments and improve academic skills and meet with the teacher at a mutually agreed upon time for assistance.
  - Review the grading structure of the class.
  - Take responsibility for behavior in school and responsibility for homework completion.
  - Use the assignment log regularly.
  - Communicate in a positive way.

**PARENT INTERVENTIONS AND RESPONSIBILITIES**

- 
- Help your child in locating a peer whom they can contact by phone for quick questions about assignments.
  - Initiate contacts with teachers regularly to check on progress.
  - Regularly check your child's progress on the Parent Internet Viewer.
  - Direct concerns to your child's teachers.
  - Check the assignment log nightly for assignments due.
  - Provide current documentation of disability that meets guidelines.

**COUNSELOR INTERVENTIONS AND RESPONSIBILITIES**

- 
- Arrange for a reader for tests and quizzes.
  - Arrange for an alternate testing location.
  - Contact a peer note-taker.
  - Contact a peer tutor at school.
  - Investigate a possible mentor for the student.
  - Review effectiveness of accommodations plan by June, 2008.

SUBJECT: STUDENT SUSPENSION

Suspension shall be defined as the temporary removal of a student from the school or classroom.

Each school, realizing its obligation to the students, must extend every reasonable effort to assist students to adjust to the social and academic requirements of the school environment. The Principal and/or his or her designee shall exercise the right of student suspension.

Usually, decisions to suspend should follow only after all other means of motivation have failed; however, some instances, such as crime, scandal, immorality, disruption, or failure to follow school regulations, could necessitate this disciplinary action be taken immediately.

In reaching such decisions, considerations must always be given to the welfare and Christian development of the individual student and the practical, common good of the entire student body.

(Same as #5114-P of Diocesan Policy Manual)



SUBJECT: STUDENT SUSPENSION

1. The student shall be informed of the specific charges which are the basis for disciplinary action to be taken against him/her. He or she shall have the right to present any relevant information in his/her behalf.
2. Parents must be notified immediately of the suspension, the reasons for it and the steps to be taken prior to the student being permitted to re-enter school.
3. For high school students, no student shall be asked to leave the school until the parent has been contacted. Elementary or middle school students who have been suspended must be picked up by their parents.

(Same as #5114-R of Diocesan Policy Manual)



POLICY

#5110-P

SUBJECT: STUDENT EXPULSION

Expulsion shall be defined as the permanent dismissal of a student from the school. Like suspension, it shall be enacted only as a last resort after all other means of motivation and correction have failed; however, in circumstances of crime, scandal, immorality, disruption or serious infraction of school regulations, this disciplinary action should be taken immediately.

(Same as #5114.1-P of Diocesan Policy Manual)

Policy Adopted August, 2008

CSGK Board  
Kalamazoo, Michigan

SUBJECT: STUDENT EXPULSION

1. The student and the parents or legal guardian shall be given written notice by the Principal of the specific charges which are the basis for his/her expulsion.
2. The student, parents, or legal guardian may appeal the expulsion decision to the Local Advisory Council (LAC), following the procedures as outlined in the CSGK Grievance Procedure (see #2200-P and #2200-R).

SUBJECT: GRADE PLACEMENT OF HOME-SCHOOLED CHILDREN

If a parent chooses to enroll (or re-enroll) his or her child(ren) in a CSGK school after a period of home-schooling, the Principal will make the decision as to the grade placement of the child(ren).

Tools to aid in this decision, such as the school's end-of-year tests or standardized tests may be used, as well as information gained through consultation with the parents, student(s), and classroom teachers. The social and emotional development of the child(ren) should also be considered.

The final decision as to the grade placement of children entering a CSGK school rests in the hands of the Principal.

(Same as #5119.1-P of Diocesan Policy Manual)

SUBJECT: REPORTING PROGRESS TO PARENTS

The progress of all students in the CSGK schools shall be evaluated on a continuing basis by the teaching personnel. The evaluation shall be a fair and objective assessment of each student's total performance in the school environment and should be reported to parents as well as to students.

The evaluation tool (report card) shall be diocesan approved and designed to help students identify their areas of strengths and weaknesses in both academic skills and personal character.

A copy of the report card must be kept in the student's cumulative file.

[cf. c. 226 para 2; 793; 835 para 4; and 1136]

(Same as #5124-P of Diocesan Policy Manual)

SUBJECT: REPORT CARDS

1. CSGK schools shall use the official Diocesan Student Report Card appropriate to grade levels. If, for some reason, the report cards are not adequate for a certain school, the administration may choose to create their own using the following guidelines. The Principal must have the consent of the Diocesan Superintendent of Schools before changing the reporting forms and must adhere to the following:
  - a. Create a report card committee of appropriate personnel.
  - b. Research philosophies regarding current research on reporting and grading systems.
  - c. Discuss with faculty and committee various views and philosophies.
  - d. Design a report card.
  - e. Review suggested report cards with committee and staff; make any necessary changes.
  - f. Submit the report card to the Superintendent of Schools for approval.
  - g. After approval, professionally print desired number of report cards.

(Same as #5124-R of Diocesan Policy Manual)

POLICY

#5220-P

SUBJECT: STUDENT RECORDS

An official Cumulative Record folder (CA60) shall be maintained for each student who is enrolled in a CSGK school.

A Diocesan Permanent Record Card must also be maintained for each student. This Permanent Record Card remains with the school for future reference.

[cf. c. 220]

(Same as #5125-P of Diocesan Policy Manual)

## SUBJECT: STUDENT RECORDS

1. An official Cumulative Record folder (CA60) shall be maintained for each student who is enrolled in a CSGK school. The Cumulative Record is the property of the school and the Principal has jurisdiction over its contents. The Principal is charged with seeing that these records are stored in a safe and secure place. This record shall serve the following purposes:
  - a. Provide identification of student and family background;
  - b. Provide data about the student's educational history; and
  - c. Maintain information relative to current progress of the student.
2. Pursuant to the enactment of the Family Educational Rights and Privacy Act of 1974, the listed procedures will be considered as part of the rules and regulations to accompany Policy #5220.
3. Parents, upon written request, may inspect and review their children's records. The definition of a "parent" includes a natural parent, a guardian, or a foster parent. The school shall not release information in records concerning the student that will inform the requesting parent about the student's or other parent's address or telephone number or the other parent's employment address when the requesting parent is subject to a personal protection order and the school has received a copy of that personal protection order, pursuant to MCL 380.1137a.
4. With regards to requests, the following procedure shall be followed:
  - a. The parent requesting the inspection shall complete the form provided by the school and present this form to the Principal.
  - b. Within fifteen (15) school days, the parent shall be notified that the records may be inspected and reviewed. This letter shall state the place and time and the school person who will be present for the record inspection and review.
5. The Cumulative Record may contain information that pertains to the following:
  - a. Identification of Student
    - i. Birth date
    - ii. Family Information
    - iii. Address
    - iv. Telephone Number/E-mail Address
  - b. Health Information
    - i. Immunization Record
    - ii. Vision/Hearing Test Results
    - iii. Medical Information
    - iv. Emergency Information
  - c. Attendance Information
  - d. Testing Information
  - e. Parent Conferences Information
  - f. Record of Activities/Honors
  - g. Student Grades
  - h. Other relevant data

6. From time to time, the cumulative folder of each student should be reviewed by administrative and guidance personnel, and data that is not relevant or that does not support the purposes, as noted in policy #5210, should be discarded and destroyed.
7. Student records may not be released except under the following circumstances:
  - a. *In House* use by local school officials (i.e. teachers within the educational institution or local education agency who have legitimate educational interests). “In House” users must sign in with the date on a log sheet provided in each folder.
  - b. *Transfers* to other schools where the student is to enroll (if the parents are notified in advance and have an opportunity to receive a copy of the records and an opportunity to challenge them, if necessary).
  - c. *Written Parental Consent* specifying the records to be released, to whom they are to be released, the reason for release, and an opportunity for parents to obtain a copy of the records released, if desired.
  - d. *Compliance* with a judicial order or subpoena.
  - e. When such release is authorized by applicable Federal Law.
8. In exceptions b, c, and d noted above, the person or agency desiring access to the student records must sign a written form indicating the educational or other interests in seeking the information. The form must be maintained as part of the student’s record, but may only be available for inspection by his or her parents and the school official in charge of student records. The person desiring access to the records must agree not to transfer the information to another person without the written consent of the parents or guardian.
9. Students eighteen (18) and older shall have the right of consent and the other rights guaranteed under the act in lieu of their parents.
10. A Permanent Record Card shall be maintained for every student enrolled in a CSGK school. This Permanent Record Card is to be a composite of the pertinent information contained in the CA-60 and shall include the student’s name, address, phone, grades, attendance, standardized test results, classes attended, and grade level year of completion.
11. The Permanent Record Card is to be kept separate from the CA-60 file in a safe and secure place. The Permanent Record Card remains with the school in perpetuity. If the school closes, these records are transferred and maintained in the CSGK office.

(Same as #5125-R of Diocesan Policy Manual)



SCHOOL ADDRESS  
AUTHORIZATION TO RELEASE RECORDS

I hereby give my permission to \_\_\_\_\_ School to release any or all records of examination, evaluations, or studies of my child to the agency, school, person or clinic listed below.

\_\_\_\_\_  
Child's full name

\_\_\_\_\_  
Birth Date

\_\_\_\_\_  
Specific information to be released

\_\_\_\_\_  
Name of agency, school, or clinic from which records are being requested

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State Zip

\_\_\_\_\_  
Signature of parent or guardian

\_\_\_\_\_  
Date

SCHOOL ADDRESS  
AUTHORIZATION TO RELEASE RECORDS

I hereby give my permission to \_\_\_\_\_ School to obtain any, or all records of examination, evaluations, or studies of my child.

\_\_\_\_\_  
Child's full name Birth Date

\_\_\_\_\_  
Name of agency, school, or clinic from which records are being requested

\_\_\_\_\_  
Address City State Zip

\_\_\_\_\_  
Signature of parent or guardian Date

\_\_\_\_\_  
School Address Date

I (we) \_\_\_\_\_ (Parent or guardian name) request inspection and review of my (our) child's School Record.

