



KNOWLEDGE + FAITH + CHARACTER

Policy Manual

CORPUS CHRISTI CATHOLIC SCHOOL POLICY MANUAL

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1 ADMINISTRATION

1.1 *Mission Statement*

Approved

02/96

Revised

04/98, 02/03, 01/11

Corpus Christi Catholic School welcomes all children; enriches their knowledge, nurtures their faith, and builds their character in a Catholic Christian environment.

1.2 Enrollment Guidelines

Approved

2/96

Revised

4/98, 02/03

All families who are parishioners of St. Francis de Sales or Our Lady of the Lake are expected to actively participate in weekend liturgies and participate in the stewardship program. A minimum weekly contribution will be established by the Council of Pastors.

Registration dates will be established annually according to the following priorities:

- Families of students currently enrolled in the Corpus Christi Catholic School will be given first priority.
- Families whose older children have completed their education at CCCS and now have a younger child that is school-aged will be given second priority.
- Children of parishioners of St. Francis de Sales and Our Lady of the Lake will be given third priority. Within this parameter, families who have been registered longest will receive priority.
- Catholics who are not parishioners of either Holland parish will be given fourth priority.
- Enrollment will then be open to the general public.

These are registration deadline priorities. Registration requests received after their respective deadline has expired will be considered in the order in which they are received.

1.3 Age Requirements

Approved

2/96

Revised

2/02, 02/03

Preschool

Children should be three years old by September 1 of the year entering school to be admitted into the three-year old preschool program.

Children should be four years old by September 1 of the year entering school to be admitted into the four-year old preschool program.

The preschool director may make exceptions to these age guidelines based upon a child's physical and emotional development, class sizes, and physical and emotional development of other children enrolled in the program

Kindergarten

Children should be five years old by December 1 of the year entering school to be admitted into kindergarten. This is in accordance with state of Michigan guidelines.

1.4 Vice Principal/Teacher in Charge

Approved

02/96

Revised

02/03

The principal will be required to be absent from time to time in order to attend scheduled meetings, workshops, seminars, or for illness, etc. It is necessary periodically that decisions or judgments be promulgated when the principal is absent and cannot be readily reached.

The principal shall be authorized to appoint one teacher to serve as an authority to act in his/her place when not present on site during the course of a regular school day when school is in session. This is not a paid position. However, a stipend may be provided at some point as determined by the Board of Education.

1.5 Fundraising by School Organizations

Approved

2/96

Revised

5/01, 02/03

I. While the primary goal of fundraising is to earn as much as possible for school related reasons, it is imperative that a high degree of ethics and conduct are maintained during the course of each project.

II. Goals of our fundraising efforts:

- A. Raise money to support school projects, events, initial uniform purchases, or equipment, as well as, development items included in the annual operating budget.
- B. Raise an amount of money that will at least meet the costs of annual requirements of the approved fundraising plan.
- C. Build parental and student ownership of the school.
- D. When student participation in fundraising is required, structure fundraisers to promote school pride, stewardship and commitment.
- E. Increase parish and community interest in the school.
- F. Maintain an annual fundraising schedule that will be distributed to parents prior to the beginning of the school year.
- G. Project requirements for a rolling three-year time frame.
- H. Coordinate efforts as much as possible with other parish wide fundraising efforts.

III. The following groups may lead fundraising efforts:

- A. Development office of the school.
- B. School organizations – Home and School association, Athletic Boosters, and Band Boosters (when formalized and approved by BOE)
- C. Classroom Teachers and Principal

Note: School clubs such as drama club, ski club, are not permitted to engage in fund raising activities.

- D. Development Office of the School
 - 1. Annual Tuition Assistance Drive
 - 2. Parents & Friends Corporate Annual Appeal
 - 3. Magazine sales
 - 4. Spring Campaign for the General Fund

Note: Students will not engage in development fundraising.

- E. School Organizations
 - 1. Major Fund Raising Activities
 - a. Total of three activities for the year
 - b. Maximum of two fundraisers may include students selling “commercial” items
 - c. Annual raffle event
 - 2. Other Fund Raising Activities
 - a. Sweats/Spirit Clothes and School Store Items
 - b. Book Fair
 - c. Pop Cans for Science
 - d. Concessions at Sporting Events

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F. Classroom Teachers/Principal

(These activities should not involve the selling of commercial goods.)

1. Stewardship Projects – These activities engage the students in raising money for a charitable cause. As an outcome of this activity, students will learn to be good stewards. Stewardship projects may be sponsored by a classroom teacher with prior approval by the principal or may be sponsored by the principal. (Examples- bake sale, marathon, “Jesus money”)
2. Eighth grade class trip – Sponsored by the middle school classroom teachers and approved in advance by the principal.

IV. Scheduling of fundraisers and determination of usage:

- A. A representative from each organization will be assigned to the fundraising committee each year and will be expected to provide all necessary input on behalf of their respective organization. The development committee chairman will chair the fundraising subcommittee.
- B. The development committee of the BOE will be responsible to submit a plan to the BOE by its April meeting of each year, including proposed usage of the funds raised. Usage for large capital expenditures will be determined in consultation with the Council of Pastors. The development committee is charged with developing a coordinated plan for each year and the rolling three-year plan.
- C. The annual plan will need to be approved by the BOE no later than the Board’s May meeting.
- D. Should changes in the priorities arise throughout the year, the fundraising committee must reassemble and revise plans as required. Deviations from the plan must be reported to the BOE.
- E. Approval of the plan serves as authorization to disburse funds; however, any capital expenditure over \$1500 will need approval from BOE prior to spending. In the event funds are raised in excess of or fall short of the annual plan needs; the organization responsible for the fund raising efforts will determine appropriate action. All funds remaining at the end of the year will be carried forward for use in the following year.
- F. The annual plan will be mailed to parents before the beginning of the school year, as well as, any revision to the plan throughout the year. The information should provide details that allow parents to understand intended usage of funds, fundraiser type, and timing.

1.6 *Collection of Money*

Approved

2/96

Revised

6/00, 02/03

Only the school principal may authorize the collection of money from students/parents. A request for "Collection of Money" form must be completed at least two weeks prior to the collection. The principal will provide written notice of authorization to parents in each case that a collection is approved.

Appropriate purposes include lunch, class trips, and "special" collections; e.g., aid for disaster victims.

1.7 Dress Code

Approved

2/96

Revised

6/00, 02/03

Corpus Christi Catholic School will have a uniform code. This code ensures that the social pressures of attire and its implications upon young people will not affect the educational process. The code will stress neatness and cleanliness. The uniform code will be established by the principal, in consultation with the Home & School Board and the Executive Committee of the Board of Education. It will be published annually in the Parent-Student Handbook.

1.8 Tuition Schedule

Approved
Revised:
11/06

5/98
9/99, 6/00, 02/03, 11/04,

The Corpus Christi Catholic School Board of Education, upon consultation with the Corpus Christi Catholic School Finance committee, will establish an annual Tuition Schedule. This Schedule will include a parishioner tuition rate and a non-parishioner tuition rate.

To qualify for parishioner tuition, a family must be a registered member of St. Francis de Sales or Our Lady of the Lake parishes, actively participate in weekend liturgies, and participate in the stewardship program. A minimum contribution will be established by the Council of Pastors. A signed voucher from the pastor is required to achieve the parishioner tuition rate. A lesser tithe may be arranged with the appropriate pastor.

1. Procedures and methods for collection and refund of tuition will be included in the Annual Tuition Schedule as follows:
 - a. Tuition rates for the upcoming school year will be set no later than February 20
 - b. The registration process will begin March 1.
 - c. A reduction in the tuition rate will be granted for student tuition paid in full prior to June 1
 - d. Tuition must be paid in full or the student must be enrolled in FACTs prior to August 1 to guarantee enrollment.
 - e. Tuition must be paid in full or enrollment in FACTs must occur in order to attend school unless written approval from their parish priest has been secured
 - f. Past year tuition must be paid in full to guarantee enrollment.
 - g. Payments more than 30 days past due may be referred to the Principal.
 - h. Continued payment delinquency may render the student ineligible for continued enrollment and may result in referral of the account to third party collection agencies.

2. Tuition assistance may be requested by any family and will be based upon financial need. Forms to request tuition assistance will be available during registration or through the school office. Tuition assistance will be distributed and monitored as follows:
 - a. The total tuition assistance allotted will be included on the Corpus Christi Catholic (CCCS) School budget
 - b. Parents may request tuition assistance by submitting a Private School and Service (PSAS) Request Form. Tuition assistance will be awarded based upon need and availability of funding.
 - c. All tuition assistance requests will be reviewed on an individual basis by the CCCS principal and BOE president or designee with the pastor's input.
 - d. Families will be notified in writing of the awarded tuition assistance by May 15.
 - e. Parish finance councils must be notified in advance if the total tuition granted exceeds the approved amount in the budget prior to awarding the tuition beyond the budgeted amount

3. Upon written notification to the principal of student withdrawal, families will be responsible for tuition according to the following schedule:
 - a. Prior to the first day of school, 10%.
 - b. Prior to October 1st, 25%.
 - c. Prior to December 31st, 50%.
 - d. After December 31st, 100%.

