

Summerville Catholic School

Where Faith and Knowledge Meet

2011-2012 Handbook

THIS ASSIGNMENT BOOK BELONGS TO:

NAME: _____

ADDRESS: _____

CITY: _____ ZIP CODE: _____

TELEPHONE: _____

HOMEROOM TEACHER: _____ GRADE: _____

School Hours:

Grades K4 to 8th/8:15 AM to 3:10 PM

Office Hours:

7:30 AM to 3:30 PM

Website: www.summervillecatholic.org



**Educational Excellence
Spiritual Strength**

2011-2012

First Semester Calendar



AUGUST						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 8/5 Uniform Swap 9-2:00 in library
- 8/14 Open House 1-3:00
- 8/15 New family orientation at 6:30
- 8/17 First day for students
- 8/23 Classroom Open House - times TBA
- 8/28 PSA Welcome Back Picnic 1:00-3:00

SEPTEMBER						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 9/5 Labor Day – no school
- 9/10 PSA clean up 9am- 12:00
- 9/26-24 ITBS Testing
- 9/13 Progress Reports
- 9/22 Staff Development Noon dismissal EDP provided

OCTOBER						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 10/3 Pet Blessing and SPCA Drive
- 10/10 Columbus Day – No school
- 10/14 End of quarter
- 10/16 Golf Tournament
- 10/21 Jump Rope for Heart
- 10/28 Teacher workday and parent conferences – report card issued

NOVEMBER						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 11/1 All Saints Day Parade & Mass
- 11/10 Staff Development Noon dismissal, EDP provided
- 11/11 Progress Reports
- 11/12 PSA Auction 7:00- 10:00
- 11/17 PSA General Meeting 7pm
- 11/22 Grandparents Day Mass
- 11/23-27 Thanksgiving Holiday

DECEMBER						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 12/ 2-4 St. Simons Basketball
- 12/7 Christmas Program
- 12/8 Immaculate Conception Mass
- 12/16 End of quarter Noon Dismissal EDP provided
- 12/17 – 1 / 2 Christmas Vacation





Educational Excellence
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Second Semester Calendar



JANUARY						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 1/3 School resumes
- 1/10 Report Cards
- 1/16 Martin Luther King
No School or EDP
- 1/19 PSA Meeting 7:00
- 1/28 Ladle Contest after
5:30 Mass SJB
- 1/29 Open House 1-3:00
- 1/30 Catholic Schools
Week begins

FEBRUARY						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

- 1/30-2/3 Catholic Schools
Week
- 2/7 Progress Reports
- 2/17 Teacher Workday – no
school or EDP
- 2/20 Presidents Day – no
school or EDP
- 2/24-26 – Diocese State
Basketball Tournament

MARCH						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 3/3 PSA Oyster Festival
and Carnival
- 3/9 End of quarter
- 3/15 Report Cards
- 3/16 Teacher Workday
No school or EDP
Parent Conferences
- 3/22 PSA Meeting & Art
Show 7:00

APRIL						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 4/4 Lenten Fast
- 4/5-4/15 Easter Vacation
- 4/24 Progress Reports
- 4/27 PSA Fun Run for Education

MAY						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 5/3 Staff Development
Noon dismissal
EDP provided
- 5/8 Spring Concert
- 5/11 Field Day
- 5/18 PSA Picnic 6:00 PM
- 5/28 Memorial Day
No school or EDP
- 5/30 8th Graduation

JUNE						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 6/1 Last Day of School
Noon dismissal
EDP provided
- 6/5 Last day for faculty

WELCOME!

Dear Families:

It is our pleasure to welcome your family to Summerville Catholic School as we begin the new school year. We are a school that has provided a quality Catholic education in the Summerville community for over 25 years. The Catholic School difference is reflected in our mission and flows throughout the formational and educational opportunities of our students, families and educational team.

At Summerville Catholic School, we strive to be a community of believers sharing in experiences of faith and values. These values lead us to solidarity with all the People of God, promoting the dignity of the human person, the importance of family, an option for the poor and vulnerable and acts of charity and justice.

The family and school serve important functions in the formation and education of all our young people. We see this as a partnership. The quality of the family-school relationship during this time will have an influence upon your child throughout their formative years. We ask that you please consider being actively involved within the school community. Volunteering your time and talents will allow us to offer programs and opportunities that we might not be able to do otherwise. We wish your family a successful and faith-filled year at Summerville Catholic School. May God continue to bless your family and the Summerville Catholic School community.

Sincerely,
Lisa Tanner, Principal

MISSION STATEMENT

Summerville Catholic School, located in Summerville, South Carolina within the Diocese of Charleston, serves K-4 to 8th Grade families. As a Catholic school community, we believe in the uniqueness, dignity and potential of every student. Following the life and example of Jesus Christ, we strive to build character while teaching compassion. By strengthening our students in spirit, mind and body, we prepare them to lead lives based on faith, values and learning.

SCHOOL PHILOSOPHY

We believe that Summerville Catholic School is a Catholic educational community dedicated to the mission entrusted by Jesus Christ to the Church. Our community provides an environment that helps to instill sound ideals, morals, and values as guided by the Gospel of Jesus Christ.

To bring this about, we work toward developing a program that will acknowledge and accept the responsibility to nurture the academic, spiritual, cultural, and physical growth of each student while allowing him to advance according to his own unique and personal talents. Summerville Catholic School strives to continue its strong tradition of excellence by guiding its students to become involved members of their church and society. With God's grace, our students will continue to enlighten their faith through personal prayer and Christian attitudes.

DIOCESAN GOALS AND MISSION OF THE DIOCESE OF CHARLESTON

- To ensure the proclamation of the message of the Gospel in every elementary and secondary school of the Diocese of Charleston
- To encourage the building of a faith community among students, faculty, administration, parents and parishioners
- To instill the importance of service to one another as an obligation of living in a Christian community
- To develop in students the Christian principles of peace and justice
- To assist and support the schools in their endeavors to be educational institutions of academic excellence and centers for moral formation
- To assure quality Catholic education by maintaining high standards in teaching and learning

SUMMERVILLE CATHOLIC SCHOOL VISION & CORE VALUES

Firmly grounded in the Catholic faith, we inspire academic inquisitiveness and spiritual growth, and nurture the unique talents and strengths of each student, while being fully engaged with parents and the surrounding community.

Summerville Catholic School – Where Faith and Knowledge Meet

- Living as Disciples
- Celebrating Service
- Partnering with Parents
- Achieving Possibilities
- Inspiring Every Learner
- Welcoming to All

HISTORY

Summerville Catholic School, founded in 1984, is located on a twelve-acre campus in the heart of Summerville, South Carolina. Accredited by the Diocese of Charleston and the National Catholic Education Association (NCEA), Summerville Catholic School serves students in pre-kindergarten through eighth grade. Our school welcomes all who are interested in a Catholic Christian education. Although the majority of students represent four sponsoring parishes (St. John the Beloved, St. Theresa of the Little Flower, Immaculate Conception and St. Thomas the Apostle) in the tri-county area, admission is open to students of all religious backgrounds.

ADMISSIONS

ADMISSION POLICIES

1. **Students entering 4-year-old kindergarten must be four years of age by September 1st of that school year.**
2. **Students entering 5-year-old kindergarten must be five years of age by September 1st of that school year.**
3. Students entering Grade 1 must be age six by September 1st of that school year.
4. A parent/guardian must present a birth certificate, baptismal certificate (for Catholic students), South Carolina Immunization Certificate, and the stated school registration fee for that year. Students currently enrolled must re-enroll for the following academic year. Re-registration dates will be announced in school newsletters, church bulletins, and local newspapers. Any students not re-registered during this time are considered for enrollment on a space available basis, just as are new students.

PARENTS AS PARTNERS

It is expected that parents who enroll their children at Summerville Catholic School be committed to the mission, vision, values, policies, and procedures of the school. All families are expected to support the school by giving of their time, talents, and financial support. Summerville Catholic School will not discriminate on the basis of sex, race, creed, color, religion, or national origin. The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student and/or family if the administration determines that the partnership is irretrievably broken.

EDUCATIONAL ASSESSMENT AND PLACEMENT

The faculty of Summerville Catholic School is committed to providing quality education in the most appropriate academic setting for each student. At times, educational and/or psychological testing may be recommended to enable the teacher to better assist the student. In the event that Summerville Catholic School is unable to adequately meet the special needs of a student, this will be communicated to the parents and suggestions for tutorial help or alternative placement will be made. The parent's cooperation in matters of testing, extra assistance, and alternative placement is expected.

ADMISSION OF STUDENTS WITH PROFESSIONALLY DIGNOSED LEARNING DIFFERENCES

Following are guidelines regulating the classroom inclusion of students with special needs or of students with professionally diagnosed learning differences. A learning difference is "professionally diagnosed" by one qualified in the appropriate field of medicine or education who can provide documentation assisting parents and the school to better assist the child in the learning process. These guidelines apply whenever a parent or guardian requests or requires exceptions, adjustments, or accommodations to the teacher's ordinary classroom expectations or classroom management strategies.