\_\_\_\_\_  
Child's full name

\_\_\_\_\_  
Parent or guardian signature(s)

SUBJECT: SUBSTANCE ABUSE

The drug problems in the schools today reflect the same problems in society in general and the home in particular. The school can no more bear the full responsibility for the solution than it can for the creation of the problem. In seeking a solution, the Principal must keep in balance the personal good of the individual involved and the common good of the student body.

Drug abuse includes the use of or possession of alcohol, tobacco, or any illegal substance as well as the abuse of any legal substances.

Drugs, as defined above, are not to be carried on to, purchased, sold, or consumed by the students on the property of the Catholic school and /or parish, or at any event sponsored by the school or parish.

The Principal should notify the parents upon the discovery of a student involved in the selling or using of drugs.

A conference should be held promptly with the student and the parents together. Recourse to special counseling agencies should take place in conjunction with guidance personnel.

Each case should be treated individually in conformity with the Christian and American systems of justice.

(Same as #5131.7-P of Diocesan Policy Manual)

SUBJECT: DISTRIBUTION OF PRINTED MATERIALS

The Principal shall determine the suitability of any printed material for distribution within or on the grounds of the school. This authority shall rest with the Principal for all school sponsored and produced newspapers and periodicals. He/she will also determine the suitability for distribution of all externally produced literature and other printed material. Furthermore, no printed material should in any way be originated, organized, distributed, sold or harbored in the school without the permission of the Principal.

[cf. c. 822-832]

(Same as #5131.8-P of Diocesan Policy Manual)

POLICY

#5500-P

SUBJECT: WEAPONS

The safety and welfare of students must be a priority concern of all school community members. Therefore, the school environment must be kept free of all weapons and explosive devices. Students, who use, possess, handle, transmit, or conceal any object which is or could be considered a dangerous weapon or instrument of violence shall face immediate suspension and/or expulsion.

(Same as #5131.9-P of Diocesan Policy Manual)

## SUBJECT: WEAPONS

## 1. Reporting of Suspected Weapons

- a. School teachers, counselors, students, and other school community members shall report immediately to the Principals any students or non-student who is suspected of carrying or concealing a weapon or dangerous instrument of violence on school property, in vehicles (including buses and cars), or at a school sponsored activity.
- b. The Principal shall immediately investigate, and if the allegations are true, the Principal shall contact the parents or guardians, suspend the student, and take the appropriate steps toward further disciplinary action that may result in expulsion.
- c. Depending upon the nature of the weapon, the local police department shall be notified immediately; and, if possible, the student detained and the weapon confiscated.

## 2. Definition

- a. Weapon: a weapon is considered to be any object which can be used to threaten or injure another person. This definition would include, but not limit itself to the following: firearms (including standard guns, B-B guns, look-a-likes, etc.), loaded or unloaded, firearms, daggers, disks, stilettos, knives with blades over three inches long, pocket knives opened by mechanical devices, iron bars, brass knuckles, razor blades, explosives (including firecrackers, bullets, bombs, grenades, rockets, etc.), poison gas (including pepper gas and mace), numchucks, or other objects used to intimidate others.
- b. School property: school property shall be considered as all school grounds, all vehicles on school grounds (including vehicles for field trips and other school sponsored activities) and other property which is utilized for school sponsored activities.

## 3. Expulsion Recommendations and Reinstatement

- a. The Principal shall make a determination regarding the disciplinary action which may include expulsion, suspension, or other appropriate action.
- b. The Principal, in considering length of suspension or expulsion, shall take into account the following: risk of harm to pupils or school community members, risk and liability factors to the school, age and maturity of the individual, school behavioral record of the individual prior to the incident, attitude of the individual, individual's behavior since the expulsion, prospects for remediation, and cooperation from the parents or legal guardians.
- c. The parents or guardians of the student shall be notified in writing of the incident and the Principal's recommendation of length of suspension, expulsion, or other disciplinary action or rehabilitation programs within ten (10) days.
- d. As per CSGK Policy #5110, the student, parents, or legal guardians may appeal the expulsion decision (please see CSGK Regulation #5110 for correct

- procedures).
- e. Reinstatement, if warranted, will consist of probationary status which may include signing a behavior contract, participation in or completion of a counseling or self-control management program, periodic reviews, etc.
  - f. The school shall not be responsible for the education of expelled students.
4. Acceptance of Students from Other Schools Expelled for Weapons Violations
- a. In keeping with the spirit of the Michigan's *Weapons-Free School Zone Act*, as codified at MCL 380.1311, to maintain a harmonious working relationship with other schools, and out of concern for the safety of our school community, it is the position of the diocese that families requesting students who have been expelled from other schools under the "Weapons Act" be considered only in extenuating circumstances.
  - b. The Principal must collect, investigate, and review all the factors of the incident and make a decision that the Catholic school environment would be mutually beneficial for the student and the school. All factors contained in 3-b and 3-e of these regulations are to be considered along with the mutual contribution to and of the school community.
5. Other
- a. The CSGK policy should be printed in each school's Parent/Student Handbook and read during the student orientation program.

(Same as #5131.9-R of Diocesan Policy Manual)

## SUBJECT: SEARCH AND SEIZURE

The school is charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

*Lockers, Desks, and Other Storage Areas:*

All lockers, desks, and other storage areas provided for use by students are provided only for the convenience of students, and remain the exclusive property of the school. A student using the locker, desk, or storage area has no expectation of privacy in that locker, desk, or storage area of the contents contained therein. According to school policy, lockers, desks, and storage areas provided for student use are subject to inspection, access for maintenance, and search by school officials for any reason, at any time, without notice, without obtaining student or parental consent and without obtaining a search warrant. The privacy rights of the student regarding any items that are not illegal or against school policy shall be respected in the course of conducting a search. Students shall not lock or otherwise impede access to any locker, desk, or storage area, except with a lock provided by or approved by the Principal. Unapproved locks will be removed, and may be damaged or destroyed in the process.

The school reserves the right to have any law enforcement agency having jurisdiction over the school assist in conducting searches of lockers, desks, or storage areas and the contents contained therein. This includes the use of canine units from the law enforcement agency.

Lockers, desks, and other storage areas should be kept neat and clean at all times. The school may deny or restrict use of lockers, desks, and other storage areas to any student for failure to comply with use requirements. Items that are illegal or against school policy must not be kept in any locker, desk, and/or storage area provided to students. Items prohibited include, but are not limited to, cigarettes/cigars, look-a-like illegal drugs and controlled substances, drug-related paraphernalia, weapons, explosive devices and/or materials and incendiary devices. Any such items found in a locker, desk, or storage area provided to the students will be sent to the office with the locker number or identifiable information attached and the responsible student(s) will be held accountable according to the disciplinary measure established in the student handbook.

*Student and Possessions:*

The school recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

Except as provided below, a request for the search of a student or a student's possessions



will be directed to the Principal. He or she shall attempt to obtain the freely-offered consent of the student to the inspection; however, provided there is reasonable suspicion, s/he may conduct the search without such consent. Wherever possible, a search will be conducted by the Principal in the presence of the student and a staff member other than the Principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health and safety of the student or of others is immediately threatened.

The Principal shall be responsible for the prompt recording, in writing, of each student search, including the reasons for the search; information received that established the need for the search; and the name of the informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The Principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

(Same as #5133-P of Diocesan Policy Manual)

**SUBJECT: QUESTIONING OF STUDENTS BY LEGAL AND LAW ENFORCEMENT AUTHORITIES**

Whenever police officers, juvenile authorities, or other court or law enforcement authorities seek information from a student, it shall be the policy always to have a responsible person, preferably the Principal, present during the interview. The Principal, before permitting the interview to occur, should always attempt to notify a parent of the student except in the following situations:

- a. when the Principal has been advised by the investigating personnel that the investigation is in no way focusing on the student as a possible suspect or in a manner otherwise detrimental to his/her legal interests;
- b. the need for the requested interview is of an emergency nature such that delay would impede the ends of justice;
- c. and, the case is one of child abuse or neglect in which the student is the victim.

In the case of child abuse or child neglect in which the student is the victim, the protective services personnel may investigate without consent or knowledge of the child's parents or guardian. Whether school officials should be present during the interview of a child victim must be left to the discretion of the investigator from the Family Independent Agency, Child Protective Services.

(Same as #5140.1-P of Diocesan Policy Manual)

SUBJECT: QUESTIONING OF STUDENTS BY LEGAL AND LAW  
ENFORCEMENT AUTHORITIES

1. Parents hold the right to refuse to allow their children to be questioned by legal authorities without legal representation. While at school, the teacher or Principal takes the place of the legal guardian of the students. The Principal or teacher may refuse to allow a child to be questioned by legal authorities.
  - a. The Principal should always attempt to notify parent(s) of a child before allowing questioning from legal authorities.
  - b. If a parent cannot be reached, the Principal may
    - i. refuse the questioning at that particular time or
    - ii. sit in on the questioning with the child.
2. In cases of child abuse or child neglect in which the student may be the victim, the protective services personnel may investigate without the consent or knowledge of the child's parents or guardian. Whether school officials should be present during the interview of a child victim must be left to the discretion of the investigator from the Family Independent Agency, Child Protective Services.

(Same as #5140.1-R of Diocesan Policy Manual)

SUBJECT: MISTREATMENT OF MINORS

The welfare of the students whom we serve must be a primary concern of all school personnel. School staff members and support staff members have a responsibility to report immediately to the proper authorities any suspected cases of abuse or neglect involving a child under the age of eighteen.