1.9 School Organizations

Approved

06/01

Revised

02/03

All organizations which involve students or exist to enhance the school’s program and curriculum must be sponsored by the school and receive approval prior to their formation. The goals and activities of these organizations must be consistent with the teachings of the Roman Catholic Church and serve to advance the spiritual, academic, and/or social development of our students.

Two types of organizations will be considered for approval.

(1) A club primarily involves students and focuses on a specific program or activity; e.g., ski club and drama club. This type of organization must be sponsored by a teacher or parent/guardian. The principal of the school has the authority to approve a club and will inform the Board of Education of club activities as part of his/her monthly written report. Each club must be approved annually even if it was in existence the previous year. To be approved, the sponsor should provide a written description of the goals and activities of the organization to the principal; constitution and bylaws are not necessary. Once approved, the sponsor should provide written updates to the principal quarterly. A club may not engage in any fund raising activities.

(2) An association primarily involves parents/guardians of students and exists to enhance the school program; e.g., Athletic Boosters Association and Home and School Association. Formation of these organizations must be approved by the Board of Education, and requires that a constitution and bylaws governing the association’s structure, purpose, and activities be created and approved by the members of the organization and the Board of Education. The Board of Education has a responsibility to annually review and approve each association’s plan and budget to ensure that all activities are supportive of and consistent with the Corpus Christi Catholic School’s mission and strategic directives. The association should provide written reports to the Board of Education as required in the respective association’s constitution and bylaws. This type of organization may engage in fund raising activities with prior approval of the Board of Education.

1.10 Resolution for Conflict of Interest

Approved

08/02

Revised

02/03

Definition:

Conflict of interest is a situation in which an individual has an interest sufficient to appear to influence the objective exercise of his or her official duties.

Conflicts of interest interfere with professional responsibilities in a specific way -- by interfering with objective professional judgment. We expect professionals to be objective and independent. Factors that either interfere or are likely to interfere with objectivity are a matter of legitimate concern to those who rely on professionals.

It is important to avoid apparent and potential as well as actual conflicts of interest. An apparent conflict of interest is one which a reasonable person would think that the professional's judgment is likely to be compromised. A potential conflict of interest involves a situation that may develop into an actual conflict of interest.

Policy:

The Board of Education has a responsibility to ensure that appointments to its Board as well as the boards and executive committees of approved organizations (as defined in CCCS Policy 1.9--School Organizations) do not pose an apparent, potential, or actual conflict of interest.

The following relationships, while not conclusive, pose circumstances that should be evaluated by the executive committee of the Board of Education or the approved organization for apparent, potential, or actual conflict of interest.

- Employee of the school or the supporting parishes
- Consultant to the school or the supporting parishes or someone who receives a stipend for services from them
- Spouse, parent, sibling or child of another board or executive committee member
- Spouse, parent, sibling or child of an employee or consultant to the school or parish

The key is to determine if the situation being evaluated is likely to interfere or appear to interfere with the independent judgment of the individual in performing his or her duties.

1.11 *Student Records Release Policy*

Approved

02/03

Upon receipt of a records request from another school to which a student has applied for admission or which a former student is attending, all academic records, outstanding tuition notices and documented behavioral records will be forwarded to the requesting school. Student records will not be released until a request for records form has been received.

1.12 Alcohol Policy

Approved

02/03

The intent of school sponsored student-oriented events is to foster the development of our children. It is expected that adults participating or supporting these events will model good behavior and not compromise the health and safety of students. The use of alcohol by adults at any of these events such as field trips, sporting events, etc. is prohibited.

1.13 Technology Standards Policy

Approved

08/03

A. Guidelines for Software use:

All software used in the school, on individual workstations or on the server, is licensed property of Corpus Christi Catholic School. Use of licensed software off-site is at the discretion of the Principal and/or Technology Coordinator, and within the limits specified in the license agreement. Only multiple-user licensed software may be installed on computers outside the building. The Technology Coordinator keeps records of user and site installations. Off-site users must understand that the licensed software belonging to the school and installed on their home machines must be removed at such time that their involvement or employment by Corpus Christi Catholic School comes to an end. Furthermore, if usage within the building increases, outside users may be asked to remove software from other locations so that those licenses may be used in the school building. This will be done at the discretion of the principal and/or Technology Coordinator.

B. Policies for Internet Access Accounts provided through Corpus Christi Catholic School's Internet Service Provider(s) (ISPs)

Internet access accounts will be provided to school employees as appropriate. Use of the Internet accounts within the school building will be through the Local Area Network (LAN) Exchange Server. Accounts will be set up on individual computers by the Technology Coordinator to access both internal and external e-mail. Our Internet Service Provider filters Internet access through the LAN.

Staff members with Internet accounts through the school may use these accounts as dial-up accounts on home computers for purposes related to school business or function. The current Internet filters provided by the ISP work only on the direct connection through the school LAN. Home dial-up access to the Internet through the school ISP (REMC7) is filtered. Staff members may retain their accounts as long as the school employs them.

Special cases for volunteers to be given Internet accounts will be considered and such accounts provided when deemed appropriate. The same limitations apply to volunteers as apply to staff. The principal and/or technology coordinator reserve the right to have such accounts terminated.

The Technology Coordinator will maintain data on Internet access accounts obtained through the school, including usernames and passwords. Contact with the Internet Service Provider (REMC7) Help Desk is to be made only by the Technology Coordinator or other designated staff member.

A. Overall usage policies (staff)

- Staff members must sign a Usage Agreement annually. This Usage Agreement will be kept on file in the school office.
- Use of e-mail and Internet access follows the guidelines of Acceptable Use
- Use of licensed software obtained through the school for professional use and will be deleted from home computer(s) upon leaving employment at Corpus Christi Catholic School

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D. Overall usage policies (volunteers)

- Volunteers with Internet and/or e-mail accounts through the school must sign a Usage Agreement annually. This Usage Agreement will be kept on file in the school office
- Use of e-mail and Internet access follows the guidelines of Acceptable Use
- Use of licensed software obtained through the school for professional use and will be deleted from home computer(s) when they are no longer needed for volunteer duties at Corpus Christi Catholic School.

E. Overall usage policies (students)

- No student will be permitted access to Internet resources without first reading, understanding and signing the Student Guidelines for Acceptable Internet Use.
- Parents must sign the Parent/Guardian Internet Permission Letter and, along with each student, must sign the statement that they have read and understand the agreement. These letters and forms are normally included with the final registration packet that goes to families in August of each school year.
- Students may not bring laptops or palms to school with the intention of connecting them to the school's Local Area Network (LAN).
- Students may not load programs onto any school computer unless under the supervision of the Technology Coordinator.
- Students may not listen to music CD's while working on school computers.
- No e-mail or access to e-mail accounts over the Internet is permitted.
- No chatting under any circumstances.
- Internet games/information resources requiring registration or login information of a personal nature require permission of a teacher or the Technology Coordinator. Full names, addresses and/or telephone numbers, or school name or location may not be included in registrations under any circumstances.
- Use of the printers is at the discretion of teachers/administrators. Teachers may establish printer-use policies in rooms equipped with classroom printers.
- Software in any form may not go home with the student. This policy is subject to change if we ever establish a software library.

F. Website policies

- The website of the Corpus Christi Catholic School and Center provides information to students, families, prospective students and families, and to the community at large. Content includes general policies, relevant educational/organizational links, information on organizations that operate within the school (Home and School, Boosters, sports teams, scouts, etc.), information from the Parent Handbook, calendars, and pages for each of the teachers. It is not the purpose of this website to provide entertainment. Advertising in any form will not be allowed.
- The Corpus Christi Catholic School Web Page is designed and maintained by the Technology Coordinator unless designated otherwise by the principal.
- Volunteers and/or students may be involved in website design. Volunteers and students will not be given direct access to ISP accounts to which the school website is posted. All volunteer and/or student efforts will be uploaded by the Technology Coordinator or other staff member designated as Webmaster.
- At the present time, the policy is to NOT use photographs of students on the website. If it is deemed appropriate in the future, inclusion of student photos will require the signature of the student and parent on a permission form prior to being included on the website. This policy is included in the interest of privacy and safety.
- Teacher and other staff photos may be included on the website only with the written permission of the specific teacher or staff member. Staff members may give permission (or not) at their own discretion.
- Any additional policies put forth by the Regional Educational Media Center (REMC7) will be adhered to.

1.14 Miscellaneous Administrative Policies

Approved

04/05

A. Computer Back-up:

The business manager will complete a back-up disk of the computer system at the end of each day providing the system has been used. These disks will be kept in the safe in the event of a fire. A separate year-end disk will be made at the end of each fiscal year and kept in the safe as well.

B. Distribution of Mail:

Mail is delivered Monday-Friday by the U.S. Postal Service except for holidays and summer months. Upon receipt of the mail during the months of August-June, the school secretary will sort and distribute the mail. The business manager will not handle the mail unless the school secretary is absent. During the summer months, the business manager may sort and distribute the mail if the school secretary or principal are not available.