1. When a student with special needs or with a professionally diagnosed learning difference applies for enrollment, the principal and parents should meet to define the student's needs and the school's ability to meet those needs. These needs must be identified with the assistance of documentation and guidelines provided by a qualified professional such as a letter from a doctor or an Individualized Educational Plan (IEP).
2. Classroom inclusion of either a special needs student or student with a professionally diagnosed learning difference requires the cooperation of both the school and the parents and the realization by both that circumstances and available resources may make such inclusion of a particular student impossible. "Inclusion" means including the student in a regular classroom and classroom activities according to a teacher's usual learning or classroom management expectations.
3. An annual written agreement between the school and the student's family should be developed and executed before the commencement of each academic school year. This agreement should set forth specific goals and expectations of the student and the responsibilities of the school and the family. This agreement should be based on the recommendations provided by the parents to the principal and the teacher from a qualified professional.
4. Special arrangements for homework, preferential seating, grading, promotion, graduation, or other identified exceptions, adjustments, or accommodations should be developed and described within the annual agreement.
5. Failure of the student or his/her family to abide by the terms of the annual agreement or to cooperate fully with both the principal and the classroom teacher shall be grounds for student withdrawal.

PROBATIONARY PERIOD

The probationary period is the first nine-week grading period. This allows both the parents and the school to determine if Summerville Catholic School can meet the child's needs. At the end of the probationary period, the child will be evaluated based on educational assessment, schoolwork, school attendance, and any disciplinary actions needed.

Summerville Catholic School is aware that some children have been diagnosed to have special needs. It is the parents' responsibility to provide documentation and information to the Principal at the time of application regarding personal conditions, which may require special services.

TRANSFERS/WITHDRAWALS

Parents expecting to move and/or withdraw a student from attendance at Summerville Catholic School must contact the school office not less than one week in advance of the student's last date at school, so that necessary clerical work may be completed. All textbooks and library books must be returned, and all fees, including PSA, and tuition payments paid in full before records can be mailed. If you choose to withdraw your child at any time during the school year, you are asked to complete a Student Withdrawal form, stating the reason, name of new school, etc.

Families withdrawing a child(ren) from Summerville Catholic School after the **first day of school and prior to the end of the school year** are required to pay tuition for the remaining portion of the semester of their withdrawal. Transcripts and records will not be released until the balance is paid in full with a certified check or money order. Transcripts must be requested from the new school and may not be hand carried.

DELINQUENT TUITION ACCOUNTS

1. The school principal is hereby authorized and directed to deny continued enrollment to any student whose tuition account reflects a balance due and payable remaining from the previous quarter.
2. With respect to any failure to remit when due (i.e., promptly upon receipt) a tuition payment, the school principal is hereby authorized and directed to initiate the following series of actions:
 - A. If the tuition amount reflected on the statement of account or invoice is not paid in full within thirty days after the date of the statement or invoice, then the principal will advise the parent, legal guardian, or other responsible party by letter that the student's tuition account is delinquent and must be brought current within fifteen days after the date of said letter.

- B. If the payment demanded by the foregoing letter is not made prior to the expiration of the fifteen-day period specified therein, then the principal will advise the parent, legal guardian, or other responsible party via a second letter that if the default in payment is not cured within fifteen days thereafter, then the Advisory Board will be notified of such default and the matter of the student's permanent expulsion from the school for non-payment of tuition will be placed on the Board's agenda for its next regularly scheduled monthly meeting.
- C. If, thereafter, the student's tuition account still has not been brought current within the fifteen-day period specified by the second letter, then principal will so advise the Board's secretary, place the matter of the student's permanent expulsion on the agenda for the Board's next meeting, and so advise the parent, legal guardian, or other responsible party in writing concerning the date, time, and place of said meeting, at which meeting the Board will consider and act upon the matter.
- D. In the event that a student is permanently expelled for non-payment of tuition as set forth in the preceding paragraph, such permanent expulsion in no way relieves the parent, guardian, or other responsible party from liability for payment of the tuition balance then due and payable. Moreover, the principal is authorized to take thereafter whatever additional measures may be appropriate, lawful, and necessary in order to collect the tuition balance due at the time of such expulsion.
- E. If during any school year, the parent, legal guardian, or other responsible party has been notified in writing as described in C., the student's account will be placed on probation for the remainder of that school year.
- F. If any tuition bill for a student whose account is on probation is not paid in full within thirty days after the statement or invoice, then the principal will so advise the Board's secretary, place the matter of the student's permanent expulsion on the agenda for the Board's next meeting, and so advise the parent, legal guardian, or other responsible party in writing concerning the date, time and place of said meeting, at which meeting the Board will consider and act upon the matter.
- G. If an account has been placed on probation and is referred to the School Board two years for delinquency, a decision may be made to place the responsible party on probation for the remaining years enrolled at SCS. If this occurs and future account statements or invoices are not paid when due, accounts will not be referred to the School Board, but must be paid to SCS within 10 calendar days or the student will be permanently expelled from SCS.

The above policy was thoroughly discussed and carefully considered by the Advisory Board. It has been adopted only after a determination by the Board that these measures are reasonably necessary to ensure the prompt collection of tuition payments when due, which is essential to the fiscally responsible management of the school, and to achieve equity and fairness in the enforcement of the financial obligations that all parents assume in relation to the enrollment of their children. The Board and the administration are mindful of the sacrifices, financial and otherwise, that parents make in order to send their children to Summerville Catholic School and appreciate their acceptance and understanding of the policy set forth herein.

Financial Responsibilities

Families with outstanding balances are reminded that all monies for tuition, hot lunch, lost or damaged textbooks, EDP, library fines, and PSA Volunteer hour's payout must be paid in full before progress reports, report cards and/or records will be released.

ACADEMICS

ACADEMIC CREDENTIALS

Summerville Catholic School holds full accreditation through the Catholic Diocese of Charleston, South Carolina, educational system. The pre-school through eighth grade programs are staffed by degreed and certified teachers. The curriculum standards used at Summerville Catholic School are developed by the Diocese of Charleston. These curriculum guidelines are based upon national educational association standards and satisfy the requirements set by the state of South Carolina and more.

ACADEMIC INTEGRITY

Issues of academic integrity touch at the core of our mission to foster personal responsibility and high moral standards. Therefore, they will be handled firmly regardless of the type of infraction. Violations of academic integrity include cheating and plagiarism.

ACADEMIC PROBATION

Should any child's academic progress or effort be inconsistent with his/her ability, the child will be put on academic probation. This probation will include the following:

1. A letter of notification of the academic probation will be sent home.
2. The length of probation will be determined by the principal.
3. A parent/student conference with the principal will be required before probation is lifted.
4. The teachers will communicate to the principal the student's effort and progress.
5. The principal will determine further action to be taken.

ACADEMIC PROBATION POLICY ON SPORTS PROGRAM PARTICIPATION GRADES 3-8

The mission of Summerville Catholic School includes "strengthening our students in spirit, mind and body." This statement indicates that the first priority is spiritual development, followed by academic achievement with the third area being physical health. Therefore, students who are not achieving academically, defined as having a grade of "F" in two or more major subjects, will be ineligible to play in any game in the sports program during the four-week period following the receipt of these grades. Grades are calculated approximately every four weeks with progress reports sent home at the four week mark of each quarter and report cards sent home at the end of each quarter. Once the next set of grades are calculated and sent home, if the student no longer has a grade of "F" in two or more subject areas, the student will then be eligible to play in games. Students are required to participate in practice during the period of ineligibility if they wish to play in games when they re-establish eligibility.

AFTER SCHOOL EXTRA HELP

All teachers will regularly be available after school one day a week for extra help. This is not a tutoring session but a time for the teacher to give special attention to a particular skill a student finds difficult. A note from the teacher will be sent home in advance asking your child to stay for extra reinforcement with a particular skill. A signature is required by a parent or guardian in order for your child to stay after school. If you feel your child is struggling in a certain area, please contact the teacher so they can schedule a day for extra help.

GRADING SYSTEM

A+ = 98-100	B+= 89-91	C+= 80-82	D= 70-73
A = 95-97	B = 86-88	C = 77-79	F= Below 70
A- = 92-94	B- = 83-85	C- = 74-76	Unsatisfactory

GUIDANCE & COUNSELING

Summerville Catholic School does not have an onsite guidance counselor, but has the name of a licensed clinical psychologist that has worked with many of our families. The office can provide contact information if you are interested.

HOMEWORK & TESTS

Homework is provided for the purpose of reinforcing learning that has taken place in the classroom, extending learning opportunities, and fostering independent study habits. Homework that has been assigned by one teacher should not be done during school hours in another teacher's classroom without permission. Homework should not be done during morning homeroom. Students should report to school prepared each morning with their completed assignments. Parents may review pending homework assignments, projects and tests by visiting the homework section of the school website. The Diocesan Policy Handbook #6094.2 states the following **AVERAGE** amount of homework time for on-task studying and written assignments:

- Kindergarten..... 15 minutes daily
- Grades 1, 2, and 3.....30 minutes daily
- Grades 4, 5 and 645 - 60 minutes daily
- Grades 7, 8 60 – 90 minutes daily

A testing schedule has been established for junior high students. This does not include quizzes. Students are aware of tests and quizzes several days in advance:

- Grade 6-2 tests per day
- Grade 7-2 tests per day
- Grade 8-3 tests per day

Please understand that the amount of time it takes to complete assignments vary greatly from student to student. If your child's homework greatly exceeds these guidelines, schedule a conference with your child's teacher. He/She will work with you to identify problems and make a plan to help your child complete assignments in an efficient manner.

