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St. Mary's Catholic School Employee Handbook

Revised June 2014

Disclaimer

The provisions and information set forth in this handbook are intended to be for informational purposes, site-based policies, and administrative regulations. This handbook is not considered as a substitute for state/federal law or Diocesan policy. Federal law, state law, and Diocesan policy shall prevail in the event of any conflict between them and the provisions of this document. St. Mary's School reserves the right to amend, alter, change, delete, or modify any provisions in this handbook at any time.

St. Mary's School does not discriminate on the basis of race, color, national origin, sex, or serviceable disability in providing employment, academic services, activities, and programs in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended.

The following persons have been designated to coordinate compliance with these requirements.

**Amy Allen
Principal, St. Mary's School**

**Father Mark Kusmirek
Pastor, St. Mary's Church**

St. Mary's Catholic School
ABLE
Association for Bettering Leadership and Education

This association will develop systems to enhance curriculum, celebrate successes, ensure safety and security, and build connections with the entire school community. Perhaps most importantly, ABLE will help in consciously inserting holiness into the programs and education efforts by focusing on the presence of Jesus Christ in our lives.

This association will serve as an advisory, site-based committee to offer input to the principal. It will be representative of the school staff, school administration, and the Church.

The committee consists of 5 permanent members and one rotating member elected by the staff.

ABLE will conference both electronically and face to face as needed.

Members:

Principal	Enhance Curriculum/Facilitator	Amy Allen
Chaplain	Integrate Call to Holiness	Deacon Blue Wilson
Testing Coordinator	Assessment	Laurie Kubicek
Lead Teacher	Celebrate Success /Curriculum	Stephanie Webb
Religion Coordinator	Faith Formation	Susan Wells
Teacher Rep	Celebrate Success /Curriculum	Rotating

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MISSION STATEMENT

St. Mary's Catholic School is committed to partnering with families in forming children to be disciples of Jesus who actively participate in the Kingdom of God by forming faith, scholarship, leadership, and service.

I. INTRODUCTION

Because the faculty substantially determines whether or not our school is successful, you are vitally important to St. Mary's Catholic School. To ensure that you can live your vocation in faith, a positive spirit of hope should pervade our school. Staff, students, and parents alike should be appreciated, respected, and should feel "at home".

The purpose of this handbook is to establish order and professionalism to our school community. Rules and Policies are essential. This handbook contains those policies and rules for our community. Please read them carefully. You are bound by these guidelines, your contract, your daily schedule and the Code of Ethics and Integrity.

II. PHILOSOPHY

St. Mary's School is dedicated to assisting students on their faith journey. Our goal is to form a deeper awareness that we are anticipating the second coming of our Savior, Jesus Christ. It is this anticipation that is the catalyst for our joyful hope. It is this promise that helps to protect us from anxiety while giving purpose to our lives here on Earth. We hand this faith to our families in order to help them live a more abundant life, a fullness of human life that is best rooted in the biblical understanding of humanity. As Christians, we share with students a commitment to the command of Jesus Christ to "Love God with their whole heart, mind, and soul and love their neighbor as themselves." (Mark 12:30-31) We strive to provide an environment which fosters an enthusiasm for lifelong learning, an environment where each student can develop to their fullest potential and practice respect for those of faith traditions and cultures other than their own. We want to provide students the tools they need to excel, to teach them to be grateful to God for their accomplishments, to lead others to Christ by their actions and to be generous in sharing their gifts and talents with others.

III. HISTORY

Catholic schools have provided private Christian education in Longview since 1948. St. Mary's Catholic School, dedicated December 8, 1968, on the Feast of the Immaculate Conception, is the outgrowth of the former St. Anthony's Catholic School built in 1949 and staffed by The School Sisters of Notre Dame. With the realization that the facilities were inadequate, in 1958 Monsignor Szapka purchased a 42-acre site for a new school, leading in 1968 to the building of the campus at its present location, including eight large classrooms, administrative offices, library, science lab and lecture room, and cafetorium. In these new surroundings, the students and the school program grew, prospered, and realized the fullest measure of Catholic education. In 1986, an early childhood department was added to meet the needs of the growing community. In 2011, an expansion to include secondary education began. 2015 will be the first graduating class of St. Mary's Catholic School.

