

# Summerville Catholic School



***THIS ASSIGNMENT BOOK BELONGS TO:***

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

HOMEROOM TEACHER: \_\_\_\_\_ GRADE: \_\_\_\_\_

**School Hours:**  
**8:15 AM to 3:10 PM**

**Office Hours:**  
**7:30 AM to 4:00 PM**

**Website:** [www.summervillecatholic.org](http://www.summervillecatholic.org)

# **WELCOME!**

Dear SCS Family:

Welcome to the 2024-2025 school year and thank you for your commitment to Catholic Education!

Summerville Catholic School continues to flourish! Our enrollment will be over 270 students for this school year. We have added two modular units to the back field to accommodate our growing family and have two classes of each grade from K5-4<sup>th</sup> grade. I'm also pleased to report that our financial situation is very strong, which allows us to utilize as many resources as possible to help all of our students reach their potential!

Our relationships with our supporting parishes, St. John the Beloved, St. Theresa the Little Flower, St. Philip Benizi, and Immaculate Conception, has never been stronger.

To put it truthfully, it is a great time to be part of the SCS Family!

SCS, along with the Diocese of Charleston, will be providing a wealth of professional development opportunities for our staff to continue to grow in their academic learning and instruction as well as their faith.

Additionally, SCS will be partnering with Mr. Mark Rhodes to provide a more reflective, internal growth opportunity for staff members to take better care of their mental health and well-being.

We are also adding many programs to enrich the educational opportunities for students. For example, we have been able to link our MAP scores with the online program IXL. IXL will use the MAP results to create an individualized education plan for students based on their strengths and needs from the MAP test. This partnership will allow teachers to target areas of need for each student.

This handbook details the policies for the 2024-2025 school year. Please read this document carefully and discuss the appropriate parts with your children. Your signature to this handbook signifies your approval and willingness to abide by the school policies outlined within.

The faculty and staff of Summerville Catholic School are devoted to delivering the best education to all children in the most Catholic environment possible. As our motto states: SCS is where faith and excellence meet!

God Bless the SCS Family! #SeahawkStrong

Mr. Charlie Tisdale

# **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**

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

To bring this about, we work toward developing a program that will acknowledge and accept the responsibility to nurture the academic, spiritual, cultural, and physical growth of each student while allowing him to advance according to his own unique and personal talents.

Summerville Catholic School strives to continue its strong tradition of excellence by guiding its students to become involved members of their church and society. With God's grace, our students will continue to enlighten their faith through personal prayer and Christian attitudes.

# **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

# **SCHOOL HISTORY**

In 1984, Bishop Ernest Unterkoefler and Monsignor Richard Madden from St. John the Beloved Parish saw a need for a Catholic school in the Summerville area. SCS was started in August of that year and quickly outgrew Madden Hall where classes were being held. In 1987, SCS moved to its current location and became a regional Catholic school, serving several surrounding parishes in the Summerville area. Currently, SCS partners with four surrounding parishes in the Summerville area: St. John the Beloved, St. Theresa the Little Flower, Immaculate Conception and St. Phillip Benizi.

# AMENDMENT

This handbook may be modified by the school after reasonable notice to the parents/students of the effective date of any changes. Any section headings are for convenience of use, and shall not affect the interpretation of any provisions. If the school should elect not to take action in a particular situation, this shall not be construed or interpreted as a waiver or preclude the school from acting in a subsequent situation of the same or similar kind.

## 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. (See <https://sites.google.com/stanneschool.net/doc-teacher-toolbox/catholic-identity/diversity-equity-and-inclusion>). 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).

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## I. OUR CATHOLIC IDENTITY

### Principles of Catholic Identity in Education

#### Mission of Catholic Schools in the Diocese of Charleston

Catholic identity should be present and explicit in all aspects of all Catholic schools, including the school's mission statement. The school presents evidence of clear commitment to witness faith in all activities. The entire school should be permeated with the spirit of the Gospel for the effective formation and faith development of students.

The Catholic schools in the diocese are expected to fulfill a two-fold mission:

1. To provide for the intellectual and moral formation of the child in accordance with authentic Catholic tradition.
2. To provide all students the opportunity to achieve academic excellence. To this end, all Catholic schools in the Diocese of Charleston must be:
  - Authentically Catholic
  - Academically excellent
  - Financially feasible
  - Community supported

#### Religious Instructions and Worship Attendance

All Catholic schools are places of faith formation and all Catholic school students, regardless of religious background, should attend school prayer and worship services and fully participate in religious instruction. All Catholic students are expected to attend regular Sunday liturgies at their home parish and to frequently receive the sacraments of reconciliation and the Eucharist, once they are eligible.

## **Teaching the Faith**

Because the ultimate purpose of a Catholic school is to pass on the faith, all students who choose to attend a Catholic school in the diocese are expected to attend religion classes that provide instruction on the teachings and traditions of the Roman Catholic Church and are expected to be present at religious school functions as part of the total school curriculum.

## **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**

At the time of school entry or at any other time where a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the principal/administration with a true and correct copy of the legal document for any student for which there is a legal custody agreement or for any student not residing with his/her parent. School communication with the appropriate guardian is essential. Custodial parents should identify in writing other adults who may have access to information regarding their child. Non-custodial parents may receive information (when requested) regarding the child unless specific documentation to the contrary is provided in the legal custody agreement.

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

### **SCS will employ the following admission policies:**

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

"The schools of the Diocese of Charleston do not discriminate on the basis of any race, color, sex, national origin, or disability in administration of educational policies, admission policies of local programs, athletics, and school administered programs."

Records of all Summerville Catholic students are kept confidential and in a secure, locked room.

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student and/or family if the administration determines that the partnership is irretrievably broken.

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

All new students, including mid-year transfers, are subject to a 45 day probationary period from the day the child attends classes. This allows both the parents and the school to determine if Summerville Catholic School can meet the child's needs. At the end of the probationary period, the child will be evaluated based on educational assessment, schoolwork, school attendance, and any disciplinary actions needed. Should any child's academic progress or effort be inconsistent with his/her ability, the child will be put on academic probation at any time during the year. SCS does not typically allow for mid-year transfers into 8<sup>th</sup> grade.

## **A. ADMISSION OF STUDENTS WITH PROFESSIONALLY DIAGNOSED LEARNING DIFFERENCES**

Following the example of Jesus, Summerville Catholic School wishes to welcome all children and is aware that some children have special needs. It is the parents' responsibility to provide documentation and information to the principal at the time of application regarding personal conditions, which may require special services. Failure to provide this information could result in refusal of admission.

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

1. When a student with special needs or with a professionally diagnosed learning difference applies for enrollment, the principal, parents, and inclusive education teachers should meet to define the student's needs and the school's ability to meet those needs. These needs must be identified with the assistance of documentation and guidelines provided by a qualified professional such as a letter from a doctor or an Individualized Educational Plan (IEP). After the initial 45 day probationary period, the teachers and administration will evaluate the progress of the student.
2. Classroom inclusion of either a special needs student or student with a professionally diagnosed learning difference requires the cooperation of both the school and the parents and the realization by both that circumstances and available resources may make such inclusion of a particular student impossible. "Inclusion" means including the student in a regular classroom and classroom activities according to a teacher's usual learning or classroom management expectations.
3. An annual written agreement between the school and the student's family should be developed and executed before the commencement of each academic school year. This agreement should set forth specific goals and expectations of the student and the responsibilities of the school and the family. This agreement should be based on the recommendations provided by the parents to the principal and the teacher from a qualified professional.

4. Special arrangements for homework, preferential seating, grading, promotion, graduation, or other identified exceptions, adjustments, or accommodations should be developed and described within the annual agreement.

5. Failure of the student or his/her family to abide by the terms of the annual agreement or to cooperate fully with both the principal and the classroom teacher shall be grounds for student withdrawal.

## **B. TRANSFERS AND WITHDRAWALS**

Parents expecting to move and/or withdraw a student from attendance at Summerville Catholic School must contact the school office not less than one week in advance of the student's last date at school, so that necessary clerical work may be completed. All textbooks and library books must be returned, and all fees, including PSA, and tuition payments paid in full before records can be mailed.

