

# **FACULTY AND STAFF HANDBOOK 2024-2025**



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.

Dear SCS Staff Member,

I want to try to express how much I value each and every one of you, no matter your specific role in the school. Every single one of you makes a difference.

I know, as educators, you are not valued as much financially as you deserve. Society doesn't always respect or recognize the incredible work you do on a daily basis and very few truly understand how much you give your heart and soul to the children.

But I do and I am so pleased to be a part of this wonderful team.

Whether you realize it or not, the kids know how much you care and how much you are putting in to them to try to make them better people. They may not say it or show it now but they know. Soon a day will come when one or two will let you know what you meant to them or how much you shaped the course of their lives. Those are the days to cherish.

Never forget, you are changing lives! That's no small task and you do it willingly and with a smile because you are an educator. You make a difference!

Who knows the ups and downs and twists and turns you will have this year. It will be a quite a ride, not always fun but always rewarding.

To quote my favorite book, "Congratulations! Today is your day. You're off to great places. You're off and away."

- Charlie



**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.

**VISION:**

We believe that Summerville Catholic School is a Catholic education community dedicated to the mission entrusted by Jesus Christ to the Church. Our community provides an environment that helps to instill sound ideals, moral, 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 spirit, mind and body of students while allowing them to advance according to their 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.

**CORE VALUES:**

Summerville Catholic School: Where Faith and Knowledge Meet

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

**GOALS 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 foster 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 each student the Christian social 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
- To develop a global perspective that will demonstrate an understanding and respect for other cultures and language

**HISTORY:**

Summerville Catholic School, founded in 1984, began as an extension of St. John the Beloved Church located in the heart of Summerville, South Carolina. Eighteen families dedicated to the values and faith formation of Catholic education, entrusted their children to Summerville Catholic School. Sister Mary Rose and four teachers guided twenty-eight children, kindergarten through second grade, in building the Gospel values of Christ. For five years the school was in the parish hall, adding a new grade each year. Dedicated parishioners funded the construction of a new school building that would grow to serve the community. In 1988, the school and church community blessed the new school building located on a beautiful 12- acre campus one mile from the church. Today, SCS has transitioned to being a regional school, serving students in K-4 through eighth grade from our four supporting parishes: St. John the Beloved, St. Theresa the Little Flower, Immaculate Conception Church, and St. Philip Benizi.

## **ACCREDITATION:**

Accredited by the Diocese of Charleston through Cognia and the National Catholic Education Association (NCEA), Summerville Catholic School serves students in pre-kindergarten through eighth grade.

## **PROFESSIONAL CREDENTIALS:**

**General Qualifications** – Faculty/staff members are employed without discrimination as to race, sex, or national origin. Every applicant must submit verification of employment eligibility as required by Federal law. Faculty and staff members must complete the Safe Haven Program as outlined by the Diocese of Charleston.

**Certification** - A State Provisional or Standard Certificate is required. It is the professional responsibility of each teacher to maintain a current license/certification for the area that he/she is teaching. This certification must be submitted to the Principal before the first day of the contract year.

**Continuing Education** – All teachers must continue their education beyond the Bachelor's degree level through study at a college or university. In order to maintain certification, a minimum of six credit hours of advanced course work related toward the teacher's discipline must be taken every five years. All teachers are expected to maintain their professional competency by attending workshops, seminars, conferences, and other educational experiences as determined by their principals.

**Physical Qualifications & Health** – Faculty and staff members must ensure that they meet minimal health requirements. Evidence of a TB test is to be on file at the beginning of employment. In addition, on a case-by-case basis, the principal may require medical confirmation that a teacher or staff member is in good physical, mental, and emotional health in order to fulfill teaching responsibilities.

**Moral & Ethical Character** – Teachers are called to lead lives that demonstrate understanding of and are consistent with the philosophical assumptions and values which underlie the Catholic school's Christian approach to education.

**Professional Ethics** - On or off campus, faculty members should maintain exemplary conduct.

- **Students:** Academic and personal student issues must be discussed only with the immediate staff on professional terms. When a problem arises, the administration must be advised immediately and the situation resolved.
- **Faculty:** The actions or teaching abilities of faculty members shall be discussed only in a professional manner. All faculty members will be considered as equally important members of our teams. Interactions with colleagues should be honest and when differences occur, both parties should work towards a mutually satisfactory resolution.
- **Administration:** Mutual respect, loyalty, and support between the administration and the faculty are required for a good working relationship. Communications must be honest and direct. The faculty must support the decisions of the administration and refrain from discussing professional differences with students or parents or posting commentary regarding administration through social media. Any breach of professional confidence may be cause for dismissal.

When speaking with parents, on or off campus, there must be no criticism of administration, faculty members, parents, or students. Discussions with parents must focus only on their child. Discussion regarding the behavior and attitude of every child must be objective and framed in positive language.

**Religious Education and Counseling** – All religion teachers and counselors are expected to provide religious instruction and/or student counseling that is consistent with and/or based on Sacred Scripture, tradition, the liturgy, the teaching authority and life of the Church. All teachers of religion must be Catholic.

**Religious Certification** – All faculty members are engaged in the faith formation of our students regardless of your grade or the subject taught. Basic catechist certification is required of all faculty members. Basic certification is attained by completing 30 hours of catechetical formation with a minimum of 6 hours to be attained each year.

**Non-degreed Teachers** – Where teachers already employed by the school do not presently hold a Bachelor's degree, but have long experience, are satisfactory in their performance, and make an effort to continue their education, they may be retained. Upon their retirement, however, or replacement for any reason, they must be replaced by a degreed teacher or receive exemption from the Pastor Board.