Several additions and improvements have since been made to the campus buildings, including an annex of four classrooms, a sports center, a band hall, and a Parish Center encompassing middle school classrooms, a large Science lab, and a well equipped Computer lab, along with additional meeting rooms, a full kitchen, and cafeteria/stage area, and a one to one laptop program for upper school students. The original building has been remodeled to include new offices, a larger library, and a separate computer lab for use by lower elementary classes.

IV. ACCREDITATION/MEMEBERSHIP

St. Mary's Catholic School is accredited by the Texas Catholic Conference Accreditation Commission which is recognized by the Texas Education Agency as well as the Southern Association of Colleges and Schools (SACS)/Advanced Ed.

SMS is a member in good standing with the National Catholic Education Association (NCEA), The Christian School Athletic Conference (CSAC), Region VII Educational Support Center, and East Texas Area Heads of Schools (ETHOS), and Texas Association of Private and Parochial Schools (TAPPS).

V. SALARIES, BENEFITS, and CONTRACTS

A. Salary Scale: is based on years of teaching experience and years of service at St. Mary's School. The published scale is available in the school office. Our goal is to reach 80% of State Base for teacher's salaries. Teachers in specialty areas that do not hold a degree will receive 80% of the scale. Teachers working towards certification will be deducted \$2000 until certification is gained. Teachers employed at a per class rate will receive \$3,000 per class (not per period) based on 5 45 minute classes a week.

B1. Insurance: is available to any employee working 30.5 hours per week for a percentage of the cost. All employees will be covered by an accidental death and dismemberment policy paid for by the school, as well as a Life Insurance Policy. For details, contact the business office.

B2. Retirement: Full-time employees may contribute to a pretax annuity plan. After one year of employment, a percentage of employee contributions will be matched dollar for dollar up to 4% of annual salary by the employer. After six years in the retirement program, the employee's contributions will be considered vested. Contact business office for more details.

B3. Pay: is distributed on a 12-month schedule. Paychecks are direct deposited on the 15th day of each month. All Catholic Schools in the Diocese of Tyler will pay contracted employees on a 12-month basis. The pastor and the principal will make decisions as to the At-Will employee pay schedule.

B4. Tuition: is reduced for one employees' child in grades K-8. Consideration will be given for grandchildren and godchildren, but benefit is intended for immediate family. See the pastor and principal for consideration. All other children will receive the multiple child discount. If applicable. Needs based Financial Assistance is available through the application process.

C1. Illnesses and Personal Days: are allowed according to individual contracts. Employees will not be awarded a paid leave day on the day before or after a holiday, or on a scheduled in-service day. The employee will be docked for these days regardless of accumulated days available. Any employee using over the allotted number of absentee days will be docked at their daily rate (salary divided by number of contracted days). Excessive absenteeism may be grounds for termination as it is detrimental to the learning environment.

C2. Procedure for Absenteeism:

If a substitute is needed, please submit a "Substitute Request Form" to Janet Collard at least 48 hours in advance for the Principal's approval. However, if an emergency should arise:

1. Contact Janet at home by 8:00PM the night prior to leave or at 6:30AM the day leave is

needed. If calls are made after 6:30AM, you may be asked to come to work until a substitute can be placed in your room. All substitutes will be contacted by the office. Do not call a substitute on your own.

2. Tell Janet where your substitute folder and emergency lesson plans are located. (Make certain to include any “duty” you have for the day.)

3. Upon return to work, fill out and sign the “Return To Duty Form”, if no “Substitute Request Form” was submitted. Employees will not be given an excused absence (and can be docked pay) until all paperwork is completed.

4. Partial Absences for personal reasons lasting 0-4 hours will count as a ½ day, and anything over 4 hours will count as using a full personal day. Jury duty, approved absences for school related activities off campus and approved training do not count toward personal days.

