

# CODE OF ETHICS FOR CATHOLIC BOARD OF EDUCATION MEMBERS

A CATHOLIC BOARD OF EDUCATION is a body whose members participate in decision-making in designated areas on the local, regional, or diocesan level. This body is configured to reflect the Catholic Church's commitment to collegiality and subsidiarity in accordance with the directions of the Second Vatican Council.\*

As a member of a Catholic board of education, the virtues or traits of character that I must exemplify if I am to fulfill my responsibilities ethically are:

- **Justice** – Honor the important role of the school with regard to the teaching mission of the Catholic Church
- **Industriousness** – Be thoroughly familiar with the mission of the school and all board policies, bylaws, and decisions
- **Conscientiousness** – Recognize the need for continuing education about the school and my ongoing responsibilities as a board member
- **Dependability** – Be prepared for every meeting and complete whatever assignments I have been given
- **Trustworthiness** – Keep secret all matters communicated to me in confidence
- **Cooperativeness** – Support the chief administrator and the board chair
- **Self-discipline** – Avoid interfering in administrative matters which are outside of my responsibilities
- **Loyalty** – Remain faithful to all board decisions
- **Tolerance** – Uphold board decisions even if I am personally opposed
- **Fairness** – Remain open to the opinions of others
- **Honesty** – Abstain from all issues where there is a conflict of interest
- **Courtesy** – Be respectful to all board members and administrators
- **Benevolence** – Pray for and wish well the board, the school, and the community it serves

\*BUILDING BETTER BOARDS: A Handbook for Board Members in Catholic Education and BENCHMARKS OF EXCELLENCE: Effective Boards of Catholic Education



DEPARTMENT OF BOARDS AND COUNCILS  
NATIONAL CATHOLIC EDUCATIONAL ASSOCIATION

# **Joplin Area Catholic Schools**

Handbook of  
Policies and Procedures

Serving:  
St. Mary's Elementary School  
St. Peter's Middle School  
McAuley Catholic High School

### Schedule for Policy Review

POLICY#	DATE APPROVED	REVIEW DATE
By-Laws/Constitution	April 2012	2015
Illness Cancellation	2/18/2009	2/2014
Uniform Policy	2/18/2009	2/2014
Tuition and Fees	3/8/2009	3/2014
Extracurricular Activities	2/18/2009	2/2012
Non-System Activities	2/18/2009	2/2014
Open Door Policy	5/19/2010	5/2015
Wellness Policy	4/21/2010	4/2012
Sacrament Preparation	12/20/2006	12/2010
Fundraising	9/15/10	9/13
Special Needs	4/21/2010	4/2013
Enrichment Education Program	3/18/2009	3/2014
Harassment Policy	7/27/2006	7/2011
Budgeting Reserve	5/2007	5/2011
Financial Obligations	3/20/2011	3/2016
Tobacco Products Policy	5/19/2010	5/2013
Accessing Donated Funds Policy	4/18/2012	4/2015

**CONSTITUTION OF THE JOPLIN AREA CATHOLIC SCHOOLS  
BOARD OF EDUCATION  
JOPLIN, MISSOURI**

We, the Joplin Area Catholic School Board of Education, are in concert with the statement of the Bishops of the United States, To Teach As Jesus Did. Further, we reaffirm that document's conviction – “that Catholic Schools which realize the threefold purpose of the Christian Education – to teach doctrine, to build community, and to serve – are the most effective means available to the church for the education of children and young people who thus may grow into adulthood according to the mature measure of Christ.” (Christian Education 2; cf. Ephesians 4:13). As members of this Board we will do everything in our power to maintain and strengthen Catholic Schools which embrace the threefold purpose of Christian Education.

Therefore, this Board sets out the following Constitution to govern its functions and to establish policies for the Joplin Area Catholic School System.

**Article I: NAME**

A. The name of this School Board shall be known as “Joplin Area Catholic School Board.”

**Article II: PURPOSE, RESPONSIBILITY & AUTHORITY**

A. The School Board holds the responsibility to review, establish and regulate policies for the three Catholic Schools: St. Mary's Grade School, St. Peter's Middle School and McAuley High School.

B. All policies developed and adopted by the School Board and this Constitution, as established or amended, shall be consistent with the policies and directives of the Springfield-Cape Girardeau Diocesan Advisory School Board and the Diocesan Superintendent of Schools and the Bishop.

