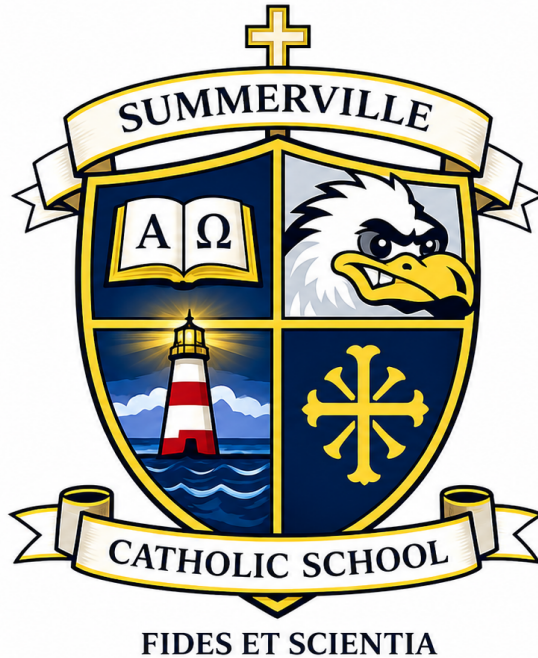


Summerville Catholic School



This Agenda Book Belongs To:

NAME: _____

ADDRESS: _____

CITY: _____ ZIP CODE: _____

TELEPHONE: _____

HOMEROOM TEACHER: _____ GRADE: _____

Mission Statement

Summerville Catholic School, inspired by the teachings of Jesus Christ, provides a strong, faith-based education that nourishes the uniqueness of each student in spirit, mind, and body.

School Philosophy

At Summerville Catholic School, we are a faith-filled educational community dedicated to the mission of Jesus Christ and the teachings of the Catholic Church. We foster an environment rooted in Gospel values that nurtures the academic, spiritual, moral, cultural, and physical development of every student. Recognizing the unique gifts and talents of each child, we strive to inspire excellence, encourage personal growth, and prepare students to become faithful disciples, responsible citizens, and active members of both the Church and society. Through God's grace, our students grow in faith, prayer, and Christian virtue as they pursue lifelong learning and service to others.

Core Values

Discipleship

Service

Partnership

Amendment

Summerville Catholic School reserves the right to amend this handbook at any time. Parents and students will be notified of any substantive changes before they take effect. Section headings are provided for convenience and do not affect the interpretation of policies. The school's decision not to enforce a policy in a particular instance does not waive its right to enforce that policy in future situations.

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I. Our Catholic Identity

Diocese of Charleston Elementary Schools Statement of Common Belief

The elementary schools of the Diocese of Charleston offer learning communities that are formed by the Catholic faith and deeply rooted in an appreciation for the dignity of the human person as “created in the image and likeness of God”. This foundational belief informs the schools’ missions, visions, and approaches.

Similarly, all the schools deeply appreciate the infinite value of human life from life’s very beginning to its natural end, in all. This foundational belief impacts the approach to everything that the schools do.

“Human life must be respected and protected absolutely from the moment of conception. From the first moment of his existence, a human being must be recognized as having the rights of a person - among which is the inviolable right of every innocent being to life.”
Catechism of the Catholic Church, 2270-2275.

Based upon this belief of human life, the elementary schools of the Diocese of Charleston are led to be fully welcoming communities. They welcome families of diverse backgrounds that seek a Catholic education for their children. They value all students, acknowledge their unique gifts, and believe diversity and inclusion are blessings that enrich their communities.

Their missions direct them to help students rise above cultural insensitivity and to teach them to treat all men and women, regardless of race, religion, sexual orientation, or political background, with the utmost respect and dignity that every child of God deserves. Each empowers and encourages students to act for justice and to become Christ-like leaders filled with empathy and respect for all -- both within their own schools as well as within the greater global society.

“Catholic schools afford the fullest and best opportunity to realize the fourfold purpose of Christian education, namely to provide an atmosphere in which the Gospel message is proclaimed, community in Christ is experienced, service to our sisters and brothers is the norm, and thanksgiving and worship of our God is cultivated” (US Conference of Catholic Bishops, 2005).

Teaching the Faith & Mass Attendance

As a Catholic school, faith formation is central to our mission. All students, regardless of religious background, are expected to:

- Attend and participate respectfully in school Masses, prayer services, and other religious activities.
- Participate in religion classes and learn about the teachings and traditions of the Roman Catholic Church.
- Be present for all religious programs and events that are part of the school curriculum.

Catholic students are further encouraged to:

- Attend Sunday Mass regularly at their home parish.
- Receive the Sacraments of Reconciliation and the Eucharist frequently, once eligible.

Assessment of Religious Knowledge (ARK)

The Diocese of Charleston currently utilizes the Assessment of Religious Knowledge (ARK) test in the subject area of religion. ARK is to be administered annually to all students in grades 2-11 in all diocesan schools within the window defined by the Catholic Schools Office. School administrators and teachers will have access to relevant results and data via the ARK dashboard.

II. Admissions

Enrollment

Age Requirements

Students must meet the following age requirements by September 1 of the school year:

- K3 & K4 students must be fully toilet trained and independent in the restroom. They will also follow DSS regulations and be tracked from the time they enter the building until they leave for the day.
- Kindergarten: 5 years old
- Grade 1: 6 years old

Required Documentation

The following must be submitted before enrollment:

- Birth certificate
- Baptismal certificate (Catholic students)
- South Carolina Immunization Certificate
- Registration fee

Re-Enrollment

Current students must complete re-enrollment during the designated registration period. Families who do not re-enroll by the deadline will be considered for enrollment on a space-available basis.

Non-Discrimination Policy

The schools of the Diocese of Charleston do not discriminate on the basis of race, color, sex, national origin, or disability in the administration of educational policies, admissions, athletics, or school programs.

Student Records

Student records are maintained confidentially and stored securely in accordance with diocesan and state requirements.

School-Parent Partnership

The education of a child is a partnership between the family and the school. Summerville Catholic School reserves the right to require the withdrawal of a student or family when the school determines that this partnership has become irreparably broken.

Student Support Services

Summerville Catholic School is committed to providing an appropriate educational environment for every student. Educational, academic, or psychological evaluations may be recommended when necessary to better support a student's success. If the school determines it cannot adequately meet a student's educational needs, recommendations for additional support services or alternative placement may be made. Parent cooperation in these matters is expected.

New Student Probationary Period

All new students, including mid-year transfers, are admitted on a 45-day probationary period. During this time, the school will evaluate academic performance, behavior, attendance, and overall adjustment. The school reserves the right to discontinue enrollment if it determines that it cannot adequately meet the student's needs or that the student is not a good fit for the school environment.

Students whose academic performance or effort is inconsistent with their abilities may be placed on academic probation at any time.

Please note: Summerville Catholic School does not typically accept mid-year transfers into 8th grade.