(Same as #5140.2-P of Diocesan Policy Manual)

## SUBJECT: MISTREATMENT OF MINORS

1. Reporting Suspected Abuse or Neglect Is Required
  - a. Principals, teachers, counselors, social workers, nurses, and other school personnel are to report immediately any suspected cases of child abuse or neglect. This is required by law (PA 1975, No. 238). A copy of this law should be available in the school office.
2. What Are Reportable Conditions?
  - a. *Child abuse* means harm or threatened harm to a student's health or welfare by a person responsible for the student's health or welfare that occurs through non-accidental physical or mental injury, sexual abuse, or maltreatment.
  - b. *Child neglect* means harm to a student's health or welfare that occurs through negligent treatment, including failure to provide adequate food, clothing, shelter, or medical attention.
3. When and To Whom Must the Suspected Case Be Reported?
  - a. Immediately upon suspecting abuse or neglect by a student's parent or guardian, the school staff member is to report it to the Protective Services unit of the Department of Human Services (DHS) in the county in which the student resides. The reporting person should get the name of the DHS personnel receiving the information. This information will be helpful when submitting the follow-up written report.
  - b. When possible, the teacher or other staff member is to consult with the Principal prior to filing a report. The person suspecting the abuse or neglect is to make the oral report and follow-up with the written reports.
  - c. This person must also follow-up with the Principal.
  - d. A written report must be submitted to the Protective Services within seventy-two (72) hours. The form used in this written report is called a DHS-3200 and a supply of these should be maintained in the school office (available from Protective Services).
  - e. A copy of this report is to be sent to Protective Services and one retained in the local files.
  - f. The Principal, in consultation with the reporting person where appropriate, shall be responsible for filing the necessary report with the DHS Protective Services unit of the county in which the student resides.
4. Failure to Report and Unauthorized Dissemination of Information
  - a. A person required to report an instance of suspected child abuse or neglect and fails to do so, is civilly liable for the damages proximately caused by the failure.
  - b. A person required to report an instance of suspected child abuse or neglect and knowingly fails to do so, is guilty of a misdemeanor.
  - c. A person who permits or encourages the unauthorized dissemination of information contained in the central registry and in reports and records made pursuant to this act is guilty of a misdemeanor and is civilly liable for the

- damages proximately caused by the dissemination.
- d. A person who willfully maintains a report or record required to be expunged under section 7 of the Child Protection Law is guilty of a misdemeanor.
  - e. A person who intentionally makes a false report of child abuse or neglect under this act is guilty of either a misdemeanor or a felony (see Section 13.5).
5. Immunity from Prosecution
- a. According to PA 1975, No. 238, 722-625, a person acting in good faith that makes a report or assists in any other requirement of this act shall be immune from civil or criminal liability that might otherwise be incurred.
6. Confidentiality of Reporting
- a. According to the Michigan Law, the identity of the reporting person shall be confidential and subject to disclosure only with the consent of that person or by judicial process.
7. Student Interviews
- a. A Principal or appropriate designee may grant a request from a Protective Services worker to interview a student in the building without having to secure prior permission from the parent or guardian. Please refer to CSGK Policy #5520 regarding the *Questioning of Students by Legal Authorities* for further guidelines.
  - b. Any personal interview or observation of the student is to be conducted in a professional manner. The student's integrity and security should be respected at all times. Repeated interviewing or inspections should be avoided.
  - c. The Principal shall request proper identification from the Protective Services worker prior to permitting the interview. Child protective services workers must meet with a designated school staff person to discuss investigative procedure before having contact with the student at school, and after having contact with the student to discuss the DHS's response as a result of the contact.

Legal Reference: Public Act 238 of 1975, as amended, being Sections 722.621-722.636, and 1997 PA 59, Michigan Compiled Laws.

(Same as #5140.2-R of Diocesan Policy Manual)

SUBJECT: COMMUNICABLE DISEASES

All children permitted to the Catholic school environment must be in compliance with the immunization schedule required by the Michigan Public Health Code. Principals are required to cooperate with county health officials in establishing and coordinating all immunization data, waivers, and exclusions, in order to provide preventable communicable disease management. Parents and Principals should comply with the protocol for the management of selected diseases as published by the state health department.

(Same as #5141.4-P of Diocesan Policy Manual)

## SUBJECT: COMMUNICABLE DISEASES

1. Principals are to require immunization records (or a waiver signed by the parent) of all school enrollees.
2. Principals, in cooperation with the county health officials, are to enforce the protocol for the Management of Selected Diseases as found in Appendix A or B. This includes the protocol for handling Blood-Borne Pathogens.
3. Principals and parents (or legal guardians) must work cooperatively to prevent, control, or contain communicable diseases. Parents have the responsibility to report to the Principals any communicable disease which their child has contracted. Failure to report a communicable disease case must be considered as a serious infraction against the partnership between the school and parent. This serious infraction must be dealt with in an appropriate manner by the Principal and could jeopardize the admission or re-admission of the student.
4. Principals have the responsibility to inform parents and guardians of their responsibilities in working with the school to prevent, control, or contain communicable diseases. Education with regard to these regulations, and the protocol for management of communicable diseases, must be continually emphasized.
5. It is the responsibility of the Principal to ensure that information regarding communicable diseases is appropriately and properly addressed in the school curriculum. Information regarding communicable diseases is often integrated in health, science, social studies and growth in human sexuality courses. Curriculum resources regarding these issues are available through the Office of Schools, Diocese of Kalamazoo.
6. Principals are to keep parents informed on a regular basis through parent and/or school handbooks and parent letters as how to prevent, control, or contain communicable diseases.

(Same as #5141.4-R of Diocesan Policy Manual)



## APPENDIX A

### PROTOCOL FOR THE MANAGEMENT OF SELECTED DISEASES

<b>DISEASE AND INCUBATION PERIODS</b>	<b>HOW SPREAD</b>	<b>EARLY SIGNS</b>	<b>CASE MANAGE- MENT</b>	<b>RETURN TO SCHOOL</b>
Athletes Foot	Secretions from feet	Itching, redness, and frequently open skin lesions	If severe or open skin lesions, exclude from PE and showers	Not to be excluded
Chickenpox 2-3 weeks	Secretions of nose and throat, discharge from skin lesion, scabs not infectious	Mild fever at time of eruption which looks like water blisters	Exclude	When lesions are dry and crusted, at least one week after eruptions first appear
Common Cold 1-3 days	Direct contact, secretions of nose and throat	Running nose, eyes water, slight fever, feels "bad"	Exclude	After one of more days
Fifth's Disease (Erythema Infectiosum) 4-15 days	Personal contact of droplet spread	Usually an initial rash (slapped cheek appearance), may spread to extremities and trunk	Parents check with physician. No exclusion with approval of physician	Upon approval of physician
German Measles (Rubella) 14-21 days	Secretions of nose and throat	Mild symptoms of head cold for 1-2 days followed by eruption on face and body	Exclude after diagnosis of physician	Upon recovery with minimum of 4 days
Hepatitis B AIDS ARC HTLV III Virus/LAV	Through blood, blood products, and bodily fluids	Fatigue, persistent fever, swollen lymph nodes, sometimes no signs	Follow guidelines in section 7 of the administrative regulations	Normally not to be excluded unless seriously ill or the case has some extenuating circumstances
Impetigo 4-10 days	Discharge from lesions	Blisters appearing, sores on the skin	No exclusion with evidence of treatment	Upon satisfactory treatment or recovery
Influenza 1-3 days	Discharge from nose and throat	Fever, distress, aching in back and limbs, sore throat	Exclude	When recovered
Infectious Hepatitis (Hepatitis A) 15-60 days, avg. of 30 days	Contaminated water and food, feces, and blood from infected person	Usually tired with yellowish complexion	Exclude. Household contacts should have medical care	Written approval from physician with statement of limitation of activity

<b>DISEASE AND INCUBATION PERIODS</b>	<b>HOW SPREAD</b>	<b>EARLY SIGNS</b>	<b>CASE MANAGE- MENT</b>	<b>RETUR TO SCHOOL</b>
Measles (Rubeola) 10-15 days	Excretions from nose and throat	Moderate fever, puffy watering eyes, lining of cheeks and lip studded w/bluish white spots. 1-2 days later, rash appearing on skin	Exclude	Upon recovery - minimum of 7 days after appearance of rash
Mononucleosis 30-50 days	Saliva passed by hands, kissing, etc. of glands	Severe sore throat with marked enlargement of glands in neck, weakness and tired feeling	No exclusion if under treatment	Written approval of physician
Mumps 12-26 days, avg. 18 days	Excretions from nose and throat	Swelling of glands in neck below and in front of ears	Exclude upon diagnosis of physician	When swelling and fever have gone down - usually one week after appearance of symptoms
Pediculosis (head lice) Variable	Infected persons and/or their clothing, comb, etc.	Lice and nits in hair	Exclude	After prescribed treatment and when free from lice and nits
Pink Eye 2-5 days	Discharge from eyes and nose	Red eyes and lids	Exclude	Upon recovery
Ringworm of Skin and Scalp 4-14 days	Direct contact with infected articles and personal contact	Circular patches of dry skin on any part of body and/or scalp	Exclude for treatment by physician or health dept.	As directed by physician or other evidence student is being treated
Scabies Days, maybe weeks	Close contact with infected source	Extreme itching of skin where mites have burrowed under skin	Exclude	After prescribed treatment by physician or health dept.
Scarlet Fever (Scarletina) 2-5 days	Discharge from upper respiratory tract of cases and carriers	Sudden onset usually with fever, sore throat, vomiting, and headaches	Exclude. Family may be isolated and treated	On written authority of the county health office
Shingles (Herpes Zostar)	Person to person by direct contact or airborne spread	Painful small water-like blisters in groups on the skin along nerve pathways	Exclude	When lesions are dry and crusted, at least one week after eruption first appears

<b>DISEASE AND INCUBATION PERIODS</b>	<b>HOW SPREAD</b>	<b>EARLY SIGNS</b>	<b>CASE MANAGE- MENT</b>	<b>RETURN TO SCHOOL</b>
Strep Throat 1-7 days	Discharge from upper respiratory tract of cases and carriers	Rapid onset of fever, sore throat, and exudative tonsillitis or pharyngitis	Exclude	After seen by a physician and under antibiotics treatment for 24 hours
Whooping Cough (Pertussis)	Discharge from nose and throat, direct contact	Begins as ordinary cough becoming more persistent and worse at night with vomiting	Exclude	Upon recover. A minimum of 21 days after development of whooping cough

Other diseases: Handled on an individual basis in consultation with the student's physician and/or with your local county health department.