C. Guided by the principles set out above, the powers and duties of the School Board shall include, but not be limited to (except where specifically applicable), the following:

1. The School Board shall establish and evaluate new policies and revise existing policies as needed with the Joplin Area Catholic School System (JACS).
2. The School Board shall be responsible for the development and implementation of a Strategic Mission Plan. The Strategic Mission Plan must be evaluated and modified yearly according to the needs of the Joplin Area Catholic School System.
  - a. Short Term Strategic Mission Plan is defined as a 6 to 24 month period of time.
  - b. Long Term Strategic Mission Plan is defined as a 24 to 60 month period of time.
3. The School Board shall be responsible for the Financial Operations of the schools. It shall adopt an annual budget in March of each year for the following school year.
4. The School Board is responsible for approving all Standing Boards and Committees established under the Joplin Area Catholic School System.
5. The School Board shall approve prior to final appointment all Chair Positions for any standing Boards, Committees, and Sub-Committees reporting to or established by the Joplin Area Catholic School System. The President or President Elect of the School Board shall bring nominations in front of

the School Board for final approval. A majority vote of the School Board is needed for final confirmation.



6. The School Board shall deposit all of its monies in a bank, which guarantees depositors' accounts through the FDIC or an agency of the Federal government. School accounts shall not exceed insured amounts.

7. The School Board must approve any expenditure of payment for non-budgeted or emergency items in excess of \$500.00. If the expense cannot wait until the next School Board meeting then the Executive Committee must come to a consensus before the expense is authorized for approval. These exceptions must be brought to the attention of the School Board for notification and rationale of the approved expenses at the next scheduled School Board meeting.

8. Prior to any legal actions required or taken the School Board must contact the Diocesan Office for review and approval before the School Board can take any necessary actions.

9. The School Board is responsible for the employment and evaluation of the Administration Staff in accordance with the policies set by the Springfield-Cape Girardeau Diocese.

D. The School Board, in its administration of the immaterialities of the schools, shall be obligated and bound by all laws of the Church, Diocesan Statutes and Regulations, and all civil laws affecting the Schools. The School Board shall not act deliberately or by subterfuge outside the laws by which it's governed. Any such action shall be null and void.

### **Article III: MEMBERSHIP**

Section I. Voting members of the School Board shall consist of the following:

A. The School Board shall consist of the following members and which meet the membership criteria set herein:

1. The Pastor from each parish, which has at least 10 students, enrolled in any one of the three (3) schools, and is participating and providing support through stewardship program.

2. Two (2) Lay Members from each parish meeting the criteria in Item 1. A Lay Member representative must be a practicing Catholic. Special considerations shall be given to a parent or a guardian of a child who is at the time of the pastor's selection, enrolled in one of the Joplin Area Catholic Schools.

3. Employees of the school system, their spouses and their immediate family are ineligible to serve as a member of the School Board.

Section II. Ex-Officio (Non-Voting) members shall be the following:

A. The Diocesan Superintendent of the Catholic Schools representing the Bishop.

B. A representative of the Sisters of Mercy.

C. The senior administrator or principal of each Catholic School within JACS.

### Section III. Terms of Office

A. Each Lay Member's term of office shall be three (3) years unless completing an unexpired term. Terms shall be staggered within each parish to provide for continuity on the Board. Terms shall begin July 1<sup>st</sup> annually.

### Section IV. Limitation of Terms of Office

A. A voting member shall serve his/her 3-year term and shall not serve an additional 3-year term without a 2-year sabbatical.

B. If a voting member must serve longer than a 3-year term, then the Parish Pastor must request this extension through the School Board prior to the start of the fiscal term. For an extension to be granted requires a majority vote for each extension. Only three (3), one (1) year extensions may be granted before the Parish Pastor must appoint a new School Board member.

### Section V. Vacancies

A. If a voting member of the School Board vacates his position the Parish Pastor has 30 days to appoint a new voting member of the School Board.

## **Article IV: OFFICERS**

### Section I. The Officers of the School Board

A. The Officers of the School Board shall consist of a President, Vice President, Secretary and Treasurer.

B. The Officers shall be elected by the incoming voting members of the School Board annually at a special meeting prior to the new term starting July 1<sup>st</sup>.

C. To hold the Office of President or Treasurer a voting member must have served at least one year on the School Board.

### Section II. Duties of the Officers:

A. The duties of the President shall be:

1. to convene and conduct all School Board meetings.
2. to recommend committee Chairs for School Board approval.
3. to appoint Ad Hoc Committees.
4. to sign for expenditures in the absence of the Treasurer.
5. to oversee the yearly evaluations of the Administration Staff in accordance with Springfield-Cape Girardeau Diocesan and JACS Policies.

B. The duties of the Vice President shall be:

1. to perform the duties of the President in his/her absence or if the President is incapable of finishing the full term.
2. to serve as the School Board liaison on the Development Board with full voting privileges on the Development Board.
3. to maintain and monitor the Joplin Area Catholic School Constitution and Bylaws.

C. The duties of the Secretary shall be:

1. to ensure that transactions at the School Board meetings are accurately recorded.
2. to handle official School Board Correspondence.
3. to distribute the monthly agenda one week prior to the monthly meeting.
4. to post School Board minutes to members of the School Board within one week prior to the standard monthly meeting.

D. The duties of the Treasurer shall be:

1. to chair the Finance Committee.
2. to monitor receipts and expenditures in accordance with the yearly approved budget.
3. to prepare and present to the School Board an annual budget for approval every year in Closed Session meeting, with all voting members and school senior administration present..