Students with Learning Differences and Special Needs

Following the example of Jesus, Summerville Catholic School seeks to welcome and support all students. Parents are responsible for providing complete and accurate information regarding any diagnosed learning differences, disabilities, medical conditions, or special educational needs at the time of application. Failure to disclose relevant information may result in denial of admission or withdrawal of enrollment.

Admission and Support Process

- Documentation from a qualified educational or medical professional must be provided for any diagnosed learning difference or special need.
- Prior to enrollment, the principal, parents, and appropriate school personnel will meet to review the student's needs and determine whether the school can reasonably provide the necessary support.
- All new students are subject to the school's 45-day probationary period, during which academic, behavioral, and social progress will be evaluated.

Accommodations and Inclusion

- Accommodations are provided only when supported by appropriate professional documentation.
- Any approved accommodations, modifications, or support plans will be outlined in a written agreement between the school and family and reviewed annually.

- Accommodations may include adjustments related to classroom instruction, assignments, testing, seating, or other educational supports as deemed appropriate.

Family Partnership

- Successful support of students with learning differences requires ongoing cooperation between the school and family.
- Parents are expected to follow recommendations, provide updated documentation when requested, and work collaboratively with school personnel.
- Failure to comply with agreed-upon support plans or to maintain a cooperative partnership with the school may result in withdrawal of enrollment.

While Summerville Catholic School is committed to providing an inclusive educational environment that promotes belonging, respect, and equitable access to learning.

Financial Responsibilities

The success of Summerville Catholic School depends on a strong partnership between families and the school, including a commitment to meeting financial obligations. Tuition and fees provide a significant portion of the funding necessary to support our academic and faith-based programs.

Tuition and Fees

- All families must sign and adhere to the Summerville Catholic School Tuition Policy.
- Tuition and fees are managed through FACTS.
- Delinquent accounts may be subject to additional action as outlined in the Tuition Policy.

Outstanding Balances

All financial obligations must be paid in full before the release of:

- Progress reports
- Report cards
- Student records

Outstanding balances may include tuition, lunch charges, Extended Day Program (EDP) fees, library fines, and charges for lost or damaged school property.

Family Service Requirement

- Families are required to complete 20 service hours each school year.
- Volunteer opportunities are available throughout the year both on and off campus.

Cash Payments

- Students may not bring cash payments exceeding \$10 to school.
- Cash payments over \$10 must be delivered to the school office by a parent or guardian and a receipt must be issued at the time of payment.
- The school is not responsible for cash sent to school in violation of this policy.

Transfers and Withdrawals

Parents planning to withdraw a student from Summerville Catholic School should notify the school office at least **one week prior** to the student's last day of attendance to allow for the completion of necessary records and paperwork.

Before records can be released:

- All tuition, fees, and other outstanding balances must be paid in full through FACTS.
- All textbooks, library books, and school property must be returned.

Families who withdraw a student after the first day of school are responsible for tuition through the remainder of the semester in which the withdrawal occurs, as outlined in the Tuition Policy.

In addition:

- Official transcripts and records will be sent directly to the receiving school upon request.
- Student records and transcripts may not be hand-carried by parents or guardians.

Custody and Parent Access to Records

Parents or guardians are responsible for providing the school with current legal documentation regarding custody, guardianship, or any court orders that affect a student's care, residence, or access to records. Updated documentation must be submitted whenever custody arrangements change.

To ensure effective communication:

- Custodial parents should identify in writing any individuals authorized to receive information regarding their child.
- Unless restricted by a court order or legal agreement provided to the school, non-custodial parents have the right to access their child's academic records and school-related information.
- If a court order limits a parent's access to records or information, an official copy of the order must be provided to the school.

Summerville Catholic School complies with all applicable laws regarding parental access to student records and relies on families to provide accurate and up-to-date legal documentation.

III. Education Program

Academics

Summerville Catholic School is accredited through the Diocese of Charleston by Cognia and serves students in Pre-Kindergarten through Grade 8. Our curriculum follows Diocese of Charleston standards, which are aligned with national educational standards and meet or exceed South Carolina academic requirements.

All instructional programs are led by qualified teachers who meet diocesan certification and employment requirements.

Grading Scale (Grades 2–8)

A+ = 98 - 100	B+ = 87-89	C+ = 77 - 79	F = Below 70
A = 94 - 97	B = 83 - 86	C = 73 - 76	I = Incomplete

A- = 90 - 93	B- = 80 - 82	C- = 70 - 72	M = Missing
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Standards-Based Reporting (K3–1st)

E = Exceeds	M = Meets	W = Working
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Honor Roll (Grades 3–8)

Summerville Catholic School recognizes academic achievement through the following honor roll distinctions:

Principal's List

- Minimum grade of 90 in all subjects

Honor Roll

- Minimum grade of 80 in all subjects

Religion, English/Language Arts, Mathematics, Science, and Social Studies. Advanced courses such as Algebra I and Spanish I are considered major subjects when applicable.

High School Credit Courses

Qualified middle school students may have the opportunity to enroll in advanced courses that may be eligible for credit through local Catholic high schools, including:

- Algebra I
- Spanish I

Course offerings and eligibility requirements are at the discretion of administration.

Academic Communication

Parents are encouraged to regularly monitor their child's academic progress through **FACTS** and by reviewing work sent home by teachers.

- Report cards are issued four times each school year.
- Progress reports are provided between report card periods to keep families informed of academic performance.

Parent-teacher communication is an important part of student success. Conferences may be requested by either a parent or teacher at any time throughout the school year.

For middle school students, parents should contact the appropriate subject-area teacher directly regarding academic concerns. Working together, families and school staff can best support each student's growth and achievement.

Promotion and Retention

In accordance with Diocese of Charleston standards, promotion to the next grade level is based on a student's overall academic performance, attendance, assessment results, teacher recommendations, and readiness to succeed at a more advanced level.

Students are expected to successfully complete all required coursework and demonstrate satisfactory progress throughout the school year. When academic or developmental concerns arise, the school may require one or more of the following as a condition of promotion:

- Tutoring or academic intervention
- Summer coursework
- Grade retention

These decisions are made after consultation with teachers and parents and are intended to support the student's long-term academic and emotional success.

The principal's decision regarding promotion or retention is final.

Tests and Exams

To help students manage their workload, no more than two tests per day will be scheduled for students in Grades 1–6 and three tests for Grades 7–8, excluding quizzes.

Midterm and Final Exams (Grades 7–8)

- Midterm and final exams are administered in Grades 7 and 8.
- Students may not be exempt from midterm exams.
- Students with a 90 or higher yearly average in a subject may exempt the spring final exam for that subject.

- Students eligible for exam exemptions will be notified prior to exam week.
- Due to high school credit requirements, students enrolled in Algebra I and Spanish I may not exempt their final exams.
- No more than two exams will be scheduled per day, excluding make-up exams.

