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June 11, 2011

ST. MONICA CATHOLIC SCHOOL MISSION STATEMENT

The mission of St. Monica Catholic Parish School is the development of the whole child by fostering the love of God, respect for self and others, and belief in gospel values, according to Roman Catholic principles, in an atmosphere of academic excellence. As a parish school, every effort will be made to keep education affordable to all members who are willing to make some financial sacrifice.

It is the mission of our school to encourage pride in self and school in a culturally diverse community, through a caring, disciplined partnership of Church, school and home.

It is the mission of our school to graduate students who are knowledgeable in the Catholic faith, academically prepared to continue their education, and ready to be the future of our Church, community and country.

PHILOSOPHY

The philosophy of St. Monica Parish School is based upon a call to attend to the spiritual, emotional, intellectual, social, and physical needs of our students. We seek to provide an educational program that challenges and nurtures each child's unique abilities. We believe that the success of each child is enhanced by the collaboration of parents, faculty and staff working in a positive and trusting framework.

PHILOSOPHICAL OBJECTIVES

Through an environment created for the purpose of educating the Catholic person, St. Monica Parish Catholic School seeks to achieve the following objectives:

- To promote faith formation and service to others through Gospel values
- To provide a positive school climate that acknowledges individual talents and gifts of the school community
- To build a sense of community among the faculty and staff, which recognizes their acceptance of God's call to minister and teach as Jesus did
- To foster the development of student self discipline and responsibility
- To maintain a high level of curricular excellence to prepare each student to cope effectively with the requirements of secondary schools and future challenges
- To provide a curriculum that utilizes varied instructional strategies that promote creativity and the desire to learn
- To foster interest in fine arts and world cultures
- To advance the technological skills of students, faculty and staff in order to seek and manage information
- To provide a physical education program that encourages a healthy lifestyle and contributes to the self-confidence and physical well being of the child
- To provide extra-curricular activities which offer the opportunities of leadership, sportsmanship, cooperation and school spirit

1.2 School Board Election Process

The School Board election will be held in April or May, according to our Diocesan Constitution and local board Constitution.

The following process will be adhered to by the Nominating Committee and the School Board:

- (1) At the February meeting, 3 voting members of the Board will be appointed by the President to serve as the Nominating Committee. These members are responsible for collecting names of potential nominees for the School Board election, at least 2 persons for each available board opening.
- (2) At the February meeting, following the appointment of the Nominating Committee, the following policies will be reviewed:
 - Diocesan & Local Policies regarding:
 - Local Board Responsibilities
 - Membership of Local Boards
 - Guidelines for Local Boards
 - St. Monica Catholic School Constitution
 - Function – Article III
 - Membership & Election – Article IV
 - Committees – Article VIII A – Nominating Committee
 - Memorandum of Understanding Responsibilities of the St. Monica Board delegated by Pastor
 - St. Monica Catholic School Policy Manual
 - Policy 1.2 – School Board Election Process

The Nominating Committee is responsible for the review and implementation of these policies during the election process:

- (3) Appropriate Diocesan Policies and St. Monica Constitution and Memorandum of Understanding Document will be used as a source of information regarding the responsibilities of local board members.
- (4) General information about the election date, and responsibilities will be given to the school and church offices to be run in the school newsletters and church bulletins.

- (5) The Nominating Committee will work together with the Principal to obtain a list of names for nomination.
- (6) Each nominee must provide a short biography (no longer than 200 words) and a snap shot size picture.
- (7) After prior approval by the Pastor, the Nominating Committee will recommend the final slate of candidates for nomination at the April Board Meeting. After, discussion, the School Board will vote on the final slate of candidates to be presented to the parents and guardians of students and all registered adult members of the parish.
- (8) The Nominating Committee will notify each nominee after approval by the board.
- (9) The Nominating Committee shall proceed as follows:
 - Prepare a ballot containing photo and biographies submitted of the final slate of candidates.
 - Distribute ballots to parents and guardians of school students through the school mail system.
 - Make ballots available to all parishioners
 - Set deadline for return of ballots to Church or School
- (10) Reminders of election in process will be made by Principal through school media.
- (11) Ballots are valid only if signed. They are to be counted only after the deadline for receiving ballots has passed. The President shall contact all nominees with the election results within 2 days.
- (12) Ballots are valid only if signed. They are to be counted only after the last Mass on Sunday. The President shall contact all nominees with the election results within two days.