**Technology Usage** – Use of the computer and the Internet are provided for **professional use only**. The use of the Internet to send jokes, forwarded e-mail messages, or other communication not related to the professional duties to which you are assigned is strictly prohibited. Transmission of such material may result in loss of computer privileges or termination of employment. This includes, but is not limited to defamatory statements made on a faculty or staff member's blog regarding the administration, other teachers or staff, students, or the parish. Faculty/staff members must not "friend" their students on their social networking sites. This is a breach of professional boundaries.

**Email** – Email should never be considered "private." The administration of Summerville Catholic School reserves the right to read any emails generated from the school email account without prior notice to the employee.

Teachers will only use the school domain when communicating with parents and students via email. At no time, should a teacher use his/her own personal email account. Faculty/staff members assume personal liability for any ramifications that are the result of a communication on a personal email account. The school's risk management insurance company will not cover the communication of a staff member who chooses to use a personal email account.

**Social Networking Sites** - Any photographs or statements made on a faculty member's Social Networking Site may be cause for dismissal. This includes defamatory comments made about the school administration, other teachers and staff, students, or the parish.

*\*Teachers should not "friend" their students or the parents of students on their social networking sites. This is a breach of professional boundaries.*

## **CONTRACTUAL RESPONSIBILITIES:**

**Mentoring Program** – New faculty members will meet with the administration and other new faculty members before the first official day of school for staff. Guidelines and procedures will be reviewed. All new faculty members will be paired with a mentor faculty member who will be available to answer any questions. New faculty members will meet with the administration quarterly to review upcoming events and procedures.

**Professional Dress** – Faculty/staff members are to dress as professional role models. No tops/blouses/sweaters should be worn that are low-cut or immodest. Appearance is a sign of professionalism. **Faculty/staff members may not wear shorts, jogging suits or flip flops.** Shoes must have a strap around the back of the foot. Jeans are not appropriate professional attire for diocesan workshops or conferences. Male faculty/staff members will wear dress slacks and collared shirts. Those who choose to not follow the dress code will be sent home from school and the day will be considered an unpaid absence. Visible tattoos are permitted but must be tasteful, modest and not

objectionable in any way. Any tattoo determined to be questionable in nature needs to be covered during the school day.

**Gum** – Faculty and staff members must not chew gum when interacting with students and/or parents during school hours.

**Cell Phones** – Cell phones must be silenced or in the off position during the hours of 7:40 AM to 3:40 PM unless it is during a planning period or lunch. Phones must also be silenced or in the off position during faculty meetings. If a teacher anticipates a call during the school day or during a meeting due to an emergency, he/she should notify the principal at the beginning of the day. **No texting or internet browsing will occur in front of students.**

**Refreshments** – Faculty/staff members may drink coffee, water, soda, or tea in a container with a lid. **Faculty/staff members must not have cans or bottles on their desk.** Faculty/staff members will not eat in front of students unless it is part of normal lunchtime routine, class party or lesson.

**Smoking** – Summerville Catholic School is a smoke-free campus; smoking or chewing tobacco is prohibited on SCS property. This policy includes a faculty/staff member smoking in his/her car if it is parked on school property. The use of e-cigarettes and other vaping devices is strictly prohibited while on school grounds and should not be brought into the school building.

**Outside employment** – Teachers must not engage in gainful employment that interferes with school duties. The school reserves the right to judge whether outside employment is compatible with schoolwork.

**Hours of Work** – Teachers are to be at school from **7:40 AM to 3:40 PM**. Homeroom teachers are to be in their classrooms by **7:50 AM** when morning carline begins. **Tardies or early departures will result in the time being charged as personal time off.** Working additional hours does not result in payment of overtime since teachers are under contract and are FLSA exempt. **Be sure any necessary forms for leave of absence or early dismissal have been filled out. These forms are located in the faculty lounge above the mailboxes and in the office.**

**Leaving the Building** – Running errands during the school day is discouraged. If an emergency arises, faculty/staff members should consult with the principal and notify office staff before leaving the building.

**Faculty Meetings** – Faculty meetings will usually be held the second Thursday of each month. **All staff members are expected to be in attendance for these meetings. Absence requires permission from the Principal.** Meetings will be held in the library and should end by 4:30. These meetings may be used as PLC meeting times as needed.

**Professional Development Days** – Professional Development Days are used for the purpose of professional meetings or other professional development opportunities. All staff members are expected to be in attendance. Absence requires permission from the principal. **Anyone not in attendance for Professional Development Days must claim this day as a personal day and complete the necessary leave request form.**

**Disciplinary Actions** - Summerville Catholic is a Roman Catholic Institution and the faculty represents this institution. The life choices of faculty and staff members must be consistent with the expectations of a Catholic in good standing in the Catholic Church. Any conduct inconsistent with the teachings of the Roman Catholic Church shall be grounds for disciplinary action, as the principal shall deem appropriate, including the termination of the contract of employment.

**Student Behavior** - Students must know and understand the rules for the classroom behavior as stated in the Student-Parent Handbook. Any additional rules established must be posted in the classroom. Teachers should include guidelines for student behavior when a teacher is not present in

the classroom. Students must understand the consequences for not following the rules. Actions meriting punishment must be explained to the student before issuance of punishment. Parents will be informed of these rules and expectations at the beginning of the year.

**Safety** – It is the responsibility of each employee to exercise caution in all work activities, to accept and follow established safety procedures, and to exercise good judgment and common sense. Unsafe building or ground conditions are to be reported to the principal or other appropriate person. Work orders for maintenance needs must be signed by the principal.