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

## **C. FINANCIAL RESPONSIBILITIES**

The success of Summerville Catholic School relies on the commitment of families to be involved in their child's education and make Catholic education a financial priority. The school relies on tuition and fees for a substantial portion of the budget to operate an excellent spiritual and educational program. Therefore, when tuition and fee payments become delinquent it is a serious matter. Each family registered to attend must sign the agreement to adhere to the SCS Tuition Policy. Delinquent accounts will be subject to further action.

Families with outstanding balances are reminded that all monies for tuition, hot lunch, lost or damaged textbooks, EDP, library fines, PSA activity responsibilities, and PSA service hour's payout must be paid in full before progress reports, report cards, and/or records will be released. Families are required to complete 20 service hours per school year. Many opportunities are made available throughout the year—both in and out of the building. The SCS Family Service Hours Handbook is available via RenWeb.

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

# **III. EDUCATIONAL PROGRAM**

## **A. ACADEMICS**

**SCS is accredited by the Diocese of Charleston through the Southern Association of Colleges and Schools (SACS) and Cognia Global Commission, Summerville Catholic School serves students in pre-kindergarten through eighth grade.**

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



**SCS will employ the following grading scale.**

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

An Honor Roll system is in place at Summerville Catholic School to challenge students in Grades 2 - 8 to continue to strive for excellence in all phases of their development.

Criteria for honors are as follows:

Principal's List for Elementary School: Students must achieve 92 or above in all major subjects, and a "B" or above in all specials. Major subjects are Religion, Reading, Language, Spelling, Math, Science, and Social Studies.

Principal's List for Middle School: Students must achieve a 92 or above in all major subjects, and a "B" or above in all specials. Major subjects are Religion, Literature, English, Math, Science, Social Studies, including Spanish I, Algebra, Geometry, and English I Honors.

Honor Roll: Students must achieve 86 or above in all major subjects, and a "B" in all specials.

Depending upon interest, SCS can offer advanced classes for potential credit at Bishop England High School. These classes are Spanish I, Algebra and English/Literature Honors. To be eligible for these classes, students must meet the following criteria: 90 or above grade in all subjects, at least 75% yearly average for MAP score in the area of the class. Students must also have the recommendation of the middle school teachers.

## **B. ACADEMIC COMMUNICATION**

Parents can monitor academic progress on RenWeb and through work returned in the Tuesday folder. Report cards are distributed four times during the school year. Progress reports will be given between issuance of report cards to alert parents as to whether the child is doing satisfactorily in academics. Elementary teachers will also report social and work habits.

Parent-teacher conferences are by no means limited to report card time. If the need for a conference does arise, the parent or teacher may request it via email. To expedite communication, in the middle school, direct your email to the appropriate teacher rather than the homeroom teacher or principal. It is only through the closely coordinated efforts of the home and the school that the goals of education can truly be achieved. Conferences should last no more than 45 minutes.

Progress reports and report cards not signed and returned within two days may result in disciplinary action for your child.

## **C. PROMOTIONAL REQUIREMENTS**

Per Diocesan standard, advancement to the next grade is based on the student's daily performance, test results, attendance, recommendations, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of ALL subject areas. Administration may recommend the repetition of grade, tutoring, or summer school classes as a requirement for promotion when, after conferences with the teachers and parents, it is believed that such action will better prepare the students academically or emotionally for the next grade.

The decision of the principal is final and binding.

Elementary subjects include Religion, Reading, Language, Spelling, Math, Science, and Social Studies.

Middle school subjects include Religion, Literature, English, Math, Science, Social Studies, including Spanish I, Algebra, Geometry, and English I Honors.

## D. TESTS AND EXAMS

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

Grade 6-2 tests per day

Grade 7-2 tests per day

Grade 8-3 tests per day

Students in the 7th and 8th grades take mid-term and final exams. Students with a 92 (or above) final average in a subject may exempt the final exam. Absences for situations other than significant illnesses may result in a zero grade for the exam. Only students who are ill on exam days are allowed to make up the exam unless an alternate arrangement is made with full teacher and administrative approval. Although initially tentative, the exam dates are posted on the yearly school calendar and on the weekly newsletters for December and May. Students receive the exact dates and times of their exams several weeks before those tests begin. No more than two exams per day are scheduled (except for make-up exams). Completed/graded exams are not distributed to parents or students. If a parent would like to see the exam, this can be arranged with the teacher after all students have taken the exam. No student may exempt a midterm exam first semester.

Any student may exempt a particular final exam in the spring if he/she has a 92 yearly average in that subject. Students will be told they have exempted an exam several days prior to the start of exams. Due to the exam policy of Bishop England, students taking English 1, Algebra 1, and Spanish 1 may not exempt exams for these classes. Because these exams also take longer, your student will be required to come to school at 7:30am to begin the exam.

**Standardized testing for the 2024-2025 school year will be NWEA MAP Tests occurring in September, January, and May.**

## E. HOMEWORK

Homework is provided for the purpose of reinforcing learning that has taken place in the classroom, extending learning opportunities, and fostering independent study habits. Homework that has been assigned by one teacher should not be done during school hours in another teacher's classroom without permission. Students should report to school prepared each morning with their completed assignments. **Parents may review pending homework assignments, projects, and tests by checking the child's agenda and any other class communication tools used by the specific teacher.** Homework must show a student's own personal work and effort.

The amount of time it takes to complete assignments vary greatly from student to student. **If the amount of time your child spends on homework is consistently excessive, schedule a conference with your child's teacher.** The teacher will work with you to identify problems and make a plan to help your child complete assignments in an efficient manner. Parents are asked to check on all assignments and on the quality of work that is done. Children should be held accountable to parents as well as to the teachers. If you would like strategies concerning how to help your child be successful with homework, please contact your child's teacher(s).

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

## F. MEDIA CENTER

The media center is a place where students can read, discover, and explore. There are over 10,000 volumes in the media center and we continue to work to increase and update the collection. Open library time is also offered throughout the week for students needing to check out a book. Each student is expected to act appropriately in the media center. Food and beverage is not permitted in the media center. Students are expected to treat books, equipment, and furniture respectfully in the media center. The use of the media center is a privilege.

Each student is responsible for books taken out in his/her name. Overdue notices are sent out at least once a month. If a book is overdue, a student may not be able to check out another book until the overdue one is returned. If a student loses or damages a book, the student is responsible for the replacement cost.

## G. EXTRA HELP

All teachers will make a reasonable effort to be available after school one day a week for extra help. **This is not a tutoring session** but a time for the teacher to give special attention to a particular skill a student finds difficult. A note from the teacher will be sent home in advance asking your child to stay for extra reinforcement with a particular skill. A signature is required by a parent/guardian in order for your child to stay after school.

If you feel your child is struggling with a particular skill, please contact the teacher directly. A student may NOT stay for extra help if 24 hours' notice has not been provided to or by the teacher.

## H. FIELD TRIPS

A school field trip is a privilege extended to each child. However, if the principal and/or teacher determine a child should not attend the field trip due to improper behavior, missing assignments, incorrect dress code etc., the child will remain in school. Permission forms for field trips must be signed by the parent and returned by the due date. **If the signed permission slip is not returned, the student will remain at school while the class goes on the field trip.**

Field trips are part of the SCS curriculum and educational activities. As such, any student who does not attend a field trip may be assigned a project to complete with a topic and due date chosen by the teacher.

Field trips are considered an extension of the school day, and the code of conduct will apply.

Field trips must have an adequate number of chaperones in order to help provide supervision to our children outside of the school environment. Field trips will be cancelled if there is an insufficient number of chaperones. All drivers and chaperones must meet and be approved through Diocesan standards. SCS office staff will verify each driver/chaperone before every field trip.