Revised May 2002

1.3 Policy for Orderly Election of School Board Officers

- (1) The election of officers will be held at the May board meeting. The Pastor or his designee will preside over the nominating process for President. The election of the President may be held by secret ballot. The newly elected President will preside over the nominations and election of the Vice President and Secretary.
- (2) Committee chairs and their members may be named by the President for Finance, Development, Communication, and others as deemed necessary.

The President will appoint a Nominating Committee, consisting of three voting Board members, in February.

Revised May 2002

1.4 Agenda Policy

The School Board president, with the Principal, shall determine the agenda for the meeting and distribute it to Board Members in advance of each School Board Meeting.

Revised May 2002

1.5 Training of Board Members

It shall be the policy of St. Monica Catholic School that newly elected and existing members of the Board will be encouraged to participate in all local and Diocesan training programs for School Board members. All fees will be paid for through school budget.

Revised May 2002

1.6 School Board Self-Evaluation

The Board will complete the self-evaluation document during the May Board meeting. Results will be tallied and summarized by the President and presented in the June meeting. (See Self-Evaluation Document)

Revised May 2002

1.7 Inclement Weather Closures

St. Monica Catholic School will follow the Dallas ISD plan for inclement weather.

Revised May 2002

1.8 Use of School Name, Logo & Data Base

The name, logo and data base of "St. Monica Catholic School" have developed certain meaning and goodwill. It is important for the school to insure that its name, logo and data base are not used without proper authorization. Any person, organization or business wishing to use the school name, logo and/or data base must obtain written authorization from the school Principal.

The St. Monica Catholic School name, logo and data base may not be used in any private business endeavors.

Revised May 2002

1.9 Visitors on Campus

Visitors to St. Monica Catholic School will report to the school office. There, they will sign-in with their name, location and specific purpose. They will wear an identification badge at all times. They will sign out when leaving the campus.

Revised May 2002

2.1 Budget Process

- A. The school budget process will be:
 - 1. Principal's recommendation to Finance Committee - October
 - 2. Finance Committee to submit budget options to the School Board in November and December to be reviewed and adopted
 - 3. Submit proposed budget to Pastoral Finance Council in November, May and September
 - 4. Final budget based on enrollment to be reviewed with the School Board in September meeting.
- B. As part of the budgeting process, the School Board will establish each year a list of fees to be in effect for the coming school year.

Revised May 2002

2.2 Tuition

St. Monica School is a ministry of the Parish, which provides the facilities and contributes a tuition subsidy so that those who are part of the Parish community can have the benefit of the School for their children at a reasonable tuition rate.

Subsidized Parishioner Rate

Families who meet all of the criteria determined by the Pastor are eligible for tuition at the Subsidized Parishioner Rate as determined by the School Board. The Subsidized Parishioner Rate criteria shall be published in the School handbook and/or on the School website.

Full Rate

Families who do not meet all of the criteria for the Subsidized Parishioner Rate must pay tuition at the Full Rate as determined by the School Board.

Questions or disputes about eligibility for the Subsidized Parishioner Rate will be determined by the Business Manager in consultation with the Pastor.

Tuition Assistance

Whether families pay tuition at the Subsidized Parishioner Rate or the Full Rate, eligibility for Tuition Assistance will be determined by the Business Manager in consultation with the Principal and the Pastor.

Family Discount

Families who are eligible for the Subsidized Parishioner Rate and who have more than one child enrolled in grades K-8 will be eligible for a Family Discount as determined by the School Board.

Approved November 22, 2010

2.3 Authority to Expend Funds

"No expenditure of funds shall be made by anyone except as authorized in this policy statement".

Expenditure of funds shall be made in the following manner only:

- (1) Budgeted funds may be obligated for budgeted items by the Pastor, the Principal, or their Designees.
- (2) Necessary funds for unbudgeted emergency items may be obligated with the approval of the Pastor.

Emergency items are defined as items that are essential to the protection of lives, the preservation of the school building or its contents, or items, the lack of which, would seriously impair the operation of the school.