## **APPENDIX B**

### **BLOOD -BORNE PATHOGENS**

All staff members should protect themselves and others when dealing with body fluids. It is highly recommended that whenever a person must deal with body fluids from another person that proper care and protection be taken. Disposable rubber gloves should be used when dealing with body fluids.

#### **Descriptions**

The body fluids of all persons should be considered to contain potentially infectious agents (germs). The term “body fluids” includes blood, semen, drainage from scrapes and cuts, feces, urine, vomitus, respiratory secretions (i.e. nasal discharge) and saliva. Contact with body fluids presents a risk of infection with a variety of germs.

#### **Guidelines**

1. Avoid direct skin contact with body fluids. The wearing of disposable gloves is a must when dealing with body fluids. Used gloves should be disposed of according to proper procedures issued by the county health department.
2. When unanticipated skin contact with body fluids occurs, hands and other affected skin areas of the exposed person(s) should be routinely washed with soap and water. Disposable items should be properly disposed. Non disposable items should be soaked, rinsed, and placed in a plastic bag for proper cleaning with disinfectants.
3. Standard procedures in each building should be determined for the disposal of contaminated materials.
4. Proper hand washing requires the use of soap and water and vigorous washing under a stream of running water for at least ten seconds. Soap suspends easily removable soil and microorganisms, allowing them to be washed off. Running water is necessary to carry away dirt and debris. Rinse under running water. Use paper towels to thoroughly dry hands.
5. An intermediate disinfectant should be used to clean surfaces contaminated with bodily fluid. Good disinfectants are similar to the ones used in medical facilities and hospitals and usually contain hypochlorite solution (bleach).
6. Materials used to clean up body fluids (such as mops) should be soaked in a disinfectant after use and rinsed thoroughly or washed in a hot water cycle before reusing. Disposable cleaning materials should be placed in a plastic bag and properly disposed.

POLICY

#5610-P

SUBJECT: STUDENT MEDICATIONS

School staff members are to follow the policies and procedures established and distributed by the Office of Schools of the Diocese of Kalamazoo in regard to student medications. Areas covered by these policies and procedures include administering medications, self-possession and self-medication by student, staff training, storage and access to medications in schools, and record-keeping related to medications at school.

(Same as #5141.5-P of Diocesan Policy Manual)

SUBJECT: EMERGENCY MEDICAL AUTHORIZATION

The school will distribute annually to parents or guardians of all students the Emergency Medical Authorization Form. In the event emergency medical treatment for a student is necessary, the school will adhere to the instructions on the authorization form.

The Emergency Medical Authorization Form will be kept in a separate, easily accessible file in each school building during the school year.

Any time a student or a group of students is taken out of the school to participate in a school event, the staff in charge of the event must take the Emergency Medical Authorization Forms for those students. This includes, but is not limited to, students involved in music trips, athletic trips, field trips, and academic contests. This does not include student spectators at events.

Whenever it is necessary for staff members to use emergency procedures in order to care properly for a student, they are to follow the procedures described in the school's administrative guidelines and are not to abide by any "Do Not Resuscitate" (DNR) agreement that may exist for a student, unless ordered to do so by a court of law.

(Same as #5142-P of Diocesan Policy Manual)

SUBJECT: STUDENT DISCIPLINE

The essence of Christian discipline is self-discipline wherein a student is brought to awareness that true freedom and the ability to direct one's actions responsibly are synonymous.

In order to assist the student to achieve such discipline, clearly stated expectations and responsibilities as well as consistent and patient direction by Principals and teachers are necessary.

Respect for the dignity of the student precludes the use of corporal punishment as a means of seeking adherence to the rules and regulations of the school.

[cf. c. 220; 221, para 2]

(Same as #5144-P of Diocesan Policy Manual)

SUBJECT: STUDENT DISCIPLINE

1. The following guidelines must be followed when creating a school's discipline policy.
  - a. The policy should be corrective, not punitive.
  - b. The policy must be general enough to allow room for individual circumstances and administrative discretion.
  - c. Discipline regulations should include a sample of types of offenses - not an exhaustive list.
  - d. Lists of penalties should include 'possible penalties', but not necessarily tie a particular penalty to every offense.
  - e. The school's discipline policy and accompanying regulations are to be published in the Parent/Student Handbook.

(Same as #5144-R of Diocesan Policy Manual)



POLICY

#5750-P

SUBJECT: EDUCATION ACT - TITLE IX (GENDER DISCRIMINATION)

The Catholic schools of the Diocese of Kalamazoo acknowledge the requirement of Title IX of the Education Act of 1972 (Public Law 92-318 as amended by Public Law 93-568) and shall not discriminate on the basis of gender in employment practices or within the educational programs or activities which they operate and shall not violate the requirements of Title IX.

(Same as #5151-P of Diocesan Policy Manual)

Policy Adopted August, 2008

CSGK Board  
Kalamazoo, Michigan

## SUBJECT: OPEN ENROLLMENT

For acceptance of new students, the following enrollment priorities for each upcoming school year will be in effect until June 1. After June 1, students will be admitted on a first come, first served basis until classes are filled.

Catholic Students

1. Children of supporting parishioners, who belong to either St. Ambrose, St. Ann, St. Augustine Cathedral, St. Catherine of Siena, St. Joseph, St. Mary, St. Monica, or St. Thomas More Catholic Student Parish, that subsidize the Catholic Schools of Greater Kalamazoo
  - a. Children from families with children already enrolled (Perk through 11<sup>th</sup> grade)
  - b. Children now reaching school age
  - c. Children who are regularly attending religious education classes
  - d. Children who do not attend religious education classes
2. Catholic children of non-parishioners newly moved into the Kalamazoo Area Catholic Community and whose children have attended Catholic Schools where such were available
3. Catholic children of non-parishioners with students already enrolled in the school
4. Transfer students from other Catholic schools
5. Transfer students from public schools (procedure contingent on CSGK policy) who are children of non-parishioners
6. Prior to June 1 of each year, students presently in the PreK program will have first option on placement in the PreK program for the following year. After June 1, the above order of admission will be followed

Non-Catholic Students

1. Transfer students from public schools who are non-Catholic children of non-Catholic parents will be accepted at the beginning of the school year if any vacancies exist on a first come, first served basis

SUBJECT: HACKETT CATHOLIC CENTRAL ATHLETIC ATTENDANCE

All students must adhere to the athletic event attendance policy and regulation published in each school's Student Handbook.

The policy is executed by the Principal (of each school) with coordination of the Athletic Director (of each school) with expectations that if attendance is an issue for the Principal this privilege may be revoked. The Principal may revoke this privilege from an individual student if the Principal believes this policy is being abused within the length of a semester.

SUBJECT: ADMITTANCE OF TRANSFER STUDENTS

A prospective transfer student and parent or guardian shall be interviewed by the Principal to identify and evaluate motivations for proposed transfer and likelihood for success in the Catholic Schools of Greater Kalamazoo.

The Principal shall make an assessment of the above, and based upon such assessment, the prospective transfer student shall be accepted or rejected at the sole discretion of the Principal.

A three (3) month academic and behavioral probationary period will be in effect.

POLICY

#5910-P

SUBJECT: PREGNANT STUDENT, STUDENTS WITH CHILD, AND/OR  
MARRIED STUDENTS

Decisions regarding the enrollment status of pregnant high school students will be approached with consideration for the welfare and Christian development of the individual student and the welfare of the entire student body.

The Principal will seek the advice of the Diocesan Superintendent and the local Pastor in reaching a decision in these matters. Each case will be weighed on its own merits.

(Same as #5138-P of Diocesan Policy Manual)

SUBJECT: STUDENT CLASSROOM ASSIGNMENT

Realizing the complexity of establishing class lists which, for the benefit of all students and staff, must contain a balance of academic abilities, boys and girls, reading levels, special need students, etc., the determination of teacher and program (straight class vs. split class) will be made by the Principal and teaching staff.

SUBJECT: RELIGIOUS INSTRUCTION REQUIRED

It shall be the purpose of the Catholic school to complement the role of the family in striving for the development of the knowledgeable, practicing Catholic Christian. The religion course, functioning as the nucleus of the curriculum, shall provide instruction in Catholic Doctrine and seek the acquisition and strengthening of Christian attitudes, values, and habits in the context of a faith community evidenced by the practice of Christian truth and witness.

In keeping with this principle, religious instruction shall be required of all students attending the schools of the Diocese as an integral part of their program.

[cf. c. 226, para 2; 793; 835, para 4; 1136]

(Same as #6001-P of Diocesan Policy Manual)

SUBJECT: MOVIES AND VIDEO CLIPS FOR CLASSROOM USE

Movies or video clips shown in a CSGK School must have an educational emphasis and be related to the school curriculum. The showing of movies in the classroom must have the Principal's approval.

Proper licensing for showing movies must be obtained prior to the showing. All copyright laws must be followed.

R-rated movies are not to be shown on school grounds. Field excursions to such movies sponsored by the school are also prohibited.

(Same as #6062.1-P of Diocesan Policy Manual)



SUBJECT: MOVIES AND VIDEO CLIPS FOR CLASSROOM USE

As with the potential use of any resource material in the classroom, prior review of the material by the instructor is done to determine the appropriateness of the movie and/or video clip.

Schools must abide by diocesan policy regarding field trips to movies, legal requirements for showing movies (which includes age limit guidelines), and proper licensing requirements.

If a movie is given as an outside assignment for credit or extra-credit, the assigned movie must meet all of the above guidelines, and an alternative non-movie assignment must be given for those who elect not to view movies. The alternative assignment must be equal in terms of required student time and effort.

(Same as #6062.1-R of Diocesan Policy Manual; for exception, see letter from Superintendent of Schools following #6062.1-R of Diocesan Policy Manual)

SUBJECT: SCHOOL CALENDAR

The school calendar must comply with the minimum number of instructional hours as required by the accrediting association and as defined by the State of Michigan.

Recognition should be given to the value of uniformity within an area both within the local Catholic schools and between the local Catholic and public schools.