**Article V: CONSTITUTIONAL AMENDMENTS**

A. This Constitution may be amended by only a minimum of 7 votes from the 9 voting members. All voting members of the School Board must be presented with a written proposal of the amendment at least three weeks prior to the meeting at which the voting will take place.

B. The Constitution must be reviewed and revised every 3 years from its affectivity date.

C. The Bylaws must be reviewed and revised every 3 years from their affectivity date.

**Article VI: RATIFICATION**

The above and foregoing Restatement of the Constitution of the Joplin Area Catholic School Board was ratified at the monthly meeting on the 19<sup>th</sup> day of January, 2012.

FOR THE JOPLIN AREA CATHOLIC SCHOOL BOARD:

President		Date: 5-21-12
Vice President		Date: 5-21-12
Secretary		Date: 5-25-12
Treasurer		Date: 3/27/12

## BYLAWS OF THE JOPLIN AREA CATHOLIC SCHOOL BOARD

### Section I: Meetings

- A. The Joplin Area Catholic School (JACS) Board will establish the following criteria for conducting monthly meetings:
- i. The School Board will meet on the 3<sup>rd</sup> Wednesday of the month.
  - ii. The conduct of the meeting will be in accordance with "Robert's Rules of Order".
  - iii. Consensus through dialogue is the desired process for decision-making within the School Board.
  - iv. A monthly agenda will be established by the President of the School Board and published to the members before the meeting date. Agenda items may be proposed by any member of the School Board.
  - v. Monthly meeting format:
    - a) Call the meeting to order.
    - b) Opening Prayer
    - c) Reading and approval of previous meeting minutes.
    - d) Committee reports (See section 2)
    - e) Old Business
    - f) New Business
    - g) Adjournment
    - h) Closing Prayer
  - vi. Meetings will be open to parents of students enrolled in the Joplin Catholic Schools System and to members of the parishes in the Joplin Catholic School System. The right of a visitor to address the School Board shall be limited to those who have been approved by the President of the School Board or his/her designee before the meeting. The President may at his or her discretion approve emergency issues for visitors to address to the School Board without prior approval during the Board Meeting under New Business.
  - vii. The School Board may reserve the right to table any issue for Closed Session or Executive Session.
  - viii. A quorum shall consist of 2/3 voting members.
  - ix. A quorum of the School Board voting members must be present to conduct business.

### Section II: Standing Boards and Committees

- A. The School Board will consist of the following appointed Boards and Committees::
- I Executive Committee
  - ii. Finance Committee
  - iii. Policy Committee



- iv. Development Board
- v. Building and Grounds Committee

B. Executive Committee

- i. Shall consist of the Officers of the School Board.
- ii. Shall submit items to be included in the monthly School Board agenda to the President, as appropriate.
- iii. Shall address any emergencies pertaining to operating needs of the schools between School Board meetings at the discretion of the President.

C. Finance Committee

- i. Shall consist of 2 representatives from each parish appointed for two years by the pastor of each parish. The Treasurer of the School Board shall be a voting member of the Finance Committee and serve as the liaison between the School Board and the Finance Committee.
- ii. Shall meet monthly and report to the School Board the financial status of the school system.
- iii. Shall prepare and recommend to the School Board in March of each year a budget for the upcoming year.
- iv. Shall annually communicate to the Parish Finance Committees the financial status of the school system.

D. Policy Committee

- i. Shall consist of a Board Member and a member from the Administration appointed by the School Board.
- ii. Shall review and recommend to the School Board new policies.
- iii. Shall review existing policies and advise the School Board of any amendments that need to be made to existing policies.
- iv. Shall ensure that local policies do not conflict with the policies of the Diocese of Springfield-Cape Girardeau and the policies of the Diocesan School Office.

E. Development Board

- i. Shall function in cooperation with the School Board, according to their own Bylaws, with their primary function being to raise funds for the Joplin Area Catholic Schools.
- ii. The Vice President of the School Board is a voting member of the Development Board and the Development Board's Executive Committee, and acts as the liaison between the School Board and the Development Board.

- iii. All monies raised through the Development Board must be submitted to the JACS Finance Committee for placement into the budget.

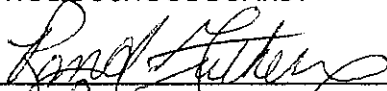

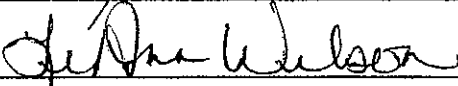
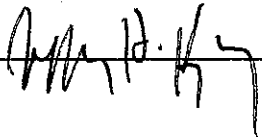
F. Buildings and Grounds Committee

- i. Shall consist of a Chair appointed by the School Board President and approved by the School Board, and other members as deemed necessary by the Board.
- ii. Shall oversee and evaluate the present facilities at least twice a year.
- iii. Shall report to the School Board on the status of the facilities and issues that need to be addressed .
- iv. In consultation with JACS facility administrators, shall make recommendations to the Finance Committee for budgeting future projects and investments.