**Parents/Family members who are not verified may NOT meet the class at the event.**

**Due to safety concerns and the responsibilities of chaperones, siblings are not permitted on field trips.**

**No student may be seated in the front seat of the vehicle, regardless of age or weight.**

**SCS will follow all South Carolina laws and regulations regarding car seats usage.**

**Cell calls and texting are not permitted while driving or chaperoning students.**

**Drivers on field trips are NOT permitted to make any additional stops other to the designated field trip site.**

**Teachers will have the final say on student assignments with chaperones and drivers.**

All medications given on field trips must comply with medication administration policies. For students with prescription medication and/or medically necessary health-related conditions, a trained individual needs to be present on the field trip such as a school nurse, parent/guardian, or designated family member to ensure care and safety. If a trained individual of the school is unable to chaperone the student on a field trip, it is the responsibility of the parent to provide a trained individual to accompany the student.

## **IV. STUDENT EXPECTATIONS**

### **A. CODE OF CONDUCT**

In all areas of learning, discipline must be considered in the development of the whole person. The Code of Conduct is based on the Gospel message of Jesus. Growth in self-discipline, a responsibility for Catholic moral values, and a loving respect for the rights of all person is encouraged and nourished by the Code of Conduct. To achieve these ends, parents, faculty, and students work together to create a Catholic school environment. These critical components include:

All teachers have the right to teach. No student will stop the teacher from teaching.

All students have the right to learn. No student will stop another student from learning.

As a community following the example of Jesus, all members of the community agree to:

Be **responsible** in all our actions.

Be **respectful** in all our interactions.

Be **ready** to learn in all our classes.

Whether in the classroom, the hallway, the restroom, the playground, or in Mass, our community will strive to be responsible, respectful, and ready to learn in a positive and purposeful manner. In addition, our community follows the Virtues in the Classroom program. This program focuses on a different virtue each month to be demonstrated and discussed schoolwide.

Community information about this program will be sent home throughout the school year.

## Discipline

Because it is impossible to foresee all problems which may arise, this handbook empowers the faculty and administration to take disciplinary action for any behavior (within or outside the school community), which violates the spirit, philosophy, and code of conduct of the school, **even though not specified**. In justice to other students, circumstances may dictate that a student be removed temporarily or permanently from the particular school setting.

## Use of Disciplinary Action

Students who lack self-discipline, or who violate the rights of others, can expect disciplinary action. Each offense will be dealt with on an individual basis according to the age of the student, the nature of the infraction, and the severity of the case. Repeated infractions can result in more serious consequences, up to and including suspension or expulsion. However, there is no requirement for progressive discipline.

The following are some approved disciplinary measures:

1. Conference with the teacher, student, administration, and family as necessary
2. Assignment of special tasks
3. Denial of privileges
4. Afternoon detention (3:10-4:00 pm)
5. Administrative behavior plan
6. Probation
7. Suspension
8. Expulsion

Attitudes and actions of Christian courtesy and respect toward each individual are nurtured and expected from each student at Summerville Catholic School. Good manners, a manifestation of respect for self and for others, are continually stressed as demonstrated through being **responsible, respectful, and ready to learn**.

## Specific Disciplinary Policies

Any student may accrue demerits based on the choices they make, as age appropriateness dictates. Students who accrue five demerits will serve an after-school detention. After two detentions, students must meet with the principal. *Accumulation of five demerits following the meeting with the principal may result in an in-school suspension with the student receiving a zero for class work, homework, and quizzes.*

Accumulation of demerits will begin anew at the start of each semester. Demerits earned by a student will NOT carry over to the second semester.

### DEMERIT SYSTEM:

Category I ~ 1 demerit may be given for the following: When a student fails to ~

- follow uniform code/wear uniform correctly after repeated warnings
- arrive to class on time after repeated warnings
- bring required materials to class after repeated warnings
- chews gum on school property
- failure to return Tuesday Folder on time after repeated warnings

Category II ~ multiple demerits may be given for the following:

- disrespect for teachers, adults or peers
- irreverence in Mass
- disrespect for property
- disruptive behavior
- fails to follow classroom, hall, cafeteria or playground procedures
- brings inappropriate items to school, e.g. magazines, music, electronic equipment, or sells/solicit items on school property
- throws objects
- uses inappropriate language
- writes or passes notes
- shows poor etiquette or cooperation during lunch
- misuse of Chromebook

Cheating will result in an automatic detention and a zero for the work involved.

**Chromebook misuse:** The Chromebook is used for educational purposes within the classroom. If a student uses the Chromebook for any non-instructional purpose or in any way that is not directed by the teacher, the following consequences may occur.

1<sup>st</sup> Offense: Category II (above) offense and consequences

2<sup>nd</sup> Offense: Communication between parent, student, and administrator. May result in temporary loss of Chromebook privileges

3<sup>rd</sup> Offense: potential loss of Chromebook privileges for the remainder of the school year.

### **Suspension:**

Suspension may be imposed as determined by the principal/administration in consultation with the pastor. Once the principal/administration suspends a student, parents may be required to sign a behavioral contract in which they signify their understanding of the problem and agree to work with the school in correcting the situation.

The failure of the parents to execute the above referenced agreement shall preclude the student from returning to the regular instructional program. This policy applies to in-house and out-of-school suspensions.

Suspension from school is imposed only for a very serious reason. The decision to suspend a student rests with the principal after consultation with the pastor. Prior to suspension, parents will be contacted to explore strategies for the improvement of their child's behavior. A letter stating the measures to be taken and the reasons for the suspension will follow. The nature of the suspension, in-house or out of school, varies with the severity of the infraction. In the event of a serious infraction, the student may be suspended immediately. In this case, the parents will be called and asked to pick up the child at once.

During the period in which the suspension takes place, the student receives a zero for classwork, homework and quizzes. Although a zero will not be issued for tests, the student will **not receive any credit** for tests administered during the period of suspension.

Behaviors for which a student may be suspended include but are not limited to the following:

- Verbal or non-verbal disrespect for authority
- Fighting, verbally or physically
- Theft
- Vandalism or defacing school property
- Leaving school or classroom without permission
- Using or possessing cigarettes or drugs, including alcoholic beverages
- Possessing pornographic materials
- Possessing potentially harmful/dangerous materials, i.e. fireworks, matches, etc.

### **Aggressive Behavior:**

We are all aware and concerned that violence is escalating in our society. Our children are surrounded by attitudes that condone settling disagreements with violence. Television, newspapers and movies are filled with behaviors that are abusive, disrespectful of others, and use pushing and fighting to subdue or just to irritate others.

Please discuss with your child ways to settle disagreements in a peaceful manner. Students need to treat their peers with civility, charity and forgiveness. They need to respect each other and root out any spirit of meanness. We expect them to be cooperative, polite and respectful in dealing with teachers and classmates. We all need to pray that God guide us to make the right decisions and give us the courage to act or not to act if that is the right course of action.

If a student behaves violently or threatens another individual, the parents will be notified to come and take the offending student home. The student will stay at home on the day of the occurrence. The student may return to school only after meeting with school administration and meeting any conditions for continued enrollment. The student and parents must sign a statement insuring that the student will never again resort to such activity. Should there be further dangerous aggressive behavior, the student is liable for further consequences up to and including expulsion.

We realize these are strong measures. However, we cannot allow or encourage the violent, disruptive, or unbecoming behavior that we witness around us. Our children must understand that such activity is wrong and as followers of Christ should seek peaceful resolutions of legitimate differences.

## **B. BULLYING/HARASSMENT**

### **Bullying/Harassment and Expulsion Policy for Diocese of Charleston Schools**

#### **Definitions**

1. Harassment — Harassment is any unwanted behavior, physical or verbal (or even suggested) that makes a reasonable person feel uncomfortable, humiliated, and/or mentally distressed.

- a) It is the intentional act of annoying, threatening, intimidating, or causing fear in another person.
- b) Harassment happens when someone is targeted because they belong, or appear to belong, to a protected class, including socio-economic status, and when the conduct is so serious that it creates a hostile environment.
- c) Harassment is considered a form of discrimination and is punishable by law.

d) This includes:

- Intimidating
- Teasing
- Making improper propositions
- Verbal abuse, such as name calling, slurs, taunts, insults (including visual insults)
- Graphic or written statements, demeaning comments, cartoons, pictures
- Physical assault, including physically impeding or blocking behavior
- Threatening or discriminating against a person due to race, religion, age, gender, physical appearance, socioeconomic status, or academic pursuits.