**Supervision** – Supervision of all students at all times is the legal responsibility of the faculty/staff member – not volunteers. Students must never be left unsupervised inside or outside of the building.

**Accidents** – Accidents involving students or staff members are to be reported to the principal and safe environment coordinator immediately and a written detailed report, using forms in the office, must be submitted by the end of the school day. A copy of the accident report is kept on file in the office.

**Staff Emergency Card** – All staff members are asked to complete a Faculty Emergency Card for the office files at the beginning of each school year.

**HIV/AIDS** - Summerville Catholic's policy is one of nondiscrimination and is aligned with the HIV/AIDS policy for the Diocese.

## **SALARY, BENEFITS, LEAVE:**

- A. **Salary Scale**: When possible, the Summerville Catholic School scale is based on state teacher certification rank and years of experience with regards to the financial welfare of the school.
- B. **Insurance**: Summerville Catholic School School offers a cafeteria arrangement of benefits.
- C. **Social Security and Workmen's Compensation**: Faculty/staff members are covered by the Social Security program and Workers' Compensation.
- D. **Contract Year**: Contracts with teachers are for one year. Teachers receiving contracts for the next school year will be notified verbally and in writing by April 15, 2025.
- E. **Pay Period**: Remuneration is made according to contract based on a 12-month schedule. Paychecks are issued **bi-weekly** on Fridays.
- F. **Personnel Records**: Change of name, address, dependents, beneficiaries, etc. needs to be sent to the Business Office. This information is kept confidential.
- G. **Illnesses and Personal Days**: All instructional staff, to include teachers and assistants, are allowed 8 paid leave days each year. Planned personal days are to be approved by the Principal one week prior to the date of absence. Please notify the Principal, using the appropriate forms, as soon as the need for absence arises. Staff is responsible for choosing a substitute, though the office can assist in an emergency situation.
- H. **SCS Regulation** – Each full-time teacher accrues 8 workdays of personal leave per contract year. Teachers' contract year consists of 190 days. These days do not carry over from one year to the next. A teacher starting during the contract year earns half a day of leave each time they are paid. Absence from any workday, including a teacher or diocesan workday, is considered a personal day. Extended absences will be handled on a case by case basis.

**Maternity, Bereavement, Medical Leave** – These policies are outlined in the Diocesan Policy Manual. Please see the administration for specific details.

**Workers' Compensation** – If you are injured on the job, you should notify your employer at once. You cannot receive benefits unless your employer knows you are injured. Tell the doctor you are assigned to by your employer that you are covered by Workers' Comp. Notify the Worker's Comp. Commission at 803-737-5700 if you experience undue delays or problems with your claim.

## **Unemployment Benefits**

Schools in the Diocese of Charleston do not offer unemployment.

**Human Resources** – Any information regarding Diocesan Policy can be found on the Diocese website [www.charlestdiocese.org](http://www.charlestdiocese.org).

## **FACULTY EVALUATION AND CONTRACTS:**

**Supervision and Evaluation** – Supervision is essential for the teacher's professional growth and development. This supervision is provided by the principal and/or assistant principal through formal and informal observation.

### **Evaluation Components:**

1. Development of a Professional Growth Plan by teacher.
2. A minimum of two class visits each year. A post-visit conference is required during which the performance according to specified objectives can be discussed.
3. Report of any ongoing professional activities.
  - **August** – All members of the faculty write and submit a Professional Growth Plan on the form provided.
  - **Visits** – Formal and informal visits will take place throughout the year. Classroom visits to assess teaching skills and classroom management skills will occur each semester during the school year.
  - **May/June** – The principal will hold conferences with each member of the faculty, reviewing the year-to-date and future plans.

Intensive supervision by the Principal and/or Assistant Principal will be at the discretion of the administration for any teacher who has been placed on an Improvement Plan.

Classroom visits to assess teaching skills and classroom management skills may occur at any time during the school year.

**Contracts** – A teacher who does not plan to return to his/her teaching position the following year shall notify the Principal of his/her school in writing in accordance with the Form of Intent process. If a teacher fails to return the Form of Intent on or before the date specified, this shall be interpreted as notification that the teacher is not returning to the school.

Under South Carolina law, employment at SCS is at-will. At-will employment may be terminated at any time, either by the school of the employee, at the sole discretion of either party, with or without notice, reason or cause. Termination does not refer to non-renewal of a teacher's contract after completion of the contract's term. School administrators must inform the Catholic Schools Office about a case of termination prior to taking action.

When a teacher is terminated for any reason whatsoever, the form for termination is to be completed and filed in the teacher's personnel folder. A copy is to be forwarded to the Catholic Schools Office.



**Contracts may be terminated but are not limited to the following reasons:**

- Falsifying documents
- Violation of workplace harassment, drug and alcohol, safety and confidentiality policies
- Misrepresented or excessive, unexcused absenteeism and/or tardiness
- Incompetency of teacher
- Insubordination of teacher
- Teacher's willful neglect of duty
- Immorality on the part of teacher
- Teacher's conviction of a crime
- Teacher's inciting, encouraging or counseling students to violate any valid state laws, municipal ordinance, or policy rule of employer, the Summerville Catholic School Board or the Diocesan School Board
- For reduction of staff due to loss of students or cancellation of programs
- Teacher's failure to secure and maintain necessary educational training

**TEACHER PROCEDURES:**

**A. Academic Policies and Procedures**

**1. Testing**

- a. K5 – Scholastic Readiness Test and MAP (Measure of Academic Progress) testing
- b. MAP (Measure of Academic Progress) for grades 1-8 will be done 3 times a year
- c. Classroom tests – Periodic classroom tests are supplemented with mid-year and end-of-year review tests for grades 7 and 8. The purpose of these tests is to provide a measure of progress toward objectives and positive feedback and to allow the teacher to gauge the success of instructional goals.