2 STUDENT

2.1 Student Dignity

Approved

2/96

Revised

02/03

Statement of Student Dignity

Corpus Christi Catholic School expects all students to conduct themselves with dignity and respect for fellow students, faculty, and others. Harassing anyone, including sexual or racial harassment, will not be tolerated.

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972 and the Michigan Elliott-Larsen Civil Rights Act. Sexual harassment is a form of sexual discrimination. Corpus Christi Catholic School will not condone or allow harassment of others, whether engaged in by fellow students, teachers, administrators, or others having business with Corpus Christi Catholic School.

Sexual harassment includes:

- Making submission to unwelcome sexual advances, submission to request for sexual favors, or submission to other verbal or physical conduct of a sexual nature a condition of any student's association with Corpus Christi Catholic School.
- Making submission to or rejection of such conduct the basis for decisions affecting any student.
- Creating an intimidating, hostile, or offensive school environment through such conduct.

Racial harassment includes:

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

Other forms of harassment include:

- Any conduct which may reasonably be considered offensive to others.
- Any conduct which creates an intimidating or hostile school environment.

2.2 Student Dignity Complaint Procedure

Approved

2/96

Revised

02/03

Any student who believes he/she has been subjected to harassment should report it immediately to the principal. If for some reason a student is uncomfortable discussing this with his/her principal, it may be discussed with a counselor, teacher, or administrator. If the complaint is against the principal, it should be reported to a counselor, teacher, Board of Education member, or pastor. Parents may report harassment on behalf of their child. If a student is accused, his/her parents will be notified and involved as deemed appropriate by the investigator.

Each report will be given serious consideration and investigated promptly. Appropriate action will be taken.

- Action taken on behalf of the complainant could result in penalties ranging from an oral or written reprimand, mandatory counseling, or expulsion.
- The complainant is not held to any specified level of authority in making his/her initial complaint.
- Complaints will be investigated and followed by a written report within 30 calendar days. This report will be distributed to those directly involved in the complaint and others deemed appropriate by the investigator.
- Retaliation against complainants is absolutely forbidden. The penalties for retaliation could result in expulsion.
- If the investigator's determination is not satisfactory, it may be appealed in writing to the Executive Committee of the Board of Education.
- If the determination of the Executive Committee of the Board of Education still is not satisfactory, a final appeal may be made to the Superintendent of Education of the Diocese of Grand Rapids.
- Records of the proceedings will be kept in a separate file rather than in the student's file. However, if requested by the student or his/her parent, an appropriate reference may be included in the student's file.

Investigator's Course of Action on Student Dignity Complaints

Unless the complaint is against the principal, he/she will conduct an investigation immediately, even if the complainant delayed in coming forward. If the complaint is against the principal, the Superintendent of Education of the Diocese of Grand Rapids or his/her designee will conduct the investigation.

All complaints will be investigated. The investigator will make no decision regarding the believability of an accusation and will investigate each complaint.

The complainant is required to produce any physical evidence, which supports his/her claim; e.g., letters, notes, photographs, etc.

The investigator will have separate, private interviews with the complainant, the accused, and any witnesses named by the complainant or the accused.

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If a complainant wishes to withdraw his/her complaint at some point in the investigative process, the investigator should:

- Ascertain if retaliation against the complainant has occurred.
- If retaliation has not occurred, document the reasons the complaint is being withdrawn.

2.3 Student Behavior/Detention Policy

Approved

2/96

Revised

6/00, 02/03

The primary goal of this policy is to promote mutual respect among students.

Disciplinary Problems

When disciplinary problems arise, the following procedures will be followed.

- Minor difficulties should be settled between pupil and teacher.
- Teachers may discuss a problem situation with a principal, followed by a teacher/pupil discussion.
- Serious offenses will be referred to the principal.
- Parents will be notified when serious offenses occur.
- The teacher and/or the principal determine a “serious offense”.

Detention Policy

A detention will be given to those who do not comply with school policies and guidelines at the discretion of a teacher or principal.

At the discretion of the administration, parents will be required to attend a parent conference with the teacher and/or principal to discuss the circumstances of the detentions and possible suspension from school.

Physical force of any kind will not be used when correcting students.

2.4 Suspension and Expulsion

Approved

2/96

Revised

6/00, 02/03, 01/06

Consideration must always be given to the welfare and Christian development of the individual student and the practical, common good of the entire student body.

Suspension

Suspension is defined as a temporary dismissal of a student from school.

The following, though not an exhaustive list, are offenses, which may involve suspension.

- Four or more detentions in one semester
- Possession of a knife or other weapon
- Truancy
- Sexual, racial, or other forms of harassment
- Disrespectful actions, comments, or behavior threatening the well being and safety of students or staff

Procedure for Suspension

- Parents shall be notified directly of the suspension and must attend a conference among student, parents, school principal, and involved faculty member(s).
- In no instance shall a student be asked to leave the school and proceed home without prior notification to and consent of his/her parent.
- The decision to require a student to proceed home alone or to await the arrival of a parent or authorized party shall be made jointly by the parent and the school administrator.
- Immediately following the suspension, notification in writing, with details, will be given to the parents. A copy will be kept on file in the school office.

The duration of suspension shall be determined by the principal.

Expulsion

Expulsion is defined as the permanent dismissal of a student from school. The principal should use every means available to discover the cause of the problems and should exhaust all appropriate remedies such as referral to a guidance clinic, physician, or priest.

The following, though not an exhaustive list, are offenses which may involve expulsion.

- Actions gravely detrimental to the moral and spiritual welfare of other pupils or staff.
- Assault, battery, or any threat of force or violence.
- Open persistent defiance of authority.
- Continued willful disobedience.
- Use, sale, or possession of narcotics on school premises.
- Use, sale, or possession of alcoholic beverages on school premises.
- Willful cutting, defacing, or otherwise injuring property in any way.
- Habitual truancy as outlined by the Ottawa Area Intermediate School District 2005-2006 Truancy Process. Absences will be excused for medical appointments, personal illness, serious illness of an

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immediate family member, death of an immediate family member, funeral, family vacation, and other circumstances as determined by the principal.

- Two or more suspensions in a semester.

Procedure for Expulsion

- The principal and teacher must hold a conference with the parents to advise that expulsion is eminent.
- If a decision to expel is made, parents will be notified in writing of the action. The Board of Education and Council of Pastors will also be informed.
- The parents have the right to appeal to the Board of Education, and will be notified of this right.
- In the event that after consultation with the persons directly involved, the expulsion is found to be unfair or inappropriate by the Board of Education, the principal will be advised and action to reinstate the student will be undertaken. In this case, all references to the expulsion shall be removed from the student's cumulative file.

2.5 Grievance Procedure

Approved

2/96, 6/00

Revised

6/01, 02/03, 01/06

A grievance is not a routine disciplinary matter, but rather a circumstance thought to be unjust or injurious, involving a consequent element of resentment. As such, it is destructive of community. A grievance procedure is an orderly process to heal the potentially serious wounds of the community.

Most grievances can and should be settled between concerned individuals at the local level. Usually this would postulate a meeting between the parents staff, and allegedly aggrieved student. As the situation requires, this process eventually may involve the principal.

Matters that cannot be resolved or those of a serious nature should be brought to the Board of Education. The Board will follow the following guidelines.

- The grievance must be submitted in writing to the President of the Board of Education. Grievances may be submitted by a student, parent, employee, or principal. The President will confer with the principal no later than five days after the complaint is filed.
- The administrator in turn confers with the party against whom the complaint is being registered within another five days, recommending that the complainant be present for a hearing.
- A hearing before the Board will be scheduled for the grievance filed. Involved parties are to be notified at least three days in advance of the hearing date.
- A determination will be made by the Board after the hearing, and the involved parties will be notified in writing.
- If the determination is not satisfactory to the complainant, it may be appealed in writing to the Council of Pastors after receiving the disputed decision.
- If the determination of the Council of Pastors still is not satisfactory, a final appeal may be made to the Superintendent of Education of the Diocese of Grand Rapids. Diocesan procedures in force at that time will govern the appeals process at that level. Documentation describing this process is available in the principal's office.
- Records of the proceedings will be kept in a separate file rather than in the student's file. However, if requested by the student or his/her parent, an appropriate reference may be included in the student's file.

2.6 Students With Identified Special Needs

Approved

08/03

Although a religious institution, the Catholic Church is subject to applicable civil laws, and Corpus Christi Catholic School of the Diocese of Grand Rapids is committed to complying fully with all laws applicable to faith-based educational institutions. As part of the Diocesan educational community, it is our goal to provide a Catholic education to all students desiring to have one.

Students with special needs deserve our special attention and we are committed to providing these students all accommodations that we can reasonably provide without an undue hardship.

The following materials must be completed and forwarded to Corpus Christi Catholic School. This information needs to be provided before formally registering. Please do not send original documents.

1. School records, transcripts, work samples, teacher comments
2. Results of all previous educational testing, current levels of academic functioning, current achievement test scores.
3. Any student who has gone through the Individual Education Planning and Placement process or who participated in 504 accommodations documentation will provide a current (within the last 3 years) psychological educational evaluation report.
4. If there is no active IEP or 504 document, but there are still special needs present, it is suggested that parents investigate the feasibility of having the public school district provide appropriate testing. (This is an option only if the child's difficulties are apparent in the educational setting). Another option is to obtain testing privately.
5. It is the parents' responsibility to disclose any pertinent information regarding current or previous special services or concerns.