2. Bullying — Bullying, including cyber-bullying, is a conscious, repeated, hostile, aggressive behavior of an individual or a group abusing their position with the intention to harm others or to gain real or perceived power.

a. Bullying is a repeated behavior which can be defined and not limited to the following behaviors:

- Fighting, threatening, name-calling, teasing, or excluding someone repeatedly and over time
- Creating an imbalance of power (i.e., size or popularity)
- Causing physical, social, and emotional harm
- Hurting another person to get something

b. Bullying is NOT:

- Not liking someone
- Being excluded for a single event
- Accidentally bumping into someone
- Disagreements or differences of opinion between two or more people or groups
- Single act of telling a joke about someone or their interests
- Expression of unpleasant thoughts or feelings regarding others
- Isolated acts of harassment, aggressive behavior, intimidation, or meanness.

### **Steps for Dealing with Bullying**

Important Note: If the principal/administrator of the school views a bullying occurrence to be of an extreme nature, the offense may be deemed a third step offense and automatic expulsion may occur. A serious offense may also be reported to law enforcement if appropriate. The school will notify the parents if it has made a report to the authorities.

1. First offense — The principal should:

- a) Conduct a parent conference in which s/he provides a clear explanation of the bullying offense
- b) Assign age-appropriate consequences which may include:
  - Requiring a verbal apology and/or an apology letter
  - In the case of elementary: denying a school privilege (example: no recess or free time, silent lunch, etc.) or assigning detention(s)
  - In the case of secondary: in-school suspension
  - If deemed appropriate, assigning a behavior plan



2. Second offense — The principal should:

- a) Conduct a parent conference in which s/he provides a clear explanation of the bullying offense.
- b) Assign a next-level consequence:
  - In the case of elementary: suspension in or out of school
  - In the case of secondary education: out of school suspension

3. Third offense — The principal should:

- a) Principal meets with expulsion committee (if in place).
- b) Elementary principals meet and discuss with their pastor.
- c) Secondary principals confer with the superintendent of schools.
- d) Depending on the severity, the offense may result in:
  - Parents being given the opportunity to withdraw their child
  - Expulsion

### **Expulsion Policy and Guidelines**

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the expulsion of a student if the administration determines that the partnership is irretrievably broken.

Students who demonstrate behavior that is judged to be detrimental to the school community may be expelled by the principal of the school in consultation with the pastor and/or secretary of education/superintendent of Catholic schools. Any student expelled or asked to leave the school for disciplinary reasons:

- Will not be eligible for re-enrollment
- May not participate in or attend school-sponsored activities
- May not enter school property without the permission of the principal.
- Students enrolled in 12th grade leaving school under these conditions have the responsibility of contacting prospective colleges regarding the circumstances involved in their withdrawal/expulsion from the school.

Students who commit offenses that may merit expulsion:

- Must participate in a mandatory meeting with the principal to hear/see the evidence against them and for the student to provide an explanation.
- Parents are required to be present at that meeting.
- Students will be suspended from school until a final decision is made.
- If the offense merits expulsion, the family may be given the option to withdraw the student prior to expulsion.
- In either case, the decision of the principal is final, and the student is permanently withdrawn from the school with no opportunity for appeal or readmission.
- A final tuition statement will be presented to the parent at the time of expulsion/withdrawal, and all tuition and fees due must be paid, as well as all school property returned, before any official final school records are provided.
- This will include restitution for any damage caused to school property that resulted in expulsion.

The reason for expulsion or withdrawal will be shared with other Catholic schools in the Diocese of Charleston upon request by that school.

Offenses that May Merit Expulsion

Below are some, but not all, of the behaviors that may merit expulsion. Please note that these offenses may occur on or off school property at any time during the period a student is enrolled at school. In situations involving possible criminal violations while on school property, law enforcement may be notified.

- Possession of a weapon while at school or at any school activity (including inside a vehicle)
- Threats of violence, injury, or death against the school, students, and/or school personnel
- Assault and/or battery of another student or school personnel
- Repeated violation of academic integrity expectations
- Selling, giving, delivering, or otherwise transferring any illegal drug or controlled substance
- Arrest by civil authorities for crime against persons or property
- Damage to school property
- Repeated bullying or harassment of another student
- Multiple offenses of a lesser nature that consistently disrupt the learning environment or good order of the school (a corrective action behavior plan and/or contract may be in place prior to expulsion)
- Any behavior that is not consistent with the Catholic mission of the school

## **C. ATTENDANCE**

**Regular attendance is essential to successful performance in school. In conformity with state regulations, school is in session 180 full days unless an emergency forces its closing.**

Students with more than 10 days of unexcused absences run the risk of not being eligible for promotion in accordance with state of South Carolina policy. After the 5<sup>th</sup> absence, a letter from the office will go home for review and a signature. After the 8<sup>th</sup> absence, the principal, teacher, and parent will meet to review the student's attendance record.

On the first day a student returns to school after an absence, the student must present to his/her teacher a **written note** from the parent/guardian. This note needs to list the child's full name, date(s) and reason for absence, and parent signature. Also, any incident of a communicable disease must be reported to the school office. If a child is absent three or more consecutive days, a medical excuse from a doctor must accompany the absentee note.

**A PARENT NOTE DOES NOT AUTOMATICALLY CONSTITUTE AN EXCUSED ABSENCE.**

A student who leaves before noon will be marked absent for one-half day. Students who have appointments (medical, etc.) and are out for two or more hours, will be marked absent for one-half day.

Students not present for any part of the school day may not participate in extracurricular activities on the day of the absence, except in the case of excused early dismissals/absences for travel to school-related events. Students are also exempt from this policy if they are absent for part of the school day for a scheduled doctor's appointment in which they return to school to finish the school day or if the appointment is scheduled near the end of the school day. A doctor's note provided to the school or coach/activity supervisor is required for this exemption.

When parents wish to take their student out of school for several days for personal and/or medical reasons, the parents should discuss the student's progress and anticipated work with the teacher. However, the school is under no obligation to provide a tutor, make-up work, and special testing schedules for such a period of absence. The administration has the sole discretion to determine the conditions and terms governing such absences.

All work will be made up upon the student's return to school. Teachers will establish a reasonable time for the work to be completed. Work not made up will result in lower grades. Report cards will not be provided in advance for students anticipating an absence.

If parents are going out of town and leaving another responsible adult in charge of the children, they must notify the school office in writing and provide in advance the name, address, phone numbers, and other necessary information regarding the care of the child/ren while the parents are absent.

Students **MUST** be present in homeroom by 8:15am to be considered present and not tardy. Excessive tardies demonstrate a lack of respect for the educational process. Four (4) unexcused tardies within a semester is considered excessive. Excessive unexcused tardies will be recorded in the student's permanent record and may result in added unexcused absences to the student's record. **To ensure the safe arrival of all students, parents/guardians are required to sign in their student(s) at the main office when arriving late.**

## **D. WEAPONS**

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

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

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

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

## E. UNIFORMS

Uniforms are mandatory at Summerville Catholic School to reflect the high standards and values we place on a proper educational atmosphere. The purpose is also to unify in spirit and to present a visual symbol of our united student body. Therefore, the breaking of uniform code is viewed as disruptive not only in disobedience of dress code, but also as a disregard in the “esprit de corps” of the school. Final decision regarding the school uniform rest with the principal/administration.