**2. Reporting Student Progress**

- a. The school year is divided into four quarters. Formal grades for each quarter appear on the report card. A summary grade for the entire year's work also appears on the report card. The final report card of the year is mailed home.

The following code is a general guide to grading:

<i>A+ = 98-100</i>	<i>A = 95-97</i>	<i>A- = 92-94</i>
<i>B+ = 89-91</i>	<i>B = 86-88</i>	<i>B- = 83-85</i>
<i>C+ = 80-82</i>	<i>C = 77-79</i>	<i>C- = 74-76</i>
<i>D = 70-73</i>	<i>F = 69 or below</i>	

- b. Grades must be based upon teacher judgement and observation, daily work, formal and informal assessments and class participation and effort. **Each quarterly report card period must include, but is not limited to: 2-3 test/quiz grades and 6-10 homework/classwork or other performance-based assignments**
- c. Midterm progress reports are distributed half way through the quarter.
- d. All communication on student work must be academically focused, ensuring that the student's dignity remains intact.
- e. Confidentiality must be maintained when displaying student work.
- f. Teachers should keep careful records of grades and be accountable for each grade. Teachers should be using and updating FACTS SIS regularly with current grades.

### 3. Communication with Parents/Guardians

- a. Papers will be sent home for review every Tuesday along with papers sent through the office. Teachers are to use the "Tuesday Envelope" for these papers. **The paper and envelope are due back within two school days.** A parent signature is required on the envelope.
- b. Communication with parents should be frequent. Use of phone, email, written notes, regular progress reports, and/or newsletters are encouraged.
- c. Take a positive approach in communication with parents. Achievement and improvement, in addition to negative behavior and failing grades, are good reasons for contact with parents.
- d. **Grades of "D" or "F" must be reported to parents prior to a formal report card grade.** Keep the administration informed as well so that students can be helped.
- e. **All letters sent to an entire class must be submitted to the office** prior to sending home. A copy of all such communication will be retained in the office. This eliminates problems that a teacher may encounter and provides for another set of eyes to review the content.
- f. A telephone log of calls to parents should be kept
- g. The school administration must be copied on e-mails sent to all parents in a classroom. Faculty/staff members should never delete their "sent" file.

### B. Daily Management Procedures

#### 1. Lesson plans –

Lesson plans are to be completed weekly. An electronic copy of your plans must be submitted via email to the principal no later than the afternoon of the first day of the school week. Each lesson should include objectives and procedures - not just page numbers. Assessments and homework should be listed. Lessons should include accommodations to meet individual needs.

When creating lesson plans, curriculum will follow the guidelines established by the Diocese of Charleston. All teachers must have curriculum guides in their classroom.

Lesson plans are kept on file at the school for seven years. Some students may require certain accommodations that have been determined through an IEP, a 504 Plan or recommendations made through our Summerville Catholic School Inclusive Education Department.

#### 2. Rules of Conduct –

Discipline plays an important part in the education of the whole person. If effective learning is to take place, there must be an atmosphere of study free from distractions. We seek to develop self-discipline through an inner change in attitude. In order to insure proper conditions for learning, certain rules must be set down.

Discipline should be administered in a firm, but caring manner. Classroom discipline is the responsibility of the teacher. Referrals to the principal should be made only after initial measures have failed, and/or the behavior disruptive to the class.

Corporal punishment is against diocesan and school policy. **Teachers must not punish a whole class for the misconduct of an individual or a few individuals. At no time is a child to be put out in the hall for punishment.** If an offense is serious enough to warrant removal from the classroom, the child should be sent to the office.

Parents must be informed about matters of discipline as soon as a problem arises. Such matters must be documented in FACTS SIS, noting the offense, the date, and the corrective action taken. If a teacher plans to send a letter to a parent, a copy must be given to the principal in advance.

Emotional confrontations and raised voices with students must be avoided. Avoid correcting a child publicly and avoid unnecessary hostility or interruption in the teaching- learning process.

The discipline section of the school handbook should be reviewed with the children at the beginning of each semester.

### 3. Classroom Conduct –

Within the classroom all ordinary discipline matters are the responsibility of the teacher. The following procedures help set an atmosphere necessary for learning:

- At the beginning of the school year, outline expectations for student conduct and academic work.
- Set classroom rules, post, and insist that they be followed from the first day.
- Develop well-planned lessons to keep students on task and decrease the time available for misconduct.
- Be firm, fair, and consistent.

#### **Practices which are not conducive to good discipline include:**

- Repeated loud voice usage by a teacher – yelling is professionally inappropriate.
- Threats of unrealistic punishments.
- Repeated warnings with no follow-up. Do what you say you are going to do.
- Inconsistent adherence to rules.
- Do not punish the whole class for the behavior of a few.

Remember, punishment is for the behavior, not for lack of scholastic performance. If misconduct occurs, any of all of the following may be helpful.

- Talk with the students
- Withhold privileges.
- Assign writing punishments that require reflection on the situation and are reasonable in length. **Refrain from punishments that require writing something numerous times.**
- Assign time out in an isolated area of the room. **Do not place the student in the hall for time out.** Students should be sent to the office for disciplinary matters only after the teacher has exhausted all possible means of dealing with the situation. Teachers may need to set up a conference with the parents to alert them and discuss possible ways of improvement.