Exam Attendance and Make-Up Policy

- Students are expected to be present for all scheduled exams.
- Only students with an excused absence may make up an exam unless prior approval is granted by both administration and the teacher.
- Absences for reasons other than significant illness may result in a zero for the exam.

Exam Review

- Completed exams are not sent home or distributed to students.
- Parents may request to review an exam with the teacher after all students have completed the assessment.

Standardized Testing

Summerville Catholic School administers the NWEA MAP Growth Assessment three times each year to monitor student progress and guide instruction for K5 - 8th Grade.

Homework

Homework is assigned to reinforce classroom learning, extend educational opportunities, and develop responsibility and independent study habits.

- Students are expected to complete and submit assignments on time and to the best of their ability.
- All homework should reflect the student's own work and effort.
- Parents are encouraged to monitor assignments, projects, and upcoming assessments through student agendas, FACTS, and teacher communication tools.
- If a student consistently spends an excessive amount of time on homework, parents should contact the teacher to develop strategies for success.
- **Homework assigned by one teacher should not be completed during another teacher's class without permission.**

In keeping with our commitment to supporting family life, teachers make every effort to limit weekend homework whenever possible. However, students may still be responsible for reading, project work, test preparation, and assignments for advanced or high school credit courses. Families are encouraged to plan accordingly for long-term assignments and assessments.

Library

The school library is available throughout the week for students to check out books and foster a love of reading. Students are expected to use the library responsibly and treat all books, equipment, and furnishings with care and respect.

- Food and drinks are not permitted in the library.
- Students are responsible for all materials checked out in their name.
- Students with overdue books may be unable to check out additional materials until the overdue items are returned.
- Overdue notices are sent out monthly.
- Lost or damaged library materials must be replaced or paid for by the student's family. Charges may be assessed quarterly through FACTS.

Library privileges may be limited if students do not follow library expectations or meet their responsibilities for borrowed materials.

Extra Help

To support student success, teachers make a reasonable effort to be available after school for extra academic assistance. These sessions are intended to provide additional reinforcement of specific skills and concepts and are not designed to serve as tutoring.

- Teachers may recommend extra help and will communicate with families in advance when a student is asked to attend.
- Parent or guardian approval is required before a student may remain after school for extra help.
- Parents who feel their child would benefit from additional assistance should contact the teacher directly.
- Availability may vary based on teacher schedules and school activities.

Field Trips

Field trips are an important extension of the educational program at Summerville Catholic School and are considered part of the regular school day. All school rules and the Student Code of Conduct remain in effect during field trips.

Student Participation

- A signed permission form must be submitted by the stated deadline for a student to participate.
- Students who do not attend a field trip will be required to complete an alternate assignment.
- Participation in field trips is a privilege. Students may be excluded from a trip due to disciplinary concerns, incomplete assignments, dress code violations, or other circumstances deemed appropriate by the administration and teacher.

Chaperones and Transportation

- An adequate number of approved chaperones is required for all field trips. Trips may be canceled if sufficient supervision is not available.
- All drivers and chaperones must meet Diocese of Charleston requirements and be approved by the school prior to the trip.
- Only approved chaperones may attend or participate in field trips.
- Parents, family members, or other individuals who have not been approved may not join the class at the field trip location.
- Siblings are not permitted to attend field trips.

Safety Requirements

- Student assignments to vehicles and chaperones are determined by the teacher.
- No student may ride in the front seat of a vehicle.
- All transportation must comply with South Carolina safety and child restraint laws.
- Drivers may not make stops other than those associated with the field trip itinerary.
- Cell phone use, including texting and phone calls, is prohibited while driving students.

Medical Needs

- All medications administered during a field trip must comply with school medication policies.
- Students with medical conditions requiring specialized care must have an appropriately trained adult available during the trip.
- If school personnel are unable to provide the necessary support, parents may be required to provide a trained adult to accompany the student.

IV. Student Expectations

At Summerville Catholic School, discipline is understood as a ministry of formation. Every child is created in the image and likeness of God and is capable of learning from mistakes, practicing virtue, and growing in character. Our discipline policy provides clear expectations, consistent responses, and nurturing guidance so students may flourish academically, socially, and spiritually.

Guiding Principles

Respect for Human Dignity

All discipline interactions honor the dignity of each student while addressing behaviors that are unsafe, unkind, or contrary to our mission.

Formation in Virtue

We explicitly teach and reinforce virtues such as respect, responsibility, kindness, honesty, perseverance, and self-control. Students are guided to examine how their actions align with these virtues.

Accountability and Restoration

Students learn to accept responsibility, repair harm, and restore relationships. Discipline is not merely punitive; it is developmental and restorative.

Clear, Consistent, Age-Appropriate Expectations

Expectations remain consistent from K3 through Grade 8, while consequences take into account a student's age, intent, and the severity of the behavior.

Schoolwide Behavior Expectations

All students are expected to:

- Treat others with respect, compassion, and courtesy.
- Demonstrate responsibility for their choices and belongings.
- Maintain safe behavior in classrooms, hallways, playgrounds, and all areas of campus.
- Follow instructions promptly.
- Use words and actions that reflect our Catholic identity and Gospel values.

Teachers model and reinforce these expectations daily.

Disciplinary Responses

Consequences are designed to promote reflection, accountability, and behavioral growth. Administration will consider the student's developmental level, behavior history, intent, and severity of the incident when determining consequences.

Reflection Time in the Office

This is a supportive intervention for our youngest students who need a safe, calm space to regulate and reflect. Students sit with administration, review expectations, and practice simple reflective strategies before returning to class.

Used for emotional dysregulation, repeated classroom disruption, or minor–moderate behaviors where developmental maturity impacts the student's ability to self-correct.

Reflective Recess Walks

Students walk laps with administration during recess, discussing the behavior, the challenged virtue, and better choices for the future. This approach provides movement, reflection, and restorative conversation.

Used for minor or first-time infractions and repeated behaviors after classroom interventions.

Detention: Morning/Afternoon

Students complete community service tasks around campus.

Used for repeated behaviors, moderate incidents, or situations where previous interventions have not been effective.

Suspension

This is reserved for serious or unsafe behaviors such as aggression, harassment, major disrespect, property damage, or repeated disruption.

All suspensions include:

- Mandatory parent meeting
- Behavior Probation
- Written improvement plan
- Regular check-ins with administration

Behavior Response Matrix

The following matrix provides general guidance. Administration may adjust responses based on developmental level, circumstances, and behavioral history. Not all behaviors are listed; these are examples of different behaviors.