### GENERAL EXPECTATIONS

- All students are expected to dress and groom themselves neatly. No perfume or cologne is allowed.
- The uniform should be kept neat and clean, **with shirts tucked in at all times though it is understandable that our younger students may struggle with this expectation.** Torn or ripped clothing is not permitted.
- A modest cross or religious medallion may be worn around the neck. No rings are permitted. Students may wear one simple bracelet per wrist. Hair ties are considered bracelets when worn on the wrist.
- Drawing on self, body art, and/or temporary tattoos are not permitted.
- **Hair must be brushed and kept neat. Strange, faddish, or unnatural colored hair or hairstyles may not be worn.** Students will be asked to correct any hairstyle or hair color that is considered inappropriate. They will have one week to take care of any needed corrections.
- Hair must be kept neat and MUST be out of the face and eyes.
- Earrings may only be worn by girls with pierced ears. Girls with pierced ears may wear one stud earring or small hoop on the lower lobe of each ear. For safety reasons, long dangling earrings are not permitted. Boys are not permitted to wear any type of earring.
- No hats are to be worn in the building except on designated days.
- Underwear, undergarments, and t-shirts of any type must be covered at all times. Undergarments that can be visible through a shirt should always be white with no print or logos.
- Traditional SCS sweatshirt or current athletic team sweatshirts may be worn.
- No sports sweatshirts may be worn to Mass but the traditional, gray SCS sweatshirt may be worn
- Solid white or navy blue cardigan, pullover, or vest sweater may be worn (no monogram required).
- Students must maintain uniform standard during the entire school day.

## GIRLS' UNIFORMS

<p><b>SHIRTS</b></p> <ul style="list-style-type: none"> <li>• Collared white or hunter green knit, polo-style shirt with school monogram (monogram is not needed if worn under a jumper)</li> <li>• Knit shirts may be short or long-sleeve</li> <li>• White woven shirt with Peter Pan collar and a school monogram (unless worn under a jumper)</li> <li>• Solid white turtlenecks under the required uniform are appropriate during cooler weather</li> </ul>	<p><b>SKORTS/SKIRTS</b></p> <ul style="list-style-type: none"> <li>• <b>K3-K5:</b> a knee-length solid navy skort</li> <li>• <b>1<sup>st</sup>-3<sup>rd</sup>:</b> No skorts or skirts permitted</li> <li>• <b>4<sup>th</sup>-8<sup>th</sup>:</b> knee-length plaid or navy skirt</li> </ul> <p>*Rolling over the waist of the skirt is not permitted.</p> <p><b>*Skirts and skorts must be no shorter than the top of the kneecap</b></p> <p><b>*For modesty reasons, shorts in navy or black must be worn under all skirts.</b></p>	<p><b>JUMPERS</b></p> <ul style="list-style-type: none"> <li>• <b>K3-3<sup>rd</sup>:</b> a knee-length plaid jumper</li> </ul> <p><b>*Jumpers must be no shorter than the top of the kneecap</b></p> <p><b>*For modesty reasons, shorts in navy or black must be worn under all jumpers.</b></p>
<p><b>SHORTS/PANTS/BELTS</b></p> <ul style="list-style-type: none"> <li>• Navy blue shorts or slacks with belt loops</li> <li>• Belts must be solid black, brown, navy, or plaid and must be visible. Belts are required for grades 2-8 and are recommended for younger grades.</li> </ul> <p><b>*Shorts and pants should be straight-leg, flat front, and uniform style.</b></p> <p><b>*Shorts must be no shorter than the top of the knee cap</b></p> <p>*Cargo shorts and pants are not permitted.</p> <p>*Shorts and pants must be worn at the natural waist.</p>	<p><b>SHOES/SOCKS</b></p> <ul style="list-style-type: none"> <li>• Socks must be visible in the shoe and solid navy, hunter green, black, or white in color (any type of logo may not be visible)</li> <li>• Knee socks and footed tights should be black, white, hunter green, or navy</li> <li>• Shoes must be predominantly white, black, brown, tan, navy or natural leather colors. Small striping or logos and soles may be other colors as long as the shoe is mostly one of the approved colors</li> <li>• Traditional saddle shoes may be worn</li> <li>• Boots and high-top shoes are not permitted</li> <li>• Sandals, Crocs, light-up, open back, or open-toed shoes are strictly forbidden</li> </ul>	<p><b>GENERAL</b></p> <ul style="list-style-type: none"> <li>• Hair accessories such as ribbons, bows, clips, headbands, scrunchies, and barrettes must be simple and not distracting. Any hair accessory deemed inappropriate will need to be removed.</li> <li>• Make-up, nail polish, fake fingernails or French manicures, excessive jewelry, and any other unauthorized accessories are not allowed.</li> <li>• A necklace with a cross or religious medal may be worn.</li> <li>• Holes or faded clothes must be repaired/replaced</li> <li>• Baggy styles are not permitted</li> <li>• Any accessory deemed distraction or excessive will not be permitted.</li> </ul>

## BOYS' UNIFORMS

<p><b>HAIR</b></p> <ul style="list-style-type: none"> <li>Boys' hair must be kept neat. Hair should not cover the top of the ears or shirt collar. Hair must not hang in the face or eyes. Bangs must be above the eyebrows.</li> </ul>	<p><b>SHIRTS</b></p> <ul style="list-style-type: none"> <li>Collared white or hunter green knit, polo-style shirt with school monogram</li> <li>Knit shirts may be short or long-sleeve</li> <li>White Oxford, button-down shirt with monogram is acceptable</li> <li>Solid white turtlenecks under the required uniform are appropriate during cooler weather</li> <li>Any undershirts must be white with no prints or logos</li> </ul>	<p><b>SHORTS/PANTS/BELTS</b></p> <ul style="list-style-type: none"> <li>Plain navy uniform shorts or slacks with belt loops</li> <li>Belts must be solid black, brown, navy, or plaid and must be visible. Belts are required for grades 2-8 and are recommended for younger grades.</li> </ul> <p><b>*Shorts and pants should be straight-leg, flat front, and uniform style.</b></p> <p><b>*Shorts must be no shorter than the top of the kneecap</b></p> <p>*Cargo shorts and pants are not permitted.</p> <p>*Shorts and pants must be worn at the natural waist.</p>
<p><b>SHOES/SOCKS</b></p> <ul style="list-style-type: none"> <li>Socks must be visible in the shoe and solid navy, hunter green, black, or white in color (any type of logo may not be visible)</li> <li>Shoes must be predominantly white, black, brown, tan, navy or natural leather colors. Striping and soles may be other colors as long as the shoe is mostly one of the approved colors</li> <li>Boots and high-top shoes are not permitted</li> <li>Sandals, Crocs, light-up, open back, or open-toed shoes are strictly forbidden</li> </ul>	<p><b>GENERAL</b></p> <ul style="list-style-type: none"> <li>Holes or faded clothes must be repaired/replaced</li> <li>Baggy styles are not permitted</li> </ul>	

## MASS DAY UNIFORM

In an effort to come to the Table of the Lord in our "Sunday Best" and be a unified community, every student should wear the green SCS polo shirt on Mass days. SCS Sports hoodies are not to be worn during Mass.

## DRESS CODE / PHYSICAL EDUCATION UNIFORM

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

- **Grades K- through 4** may wear their PE shirt (which includes the current year's Fun Run shirt) to school on their PE day, along with their uniform. Students in these grades are not required to change for PE. Sneakers/tennis shoes (with plain laces or Velcro) must also be worn for PE.
- **Grades 5 through 8** must wear a white, **Summerville Catholic School PE shirt** in place of their uniform shirt or blouse on their assigned PE day. Students may wear their PE shorts to school on PE day or they may change into PE shorts before class.

## TAG DAY

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

As a Catholic community, our attire should reflect modesty. Teachers and administrative have the final decision on the appropriateness of attire.

**If students wear clothing deemed inappropriate, they will be told to call home for a change of clothing.**

**Students having to change will lose their Tag Day privilege for the following month. A second TAG Day infraction will cause students to lose this privilege for the remainder of the year.**

**Examples of inappropriate clothing are, but are not limited to:**

- Tops which are sleeveless, which do not cover the entire shoulder, or which have spaghetti straps
- Backless shirts/dresses that cover less than a uniform shirt
- Pajama tops or bottoms (except on designated spirit days or other "fun" days as deemed by the teacher and administration)
- Leggings, jeggings, yoga pants
- Pants, shorts, and tops that are too tight; clothing should be loose fitting.
- Baggy styles are not permitted
- Shirts with a low scooped neckline
- Shirts not long enough to cover the waist and hips. When the shirt is tucked in and arms are raised above the head, the shirt should not come untucked.
- Shirts with inappropriate logos/pictures
- Skirts or shorts not appropriate length. Appropriate length is defined as touching the top of the kneecap when standing
- Shoes with high heels, open backs or toes, or sandals
- Nail polish, makeup, or excessive jewelry

## **F. CELL PHONES/SMART WATCHES**

SCS discourages the bringing of personal electronic devices to school, such as, but not limited to, cell phones, tablets, IPODs, smart watches/devices (which include internet capability, applications, email, or text capabilities), headphones or earbuds, and laser pointers.