### 4. Presiding Duties -

- a. Faculty/staff members are responsible and have authority wherever they are.
- b. **At no time is a class of students to be left unattended.** If a teacher must leave the room, he/she is asked to have a colleague monitor the class.
- c. All teachers and staff should have high expectations for appropriate student behavior and must correct inappropriate behavior of any student when witnessed.

**Faculty/staff members will be in control of a group when going from one location to another.**

### 5. Attendance Report -

- a. Daily attendance records are very important. These are to be kept accurately and neatly. These are to be completed in FACTS SIS by 8:30.
- b. All written statements regarding absences needs to be sent to the office. Please initial the top of the note indicating you have read the message.

### 6. Daily Schedule -

Daily schedules will be set up using the time distribution schedule provided by the diocese. A certain amount of flexibility is allowed, but it is recommended that it be adhered to in principle. Teachers in grades K3-5<sup>th</sup> must submit a completed schedule to the office by the 10<sup>th</sup> day of School. This schedule should give a rough outline of what subjects are taught at what time of day.

7:50	Report to homeroom and get ready for the day.
8:15	Tardy bells rings. Late students must be signed in to the office.
8:20	All teachers/staff members should have computers on and logged in to the Morning Prayer Google Classroom. (regular in-person meetings will take place during the year and will be announced well ahead of time)
8:30	Classes begin for the day
11:00	Recess and lunch begins
3:03	Afternoon bell rings for PM Homeroom Students are to pack up and pray.
3:10	Afternoon carpool begins
3:40	Teachers may leave for the day.

School Mass will take place on Wednesday and begin at 2:00 pm. The daily schedule will vary on this day. Teachers are to accompany their class to Mass and remain with their class throughout the entire service.

## 7. Morning Duty –

Duty will begin at 7:50 when students begin to enter the building. Faculty/staff members must supervise the hallway and classrooms to make sure students are reporting to class ready to begin the day.

## 8. Lunch/Recess Duty -

- Faculty/staff members will be assigned this duty on a rotating schedule, developed by administration. Coverage needs are dependent upon the ages and numbers of children, per DSS regulations. It is imperative that faculty/staff members report on time and that at the end of recess, they assist in getting the children to lunch on time, and in an orderly fashion.
- While on duty, the person on duty is to keep vigilant watch over the children, walking among them and ready to assist them. Parent volunteers may assist; however ultimate responsibility for supervision belongs to the faculty/staff member. Volunteers are not to take the place of the assigned person for that duty. **Lunch/recess duty is not the time for conversation. Active supervision is required.**
- Each teacher is expected to walk the children back to their classroom for lunch.

## 9. Afternoon carline duty -

- Students are dismissed from their classrooms.
- Names will be displayed on the promethean board in each classroom as they are called over the radio.
- Students should be quiet and respectful to listen for their name or see their name appear on the board.
- Once the student's name has been identified, he/she will walk out the corresponding door to carline.
- Staff members will be assigned duty on the curb to assist the students to their cars.

## 10. Student Illness -

- When available, our health room is monitored with volunteer personnel or office staff who are not necessarily nurses. Teachers are asked to be aware of the limitations and avoid unnecessary visits by students.
- Each classroom has a bucket and sawdust for student who feels they need to vomit. Please have the custodian clean the bucket after it has been used. If you are out of sawdust, please let the office know.
- Prescription medicine will only be dispensed from the health room. All such medication must be in a prescription bottle, which must be kept in the health room or other designated area.

- d. Students are not to carry any medications, to include sore throat lozenges or ibuprofen. These, and all, medications are to be kept in the health room once a doctor's note has been presented.

#### **11. 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. Parents must be contacted and give permission to stay for extra help.

#### **12. Homework –**

- a. Homework assignments must be educationally sound, relevant to the current classroom experience, and designed to promote greater parental respect for the school program rather than cause disruption in the home. Do not assign “busy” work as homework for the sake of having a grade.
- b. Homework should provide for an application of previously learned materials, a correlation of past and present topics, and related supplementary reading. It is hoped that intelligently planned homework will foster in the student a sense of responsibility, a spirit of inquiry, and the ability to follow through on an assigned task.
- c. In accordance with the diocesan and church requests to maintain weekends for family time, homework is not to be assigned over the weekend. High school credit classes and previously assigned projects are the exceptions.
- d. There is no set guideline of how much homework to assign. Each teacher will need to evaluate the class makeup, subject material and decide how much homework is appropriate.

**Tests/quizzes should not be given to students on the first day of school for the week. If the first day of school for the week is a Tuesday, no test should be administered on that day.**

**Tests/quizzes must not be given to students on the first day back to school after an extended illness without prior communication and agreement with student and parent.**

#### **13. Class Parties -**

- a. Birthday – Elementary teachers will coordinate monthly parties for all students celebrating a birthday during the month. Parents may provide something simple such as a cupcake, cookie, or ice cream cup. Please be mindful of allergies and other health concerns.
- b. Birthday party invitations must not be passed out at school unless there is one invitation for each student in the class.
- c. Holidays – Room mothers may coordinate with the teacher to organize class parties. Please limit parties to Halloween, Christmas, Valentine's Day, end of the year.
- d. Any other party requests should be discussed with administration for approval.

#### **14. Field Trips -**

- a. Field trips must be educational. If a teacher wishes to take a class on a trip, a field trip form must be filled out by the teacher(s) and signed by the principal.
- b. Field trip requests must be submitted 30 days in advance.
- c. Requests for checks must be submitted to the bookkeeper at least 3 full days in advance.
- d. Permission slips - Teachers are to use the Diocesan Field Trip Form. Only if the permission slip is signed by a parent/guardian and returned to the school by the specified date will the student be permitted to take the trip. Students not participating will remain behind with another classroom teacher. Work will be provided by the homeroom teacher for the student to complete.