Please Note:

As a non-publicly funded Catholic school we have limitations in our ability to support students with special needs. These limitations include levels of staffing, staff training, the provision of specialized settings, to name but a few.

As stated above, "Students with special needs deserve our special attention." We are committed, with honesty and integrity, to answer this calling. At the same time, we will be forthright on what we can provide, without creating undue hardship for the student, the family, and the school community.

An undue hardship may include any accommodation that is unduly costly, or difficult, disruptive to the provision of services to other students, or otherwise fundamentally alters the nature of Corpus Christi Catholic School's educational focus. Corpus Christi Catholic School will take into consideration the size and resources of the facility and the ability of the classroom's teacher to provide the requested accommodation. Corpus Christi Catholic School reserves the right to select the accommodation provided if more than one accommodation is available that will meet the student's needs.

3 CURRICULUM

3.1 *Preschool Program*

Approved

2/96

Revised

6/00, 02/03

The Corpus Christi Catholic School preschool program shall meet the regulations required by the Michigan Department of Social Services. A handbook describing preschool policies will be maintained, reviewed annually, and updated as necessary by the preschool director.

3.2 Class Size Guidelines

Approved
Revised

2/96
6/00, 2/01, 02/03

Kindergarten

The number of students in a classroom shall not exceed 22. When the class size reaches 19 students, a teacher aide will be assigned full time to the classroom. When the maximum class size is reached, a waiting list will be created, and the Board of Education must take action; e.g., expand class size, add another class, or take other appropriate action.

Grades 1-3

The number of students in a classroom shall not exceed 26. When the class size reaches 24 students, a teacher aide will be assigned to the classroom at least three hours a day. When the maximum class size is reached, a waiting list will be created, and the Board of Education must take action; e.g., expand class size, split classes, add another class, or take other appropriate action.

Grades 4-8

The number of students in a classroom shall not exceed 26. When the maximum class size is reached, a waiting list will be created, and the Board of Education must take action; e.g., expand class size, split classes, add another class, or take other appropriate action.

3.3 Homework

Approved

2/96

Revised

02/03

Homework is generally given by teachers to reinforce concepts that have been learned or to extend or deepen knowledge. It is also a valuable practice in the development of responsibility and the exercise of initiative.

The parent's role is primarily that of insuring a suitable place for study and helping the child decide the best time for study. Finally, parental direction is needed to help the child maintain a study plan and to make certain that the homework is completed.

Generally speaking, parents should supervise homework but not actually do the work. If the child encounters difficulty in doing the assigned work or if the length of time required to do the work is causing frustration, the parent should contact the teacher and explain the problem being observed. In this way, both teacher and student can begin to look for a viable solution to specific homework problems.

Students are responsible for preparation, input, and follow-up for every learning activity. Assignments provide basic reinforcement and/or challenging enrichment of the learning experience in the classroom. They need not always be uniform or must they be written. Students are expected to do a reasonable amount of homework regularly. The following serves as an appropriate guideline for the average student.

- Kindergarten15 to 20 minutes daily
- Grades 1 and 220 to 30 minutes daily
- Grades 3 and 430 to 45 minutes daily
- Grades 5 - 8.....45 to 60 minutes daily

If the child consistently says he/she has no homework, parents should check with the teacher as homework is usually given each school night--Monday through Thursday.

The school encourages parents to arrange family trips at the scheduled vacation times. Written notification must be given to the teacher and principal at least two weeks in advance when withdrawing a child for a family trip.

Students have two options with homework associated with vacation, which are as follows:

- If students/parents receive or request homework ahead of vacation, it is due upon return.
- If students/parents choose to receive homework when they return, they will be

3.4 Field Trip Guidelines

Approved

2/96

Revised

6/00, 02/03

All classroom teachers will be encouraged to use the medium of a field trip in order to enhance the learning experiences of the children within the teacher's classroom. Teachers should keep in mind that field trips are to be primarily educational in nature. However, specific, once-a-year recreational field trips are also recognized as being worthwhile and socially instructive.

Guidelines:

- Do not limit field experiences to occur at the end of the year.
- A "Request for Field Trip" form must be completed and approved at least two weeks prior to the proposed outing and be approved by the principal.
- Excursions, which necessitate the use of commercial transportation, must sometimes be funded by means other than the approved budget.
- Unless special permission is granted by the principal, all field trips must have a maximum pupil/adult ratio of ten to one. Kindergarten classes should use a pupil/adult ratio of five to one.
- Preschool classes will meet Michigan Department of Social Services regulations which address pupil/adult ratio, permission forms, notification of parent, and all other requirements relating to field trips.
- Prior to the date scheduled for the excursion, the teacher must obtain a signed Parent Permission Form for Field Trip Participation from the parent or legal guardian.
- Drivers must have a good driving record and be licensed by the state. A Volunteer Driver Information Sheet must be completed and on file in the school office prior to the field trip.

3.5 Curriculum Guidelines

Approved

5/97

Revised

02/03

The curriculum of Corpus Christi Catholic School will be based upon the Curriculum Guidelines provided by the Office of the Diocese of Grand Rapids. The diocesan guidelines represent a minimum level of performance. Enhancements to the curriculum may be made with the approval of the principal. However, nothing may be eliminated and no exceptions may be made.

4 PERSONNEL

4.1 Schedule of Benefits: Principal and Faculty

Approved 2/96
Revised 4/98, 4/99, 6/00, 02/03

Full time employees (defined as working 20 or more hours weekly for five consecutive months) are entitled to the following benefits.

Part time employees are entitled to Unemployment Insurance, Social Security and Medicare Withholding. Sick leave, bereavement leave, tuition waiver, professional growth/education assistance will be prorated based upon the number of hours worked.

<u>Benefit</u>	<u>Employer Contribution</u>
Retirement (MCC)	6.6% of annual salary
Unemployment (MCC)	1.0% of annual salary
Social Security (FICA)	7.65% of annual salary
Medical Insurance (MCC)	100% for employee only, or \$500.00
stipend (Per MCC)	in lieu of insurance
Dental Insurance	Paid by employee
Dependent Coverage Insurance	Paid by employee
Life Insurance*(MCC)	100%
Tuition Waiver	A waiver for the first child's tuition for full time CCCS employees will be provided. (Fees, registration, bus, etc. are not waived.) Current employees who have received 100% discount prior to 1999-2000 and have more than one student attending CCCS will be provided a discount not to exceed \$5000.00.
Sick Leave **	10 days annually
Short Term Disability (MCC)	24 pay weeks at 66.3% of salary (see personnel policy 4.3).
Personal Leave	2 days annually
Bereavement Leave ***	Up to 5 days for the death of a member of employee's immediate family
Contracted Work Days	220 days annually – Principal 200 days annually - Teachers
Holidays****	7 days annually - Principal 6 days annually - Teachers
Professional Growth/Education Assist.	See Personnel Policy 4.4
Extended Medical Absence	Applies to personnel considered full time

* Equal to one time annual salary.

** Faculty may “roll over” unused sick time from year to year accruing up to a maximum of 30 days

*** Immediate family includes mother, father, mother-in-law, father-in-law, spouse, children, brother, sister, grandparents, or any other relative living in the same household.

**** New Year's Day, Memorial Day, Fourth of July (principal only), Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas.

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4.2 Schedule of Benefits: Para-Professionals

Approved

2/96

Revised

4/98, 4/99, 6/00, 02/03

Para-professionals assist the school in its daily operation and performance of various duties. These positions include teacher aide, secretary, cook, bus driver, and librarian.

Full time employees (defined as working 20 or more hours weekly for five consecutive months) are entitled to the following benefits.

<u>Benefit</u>	<u>Employer Contribution</u>
Retirement (MCC)	6.6% of annual salary
Unemployment (MCC)	1.0% of annual salary
Social Security (FICA)	7.65% of annual salary
Medical Insurance (MCC) insurance (per MCC)	100% or \$500.00 stipend in lieu of Dental Insurance Paid by employee
Dependent Coverage Insurance	Paid by employee
Life Insurance*(MCC)	100%
Sick Leave	10 days annually
Short Term Disability Insurance (MCC) policy 4.3)	66.3% of salary for 24 weeks (see personnel policy 4.3)
Personal Leave	2 days annually
Bereavement Leave**	Up to 5 days for the death of a member of employee's immediate family Tuition waiver A waiver for the first child's tuition for full time CCCS employees will be provided. (Fees, registration, bus, etc. are not waived.) Current employees who have received 100% discount prior to 1999-2000 and have more than one student attending CCCS will be provided a discount not to exceed \$5000.00
Paid Holidays	Labor Day, Thanksgiving Day and Day after, Christmas Day, New Years Day, Memorial Day. (6 days)

* Equal to one time annual salary

** Immediate family includes mother, father, mother-in-law, father-in-law, spouse, children, brother, sister, grandparents, or any other relative living in the same household.

Part time employees (defined as working less than 20 hours weekly) are eligible for unemployment and social security benefits.

