

St. Anthony Parish
Board of Education Policy

SECTION: 100
DESCRIPTION: EDUCATIONAL PHILOSOPHY

St. Anthony Parish
Board of Education Policy

POLICY #: 101.1

Description: Purpose of Policies

Adopted: 12/09/96

Revised: 02/11/07

Reviewed: 03/27/18

The primary responsibility of the St. Anthony Board of Education is the development of such policies as necessary for the government of the educational programs for which it is responsible. These policies shall be a guide for discretionary action and should state an expectation but not how it is to be achieved. Determining on how these policies are to be implemented is the responsibility of the administration.

Policies established by the St. Anthony Board of Education shall be in addition to the Diocesan Board Policies.

St. Anthony Parish
Board of Education Policy

Section: 200
Description: Board of Education

St. Anthony Parish
Board of Education Policy

Policy#: 201.4

Description: Board Discernment

Adopted: 05/06/69

Revised: 03/27/18

Reviewed: 03/27/18

Outgoing members of the Board of Education will contact those interested and recommended persons for appointment to the Board. The Pastor and the current Board of Education members will conduct a discernment process prior to the June meeting. The Pastor will make the final decision for appointment.

St. Anthony Parish
Board of Education Policy

Policy#: 201.6

Description: Terms of Office

Adopted: 04/07/71

Revised: 09/18/18

Reviewed 09/18/18

Each member shall hold office for a term of three years provided, however, that the terms of the existing board shall be staggered so that one third of the members of the board be appointed each year. All terms will end in June. If a Board member starts mid-year, the June of that school year will be the end of their first year and they shall serve for two more school calendar years (as long as they are in good standing) for their term to end in June.

President, Vice President and Secretary shall hold office for a term of one year, provided they are in good standing as a current Board of Education member.

Present and future Board of Education members shall remain as members until successors are approved, proper resignation or disqualification (such as three (3) unexcused absences from board meetings in a twelve month period. If voting on officers cannot occur in the August meeting (due to lack of quorum) existing Officers shall preside.

It is also recommended that the office positions/ terms of the St Anthony Board of Education shall be staggered so that only one or two office positions have a newly elected officer at a time.

St. Anthony Parish
Board of Education

Policy#: 203.1

Description: Policy Review

Adopted: 05/10/93

Revised: 05/10/04

Reviewed: 03/27/18

The St. Anthony's Board of Education will review all board policies every five (5) years.

St. Anthony Parish
Board of Education Policy

Policy#: 204.3

Description: Audience Concerns

Adopted: 05/10/93

Revised: 03/27/18

Reviewed: 03/27/18

Any person wanting to address the Board of Education is recommended to email the Board of Education at boardofeducation@stanthonydsm.org prior to the regularly scheduled Board of Education meeting.

Audience comments will be limited to a total of 20 minutes.

A maximum of five minutes will be allowed per person.

A majority vote of the board members present may adjust the allotted time for audience concerns within that meeting.

St. Anthony Parish
Board of Education Policy

Section: 400

Description: Staff Personnel

St. Anthony Policy
Board of Education Policy

Policy#: 402.01

Description: Professional Contract

Adopted: 05/10/93

Revised: 03/27/18

Reviewed: 03/27/18

It shall be the policy of the St. Anthony Board of Education that all teachers and administrators employed in the parish school is contracted using the “Diocesan Contract of Employment” and the St. Anthony’s addendum to the contract.

The Pastor and School Administrator will review and sign all Teachers’ contracts prior to release.

Aids and support staff will be given a letter of intent, but it will be clearly stated that this is an “at will” employment position and may be terminated at any time.

St. Anthony Parish
Board of Education Policy

Policy#: 402.02

Description: Contract Stipulations

Adopted: 04/02/82

Revised: 03/27/18

Reviewed: 03/27/18

Contract for employment at St. Anthony School are overseen and governed by the School Administrator and Pastor of the parish.

Contracts shall also contain an addendum stating personnel policies such as sick, personal, and professional days (see 404.12).

St. Anthony Parish
Board of Education Policy

Policy#: 402.04

Description: Experience and Educational Credit

Adopted: 05/10/93

Revised: 03/27/18

Reviewed: 03/27/18

Employment is overseen and governed by the School Administrator and Pastor of St Anthony Parish.