Section III: Ratification

The above and forgoing restatement of the Bylaws of the Joplin Area Catholic School Board was ratified at the monthly meeting on the 19<sup>th</sup> day of January, 2012.

FOR THE JOPLIN AREA CATHOLIC SCHOOL BOARD:

President:	<u></u>	Date: <u>5-21-12</u>
Vice President:	<u></u>	Date: <u>5-21-12</u>
Secretary:	<u></u>	Date: <u>5-25-12</u>
Treasurer:	<u></u>	Date: <u>3/27/12</u>

Title of Policy: Guidelines for School Cancellation Due to Illness

Approval Day: February, 18, 2009

Review Date: February, 2013

In the event of an outbreak of a contagious disease, we will track the student absentee numbers at all three Joplin Area Catholic Schools. If the absentee rate is 25% of our student population (system wide) then it will be deemed appropriate to cancel school for the following day. If a high teacher absence rate occurs due to illness and classroom substitutes are not available, it may be deemed appropriate to close school (system wide) for the current day or following day. We reserve the right to consult with any Doctor or medical personnel that we may have access to in order to determine the duration of our schools cancellation. We may also consult with local health officials before making a decision to close or subsequently reopen schools. The local health authority is empowered with the authority to close any or all schools. For the common good of our student population, closings because of any of the above stated reasons, may require schools to remain closed for more than one day. This would be determined on a needs basis.

Title of Policy: UNIFORM POLICY  
Approval date: Feb. 18, 2009  
Review date: Feb. 2014

All students enrolled in the JACS system will comply to the dress code as described in the student handbooks. It is the intent of this policy for the students to present a unified, neat and clean appearance. Clothing meeting the same standards as described in the handbooks may be purchased at various vendors.

The option to purchase from different vendors is extended to families to be responsive to the needs of pricing and/or individual sizes/fit. However, for this option to be viable, parents and students must adhere to the required descriptions. If compliance becomes an issue, the board will once again evaluate the need for a single vendor source.

Title of Policy

SCHOOL RELATED EXTRACURRICULAR ACTIVITIES ON SUNDAY

Approval Date: February 18, 2009

Review: February 2012

As a Catholic institution we wish to promote, in scheduling our activities, Sunday as the Sabbath Day. It is a day of prayer-personal and communal-especially Sunday Mass. It is also a day of renewal of relationships with family as well as a day of rest.

Keeping with Pope John Paul II's reflection stating "Sunday is the supreme day of faith. An indispensable day, the day of Christian hope. Any weakening in the Sunday observance of Holy Mass weakens Christian discipleship", the Joplin Area Catholic School System has adopted the following policy:

**There will be no school related extra curricular activities on Sunday prior to 2:00 p.m. School related extra curricular activities that occur after 2:00 p.m. on Sunday need approval by the administrator of the school sponsoring said activity. Participating in the activity shall not be mandatory. Any exceptions to the policy require prior approval by administration.**

**Approved school related extra curricular activities shall be included in the administrators' monthly School Board Report,**

**Title of Policy: Guidelines for Non-System Activities**

**Approval Date: February 18, 2009**

**Review Date: February 2014**

Families may choose to pursue outside interests and activities for educational purposes as they deem appropriate. However, this individual choice does not negate the responsibility of the parent to coordinate with their child's teacher the work that needs to be completed. Nor, will we reschedule school calendar activities.

Title of Policy: Open Door Policy

Approval Date: May 19, 2010

Review: May 2015

In the event an administrator holds a conference with student/students in their office, they will be required to have another adult witness present. The witness should preferably be a teacher who is capable of maintaining confidentiality. This is for the protection of the student/students as well as the administrators. This policy is to be mandatory at all Joplin Area Catholic Schools.

Title of Policy: **WELLNESS POLICY**

**Approval Date:** January 17<sup>th</sup>, 2007

**Review:** 2009

**POLICY STATEMENT:**

The Joplin Area Catholic School System promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The following goals are part of the Joplin Area School's plan:

- ◆ Provide a learning environment for developing and practicing lifelong wellness behaviors.
- ◆ Support and promote proper dietary habits contributing to students and staff's health status, job performance and academic performance.
- ◆ Provide adequate time for students to engage in physical activity.
- ◆ Promote academic success by acknowledging and embracing the critical role that health plays in academic performance.



Title of Guidelines**WELLNESS GUIDELINES**Guidelines Statement:

The belief that children and youth who are healthy individuals can learn more and can learn better and the belief that healthy staff members can more effectively perform their assigned duties as well as model appropriate wellness behaviors for students comprise the twofold foundation upon which the following guidelines have been build.