4.3 Extended Medical Absence

Approved

2/96

Revised

4/96, 5/98,6/00, 02/03

This policy applies to permanent, full time, lay employees who have completed one year or more of employment.

For absences due to illness, maternity, or accident continuing beyond 10 days, full time employees may be compensated at the rate of two-thirds of their payroll amount up to a maximum of 24 additional weeks. Stipulations of this benefit include:

- This benefit applies only to a situation, which extends beyond the normal 10 days of illness allowance. It does not apply to intermittent days of absence, which occur after the initial 10 days of absence.
- A request for extended medical absence must be accompanied by a physician's certification detailing the date the serious health condition began, probable duration, appropriate medical facts regarding the condition, and a statement that the serious health condition prevents the employee from performing his/her job.
- A physician's certification that the employee has recuperated satisfactorily and may return to his/her normal duties must be submitted prior to returning to work.
- Employees are expected to schedule non-emergency surgeries or hospitalizations during summer months when school is not in session.
- Salary payments will be reduced by the amount of any workers compensation payments.
- Approval of salary continuance is not automatic. Approval decisions may include a review of the employee's prior absence record. Principal may approve up to six weeks of absence (two weeks "sick leave" plus four weeks "extended"). Situations extending beyond six weeks should be reviewed and approved by the Board of Education in consultation with the Membership/ Personnel Committee of the Board of Education.

4.4 Professional Development/Education Assistance

Approved

2/96

Revised

6/00, 02/03

Corpus Christi Catholic School will pay 100 percent of the cost of all courses/workshops when an employee is requested by management to participate in a program. This includes tuition, textbooks, registration fees, travel costs, and wages for time away from work.

Corpus Christi Catholic School will also pay 50 percent of the cost of tuition, textbooks, and other course-related fees for employee-initiated courses that are approved by the principal. Courses must be part of a planned program in the area of elementary or middle school education. Courses that are required to validate a provisional teaching certificate are not eligible for reimbursement. A maximum of two courses per calendar year will be eligible for reimbursement.

To apply for educational assistance, the employee must submit a "Request for Professional Development/Education Assistance" form to the principal at least two weeks prior to the beginning of the course. Upon completion of the course, receipts, tuition statement, copy of grade should be submitted to the principal for approval and processing. The grade must be a "B" or better or "credit" for a credit/no credit course to be eligible for reimbursement.

4.5 Unpaid Leave of Absence

Approved

2/96

Revised

4/96, 02/03

This policy applies to full time employees who have completed one year or more of employment. An unpaid leave of absence constitutes a continuation of the employer/employee relationship. No benefits will accrue to an employee during a leave of absence, except as otherwise stated herein. Upon return from leave, the employee's unused sick leave benefits, seniority, and salary increments will be restored to him/her. The principal may approve up to six weeks of absence. Situations extending beyond six weeks should be reviewed and approved by the Membership/Personnel Committee of the Board of Education. Diocesan policies will be applied in areas not covered in this policy.

Employees may request an unpaid leave of absence for the following reasons:

- To care for the employee's child after birth, or placement for adoption or foster care
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition.
- For a serious health condition that makes the employee unable to perform the employee's job
- To pursue an educational program related to his/her current responsibilities

A minimum of thirty days' advance notice is required if need is foreseeable (birth, adoption, foster care, or planned medical treatment for serious health condition of employee or family member, or education).

Child Care

- The duration of a childcare leave cannot exceed one school year.
- The employee will return to the position occupied prior to the beginning of the leave provided that the leave of absence is completed within the same school year.
- A teacher will return at the beginning of a quarter, unless changed by mutual agreement between the teacher and the principal.
- A teacher returning from leave of absence shall be placed on that step of the salary schedule he/she held when he/she went on leave unless he/she was working for at least 50% of his/her last teaching year, in which case, he/she shall be advanced to the next step.
- The employee cannot be employed full time elsewhere during the period covered by the leave of absence. If so, the leave is void and employment may be terminated.

Personal Serious Health Condition

- After an employee has exhausted sick leave and extended medical leave, where applicable, he/she may request a leave of absence for up to one school year.
- The request must be accompanied by a physician's certification detailing the date the serious health condition began, probable duration, appropriate medical facts regarding the condition, and a statement that the serious health condition prevents the employee from performing his/her job.
- A physician's certification that the employee has recuperated satisfactorily and may return to his/her normal duties must be submitted prior to returning to work.
- The employee will return to the position occupied prior to the beginning of the leave provided that the leave of absence is completed within the same school year.
- A teacher returning from leave of absence shall be placed on that step of the salary schedule he/she held when he/she went on leave unless he/she was working for at least 50% of his/her last teaching year, in which case, he/she shall be advanced to the next step.

Serious Health Condition of Family Member

- The duration of a leave to care for a family member cannot exceed one school year.
- The request must be accompanied by a physician's certification detailing the date the serious health condition began, probable duration, appropriate medical facts regarding the condition, and a statement that the employee is needed to care for the family member.
- The employee will return to the position occupied prior to the beginning of the leave provided that the leave of absence is completed within the same school year.
- A teacher returning from leave of absence shall be placed on that step of the salary schedule he/she held when he/she went on leave unless he/she was working for at least 50% of his/her last teaching year, in which case, he/she shall be advanced to the next step.
- The employee cannot be employed full time elsewhere during the period covered by the leave of absence. If so, the leave is void and employment may be terminated.

Educational

- The duration of an educational leave shall not exceed one school year.
- The employee returning from a leave shall be placed on the next step, providing that person has completed at least 50% or more of the school year from which he/she left.
- The employee cannot be employed full time elsewhere during the period covered by the leave of absence. If so, the leave is void and employment may be terminated.

4.6 *Reimbursement for Use of Employee Automobile*

Approved

2/96

Revised

6/00, 02/03

When employees use their personal automobile for school business, mileage will be reimbursed following the current IRS guidelines. Employees must complete a Business Mileage Form, and submit it to the principal for approval and processing.

4.7 Employee Dignity

Approved
Revised

2/96
02/03

Statement of Employee Dignity

Corpus Christi Catholic School expects all employees to conduct themselves with dignity and respect for fellow employees, students, and others. Harassing anyone, including sexual or racial harassment, will not be tolerated.

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972 and the Michigan Elliott-Larsen Civil Rights Act. Sexual harassment is a form of sexual discrimination. Corpus Christi Catholic School will not condone or allow harassment of others, whether engaged in by fellow employees, supervisors, or managers, or by vendors or others having business with Corpus Christi Catholic School.

Sexual harassment includes:

- Making submission to unwelcome sexual advances, submission to request for sexual favors, or submission to other verbal or physical conduct of a sexual nature, a condition of any person's continued employment or association with Corpus Christi Catholic School.
- Making submission to or rejection of such conduct the basis for employment decisions affecting any person.
- Creating an intimidating, hostile, or offensive working environment through such conduct.

Racial harassment includes:

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

Other forms of harassment include:

- Any conduct which may reasonably be considered offensive to others.
- Any conduct which creates an intimidating or hostile school environment.

Employee Dignity Complaint Procedure

Any person who believes he/she has been subjected to harassment should report it immediately to the principal or his/her supervisor. If for some reason the employee is uncomfortable discussing this with either of these individuals, then it may be discussed with any member of the diocese administration or Board of Education or pastors. Each report will be given serious consideration and investigated promptly. Appropriate action will be taken.

- Action taken on behalf of the complainant could result in penalties ranging from an oral reprimand, mandatory counseling as deemed necessary, or dismissal.

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- The complainant is not held to any specified level of authority in making his/her initial complaint.
- Complaints will be investigated and followed by a written report within 30 calendar days.
- Retaliation against complainants is absolutely forbidden. The penalties for retaliation could result in dismissal.
- If the investigator's determination is not satisfactory, it may be appealed in writing to the Executive Committee of the Board of Education.
- If the determination of the Executive Committee of the Board of Education still is not satisfactory, a final appeal may be made to the Superintendent of Education of the Diocese of Grand Rapids.

Support counseling may be recommended for the complainant as necessary.

Investigator's Course of Action on Employee Dignity Complaints

Unless the complaint is against the principal, he/she will conduct an investigation immediately, even if the complainant delayed in coming forward. If the complaint is against the principal, the Superintendent of Education of the Diocese of Grand Rapids or his/her designee will conduct the investigation.

All complaints will be investigated. The investigator will make no decision upon the believability of an accusation and will investigate each complaint.

The complainant is required to produce any physical evidence, which support his/her claim; e.g., letters, notes, photographs, etc.

The investigator will have separate, private interviews with the complainant, the accused, and any witnesses named by the complainant or the accused.

If a complainant wishes to withdraw his/her complaint at some point in the investigative process, the investigator should:

- Ascertain if retaliation against the complainant has occurred.
- If retaliation has not occurred, document the reasons the complaint is being Withdrawn.

4.8 *Principal's Evaluation*

Approved

2/96

Revised

4/96, 6/00, 02/03

The Board of Education has the responsibility for coordinating the evaluation of the school principal. The following guidelines will assist the board in carrying out this responsibility.