Revised May 2002

2.4 Tuition Payment

Deleted November 22, 2010

2.5 Refund of Fees

For existing families, the **Registration Fees** will be paid upon completion of the registration forms, during the time designated for re-registration of current families. The **Academic Fee** will be due at a time designated in the spring. In the event that a child is withdrawn before the start of the school term due to relocation of the family from the schools commuting area, the Academic Fee and any prepaid tuition will be refunded, however, Registration Fee will not be refunded.

For new families, the Registration Fee will be refunded if students are not accepted due to space limitations or academic ineligibility. No fees, including Registration or Academic, will be refunded for new families after a letter of acceptance has been sent, except when families are moving out of the commuting area from the school.

Revised May 2002

2.6 Tuition Assistance

Deleted November 22, 2010

2.7 School Support Organizations & Solicitations

School support organizations and budgets of these organizations are under the direct jurisdiction of the school's administrator.

Fund-raising and solicitation activities must be pre-approved by the School Administrator.

This policy was written in accordance with Diocesan policy.

Revised May 2002

3.1 Employee Leave

Leave – Personal, Emergency, Exceptional

Will be addressed in the Family Medical Leave (FMLA) policy

Sick/Personal Days

Each full time employee receives 5 sick days and 2 personal days each year.

Accumulation of Sick Leave

Employees may carry over up to 15 days in their sick bank. Banked sick leave may only be used during an approved medical leave that qualifies under FMLA. If you are eligible for a leave of absence under the FMLA, you must use any available Sick/Personal time at the beginning of the leave and before any other available paid benefits.

Pregnancy Leave

Pregnancy Leaves will be administered under the FMLA.

Family Medical Leave Act (FMLA)

Eligible personnel – persons who have completed one year of service or 1250 hours of on the job experience – may take up to 12 weeks of unpaid leave during any 12 month period for the following reasons:

1. Birth, placement for adoption or foster care
2. Serious health condition of a spouse, child, or parent,
3. Employee's own serious health condition.

If the leave is foreseeable (birth or adoption), an employee will give St. Monica Catholic School at least 30 days written notice. St. Monica will require employees to use accrued paid leave (including paid vacation, sick leave, personal days) during the 12-week leave period.

Temporary Disability Leave

Will be subject to FMLA requirements and will run concurrently with FMLA.

Short Term Disability Plan

St. Monica Catholic School provides a Short-term Disability (STD) benefit that provides for some salary continuation when you are unable to work for extended periods because of non-occupational illness or injury. As a regular, full-time employee actively at work, you become eligible for STD coverage when you satisfy your benefits waiting period.

Benefits

“Disability” means you are unable to perform the essential duties of your regular occupation as a result of an illness or accidental injury. You must not be working in any other occupation.

The table, shown below, summarizes STD benefits. You must complete a seven-day waiting period before becoming eligible to receive STD pay. To receive STD benefits, you must meet the following conditions:

- You must be totally disabled, and the condition causing the disability is not excluded from coverage, and
- You are eligible for benefits under the STD Plan on the date you become totally disabled, and
- You are eligible on the date the benefit waiting period begins, and
- You are receiving regular treatment from a physician for the illness or injury causing your disability.

You may receive STD benefits for any one continual period of illness or injury for a maximum period of six weeks per school calendar year.

| <u>Length of Service</u> | <u>Weeks of 80% Benefit</u> | <u>Weeks of 60% Benefit</u> |
|--------------------------|-----------------------------|-----------------------------|
| Less than 2 years | 1 | 5 |
| 2 to 6 years | 3 | 3 |
| 7 + years | 6 | |

“Length of service” is defined as original ‘date of hire’ as acknowledged by the Diocese of Dallas.

STD pay will not be reduced by any individual (non-group) accident or disability insurance policy you purchase.

Medical, dental and 403(b) plan participation will continue while you are receiving STD benefits.

Exclusions

You are not eligible for STD benefits for disabilities resulting from:

- Industrial injuries,
- Self-inflicted injuries,
- Participation in the commission of a felony,
- Use of alcohol, narcotics, or any illegal substance,
- Personal activities for profit, or
- Injuries sustained while working for another employer.

When Coverage Ends

STD coverage will end when:

- You are no longer eligible for coverage under the plan,
- The plan terminates, or
- You retire or end your employment with St. Monica Catholic School.