Homework Tips:

- Routine is important. Choose a homework time that works for your family and stick to it as closely as possible.
- Provide a homework table or desk that is close to you, but free from distractions. It should be well kit and have all the needed supplies close at hand.
- Use a timer to help your child manage homework time. Estimate the amount of time needed to complete an assignment and set the timer-one assignment at a time.
- If a child is struggling with required assignments, notify the teacher so that you can work together to identify and solve homework problems.
- Make homework time as enjoyable as possible.

Parents are asked to check on all assignments and on the quality of work that is done. Children should be held accountable to parents as well as to the teachers. **"Pink slips" will be issued to students who do not complete a homework assignment. This slip must be signed and returned the next day, along with the completed assignment. Multiple "pink slips" within one quarter will result in an after school detention.**

The Catholic Church has advocated for years that weekends are intended for families and family life. In an effort to foster that spirit, we are attempting to refrain from the assigning of homework over the weekends. Please note, however, that this does not include projects or high school credit classes. Students and families are expected to plan accordingly for project deadlines.

HONOR ROLL POLICY

Academic Recognition: An Honor Roll system is in place at Summerville Catholic School to challenge students in Grades 2 - 8 to continue to strive for excellence in all phases of their development. Criteria for honors are as follows:

- **Principal's List:** Students must achieve **92 or above** in all major subjects, and a "C" in all specials. Major subjects include religion, reading/literature, English, Math, Science, Social Studies, and History, as well as Algebra and Spanish in Grade 8.
- **Honor Roll:** Students must achieve **86 or above** in all major subjects, and a "C" in all specials.

Other recognition:

- Students are also recognized by special area teachers for outstanding effort and participation in Music, Art, Physical Education, Computer Literacy, and Spanish.
- An Annual Sports Banquet is usually held in May.

Additional awards and opportunities for recognition will be presented throughout the school year for **science fairs, essay contests, spelling/geography bees, art competitions, Terrific Kids, and other activities and projects. The Kiwanis Club of Summerville sponsors programs such as the Terrific Kids programs in Grades 1-5.**

INTERNET

The Internet is a useful research tool available to all SCS students in the computer lab, library and classrooms. Students are expected to limit themselves to appropriate websites as directed by their teachers. Accessing social exchange websites such as "myspace.com" from school computers is prohibited. Any student who uses such Internet blogs or chat rooms and misrepresents the values of SCS while doing so, or who uses such venues to harass or intimidate any other person will be subject to disciplinary measures, including loss of school computer privileges or suspension. Students who are permitted to have personal websites are cautioned against giving out information that could jeopardize the safety of himself or herself, or any other SCS student or staff member. Parents or students posting pictures from school related activities such as sporting events, concert performances, afterschool activities, etc. must have permission of all those in the picture before posting the picture on the Internet.

JUNIOR HIGH SEMESTER EXAMINATIONS & EXEMPTIONS

Students in grades 6 – 8 will take midterm and final examinations at the completion of first and second semester. These exams will come directly from the semester's tests. Students are encouraged to save tests each semester in preparation for the midterm or final. Any student may **exempt** a particular final exam in the spring if he/she has a 92% yearly average in that subject. Students will be told they have exempted an exam several days prior to the start of exams. Due to the exam policy of Bishop England, students taking Algebra 1 and Spanish 1 may not exempt exams for these classes.

MAKE-UP WORK

Make-up work due to illness or other causes is the responsibility of the student. Parents should see that the child satisfactorily completes the make-up work. Any work given prior to an illness must be completed upon return unless a note accompanies the child indicating the child was too sick to complete the work. Tests must be made up within 2 days upon returning to school.

If you would like to obtain homework for an ill child, **you must call the office by 10 AM** to have a homework sheet circulated. Homework will not be faxed—you must either pick it up from the office, or have it sent home via another student or sibling. **Homework being picked up from the office will not be available until after 2:30 PM.** This will give teachers adequate time to gather materials and not interrupt their instruction. Students returning to school from an illness will be given two days to makeup/complete all assignments and tests.

Special requests - Absences and Make-Up Work: To provide program continuity, the school does not approve of absences for reasons other than illness or death in family. Our effectiveness depends on a coordinated program of class lessons, homework, and assessments. Many classroom learning experiences are impossible to make up because they involve school resources and group interactions.

Parents are asked to schedule appointments for a child after school hours whenever possible. If parents absolutely cannot avoid travel that requires a student to be away from school, these plans and their potential consequences for the child's learning should be discussed with the Principal and teacher. A child is responsible to make up all missed work.

PROMOTIONAL REQUIREMENTS

Failure in one major subject requires summer school or 30 hours of mandatory tutoring. Failure in two major subjects requires repetition of the grade. Students who successfully complete the curriculum for a particular grade will be promoted to the next grade level. A student will be retained in a grade level if the child has not successfully mastered the curriculum content and only if the child would substantially benefit from the opportunity to repeat the current grade.

The principal and the student's teacher in consultation with the parents make the decision of promotion, conditional promotion, and retention. The decision of the principal is final and binding. Retention decisions will be carried over into alternate school placement, if applicable.

- Major Subjects - Grades 1-3: Reading, English, Math, Spelling, Religion
- Major Subjects - Grades 4-8: Reading, English, Math, Spelling/Vocabulary, Religion, Science, Social Studies

REPORT CARDS/PROGRESS REPORTS/CONFERENCES

Report cards are distributed four times during the school year. Progress reports will be given between issuance of report cards to alert parents as to whether the child is doing satisfactorily in both academics and behavior. Parent-teacher conferences are by no means limited to report card time. If the need for a conference does arise, the parent or teacher may request it. It is only through the closely coordinated efforts of the home and the school that the goals of education can truly be achieved. All other conferences should be arranged by sending a note to the appropriate teacher. Progress reports and report cards not signed and returned within two (2) days may result in disciplinary action for your child.

SCHOOL BOARD

The School Board acts as a consultative and advisory group to Msgr. Christopher Lathem, canonical pastor, in the development of policy and the educational needs of the school, and as a liaison between the school and parish communities. Members are selected through resumes submitted to a committee. Meetings are always open to the public unless in executive session. Check the school website for meeting dates and times.

STANDARDIZED TESTING

Students in Grades 2-8 are given the Iowa Test of Basic Skills (ITBS) in the fall. Students in the five year-old kindergarten program are given the Metropolitan Readiness Test in the spring of their kindergarten year. Results of the tests are provided to parents for review.

COMMUNAL PRAYER LIFE

CHRISTIAN CHARITY

Christian charity and respect are at the heart of who we are at Summerville Catholic. It should be at the forefront of everything we say and do within our community. Certain actions are in direct violation of Christian charity. Examples are but not limited to:

- Public discussion of a student or family matter based upon confidential information obtained as a result of volunteer duties.
- The spread of gossip and untruths that cause harm to the school or an individual.
- Public criticism of school personnel, policies, or procedures.
- Threats of any nature toward others involved with the school.
- Verbal/non verbal acts of aggression including yelling or screaming at any school related function.

LITURGY, SACRAMENTAL CELEBRATION AND PRAYER

All students have the opportunity to participate in the weekly school Mass. This liturgy takes place on Wednesday mornings at 9:00 AM, except in the event of a seasonal Holy Day of Obligation. Parents and family members are encouraged to join the school community for Mass at any time. Seasonal penance services, with individual confession, are also provided for the Catholic student body. Other special liturgical celebrations (i.e. St. Francis of Assisi Pet Blessing, May Crowning) take place throughout the year.

Communal prayer is also an integral part of the daily spiritual life of the Summerville Catholic community. Each school day begins and ends with prayer.

SERVICE PROJECTS

In order to promote a fuller living out of Catholic social teaching by the Summerville Catholic community, students and families will be expected to participate in various outreach projects periodically during the year. These activities have taken on a variety of formats (i.e. Cereal drive, Christmas Angel Tree, 100th Day Project, Tag Days, Holy Week Fast, Neighborhood House visitation, etc.). These projects help us to remember our baptismal call to help the poor and those in need. Social Ministry makes our school Catholic. Through our Baptism, we are called to serve and to be the light of Christ to others. The purpose of this philosophy is two-fold. First, using the seven Corporal Works of Mercy as a guide, we strive to awaken in our students a sense of responsibility to reach out and respond to others' needs. The second is to involve each student and staff member to work toward making SCS a more peaceful community. Making peace must start within us, in the classroom, and in our school. We challenge our students, staff and parents to be part of the solution.