Hot Lunch

- ◆ The full meal program will continue to follow the U.S. Government's Nutrition Standards.
- ◆ The hot lunch provider will be expected to make every effort to follow the Joplin Area Catholic School's System Nutrition Standards (see policy JACS's Nutrition Standards)
- ◆ A la carte items that do not meet the System's standards may be acceptable when offered on an intermittent basis.

Lunchroom Climate

- ◆ A lunchroom environment that provides students with a relaxed, enjoyable climate should be developed.
- ◆ It is encouraged that the lunchroom environment be a place where students have adequate space to eat and a pleasant surrounding, adequate time for meals, and convenient access to hand-washing facilities before meals.

Fundraising

- ◆ All fundraising projects are encouraged to follow the System's Nutrition Standards.
- ◆ All fundraising projects for sale and consumption within and prior to the school day will be expected to make every effort to follow the System's Nutrition Standards when determining the items being sold.
- ◆ Items being sold that do not meet the System's Nutrition Standards may be acceptable for student consumption within moderation.
- ◆ Items being sold that do not meet the System's Nutrition Standards may be acceptable when offered on an intermittent basis.

### Teacher-To-Student Incentives

- ◆ Strong consideration should be given to non-food items as part of any teacher-to-student incentive program.
- ◆ Should teachers feel compelled to utilize food items as an incentive, they are encouraged to adhere to the System's Nutrition Standards.

### Student Nutrition Education

- ◆ All instructional staff will be encouraged to integrate nutritional themes into daily lessons when appropriate. The benefits of good nutrition should be emphasized. Nutritional themes could include but are not limited to knowledge of food guide pyramid, healthy heart choices, sources and variety of foods, guide to a healthy diet, diet and disease, understanding calories, healthy snacks, food labels, serving size, proper sanitation, identify and limit junk foods, etc...
- ◆ The System's Wellness Policy reinforces nutrition education to help students practice these themes in a supportive school environment.

### Parent Nutrition Education

- ◆ Nutrition education will be provided to parents beginning at the elementary level and continuing throughout the middle and high school years.
- ◆ Nutrition education may be provided in the form of handouts, postings on the system's website, or presentations that focus on nutritional value and healthy lifestyles.

### JACS Nutrition Committee

- ◆ A system-wide nutrition committee will be established for the purpose of monitoring this policy and serve as a resource to all JACS sites.
- ◆ The committee's membership will include a food service representative, an administrator, and a physical education staff member.

### Health Education and Life Skills

- ◆ Healthy living skills shall be taught as part of the regular instructional program and provide the opportunity for all students to understand and practice concepts and skills related to health promotion and disease prevention.

### Physical Education and Activity

- ◆ Physical education shall be taught by a certified specialist.
- ◆ Physical activity shall be provided by a qualified staff member.
- ◆ Physical education and physical activity shall be an essential element of each school's instructional program.
- ◆ The physical education program shall be designed to stress physical fitness and encourage healthy, active lifestyles.
- ◆ The physical education program shall consist of physical activities of at least moderate intensity and for a duration that is sufficient to provide a significant health benefit to students, subject to the differing abilities of students.
- ◆ The program shall provide the opportunity for all students to develop the skills, knowledge and attitudes necessary to participate in a lifetime of healthful physical activity.

### Healthy and Safe Environment

- ◆ A healthy and safe environment for all, before, during and after school supports academic success. Safe communities promote healthy students and healthy students do better in school and make greater contributions to their community. Therefore, every effort will be made to insure that school buildings and grounds, structures, buses and equipment shall meet all current health and safety standards and will be kept inviting, clean, safe and in good repair.

### Social and Emotional Well Being

- ◆ Programs and services that support and value the social and emotional well being of students, families and staff build a healthy school environment. Therefore, every effort will be made to enhance the social and emotional development of student's through programs and services that are adopted or promoted.

### Family, School and Community Partnership

- ◆ Schools will support the engagement of students, families and staff in community health enhancing activities and events at the school or throughout the community.

### Staff Wellness

- ◆ The school system shall provide information about wellness resources and services.
- ◆ Each school site shall be in compliance with drug, alcohol and tobacco-free policies.
- ◆ Each school site shall provide an accessible and productive work environment free from physical dangers or emotional threats. Each site shall be as safe as possible and in compliance with applicable occupation and health laws, policies and rules.
- ◆ Employees shall be encouraged to engage in daily physical activity.

Title of Standards**NUTRITION STANDARDS**

Approval Date: January 17<sup>th</sup>, 2007

Review: 2009

Standards statementFood

- ◆ Consideration should be given to applying nutrition guidelines provided by the USDA for any food item for sale before, during or after the school day.
- ◆ Caution should be taken when providing any food item to students that might trigger an allergic reaction.
- ◆ Encourage the consumption of nutrient dense foods, i.e. whole grains, fresh fruits, and vegetables.
- ◆ It is recognized that there may be special occasions when Administration may allow a school group to deviate from these guidelines.