**Remember that discretionary days must have principal approval and will be granted based on school needs.*

SUBSTITUTE NOTEBOOK

Each teacher should have a Substitute Notebook in the classroom, to be kept on the teacher's desk at all times. The notebook should minimally contain:

- Seating chart
- Class list(s)
- Class schedule
- Teacher's personal schedule
- Duty schedule
- Emergency lesson plan
- Copy of discipline plan

CONTRACTS:

St. Mary's contracts are term contracts extended by a renewal offer from year to year. No employee within the school is ever tenured. Teachers' contracts may be renewed at the discretion of the Administration. Contracts will be offered by May 1st and must be returned by May 15th. If a contract is not extended to an employee after 190 days service, it is not considered termination but rather a fulfillment of the contract and an end to the partnership. If an employee is not notified of nonrenewal by the May 1st day, it is assumed a contract will be extended.

D. TEACHER CERTIFICATION/ DEFICIENCIES

Teachers are to refer to TCCED guidelines for certification and/or degree requirements according to position held. In addition, if you are currently teaching out of field or hold a degree without teacher certification, you must have a deficiency plan on file with the Diocese. The plan allows three years from date of hire to complete an accredited teacher certification program and pass the state exam. A one-year extension may be requested at the end of the three years. If the deficiency is not removed, it will be considered grounds for non-renewal of contract.

D2. RELIGION CERTIFICATION

At SMS, all teachers are catechists regardless of denomination. SMS has a 5 year program that provides ongoing Faith Formation in conjunction with the TCCED guidelines. This program meets 1 (one) Wednesday per month and attendance is mandatory. Failure to comply will be grounds for non-renewal of contract.

D3. TECHNOLOGY CERTIFICATION

The Certification Requirements at St. Mary's Catholic School meet or exceed those competencies outlined by the National Catholic Educational Association Chief Administrators (CACE). Foundation Level Technology Certification indicates a level of competency necessary for basic use of the system. Every member of St. Mary's faculty should hold at least the Foundation Level Certificate, with a plan in place to move to the Basic Level Certification. Intermediate and Advanced Level Certification are also offered.

E. SPECIALIZED INSTRUCTORS

If you currently hold neither a degree nor certification and are a teacher in a specialty field (such as fine arts or foreign language) you must have a Specialty Teacher Certification on file with the Diocese. If you concurrently teach core curriculum classes, you must also have a mentor and a deficiency plan on file.

F. TERMINATION

Although we do not offer continuing contracts, it is our desire at St. Mary's Catholic School to nurture an environment of stability and acceptance for all stakeholders. However, the following actions, without limit to, will constitute grounds for termination.

- Incompetence

- Insubordination

- Immoral behavior

- Noncompliance with local, church, TCCED, SACS or Diocesan policy

G. ADDENDUM – DUTY STIPENDS

Faculty members that serve the school in capacities beyond the teacher contract will receive a stipend based on negotiations at the time contract was extended. Stipends must be approved by pastor and principal.

Full-time teachers will receive longevity bonuses in August/December based on years of service at SMS until 80% of state base is reached.

VI. CONTRACTUAL RESPONSIBILITIES

A. PERSONNEL RECORDS:

The teachers' personnel records are kept in the Principal's office. An emergency form for each teacher is also kept on file. It is the responsibility of the teacher to provide the information in a time efficient manner. Failure to comply could result in loss of accreditation. Therefore, the school reserves the right to suspend without pay any party not in compliance until documentation is presented. No pay will be issued until paperwork for employment is complete. The following records should be on file in the Principal's office before the first day of school:

Application Form / Resume

Official College Transcript

Qualifications Certification:

Teacher / Administrator Certificate (with ExCet scores, if applicable)

Religion Teacher Certificate or Deficiency Removal Plan (if applicable)

Library Manager / Library Media Specialist Requirements (if applicable)

Computer Teacher Qualifications: Grades 7-8, 9-12 (if applicable)

Professional Growth to Strengthen Competence Form

Deficiency Removal Plan (if applicable)

Evaluation (current and past years)