Minor Behaviors	Disciplinary Action
Off-task behavior: daydreaming, wandering, working slowly Interrupting or blurting out Not following directions Mild disrespect: eye rolling, minor tone Low-level disruption: tapping, humming, making noises Minor unkind comments not targeted or repeated Impolite language Running in hallway	Teacher Response: Redirections Reteaching expectations Office break Seat change Stop sign Laps with teacher

Minor playground issues	
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Moderate Behaviors	Disciplinary Action
Repeated minor behaviors Chronic unpreparedness or failure to complete work Talking back or arguing with a teacher Refusing to follow directions after reminders Mildly offensive language not directed at a person Throwing small objects not intended to harm Repeated unkind comments Intentionally excluding others from school activities Careless damage to school property Misusing technology Dishonesty about minor incidents Leaving class without permission	Teacher Response: Parent contact Referral to administration Administrative Response: Office reflection time Reflective recess walk Virtue sheet completed for homework with parent signature

Serious Behavior	Disciplinary Action
Repeated moderate offenses Physical aggression: hitting, kicking, shoving, biting Throwing objects with intent to hurt Targeted unkind words Intimidation Deliberate refusal to comply with adult instructions Shouting at faculty or staff Intentionally breaking or destroying school property Writing offensive or inappropriate messages Taking photos or videos without permission Accessing inappropriate content online Lying about significant incidents Cheating or plagiarism Forging signatures Inappropriate language	Teacher Response: Referral to administration Administrative Response: Parent contact Reflective recess walk Morning/Afternoon detention Virtue sheet completed for homework with parent signature

Critical Behaviors	Disciplinary Action
Repeated serious behaviors Significant disruption to the school environment Fighting Serious violations of Catholic moral expectations Throwing dangerous objects: desks, shelves etc... Use of slurs or hate-based language Attempting to flee campus Vaping	Teacher Response: Referral to administration Administrative Response: Suspension Parent meeting Behavior Probation

Expulsion (Reserved for Extreme Circumstances)

Summerville Catholic School is committed to maintaining a safe, orderly, and faith-centered learning environment for all students. While our discipline system emphasizes redirection, restorative practices, and opportunities for growth, there are situations in which the severity of an incident or continued non-compliance with behavioral expectations necessitates a higher-level response.

Expulsion may be considered in extreme circumstances, including but not limited to:

- **Possession, distribution, or use of illegal substances** on school property or at any school-sponsored activity.
- **Possession of a weapon or dangerous object** on campus or during any school event, whether or not intent to harm is established.
- **Serious threats or acts of violence** that endanger the safety or well-being of students, staff, or community members.
- **Severe or repeated violations of behavioral probation**, including failure to comply with clearly defined expectations, supports, and improvement plans established by the school administration.

- **Any behavior that substantially disrupts the learning environment** or compromises the physical or emotional safety of others to an extent that continued enrollment is no longer viable.

Decisions regarding expulsion are made by the principal in consultation with the pastor, diocesan guidelines, and relevant school policies. Families will be informed of concerns and given the opportunity to meet with administration prior to a final decision.

Summerville Catholic School views expulsion as a last resort, applied only when all other interventions and supports have been exhausted or when the severity of the behavior requires immediate action to protect the school community.

Bullying and Harassment Policy for Diocese of Charleston Schools

Definitions

Harassment

Harassment is any unwanted physical, verbal, written, or implied behavior that makes a reasonable person feel uncomfortable, humiliated, intimidated, or mentally distressed. It is the intentional act of annoying, threatening, intimidating, or causing fear in another person.

Harassment occurs when an individual is targeted because they belong, or appear to belong, to a protected class, including socioeconomic status, and when the conduct is sufficiently serious to create a hostile environment.

Examples of harassment include:

- Intimidation
- Teasing
- Improper propositions
- Verbal abuse, including name-calling, slurs, taunts, and insults
- Graphic, written, or visual insults, including cartoons and pictures
- Demeaning comments
- Physical assault or physically blocking another person
- Threatening or discriminating against a person based on race, religion, age, gender, physical appearance, socioeconomic status, or academic pursuits

Bullying

Bullying, including cyberbullying, is a conscious, repeated, hostile, or aggressive behavior by an individual or group that abuses a position of power with the intent to harm another person or gain real or perceived power.

Bullying may include:

- Repeated fighting, threatening, teasing, name-calling, or exclusion

- Creating an imbalance of power based on size, popularity, or other factors
- Causing physical, social, or emotional harm
- Hurting another person to gain something

Bullying does **not** include:

- Not liking someone
- A single act of exclusion
- Accidental physical contact
- Disagreements or differences of opinion
- A single joke about a person or their interests
- Expression of unpleasant thoughts or feelings
- Isolated acts of harassment, aggression, intimidation, or meanness

Procedures for Addressing Bullying

Important: If the principal determines that a bullying incident is particularly severe, the offense may be treated as a third offense and may result in immediate expulsion. Serious incidents may also be reported to law enforcement. Parents will be notified if a report is made.

First Offense

The principal will:

- Conduct a parent conference and explain the bullying offense.
- Assign age-appropriate consequences, which may include:
 - Verbal or written apology
 - Loss of privileges
 - Silent lunch, detention, or similar consequences (elementary)
 - In-school suspension (secondary)
 - A behavior plan, when appropriate

Second Offense

The principal will:

- Conduct a parent conference and explain the bullying offense.
- Assign a more serious consequence, which may include:
 - In-school or out-of-school suspension (elementary)
 - Out-of-school suspension (secondary)

Third Offense

The principal will:

- Consult with the pastor
- Determine an appropriate course of action, which may include:
 - Voluntary withdrawal by the family
 - Expulsion

Attendance

Regular attendance is essential to academic success and helps students fully participate in the spiritual, educational, and social life of the school. Consistent attendance promotes strong learning habits, meaningful classroom engagement, and academic growth. Families are encouraged to schedule appointments and vacations outside of school hours whenever possible.

Attendance Expectations

- Summerville Catholic School follows the State of South Carolina requirement of 180 instructional days per school year.
- Students with more than 10 unexcused absences may be at risk for retention in accordance with state guidelines.
- After the 8th unexcused absence, a notification letter will be sent home.

Absences

- Parents are encouraged to notify the school office when a student is absent.
- Any communicable disease must be reported to the school office.
- Excused absences requiring medical documentation will only be granted when the doctor's note is submitted within seven days of the student's return.
- A parent note does not automatically constitute an excused absence.

Partial-Day Absences

- Students leaving before noon will be marked absent for one-half day.
- Students absent for two or more hours due to appointments may be marked absent for one-half day.

Tardiness

- Students must be present in their homeroom by 8:15 a.m. to be considered on time.
- Students arriving after 8:15 a.m. must be signed in at the school office by a parent or guardian.

Extracurricular Activities

- Students absent for any portion of the school day may not participate in extracurricular activities that day. *Exceptions may be granted at the discretion of administration.*

Make-Up Work

- **Teachers will not provide assignments or classwork in advance.**
- **All missed work will be provided upon the student's return to school.**
- Students will be given one school day for each day absent to complete and submit make-up work.
- Work not completed within the allotted timeframe may result in reduced credit or a grade penalty.
- The school is not obligated to provide tutoring, alternative testing schedules, or special accommodations for extended absences.