The calendar should encompass a sufficient number of days/hours in which teachers will be on assignment, such as additional days for in-service, orientation, pre-service, spiritual growth, and days set aside for diocesan, area, or local in-service programs.

The CSGK Board will approve the official school calendar prior to the beginning of each school year.

## SUBJECT: SCHOOL VISITORS

The school welcomes and encourages visits by parents, other adult residents of the community, and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to establish visitor guidelines.

The Principal or designee has the authority to prohibit the entry of any person to a CSGK school or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the Principal or designee is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

The Principal shall provide administrative guidelines which encourages community members and other individuals to visit the schools, but which also provides for the protection of students and employees so that such visits are not disruptive to the educational process and learning environment.

Parent concerns about any aspect of his/her child's educational program should be presented through the procedure set forth in Policy #2200 (Grievance Procedure).

Rules regarding entry of persons other than students, staff, and faculty upon school grounds or premises shall be posted conspicuously near the entrance to such grounds or premises if there are no formal entrances, and at the main entrance to each school building.

(Same as #6112-P of Diocesan Policy Manual)

SUBJECT: FIRE, TORNADO, AND OTHER DRILLS

1. Michigan laws demand that all schools conduct a minimum of six (6) fire drills, two (2) tornado drills, and two (2) “Shelter-in Place” drills per academic year. The drills should be scheduled throughout the academic year.
2. It is recommended that one tornado drill be scheduled in late fall and one in early spring.
3. *Shelter-in-Place* drills are defined as those in which the occupants are restricted to the interior of the building and the building is secured. These drills shall include security measures that are appropriate to an emergency such as the release of a hazardous material or the presence of an armed individual on or near the premises. This drill shall be conducted with coordination of the local emergency management coordinator appointed under Section 9 of the Emergency Management Act, 1976, MCL 30.409.
4. The school must maintain records of all drills. Dates, times, number of persons involved, etc., are to be recorded and kept in the school administrative files (see *School Emergency Drills* form)

(Same as #6114.1-R of Diocesan Policy Manual)

CATHOLIC SCHOOLS OF GREATER KALAMAZOO  
SCHOOL EMERGENCY DRILLS FORM

#6200-F

**School Emergency Drills**  
Documentation Form

**Type of Drill (circle below)**

Fire Drill (6 required)  
Tornado Drill (2 required)  
Lock Down/Shelter in Place Drill (2 required)

**Time of Drill (circle below)**

Standard  
Class Change  
Recess  
Other Events

Name of Reporting School: \_\_\_\_\_

Date of Drill: \_\_\_\_\_ Time drill was held: \_\_\_\_\_(pm/am)

Exact time required to evacuate/shelter/secure: \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_

This report is for emergency drill # \_\_\_\_\_ for school year \_\_\_\_\_

Name of person conducting drill: \_\_\_\_\_

Title of person conducting drill: \_\_\_\_\_

Signature of person conducting drill: \_\_\_\_\_

Drill Was Coordinated With:

☐ Emergency Management Coordinator

Name & Title \_\_\_\_\_

**AND**

☐ Law Enforcement (county sheriff or chief of police or designee of MSP)

Name & Title \_\_\_\_\_

**OR**

☐ Fire (fire chief or designee)

Name & Title \_\_\_\_\_

Form Adopted March, 2008

CSGK Board  
Kalamazoo, Michigan

POLICY

#6250-P

SUBJECT: EARLY CHILDHOOD EDUCATION PROGRAMS

The CSGK favors the establishment of pre-kindergarten and kindergarten programs as part of the educational continuum of the schools and in conformity with the guidelines established by the Diocesan Office of Schools for such programs.

(Same as #6141.4-P of Diocesan Policy Manual)

Policy Adopted March, 2008

CSGK Board  
Kalamazoo, Michigan

SUBJECT: GUIDELINES FOR THE INTRODUCTION OF EARLY CHILDHOOD  
EDUCATION PROGRAMS

1. Principals in the CSGK schools should consider the following principles preliminary to establishing early education centers:
  - a. Early education programs provide valid growth experiences for a child. There is sufficient data to show that well-designed early education programs can enrich a child's life intellectually, socially, emotionally, and religiously in ways normally beyond the capabilities of the family. Early childhood programs within the diocese are to be staffed by competent professionals who will not merely expose children to pre-reading and math, but will provide them with a variety of experiences beyond normal academics.
  - b. Programs of early education should take extraordinary care to see *parental partnership* is respected. The programs should be designed, advertised, and carried out in ways that enrich and complement a child's home experience. [cf. 226, para 2; 293; 835 para. 4; 11361]
  - c. All early childhood programs must meet state licensing requirements.

(Same as #6141.4-R of Diocesan Policy Manual)

## SUBJECT: HUMAN SEXUALITY AND CATHOLIC FAMILY VALUES

All schools are required to include catechesis in human sexuality and Catholic family values in their Theology program.

All classroom instruction in human sexuality must reflect the intention found in the *National Catechetical Directory*: “Sexuality and Catechesis” (para 191)<sup>3</sup> and must be consistent with the Church’s teaching found in such documents and among others as *Educational Guidance in Human Love*,<sup>4</sup> Pope John Paul II’s *Familiaries Consortio*,<sup>5</sup> *Humanae Vitae* (Pope Paul VI),<sup>6</sup> and *Human Sexuality: A Catholic Perspective for Education and Lifelong Learning*.<sup>7</sup> The catechists who share the responsibility of teaching Catholic family life values with the parents must be able to clearly reflect those teachings.

In keeping with the Church’s teaching, only materials appearing on the approved list from the Diocese may be utilized in teaching human sexuality.

<sup>3</sup> *Sharing the Light of Faith: National Catechetical Directory for Catholics of the United States*, USCC, 1979.

<sup>4</sup> *Educational Guidance in Human Love: Outlines for Sex Education*, Sacred Congregation for Catholic Education, 1983.

<sup>5</sup> *Familiaries Consortio*, Pope Paul II, 1981.

<sup>6</sup> *Humanae Vitae*, Pope Paul VI, 1968.

<sup>7</sup> *Human Sexuality: A Catholic Perspective for Education and Lifelong Learning*, USCC, 1991 cf. esp. pp. 7-37.

(Same as #6141.6-P of Diocesan Policy Manual)



POLICY

#6350-P

SUBJECT: DIOCESAN CURRICULA

All CSGK schools, grades PreK-12, are to use the established diocesan curricula promulgated by the Diocese through the Office of Schools.

Any textbooks adopted for use by a school to implement the Religion/Theology curriculum must have been reviewed and approved by the U.S. Catholic Bishops. Religion texts and materials must also reflect the content and spirit of the Diocesan Religion/Theology curriculum.

(Same as #6143-P of Diocesan Policy Manual)

Policy Adopted March, 2008

CSGK Board  
Kalamazoo, Michigan

POLICY

#6400-P

SUBJECT: FIELD TRIPS

Field trips are encouraged because they can provide a good and lasting experience for students if they are carefully designed and encompass interrelatedness to the classroom instruction.

Proper adherence to the administrative regulations is required in order to provide for the safety of the students and for a well coordinated experience.

(Same as #6153-P of Diocesan Policy Manual)

Policy Adopted March, 2008

CSGK Board  
Kalamazoo, Michigan

## SUBJECT: FIELD TRIPS

1. Teachers are to submit their field trip plans to the Principal for approval prior to any announcement.
2. To ensure the desired outcomes of field trips, teachers should prepare the students for the place that is to be visited and the things that are to be seen or expected. A discussion should be held regarding the purpose(s) and goals of the trip. An advance visit by the teacher is highly recommended in order to provide necessary information to students, parents, and supervisors.
3. Students who participate in field trips must have a signed parent permission slip for the specific event on file in the school office. A sample outline has been provided as a guide in developing that permission slip.
4. Whenever possible, bus transportation should be used. If a private passenger vehicle must be used, a Volunteer Driver Information Sheet must be completed and placed on file with the Principal (sample attached). If passenger cars are to be used, the following is to be considered when selecting drivers and vehicles:
  - a. The driver must be 21 years of age or older.
  - b. The driver must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
  - c. The vehicle must have a valid registration.
  - d. The vehicle must be in good condition for the safe transportation of students.
  - e. The vehicle must be insured for minimum limits of \$500,000 per occurrence.
  - f. The vehicle must be equipped with the proper number and type of child restraint devices and driver and passengers must use these restraint devices.
5. Each driver and/or chaperone must be given a copy of approved itinerary, including the route(s) to be followed, names of students to be supervised, and a summary of responsibilities. A copy of this itinerary must also be on file with the school office. In the event that the Principal is participating in the trip, a copy of the above information should be on file in the school office also.
6. Emergency supplies and necessary student medical information is to be carried by the supervisory teacher during the field trip.
7. For trips other than interschool athletics, minimum supervision of one (1) adult per eight students is required.
8. All adult volunteers are expected to abide by the regulations set forth in the Charter for the Protection of Children and Young People and to participate in the diocesan-sponsored VIRTUS Training Program (see #4900-P).

(Same as #6153-R of Diocesan Policy Manual)

## #6400-F

CATHOLIC SCHOOLS OF GREATER KALAMAZOO  
VOLUNTEER DRIVER INFORMATION SHEET FORM

#6400-F

VOLUNTEER DRIVER INFORMATION SHEET

**I. Driver:**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Social Security # \_\_\_\_\_ Driver's License # \_\_\_\_\_

**II. Vehicle that will be used: (Information must be provided for each vehicle.)**

Name of Owner \_\_\_\_\_ Year and Make \_\_\_\_\_

Address \_\_\_\_\_ Model \_\_\_\_\_

License Plate# \_\_\_\_\_ Registration Expires \_\_\_\_\_

Inspection Expires \_\_\_\_\_

**III. Insurance Information: when using a privately owned vehicle, the insurance coverage is the limits of the insurance policy covering that specific vehicle:**

Insurance Company \_\_\_\_\_

Policy Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Liability Limits of Policy\* \_\_\_\_\_

\*Please note: The minimal, acceptable liability limit for privately-owned vehicles is \$500,000 CSL (Combined Single Limit).