SCHOOL LIFE

ATTENDANCE AND ABSENCE

In conformity with state regulations, school is in session 180 full days unless an emergency forces its closing. Regular attendance is essential to successful performance in school. All absences must be excused through a written note. On the first day that a student returns to school after an absence, the student must present to his/her teacher a **written excuse** from the parent/guardian. This note needs to list the child's full name, date(s) and reason for absence, and parent signature. Also, any incident of a communicable disease must be reported to the school office. If a child is absent three or more consecutive days, a medical excuse from a doctor must accompany the absentee note **Students not present at school may not participate in extracurricular activities on the day of the absence.**

Students are allowed a **total of 10 days** (excused and unexcused). After the 8th absence, a note from the office will go home for review and a signature. After the 10th absence, the principal, teacher and parent will meet to review the student's attendance record. **Students absent for more than 10 days (excused/ unexcused) run the risk of being ineligible for promotion.**

ARRIVAL AND TARDINESS

Time: School begins at **8:15 AM, and concludes at 3:10 PM.** Students may report to their homeroom at 7:50 AM. **There is no supervision before 7:50 AM** unless your child is enrolled in the morning care (EDP) program. Any student left unattended by their parent/guardian before 7:55 AM will be sent to EDP and billed \$5.00 per hour, per student. Due to liability issues, there can be no exceptions. Students must be in the building when the 8:15 AM bell rings, or they must report to the office for a tardy slip. A student who arrives after 8:15 AM is marked tardy. A student who leaves before 11:00 AM and does not return will be marked absent for the whole day. A student who leaves between 11:00 AM and 2:00 PM and does not return will be absent for the afternoon. Students who have appointments (medical, etc.) and are out for 2 or more hours, will be marked absent for one-half (1/2) day. **Students obtaining more than three tardies in a nine-week period will receive a notice of such, and may be required to serve after-school detention, which is generally held on Thursdays.**

BIRTHDAYS

Birthdays will be celebrated as a class on a monthly basis. Teachers will be coordinating the day of the celebration and healthy treats to be shared with the parents. In an effort to promote inclusion and community building, if an "out of school" party is planned, invitations may not be distributed at school unless the entire class is invited. **We ask that parents/grandparents not send or have delivered to the school flowers, balloons, etc. because of the classroom disruption that often results.**

BUCKLEY AMENDMENT/CHILD CUSTODY

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order or approved mediated agreement specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. Divorced or separated parents and/or guardians will be required to provide a copy of a legal document indicating their right to the custody of the student.

CARPPOOL – DROP-OFF/PICK UP

- Drop-off and pick-up zone is at the **front of the school only.** Someone will always be on duty in the morning and afternoon to assist the children. No child will be dismissed to any other parking area.
- No students will be released between 2:45 pm and dismissal time. Please do not come to the office to pick your child up early to avoid the carline. Your child will be released to the sidewalk with his/her class at 3:10 pm.
- In order to avoid confusion, and to minimize disruption and noise, please do not wait in the office, stand in the hall or outside your child's classroom before dismissal time. The end of an academic day is very important. It is at this time that "last-minute" review and instructions are given to all students.
- If your child is already in EDP when the carline begins, please park and walk through the building to get your child from EDP.
- **Parents, grandparents or drivers are to remain in line, in your car, and wait for your child or grandchild to come to the car.** Please do not park in the parking lot or along Black Oak Blvd. in the No Parking area and come down the hill to pick up your child. We will not let your child walk up the hill or across the street to your car. Please do not attempt to enter the back lot against the flow of departing traffic. The back lot entrance is closed to in-coming traffic during normal student drop off and pick up times. Everyone's time is valuable, and if you stay in your car and move through the line, it will be better for all involved. The only thing that truly matters is the safety of all our students and staff.
- No child will be released to anyone EXCEPT his/her parents without written permission. Please be sure all carpool drivers are listed on your emergency card.
- Students opting to walk or bicycle home by themselves will be released at 3:30 PM. This will minimize any potential possibility of a student stepping into or riding into the path of a moving vehicle.
- Families who choose not to follow these procedures will be asked to leave Summerville Catholic School.

Traffic Plan:

To ensure the safety of our children during arrival and dismissal times, it is **imperative** that families cooperate with the following traffic plan:

1. The first 7 spots in car line are reserved for those who purchased the spot during our PSA auction. These families will park in the school driveway pick up zone. All others please form **two lanes** of cars on the gravel area and **one lane** on Black Oak Blvd..
2. **Beginning at 3:00, the car closest to the school building may begin to move forward, followed by the next gravel lane and finally the lane on the road may move forward. Every other car should allow the car in the next lane to advance in front of them. Please be courteous and follow the rotation.**
3. Drive close to the curb and move all the way forward when discharging or picking up students.
4. Place in your front windshield, (facing out, passenger side), a **large, white card with the last name and grade of the students** that you are picking up.
5. **Do not exit** your vehicle while in the drop-off/pick-up line.

EXTENDED DAY PROGRAM

Summerville Catholic School offers an Extended Day Program as a service to working parents and their children, both before and after school. The program is under the sponsorship of Summerville Catholic School and is guided by the philosophy and policies of the school administration. In addition, the Extended Day Program has a "Drop-in" service for those parents needing the service on an occasional or emergency basis. **Parents needing "drop-in" EDP services must complete the "Drop-In Request Form" in the school office.** This form provides emergency information for the EDP Group Leader should the need arise. The "Drop-In" fees are listed on the registration form. Electronic devices are not permitted in EDP. For further information, please consult the EDP Director.

EXPECTATIONS FOR PARENTS

Being a partner with the school, parents are expected to:

- Have their child(ren) at school between 7:50-8:15 each morning.
- Check folders and homework pads daily.
- Help their child(ren) check to make sure that homework has been completed and is packed for the day.
- Provide a lunch for your child(ren) each day. Some grade levels recommend a snack and/or water bottle. Check with your homeroom teacher.
- Notify teachers of dismissal changes as early as possible.
- Arrive on time to pick up your child.
- Notify your homeroom teacher if you have any questions, concerns, or information that will help us work as partners in your child's learning experience.
- Avoid scheduling appointments or trips during school time whenever possible.
- Help ensure your child(ren) arrive "ready to learn" by making sure he/she gets a good night's sleep, eats a healthy breakfast and has a stress-free morning.
- Make sure your child(ren) is properly dressed for the weather, school activities and comfort.
- Join the PSA, volunteer whenever possible, help with fundraisers, help us spread the word about SCS and be a positive member of the SCS family.
- If you have any questions, concern or need clarification on something, please ask your child's teacher. We can help!

FIELD TRIPS

A school field trip is a privilege extended to each child. However, if the Principal and/or teacher determine a child should not attend the field trip due to improper behavior, missing assignments, etc., the child will remain in school. Permission forms for field trips must be signed by the parent and returned within one week. Every effort will be made to send Diocesan approved permission forms home at least one week prior to field trips. **If the signed permission slip is not returned, the student will remain at school while the class goes on the field trip.** Field trips must have adequate volunteer adult chaperones in order to help provide supervision to our children outside of the school environment. Field trips will be cancelled if there are an insufficient number of chaperones. **Due to safety concerns and the responsibilities of chaperones, younger siblings are not permitted on field trips.**

FIRE AND SAFETY DRILLS

Fire drills are held monthly as required by law to ensure that each student is aware of fire exits and alternate exits. Evacuation routes are posted in each room and students are instructed in proper procedures so that they can exit the building in a quiet and orderly manner. Other safety drills will be conducted throughout the year.

FOOD/DRINK

Students are not to have candy, food or drink in class unless they are given permission by their teacher. **At no time is gum permitted on school grounds.** Food and drink are not permitted outside during carpool line.

LIBRARY/MEDIA CENTER

The library is a facility that all students learn to use. We have over 14,000 volumes and are working to increase our collection. Students have a library/computer period once a week and the facilities are available for research as well as for use as a Media Center. Each student is expected to act with responsible behavior. There will be no throwing of anything, running, crawling or playing in the Center. Food or beverages are not permitted in the library at any time. Students are to be respectful of all books, equipment and furniture of the Center at all times. Permission of the Computer teacher or Librarian, with adult supervision, must be obtained before operating or moving any equipment.

Each student is responsible for books taken out in his/her name. In an effort to teach our students responsibility for returning library books on time, a fine will be assessed for overdue books. If your child is absent on his/her library day, please remind him/her to return the book on the first day back to school. If a student loses or damages a library book, the student is responsible for damages and/or replacement.

LOST AND FOUND

Students' clothing, lunch boxes, books, and any other personal belongings must be clearly marked with the student's name. Lost articles and clothing may be claimed from a large box, kept near the entrance to the Great Room near the library. A notice will be put in Tuesday Tidbits when the volume of items becomes excessive. Items not claimed will be donated to charity. Students are responsible for checking for any items they may have lost. The school is not responsible for lost possessions.