The administrator will determine recent experience.

Credit will be given in accordance with the board approved St. Anthony salary scale.

St. Anthony Parish
Board of Education Policy

Policy#: 402.14

Description: Enrollment of Children of Employees

Adopted: 06/14/93

Reviewed: 03/27/18

Revised: 03/27/18

Members of the full-time faculty and staff of St. Anthony School who choose St. Anthony School for their children will be expected to pay the current registration fees.

It shall be the policy of the St. Anthony Board of Education that payment of waivers towards tuition, tuition fees or extended care programs to St. Anthony School as a benefit for the teachers, administrators, and staff shall cease upon the school year beginning August, 2006, except for those teachers, administrators, and staff that are currently, consecutively and without interruption, contracted or employed by St. Anthony's since prior to August 2006.

St. Anthony Parish
Board of Education Policy

Policy#: 402.41

Description: Staff Development as Catechists

Adopted: 04/10/95

Revised: 03/27/18

Reviewed: 03/27/18

The Administrator shall supervise each teacher's program.

St. Anthony Parish
Board of Education Policy

Policy#: 404.02

Description: Family and Medical Leave

Adopted: 11/01/79

Revised: 03/27/18

Reviewed: 03/27/18

St Anthony School will follow the St Anthony Employee Handbook.

St. Anthony Parish
Board of Education Policy

Policy #: 404.03

Description: Funeral Leave – Fringe Benefit

Adopted: 05/10/93

Revised: 03/27/18

Reviewed: 03/27/18

St Anthony School will follow the St Anthony Employee Handbook.

St. Anthony Parish
Board of Education Policy

Policy #: 404.11

Description: Sick Leave – Fringe Benefit

Adopted: 05/10/93

Revised: 03/27/18

Reviewed: 03/27/18

St Anthony School will follow the St Anthony Employee Handbook.

St. Anthony Parish
Board of Education Policy

Policy #: 404.12

Description: Cumulative Sick Leave

Adopted: 05/10/93

Revised: 03/27/18

Reviewed: 03/27/18

St Anthony School will follow the St Anthony Employee Handbook.

St. Anthony Parish
Board of Education Policy

Policy #: 404.31

Description: Personal Leave – Fringe Benefit

Adopted: 05/10/93

Revised: 03/27/18

Reviewed: 03/27/18

St Anthony School will follow the St Anthony Employee Handbook.

St. Anthony Parish
Board of Education Policy

Policy #: 404.81

Description: Sabbatical

Adopted: 05/10/93

Revised: 03/27/18

Reviewed: 03/27/18

St Anthony School will follow the St Anthony Employee Handbook.

St. Anthony Parish
Board of Education Policy

Policy #: 405.1

Description: Contact Days

Adopted: 05/10/93

Revised: 12/09/96

Reviewed: 03/27/18

All full time employees of St. Anthony School are expected to be available between the hours of 8:00 a.m. and 3:45 p.m. on all contracted days.

Employment in any other position must not interfere with this responsibility unless arrangements have been made with the administrator.

In addition to assigned teaching responsibilities, full time teachers are expected to participate in other school meetings or functions as deemed necessary by the administration, including:

1. Any supervision duties assigned by the administrator.
2. Attendance at all in-service meetings.
3. Attendance at all school sponsored evening events as required.
4. Attendance at faculty meetings.

Exceptions to the above may be granted by the administrator.

St. Anthony Parish
Board of Education Policy

Policy #: 406

Description: Part-Time Teacher Contract Responsibilities

Adopted: 05/10/93

Revised: 03/27/18

Reviewed: 03/27/18

St Anthony School will follow the St Anthony Employee Handbook.

St. Anthony Parish
Board of Education Policy

Policy #: 423

Description: Drug and Alcohol Testing

Adopted: 11/20/95

Revised: 03/27/18

Reviewed: 03/27/18

St Anthony School will follow the Diocesan Policy.