Parent Travel

If parents will be out of town and another adult will be responsible for the student, the school office must receive written notification including:

- Name of responsible adult
- Address
- Phone number(s)
- Any other relevant emergency contact information

Uniform Policy

School uniforms promote a positive learning environment, foster school pride, and help create a sense of unity within our community. Students are expected to be in complete uniform and maintain a neat, clean, and well-groomed appearance throughout the school day. The administration reserves the right to make final decisions regarding uniform compliance.

General Uniform Expectations

- Uniforms must be clean, in good repair, and appropriately fitted.
- Shirts should remain tucked in throughout the school day.
- Torn, faded, excessively worn, or baggy clothing is not permitted.
- Due to student and teacher sensitivities, no perfume or cologne may be worn.
- Temporary tattoos, body art, and writing on the skin are not permitted.
- Students must maintain uniform standards throughout the entire school day.

Hair and Grooming

- Hair must be clean, neat, and kept out of the eyes.
- Hairstyles and hair colors must be natural and non-distracting.
- Students may be required to correct hairstyles or hair colors that do not meet school expectations.

Jewelry, Accessories & Makeup

- One modest necklace may be worn.
- One modest ring may be worn.
- One simple bracelet per wrist is permitted. Hair ties worn on the wrist count as bracelets.
- Girls may wear one stud or small hoop earring in each earlobe.

- Boys may not wear earrings.
- Hair accessories should be simple and non-distracting.
- Makeup, including fake eyelashes, is not permitted.
- Pale neutral and pale pink nail polish is permitted. Administration reserves the right to deem a color unfitting of the guidelines.
- Chipped polish must be promptly removed.
- Fake nails and/or tips are not permitted.
- The administration reserves the right to prohibit accessories deemed distracting or inappropriate.

Outerwear

The following may be worn in the classroom:

- Traditional gray SCS sweatshirt
- Solid white, navy, or hunter green cardigan, pullover, or vest

Shoes and Socks

- Socks must be visible and solid white, navy, hunter green, or black.
- Shoes must be predominantly white, black, brown, tan, navy, grey, or natural leather.
- Small logos, stripes, or soles may be another color.

Not Permitted

- Sandals
- Crocs
- Light-up shoes
- Open-back or open-toe shoes
- Boots
- High-top shoes
- Shoes with heels greater than 1 inch

Girls' Uniform

Shirts

- Hunter green collared polo shirt with school monogram
- Short- or long-sleeved styles permitted
- Monogram is not required when worn under a jumper

Jumpers and Skirts

K3 - 3rd Grade

- Plaid jumpers are required
- Skirts and skorts are not permitted
- Jumpers must be no shorter than 3 inches above the kneecap

4th-8th Grade

- Plaid skirts are required
- Skirts must be no shorter than 3 inches above the kneecap

Additional Requirements:

- Waistbands may not be rolled.
- Navy or black shorts must be worn under all skirts and jumpers.

Pants, Shorts, and Belts

- Navy uniform shorts or slacks with belt loops may be worn
- Straight-leg, flat-front uniform style
- Shorts must be no shorter than 3 inches above the kneecap
- Cargo styles are not permitted
- Shorts and pants must be worn at the natural waist
- Belts are required for Grades 2–8
- Belts are recommended for younger students

Leggings and Tights

- Socks and tights must be white, navy, hunter green, or black.
- Navy, hunter green, or black leggings may be worn under skirts and jumpers during cooler months.
- Socks must still be worn with leggings.
- Sweatpants may not be worn under skirts or jumpers.

Boys' Uniform

Shirts

- Hunter green collared polo shirt with school monogram
- Short- or long-sleeved styles permitted

Pants, Shorts, and Belts

- Navy uniform shorts or slacks with belt loops
- Straight-leg, flat-front uniform style
- Shorts must be no shorter than 3 inches above the kneecap
- Cargo styles are not permitted
- Shorts and pants must be worn at the natural waist
- Belts are required for Grades 2–8
- Belts are recommended for younger students

Physical Education Uniform

PE uniforms must be ordered through the school.

Students in Grades K5–8 are required to wear their Summerville Catholic School PE uniform on their assigned Physical Education day in place of their regular school uniform.

Uniforms include:

- Approved navy blue PE shorts or pants
- SCS PE shirt or the current year's Fun Run shirt
- School-approved athletic shoes/tennis shoes

TAG Day Dress Code

On the **first Friday of each month**, students may wear approved non-uniform clothing by participating in the TAG Day program. The cost is **\$0.50 per TAG Day** or **\$5.00 for the school year**. Fees are non-refundable, including for students who lose TAG Day privileges.

TAG Day is a privilege. Students are expected to dress modestly, appropriately, and in a manner consistent with the values of Summerville Catholic School.

Loss of TAG Day Privileges

Students who receive **five (5) formal dress code violations** during the school year will lose TAG Day privileges for the remainder of the school year.

Students who arrive in attire that does not meet the TAG Day dress code will be required to change into appropriate clothing before returning to class.

TAG Day Guidelines

The following are **not permitted** on TAG Days:

- Sleeveless tops, tank tops, or spaghetti straps
- Backless shirts or dresses
- Pajamas or sleepwear (except on designated spirit or themed days)
- Leggings, jeggings, or yoga pants may only be worn with a shirt that comes to a student's fingertips or longer at all times.
- Clothing that is excessively revealing or exposes the midriff during normal movement
- Low-cut shirts or tops
- Clothing with inappropriate words, images, or logos
- Shorts, skirts, or dresses more than 3 inches above the top of the kneecap
- Shoes with heels greater than 1 inch, sandals, open-toe, or open-back shoes
- Excessive jewelry (students are limited to five bracelets per wrist)

The administration reserves the right to determine whether clothing is appropriate for the school environment and may require a student to change if attire is deemed disruptive, unsafe, or inconsistent with the school's standards of modesty.

Cell Phones and Personal Electronic Devices

To promote a focused learning environment, students are discouraged from bringing personal electronic devices to school. This includes, but is not limited to:

- Cell phones
- Smart watches or other wearable devices with communication or internet capabilities
- Tablets
- Meta/Ray-Ban smart glasses
- Headphones or earbuds
- Laser pointers
- Other personal electronic devices

If brought to school, personal electronic devices must:

- Remain powered off or in airplane mode during the school day.
- Be stored in the student's backpack or locker unless otherwise directed by a teacher or administrator.
- Not be used during the school day without staff permission.

Devices used in violation of this policy or in a manner that disrupts the learning environment may be confiscated.

- Confiscated devices must be picked up from the school office by a parent or guardian.
- Repeated violations may result in additional disciplinary consequences as determined by the administration.
- Summerville Catholic School is not responsible for lost, stolen, or damaged personal electronic devices.