Any devices brought to school should be placed in the off or silent mode and stored in backpacks or lockers during the school day. Smart Watches must have internet/texting/email capability turned off to maintain academic security in the classroom.

Teachers have classroom discretion over which devices may be used and when they may be used in their specific classroom. Teachers and staff members maintain the right to confiscate any devices that are used in contrast to this policy. Confiscated electronics **MUST** be picked up from the front office at the end of the day by a parent. Consequences concerning repeated violations will be at the discretion of the principal. SCS is not responsible for lost or damaged items.

## **V. HEALTH INFORMATION AND STUDENT CARE**

### **A. SAFE ENVIRONMENT**

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

As part of our safety plan, procedures to account for the presence of each child as they enter or exit the premises and move from location to location around the school are implemented accordingly.

SCS does have a full-school evacuation/reunification plan in place should the need arise; this plan employs the RenWeb emergency alert system. Notifications will be sent through phone and email. Assure that a correct phone number and email address are on record with the school.

Visitors must use the front entrance when entering and exiting.

Visitors must sign in AND out with office staff.

Visitors **MUST** obtain a visitor tag that is visible at all times.

Per Diocesan standard, the Safe Haven program is required for all visitors and volunteers at SCS.

Visitors, such as out-of-town grandparents, are welcome to attend special events such as a class celebration, Grandparent's Day, or Mass; however, regular visitors with access to our children must complete the Safe Haven training and Diocesan background screening.

In our ongoing effort to provide a safe environment for our children please be advised that any parent/guardian known to a diocesan or parish school who is a parent or guardian of a child who is enrolled at one of our schools and is listed on a sex offender registry is required to sign an agreement restricting that individual's access to our campus. A list of those sex offenders known to the school whose child is enrolled, may be reviewed during normal school hours upon written request to the administration.



## **B. MEDICAL**

All school health room, administrators, and staff are required to administer medication within the framework of the procedures outlined in Diocesan policy.

All prescription and over the counter (OTC) medications (to include cough drops and topical creams) may be administered during the school day when all of the following conditions have been met

1. After the first dose of any medication has been given at home
2. When the parent/guardian provides and transports the medication to and from school and the medication is given directly to the office staff
3. When the appropriate Diocesan medication form has been completed by a physician and signed by a parent/guardian
4. When the medication is brought to school in its original container stating the name of the student, the dosage and method of administration prescribed by a physician. It is the parent/guardian's responsibility to notify the school of any changes to the original prescription. The new prescription must also be brought to the school in the original container and be accompanied by the Diocesan form
5. For any medication, parents must document the number of tablets or dosages to be secured for administration by the authorized school personnel. If tablets are to be divided, the parent/guardian is responsible for dividing the tablets in order to achieve their child's proper dosage.

Students are NOT permitted to self-medicate. Students are not to carry/possess medications including cough drops, unless instructed by a doctor to have the medication on their person at all times (i.e. asthma inhalers, etc.). The school does not assume responsibility for medications taken independently by the student.

Students sent home from school with a fever are unable to return to school until they are fever free (under 99.9) without the assistance of medication for 24 hours. Do not send your child to school if they have a fever in the morning. Students must also remain home 24 hours after the last episode of diarrhea and vomiting. Therefore, if your child is sent home with a fever, vomiting, or diarrhea, he/she may NOT return the following school day.

## **A. MEDICAL ALLERGIES**

Cooperative efforts between students, parents, physicians, and school staff members can help minimize risks for students with allergies. The Diocese of Charleston has implemented an allergy plan that must be kept on file on the office. In order to minimize incidents of life-threatening allergic reactions, SCS will maintain a system-wide procedure for addressing these reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life-threatening allergy.

## **B. MEDICAL EMERGENCIES**

In the case of an emergency when an ambulance is required, SCS will call 911 first and then contact the parent. SCS students will be transported to Summerville Medical Center. School records will accompany the student. A designated school official will ride in the ambulance with the student and stay with the student until a parent arrives.

## **C. IMMUNIZATIONS**

All students enrolled in SCS must present a current SC Certificate of Immunization signed by a physician. If this requirement is not met, it is possible that your student may not be allowed to attend school. The only exemption to the policy is in the event that a student has an illness that would compromise his/her life by being immunized. Documentation of a compromising condition must be presented prior to the first day of the school year.

## **D. NO NIT POLICY AND REGULATIONS**

### **POLICY 1 HEAD LICE - NO NITS (PEDICULOSIS)**

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

### **REGULATION 1-A**

#### **NO NIT PROCEDURE GUIDELINES**

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

- I. Identification of cases: Often the first clue to the presence of lice is frequent head scratching and/or a rash on the scalp. To actually diagnose requires a closer look.
  - A. Responsibility for screening heads:
    1. The onsite registered nurse (RN) or designated staff person may conduct an annual in-service education program, if deemed necessary
    2. Designated staff members will check students in a confidential manner
  - B. Who should be screened?
    1. Any student where there is a strong suspicion that they may be infested i.e., demonstration of the signs and symptoms.
    2. If you have reason to believe that a student may have contracted the lice from another student that has been diagnosed i.e., in the same class, a sibling, or a close friend.
    3. If two or more students in the same classroom have been found to be infested, all children in that classroom may be examined.
- II. Treatment
  - A. Parent Contact
    1. The office staff is responsible for calling the parent/guardian of each infested child and requiring that the child be picked up and treated.
    2. The parent/guardian will be given written instructions on how to treat their child
    3. As stated in Policy 1 and Regulation 1A, the No Nit Policy of the school will be explained to the parent/guardian
    4. The treatment certification form will be brought to the attention of the parent/guardian. An explanation will be given that this form must be signed by the parent/guardian before the student is allowed to return to school.
    5. Inform the parent/guardian that the child must be brought back to school by them and must be screened for lice/nits in the office and be completely nit free before they can return to class.
- III. Follow-up
  - A. Return of the student to school
    1. There is no need for the student to remain out of school once the treatment has been

- completed. Therefore, they should not require longer than a one-day absence
2. Before the student is readmitted they must:

- Turn in the certification of treatment
- Be verified by school staff as being Nit Free

IV. Re-infestation

- A. Follow above procedures
- B. Notify the registered nurse (RN) or staff designee
- C. The RN/staff designee and principal will determine what additional interventions, if any, are needed.

## **C. COUNSELOR**

Mental Health is a priority at Summerville Catholic School. For that reason, SCS has a counselor on staff. The role of this counselor is to assist students with needs outside of the classroom, such as sadness, depression, relationship issues, etc. Students can request an appointment with the counselor at any time and the counselor can work with those at home to schedule regular sessions. Any conversations or discussions in this setting are deemed confidential unless sharing is approved by all involved parties or there is a risk of injury to someone.

## **D. PERSONAL HYGIENE**

As outlined in the SC DHEC Official School Exclusion List, children who require assistance with personal hygiene after two or more urinary accidents or diarrhea episodes within one day, will be required to go home. Parents will be contacted to pick their child up from school immediately. A reminder that in order for your child to attend school, he/she must be fully potty-trained. When appropriate, students are invited to use and bring deodorant and reapply as necessary. All students are expected to dress and groom themselves neatly—including after P.E. class. In an effort to keep SCS as healthy as possible, parents are asked to remind students to wash hands after restroom use and use sanitizer or hand wipes before eating lunch and after coughing or sneezing.