St. Anthony Parish
Board of Education Policy

Section: 500
Description: Student Personnel

St. Anthony Parish
Board of Education Policy

Policy #: 501.2

Description: Enrollment

Adopted: 06/14/93

Revised: 10/14/96

Reviewed: 03/27/18

In the event of several requests for enrollment in a single opening, the following priorities are established:

1. Members of families presently enrolled at St. Anthony School.
2. Children of registered active members of St. Anthony Parish.
3. Children of registered active members of other Catholic parishes.
4. Children of those not registered in any Catholic Parish.

Enrollment procedures will be conducted prior to April 1st for each succeeding academic year.

Registration fee will be payable at the time of registration and is not refundable.

St. Anthony Parish
Board of Education Policy

Policy #: 502

Description: Student Contracts

Adopted: 12/09/96

Revised: 03/27/18

Reviewed: 03/27/18

A student may be placed on a student contract for the following reasons:

1. Academic difficulties based on grades, teacher referrals, or administrator's referral.
2. Disciplinary difficulties based on teacher referrals, administrator referral, or guidance counselor referrals.
3. Difficulties in both academic and disciplinary areas.

Contracts will be drawn up by the Administrator and will include a description of the academic or disciplinary difficulty of the student. Contracts will also include a list of agreed upon academic or behavioral expectations of the student and consequences for the student breaking the contract.

The student, parent, and Administrator will sign all contract agreements.

The Administrator will notify the president of the Board of Education when a student is placed on contract and a copy of the contract will be sent to the president. The president will then notify all members of the board if the contract could involve the expulsion of a student.

If a student should break the contract and expulsion is required, action will be taken by the Administrator in conjunction with the Board of Education.

St. Anthony Parish
Board of Education Policy

Policy #: 502.31

Description: Student Regulations – Expulsion

Adopted: 05/10/93

Revised: 03/27/18

Reviewed: 03/27/18

The St. Anthony Board of Education retains the power to expel a student from St. Anthony School. Expulsion shall be made only by the majority vote of the Board of Education upon recommendation of the administrator.

A student may be expelled from school for breach of discipline in accordance with the student contract, handbook, violation of the regulations and rules established by the Board, or when the presence of the student is detrimental to the best interests of the school. In addition, the Board may expel any student whose presence in school would be injurious to the health or marls of other students, staff or the welfare of the school.

A student may also be asked to leave St. Anthony School if the family fails to meet financial obligations or fails to make necessary arrangements with the parish.

Upon request, the Board of Education shall review the case and may reinstate a student when the student has met applicable conditions for readmission and agrees to the terms of a student contract.

St. Anthony Parish
Board of Education Policy

Policy #: 502.5

Description: Student Regulations – Student Search

Adopted: 06/14/93

Revised: 03/27/18

Reviewed 03/27/18

It shall be the policy of the St. Anthony Board of Education that the Administrator (with a witness) may search the person and property of a student without a warrant.

St. Anthony Parish
Board of Education Policy

Policy #: 502.51

Description: Student Regulations – Student Search

Adopted: 06/14/93

Revised: 10/14/96

Reviewed: 03/27/18

1. Students shall not have in their possession items of contraband on the school grounds, on school vehicles, or while attending school activities.
2. Items of contraband include controlled substances that have not been prescribed, apparatus for administering such substances, alcoholic beverages, tobacco products, weapons, explosives, stolen property, or anything else deemed to disrupt the order of the school.
3. A reasonable suspicion of contraband or that a school rule is being violated is sufficient reason to search the person, clothing, locker, work station, or any containers the student may have in their possession.
4. A search of person will always be done in the presence of a witness.
5. Items found that are illegal to possess may be turned over to law enforcement authorities.
6. Lockers, desks, and other facilities that are property of the school may be periodically inspected for damage and for lost or stolen items.
7. Law enforcement officials will not be allowed to search students, their belongings, desks, or lockers unless pursuant to an arrest, a valid warrant, or other reason allowed by law.

St. Anthony Parish
Board of Education Policy

Policy #: 504.1

Description: Medication Policy

Adopted: 11/08/93

Revised: 03/27/18

Reviewed: 03/27/18

All medication given during school hours by certified school personnel must be prescribed by the doctor and authorized by the parent *and be administered by a certified medication associate*. The medication must be in a prescription container and accompanied by the completed authorization sheet signed by parent (or a note signed by parent indicating name of student, medication, time, dosage, route).