Job Description

Extra Curricular Responsibilities

Contract for the Current Year

W-2 *in business office*

I-9 (if hired after 1986) *in business office*

Copy of Driver's License

Copy of Social Security Card

Copy of Personnel Card

Internet and Intranet Acceptable Use Policy signature page

Acceptance Certificate for Service (Ethics and Integrity) – on Diocesan website
(Verification of Criminal Background Check)

Insurance Forms (if applicable) - *in business office*

Service Record

Attendance / Absence Record

Emergency Information in PDS

Tuberculosis Examination Report (if required by the county)

Catechist Certification

Foundation Technology Certification

State of Texas New Hire Reporting Form (filed on-line by business office)

A1. MEDICAL RECORDS

Medical records are to be filed in the school office at the beginning of employment. In addition, on a case-by-case basis, the Principal may require medical confirmation that a teacher is in good physical, mental, and emotional health in order to fulfill teaching responsibilities. Failure to report a medical condition that affects employee performance may be grounds for termination.

B. EMPLOYEE EXPECTATIONS

Employees of St. Mary's School are called to be contributors to building a total school community, with its first purpose to communicate the Gospel message to our students and families. In support of this mission, each member of St. Mary's School has a responsibility to:

1. Be a person of Christian commitment, dedicated to creating a Christian environment in which the Gospel message is lived and spoken.
2. Participate in and contribute to the prayer life of the school.
3. Attend in-services and faculty meetings for professional and spiritual growth.
4. Be a positive role model for the students in our care, both at school and in personal life.
5. Be a positive ambassador for the school and parish, demonstrating support and concern for the Educational Ministry of the Roman Catholic Church.
6. Get approved by the principal and/or pastor **BEFORE** distribution all communication on behalf of or issued by the school. This includes verbal, written, or electronic communication.
7. Model good work ethic for students by being prepared, on time to class and in meeting deadlines, focused (no cell phones without prior permission) and positive. If using your cell phone on your break it should be out of sight of the students.
8. Contact every parent/guardian personally at least once per 9 weeks.
9. Check emails at least twice per day for daily directives (by 7:45AM for noon deadlines and by 12noon for afternoon assignments) and read for detail. Save emails as needed for reference.
10. Document, fulfill, monitor and assess accommodations in lesson plans, communications and on reports.

These are all professional expectations that should be adhered to at all times. Failure to meet a professional standard could result in suspension without pay, non-renewal, or termination of contract.

B2. PROFESSIONAL DRESS

Teachers are to dress as professional role models, setting a positive example of appropriate attire at all times. Jeans and non-uniform shorts are not acceptable attire unless permission is given by the principal for a specific event. Teachers should respect the code of the student body by wearing "Dress" attire on Mass days. Clothes should be neat and wrinkle free. If a teacher should choose to wear school uniform attire, it must be worn in compliance with the student dress code.

No form-fitting clothing or items considered "beach wear" should be worn to school. Teacher's clothing shall cover the midriff and shall not exceed three inches above the knee. No nose or

tongue piercing may be worn during class instructional time. Jewelry and other accessories should not distract from the learning environment. Tattoos should not be visible.

B3. HOME AND SCHOOL ASSOCIATION

The Home and School Association evening meetings must be attended by the staff. If for some reason you cannot attend, you must notify the principal. The dates for meetings are announced at the beginning of the school year.

B4. CLASSROOM PRAYER

Each teacher is expected to reflect to the children a devotion to prayer and genuine appreciation for the benefits of daily communal prayer of the group. Morning prayers will be conducted over the PA system. Grace before meals is said in each classroom. Prayers after lunch are said in the cafeteria as a group. A classroom prayer should end each day. Children can sometimes be helped to learn how to pray if they are allowed to announce their own intentions or make up their own prayers. No rigid routine of classroom prayer is required; however, the following should be said frequently:

Our Father	Morning Offering
Hail Mary	Acts of Faith, Hope & Love
Glory Be	Apostles Creed (grades 3-9)
Act of Contrition	

C. HOURS

Teachers are to be at school by 7:45AM daily. Teachers should check-in on office foyer computer upon arrival. Permission should be given by the principal / administrative assistant before leaving the premises during school hours. Doctor appointments, etc., should be scheduled outside school hours when possible. School is dismissed at 3:30PM daily. All teachers are required to remain on campus until 3:45PM. Teachers are required to sign-out before leaving campus during the day. Office staff hours are 7:40AM – 4:00PM daily.