V. Health Information and Student Care

Safe Environment

The safety and well-being of our students is a top priority. Summerville Catholic School maintains comprehensive safety procedures and conducts regular emergency drills to prepare students and staff for a variety of situations.

Emergency Preparedness

- Fire drills are conducted monthly in accordance with state law.
- Lockdown drills are conducted quarterly at a minimum.
- Evacuation routes are posted in each classroom, and students are instructed in emergency procedures throughout the school year.
- Procedures are in place to account for students as they arrive, depart, and transition throughout the school campus.
- The school maintains a comprehensive emergency evacuation and family reunification plan.

- Emergency notifications are sent through the FACTS notification system by phone and email. Families are responsible for keeping their contact information current.

Campus Visitors

To help maintain a secure campus:

- All visitors must enter and exit through the main office.
- Visitors must sign in upon arrival and sign out before leaving.
- Visitors must wear a school-issued visitor badge at all times while on campus.

Volunteers

In accordance with Diocese of Charleston policy:

- All volunteers and regular visitors who have access to students must complete VIRTUS training and the required diocesan background screening.

Registered Sex Offender Policy

In accordance with Diocese of Charleston policy, any parent or guardian of an enrolled student who is listed on a sex offender registry must sign a campus access agreement that restricts access to school property. A list of registered sex offenders known to the school whose children are enrolled may be reviewed during normal school hours upon written request to the administration.

Medical Care and Medications

The health and safety of our students is a priority. All medications are administered in accordance with Diocese of Charleston policies and applicable state regulations.

Medication Administration

Prescription and over-the-counter (OTC) medications, including cough drops and topical creams, may be administered during the school day only when all of the following requirements are met:

- The first dose has been administered at home.
- A parent or guardian delivers the medication directly to the school office and is responsible for picking it up when no longer needed.
- A completed Diocese of Charleston Medication Authorization Form is on file, signed by both the physician and parent/guardian.
- Medication is in its original, properly labeled container with the student's name, dosage, and administration instructions.
- Any changes to a prescription require updated medication in the original container and a new authorization form.

- Parents must provide the exact quantity of medication to be stored at school. If tablets require splitting, they must be divided before being brought to school.

Please Note:

- The school is not permitted to administer antibiotics.
- Per DSS regulations, daily medication may not be administered to K3 or K4 students..

Student Medication

- Students may not carry or self-administer medication, including cough drops or medicated lip balm, unless authorized by a physician and approved by the school (e.g., inhalers, epinephrine auto-injectors).
- The school is not responsible for medications taken independently by students without authorization.

Illness and Returning to School

Students should remain home when ill to help protect the health of the school community.

Students may return to school only after they have been:

- Fever-free (below **100.4°F**) for at least **24 hours without the use of fever-reducing medication.**
- Free of vomiting or diarrhea for at least **24 hours.**

Students sent home with a fever, vomiting, or diarrhea may not return to school the following day unless they meet these requirements.

Medical Allergies

Summerville Catholic School works collaboratively with families, physicians, and school staff to support students with life-threatening allergies.

- A Diocese of Charleston Allergy Action Plan must be completed and kept on file for students with diagnosed life-threatening allergies.
- The school maintains an Emergency Action Plan for students with documented severe allergies.
- Parents are responsible for notifying the school of any allergy diagnoses and providing all required medical documentation and emergency medications.

Medical Emergencies

In the event of a medical emergency requiring emergency medical services:

- The school will call **911** immediately, followed by notification of the parent or guardian.
- The student's health records and emergency information will accompany the student to the hospital.
- A designated school employee will remain with the student until a parent or guardian arrives.

Some examples of a medical emergency are loss of consciousness, seizures, choking, excessive bleeding, difficulty breathing, broken bones, and neck/back injury.

Immunizations

In accordance with South Carolina law and Diocese of Charleston policy:

- All students must provide a current **South Carolina Certificate of Immunization** signed by a licensed medical provider before attending school.
- Students who do not meet immunization requirements may not be permitted to attend school.
- Medical exemptions must be supported by appropriate documentation from a licensed medical provider and submitted before the first day of school.
- The Diocese of Charleston does not recognize religious exemptions to immunization requirements.

No Nit Policy and Regulations

Policy 1: Head Lice (Pediculosis)

Any student found to have **head lice, nits (lice eggs), or egg cases** will be excluded from school until all lice, nits, and egg cases have been completely removed, as verified by designated school personnel.

Regulation 1-A: No Nit Procedure Guidelines

Head lice are an unfortunate but common occurrence and can affect anyone, regardless of age, hygiene, or socioeconomic status. Because lice spread easily through close contact and the sharing of personal items, Summerville Catholic School follows a **No Nit Policy** to help prevent transmission within the school community.

1. Identification of Cases

Responsibility for Screening

- A designated staff member may conduct annual staff education on head lice procedures, if deemed necessary.
- Designated school staff will conduct student screenings in a confidential manner.

Students Who May Be Screened

- Students exhibiting signs or symptoms of head lice (e.g., frequent scratching or scalp irritation).
- Students believed to have had close contact with an individual diagnosed with head lice (such as classmates, siblings, or close friends).
- If two or more students in the same classroom are found to have head lice, additional students in that classroom may be screened.

2. Treatment

When head lice or nits are identified:

- The parent or guardian will be contacted and asked to pick up the student.
- The school's No Nit Policy will be reviewed with the parent or guardian.
- The student must return to school with the parent or guardian for re-screening before being readmitted to class.

3. Return to School

Students may return to school as soon as treatment has been completed and the following requirements have been met:

- A completed Treatment Certification Form has been submitted.
- Designated school staff verify that the student is **nit free**.

In most cases, treatment should not require an absence of more than one school day.

4. Reinfestation

If a student experiences a reinfestation:

- The procedures outlined above will be followed.
- A designated staff member will be notified.
- A designated staff member and principal will determine whether additional interventions are necessary.

School Counselor

Summerville Catholic School is committed to supporting the academic, social, emotional, and spiritual well-being of every student. A school counselor is available to provide age-appropriate support and guidance.

- Students may request to meet with the school counselor as needed.
- Teachers, administrators, or parents may also recommend counseling support.
- When appropriate, the counselor may work with families to schedule ongoing meetings.
- Conversations with the counselor are kept confidential to the extent permitted by law and professional standards. Information may be shared when required to protect the safety of the student or others or as otherwise required by law.

Personal Hygiene

Maintaining good personal hygiene helps promote a healthy learning environment for all students.

- Students are expected to arrive at school clean, appropriately groomed, and dressed according to the school dress code.
- Students are encouraged to practice good hygiene throughout the school day, including washing hands after using the restroom and before eating.
- Deodorant may be brought to school and reapplied as needed.
- Students are expected to maintain appropriate personal hygiene following Physical Education classes.