- e. **Field trips are a privilege, not a right.** Any student who repeatedly misbehaves in school may be denied the privilege of going on a field trip with the rest of the class. A faculty member will be assigned to preside with students not attending a field trip for any reason.
- f. Submit a list of your drivers to the office at least three days prior to trip to ensure all proper documentation has been submitted.
- g. Please give all permission slips to the office at the end of the field trip. These will be kept on file for 2 years.
- h. Teachers need to drive separately (not with each other) or ride with a parent.
- i. A teacher needs to return to the school with the first car of students in order to take the students in the classroom. They should not be waiting in the school vestibule for their teacher to return.

## **15. Speakers -**

Guest speakers for the various areas of the curriculum are encouraged. All arrangements must be discussed and approved by the principal ahead of time. Arrangements for speakers should be made a month in advance in order to be noted on the monthly calendar.

## **16. Visitors -**

- a. When inviting groups of parents to view special programs or projects, be sure to notify the administration and the office of the time, program, and number expected.
- b. Visitors must enter the school through the main office door.
- c. Visitors must sign the visitor's book in the office and to obtain a VISITOR sticker from the office.
- d. All visitors must leave when the special program or event is over. They are not to visit other classrooms.

## **17. Children of Faculty and Staff -**

To ensure supervision of children at all times, children of faculty and staff must report to EDP upon arrival to school and at the end of the day until the faculty/staff member is ready to leave the building. Children of staff/faculty are not to be in the parent's classroom during teacher working hours. Faculty members with family members in the building are not to approach their child's teacher or administration to discuss matters during school hours unless an appointment was scheduled. Appointments should be requested via a personal email address to maintain professional boundaries.

## **18. Schedule Changes -**

Before schedule changes occur, they must be discussed with the principal. Once approved, all necessary teachers, including special area teachers, will be informed. Be sure to keep the office informed as well.

## **19. Assemblies -**

Presiding over students at an assembly will be handled by teachers assigned to teach during that period.

## **20. Shared Space -**

- a. The kitchen is "our" lunchroom. Everyone is expected to clean up after themselves. Each group must leave the eating area ready for the next group to use. All cups, dishes and utensils are to be washed and put away by those using them; nothing is to be left in the sink.
- b. SCS classroom and facilities are shared by many different groups: EDP, Scouts, Sports programs, etc. During school hours classrooms are shared by art teachers, music, and sometimes PE. All of these activities and groups are a part of who we are as the SCS family. Each will be welcomed to share the space that is our home away from home. Those who use "someone else's" room should never be made to feel that they are intruding or to feel overly anxious about upsetting the teachers.

- c. All individuals and groups accept the responsibility of leaving the room in order and reporting any damages. If a faculty/staff member finds anything in disarray, he/she must report it to the office.

## **21. Health and Safety -**

Please follow the guidelines established by the Safety Committee that are outlined in the safety manual. This manual must be located in an area that is easy for a substitute teacher to locate.

## **22. Child Abuse Laws -**

Summerville Catholic School abides by the Child Abuse Prevention, Adoption, and Family Service Act. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services. A faculty or staff member who suspects or has any concern regarding child abuse or neglect, is expected to report this information promptly to their supervisor or principal.

## **23. Title IX -**

Summerville Catholic School adheres to the tenets of Title IX: "no person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

## **24. Family Education Rights and Privacy Act – The Buckley Amendment -**

Summerville Catholic School adheres to the Buckley Amendment regarding access to student records and academic confidentiality.

1. Students may not grade the work of other students.
2. Children of teachers may not grade the work of students enrolled at SCS.
3. Graded student work may not be displayed in the halls.
4. A student must never be asked to state his/her grade aloud.
5. Parent volunteers may not grade student work or stuff Tuesday envelopes with graded papers.

# **C. Maintenance of Class Space, Equipment, and Materials**

## **1. Valuables and money in classroom**

Students are not to bring valuables to school. If a teacher collects money, it must be sent to the office daily. Be sure a tally sheet is sent along with the money. The tally sheet must be verified by another staff member before it is sent to the office. **No money is to be kept in classroom during the school day or overnight.**

## **2. Classrooms**

- a. Each teacher takes personal responsibility for the physical condition and appearance of the classroom. This includes the preventing of marking on desktops; sitting with chairs against the walls or in a tilted position; putting feet on the desks or walls; chewing gum; scratching floors by dragging furniture. Stickers must not be adhered to desks.
- b. Repairs must be reported to the head of maintenance who will write a work order for specific maintenance.
- c. No stickers or nametags will be placed on painted or wooden surfaces.
- d. Classrooms should remain free of clutter. Consider the learning styles of all students. Students with ADD cannot function in a disorderly room.

## **3. Halls**

Halls must be free of tables, chairs, trash or any other objects that would interfere with emergency procedures. SCS adheres to all safety standards. Hall displays should showcase student work, achievements and learning. They also serve as an important vehicle of public

relations for our school. Students must show respect for the school property. Hallways must be free from papers, pencils, etc. littering the floor.

#### **4. Books**

**All hardback textbooks must be covered at all time.** Teachers are required to assign textbooks at the beginning of the year. A record of the textbook number and condition of the book will be made. Students are held accountable for any damaged or lost books. A form must be filled out by the teacher indicating the damage/cost.