- The principal will be reviewed annually, beginning with his/her first year. Every three years the principal will be evaluated by the Superintendent of Education of the Diocese of Grand Rapids. During this year the Board will not conduct a separate evaluation, but rather will support the superintendent in his/her evaluation.
- The review will begin in January and conclude by February 15.
- The instrument for Board of Education and the Council of Pastors input is the Performance Review, and other instruments as deemed appropriate by the Board.
- The principal will prepare a self-evaluation for the Personnel/Membership committee of the Board of Education's and Council of Pastors' consideration during the course of the review process.
- The Personnel/Membership Committee of the Board of Education will keep all information relating to the principal's evaluation confidential.
- The Personnel/Membership Committee of the Board of Education will provide a written evaluation of principal's performance to him/her.
- The Personnel/Membership Committee of the Board of Education will provide a written evaluation of principal's evaluation and a recommendation regarding contract renewal to the Council of Pastors.

4.9 Notification of Intent

Approved

2/96

Revised

4/96, 02/03

School Principal/Administrator

On or before March 1 of the current academic year, the school principal/administrator shall inform the President of the Board of Education of his/her intent for the coming academic year.

On or before March 15 of the current academic year, the President of the Board of Education with the approval of the Council of Pastors will respond to the school principal/administrator in writing as to whether or not the position will be offered to him/her for the coming academic year.

Classroom Teacher/Certified Staff

On or before March 15, the school principal will give each teacher/staff member a Notification of Intent form. (This form is not a contract or an offer of a contract.)

This is an opportunity for each teacher to make a declaration of intent for the coming academic year. This form is to be returned to the principal on or before April 1.

On or before April 15, the principal will respond to each teacher in writing as to whether or not a position will be offered for the next academic year.

5 POSITION DESCRIPTIONS

Principal/Director of Development

Approved

2/96

Revised

6/00, 6/01, 02/03, 5/10

Purpose: Provide overall leadership to the total school community and develop the highest quality Catholic educational experience in accordance with the Corpus Christi Catholic School mission, goals, and policies. Direct and champion the cause of development under the umbrella of the Catholic parishes of Holland, Corpus Christi Catholic School, community leaders, and the Holland/Zeeland community at large.

Reports to: Council of Pastors, Corpus Christi Catholic School Board of Education, and Diocesan Superintendent.

Specific Duties of the Principal

1. Demonstrate a commitment to Catholic education through the development and implementation of a learning environment which promotes Catholic faith education and formation, ethical decision making, social justice, and leadership. Guide the spiritual development and prayer opportunities of students and faculty.
2. Oversee day-to-day administration of the school; programming, student discipline, health and safety requirements, transportation, and finances. Implement and adhere to Diocesan and Board of Education policies, regulations, and procedures.
3. Maintain accreditation of the school.
4. Assure the development, implementation, and evaluation of a comprehensive curriculum program which complies with standards of curriculum requirements for the Diocese and State. Continuously review and monitor programs to remain updated on technology and current trends in education. Coordinate Shared-Time programming.
5. Establish and promote high standards and expectations of all students for academic performance and responsibility for behavior.
6. Locate and recruit the best-qualified staff members available. Continuously review and monitor personnel to discover, develop, and encourage the talents of all staff members.
7. Maintain regular communications with staff members on an informal as well as a formal (regularly scheduled staff meetings) basis. Regularly be visible to staff in the classrooms, lunchroom, and hallways.
8. Evaluate OAISD meetings and in-service opportunities for teachers and support staff. Attend and/or provide for teacher/support staff attendance at the appropriate OAISD opportunities.
9. Develop with staff a set of annual and long-range goals and objectives for each grade; evaluating current curriculum to determine strengths and weaknesses and collaborating with staff in selecting supplementary programs.
10. Provide and guide student testing and interpretation of scores.
11. Conduct formal evaluations of all staff members on an annual basis. Consult with the Council of Pastors to make and carry out the procedures for hire, rehire, and termination decisions.
12. Maintain contacts in and with the Diocese of Grand Rapids school office by attending Diocesan principal meetings and DSAA principal meetings.

13. Maintain appropriate relations with the Corpus Christi Catholic School Board of Education and facilitate long range planning. Give direction to the Board by identifying school needs for the Board's attention.
14. Develop the annual operating budget for the school in cooperation with the Board of Education Finance Committee. Monitor adherence to the approved budget. Ensure that financial controls are in place to protect the integrity of funds. Ensure that monthly statements are prepared in accordance with acceptable accounting principles.
15. Serve as a member of the Education Committee and attend committee meetings. Encourage and embrace the culturally diverse student body and promote cultural sensitivity and awareness.
16. Maintain parental communications and encourage parental participation in the total educational effort. Regularly be visible and available to the parent community.
17. Develop a plan to implement a volunteer program, which includes parents, seniors, and others wishing to assist at the school.
18. Maintain positive relations between the parishes and school through ongoing dialogue with parish priests and leaders as well as being a visible presence in both parish communities.
19. Prepare and present "Principal Report" at the Board of Education monthly meetings. Include: additional Development, Finance, Education, Marketing updates not included in committee reports, Foundation update, enrollment update, non-confidential personnel issues, school or parish updates and events, student/school accomplishments.
20. Supervise the Corpus Christi Catholic School and Center facility manager. Ensure, along with the facility manager, that the school and facility are in compliance with federal and state laws and regulations. Serve as a liaison to the facility team for the Corpus Christi Center.

Specific Duties of Development

1. Develop the annual Development Plan for the school in cooperation with the Board of Education development committee and assist in implementation of that plan as appropriate. Support the efforts of the Board of Education development committee.
2. Keep in personal contact minimally once a year with the school's benefactors.
3. Develop and implement a tuition assistance policy in cooperation with the Board of Education Finance Committee.
4. Develop and implement a tuition assistance appeal program targeted to the Catholic parishes of Holland and the surrounding areas. (NTSC)
5. Support the efforts of the Board of Education development committee in the coordination of alumni relations.
6. Serve as a member of the Board of Directors of the Corpus Christi Foundation and actively participates in the affairs of the Foundation.

5.2 Classroom Teacher

Approved

2/96

Revised

02/03

Purpose: Facilitate the intellectual, spiritual, emotional, physical and social growth of students by providing them with the instruction/guidance necessary to meet these needs.

Specific Duties

1. Instruct students on a daily basis in the subject(s) and grade designated by the school principal.
2. Contribute to a unified, sequential school-wide approach to education by coordinating individual teaching goals and curriculum with those of the school as a whole.
3. Prepare and submit to the principal measurable learning objectives for various subjects taught, and design instructions toward the goal of meeting these objectives.
4. Prepare lesson plans regularly, at least one week in advance.
5. Attend all faculty meetings and school events at which faculty attendance is required.
6. Prepare and submit required student records and reports as scheduled.
7. Provide detailed emergency lesson plans for substitute to follow in case of teacher's absence.
8. Gear instruction to student ability, providing assistance for those needing remedial work or enrichment.
9. Maintain professional growth and teaching credentials by attending college courses and/or professional seminars related to area of specialty. Classroom teachers of religion must earn twelve clock hours yearly. These clock hours can be applied in the areas of sacraments, religious education, doctrine, morality, liturgy, prayer and scripture. These clock hours will qualify as credit toward teacher certification for religion. Such certification requires a total of sixty clock hours under current diocesan policy.
10. Prepare referrals of special students and submit to the proper authority, agency, or principal.
11. Maintain effective communications with parents of students.
12. Note any significant school problem or potential problems and refer to the proper authority.
13. Perform school-related responsibilities as designed by the principal.
14. Since the distinctive and unique purpose of the Catholic school is to create a Christian education community enlivened by shared faith among administrators, teachers, students, and parents, the teachers employed in the school of the diocese must have knowledge of and respect for the Catholic faith and a commitment to Christian living.

5.3 Vice Principal/Teacher in Charge

Approved

2/96

Revised

6/00, 02/03

Purpose: Assist in the smooth functioning of the school by carrying out administrative functions and enforcing school policies and regulations in the absence of the principal.

Reports to: Principal or pastors when principal is absent.

Specific Duties

In the absence of the principal:

1. Carry out administrative functions except for contractual matters
2. Monitor the administration of discipline.
3. Be aware of the total school atmosphere.
4. Provide continuity of communication.
5. Meet with the principal when he/she returns or with the pastors twice a week in case of an extended absence of the principal.
6. Record in writing any matters deemed noteworthy.
7. Keep any administrative discussions confidential.
8. Hire substitute teachers as needed.
9. Delegate duties among teachers when an emergency might cause a sudden shortage of teachers during the course of the school day; e.g., illness, family emergency, etc.
10. Make decisions regarding evacuation of the classrooms or the building if safety of children is threatened; e.g., fire, bomb threat, tornado, disruption of utility services.
11. Direct the secretary to contact the proper authorities in the event of an emergency evacuation.
12. Contact the principal, or pastor if the principal is not on school grounds, in the event of an emergency evacuation.
13. Contact the principal, pastors, and proper authorities in the event of serious illness or injury to student or staff. Provide follow-up report to the principal (or pastors during extended absence), which describes incident and action taken
14. Provide emergency intervention in teacher-student impasse. Provide follow-up report to the principal (or pastors during extended absence), which describes incident and action taken.
15. Perform other reasonable duties as directed by the principal.