Beverages

- ◆ Vending and non-vending sales of soda will not be available to students during the school day.
- ◆ The sale of soda or artificially sweetened drinks will be permitted at those special school events that begin after the conclusion of the instructional day.
- ◆ It is recognized that there may be special occasions when administration may allow a school group to deviate from these guidelines.

TITLE OF POLICY: Sacraments preparation and extra-curricular activities

Approval Date: December 20<sup>th</sup>, 2006

Review: 2010

In keeping with our Catholic faith and religious development, many students will be preparing for Sacraments throughout the year.

Should a scheduling conflict arise, priority shall be give to the Sacramental preparation over any extra curricular activity without repercussion or punitive response.

## JACS POLICY ON PAYMENT OF TUITION & FEES

1. **No child shall be permitted to enroll in any Joplin Area Catholic School for a subsequent year until all financial obligations are current.**
2. **Enrollment Fee:** There is a non-refundable Enrollment Fee of \$50.00 per child before May 1st or \$100 per child after May 1<sup>st</sup>. It must be paid with the Registration Form at the time of enrollment. If your family has 3 or more students enrolling in the JACS System your \$50 per child enrollment fee will be credited towards your Education Fees. This deadline for all families will help in our schools planning process for the coming year.
3. **Educational Fees and Tuition:** Online Enrollment forms must be complete and Education Fees are due by June 1<sup>st</sup> for the coming new school year. These must be paid in one payment (by June 1st) or in two installments. If being paid in two installments the first half is to be paid no later than June 1st and the second half is to be paid no later than September 15th. Automatic Bank Withdrawal can be set up for monthly payments.
4. **All Tuition and Fees except Preschool/PK & Daycare (Catholic and Non-Catholic):** Families can select one of three options for payments.
  - a) **Check, cash or credit card:** All checks and credit card payments are to be made payable to Joplin Area Catholic Schools (JACS) If payment by credit card there will be a 5% processing fee.
  - b) **Payroll deduction:** Available to JACS Employees.
  - c) **Automatic Bank Withdrawal:** Automatic Bank Withdrawal can be set up through the JACS Business Office.
5. **Preschool / Pre-Kindergarten Tuition and Daycare:** All fees and tuition must be paid in full by August 30<sup>th</sup>, 2016 or Automatic Bank Withdrawal will need to be set up through the JACS Business Office for monthly payments. No exceptions.
6. **Lack of payment:** Failure to pay any of these bills by the due date will result in the Business Manager notifying the student's responsible party, via certified letter, of monies due. A copy will be sent to the principal of the school the student/students attend. Failure to reconcile the bill within 10 days of receipt of the certified letter will result in the child not being permitted to attend classes until the installment is paid. Failure to pay the second installment on time will result in the child being removed from classes until the full balance is paid. A charge of \$10 per certified letter will be charged to these delinquent accounts.
7. **Bills sent to all families:** The Business Office will send a bill to each family on a monthly basis. If, however, there is no amount due, or automatic bank drafts are in place then no bill will be sent.
8. **Before-School and After-School Care:** Before School Care and After School Care are available at both St. Peter's and St. Mary's schools. Each school is responsible for scheduling, collecting and billing families for this care. Please contact respective School Principals for details.
9. **Student withdrawals from school:** In the event that a student withdraws from JACS prior to September 1st, 80% of the fees due and paid up to that point will be refunded, excluding the non-refundable enrollment fee. If not all fees due to that point have been paid, no refund will be given. All fees are non-refundable from September 1st forward.

**Title: Fundraising Policy Joplin Area Catholic Schools**  
**Approved: September 15, 2010**  
**Review date: September 2013**

**POLICY:** It is the policy of the Joplin Area Catholic Schools (JACS) that all fundraising, donations, or solicitation of funds or materials for the stated or implied benefit of any part of JACS is under the direct supervision of the JACS School Board. All fundraising, donations, or solicitations will reflect the mission of our schools and will be conducted to reflect the professionalism of our organization in that:

1. Clear records will be maintained on all fundraising, solicitation, and donations.
2. A clear fundraising plan will identify and schedule appropriate fundraising and solicitation activities to avoid scheduling conflicts.
3. All fundraising and solicitation activities must be approved following the outlined procedures below.

**PURPOSE:** The goal of this policy is ensure that all fundraising entities enjoy the maximum benefit of their efforts by avoiding scheduling conflicts as well as donor exhaustion.

**Definitions:** For purposes of this policy, fundraisers are defined as solicitation that takes place with entities outside the school system such as ad solicitation and money and item donation. Activities such as internal bake sales, free dress days, popsicle sales, book fairs, rummage sales, poinsettia sales, etc. do not apply to this policy.