LUNCH

We encourage parents to send in nutritious lunches for their children, as well as snacks if your child will be staying for after-school care. **PLEASE BE AWARE THAT CANNED SOFT DRINKS ARE NOT ALLOWED FOR GRADES K-5, EXCEPT DURING SCHOOL-SPONSORED EVENTS. NO GLASS CONTAINERS SHOULD BE BROUGHT TO SCHOOL. Students who have forgotten their lunch will be provided a sandwich and milk.**

An electronic monthly calendar menu will be available each month for ordering hot lunch. The menu will be posted in the middle of the month and be open for orders until the last Sunday of the month. Payment is due within 5 days of the last ordering or a late fee of \$10 will be charged. Accounts not paid on time will be frozen from the lunch ordering system until payment is made. Any questions regarding the hot lunch program should be directed to Ms. Jean Fox. Lunch credits will be given for students who miss hot lunch due to a school related event such as a field trip. Please call Ms. Fox for this credit. Students missing school due to illness are unable to receive a credit due to short notice to cancel orders with our vendors.

Milk is available daily, and hot lunch may be purchased Monday through Friday. Information regarding lunch is published in a monthly calendar. Lunch money and milk money should be sent to school in an envelope with the child's name, grade, and choice of chocolate or white milk. **Note: Milk must be purchased by the week and cannot be purchased on a daily basis.**

LUNCH TIME PROCEDURES

1. Students will remain seated at their assigned tables during lunch until dismissed for recess. Students will be responsible for maintaining a litter-free area around, on, and under his or her tables.
2. Uneaten food will remain in lunch boxes and will be taken home.
3. Due to potential food allergies, parents are asked to remind their children not to share lunches at school.

MEDICATION POLICY

All medication must be brought to the school office at the beginning of the school day. Only prescription medicines will be dispensed at school. **Medication must be in the original prescription bottle, properly labeled by a registered pharmacist, giving the child's name, and the exact dosage and time(s) to be administered.**

Under no circumstances will students be allowed to keep medication with them during the day. Aspirin, Tylenol, cough medicine, **cough drops, topical creams**, or any other over-the-counter medications will not be dispensed or applied at school without written permission from a doctor stating the child's name, and the exact dosage.

CASH MONEY POLICY

No cash payment (currency and coin) over \$10.00 can be sent to the school with a child. Any cash payment over \$10.00 must be brought to the office by a parent or guardian who will wait for issuance of a cash receipt from the office staff.

MEDICAL APPOINTMENTS

Every effort should be made to schedule appointments after school hours. If this is not possible, please send a written note to the teacher at least a day before the appointment stating when your child will be leaving.

NO NIT POLICY AND REGULATIONS

POLICY 1

HEAD LICE - NO NITS (PEDICULOSIS)

Any student found to have head lice, nits (lice eggs) or egg cases shall be excluded from school until all head lice, nits and egg cases have been completely removed from the child's entire head, as verified by designated school staff.

REGULATION 1-A

NO NIT PROCEDURE GUIDELINES

Head lice are an unfortunate fact of life. All they need to survive is a human head. They spread easily through close contact between peoples' heads and through sharing brushes, combs, or hats. Lice like clean heads just as well as dirty heads. They have no respect for age or socioeconomic status. Therefore, they have the potential to be present on any person in our district. Our goal is to control and eliminate their presence.

- I. Identification of cases: Often the first clue to the presence of lice is frequent head scratching and/or a rash on the scalp. To actually diagnose requires a closer look.
 - A. Responsibility for screening heads:
 1. The onsite registered nurse (RN) may conduct an annual in-service education program, if deemed necessary
 2. Designated staff members will check students in a confidential manner
 - B. Who should be screened?
 1. Any student where there is a strong suspicion that they may be infested i.e., demonstration of the signs and symptoms.
 2. If you have reason to believe that a student may have contracted the lice from another student that has been diagnosed i.e., in the same class, a sibling or a close friend.
 3. If two or more students in the same classroom have been found to be infested, all children in that classroom may be examined.
- II. Treatment
 - A. Parent Contact
 1. The office staff is responsible for calling the parent/guardian of each infested child and requiring that the child be picked up and treated.
 2. The parent/guardian will be given written instructions on how to treat their child
 3. As stated in Policy 1 and Regulation 1A, the No Nit Policy of the school will be explained to the parent/guardian
 4. The treatment certification form will be brought to the attention of the parent/guardian. An explanation will be given that this form must be signed by the parent/guardian before the student is allowed to return to school.
 5. Inform the parent/guardian that the child must be brought back to school by them and must be screened for Lice/nits in the office and be completely nit free before they can return to class.
- III. Follow-up
 - A. Return of the student to school
 1. There is no need for the student to remain out of school once the treatment has been completed. Therefore, they should not require longer than a one-day absence
 2. Before the student is readmitted they must:
 - Turn in the certification of treatment
 - Be verified by school staff as being Nit Free
- IV. Re-infestation
 - A. Follow above procedures
 - B. Notify the registered nurse (RN)
 - C. The RN and principal will determine what additional interventions, if any, are needed.

PARENT AND SCHOOL ASSOCIATION

The Parent and School Association (PSA) is a parent-driven organization, which serves to foster unity and support for families within the school. The officers and members work closely with the principal and teachers, serving as a channel for communication between home and school. This organization sponsors fund-raising activities for the benefit of the school, coordinates volunteer services, and promotes the school to the general public. All parents and guardians are expected to attend four meetings annually and to participate in various home and school activities.

PSA FUND-RAISING

Revenue from fund-raising generally goes to purchase items for the school that the annual budget is not able to cover. Therefore, all families of children enrolled in the school are expected to actively support fund-raising efforts. The Parent-School Association sponsors all school fund-raisers following administrative approval.

PARENTS, VOLUNTEERS, VISITORS & GUESTS

Summerville Catholic School has implemented a program that is outlined in the Volunteer Handbook. Please refer to this handbook for requirements and necessary forms that must be completed to volunteer for the school.

Parents are always welcome to visit their child's classroom and get acquainted with the teacher. Classroom visitations are not a time for parent/teacher conferences. Please do not attempt to discuss classroom issues at the beginning of each school day with your child's teacher. As a courtesy to the teacher, appointments must be made in advance for all visits. Contacting the teacher, principal, or office manager by note or telephone in advance is recommended. No parent may take a child out of the classroom unless he/she has permission from the school office. Parents must sign children out if they are taking them out of the school before the end of the school day. **All visitors and/or guests must report to and sign in and out at the school office.** Visitors should use only the front entrance, adjacent to the office.

PERSONAL ITEMS

Students should not bring toys, sports equipment, electronic games, gum, etc. to school. Electronic devices such as, but not limited to, cell phones, beepers, headsets, laser pointers, etc. may not be used or visible from the time students arrive on campus until all students have been dismissed from school. Items found will be confiscated.

PREGNANCY

In the event of a pregnancy, the student and parents will meet with the principal and pastor and be given our guidelines.

SCHOOL PROPERTY

With the goal of educating the child to be a well-rounded individual, respect for property is required at all times. Any willful damage done to school property, including damage done during co-curricular or public activities, will be repaired or replaced at the expense of the offender and family. Parent's cooperation is definitely needed in order to teach the child respect for school property, books, materials, furnishings, equipment, and for the building itself.

SCHOOL ADVISORY BOARD

We believe that Summerville Catholic School is a Catholic educational community dedicated to the mission entrusted by Jesus Christ to the Church. Our community provides an environment that helps to instill sound ideals, morals, and values as guided by the Gospel of Jesus Christ. This board acts as a consultative and advisory group to Msgr. Christopher Lathem, canonical pastor, in the development of policy and the educational needs of the school, and as a liaison between the school and parish communities.

1. **Duties:** The purpose of the School Advisory Board is to advise the principal and the pastor on the educational needs of the school. Its responsibilities, which are subject to the Diocesan Board of Education, include:
 - a) Acting as liaison with appropriate public authorities.
 - b) Promoting understanding and support of Catholic education in the community.
 - c) Assisting the pastor and principal in evaluating the effectiveness of the educational programs.
 - d) Interpreting policies and directives from the Diocesan School Board.
 - e) Determining local policy relating to planning, operating and maintaining the facilities and equipment.
 - f) Assuming responsibility for the preparation and implementation of the school's operating budget, and coordinating the budget with the parish and school finance committees.
 - g) Assisting local committees in the planning and building of new educational facilities.
 - h) Meeting monthly from August to June.
2. **Membership:** School Advisory Board members are appointed by the Pastor with the recommendation of the Principal. Active members of the parish in good standing with the Church (whether they are parents at the school or not) are invited to submit a letter to the principal asking for consideration as a School Advisory Board Member. The term of office is 3 years. Parishioners with a talent and temperament for counseling and assisting in the implementation of planning, fundraising, building, budgeting, community building and more are encouraged to seek membership.

TELEPHONES

Students may use the phone in the main office after receiving written permission from the office staff. Students are not to bring cell phones to school at any time. If found, the phone will be confiscated.

TEXTBOOKS

Textbooks are supplied to students for their use during the school year. Books are rented and must be returned prior to the last day of school. **Students are required to cover books to protect them from damage.** Fees will be charged to students for lost and/or damaged books.

WEATHER/SCHOOL CLOSING POLICY

As we are located in Dorchester County, the decision to close school or dismiss early is determined by Dorchester School District Two. **Such weather or emergency information is usually announced on your local television news channels (usually Channels 2, 4, & 5) or radio (1250 AM).** If Dorchester Two announces "no school" or an early dismissal because of weather conditions, we will follow their lead. SCS half-day dismissal will always be at 12:00 noon. Please listen for these Dorchester School District Two announcements. We kindly ask that you **DO NOT call the school, as our lines must remain open for critical information during such times.**

SCS has an IRIS Alert System. In the case of an emergency or school closing, an IRIS alert will be sent to all phones and emails that are in our system. These numbers are supplied to the school by the parents/guardians at the beginning of each school year.