During absence of more than one week:

1. Meet with staff as necessary and conduct faculty meetings (once every two weeks) in consultation with the principal (or pastors if absence was unplanned).
2. Receive and review diocesan communications.
3. Monitor supplies and textbooks and see that appropriate materials are ordered for the teacher-learner process.

5.4 Teacher Aide

Approved

12/95

Revised

2/96, 6/00, 02/03

Teacher aides need not be certified.

Teacher aide may be assigned to:

- Perform non-instructional duties, or
 - Assist in instructional related activities.
1. Responsibility for day-to-day instructional activities shall rest with classroom teachers.
 2. School districts may employ non-certified personnel for:
 - a. Non-instructional duties:
 - b. Maintenance and disciplinary activities in lunchrooms and on playgrounds and in other school settings.
 - c. Traffic control to protect children crossing streets on the way to and from school.
 - d. Many others as judged by employing school districts
 3. Instructional related duties
 - a. Complementing instruction; i.e., assisting the teacher during the lesson by helping pupils who may be having difficulty in understanding or in keeping up with the class.
 - b. Supplementing instruction; i.e., assisting the teacher by working with individuals or small groups of pupils on follow-up activities specified by the teacher.
 - c. Reinforcing instruction i.e. assisting the teacher by administering under supervision and direction, remedial or drill activities for individuals or small groups.
 4. All non-certified personnel engaged in complementing, supplementing, or reinforcing instruction shall be under the meaningful direction and supervision of a certified teacher.
 5. Teacher aides may not be given full responsibility for instruction. A certified teacher must assign and must supervise activities performed by teacher aides, and must provide meaningful direction. For example:
 - a. A certified teacher must be present during instructional activities each and every school day.
 - b. A certified teacher may sometimes be temporarily absent during the school day, but may not always, nor even usually be absent.
 - c. A certified teacher always must be responsible for the assigned instruction of a classroom.
 6. All non-certified personnel engaged in non-instructional duties shall be under the meaningful direction and supervision of a school administrator or his/her designate.
 7. Employment may be terminated at the option of the employee or the parish/school provided that 10 working days written notice is provided prior to the expected final working day.
 8. The employee/employer will abide by personnel policies, guidelines, rules and regulations that have been approved for use in this institution and or diocese.

Taken from the Michigan Department of Education Certification Code

Added 1967

Amended 1973

Published 1977

Verified 1982

5.5 Administrative Assistant for Business & Development

Approved

6/01

Revised

02/03

Purpose: Provide for the administrative support of business and development functions for the school in a spirit of service and hospitality while maintaining a high standard of professionalism and skill.

Reports To: Principal

Specific Duties

1. Act as purchasing agent of all school supplies, textbooks and equipment.
2. Maintain records for receipts and disbursements for all activities of CCCS, excluding school clubs and organizations
3. Attend CCCS Finance Committee meetings and provide information about the financial activities of Corpus Christi Catholic School.
4. Confer with the principal, parish business managers/office managers and offices, diocesan financial office and others when needed for problem solving, requests, and suggestions.
5. Process communication for development program
6. Organize development activities, databases, calendars, and financial accounts for CCCS
7. Prepare monthly, quarterly and annual financial reports for all financial activities of CCCS
8. Establish and implement procedures for purchasing for all employees of CCCS
9. Maintain tuition databases, billing, and collections
10. Process applications, monitor and maintain Drug free school, Eisenhower, Title and chapter grants and process applications
11. Maintain confidentiality regarding records of individual or families.
12. Provide basic first aid to any student needing attention.
13. Maintain a friendly and helpful attitude with the school and parish staff, parents and students.
14. Continue professional growth by attending courses or workshops related to this position.
15. Utilize the school computer system to prepare and save information as needed.

5.6 School Secretary

Approved

2/96

Revised

6/00, 6/01, 02/03

Purpose: Provide for the overall management of office functions for the total school community in a spirit of service and hospitality while maintaining a high standard of professionalism and skill.

Specific Duties

1. Oversee day-to day office functions.
2. Manage and maintain all student records.
3. Maintain an accurate account of absentees by recording parental phone messages or soliciting reasons for absenteeism from parents in a timely manner.
4. Operate and oversee the maintenance of office machines and maintains supplies.
5. Maintain an accurate record of correspondence, and parent and teacher bulletins.
6. Act as receptionist for the school.
7. Update computer records of students, families, and annual campaign records.
8. Maintain confidentiality regarding records of individual or families.
9. Provide basic first aid to any student needing attention.
10. Answer phone in a cordial and friendly manner and records messages accurately.
11. Confer with the principal when needed for problem solving, requests, and suggestions.
12. Maintain a friendly and helpful attitude with the school and parish staff, parents and students.
13. Maintain a working relationship with the parish and Faith Formation secretaries.
14. Continue professional growth by attending courses or workshops related to this position.
15. Assist teachers in office functions if time is available to do so.
16. Publish the school newsletter.
17. Sort and distribute mail.
18. Maintain administration and family files.
19. Prepare and collect materials for registration of new families.
20. Utilize the school computer system to prepare and save information as needed.

5.7 Librarian – Technology Coordinator Assistant

Approved

6/00

Revised

6/01, 02/03

Purpose: Manage school library and assist in the use of the computer technology laboratory. This includes but is not limited to maintaining a proper library and computer laboratory atmosphere and helping the teachers pass on correct use and function of these to the students.

Reports To: Principal

Specific Duties

1. Carry out all functions pertaining to the library and assist in the operation of the computer laboratory.
2. Maintain books, information systems and equipment in the library.
3. Develop library collection, adding and deleting materials as needed
4. Record in writing any matters deemed noteworthy.
5. Monitor and maintain supplies and instructional items needed for the continued operation of the school library.
6. Perform other reasonable duties as directed by the principal
7. Teach library skills classes as needed.

5.8 Technology Coordinator

Approved

06/01

Revised

02/03

Purpose: Manage school computer system. This includes but is not limited to maintaining a proper computer learning center atmosphere and helping the teachers pass on correct use and function of the computers to the students utilizing diocesan and state guidelines.

Reports To: Principal

Specific Duties

1. Carry out all functions pertaining to the computer learning center.
2. Maintain inventory of hardware and software.
3. Maintain computer lab, CCC tech equipment and oversee users
4. Maintain and oversee schedules for the computer lab
5. Schedule network sever maintenance and administrate the network.
6. Serve as liaison with WOPS technology director and facilitate use of debit cards for student and staff.
7. Serve as liaison with WOPS shared time staff for technology component.
8. Recommend purchasing needs and develop an annual budget plan for the technology component and network at Corpus Christi Center.
9. Develop and maintain an up to date a three-year technology plan for Corpus Christi Center and School in consultation with the CCCS Education Committee.
10. Schedule and implement preventative maintenance for technology hardware throughout CCC.
11. Train teachers in the use of the school's computer system.
12. Maintain the school's Internet web page.
13. Record in writing any matters deemed noteworthy.
14. Perform other reasonable duties as directed by the principal.

5.9 Athletic Director

Approved

6/00

Revised

6/01, 02/03

Purpose: Manage the school athletic facilities and programs. This includes but is not limited to maintaining a proper athletic functions and helping the teachers pass on correct use and function of the athletic facilities to the students.

Reports To: Principal

Specific Duties

1. Administer functions of an athletic nature that take place as part of the school's program.
2. Establish annual budget for athletic program and playground requirements.
3. Maintain the athletic facilities utilizing volunteers and staff.
4. Serve as liaison with GRACEAC.
5. Serve as a member of the Athletic Boosters Association, and provide direction to the association by identifying activities and planning needs that require the Athletic Boosters board's attention
6. Encourage student participation in athletic program.
7. Interview and appoint coaches for all sports.
8. Inform faculty, staff, and parents regarding athletic program.
9. Serve as liaison with facility coordinator for athletic events and programs.
10. Maintain student information regarding physicals and involvement in various programs.
11. Acquire and distribute schedules for athletic events.
12. Monitor and maintain supplies and instructional items needed for the continued operation of the athletic facilities and program.
13. Be aware of the total school atmosphere.
14. Record in writing any matters deemed noteworthy.
15. Perform other reasonable duties as directed by the principal.

5.10 Transportation Coordinator / Bus Driver

Approved

6/00

Revised

6/01, 02/03

Purpose: Administer the school transportation system and operate the school bus that is used to transport the students to and from school and for fieldtrips. This includes but is not limited to maintaining a proper bus atmosphere and helping the teachers pass on correct use and function of the school bus to the students.