#### **5. Copy Machine**

**No copyrighted material will be duplicated or copied.** Please try to conserve the number of papers that are duplicated. Faculty/staff members must never attempt to repair the copy machine, but should call the office for assistance.

#### **6. EDP Usage**

The children of SCS faculty and staff may use EDP services for school related business at no charge. EDP services may not be used while faculty or staff attends to personal business. Faculty/staff who use EDP must follow the appropriate check-in and check-out procedure as parents when using EDP.

#### **7. Mailboxes and Faculty Bulletin Boards**

Check mailboxes at the beginning and the end of the school day. Phone messages will be put in the mailboxes. Emergency messages will be delivered immediately. Students should never be sent to take materials from a faculty/staff member's box.

Teachers have the shared duty for the bulletin board in the front hallway. The boards will be changed monthly. A schedule will be set at the beginning of the year.

#### **8. Tutoring**

Teachers who are interested in tutoring SCS students during the summer should submit their name to the principal. A list of potential tutors will be given to parents who inquire. Teachers who tutor students at school must receive permission to provide this service. Teachers will follow guidelines regarding the tutoring process. All expenses for tutoring are the responsibility of the tutor. Teachers who tutor at SCS are a reflection of the professionalism of its teachers. Teachers may not tutor their own current students during the school year.

#### **9. Purchase Procedures**

- All items purchased for use in the school must be approved by the principal. Only items approved in writing by the principal or business manager will be ordered. A school purchase order form must be used when ordering items.
- Reimbursement for items will not be made unless the total is \$25.00 or more. Please save receipts until you have spent \$25.00 or more. A check request form must accompany your receipts. Please allow at least 5 days for reimbursement.

#### **10. Right to Amend**

SCS reserves the right to amend this handbook.



## Strategic Plan Initiative:

Staff members are a vital part of the future success of SCS. Therefore, every staff member shares in the responsibility of the implementation and monitoring of the 3-5 year, long-term strategic plan for the school. The basic plan is listed below.

## 2021-2024 Summerville Catholic School School Improvement Plan

### Summerville Catholic School

Vision	Mission	Beliefs
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.	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 mind, body and spirit, we prepare them to lead lives...	<ul style="list-style-type: none"> <li>• Living as Disciples</li> <li>• Celebrating Service</li> <li>• Partnering with Parents</li> <li>• Achieving Possibilities</li> <li>• Inspiring Every Learner</li> <li>• Welcoming to All</li> </ul>

Mission/Catholic Identity	Governance and Leadership	Academic Excellence	Operational Vitality
Objectives	Objectives	Objectives	Objectives
<ul style="list-style-type: none"> <li>• Develop a Catholic ID driven by a clear mission rooted in Gospel values, centered on the Eucharist, and measured by data as markers for improvement.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide effective spiritual, instructional and managerial leadership and measured by data as markers for ongoing improvement and growth.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide all students with academic, learner-centered programs that prepare them for the future and is measured by data for improvement and growth.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain standards in finance, human resources, facilities, institutional advancement and measured by data for ongoing improvement and growth.</li> </ul>
Critical Initiatives	Critical Initiatives	Critical Initiatives	Critical Initiatives
<ul style="list-style-type: none"> <li>• 1.3 – Review mission statement yearly by inviting stakeholder groups (staff, pastors, Advisory council, students and parents) to participate.</li> <li>• 4.1,4.2,4.3,4.4 – Schedule school community reflection time throughout the school year for different grade levels to attend and reflect on age-appropriate themes, possibly using a religious book to gu</li> </ul>	<ul style="list-style-type: none"> <li>• 5.1 – Organize and structure the Advisory Committee to be more efficient and effective in supporting the school</li> <li>• 6.5 – Develop a formal process for continued PLC time to assess and monitor instructional data</li> </ul>	<ul style="list-style-type: none"> <li>• 7.2 – Assess instructional materials and resources to improve cohesiveness and vertical alignment between grade levels</li> <li>• 9.1 – Implement themed night events (math/science night, arts/fine arts night, literary night) to encourage parents to attend and be part of the school</li> <li>• 9.2 – Implement counseling services</li> </ul>	<ul style="list-style-type: none"> <li>• 12.1 – Develop a plan for the delivery, use and support of facilities, equipment and technology.</li> <li>• 12.1 - Develop a plan for continued academic support and resources</li> </ul>

## **ACCEPTABLE USE POLICY FOR FACULTY AND STAFF**

### **Computer, Network and Internet - Terms and Conditions**

Summerville Catholic School believes that all faculty and staff should have access to technology when they act in a responsible, efficient, courteous and legal manner. Internet access and other online services available to faculty and staff offer a multitude of global resources that are intended to be used for educational and professional purposes in accordance with the mission statement of the school. Our goal in providing these services is to enhance the educational development of our students. All those who use the information technology resources at Summerville Catholic School must comply with the written policies covering their use as well as the spirit and intent of those policies.

Acceptable uses of technology are devoted to activities that support teaching and learning. Faculty and staff must know that the network and technology devices are property of Summerville Catholic School and as such, should not be considered private. All school Internet use is filtered and monitored.

#### **Appropriate Use**

Appropriate use of the network & computing facilities include those uses that support:

- Instruction
- Independent Study
- Research
- Career or Professional-Development Activities
- Official Work of the offices of Summerville Catholic School
- Limited High-Quality Self Discovery / Exploration
- Personal use by staff is allowed as long as it does not interfere with the educational process and is not illegal.