Parents should use caution when sending students out to school in inclement weather. **Please make sure that your child knows what to do in the event of an early dismissal.** Such information should be made known to your child's teacher and should be stated on the emergency card. Make sure your child knows where to go and with whom to stay. The Extended Day Program will not be available if a decision is made for early dismissal or school closing.

COMMUNICATIONS

COMMUNICATIONS FROM THE SCHOOL

In an effort to offer better communication to our families, the school newsletter, ***Tuesday Tidbits***, will be emailed to every family on Tuesdays. This email attachment will be in a (.PDF) format and require you to have ***Adobe Reader*** on your computer in order to view the document. This weekly email will contain not only ***Tidbits***, but also, flyers, monthly calendars, PSA communications, and other announcements. Families will then be able to print out what is directly pertinent to their household, thus eliminating unnecessary paperwork. All families will need to submit a working email address to the office by the start of the school year. If families do not have email access, the files will continue to be found on the school's website. On Tuesday afternoons, the computer lab at school will be available for families to print out needed information if they are without computer access. Files can also be accessed using the local library's computers. This will allow communication lines to be kept open, thus eliminating unnecessary phone calls to the school. Another means of finding out the latest information on what is happening at school is through the SCS web page. The website is updated almost daily and can be found at **www.summervillecatholic.org**.

Schoolwork, tests, papers, newsletters and individual teacher communication will be sent home in the Tuesday folder. You are asked to review the contents of this folder with your child, and then sign and date in the appropriate space. Your signature indicates that you have read the enclosures. Please be sure to sign any tests and papers as requested or required by the teachers. The folder must be returned to school within two days. **Please note that folders not returned within two (2) days may result in disciplinary action for your child.**

COMMUNICATION WITH THE PRINCIPAL

The Principal welcomes all communication with parents, informally and by appointment, and maintains an “open door” policy. If you have a concern, problem or questions relating to a classroom or school situation, speak first with the person involved. If your concern or problem is with a particular teacher, contact that teacher first. Generally, most problems can be resolved at this level. However, if you are not satisfied with the solution after discussing the matter with the person involved, you may then ask for an appointment with the Principal. If after going through these steps you are still not satisfied, the last recourse for the unsettled concern would be a request from the parent for a meeting with the Pastor of St. John the Beloved Church

COMMUNICATION WITH THE TEACHERS

We encourage communication with your child’s teachers. In fact, when either you or your children have a classroom-related issue, **we ask that you contact the teacher(s) directly involved first.** Please make every effort, however, to reach teachers at the school during school hours. If a teacher is in class when you call, please leave a message and your call will be returned as soon as possible. You may also email each teacher at their given school address. We request that you do not call the faculty or principal at their homes. Thank you for your consideration.

DISCIPLINE

CODE OF CONDUCT, DISCIPLINARY PROCEDURES, GUIDELINES

Since the Christian spirit is one of peace, community, love, patience and respect for others, the challenge of a Summerville Catholic student is to explore ways in which he/she, together with fellow students, can learn of the needs of one another, the community and the world. Through this learning, the student can respond to these needs with Christian understanding and service. In fulfilling these goals, a student at Summerville Catholic will:

1. Treat others as they would like to be treated.
2. Show respect for their parents, teachers, school personnel, and classmates.
3. Perform to the best of their ability while honoring their own work and the work of others.
4. Develop good study habits.
5. Show respect for school property and the property of others.
6. Follow the rules of the school and home, and the laws of the state and nation.
7. Strive to be honest.
8. Use language appropriate to a Christian.
9. Maintain high standards of good sportsmanship.

Student discipline flows directly from the mission of Summerville Catholic School, specifically from the provision that the school “nurtures the academic, spiritual, cultural, moral and physical growth of each student within a Catholic, Christian environment.” To ensure the cooperation and order required for an atmosphere of learning, the school has established certain rules and guidelines. We expect all members of the Summerville Catholic community (faculty, staff, parents and students) to contribute to this atmosphere. Students are expected to be honest and forthright when asked to be accountable for their actions and decisions. Consequences for not following the rules and guidelines have been established. The Administration is responsible for overseeing the general school order and for administering disciplinary measures when necessary. Out of respect for those families involved in behavior and/or academic issues, disciplinary actions are kept confidential.

DEMERIT/MERIT SYSTEM

A demerit system, based upon programs currently used in Catholic Schools in our diocese, will be implemented at Summerville Catholic School. Demerits are issued for behavior infractions that go against the discipline code of our school. Demerits will be issued by the administration of the school and accumulate throughout the school year. Students who go one month (30 day cycle) without any infraction may have two demerits erased from their record.

The purpose of the demerit system is to help students recognize and change behavior. The faculty takes this system seriously by helping students grow in their ability to control their behavior. All the students and parents should assume this same seriousness in considering individual demerits.

Procedures for issuing demerits will be consistently handled throughout the school. When an infraction occurs, the teacher will fill out a discipline slip that will be sent to the office. The administration and the student will discuss the situation and appropriate action will be taken. The discipline slip will be given to the student to take home. This slip will indicate the infraction and the number of demerits issued. All discipline slips must be signed by a parent and returned to the responsible teacher the next day. In this way, there can be good communication between parents and the teachers. Parents are asked to support the teachers’ assessments of the students’ behaviors in order to present a consistent level of concern to the student.

Examples of infractions resulting in 1 demerit include, but are not limited to, the following:

- Excessive talking after warning
- Disregard for classroom, school, lunch rules after warning
- Disrupting the learning environment, including during any assessment, after warning
- Chewing gum
- 3rd uniform infraction
- 2nd tardy to class
- Failure to return signed paper within the allotted time

Examples of infractions resulting in 3 demerits include, but are not limited to, the following:

- Failure to report to a staff member
- Persistent disregard of classroom rules
- Knowingly giving false information for any reason
- Cursing, obscene language or gestures
- Possession of inappropriate literature
- Insubordination
- Confiscation of cell phone
- Horseplay (pushing, shoving, kicking, tripping, pulling chairs, throwing food, etc) anywhere on campus
- Misbehaving in Mass
- Unauthorized use of electronic devices

Examples of infractions resulting in 5 demerits include, but are not limited to, the following:

- Stealing
- Improper use of computer and/or Internet
- Cheating, forgery, plagiarism
- Fighting or inappropriate physical, harmful, aggressive contact. Where reasonable doubt exists as to the aggressor, all of those involved will receive the same penalty.
- Prejudicial/racial/ethnic based slurs or comments toward others
- Vandalizing, defacing, or damaging school's, student's, teacher's, or other's property
- Public display of affection

Consequences:

- 3 demerits One day of after school detention
- 6 demerits Two days of after school detention
- 10 demerits In school suspension
- 15 demerits Saturday detention and loss of next field trip privilege
- 20 demerits 1 day out of school suspension and placed on probation – pastor informed
- 25 demerits 2 to 3 days out of school suspension and probation continues
- 30 demerits Student will be asked to withdraw from the school

ZERO TOLERANCE FOR BULLYING BEHAVIOR POLICY

The Summerville Catholic School Advisory Board believes the following:

- Bullying is a serious issue that has damaging effects on our school and society.
- Bullying is NOT an acceptable behavior for members of our school community to treat one another.
- The Summerville Catholic community must recognize that bullying behaviors have different forms.
- There is a need to raise awareness that bullying happens within our school.
- Bullying is UNACCEPTABLE in society, and particularly, in our Catholic community.
- Bullying is a behavior and that behaviors can change.
- There is tremendous leadership potential of our students and an ability to make a difference in addressing bullying here at Summerville Catholic School.
- For the purposes of this policy, bullying is defined as a negative pattern of behavior exhibited by an individual or group of individuals toward a peer.

As our school mission states, "...As a Catholic school community, we believe in the uniqueness, dignity and potential of every student..." we believe that this requires mutual respect for all persons who are a part of the school. Consequently, we present the following policy to be instituted at Summerville Catholic School.

1. The principal is instructed to initiate a Zero Tolerance on all bullying behavior taking place on the part of any student of Summerville Catholic School. This includes but is not limited to the following forms of bullying: Verbal, Cyber, Written, and Physical.
2. All allegations of bullying will be investigated by the principal and/or staff.
3. All reports of bullying will remain anonymous so as to ensure all students being willing to come forward to report incidents to Summerville Catholic staff.
4. If an allegation is proven to be true, the principal will take action as follows:
 - i. First Instance: Parent Conference with Saturday Detention or In-school suspension.
 - ii. Second Instance: 1 week suspension* of student.
 - iii. Third Instance: 2 week suspension* of student with counseling by a licensed practitioner.
 - iv. Final Instance: Student will be expelled from Summerville Catholic School.

*During all school suspensions, students will receive a "0" for all missed work, projects or tests/quizzes. They are responsible, however, for all missed material while on suspension.