Other Information

If you are receiving STD benefits, you will be required to provide satisfactory proof of your disability and, if applicable, to apply this leave to FMLA. You must provide administration with a medical release before returning to work. St. Monica Catholic School requires that you use any available Sick/Personal days to satisfy the seven-day waiting period before STD benefits begin.

Revised May 2002

3.2 Grants and Awards

It shall be the policy of St. Monica Catholic School that all financial grants and/or awards given to employees of St. Monica for school related activities shall become the property of St. Monica Catholic School. The Principal may determine that these funds go toward the classes or programs that won the award.

Award guidelines that specify awards for individual teachers' classroom or personal use will be honored.

Revised May 2002

3.3 Employee Fees Reduction

In an effort to recognize the significant contribution of the employees of St. Monica Catholic School, the following fee reduction will be offered for their children:

- (1) Full time teachers (30 or more hours per week) will have their Registration Fees waived. Tuition will be set at Supportive Status.
- (2) Part time employees will have their Registration Fees waived.

Revised May 2002

4.1 Class Size Determination

St. Monica Catholic School will employ a sufficient number of qualified teachers to maintain the required teacher/student ratio. Class size is as follows:

- K 22 students with one teacher or
23+ students with one teacher and one full-time paraprofessional.
- 1-3 25 students
- 4-8 28 students

Non-compliance with class size must have the approval of the Director of Schools.

Revised May 2002

4.2 Admissions

Admission to St. Monica School is determined by the Principal.

No student shall be admitted to the School if the Principal determines that the student is not prepared academically, developmentally, psychologically, or behaviorally.

The Principal shall establish and publish in the School handbook and/or on the School website a set of guidelines reflecting that the following prospective students shall receive some type of priority in the admissions process in the order and manner determined by the Principal:

- St. Monica parishioners;
- Siblings of current St. Monica students;
- St. Monica pre-school students;
- Descendants of St. Monica alumni; and
- Baptized Catholics.

Approved December 13, 2010

4.3 Retention and Conditional Promotion

Retention Policy for Kindergarten - A student who meets the following criteria on their report cards will be retained at the end of the school year and must repeat the grade:

- Receives an N (Needs Improvement) in the same subject area for two out of three quarters, in Language Development and/or Number Development. Social Development will also be considered in the overall evaluation of the child.

Retention Policy for First through Eighth Grades - A student who meets any of the following criteria on their report card will be retained at the end of the school year, and must repeat the grade:

- Receives a final average of U (Unsatisfactory) in 1st or 2nd grade or F in 3rd through 8th grade, in two of the following: Reading, English or Math
- Has been absent more than 10% of 180 school days, with 18 absences, and consequently has impaired the student's mastery of required grade level material

Conditional Promotion for First through Eighth Grade: A student who meets the following criteria on their report card will be required to complete one of the following in the targeted area(s) in order to be promoted to the next higher grade, and return to St. Monica: 1) summer school coursework from an accredited public or private school, or 2) 20 hours of tutoring by a degreed and certified teacher. In some cases, other special programs or summer work approved by the Principal, may be permitted.

- Received a final average of U (Unsatisfactory) or an N (Needs Improvement) in 1st or 2nd grade, or D or F in the 3rd grade, in any one of the areas of Reading, Math, or English
- Receives a final average of D or F in 4th through 8th grades, in any one of the following areas: Religion, Reading/Literature, Math, English, Science or Social Studies.

In unusual cases, the Principal, after a review of the students academic history, absence and tardy record, and standardized test scores may grant exceptions. Students being retained or having repeated conditional promotions, may be ineligible to re-enroll at St. Monica Catholic School.

Diocesan Grading Scale

| Kindergarten | Grades 1,2 | Grades 3-8 |
|-------------------|------------|----------------|
| Mastered | E | A 94 - 100 |
| Progressing | G | B 85 - 93 |
| Needs Improvement | S | C 76 - 84 |
| - | N | D 70 - 75 |
| - | U | F 69 and Below |

4.4 Behavioral Expectations

Students enrolled in St. Monica Catholic School are responsible for their compliance to the academic and behavioral guidelines of the school. Each parent and student is responsible to act in a manner that upholds the mission of St. Monica Catholic School. Any student who behaves in a manner that would be detrimental to the school or parish may be disciplined accordingly, including expulsion.