# **VI. GENERAL INFORMATION**

## **A. PARENTS AS PARTNERS**

### **Parent's Prayer**

Most loving Father, you have entrusted our children to us to bring them up for You and prepare them for everlasting life. Assist us with Your grace, that we may fulfill this sacred duty with competence and love. Teach us what to give and what to withhold. Show us when to reprove, when to praise and when to be silent. Make us generous and considerate, yet firm and watchful. Keep us from the weakness of indulgence and the excess of severity. Give us the courage to be disliked sometimes by our children, when we must do necessary things which are displeasing in their eyes. Give us the imagination to enter their world in order to understand and guide them. Grant us all the virtues we need to lead them by word and example in the ways of wisdom and piety. One day, with them, may we enter into the joys of our true and lasting home with You in heaven. Amen.

### **Parent Responsibility Pledge**

The primary responsibility for the education and faith formation of children belongs to parents. Although this responsibility is shared with the school as a matter of practical necessity, the parent's responsibility

remains paramount. A child's intellectual, cultural, and moral attitudes follow the example parents provide in the home.

Therefore, it is important for parents to:

- Build religious celebrations and family prayer into your lifestyle by family attendance at and participation in church celebrations and activities.
- Insist that your children obey the regulations and principles of good behavior.
- Discuss problems, if they arise, with the teacher first and avoid criticism of teachers and school policy in front of your children.
- Provide proper facilities and time for your children to complete all homework assignments in a conscientious manner.
- Encourage development of your children's individual talents and interests.
- Model Catholic behavior.
- Fulfill the financial responsibilities on-time.
- You made a choice to send your child to Summerville Catholic School. We ask that you speak with PRIDE about your choice and our school.

### **Parent Cooperation**

The education of a student is a partnership between the parents and the school. If you are having any concerns regarding your child, we ask that you follow correct protocol and go to the teacher first. If problems persist, then contact school administration.

### **Lines of Communication**

Diocesan Catholic school communities, regarding all school-related matters, should communicate within a prescribed sequence, based on levels of responsibility consistent with canon law and in accordance with the principle of subsidiarity:

- Student/parent
- Teacher
- President and principal of the school Pastor/parochial administrator (elementary schools); superintendent (secondary schools)
- Superintendent

Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

***If your brother sins (against you), go and tell him his fault between you and him alone. If he listens to you, you have won over your brother. If he does not listen, take one or two along with you, so that 'every fact may be established on the testimony of two or three witnesses.' If he refuses to listen to them, tell the church. If he refuses to listen even to the church, then treat him as you would a Gentile or a tax collector. Matthew 18:15-17***

## B. COMMUNICATIONS

### 1. COMMUNICATIONS FROM THE SCHOOL

In an effort to offer better communication to our families, the school newsletter will be emailed to every family on a weekly basis. This weekly email will contain school updates, flyers, monthly calendars, PSA communications, and other announcements. Families will then be able to print out what is directly pertinent to their household, thus eliminating unnecessary paperwork. The school website is updated frequently and can be found at [www.summervillecatholic.org](http://www.summervillecatholic.org).

Schoolwork, tests, papers, newsletters, and individual teacher communication will be sent home in the Tuesday folder. You are asked to review the contents of this folder with your child and then sign in the appropriate space. Your signature indicates that you have reviewed the enclosures. Please be sure to sign any tests and papers as requested or required by the teachers. The folder must be returned to school within two days. **Please note that folders not returned within two (2) days may result in disciplinary action for your child. It is also a school expectation that students do NOT go through their Tuesday folders until they have left school. Consequences may occur if students do not adhere to this policy.**

### A. COMMUNICATION WITH THE PRINCIPAL

The principal welcomes all communication with parents, informally, and/or by appointment. If there is a concern regarding an issue in the classroom, the parent is to meet with the teacher or staff member first. If the issue is not solved to the satisfaction of either the teacher and/or parents, it is appropriate to contact the principal.

### B. COMMUNICATION WITH THE TEACHERS

We encourage communication with your child's teachers. If, at any time, parents have a question or concern regarding the progress of their child, they are encouraged to contact the classroom teacher directly by sending an email, writing a note, or calling the main office. Teachers will make a reasonable effort to respond within one day of messages received. To expedite communication, parents of middle school students are encouraged to contact subject area teachers rather than the homeroom teachers when questions arise. Because teachers have specific duties throughout the school day, they should not be sought out for a conversation without a previously scheduled appointment. Out of respect for teachers' personal time, teachers should not be contacted at home, nor should teachers and staff be approached with school matters off school grounds due to matters of confidentiality.

## C. SCHOOL CLOSING

As we are located in Dorchester County, the decision to close school or dismiss early is made in conjunction with Dorchester School District Two. **Such weather or emergency information is usually announced on social media, or on local television or radio channels.** If Dorchester Two announces "no school," a delayed start, or an early dismissal because of weather conditions, SCS will follow their lead for elementary schools ***in most cases***. However, DD2 will often cancel or delay in consideration with their bus system. For those specific cases, we may not follow their schedule. Once DD2 puts out an alert and makes a decision, regarding cancellation or delay, we will send out an email and text alert announcing our plans.

SCS half day dismissal will always be at 12:00 noon. Please listen for these Dorchester School District Two announcements and look for alerts from SCS very soon after. We kindly ask that you **DO NOT call the school, as our lines must remain open for critical information during such times.**

SCS will utilize a RENWEB Alert System to officially notify our school community of changes to the regular schedule. In the case of an emergency or school closing, a RenWeb alert will be sent to all phones and emails that are registered in our system. These numbers are supplied to the school by the parents/guardians at the beginning of each school year. Please assure numbers and emails are kept current and notify the office of any changes immediately.

**Please make sure that your child knows what to do in the event of an early dismissal.** Make sure your child knows where to go and with whom to stay. The Extended Day Program may not be available if a decision is made for early dismissal or school closing.

## **D. TECHNOLOGY**

Parents must agree to the Acceptable Use Policy in the online enrollment process in order for students to be able to use the Internet at school. Students will also sign the Acceptable Use Policy at the beginning of the school year.

The Internet is a useful research tool available to SCS students at designated times in the computer lab, library, and classrooms. Students are expected to limit themselves to appropriate websites as directed by their teachers. There is no expectation or right to privacy or right to freedom of speech when using the school's computer resources, which are the school's property. Any use of the school's computers and Internet access must be in support of education and research and be consistent with the educational objectives of the school.

Using school facilities for Internet access and e-mail is a privilege, not a right. Inappropriate use includes but is not limited to unauthorized transmittal or improper use of copyrighted materials or materials protected as trade secrets; transmission of threatening or obscene materials; vandalism of computer files; violation of computer security as determined by the school administration and; viewing sites which are unsanctioned by SCS.

These actions can result in a cancellation, denial, suspension, and/or revocation of computer privileges by the school administration and also subject the user to further disciplinary action.

Accessing social exchange websites such as, but not limited to Facebook, Snapchat, Instagram, Twitter, etc. from school computers is prohibited. Any student who misrepresents the values of SCS while doing so, or who uses such venues to harass or intimidate any other person will be subject to strict disciplinary measures, including loss of school computer privileges and/or suspension. Students who are permitted to have personal websites are cautioned against giving out information that could jeopardize the safety of himself or herself, or any other SCS student or staff member.

**SCS adheres to privacy laws in its attempt to protect the rights of all students. As a result, the parents of students enrolled at SCS are forbidden from posting photographs taken at school-sponsored events that include the images of students other than their own on personal social media accounts such as Facebook, Snapchat, Instagram, Twitter, etc.**

**Photos and comments posted on personal social media may NOT defame the school or any of its members.**

The school has the right to request removal of photos and comments with school identity.

## E. CARLINE

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

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

1. The first 7 spots in car line are reserved for those who purchased the spot during our PSA auction. These families will park in the school driveway pick up zone. All others please form **two lanes** of cars on the gravel area and **one lane** on Black Oak Blvd.
2. **Beginning at 3:05pm, the car closest to the school building may begin to move forward, followed by the next gravel lane and finally the lane on the road may move forward. Every other car should allow the car in the next lane to advance in front of them. Please be courteous and follow the rotation.**
3. When dropping off or picking up students, drive close to the curb and move all the way forward.
4. Unless directed to do so, do NOT pull around the car(s) in front of you. Remain IN LINE until you exit the parking lot.
5. The PSA will provide a family placard to be used during carline. Hang this from your rearview mirror so that it can be easily seen and read. Additional placards may be purchased from the front office for \$1.
6. Vehicles WITHOUT a placard may be directed to park, use the designated crosswalk, and come to the front office to pick up the student(s).