#### **Inappropriate Use**

There are unacceptable uses of the District computing facilities and network. Inappropriate uses can be classified into two categories: illegal and prohibited. Examples of inappropriate activities include, but are not limited to:

- Commercial Use
- Obstructing or Disrupting Computing Facilities  
Any activity that intentionally obstructs or hinders network traffic, network resources, or desktop security is prohibited.
- Accessing the Files of Others  
Any attempt to access the files of another individual is strictly not allowed. This includes attempting to log in through another person's account or accessing another person's "private" files. These actions are illegal. It is recognized that colleagues often need to share work. There are shared directories for this purpose and staff are encouraged to use these shared locations when they want to share a "non-private" file with others.
- Access, review, upload, download, complete, store, print, post, receive, transmit, distribution of:  
Pornographic, obscene or sexually explicit material;  
Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or sexually explicit language;  
Materials that use language or images that are inappropriate in the education setting or disruptive to the educational process.

- **Etiquette**

Activities covered under general computing and network etiquette include viewing, sending or displaying offensive messages or pictures, or wasting limited resources such as disk space or printing capacity.

- Employees will not vandalize, damage or disable any school electronic technology or system

### **Filtering**

With respect to any of its computers with Internet access, Summerville Catholic School will follow the guidelines provided by the Children's Internet Protection Act, and will monitor online activities of users and employ technology protection measures during any use of such computers by users. The technology protection measures utilized will block or filter Internet access to any visual depictions that are obscene, pornographic or harmful to minors.

### **Privacy**

The information systems of Summerville Catholic School and the files that reside on the computers are the property of Summerville Catholic School. Therefore, there is only a limited expectation of privacy within the network. The school has the right to examine all data stored on computers or other technology devices that are the property of the school to ensure that users are in compliance with these regulations. Please be aware that any misuse (as outlined in this document) of the computing facilities will be referred to the appropriate supervisory personnel.

It should be noted that email is insecure and may be read by authorized information system management personnel when deemed necessary by the diocese or by local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted using the school's system.

### **Software Guidelines**

Software may be purchased from specific school budgets. It is encouraged before purchasing software that staff consult the technology specialist to ensure software purchased will be compatible with the hardware, network, and security programs in place. All software should be installed by the technology specialist.

### **Web Publishing Guidelines**

The World Wide Web is an incredibly powerful publishing tool. Pages posted to the Web have the potential for having a worldwide audience in a matter of seconds. Publishing on the Web is strongly encouraged. If you are considering posting to the Web yourself, or having students post to the Web, you should familiarize yourself with the following guidelines.

Any material posted for the global community should reflect the high educational standard of Summerville Catholic School. All published pages and corresponding links stored on school department servers must be related to the school's educational goals and objectives or related to school-sponsored activities. Individual teachers should review students' material before publication. The quality and completeness of any published work should be such that both student and teacher are proud that it can reach a global audience. Teachers are encouraged to have colleagues review classroom projects or individual student work before being published on the Web.

### **Safety Rules for Student Publication:**

- Pictures that include the heads of students should be posted only if parents have not requested that they not be posted.
- No full names of students, except with parent permission.
- No contact information (home addresses, email addresses, phone numbers) of students.

If you are posting a class project and wish to link to the work of each student or group of students, an alias that the student has chosen can be used to attribute their work or link to it.

### **School Web Presence**

The school website was established to provide a learning experience for employees and students and to provide a venue for communications with parents and the community. All website content will support and promote the school's mission, goals and strategic direction.

Summerville Catholic School encourages all teachers to establish a web page that supports their classroom instruction. If a teacher establishes a web page, he or she is responsible for maintaining that page. All classroom and teacher web pages must be linked to the Summerville Catholic School website.

The classroom teacher will review and approve all student-produced Web content prior to its posting. Non-instructional and Extracurricular web pages are also encouraged. All content should support the school's mission.

### **Guidelines for Employees' Personal Use of Social Networking**

The decision to use online social networking for personal use is at the employee's discretion. The school does not affirmatively monitor employee use of non-district, online social networking tools if the employee is not using the school's electronic technologies; however, the school may take appropriate action when it becomes aware of, or suspects, conduct or communication on an online social media site that adversely affects the workplace or violates acceptable professional codes of ethics. These guidelines are for employees engaging in social networking for personal use.

- When using your personal social networking sites, refrain from fraternization with students.
- Ensure that social networking postings are appropriate for the public.
- Weigh whether a posting will put your effectiveness as an employee at risk.
- Use caution with regard to exaggeration, profanity, guesswork, copyrighted materials, legal conclusions and derogatory comments.
- Ensure compliance with data privacy laws and school policies. Employees will be held responsible for inappropriate disclosure, whether purposeful or inadvertent.
- Respect your coworkers and students. Do not discuss students, their families, or coworkers.
- Student images obtained from your employment with the district should not be included on personal social networking sites.
- If the public may consider your statements to be made in your capacity as a school employee, you may want to include "this posting is my own and does not represent the view of Summerville Catholic School." An employee in a leadership role in the school, by virtue of his or her position, must consider whether personal thoughts he or she published will be attributed to this school.
- Social media identifications, login identifications, and user names must not contain the school's name or logo without prior written permission from the principal.

**FACULTY ACKNOWLEDGEMENT PAGE  
2024-2025**

My signature verifies that I have received a copy of the Summerville Catholic School Faculty and Staff Handbook. I have read the handbook and agree to be governed by its policies and procedures.

Faculty/Staff Signature \_\_\_\_\_

Date \_\_\_\_\_

**SUMMERVILLE CATHOLIC SCHOOL  
FACULTY AND STAFF  
INTERNET USAGE POLICY  
2024-2025**

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_