Prescribed medications given at school includes all over-the-counter and prescription medications. Over-the-counter medications include Tylenol, aspirin, cough medicine, cough drops, all brands of lip balm, Aspergum, etc.

Whenever possible, parents are encouraged to administer the medications to their children during school hours and to transport the medication to and from school.

St. Anthony Parish
Board of Education Policy

Policy #: 510.5

Description: Student Uniforms

Adopted: 05/10/04

Revised: 03/27/18

Reviewed 03/27/18

It is the policy of the Board of Education to have a uniform dress code for all of St. Anthony's school students. The Administrator of the school will state the current dress code requirements in the Student Handbook and will be responsible for the effective enforcement.

St. Anthony Parish
Board of Education Policy

Section #: 600
Description: Educational Programs

St. Anthony Parish
Board of Education Policy

Policy #: 601.01

Description: Programs – Outside Vendors

Adopted: 03/27/18

Revised: 03/27/18

Reviewed: 03/27/18

For this policy, Outside Vendor is defined as being any company or individual that wants to provide a service or program for SAS children.

It shall be the policy of the St. Anthony Board of Education that any program proposed by an outside vendor that takes place outside of the regular school day, must provide a written proposal to the Administrator.

This proposal must include:

1. A detailed description of the program or service.
2. The duration of the program.
3. The parish/school facilities (if any) that will be used.
4. Cost (if any) per participant.

The Administrator will review the request with the Business Office to:

1. Determine if the program will interfere with other parish activities.
2. If it violates parish policies.
3. If the parish will realize additional costs by allowing the program. This could include, but not limited to, additional liability insurance, janitorial services. This might necessitate a charge for the use of parish facilities.

The proposal will then be taken to the Board of Education for approval.

St. Anthony Parish
Board of Education Policy

Policy #: 602.1.1

Description: Student Health

Adopted: 05/10/93

Revised: 02/10/97

Reviewed: 03/27/18

It is the policy of the St. Anthony Board of Education to promote the health of all students. Any illness, temporary or terminal should be dealt with compassion and with prudent concern for both the sick and well in our community.

Parents are urged to notify the school of any communicable disease their child may have contracted.

In the event that a student becomes an expectant while attending St. Anthony School, the board recognized the need for support and respect for the mother, father, and the child. The life of the unborn and the need for the student parent to complete their education are paramount considerations.

St. Anthony Parish
Board of Education Policy

Policy #: 603.1

Description: Classroom size and part- time associates

Adopted: 03/08/93

Revised: 03/10/10

Reviewed: 03/27/18

It shall be the policy of the Board of Education that maximum class sizes are established for all grade levels, and those guidelines are set for hiring of part time teacher's associates.

A maximum number of 28 students (K-8) per classroom are suggested. The administrator, at their discretion, may consider hiring a part time teacher associate when classroom sizes dictate.

St. Anthony Parish
Board of Education Policy

Policy #: 605.1

Description: Student Regulations – Incompletes

Adopted: 05/10/93

Revised: 03/27/18

Reviewed: 03/27/18

A student receiving an incomplete in any subject:

1. “Incomplete” must be removed by completion of the required work within one month of the conclusion of the trimester.
2. A third trimester “Incomplete” requires the student to participate in a plan developed by the teacher, parent, administrator, and approved by the Diocesan School Office. The plan may include tutoring and/or summer school.

It is the policy of the St. Anthony Board of Education that no student may advance into a new trimester without a satisfactory plan to remove any “incomplete” in any subject.

St. Anthony Parish
Board of Education Policy

Policy #: 606

Description: PRE Student Regulations

Adopted: 08/04/81

Revised: 03/27/18

Reviewed: 03/27/18

It shall be the policy of the Parish Board of Education that:

Parents as well as students attending the Parish Religious Education classes (PRE) are expected to follow the guidelines and expectations set forth by the Diocese and the Parish Administrator for the Religious Education (C/DRE) in accordance with the Board.

PRE students shall follow a discipline policy outlined in the Parent's Handbook given at the start of class.