As parents are the primary educators of their children, it is their responsibility to ensure the positive behavior of their children and to adhere to the rules of the school. Parents are required to actively monitor their child's progress in all areas of the school including behavior.

All students and parents are required to act in a polite and respectful way to all teachers, administrators and employees of the school and parish. Anyone who acts inappropriately to any St. Monica employee may be asked to leave the property. If further action is needed, the police may be notified.

The school reserves the right to withdraw enrollment or withhold re-registration because of the conduct of any parent who does not adhere to these behavioral guidelines.

Revised May 2002

4.5 Bullying

As a matter of both school policy and religious obligation, it is recognized that bullying behavior is not tolerated at St. Monica Catholic School. St. Monica Catholic School seeks to create an environment of learning, compassion and safety by educating parents, teachers, staff and students concerning respect.

Bullying is defined as being cruel to someone on purpose or by deliberately targeting others for repeated physical and/or psychological abuse. Examples of bullying behaviors include a pattern of intimidation, threats, menacing taunts, excessive teasing, the malicious spreading of rumors, and other psychological abuse; and/or physical contact aimed at either provoking a defensive or aggressive response, or causing injury. Bullying can also include a pattern of deliberated isolation or exclusion of another with the intent to be hurtful.

This policy is intended to serve notice to students, their parents and all members of the St. Monica Catholic School community, that bullying conduct is an immediate cause for intervention consistent with the disciplinary policy outlined in the School Handbook.

All members of the St. Monica community are expected to discourage, prevent, intervene, report and otherwise appropriately address bullying behaviors.

May 2002

4.6 Special Needs Students

St. Monica Catholic School currently serves a diverse student population. While all enrolled must be able to meet at least the minimum academic and behavioral requirements for promotion, many students with special needs have been able to be served at St. Monica Catholic School. The ability of special needs students to be successful at St. Monica depends on the degree of disability, the age of identification, the remediation efforts begun by the family and the degree of academic and behavioral success each year. It will be our goal to recognize possible symptoms and refer students for evaluation as early as possible. Tutoring or therapy may be recommended. Information about these services is available through the school. In the event that performance falls below grade level expectation, notations will be made on report cards and cumulative record.

Teachers will be encouraged to accommodate the special needs of students in their classrooms. However, the principal may require alternate school placement under the following conditions:

- 1) the student is unable to meet the promotion guidelines of the current grade level,
- 2) the modifications or needs of the student surpass the ability of the school to accommodate them,
- 3) the behavioral or academic needs of the student negatively impact the educational experience of the other students, or
- 4) the needs of the student cannot be accommodated by the school budget.

4.7 Uniform Review

It shall be the policy that St. Monica Catholic School students dress uniformly.

A Uniform Committee will be appointed by the Principal to review and make recommendations to the principal and pastor for final approval. The committee will consist of the Principal, teachers, room parents, grade level reps and others, as decided by the Principal, who have agreed to participate in the selection process. This process will be determined by the Principal and will include evaluating the existing uniform, school visitations and meetings with uniform company representatives.

A review of the uniform shall be initiated by the Principal every four (4) years beginning in the 2001-2002 school year, or as determined by the Principal.

Revised May 2002

5.1 Due Process for Parents

Parents and faculty are encouraged to exhibit respectful communication with one another in regard to student progress. Lines of communication need to be open, fair, and direct. All concerns should be directed in conference form to the individual person to whom the concern is directed. If a situation needs further assistance, an appointment with the coordinator and/or Assistant Principal should be scheduled. If concerns persist, the Principal will hold a conference.

If concern is still unsettled, you may contact the Pastor, who may refer the parent to the School Board President. The concerned person must contact the School Board President or the School Principal in writing fourteen days before the School Board meeting with concerns clearly stated. The President will determine whether or not the matter will be put on the meeting agenda. If the President decides to allow an oral presentation, only the person with the concern may speak to the school board.