5. The principal will immediately notify the parents once the student is suspended or expelled.
6. This policy provides opportunities for the principal to exercise fairness, common sense, discretion and alternatives for inappropriate behavior.

CONDUCT OFF CAMPUS

Behavior should reflect that of Christian students who are aware of their obligations to respect other people and property. Students should keep in mind that their behavior reflects not only on them, but also on their families and the entire school community. **Therefore, whether on campus or not, a student should be aware that if the school gains knowledge of any inappropriate behavior, that behavior may be reported to the student's parents. In addition, the students are subject to disciplinary consequences as determined by the administration.**

The total education of any student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student, and/or family, if the administration determines that the partnership is irretrievably broken. Parents who choose not to comply with the disciplinary program will be asked to withdraw their child because conflict between the parent and school is counter-productive.

AFTER SCHOOL DETENTION

Students may be issued detentions by any staff member for being tardy to class, insubordination, repeated uniform violation, failure to attend teacher detention, disrespect, inappropriate behavior, etc. Regular detentions are on Thursday of every week when school is in session. Students are detained from 3:10 p.m. – 4:00 p.m. Students who arrive late, and/or who do not attend are subject to Saturday detention or other disciplinary consequences. Discipline slips that are issued must be signed and returned within two school days. Failure to return this slip may result in another detention. Students are expected to serve their detention on the scheduled day unless rescheduling has been approved by the administration.

SATURDAY DETENTION

Students receiving a Saturday detention will be assessed a \$20 fee which will be used to offset faculty supervisory expenses. **This fee must be sent to school along with the signed notice.** Students will serve in uniform from 8:00-10:00 a.m. **NO EXCUSE WILL BE ALLOWED FOR MISSING DETENTION, INCLUDING APPOINTMENTS (other than medical), LESSONS, PRACTICES, ATHLETIC COMPETITIONS, without consultation and approval by the principal.**

IN-SCHOOL SUSPENSION

The use of in-school suspension will be used in the event of a repeated violation that has originally warranted teacher and/or administrative intervention. This means of discipline will be used at the discretion of the Administration. Students will serve their suspension at a desk within the Main Office. **Students who do not appear at an assigned Saturday detention will be placed in in-school suspension on the Monday of the week following that Saturday.**

SUSPENSION

Parents will be informed by phone before a student is sent home. A suspended student may be readmitted following a conference with the student, parents and the Principal. This suspension period will take place out of school at the discretion of the administration. In addition to those instances in which suspension is specifically mentioned, any student who repeatedly violates school regulations is subject to suspension. Students who serve an out of school suspension will receive a "0" for all assignments and assessments for days suspended.

AUTOMATIC AND PERMANENT EXPULSION

1. Possession of, selling, sharing, or consuming any type of tobacco, drug or alcohol at any time on school property or at any school-related event.
2. Hitting or striking a teacher or staff member.
3. Possession of any kind of weapon: pistol, knife, black jack, etc. on school property or at any school-related activity.

WEAPONS AND DANGEROUS OBJECTS

According to Diocesan Policy #5053.1, there are two specific situations that may call for immediate expulsion:

1. When the moral or physical well being of the student body or faculty is endangered (such as by bringing any firearm or other weapon to school.)
2. When there is any positive promotion against religion or faith.

To ensure the physical safety of the students, faculty, and staff, **students** are not to bring toys, materials, or weapons to school that appear to be or are dangerous to themselves or others. Should an incident occur that involves the above-mentioned items, the following directives will be followed:

- the principal notified
- **the principal or teacher will remove the toy, material, or weapon from the child's possession**
- the child's parents will be notified
- an incident report will be filed in the child's school record
- The child will receive an out-of-school suspension until a conference is held among child, parents, teacher, principal, and pastor.
- If the weapon is a firearm, the police will be called (as firearms must be legally licensed) and the student will be placed in immediate suspension pending expulsion.
- Administration reserves the right to search lockers or desks at any time without notice.

DISCIPLINARY PROBATION

Should any child's conduct be inconsistent with his/her ability, the child will be put on disciplinary probation. This probation will include the following:

1. A letter of notification of the probation will be sent home.
2. A parent/student conference with the principal or his designee will be required before probation is lifted.
3. The teachers will communicate to the principal the student's effort, progress and behavior.
4. The principal and pastor will determine further action to be taken.

STUDENT DRESS CODE

DRESS CODE GENERAL EXPECTATIONS

Uniforms are mandatory at Summerville Catholic School to reflect the high standards and values we place on a proper educational atmosphere. The purpose is also to unify in spirit and to present a visual symbol of our united student body. Therefore, the breaking of uniform code is viewed as disruptive not only in disobedience of dress code, but also as a disregard in the "esprit de corps" of the school. Serious violations of the uniform code will be handled by the administration.

1. All students are expected to dress and groom themselves neatly. No perfume or cologne is allowed.
2. The uniform should be kept neat and clean, **with shirts tucked in at all times**. Torn or ripped clothing is not permitted.
3. Make-up, nail polish, fake fingernails or French manicures, excessive jewelry and any other unauthorized accessories are not allowed. A modest cross or religious medallion may be worn around the neck.
4. Drawing on self, body art, such as tattoos, must be covered while on school grounds or while representing the school.
5. **Strange, faddish, or unusual colored hair or hairstyles may not be worn**. Students will be asked to correct any hairstyle or hair color that is considered inappropriate. They will have one week to take care of any needed corrections.
6. **Boys' hair must be kept neat. Hair should not touch the top of the shirt collar**. Hair must not hang in the face or eyes. Bangs must be above the eyebrows.
7. Boys are not permitted to wear any type of earring. Girls with pierced ears may wear one stud earring or small hoop on the lower lobe of each ear. For safety reasons, long dangling earrings are not permitted.
8. Girls' Hair Accessories: Items such as hair ribbons, bows, clips, scrunches, and barrettes worn by girls must be simple. The colors are limited to the uniform colors (plaid, navy, white, yellow, and hunter green), black, and tortoise. Any hair accessory deemed inappropriate will need to be removed.
9. Coats, including Summerville Catholic jackets, are not permitted to be worn during regularly scheduled class times. Students may wear approved school sweatshirts or sweaters.
10. No hats are to be worn in the building except on Hat Day.
11. Holiday bows/pins are permitted on designated days.
12. Underwear, undergarments and t-shirts of any type must be covered at all times.

**Uniforms are available at:
Educational Outfitters
Lands' End**

GIRLS' UNIFORMS

- **Jumpers/Skirts:** Plaid uniform **jumper** (Grades K4-3); Plaid or solid navy **skirt** (Grades 4-8) from Lands' End or Educational Outfitters. **Jumpers and skirts must be knee length**. Rolling over the waist of the skirt is not permitted and will be considered a uniform infraction. K4 and K5 may wear a knee length solid blue skirt.
- **Pants:** Plain navy blue, straight leg, slacks labeled uniform. Pants with belt loops must have a belt. No cargo pants.
- **Shorts:** Navy blue uniform shorts. Shorts with belt loops must have a belt. No cargo shorts.

- **Belt:** A solid black, brown, or navy blue belt must be worn with slacks or shorts, **and must be visible.**
- **Blouse:** White blouse or **knit shirt with Summerville Catholic School monogram** (in white or hunter green). Solid white or navy turtleneck or mock turtleneck may be worn during cooler weather.
- **Sweaters:** A solid white or solid navy sweater (cardigan or pullover) or SCS navy sweatshirt may be worn. All other sweat-shirts are prohibited. No hoods are allowed.
- **Socks:** Solid navy or white **ankle or knee socks**, or footed tights (black, white, or navy) are permitted. Socks must come above the ankle and be visible. **Sport socks are not permitted.**
- **Shoes:** Athletic shoes that are **SOLID** white, black, brown, tan, dark blue or natural leather colors. Multi-colored athletic shoes or shoes with graphics or colored stripes are not permitted. Laces are to be white or must match shoe color. Dress shoes that are black, brown, cordovan, dark blue or natural leather colors are completely enclosed are permitted. Saddle shoes (navy/white or black/white) may also be worn. High-top shoes are not permitted, except with doctor's medical excuse, and boots are also prohibited. For safety reasons, sandals, "Crocks" and shoes with open backs or open toes are strictly forbidden.

BOY'S UNIFORMS (K-4-GRADE 8)

- **Pants:** Plain, navy blue, straight leg, slacks labeled uniform. Pants must be worn at the natural waist. Pants with belt loops must have a belt. No cargo pants.
- **Shorts:** Navy blue uniform shorts. Shorts must be worn at the natural waist. Shorts with belt loops must have a belt. No cargo shorts.
- **Belt:** A solid black, brown, or navy blue belt must be worn and must be visible.
- **Shirts:** Solid white shirt or **knit shirt** (in white or hunter green) **with Summerville Catholic School monogram.** Solid white or navy turtleneck, mock turtleneck, or long sleeve t-shirt may be worn during cooler weather. Only **white solid t-shirts** are allowed under the school shirt.
- **Sweaters:** A solid white or solid navy sweater (cardigan or pullover) or SCS navy sweatshirt may be worn. All other sweat-shirts are prohibited. No hoods are allowed.
- **Socks:** Solid navy blue or white **ankle socks** are permitted. Socks must come above the ankle and be visible. **Sport socks are not permitted.**
- **Shoes:** Athletic shoes that are **SOLID** white, black, brown, tan, dark blue or natural leather colors. Multi-colored athletic shoes or shoes with graphics or colored stripes are not permitted. Laces are to be white or must match shoe color. Dress shoes that are black, brown, cordovan, dark blue or natural leather colors are completely enclosed are permitted. High-top shoes are not permitted, except with doctor's medical excuse, and boots are also prohibited. For safety reasons, sandals, "Crocks" and shoes with open backs or open toes are strictly forbidden.