**IV. Certification:**

I certify the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be twenty-one (21) years of age or older, hold a valid driver's license, and have the required insurance coverage in effect on any vehicle used to transport students. I also state my vehicle is in good condition for the safe transportation of students.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

POLICY

#6500-P

SUBJECT: SOCIAL SECURITY NUMBER PRIVACY

It is the policy of the CSGK schools to protect the confidentiality of Social Security Numbers obtained in the ordinary course of business from employees, students, parishioners, vendors, contractors, customers, or others. No person shall knowingly obtain, store, transfer, use, disclose, or dispose of a Social Security Number that the school obtains except in accordance with the Social Security Privacy Act and this Privacy Policy.

(Same as #6160-P of Diocesan Policy Manual)

Policy Adopted March, 2008

CSGK Board  
Kalamazoo, Michigan

## SUBJECT: SOCIAL SECURITY NUMBER PRIVACY PROCEDURES

1. Obtaining Social Security Numbers. Social Security Numbers should be collected only where required by federal and state law or as otherwise permitted by federal and state law for legitimate reasons consistent with this Privacy Policy. Legitimate reasons for collecting a Social Security Number include, but are not limited to the following:
  - a. applicants may be required to provide a Social Security Number for purposes of a pre-employment background check,
  - b. copies of Social Security cards may be obtained for purposes of verifying employee eligibility for employment (example: I-9 forms),
  - c. Social Security Numbers may be obtained from employees for tax reporting purposes, for new hire reporting, or for purposes of enrollment in any employee benefit plans, and
  - d. Social Security Numbers may be obtained from creditors or vendors for tax reporting purposes.
2. Public Display. All or more than four sequential digits of a Social Security Number shall not be placed on identification cards, badges, time cards, employee rosters, bulletin boards, permits, licenses, or any other materials or documents designed for public display. Documents, materials, or computer screens that display all or more than four sequential digits of a Social Security Number shall be kept out of public view at all times.
3. Account Numbers. All or more than four sequential digits of a Social Security Number shall not be used as a primary account number for an individual.
4. Computer Transmission. All or more than four sequential digits of a Social Security Number shall not be used or transmitted on the Internet or on a computer system or network unless the connection is secure or the transmission is encrypted.
5. Mailed Document. School documents containing all or more than four sequential digits of a Social Security Number shall only be sent in cases where state or federal law, rule, regulation, or court order or rule authorizes, permits, or requires that a Social Security Number appear in the document. Documents containing all or more than four sequential digits of a Social Security Number, that are sent through the mail, shall not reveal the number through the envelope window or otherwise be visible from outside the envelope or package.
6. Storage. All documents containing Social Security Numbers shall be stored in a physically secure manner. Social Security Numbers shall not be stored on computers or other electronic devices that are not secured against unauthorized access.
7. Access to Social Security Numbers. Only personnel who have legitimate business reasons to know will have access to records containing Social Security Numbers. The officials having access to records containing Social Security Numbers shall determine which other personnel within the departments have a legitimate reason in the school's ordinary course of business to have access to such Social Security Numbers. Personnel using records containing such numbers must take appropriate steps to

secure such records when not in immediate use.

8. Disposal. Documents containing Social Security Numbers will be retained in accordance with the requirements of state and federal law. At such time as documents containing Social Security Numbers may be disposed of, such disposal shall be accomplished in a manner that protects the confidentiality of the Social Security Numbers, such as shredding.
9. Unauthorized Use or Disclosure of Social Security Numbers. The schools shall take reasonable measures to enforce this Privacy Policy and to correct and prevent the reoccurrence of any known violations. Any employee, who knowingly obtains, uses, or discloses Social Security Numbers for unlawful purposes or contrary to the requirements of this Privacy Policy shall be subject to discipline up to and including discharge. Additionally, certain violations of the Act carry criminal and/or civil sanctions. The schools will cooperate with appropriate law enforcement or administrative agencies in the apprehension and prosecution of any person who knowingly obtains, uses, or discloses Social Security Numbers through the school for unlawful purposes.

(same as #6160-R of Diocesan Policy Manual)



POLICY

#6600-P

SUBJECT: COMPUTER / INTERNET AND RELATED TECHNOLOGIES

The educational program in CSGK schools requires the ethical use of the Internet and related technologies by all employees, students, and other school community members who have access to our technology both on and off the CSGK school grounds.

(Same as #6162-P of Diocesan Policy Manual)

Policy Adopted March, 2008

CSGK Board  
Kalamazoo, Michigan

## SUBJECT: COMPUTER / INTERNET AND RELATED TECHNOLOGIES

1. Introduction and Code of Ethics. CSGK schools encourage and strongly promote the use of electronic technologies in educational endeavors. The schools provide access to information resources available in a variety of formats. Together these allow learners to access current and relevant resources provide an opportunity to communicate in a technologically rich environment, and assist them in becoming responsible, self-directed, life-long learners.

The use of technology in the CSGK schools is a privilege extended to students, faculty, and community members to enhance learning and exchange information. When using the school's technology, the user must realize that he/she is representing the Catholic community and must therefore uphold Christian, ethical, and legal requirements. All users must read, understand, sign, and abide by the school's *Electronic Information Access and Use Policy*. Access privileges may be revoked, disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical. Violations may also constitute a criminal offense.

2. Terms, Conditions, and Regulations. Individual CSGK schools must create an *Electronic Information Access and Use Policy* which should reflect the following conditions:
  - a. Acceptable Use

The use of computer/Internet/and related technologies must be in support of education, research, and be consistent with the educational objectives of the CSGK schools. Use of other organizations' networks or computing resources must comply with the rules appropriate for these networks. Users of electronic related technologies must uphold the general rules of conduct consistent with Catholic School philosophy.
  - b. Unacceptable Use

It is important that users of electronic technologies in the CSGK schools represent our initiatives with ethical, Christian responsibility. The intention of this regulation precludes, but is not limited to, the following unacceptable uses:
  - i. damaging or mistreating equipment or facilities under any circumstances;
  - ii. intentionally wasting computer resources;
  - iii. transmitting any material in violation of any Diocesan, United States, or State of Michigan regulation;
  - iv. employing network for personal financial gain/commercial purposes;
  - v. violating regulations prescribed by the network provider,
  - vi. engaging in practices that threaten the integrity of the network (e.g. knowingly downloading files that contain a virus);
  - vii. engaging in personal business that is unrelated to the mission of the organization or the performance of their job;
  - viii. writing, using, sending, downloading, or displaying obscene,

threatening, harassing, or otherwise offensive messages/pictures, including pornography;

- ix. using the equipment or network for any illegal activities, including the violation of copyright laws and software piracy;
- x. loading or copying any software or other programs to or from organizational equipment unless permission is explicitly granted by an authorized party (e.g., the network administrator or technology committee);
- xi. using anyone else's password or sharing their password with others (however, a confidential master list of passwords should be on file with the school's computer coordinator);
- xii. trespassing into anyone else's personal information (e.g., address, phone number, or confidential information), including and especially that belonging to students, community members and families, or fellow employees;
- xiii. using for unauthorized game playing, unauthorized "chat" or chain letters;
- xiv. using for acts of vandalism against persons or resources including the uploading of viruses; or
- xv. using another person's computer file, access accounts, and/or files without proper authorization.

c. Privileges

The use of Internet and related technologies is a privilege, not a right, and inappropriate use may result in cancellation of those privileges.

3. Administration Professional-Code of Ethics Copyright. It is the policy of the Diocese of Kalamazoo that all employees, volunteers, and students will abide by federal copyright laws. Employees, volunteers, and students may copy print or non-print materials allowed by:

- a. copyright law,
- b. fair use guidelines,
- c. specific license or contractual agreements, and
- d. other types of permission.

4. Directives for School Educational Programs

- a. School educational programs must include a clear statement in the faculty and parent/student handbook that defines appropriate use of educational technologies and the consequences of misuse.
- b. Student use of technologies must include instruction on appropriate use and be supervised by a responsible adult.
- c. Students and parents must understand and sign an annual ACCEPTABLE USE AGREEMENT for computer/Internet and related technologies and this document must be kept on site in the school files.

- d. A disclaimer statement must be part of the ACCEPTABLE USE POLICY.
- e. School educational programs are encouraged to appoint a coordinator who would be responsible for enforcing policies regarding educational technologies.
- f. Schools are expected to purchase filtering software to help prevent Internet abuse.

(Same as #6162-R of Diocesan Policy Manual)

**CATHOLIC SCHOOLS OF GREATER KALAMAZOO  
ACCEPTABLE USE POLICY FORM**

#6600-F

**ACCEPTABLE USE AND INTERNET SAFETY POLICY**

(in accordance with Children's Internet Protection Act [CIPA])

**PURPOSE:** The Catholic Schools of Greater Kalamazoo provides all students access to the Internet as a means to enhance their education. The purpose of this policy is to assure that students recognize the limitations that the school imposes on their use of these resources. In addition to this policy, the use of any school computer, including laptop computers, also requires students to abide by the CSGK's Computer/Internet Acceptable Use Guidelines as stated in the Student Handbook and diocesan policies. During the course of the school year, additional rules regarding Internet safety may be added. If this occurs, any new rule will become a part of this policy.

**TERMS OF THE ACCEPTABLE USE AND INTERNET SAFETY POLICY**

Specifically, the student:

Should use the resources available through the Internet and other electronic media to supplement material available through the classroom, media center or through any other resource provided by the school.

Should adhere to guidelines each time the Internet is used at home and school. Social networking may be subject to evaluation by the administration.

Should make available for inspection by an administrator or teacher upon request any messages or files sent or received at any Internet location.

Should use appropriate language in all communications. The student should not use profanity or obscenity and should avoid offensive or inflammatory speech. The student should not participate in "Cyber Bullying" such as personal attacks and/or threats on/against anyone using these resources. The student should report to responsible school personnel any personal electronically transmitted attacks in any form made by others over the Internet or Local Area Network (LAN) observed while using school-owned technology.

Should abide by copyright laws and should only download/import music or other files to a school owned computer, including laptop that he/she is authorized or legally permitted to reproduce, or for which he/she has the copyright.