## F. LUNCH

We encourage parents to send in nutritious lunches for their children, as well as snacks for elementary grade snack time and snacks if your child will be staying for after-school care. Hot lunch will be provided by local vendors. The hot lunch menu can be found on the school website. Please review the school calendar carefully for field trips and other activities before ordering hot lunch. Hot lunch orders are placed one month in advance, so we are unable to provide any refunds. **Canned or bottled soft drinks are not permitted for any grades except during school-sponsored events. No glass containers should be brought to school. Students who have forgotten their lunch will be provided a modest lunch and milk for a cost of \$2.00. Your RenWeb account will be charged.**

1. Students will remain seated at their assigned desks/tables during lunch until dismissed.
2. Students will be responsible for maintaining a litter-free area around, on, and under their desks/tables.
3. Uneaten food will remain in lunch boxes and will be taken home.
4. Due to potential food allergies, parents are asked to remind their children not to share lunches at school.
5. Recess for all students will take place before lunch.
6. Indoor recess will be held for rain, excessive mud and water on the playgrounds, or outside temperatures below 40 degrees or above 100 on the heat index.

## G. PARENT SCHOOL ASSOCIATION (PSA)

The PSA is a parent-driven organization which serves to foster unity among our families and offer support to SCS. Parents are strongly encouraged to attend meetings and participate in fundraisers and functions throughout the school year. Our fundraising efforts support numerous projects at SCS; thoughtfully consider supporting fundraising whenever you are able.

## H. SCHOOL ADVISORY COUNCIL

The SCS Advisory Committee meets regularly and is made up of at least two members from each of the four supporting parishes. The purpose of the council is to provide guidance and recommendations to school administration for school policies, finances, and general well-being.

## I. FOOD AND DRINK

Students are not to have candy, food, or drink in class unless during specified snack time. SCS allows students to bring a reusable (not disposable) water bottle to school; water bottle usage in the classroom will be at the teacher's discretion. Only water is allowed in classrooms. At no time is gum permitted on school grounds.

## J. LOST AND FOUND

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



## **K. PERSONAL ITEMS**

It is inappropriate to bring the following items to school or school functions:

- Toys
- Sports equipment without prior authorization from administration
- Cameras
- Laser pointers
- Candy/gum
- Magazines
- Aerosol cans
- Weapons (including toys which have a likeness to any sort of weapon)

This list is not all-inclusive and can be edited at any time. Confiscated items **MUST** be picked up from the front office at the end of the day by a parent. The school is not responsible for lost or damaged items. Repeated violations of this policy will result in stronger disciplinary measures.

## **L. TELEPHONES**

Phones located in classrooms and throughout the school are not for the use of students during the school day or during afternoon and evening events/activities. Students may use the office phone with written permission from a teacher in cases of emergency only. Forgetting lunches, PE uniforms, permission slips, etc. does **NOT** constitute an emergency. Parents are asked to refrain from calling the school with messages to be relayed to the child except in cases of emergency.

# **VII. AFTER-SCHOOL PROGRAMS AND ACTIVITIES**

## **A. ATHLETICS/EXTRACURRICULAR ACTIVITIES**

**Summerville Catholic School provides students the opportunity to join several different athletic teams in an effort to make new friendships and develop athletic skills. The sports programs at SCS embrace sportsmanship and fair play for all participants and supporters.**

Registration for athletic teams are open to SCS students as well as students at supporting parish, though some sports have stricter guidelines on participation. Forms are available in the office. Registration deadlines are dependent upon the time of year for the sport. Fees for sports are also sport specific and may include team registration in the corresponding league, tournament fees, and uniforms and equipment.

Playing on a sports team at SCS is a privilege. All student-athletes, as well as parents and spectators, are expected to represent Summerville Catholic School in an exemplary manner. This behavior is expected both on and off the court or field, as well as in the classroom. Student-athletes, as well as parents and spectators, are expected to display the best of Christian courtesy and manners to all officials, coaches, players and spectators. At all times, good sportsmanship is the rule, not the exception. Any violation of this policy can result in team suspension or removal from the team by coach, athletic director, or principal.

See the Athletics Handbook on the school website or ask Mrs. Fox for a copy for more information.

Participation in co-curricular and extra-curricular activities is a privilege, not a right. We expect students to maintain academic and behavioral standards and the teachings of the Catholic Church. These regulations and procedures apply while on school premises, during practices and competitions, and in the public arena. A student will be considered **ELIGIBLE** to participate in athletics and clubs at Summerville

Catholic School if his/her most recent academic report reflects **a D (70%) or higher in all subjects, including all special area subjects.** Grades will be checked at first quarter report card and every progress report and report card for the rest of the school year.

A student will be considered ON PROBATION if he/she has

1. One or more grade lower than a 70% in any subject
2. Repeated disciplinary action resulting in a detention or otherwise at the discretion of the administrator.

Probation is a two-week period during which a student works to improve his/her grades and/or conduct. During this two-week period, a student is still a member of the team; however, he/she is not permitted to practice or participate in team events. Instead, the students should wisely spend time improving his/her grades and conduct.

The student remains a full, participating member of a team/club if he/she shows significant improvement at the end of the probationary two-week period reflect a passing average or better in every class, and maintains conduct in keeping with the SCS code of conduct and the teachings of the Catholic Church. Improvement will be determined by improved grades in the failing classes and in consultation with the teachers of those classes.

A student will be considered INELIGIBLE for sports and/or clubs at Summerville Catholic School should there be no improvement after the two-week probationary period. The student will remain ineligible until the next progress report or report card is issued. Ineligibility means that a student cannot participate in practices and/or team events.

The SCS Beta Club adheres to national standards regarding academics and behavior. If your child is invited to join, those standards will be outlined for you.

## **B. EXTENDED DAY**

Summerville Catholic School offers an Extended Day Program (EDP) as a service to parents and their children, both before and after school. The program is sponsored by Summerville Catholic School and is guided by the philosophy and policies of the school.

EDP is an extension of the school day. If a child does not attend school on a particular day, he/she may not attend EDP. Morning care is available from 6:30 AM – 7:50 AM for a flat \$5 fee. Afternoon care is available from 3:30 PM – 6:00 PM. Rates for afternoon EDP are \$10/hr for the first child and \$7.50/hr for each additional child. There is no minimum amount of usage required. Each billing cycle will be prorated for the amount of time used. Failure to keep accounts current may result in the loss of EDP usage.

Parents utilizing EDP will need to ring the doorbell on the EDP door, which is the middle door along the front curb. Once the doorbell is activated, the EDP staff can electronically buzz the person in to pick up his/her child(ren).

It is a requirement that parents escort students into the building for EDP before school. No student may be dropped off at the curb and enter by themselves.

During online registration, parents will complete the EDP form. This form provides emergency information for EDP services should the need arise.

### **C. BIRTHDAYS AND PARTIES**

Students may come to school dressed in TAG day attire on his/her birthday or HALF birthday for JUNE and JULY birthdates. For example, a student with a birthday in July may celebrate with tag day dress on the same day of the month as their July birthday in January. If a student's birthday falls on a MASS DAY, weekend, or school holiday, he/she will need to speak to the homeroom teacher to schedule a different TAG day. August birthdays celebrated before the start of school may be celebrated on their HALF birthday in February.

In an effort to promote inclusion and community building, if an "out of school" party is planned, invitations may not be distributed at school unless the entire class is invited.

We ask that families not send to the school flowers, balloons, and birthday gifts.

Room parents should coordinate with the teacher to organize class parties. Class parties will be limited to Halloween, Christmas, Valentine's Day, and end of year celebrations. Special events coordinating with class curriculum and instruction may occur throughout the year at the teacher's discretion.

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SUMMERVILLE  
**Catholic**



Educational Excellence  
Spiritual Strength

## **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: \_\_\_\_\_