DRESS CODE / PHYSICAL EDUCATION UNIFORM

PE uniforms must be purchased through the school office, directed to the attention of Ms. Fox.

- **Grades K- through 2** may wear their PE shirt to school on their PE day, along with their shorts or long pants. Students in these grades are not required to change for PE.
- **Grades 3 through 8** must wear a white, **Summerville Catholic School PE shirt** in place of their uniform shirt or blouse on their assigned PE day. Navy gym shorts purchased beginning in the 08-09 school year must be worn for PE.
- Sneakers/tennis shoes (with plain laces or Velcro) must also be worn for PE. During cold weather, navy blue sweatpants may be worn during PE time **only.** Field Day shirts from either the current year, or the previous year **ONLY** may be worn in the place of the PE uniform shirt. SCS Seahawk sports team shirts are not permitted as PE shirts. **PE shirts are to only be worn on the scheduled PE day.**

UNIFORM INFRACTIONS

First infraction..... Verbal Warning
 Second infraction.....Uniform memo sent home for signature
 Third infraction..... 1 demerit

TAG DAY

On the first Friday of each month, students are allowed to wear non-uniform clothing in place of their uniform for a fee of 50 cents or \$5.00 for the entire year. All monies collected for Tag Day are donated to a charitable organization.

As a Catholic community, our attire should reflect modesty. **If students wear clothing deemed inappropriate, they will be told to call home for a change of clothing and will lose their Tag Day privilege for the next month. Examples of inappropriate clothing are, but are not limited to:**

- Tops not covering the entire shoulder.
- Pajama tops or bottoms.
- Pants, shorts, and tops that are too tight. Clothing should be loose fitting.
- Shirts with a low-scooped neckline. Neckline should be no more than one inch below the collar bone.
- Any clothing normally considered to be undergarments i.e.: camisoles, leggings.
- Shirts not long enough to cover the waist and hips. When the shirt is tucked in and arms are raised above the head, the shirt should not come untucked.
- Shirts with inappropriate logos/pictures.
- Skirts or shorts not knee length. Knee length is measured when kneeling on the floor, the hem should touch the floor.
- Shoes with open backs or toes/sandals.
- Nail polish, makeup, or excessive jewelry.

IN CLOSING

“This handbook has been compiled in an attempt to acquaint, and even re-familiarize you with the philosophy, policies and procedures of Summerville Catholic School. We feel this will strengthen the bond between home and school. Parents and students are required and expected to adhere to all policies included in this handbook-there will be no exceptions. This handbook may be revised at any time if the need arises. It is our sincere hope that this book will serve as a practical and useful guide during your years with us. Thank you for choosing Summerville Catholic School—we are glad you that you chose to be a part of our family.”

PARENT AUTHORIZATION FORM
and
MEDIA RELEASE FORM
2011-2012

PLEASE DETACH AND RETURN TO YOUR CHILD'S HOMEROOM TEACHER

Summerville Catholic School has my permission to photograph my child(ren) and to use these photographs for internal and external communications. I also give permission for my child(ren) to have their name printed in media publication such as church bulletins, the newspaper, newsletters, etc.

Name/ Grade of student

Name/ Grade of student

Name/ Grade of student

PARTNERSHIP AGREEMENT

My signature verifies that I have received a copy of the Summerville Catholic School Handbook.

I have read the handbook and discussed it with my child(ren).

We agree to be governed by the policies outlined in this handbook.

Parent signature: _____

**Please read and sign the
Diocese Policy Regarding Confidentiality
that can be found on the back of this sheet.**



Diocesan Policy Regarding Confidentiality and Abiding by Catholic Principles

An employee/volunteer, in the course of his/her employment and/or activities on behalf of The Bishop of Charleston, a Corporation Sole, sometimes known as the Diocese of Charleston, or the Roman Catholic Church in South Carolina (herein "Diocese"), may have access to confidential matters including, but not limited to: business and financial records, information and plans; records, information, and plans of a parish and of parishioners (including, but not limited to, census, marriage, adoption, and divorce records and information); technical information; spiritual and sacramental information; medical, legal, psychological, and emotional information; personnel records and information; plans to acquire, sell, lease, or encumber real estate and/or other property or assets; asset valuation information; development plans and information; information received by or on behalf of the Diocese in confidence; non-published telephone numbers and other private contact information; and all other proprietary and/or personal information. The employee/volunteer must maintain the strictest confidence of all such information and related materials.

All such information shall be received and treated by the employee/volunteer as confidential, will be used only by the employee/volunteer for the limited purpose authorized by the Diocese, and will not be disclosed by the employee/volunteer to anyone not expressly authorized by the Diocese to receive such information.

Further, the employee/volunteer will not make any copies, record, notes, or the like, of any information or materials of, or disclosed to him/her by, the Diocese or remove any such information from their official workplace, except as required in the course of their work duties. The employee/volunteer shall immediately return all confidential information and materials, and all other requested information and materials, to the Diocese upon the earlier of: (a) the request of the Diocese; or (b) the termination of employment with or activities on behalf of the Diocese.

Further, the employee/volunteer, at all times during the course of his/her employment, will respect and support the mission of the Catholic Church. The employee/volunteer will exhibit personal integrity, honesty and compassion and make decisions in an ethical framework consistent with the Catholic Faith, the Code of Canon Law, and the financial, personnel and employment policies of the Diocese of Charleston.

In the event the employee/volunteer violates the terms of this Policy, the Diocese shall take such disciplinary action to include termination of employment or assistance, as the diocese deems appropriate.

WITNESS

EMPLOYEE/VOLUNTEER

Signed: _____

Signed: _____

Print Name _____

As to the Recipient

Title: _____

Date: _____

Date: _____

DIOCESE OF CHARLESTON
CATHOLIC SCHOOL SYSTEM
Medication Permit Form

Only **necessary** medication (such as for epileptics, asthmatics, diabetics, or ADD/ADHD) may be given at school. All medication should be given outside of school hours if possible. Three-times-a-day medications should be given before school, after school and at bedtime for optimal coverage. If necessary, medication can be given at school only under the following conditions:

1. If medication is needed in order for the student to remain in school, this form must be completed by the parent/guardian, signed by the physician, and returned with the medication to the school office or nurse.
2. All medicine, including "over the counter," must be prescribed by a doctor or dentist and must be in the original container and labeled with a current pharmacy prescription label. The pharmacy can supply two labeled bottles for this purpose. Medications sent in baggies or unlabeled containers will not be given.
3. The **parent** is responsible to bring all medication to the clinic/office and to pick up unused medicine or it will be destroyed.
4. Antibiotics will not be given at school-by-school personnel. If the parent feels the antibiotic must be given during the school day, the parent may come to the school office/clinic and administer it.
5. All medications must be kept in a locked cabinet/drawer in the school office/clinic.
6. **High School** students whose doctor's written instructions require them to carry an inhaler on their person may do so. A second inhaler must also be kept in the clinic for use as needed. If a student allows another person to use the inhaler, the privilege of carrying one's inhaler may be revoked for both parties involved.
7. Only those students in High School may transport their medication from home to the school office/clinic, and return unused medication home.
8. Only the **school nurse** or **authorized school representative** and/or the **parent** may perform nebulizer treatments in school.

To the School Nurse or Authorized School Representative of: _____ School

Name of Student: _____ Grade: _____ Room: _____

Name of Medication: _____

Dosage and Directions for giving: _____

Beginning Date: _____ Ending Date: _____

I hereby request that the medication specified above be given to the above named student by school personnel. I understand that the school's agreeing to allow the medication to be given is for my benefit and the student's benefit. Such agreement by the school is adequate consideration of my agreements contained herein. In consideration for the school agreeing to allow the medication to be given to the student as requested herein, I agree to indemnify and hold harmless the Diocese of Charleston, its servants, agents, and employees, including, but not limited to the parish, school, the principal, and the individuals giving the medication, of and from any and all claims, demands, or causes of action arising out of or in any way connected with the giving of the medication or failing to give the medication to the student. Further, for said consideration, I, on behalf of myself and the other parent of the student, hereby release and waive any and all claims, demands, or causes of action against the Diocese of Charleston, its agents, servants, or employees, including, but not limited to the parish, the school, the principal, and the individual giving or failing to give the medication.

Signature of Parent/Guardian: _____ Date: _____

Signature of Physician: _____ Date: _____
(Stamped Signature not accepted)

Physician's Telephone Number: _____

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