Should use his or her real name in all educational activities that incorporate technology or the Internet (e.g., distance learning, online distance learning, etc.).

Should respect the privacy of others. The student should re-post (to make appear online again) communications only after obtaining the original author's prior consent.

Should use technology for school-related purposes only during the instructional day.

Should not make use of material (files) or attempt to locate material (files) that are unacceptable in a school setting. This includes, but is not limited to, pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials (files). The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers, and the school media center. Specifically, all school owned computers should be free at all times of any pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials (files).

Should not access or attempt to access instant messages, chat rooms, forums, e-mail, message

boards, or host personal web pages, except school approved, teacher-supervised filtered Internet communication, during the instructional day.

Should not attempt to discover passwords or to control access to the Internet or the computer network.

Should not change or attempt to change the configuration of the software that controls access to the Internet or any other electronic media.

Should not download any programs, files, or games from the Internet or other sources that can be run or launched on the computer as a stand-alone program. These programs or files are sometimes called “executable files.”

Should not use this resource for any illegal activity. This includes, but is not limited to, tampering with computer hardware or software, unauthorized entry into computers, and vandalism or destruction of computer files.

Should not knowingly introduce or knowingly allow the introduction of any computer virus to any CSGK school computer.

Should not connect a personal, non-school-owned desktop computer, laptop computer, wireless personal digital assistant (PDA), or any other network (wireless or directly plugged) device to any part of a CSGK school network (local area network “LAN,” or wide area network “WAN.”

Should access a CSGK school’s network only with his/her school assigned password, which should not be shared with anyone for any reason and should make every effort to keep passwords secure and private.

Should not play games, including Internet-based games, in the Media Center/Library at anytime.

Should not play games, including Internet-based games, except school-approved, teacher-supervised educational games, during the instructional day on classroom computers.

Should not download, upload, import or view files or websites that purport the use of illegal drugs, alcohol or illegal and/or violent behavior except school-approved, teacher-supervised digital media.

Should not bypass or attempt to bypass a CSGK school’s filtering software.

I understand that should I fail to honor all the terms of this Policy, future Internet and other electronic media accessibility may be denied. Furthermore, I may be subject to disciplinary action.	By signing below, I give permission for the school to allow my son or daughter to have access to the Internet under the conditions set forth above.
Student Name (Please Print)	Parent or Guardian Name (Please Print)
Student Signature	Parent or Guardian Signature
Date	Date

## SUBJECT: SCHOOL BUS GUIDELINES AND PROCEDURES

Vehicles are available for CSGK student activities and recognized Parish spiritual, educational, and social organizations only. No private individuals shall be granted use.

Requests for bus use should be directed to the Principals. Authorization and procedures for use of the bus will reside with the Principal. An approved schedule will be kept in the school office.

*Request and Authorization Details*

1. Enumeration of trip details--group name, leader, number of people date, and hours of use, purpose, destination, etc.:
  - a. the seating capacity is limited to vehicle capacity;
  - b. excluding school classes or teams, parish groups should have a 20 passenger minimum.
2. Groups must have a certified licensed driver following State of Michigan requirements,
3. In the case of transporting minors on bus trips: signed parental permission slips must be obtained and 1 adult for every 10 minors, excluding the driver, must be present.
4. When authorization has been given, the Principal will reserve the bus and the school office will keep a schedule and bus-use log.

*Use and Operation*

The Principal shall oversee proper maintenance, required safety equipment, and compliance of all laws and regulations.

*Additional Considerations*

At the discretion of the Principal, groups may be asked to offset costs. Groups are responsible for all damages beyond normal wear.

As much as possible, the buses will be reserved on a first-come first-serve basis. (All school and non-school groups are encouraged to reserve the bus sufficiently in advance of the desired date of use; when multiple requests are made for the same date, CSGK have first priority for use of a bus.)

POLICY

#6800-P

SUBJECT: CLASS SIZE LIMITATION

Class size will be determined by Principals.

Policy Adopted March, 2008

CSGK Board  
Kalamazoo, Michigan



SUBJECT: CLASS SIZE LIMITATION

1. Providing optimal class sizes in order to both to foster good education and maintain financial viability are key components to all decisions relating to class size.
2. Circumstances may dictate smaller or larger classes and accommodations will be made by adding classroom aides, combining grades, having smaller classes.
3. All will be considered within the parameters of the budget and the needs of the children.

POLICY

#6900-P

SUBJECT: DRESS CODE

All students and school employees must be dressed and groomed in a way which is consistent with our Catholic values. It will be the responsibility of the Principals (in consultation with the other CSGK Principals) to determine the specifics of the Dress Code.

Dress code regulations will be published in each school's Student Handbook and Employee Manual and made available on each school's official website.

Policy Adopted March, 2008

CSGK Board  
Kalamazoo, Michigan

SUBJECT: CLOSURES AND CONSOLIDATIONS

All closures and consolidations, whether elementary or secondary grade levels, shall require the permission of the Bishop of the Diocese after review and recommendation from the Superintendent of Schools and in accord with the norms of Canon Law.

Requests for closures will be reviewed only after formal merger and consolidation studies, including population, feasibility, and comparative costs in the area, are completed and the CSGK Board of Directors has been consulted.

(Same as #7000-P of Diocesan Policy Manual)

## SUBJECT: CLOSURES AND CONSOLIDATIONS

1. There is no easy way to restructure or close an educational program/site. The impact of such an action affects students, parents, alumni, faculty, the administration, and the parish/s or regional area. Therefore, this decision must be taken seriously. It must be based on complete and current information, good judgment, and support of those involved. Consideration for the feelings and commitment of the people must be observed. The final decision to restructure or close an educational program/site lives with the Bishop and is based on recommendations from the CSGK Board of Directors and the Diocesan Office of Schools.
2. The following specific procedures are written for an individual CSGK school. These procedures are also applicable when more than one school is making a like proposal. Adjustments must be made accordingly to include all CSGK schools.
3. Specific procedures for restructuring educational programs and/or sites:
  - a. CSGK Board members, after exhaustive consultation with the school Principal(s) meet with personnel from the Diocesan Office of Schools to recommend the restructuring program. The recommendation must include a rationale for restructuring or closing an educational program/site as well as a sincere effort to propose alternatives to closing or restructuring.
  - b. The Superintendent notifies the Bishop of the Board's intent.
  - c. Following the Bishop's approval of the plan, the CSGK Board, Principal(s), and Superintendent of Schools meet with the faculty to explain the current status of the closing or restructuring, seek cooperation from the faculty for a cohesive transition, and begin to respond to employee concerns.
  - d. The CSGK Board, Principal(s), and Superintendent of Schools will meet with parent(s) to present the facts and figures which support the closing or consolidation, and to have the Superintendent of Schools review diocesan policy.
  - e. Additional notifications and concerns will be outlined and addressed by the CSGK Board members and diocesan personnel as the need arises.

## SUBJECT: CRITERIA FOR ADDING OR CLOSING GRADES

Any proposed plan of reorganizing the pattern of Catholic education on a CSGK school basis must be attentive to the following considerations:

1. Any proposed reorganization must provide education programs of a quality adequate to meet the educational standards of the Diocese.
2. Any proposed reorganization must have a reasonable prospect of long-range stability. This stability is necessary in the areas of:
  - a. finance - no long-range pattern of deficit spending may be projected;
  - b. enrollment - there must be the reasonable prospect of sufficient enrollments in the individual programs and institutions to provide the opportunity for quality education; and
  - c. personnel - reasonable assumptions must be made regarding the availability of prospect of long-range stability.
3. Any proposed plan of reorganization must address itself to the process whereby it is implemented, paying attention to such concerns as institutional stability, the support of the Catholic community, and flexibility in the face of changing circumstances and the policies of the Diocese.
4. The CSGK Board, in conjunction with the Principal of the affected CSGK school, will submit reorganization plans to the Diocesan Superintendent of Schools for review and input before decisions are implemented.

POLICY

#7300-P

SUBJECT: NEW CONSTRUCTION

All parish and school property is registered under the name of the Roman Catholic Bishop of the Diocese of Kalamazoo, who is deemed to hold the property in trust for the use and benefit of the Diocese under the laws of the State of Michigan (MCL 458.1). Requests for construction of new school facilities are made in writing to the Diocesan Bishop by the CSGK Board. Prior to the request, a feasibility study must be completed. The feasibility study would include research, long-range projections, and planning. Procedures found in the regulations of this policy will assist in the development of the study.

Policy Adopted February, 2008

CSGK Board  
Kalamazoo, Michigan

## SUBJECT: NEW CONSTRUCTION

1. New construction of school facilities is considered as the construction of a new building or an addition.
2. An idea for new construction of school facilities surfaces or is presented at the CSGK Board level.
3. If there is consensus on pursuing the new construction idea, then the CSGK Board writes a letter to the Bishop explaining the new construction idea and requesting permission to do a formal feasibility study. A copy of the letter is sent to the Office of Schools.
4. After receiving a favorable response from the Bishop, a committee is appointed by the CSGK Board to develop a feasibility study. In the development of the feasibility study, consultation with the Superintendent of Schools or his/her designee and other appropriate Diocesan offices takes place. The feasibility study would consist of the following: rationale (the need for the new construction and the long-term use of the facility), project cost, financial support, demographics, provisions for the physically challenged, and facilities specifically designed to meet curricular needs.
5. The feasibility study is presented to the CSGK Board. If the study is approved, then a presentation is given to the Bishop. If the study indicates support for the project and the Bishop is in agreement, formal plans need to be created for the project.
6. The new construction project needs to adhere to all local, state, and federal codes; therefore, a knowledgeable architect will need to be employed. The architect must be approved by the Bishop.
7. A plan for the financial support of the project is presented to the Bishop. This plan includes the feasibility and the collection of donations and pledges. Normally, seventy-five per cent of the financial support would be accessible prior to the beginning of construction.
8. The architect's formal plan is presented to the CSGK Board. If consensus is reached, the study is presented to the Bishop with the feasibility study as the supporting document. A formal presentation may need to be made to the Bishop and his advisors.
9. When a favorable response is received, the new construction may begin, and such construction will proceed according to Diocesan regulations.
10. All appropriate new construction documents are kept secure in the CSGK office for future reference. Such documents include blueprints, wiring diagrams, sub-contracts, and warranties.
11. A final summary report is sent to the Bishop and the Superintendent of Schools indicating the completion of the project and the final cost.