Reports To: Principal

Specific Duties

1. Serve as liaison with WOPS & HPS transportation departments.
2. Coordinate and supervise all transportation programs.
3. Establish routes for CCCS buses.
4. Hire, evaluate, and dismiss bus drivers.
5. Maintain driver database and information as required by MDOT and MD of Ed.
6. Establish budget for transportation program in consultation with the administrative assistant for business and development and CCCS Finance Committee.
7. Recommend, oversee future planning and expansion for transportation services, including purchasing of buses and services for bus/vehicle maintenance
8. Drive the school bus.
9. Insure the bus in operated using State of Michigan’s “Pupil Transportation Act” (Act 187 of 1990) or any other guidelines that apply with respect to school bus operation.
10. Maintain a chauffeur’s license, with a minimum of a “B” endorsement.
11. Maintain the appearance of the school bus, and report any needed maintenance for the bus to the principal.
12. Be aware of the total school atmosphere.
13. Record in writing any matters deemed noteworthy.
14. Monitor and maintain supplies needed for the continued operation of the school bus.
15. Establish and maintain the school bus schedule in coordination with any other existing school bus schedules.
16. Perform other reasonable duties as directed by the principal.
17. Maintain discipline records for students
18. Review bus policies and procedures annually and recommend revisions to principal and Membership / Personnel committee of the Board of Education.

5.11 Early Childhood / Pre-school Director

Approved

6/01

Revised

02/03

Purpose: Manage all early childhood programs: Pre-school, daycare, after and before school care.

Reports To: Principal

Specific Duties:

1. Recruit and hire pre-school, daycare, and latchkey staff. Conduct annual performance evaluations of staff members. Make rehire and termination decisions and carry out necessary procedures.
2. Develop an annual budget and establish fees for these programs, and present to the CCCS Board of Education for approval.
3. Recommend future curriculum and program enhancements.
4. Consult with the finance office regarding budget and purchasing.
5. Be aware of the total school atmosphere.
6. Record in writing any matters deemed noteworthy.
7. Monitor and maintain supplies and instructional items needed for the continued operation of early childhood / pre-school.
8. Perform other reasonable duties as directed by the principal.
9. Ensure early childhood programs are in compliance with all local and state regulations.

5.12 Non-Parochial Instructor

Approved

6/01

Revised

02/03

Purpose: The local public school provides Corpus Christi Catholic School with instructors as listed below. These instructors provide instruction in the Corpus Christi Catholic School classrooms following local curriculum and state guidelines.

Reports To: Principal

Specific Instructors:

1. Music
2. Art
3. Library
4. Computer
5. Physical Education

5.13 Playground Supervisor

Approved 6/01

Revised 02/03

Purpose: The playground supervisor is responsible for student safety and behavior during noontime recess. The playground supervisor will be present on the playground during noontime recess.

Reports To: Principal

Specific Duties

1. Administer playground rules in support of the school's program.
2. Administer light first aid such as Band-Aids and ice for bumps and bruises. In case of more serious injury, bring the injured student to the school office for treatment and further assistance
3. Monitor the school's playground equipment and report maintenance needs to principal.
4. Be aware of the total school atmosphere.
5. Record in writing any matters deemed noteworthy.
6. Perform other reasonable duties as directed by the principal.

5.14 Lunchroom Aide

Approved

6/01

Revised

02/03

Purpose: The lunchroom aide is responsible for student safety and behavior during lunch.

Reports To: Principal

Specific Duties:

1. Follow time schedules for student lunches, outside recess, and return to classrooms
2. Escort students to playground for noontime recess and escort them back to the building following recess
3. In case of an emergency, a major discipline problem, or student illness, notify the principal or his/her designee
4. Follow written guidelines for lunch helpers, walking students, and supervision during lunch and indoor recess
5. Be aware of the total school atmosphere.
6. Perform other reasonable duties as directed by the principal.

5.15 Volunteer

Approved

6/00

Revised

6/01, 02/03

Purpose: Assist in the day-to-day operation of the school. This must be done at the direction of administration, faculty, or staff. All volunteers must register in the school office and wear a volunteer badge.

6 BUDGET AND FINANCE

6.1 *Transportation Budget*

Approved

6/01

Revised

3/02, 02/03

The Corpus Christi Catholic School Board of Education, upon consultation with the Corpus Christi Catholic School Finance Committee, will establish a bus transportation budget annually.

This budget will include the calculation of user fees which could be charged to students / families using school-provided transportation. These user fees will be calculated to recover up to 50% of the total cost of transportation. This calculation will be based upon total costs associated with transportation, including, but not limited to, driver salary and benefits, gas, maintenance, insurance and replacement cost of equipment, and the average number of students who used school provided transportation in the previous school year.

The fee schedule will be established by March for the coming school year, and will be included in the annual tuition schedule.

Fees charged are per student, with a family cap of two students. All fees charged will be eligible for tuition assistance.

6.2 *Transportation Routes and Student Conduct Rules*

Approved 6/01

Revised 02/03

The principal, upon consultation with the Corpus Christi Catholic School Finance Committee, Bus Driver and Transportation Coordinator, will establish bus routes and student conduct rules and regulations necessary for the safe and efficient operation of the transportation system.

6.3 *Financial Controls*

Approved
Revised

6/01
02/03

An audit of all financial records of the Corpus Christi Catholic School, including Board of Education sanctioned organizations, will be performed every five years or whenever there is a change in the school administrator. A certified public accountant will conduct these audits, following generally accepted accounting principles.

The principal and Finance Committee will review the findings of the audit. Following these recommendations, they will establish and / or revise any policies and / or procedures necessary to ensure the integrity of all financial accounts.

6.4 Financial Administrative Policies

Approved

04/05

A. Receipt of Money:

Money coming into the school is typically received via U.S. mail or in person. Money received via the mail is in the form of checks or money orders made out to the school. These checks are given directly to the business manager for processing. Money brought to the school office is given to the school secretary

who issues a receipt and forwards the money to the business manager with an explanation of what the money was for. The business manager verifies the amount of money and the receipt written to insure accuracy. All checks are immediately stamped with the schools "For Deposit Only" stamp. The business manager will not handle any cash without a second person verifying the amount.

B. Deposits:

The business manager will never have more than \$500.00 left overnight unless a special circumstance arises and arrangement have been made ahead of time. Any money left overnight must be locked in the safe.

Deposits are processed using the ACS software program, preprinted bank deposit slips, and recording book. The deposit shall be recorded as follows:

ACS system – Deposit is recorded in detail (payee, amount, explanation of check)

Recording book – Deposit is grouped by item and total is recorded.

Deposit slip – Pre-printed deposit slips must be used showing the schools name and account number. The cash and checks are broken out and recorded. If less than 20 checks, the payee name and amount must be shown on the slip. If more, a calculator tape may be used and submitted to the bank.

C. Bank Statements:

At no time shall the business manager open the bank statements. All statements must go to the principal first. They will be opened, reviewed, initialed and then given to the business manager. Bank statements must be reconciled to the ACS financial software within 1 week of receipt. A reconciliation report will be printed and attached to the bank statement each month.

D. Check Signing:

The business manager does not have check signing authority per Diocesan policy. Any checks that need to be signed prior to the normal accounts payable week will be presented to the principal with the proper documentation (see accounts payable). In the event the principal is not available, a priest from Our Lady of the Lake or St. Francis de Sales may sign the check.

E. Accounts Payable:

All invoices must be approved by the principal (the priests in her/his absence) prior to payment. A check request form will accompany all invoices and must be signed by the person requesting payment. All payables must be entered into the ACS financial system. Payables are processed bi-weekly (same week as payroll) and no checks should be written between these times except in emergencies or school field trips.

CORPUS CHRISTI CATHOLIC SCHOOL POLICY MANUAL

F. Tuition Payments:

The principal and priests are the only authorized personnel to waive tuition or award tuition assistance. The business manager has no authority to make such decisions. In the event a family makes contact with the business manager regarding tuition matters, he/she will refer them to the principal or consult with the principal on their behalf.

G. Financial Reports:

The business manager will provide the principal and school board finance committee chairperson with monthly financial reports. These reports will be due by the 5th of each month and include the balance sheet, income statement, and monthly summary reports. Each quarter will include a quarterly summary report. The principal and finance chairperson may request other reports at any time.

6.5 Budget Development and Approval

Approved

11/04

09/05

03/06

The Corpus Christi Catholic School Board of Education Finance committee will establish and monitor the annual school budget. This budget will include projected revenues and expenditures.

1. In preparing the upcoming school year budget, the CCCS BOE Finance Committee is responsible for the following:
 - a. Meet the requirements outlined in Article 8, Section 2 of the CCCS Bylaws
 - b. Develop an initial proposal for review with the CCCS BOE.
 - c. Revise the budget as required.
 - d. Gain budget approval from the CCCS BOE.
 - e. Submit the CCCS BOE approved budget to the pastors.

2. The following is the timeline for the budget development and approval process for the following school year's budget:
 - a. Submit a draft budget for the CCCS BOE November meeting.
 - b. Present the proposed budget for a 1st reading during the CCCS BOE December meeting.
 - c. Present the proposed budget for a 2nd reading during the CCCS BOE January meeting.
 - d. Present a written budget for approval by the pastors 2 days after the January BOE meeting and present it to a joint meeting which includes OLL and SFD finance council members. The projected student headcount will be part of this presentation.
 - e. Coordinate with the finance councils and pastors to receive approval within 30 days of the January BOE meeting.
 - f. Provide monthly Income and Expenses updates to the pastors and finance chairs by the 15th day of each month
 - g. Provide budget revisions to the CCCS BOE and the pastors by October 1 for the current and/or upcoming school year to reflect active enrollment. Provide additional budget revisions if extraordinary events occur.