Parents as well as students are expected to fully participate in Mass, in the prayer life and sacraments offered to them.

Students will attend class regularly to maintain good attendance.

PRE students are subject to the same medication policy (504.1) and student search (502.5/502.51) policies set forth by this Board.

The Administrator (C/DRE) will assess any concerns and discuss them with the student and parent seeking advice and direction from the pastor and/or the Board.

St. Anthony Parish
Board of Education Policy

Policy #: 606.1

Description: Sacrament Preparation

Adopted: 05/10/04

Revised: 03/27/18

Reviewed: 03/27/18

It shall be the policy of the Parish Board of Education that:

Children engaged in the process of Christian Initiation (RCIA) will follow the guidelines set forth by that document and implemented by the Pastor and C/DRE.

Parents of children preparing to receive the sacraments at St. Anthony's must attend an education/formation session offered by the parish. A minimum of one session per sacrament must be attended. Sessions are to be facilitated by the Pastor or his designated person. *Mass attendance is required for all students and parents planning to receive a sacrament during the student's year of preparation.*

St. Anthony Parish
Board of Education Policy

Policy #: 606.2

Description: Sacrament Preparation –Confirmation

Adopted: 05/10/04

Revised: 05/15/18

Reviewed: 05/15/18

Confirmation is a sacrament that celebrates the presence of the Holy Spirit in our lives; it confirms our membership in the Church. To recognize and appreciate the importance of this sacrament, certain guidelines and expectations must be set forth for parents and candidates to follow.

Therefore, it shall be the policy of the Parish Board of Education that a candidate *and their parent/guardian* for Confirmation will assume responsibility for their faith by as directed by the administrator of the program (DRE or St Anthony School Administrator):

- Choosing a confirmation sponsor that is a practicing Catholic and in good standing with the Church.
- Maintain good attendance as set forth by the attendance policies of the program (school and PRE)
- Attend prayer services, retreats, gatherings, and practices.
- Committing themselves to service projects with emphasis on: Parish Life, Community life, Family Life and Liturgical Ministry.
- Attend Sunday Mass (and Holy days of Obligation) on a regular basis.
- Working toward learning the basics of the faith set forth in the Religion Standards and Benchmarks of the Diocese.

The administrator of the program (DRE or St Anthony School Administrator) will provide the ongoing assistance and guidance for the candidate and parents to ensure completion of all work and to monitor their progress.

St. Anthony Parish
Board of Education Policy

Policy #: 609.1.1

Description: Local Area Network (LAN)/internet – Acceptable use Policy

Adopted: 03/10/97

Revised: 03/27/18

Reviewed: 03/27/18

The following policies are to be followed by all users of the LAN and/ or internet.

Violations of these policies are subject to disciplinary actions.

1. All use of the network must be in support of education and research and consistent with the purposes of St. Anthony School.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Extensive use of the network for personal or private business is prohibited.
4. Use of the network for product advertising or political lobbying unless sanctioned by the Board of Education, is prohibited.
5. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
6. Users shall not intentionally seek information on, obtain copies or modify files, other data or passwords belonging to other users, or misrepresent other users on the network.
7. All communications and information accessible via the network should be assumed property of the parish.
8. No user of the network shall serve to intentionally disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
9. Malicious use of the network to develop programs that harass other users or infiltrates a computer or computing system and/or damage the software components of a computer or computer system is prohibited.
10. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited.
11. The illegal installation of copyrighted software for use of school computers is prohibited.

St. Anthony Parish
Board of Education Policy

Policy # 609.1.1 Continued

Description: Local Area Network (LAN)/internet – Acceptable use Policy

12. Use of the network to access or process pornographic or inappropriate material or files dangerous to the integrity of the network are prohibited.
13. Before students are granted access to network or Internet, parental permission must be received.
14. St. Anthony School reserves the right to restrict access to any persons to prevent unauthorized activity.

Use of the internet will follow any Diocesan and civil regulations. (Examples include [Children's Online Privacy Protection Act](#).)

St. Anthony Parish
Board of Education Policy

Policy #: 630.5

Description: Media Usage (VCR/DVD/CD's/Film)

Adopted: 05/10/04

Revised: 03/27/18

Reviewed: 03/27/18

It is the policy of the Board of Education that all media usage supports the curriculum of teaching. The use of media should also relate back to strong Catholic morals and values.