Revised May 2002

5.2 Grievance Policy

The St. Monica School Grievance Policy has two parts: an informal process and a formal process. Because charitable communication solves most problems, the formal process may not be initiated unless and until informal attempts to solve the problem have been exhausted. The Principal shall establish procedures for both the informal process and the formal process, which shall be published in the School handbook and/or on the School website.

Grievance Committee

The School Board President shall appoint three persons to serve on a Grievance Committee to assist with the formal process. At least one member of the Grievance Committee shall be a current voting member of the School Board who shall serve as the chairperson of the committee. The Chairperson of the Grievance Committee shall be published on the School website. The role of the Grievance Committee shall be purely advisory, and such committee shall have no authority to rule on or decide the grievance.

Approved January 24, 2011

6.1 Communication With Parents

A. Website

The main school website is located at <http://www.stmonicaschool.org>, and will contain the most up-to-date information regarding school news and activities, the school calendar, announcements, policies, tuition, and staff contact information.

Additionally, teachers are encouraged to maintain their own webpages providing a variety of information concerning classroom activities, homework, projects and other items of interest. The teacher webpages may be accessed via links from the main school website.

B. ParentConnect™

St. Monica subscribes to ParentConnect, which allows parents to access a secure website showing only their children's information, including, for example, class schedules, in-process grades, test/quiz scores, and upcoming assignments and test dates. Each family must obtain a password to access ParentConnect, and a link to ParentConnect with instructions on how to access each child's information is provided on the main school website.

Parents should regularly check ParentConnect and review all graded and returned papers to keep themselves informed of their children's progress. If any family does not have internet access, they should contact the school communications director for available options, which may include providing access to ParentConnect in the school's computer lab.

C. Parent-Teacher Conferences

Parent-teacher conferences are regularly scheduled two times during the school year to address any issues or concerns that parents or teachers may have regarding their students' progress. Additional concerns or questions throughout the school year may be addressed by e-mail with the teacher or in any other fashion designated by the teacher, and in-person conferences with the teacher may be scheduled at mutually convenient times as needed.

D. E-groups

The school will provide relevant information by e-mail to each parent who has subscribed to e-groups and selected the e-mail lists for which they would like to receive information. In addition to a list for general St. Monica news, e-mail lists will typically be available for each grade, sport, club and parent organization. A link to register for e-groups is provided on the main school website.

Each parent subscribing to e-groups will also receive a weekly e-newsletter highlighting current school events.

E. Marquees

The marquees in front of the school and family center are used to communicate basic information about upcoming school events and activities that affect all or most of the school population, including religious and school holidays and events on the school's master calendar.

Revised December 2007

6.2 Media Relations

All media requests should be directed to the principal or the communications director. All press releases distributed to local newspapers must be approved by the principal.

Revised December 2007

6.3 Privacy and Security

Parents who do not want their child's name and/or photo included on the website, in school newsletters, in press releases or other materials should clearly indicate their wishes in writing to the communications director. As soon as practicable, the communications director should acknowledge in writing to the parents that the request has been received, and should outline the specific steps that will be taken to accommodate the parents' request. If the parents have not received the written acknowledgment within one week, they should follow up in writing with the communications director.

St. Monica cannot guarantee the security of the information distributed electronically, whether or not the information has been encrypted or transmitted over a secure connection. The school makes no warranty, express or implied, concerning the privacy of information contained in electronic communications during or after transmission, and neither the school nor its representatives are subject to liability for the interception or unintended receipt of information by third parties.

Revised December 2007

6.4 Problems or Concerns

Any problems or concerns about communication to, from, or with a teacher or staff member should, if practicable, first be addressed with that teacher or staff member. If the problem or concern is not satisfactorily resolved, it should then be brought in writing* to the attention of the principal.

Any problems or concerns about the school website, e-groups, newsletters, marquees, and/or media relations should, if practicable, be brought to the attention of the communications director. If the problem or concern is not satisfactorily resolved, it should then be brought in writing to the attention of the principal.

Any problems or concerns about communications to, from, or with the principal should, if practicable, first be addressed with the principal. If any problem or concern brought to the principal's attention is not satisfactorily resolved, it should then be brought to the attention of the pastor, who is the final authority in all matters related to the school

Any problems or concerns about the school's policies regarding communications should be addressed in writing to the School Advisory Council.

Revised December 2007

* Written communications in this policy include e-mail.