In accordance with the South Carolina DHEC School Exclusion List:

- Students who require assistance with personal hygiene following **two or more urinary accidents or episodes of diarrhea during the same school day** will be sent home.
- Parents or guardians will be contacted to pick up their child promptly.
- Students enrolled in K3 and K4 are expected to be fully and independently toilet trained before attending school.

VI. General Information

Parents as Partners

At Summerville Catholic School, we believe parents are the primary educators of their children. The school partners with families to support each student's academic, spiritual, moral, and personal development. By enrolling a child at Summerville Catholic School, parents agree to support the mission, values, and policies of the school and to work collaboratively with faculty and staff.

Parent Responsibilities

- Foster their child's faith through participation in Mass, prayer, and the life of the Church.
- Support school policies and reinforce appropriate behavior at home.
- Provide a home environment that encourages learning, including time and space for homework and reading.
- Encourage the development of each child's unique talents and interests.
- Model Christian values through words and actions.
- Meet all financial obligations in accordance with the school's Tuition Policy.
- Communicate respectfully with faculty, staff, students, and other families, including on social media and other public forums.
- Support the school by addressing concerns through the appropriate channels of communication.

Lines of Communication

In accordance with Diocese of Charleston policy and the principle of subsidiarity, school-related concerns should be addressed through the following chain of communication:

1. Student and/or Parent
2. Classroom Teacher
3. Principal
4. Pastor
5. Superintendent

Parents are expected to discuss classroom concerns with the teacher before contacting the principal or other school administrators.

Parent-School Partnership

The education of a student is a partnership between the family and the school. Open, respectful communication and mutual support are essential to maintaining that partnership.

While parents always retain the right to withdraw their child from Summerville Catholic School, the school also reserves the right to require the withdrawal of a student or family when the administration determines that the partnership between the family and the school has become irreparably broken.

Communications

Summerville Catholic School values open, timely, and respectful communication with families. School information is shared through a variety of channels to keep parents informed and engaged in their child's education.

School Communications

Families can expect to receive regular communication through:

- **Seahawk News**, the school's weekly email newsletter, which includes important announcements, upcoming events, principal updates, and PSA information.
- **FACTS**, grades, attendance, and emergency notifications.
- **Teacher communication**, including classroom updates, assignments, and important reminders.
- **Tuesday Folders**, which may include graded work, school correspondence, and other materials requiring parent review. Parents should review the contents, sign any requested documents, and return the folder promptly.

Communication with Teachers

Teachers welcome communication regarding student progress and classroom concerns.

- Parents should contact the classroom or subject-area teacher first with any questions or concerns.
- Teachers may be contacted by email or through the school office.
- Teachers will make a reasonable effort to respond within **one business day**.
- Middle school parents are encouraged to contact the appropriate subject-area teacher directly.
- To minimize interruptions to instruction, conferences should be scheduled in advance.
- Teachers are not expected to respond to emails or phone calls outside of school hours.

Communication with Administration

The administration welcomes parent communication and is available to assist when needed.

- Parents should first address classroom concerns with the appropriate teacher.
- If additional assistance is needed after meeting with the teacher, parents may contact the principal or appropriate administrator.
- School concerns should follow the established Lines of Communication outlined in this handbook.

All members of the Summerville Catholic School community are expected to communicate respectfully and professionally, working together in support of student success.

School Closings and Delays

The safety of our students and staff is our highest priority. Decisions regarding school closings, delayed openings, and early dismissals are made in consideration of weather and other emergency conditions.

- Summerville Catholic School generally follows the decisions of **Dorchester School District Two (DD2)** for weather-related closings and delays.
- Because DD2 decisions may be influenced by district transportation needs, SCS may adjust its schedule independently when appropriate.
- Any changes to the school schedule will be communicated through the **FACTS Emergency Alert System** via phone, text, and email.
- Families are responsible for keeping their contact information in FACTS current to ensure timely notification.

Early Dismissals

- A scheduled early dismissal at Summerville Catholic School is **12:00 p.m.**
- Parents should have a plan in place so their child knows where to go and who will be responsible for them in the event of an unexpected early dismissal.
- The Extended Day Program (EDP) may not be available during emergency early dismissals or school closures.

During weather or other emergencies, families are asked to monitor FACTS communications and local announcements. To allow school staff to respond to the situation efficiently, please refrain from calling the school unless absolutely necessary.

Technology and Acceptable Use

Technology is an important educational tool that enhances learning and collaboration. Students are expected to use school technology responsibly, ethically, and in support of the school's educational mission.

Acceptable Use

- School technology and Internet access are provided for educational purposes only.
- Students may access only websites, applications, and online resources approved by their teachers.
- Use of school technology is a privilege, not a right.

Appropriate Use

Students may not use school technology to:

- Access or share inappropriate, offensive, or unauthorized content.
- Violate copyright laws or intellectual property rights.

- Attempt to bypass network security or damage school technology systems.
- Harass, intimidate, threaten, or bully others.
- Access social media or social networking platforms unless specifically authorized for an educational purpose.
- Engage in any activity inconsistent with the mission, values, or policies of Summerville Catholic School.

There is no expectation of privacy when using school-owned devices, networks, or Internet services. The school reserves the right to monitor the use of its technology resources.

Violations of the Acceptable Use Policy may result in:

- Loss or restriction of technology privileges.
- School disciplinary action.
- Additional consequences as determined by the administration.

Chromebook Responsibility

Chromebooks are provided to support classroom instruction and educational activities. Students are expected to use their devices only for purposes directed by the teacher.

Misuse of a Chromebook for non-instructional purposes may result in the following consequences:

- **First Offense:** Disciplinary consequence
- **Second Offense:** Temporary loss of Chromebook privileges
- **Third Offense:** Potential loss of Chromebook privileges for the remainder of the school year

Students are responsible for the care and security of their assigned Chromebook. Families will be charged **\$250** through FACTS for a Chromebook that is lost, damaged, or destroyed due to negligence or misuse.

Social Media

Students and families are expected to use social media responsibly and in a manner that reflects the values of the school community.

- Students may not post photos or videos taken at school or during school-sponsored activities without school permission.
- Students should not post photos or videos of themselves while wearing the Summerville Catholic School uniform.
- Parents and guardians may post photographs of their own child; however, they should not post images that clearly identify other students without the permission of those students' parents or guardians.
- Photos, videos, or online content may not be used to harass, intimidate, or defame members of the school community.

- The school reserves the right to request the removal of online content that identifies the school and is inconsistent with its mission, policies, or the safety and well-being of its students or staff.

Carline Procedures

The safety of our students, families, and staff is our highest priority. To ensure a safe and efficient arrival and dismissal process, all drivers are expected to follow the procedures below.