**PROCEDURE:**

- A. **Scope:** All acquisition of resources through donations, gifts, or fundraising will follow the procedures outlined below. These procedures apply to all groups, individuals, school organizations, alumni organizations, school support organizations, student organizations, faculty, staff, and board members or others associated with JACS.
  - In order to promote legitimacy of the fundraiser, it is required that all solicitation letters be on the Joplin Area Catholic Schools letterhead.
  - To show appreciation to our donors and promote repeat giving, thank you notes or letters should be sent as soon after the event as possible.
- B. **Records:** All records of gifts, donations, and fundraising will be maintained in the Development Office. The Development Office will maintain the database for donations, fundraising, and mass mailings. The Development Office will provide tax information for donors in accordance with current tax laws.
- C. **Submission Process:** In order for fundraising or solicitation activities to be approved, the group, organization, or individuals must submit a Fundraising Request to the principal of the school hosting the fundraising group. In cases which the fundraiser is a school system wide activity, the request will be submitted to the development office.

The request may be for one fundraiser or for a group of fundraisers. The request along with a list of who will be solicited may be submitted:

1. At the April fundraising meeting to cover the following July 1<sup>st</sup> to June 30<sup>th</sup> school year. This meeting will take place with all JACS fundraising entities, the principals and Development Office. Those attending this meeting will be given preference on the fundraising calendar. This method is highly encouraged.
2. In September for the entire school year.



3. At any time a group wishes to have a fundraiser. However, please note because the approval time may take up to 30 days, it is important to submit requests as early as possible.
4. In cases of extremely unusual circumstances, the principal of a school may approve a fundraiser that is to take place before the next School Board meeting and report that activity at the next regular School Board meeting.

D. **Approval Process:** Once the request has been given to the principal, it is:

1. Approved or denied by the principal.
2. If approved by the principal, the request is reviewed by the Development Office to resolve any scheduling conflicts and to place the event on the fundraising calendar.
3. The request is then given to the Vice President of the School Board who will present the request for approval at the next School Board meeting.
4. The principal of the school or the Development Office (in cases of system wide fundraisers) will inform the sponsoring groups of the decision.

E. **Final Report:** At the conclusion of the fundraiser, the sponsoring group will submit a Fundraising Final Report to the Development Office for the recording of information. This report will then be forwarded to the chairman of the finance committee for a final report to the School Board.

F. **Individual Donations and Solicitations:**

1. When individuals or groups make a donation which is not part of an approved fundraising activity, to the Joplin Area Catholic Schools, the school principal or other authorized person receiving the gift will complete an Administrative Report of Receipt of Donation. This form will go to the Development Office for recording and then to the Vice President of the School Board for report to the School Board.
2. When an individual, administrator, teacher, or group wishes to seek donations of money, merchandise, or services and this is not a part of an approved fundraising event, an Administrative Request for Solicitation must be completed by the principal, reviewed by the Development Office to avoid potential conflicts, and then forwarded to the School Board. In cases of unusual circumstances, once the request is made by the principal, and reviewed by the Development Office, the chairman of the finance committee may approve the request and then report this action at the next School Board meeting.

G. **Stewardship:** In support of a Catholic system which supports stewardship as a major spiritual act, 3% of unrestricted money raised in all system wide fundraisers will be given to the JACS Endowment Fund.

**Title of Policy: Special Needs Policy**

**Approval Date: 4/21/2010**

**Review Date: 4/2013**

It is the goal of the Joplin Area Catholic School System (JACS) to provide a classroom environment in which children with differing learning styles can achieve success as they progress through the curriculum. JACS is committed to providing a classroom environment in which all children and teachers feel safe and respected and in which teaching and learning can occur. JACS will work in partnership with any family with a child requiring special accommodations within the parameters of the system's human and financial resources. JACS will be able to serve most students, however it may not be possible to accommodate every child or to provide all the accommodations that might be needed for every child to be successful.

**TITLE of POLICY: Enrichment Education Program**

APPROVAL DATE: March 18, 2009

REVIEW DATE: March, 2014

**POLICY:**

- 1) Should any parent feel that his/her child(ren) in grades K-5 may be eligible to participate in an enrichment program, they may contact their public school district for qualifications and procedures. The teacher/s and administrator/s of St. Mary's will offer assistance in contacting the appropriate public school district department, as well as offer past grade reports and complete needed forms provided by the public school district.
- 2) St. Mary's faculty and administration do actively support the students who participate in an enrichment program and will make every effort within the parameters of the system's resources to ensure that their participation in that program will not, in any way, affect their ability to fully participate in any programs or activities offered at St. Mary's.

**PROCEDURES:**

- 1) Due to the homework requirements assigned to those enrolled in an enrichment program, students in 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> grades who maintain a G.P.A. of 3.0 or higher at St Mary's are exempt from assignments given on the day they are to attend the enrichment program, with the exception of tests. Assignments shall be sent home for the parents to review with the students, to ensure that both parent and students are aware of what lessons were discussed during their absence. Tests should be made up the following day. Due to the optional nature of enrichment programs, it is the responsibility of the parent/s to ensure that their child understands the concepts and procedures of the exempt assignments.
- 2) Should the G.P.A. of a student attending an enrichment program drop below 3.0, his/her parent/s shall be notified mid-quarterly and quarterly and required to meet with their child's teacher/s and administrator/s to evaluate whether their weekly absence from the regular classroom is in the best interest of their child's education. It shall be noted that students qualifying for enrichment in one or more subjects may have learning deficits in other subjects, which would potentially impact a student's overall G.P.A. It shall also be noted that students in grades below four (4) receive grades that do not lend themselves to calculating a G.P.A.