SUBJECT: REMODELING FACILITIES

All parish and school property is registered under the name of the Roman Catholic Bishop of the Diocese of Kalamazoo, who is deemed to hold the property in trust for the use and benefit of the Diocese under the laws of the State of Michigan (Public Acts 1971, No. 136). A request for approval to remodel a school facility is made in writing to the Bishop by the CSGK Board. Prior to the requests, procedures regarding feasibility and local support, as outlined in Policy #7300 will be followed. Remodeling may proceed following approval of the Bishop.



SUBJECT: REMODELING FACILITIES

1. Remodeling of school facilities is considered to be any major renovation or change in school property. This would include, but not be limited to, remodeling classrooms, offices, playgrounds, and equipment. This does not include regular and/or routine maintenance such as cleaning and painting.
2. An idea for remodeling school facilities surfaces and is presented by the Principal to the CSGK Board.
3. If there is consensus between the CSGK Board and the Principal on pursuing the remodeling idea, then the CSGK Board writes a letter to the Bishop explaining the remodeling idea and requesting permission to proceed, and such remodeling will proceed according to Diocesan guidelines. (A copy of the letter is sent to the Office of Schools.)
4. The requests submitted to the Bishop would consist of the following: rationale (the need for the remodeling and the long-term use of the area), project cost, and the financial support. The remodeling project must meet all local, state, and federal codes. When a favorable response is received, the remodeling project may begin.
5. All appropriate remodeling documents are secure in the CSGK office and the school office for future reference. Such documents include blueprints, wiring diagrams, sub-contracts, and warranties.
6. A final summary report is sent to the Bishop and the Superintendent of Schools indicating the completion of the project and the final cost.

POLICY

#7500-P

SUBJECT: ACQUISITION OF PROPERTY

A request for approval to acquire property for a parish or school must be made in writing to the Bishop. All school property is registered in the name of the Roman Catholic Bishop of the Diocese of Kalamazoo, who is deemed to hold the property in trust for the use and benefit of the Diocese under the laws of the State of Michigan (Public Acts 1971, No. 136).

(Same as #7222-P of Diocesan Policy Manual)

SUBJECT: ACQUISITION OF SCHOOL PROPERTY

1. A designated need for property for future construction is determined by the CSGK Board of Directors.
2. A request is made in writing to the Bishop by the CSGK Board to begin a property search. General guidelines for the acquisition of property are made available to the CSGK Board. These guidelines include working through a third party.
3. When considering various sites, environmental concerns must be addressed. Among these would be soil samples (for chemical, oil, or gas spills), mineral rights, water runoff, etc. Also, the relationship of the land to adjoining properties needs to be considered.
4. Local ordinances and zoning laws need to be checked when considering a site.
5. The land abstract must be reviewed by one of the title companies to ensure proper ownership and that there are no liens, easements, or indentures (mortgages) against the property. A title insurance certificate is obtained.
6. If the land is considered desirable by the CSGK Board, then a written request is made to the Bishop with supporting documentation.
7. All property is purchased in the name of the Bishop and needs to have his approval.
8. The Bishop must sign the bill of sale on the land purchase.

POLICY

#7600-P

SUBJECT: ADDITION OR REMOVAL OF EQUIPMENT

The local Principal must be notified and her/his approval secured before any person or organization may add or remove equipment of any kind at any one of the CSGK grounds or buildings.

Policy Adopted February, 2008

CSGK Board  
Kalamazoo, Michigan

POLICY

#8100-P

SUBJECT: CSGK BOARD MEMBER ORIENTATION

Newly elected members who serve on the CSGK Board of Directors shall participate in an orientation session sponsored by the Diocesan Office of Schools.

Policy Adopted February, 2008

CSGK Board  
Kalamazoo, Michigan

SUBJECT: CSGK BOARD MEMBER ORIENTATION

1. The Diocesan Office of Schools offers orientation sessions for all members of the CSGK Board of Directors.
2. The CSGK is expected to establish a policy which mandates participation by new members in one of the orientation sessions.
3. Ongoing training for board members is encouraged and should be planned by the Board President. The Diocesan Office of Schools may be consulted for training resources.
4. All board members are encouraged to sign and uphold a Code of Ethics.

SUBJECT: FORMULATION OF CSGK BOARD POLICY

It shall be the policy of the CSGK Board that new and updated policies be written in rough draft form by the policy committee. The rough draft will be presented to the CSGK Board of Directors and Principals for their review and recommendations.

Upon approval by the Board, the final copy of updated policy shall be typed with approval and/or revision date noted. New policy shall be assigned a policy number following the Diocesan Office of Schools' policy manual's numerical system and typed with approval date noted. Updated policy will be distributed to each member to place in his/her policy book.

POLICY

#8300-P

SUBJECT: MEETING MINUTES

The CSGK Secretary shall record the minutes of all meetings (regular, special, closed, and executive). A copy of the minutes of all meetings shall be forwarded to all board members and the Diocesan Superintendent of Schools.

Policy Adopted February, 2008

CSGK Board  
Kalamazoo, Michigan



POLICY

#8400-P

SUBJECT: STANDING COMMITTEES

The Board of Directors may establish committees, both ad hoc and permanent, as needed for a specific purpose.

Any appointed committee may be dissolved by the Board of Directors at its discretion.

SUBJECT: STANDING COMMITTEE STRUCTURE

1. Non-board members may be invited to serve on Board committees. Such persons serve at the discretion of the committee chairperson and/or the Board President. Non-board members of a committee have no Board voting rights.
2. Each committee shall have:
  - a. a written function/purpose,
  - b. yearly goal(s),
  - c. a chairperson responsible for calling meetings, notifying members, and conducting meetings, and
  - d. a regularly-prepared report(s) to the Board.
3. Committees are created by and exist at the discretion of the Board; their purpose is to research/monitor issues pertinent to the purview of the Board and advise the Board on such matters. Committees/committee members are not authorized to give instructions to CSGK personnel to take any action; only the Board is authorized (per the bylaws) to provide such instruction. The full Board needs to seriously consider committee recommendations.

SUBJECT: COMMUNICATIONS

It will be the policy of the CSGK Board of Directors to communicate its activities, concerns, decisions, and policies to members of our community.

This policy is designed to facilitate an exchange of views, to encourage community members to participate in policy development, and to inform board members of community views and concerns.

General meetings of the CSGK Board of Directors will be closed. It is recommended that if members of the community have comments or concerns, that they can present these to the President of the Board prior to the monthly meetings. They may be invited (if appropriate) to the Board meeting to present their views in person.

In general, members of the community will be encouraged to solve issues at a local level first with their Local Advisory Council (LAC) Representatives.

SUBJECT: COMMUNICATIONS

1. The Principals manage all communication with the internal and external public on all matters relating to their school.
2. On issues that affect all of the CSGK schools, Principals should seek Board approval and/or coordinate communication efforts with the Board.
3. The CSGK Board of Directors approves communications when it relates to matters of the Board of Directors.
4. The Board President shall manage communications that are typically incident to such office without prior approval of the Board.

SUBJECT: GUESTS AT BOARD MEETINGS

1. Guests are welcome at CSGK Board meetings after receiving an invitation from the President, assuming the issue that they wish to present to the Board could not be successfully addressed at the local, LAC, level.
2. The CSGK Board Agenda will provide an opportunity for guests to be introduced and to speak during the opening portion of the meeting. At this time, the guest will make some brief comment(s) regarding his or her concerns.
3. To receive the Board's consideration:
  - a. The guest must contact the President to be on the agenda.
  - b. The President will determine the appropriateness of a concern as a CSGK Board issue and invite the guest to a meeting.
  - c. The President will introduce each guest who wishes to speak.
  - d. Each guest will be provided a two-minute time limit to allow guests an opportunity to be heard.
  - e. Since the purpose is to receive input from guest(s), board members can ask clarifying questions only and should refrain from comment or reaction.
  - f. Items identified during the guest(s) participation will be reviewed at the end of the meeting for the next meeting agenda.
  - g. This policy specifically prohibits guest(s) comments in regard to individual student problems, parent complaints about staff, or the airing of any grievance. These items are to be handled through appropriate administrative channels.
4. These procedures for guests shall be communicated to parents in the CSGK newsletter and website.

SUBJECT: AGENDA ITEMS

Items to be included on the agenda for CSGK Board meetings must be related to the Board's authority, as defined in its bylaws. The request and background material must be submitted in writing to the President one week in advance of the next scheduled meeting, in order to establish the meeting agenda. This one week requirement can be waived at the discretion of the Board President.

The Board may limit discussion by guests in accordance with Regulation #8600, *Guests at Board Meetings*.

SUBJECT: MEDIA RELATIONS

Written approval of an official school representative is required prior to the release of any and all forms of media which may include video, photographic, written, audio, or oral communications, representing any of the CSGK schools.

All CSGK information including Parent/Child Name, Address, Phone, and Email list is specifically prohibited from unauthorized distribution.

An official school representative is understood to be the Board President, the Principal, or the Pastors of the parishes of the Diocese of Kalamazoo providing direct financial subsidies to the CSGK.

High school coaches are understood to be an official school representative only when discussing their specific high school sport.

SUBJECT: MEDIA RELATIONS GUIDELINES TO OFFICIALS

1. Any official school representative authorizing a media communication, as defined in Policy #8800, *Media Relations*, has the responsibility to:
  - a. understand the content and context of the communication;
  - b. request to see the communication in its entirety before publication; and
  - c. try to ensure the communication presents a CSGK school in a positive image.



POLICY

#8900-P

SUBJECT: CSGK MAILING LIST

At no time will the CSGK mailing list be given, in any format, to any outside party. This is to ensure the confidentiality of all information about each parent and child within the CSGK system.