General Expectations

- Student drop-off and pick-up take place at the **front of the school only**.
- Students will not be released to any other parking area or across Black Oak Boulevard.
- Students may only be released to a parent, guardian, or individual listed on the student's approved FACTS pick-up list unless written authorization has been provided or approved carline tag is provided.
- **Please do not use cell phones while driving through the carline.**
- The school office is unable to answer phone calls during arrival and dismissal.
- Students will not be dismissed between **2:45 p.m.** and the end of the school day.
- Parents should remain in their vehicles throughout the carline process.

Arrival and Dismissal Procedures

- Pull forward as directed and stop only in designated loading and unloading areas.
- **Remain in line and do not pass other vehicles unless directed by school staff.**
- Follow all directions provided by faculty and staff supervising the carline.
- Do not park along Black Oak Boulevard or enter the rear parking lot against the flow of traffic.
- Students walking or riding bicycles home will be dismissed at **3:30 p.m.**

Family Placards

To help expedite dismissal:

- Display your school-issued family placard from your rearview mirror so it is clearly visible until your child is in the car.

- Additional placards may be purchased from the school office for **\$1**.
- Drivers without a placard will be asked to park and pick up their student through the front office after **3:30 p.m.**

Traffic Flow

- The first eight carline spaces are reserved for families who purchased a reserved parking space through the school auction.
- All other vehicles should follow the designated traffic pattern as directed by school staff.
- Drivers are expected to follow the established lane rotation and yield appropriately to maintain an orderly flow of traffic.

Food and Lunch

Families are encouraged to provide nutritious lunches and snacks for their children. Students staying for the Extended Day Program (EDP) should also bring an additional snack.

Hot Lunch

- Hot lunch is available through local vendors.
- Menus and ordering are available through FACTS.
- Orders are placed one month in advance.
- Refunds are not available for canceled orders or student absences.
- The school is unable to hold hot lunches for absent students.

Lunch Expectations

- Students are expected to clean their eating area before dismissal.
- Students should bring all necessary utensils from home. Knives are not permitted.
- Uneaten food will be returned home with the student.
- Students may not share food due to food allergy concerns.
- Students should not bring candy for lunch.

Food and Drinks

- Food and drinks are permitted only during designated snack and lunch times unless approved by a teacher.
- Students should bring a reusable water bottle to school.

- Only water is permitted in classrooms.
- Water fountains are available throughout the school.
- Gum is not permitted on campus.
- Energy drinks and caffeinated beverages are strictly forbidden.
- Glass containers and soft drinks are not permitted except during approved school-sponsored events.

Parent School Association (PSA)

The Parent School Association (PSA) supports the mission of Summerville Catholic School by promoting family involvement, building community, and supporting school programs through volunteer service and fundraising.

Families are encouraged to:

- Attend PSA meetings.
- Volunteer when able.
- Support school fundraising events and activities.

School Advisory Council

The School Advisory Council is composed of representatives from the supporting parishes and meets regularly to advise school leadership.

The council provides guidance and recommendations regarding:

- School policies
- Strategic planning
- Financial stewardship
- The overall well-being of the school

Lost and Found

To help return misplaced items, families should clearly label all personal belongings with the student's name.

- Lost and found items are located near the entrance to the Great Room by the library.
- Families will be notified through *Seahawk News* when unclaimed items accumulate.
- Unclaimed items are donated at the end of each quarter.
- Students are responsible for checking the lost and found for missing items.

- The school is not responsible for lost, stolen, or damaged personal belongings.

Personal Items

- Toys and personal play items are not permitted at school.
- Fidget items are permitted only when documented in a Student Success Plan or other approved accommodation.

Telephones

- Students may use the school office phone with staff permission when necessary.
- Parents are asked to limit requests for messages during the school day to emergencies.
- Students may not use personal cell phones to contact parents during the school day.

VII. After-School Programs and Activities

Athletics and Extracurricular Activities

Summerville Catholic School offers a variety of athletic and extracurricular opportunities that encourage teamwork, leadership, sportsmanship, and personal growth. Participation is a privilege and students are expected to represent the school in a manner consistent with its mission and values.

Participation Expectations

Student-athletes, parents, coaches, and spectators are expected to:

- Demonstrate good sportsmanship and Christian conduct at all practices, competitions, and school-sponsored events.
- Treat officials, coaches, teammates, opponents, and spectators with respect.
- Follow all school and athletic policies.

Failure to meet these expectations may result in disciplinary action, including suspension or removal from a team or activity.

Eligibility

Students are eligible to participate in athletics and extracurricular activities when they:

- Maintain a grade of **70%** or higher in all subjects.
- Meet the school's behavioral expectations.

Academic eligibility is reviewed at each report card and progress report.

Ineligibility

Students who do not demonstrate sufficient improvement after probation become ineligible until the next progress report or report card confirms they meet eligibility requirements.

All student-athletes and parents must review and sign the **Athletics Handbook** before participating each season.

Extended Day Program (EDP)

Summerville Catholic School offers an Extended Day Program (EDP) before and after school as a service to families.

Hours

- Morning Care: **6:30–7:40 a.m.**
- Afternoon Care: **3:30–6:00 p.m.**

Fees

- Morning Care: **\$5.00 per child**
- Afternoon Care:
 - First child: **\$10.00 per hour**
 - Each additional child: **\$7.50 per hour**
- Families are billed only for the time used.

Program Expectations

- Students must attend school to participate in EDP that day.
- EDP accounts must remain current. Past-due balances may result in suspension of EDP services.
- **Parents dropping students off for morning EDP must escort them to the EDP entrance and remain until an EDP staff member receives the child.**
- During afternoon pickup, parents should park in a designated parking space and ring the EDP doorbell. An EDP staff member will bring the student to the door.

Birthdays and Celebrations

Students are welcome to celebrate their birthday at school.

- Students may wear TAG Day attire on their birthday.
- Students with June, July, or August birthdays may celebrate on their half birthday.
- If a birthday falls on a Mass Day, weekend, holiday, or other non-TAG Day, families should coordinate an alternate celebration date with the homeroom teacher.
- Students may bring a **simple classroom treat** (such as cupcakes, cookies, or ice cream cups). Families should consider classroom allergies and dietary restrictions before sending treats, and communicate with the teachers.
- Flowers, balloons, and/or personal gifts may not be delivered to school for students.

Invitations

To promote an inclusive school community, invitations to private parties may only be distributed at school if **every student in the class is invited**.

Class Parties

Room parents work with the classroom teacher to coordinate classroom celebrations. The classroom teacher will have the final say on all celebration activities.

Room parents will only be responsible for the following school wide celebrations:

- Halloween
- Christmas
- Valentine's Day
- End-of-Year Celebration

Teachers may also schedule and plan additional curriculum-related celebrations or activities throughout the school year, room parents will not be involved in the planning of these celebrations.

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: _____

Student signature 1: _____

2. _____

3. _____

4. _____

5. _____

Date: _____