- 3) Students attending an enrichment program will not be counted as absent from St. Mary's on the day of enrichment attendance. Parents will notify St. Mary's of absences on enrichment days at the public school attendance location.
- 4) St. Mary's teachers will keep in regular contact with the student's enrichment teacher via email, phone conversations etc. ...as necessary.
- 5) Every effort will be made to ensure field trips and special class events will not occur on the days when a student is attending an enrichment center. If this is not possible, the teacher will notify the parent of the student that attends the enrichment program so parents can determine if the student will attend the enrichment program on that day or attend the class event with the St. Mary's class, and appropriate arrangements can be made.
- 6) Every effort will be made to ensure students attending an enrichment center will continue to receive art, music, physical education and Spanish at St. Mary's. Schedules will be sent home to all parents informing them of what days their student/s have these subjects. Notes will be sent home prior to beginning practice for music programs, class masses, etc. ... It is possible that enrichment students shall not attend every music, physical education, art or Spanish class at St. Mary's.
- 7) If a student attends an enrichment center when his/her class visits the St. Mary's library, arrangements will be made for the student(s) to attend the St. Mary's library based on availability of staff.

**TITLE OF POLICY: Harassment Policy**

**APPROVAL DATE: JULY 27<sup>TH</sup>, 2006**

**REVIEW DATE: 2011**

It is the policy of the Joplin Area Catholic School System that all persons within its association, including the administration, teachers, staff, volunteers as well as students and parents/guardians, will be treated with the utmost respect and dignity. Harassment or discrimination by any personnel, employee, volunteer, student or parent/guardian will not be tolerated. No one at any level of authority is exempt. Violation of this policy can result in disciplinary action including but not limited to dismissal from employment or suspension of the child from school. (Refer to Diocesan policy 5600)

**Procedure:**

Any person who believes that he or she has been subject to harassment should immediately report the matter to his or her supervisor, pastor, or principal. Anyone who becomes aware of any possible harassment should immediately advise the supervisor, pastor, principal or superintendent. The supervisor, pastor, principal or superintendent should then report the complaint to the Chancellor of the Diocese, who will direct the investigation. The complaint will be investigated in as confidential a manner as possible. A resolution of the issue will be offered within sixty days of the complaint and appropriate action will be taken. There will be no retaliation against persons complaining of harassment or against any persons who assist or give information in support of such complaints. If there are any complaints of retaliation, they should be brought to the attention of the Chancellor of the Diocese.

Refer to Diocesan policy 3010/5535.

**Title of Policy: Budgeting Reserve**

**Approval Date: May 2007**

**Review: May 2011**

A reserve not less than 15% or greater than 20% of tuition and fees, should be budgeted each year to provide for changes in enrollment, major repairs and maintenance, repayment of Capital Campaign Debt, decreases in fundraising and other unexpected changes in the budget each year.

**Title of Policy: Financial Obligations**

**Approval Date: March, 2011**

**Review Date: March 2016**

No Child shall be permitted to enroll in any Joplin Area Catholic School for a subsequent year until all financial obligations are current.

Title of Policy: Tobacco Products Policy

Approval Date: 5/19/2010

Review Date: 5/20/2013

The use of tobacco products represents a health and safety hazard. Therefore, the use of tobacco products shall be prohibited in all Joplin Area Catholic School System buildings, grounds, and vehicles. This policy applies to all employees, students, and patrons attending school-sponsored activities and meetings.



**Title: Policy for Accessing Donated Funds  
Joplin Area Catholic Schools**

**Approval Date: April 18, 2012**

**Review Date: April 2015**

**POLICY:** It is the policy of the Joplin Area Catholic Schools (JACS) that all funds donated for a specific purpose either through private restricted donations or grants be accessed through requisition with documentation with the JACS Business Affairs Director who is under the direct supervision of the JACS School Board or in the case of diocesan held funds through the Diocesan Office of Finance.

To ensure that donated funds are used as intended by the donor, all requests for payments made to the JACS Business Office must be accompanied by purchase order or receipt for the item(s) purchased along with a requisition that reflects principal approval as well as the development director if appropriate. It would be appropriate for the involvement of the development office to ensure the purchase is consistent with grant budgets or donor intent through donations arranged through the development office. Copies of all grant budgets must be furnished to the JACS Business Affairs Director for purposes of checks and balances. In the event the donated funds are held at the diocesan level, a written request for disbursement of funds must be submitted with two administrative signatures to the Diocesan Office of Finance.