St. Anthony Parish
Board of Education Policy

Section #: 800
Description: Business Procedures

St. Anthony Parish
Board of Education Policy

Policy #: 802.02

Description: Tuition Committee

Adopted: 04/05/83

Revised: 03/26/19

Reviewed: 03/26/19

It is the policy of the St. Anthony Board of Education to set tuition, fees, and incidentals each year by the end of February.

The Tuition Committee will be made up of the Pastor (and/or his designate), the school administrator (and/or their designate), the Board of Education Chair (or their designate), and the business manager. The St Anthony School administrator will serve as chair of the Tuition Committee arranging meetings as necessary.

St. Anthony Parish
Board of Education Policy

Policy #: 802.03

Description: Student Tuition and Incidentals Payment

Adopted: 04/05/83

Revised: 03/26/19

Reviewed: 03/26/19

It is the policy of the St. Anthony Board of Education that payment of tuition, fees, and incidentals will be managed through the approved tuition payment system, such as FACTS.

It is the responsibility of the parents / guardians to keep the payment of tuition and incidentals current. If circumstances arise where payment of tuition and incidentals becomes difficult, the parents / guardians should contact the school office.

St. Anthony Parish

Board of Education Policy

Policy #: 802.04

Description: Delinquent Tuition and Incidentals, and Registration

Adopted: 04/05/83

Revised: 03/26/19

Reviewed: 03/26/19

It is the policy of the St. Anthony Board of Education that payment of tuition and incidentals is kept current. If it is not, proper notice will be given from the Tuition Committee.

If tuition and/or incidentals are not paid, there will be consequences up to, and including, the student(s) ceasing to be enrolled.

At the time of Registration, a family's current tuition and incidentals must be at a zero balance to be allowed to register for the coming school year. Once the account is paid up to a zero balance, the family will be allowed to register.

Registration for a family, whose account is past due and does not have a current payment plan on June 30, will be canceled.

St. Anthony Parish

Board of Education Policy

Policy #: 802.11

Description: Parish Stewardship Award

Adopted: 08/01/77

Revised: 03/26/2019

Reviewed: 03/26/2019

It is the policy of the Board of Education that the Tuition Committee will determine the Parish Stewardship Award subsidy each year by the time Registration and tuition amounts are sent out to families.

St. Anthony Parish
Board of Education Policy

Policy #: 805.1

Description: Tuition – Pre Tuition Regulation

Adopted: 08/04/81

Revised: 04/17/18

Reviewed 04/17/18

It shall be the policy of the Parish Board of Education that:

Payment for the PRE program will be made in one of the following ways:

1. Full payment at the time of registration.
2. Half payment at registration with the remaining balance paid in full by April.
3. A payment of at least \$25.00 at registration and the balance paid in full by April.

Parents who wish to extend their payments over the course of the year will be asked to sign a payment request form. All requests will be kept confidential.

No child will be denied a religious education because of financial need. The DRE and Pastor will have the authority to make payment arrangements with the family.

A late fee may be charged to currently enrolled families who fail to register before the registration deadline.

A Sacrament fee may be charged to families with children in 2nd (Communion) or 10th grade (Confirmation), or grades designated by the bishop.

No refunds will be issued after the first class.

Tuition shall be determined by the Board of Education on the recommendation of the C/DRE. A separate tuition will be set for non-parishioners.

St. Anthony Parish
Board of Education Policy

Policy #: 806.1

Description: Bus Reimbursements

Adopted: 05/13/95

Revised: 04/17/18

Reviewed: 04/17/18

All state reimbursements for busing to students living outside of the two (2) mile boundaries shall be collected by St. Anthony School regardless if the student rides the bus or not.

Only those students living outside of the St Anthony School busing routes are eligible to collect reimbursements individually from the state.

**St. Anthony Parish
Board of Education Policy
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	606.1	Sacrament Preparation	05/10/04	03/27/18	03/ 27/18
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	802.03	Student Tuition and Incidentals Payment	04/05/83	03/26/19	03/26/19
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