D. PROFESSIONAL DEVELOPMENT

TCCED and the Diocese of Tyler require 7 school-wide professional development days a school year. The State of Texas requires that all teachers holding a valid provisional certificate complete at least 150 clock hours of continuing professional education (CPE) every 5 years in order to seek renewal. St. Mary's school, in conjunction with the Diocese and State of Texas, requires 150 clock hours of CPE every five years beginning with the 2004-2005 school year. The hours must be given by an approved vendor. See Region VII website for a list of approved vendors. The 7 days of Diocesan in-service may be counted when applicable. The hours must be earned in the 6 areas as listed by SBEC. Those Certified after September 1, 1999 must track hours on the "5 year Renewal Worksheet." The worksheet may be downloaded from TEA. Lifetime Certificate holders may opt to use CPE Worksheet (attached). The teacher is responsible for keeping documentation for proof of attendance. Professional growth will be part of the teacher evaluation process. Every employee must use the Professional Growth to Competency Form to track hours for the diocese. This form is due as part of the Check-Out procedure at the end of the year.

D2. IN-SERVICE/PROFESSIONAL DEVELOPMENT OPPORTUNITIES

Teachers who wish to attend in-service opportunities must submit an application to the school office. Approval will be based on campus needs. We will strive to be good stewards of school funds by sharing workshop attendance experiences with the faculty and/or parents. The number of teachers who will be allowed to attend in-services on the same day will be limited due to the cost of contracting substitute teachers. Teachers who attend one-day in-services are expected to attend the entire day. Itemized receipts should be submitted to the school office upon returning from a conference. Expenses should be discussed with the financial advisor prior to a trip or reimbursable in-service. Teachers may take only one in-service per semester during school time.

D3. FACULTY MEETINGS

Teachers are expected to attend all organizational meetings as specified by the administration. Wednesdays are reserved for such meetings from 3:35-4:15PM.

1st Wednesday of the Month: Full Faculty in Library

2nd Wednesday of the Month: Curriculum Lower School/Full Upper School Faculty

3rd Wednesday of the Month: Safety / ABLE

4th Wednesday of the Month: Faith Formation

ABLE meets in conference room when necessary

E. DUTIES

General Duties: The safety of our students is our responsibility. **NO CLASS SHOULD EVER BE LEFT UNSUPERVISED.** Supervision of all students at all times is the legal responsibility of the teacher. Do not leave students unattended unless absolutely necessary. If unavoidable, be sure the students know what procedures they are to follow. Ask another teacher to monitor students or call the office. Require students to remain seated in their desks while the teacher is out of the room. **Teachers should not be involved in social conversations while supervising students. Teachers should not passively sit while on this duty. Teachers should diligently monitor by proximity to students and vigilance.** By teamwork and cooperation, we are able to assist each other, allowing for breaks and lunches to be times for refreshment and renewal for all faculty and staff. Please be prompt for all duties. Teachers are responsible and have authority over all students wherever they are. High expectations for appropriate student behavior should extend to all students in the school. Teachers should correct inappropriate behavior of any student when witnessed.

Morning Duties: Teachers may be asked to perform morning duties periodically from 7:15 to 7:50AM, either in the Parish Center or in the gym.

Beginning of School Day: The school day begins at 7:50AM, when teachers are to meet their homerooms either at the gym or in the Parish Center. The teacher is to walk with students to the homeroom. At no time are students to be left without supervision.

Lunch Duties: Teachers must walk classes to the cafeteria for lunch, and remain with the class until being sure the teacher on duty is present. Teachers are assigned inside and outside

duties during lunch times. Classes are to be picked up by the homeroom teacher for recess. **Playground Duty:** This duty falls to the homeroom teacher and requires careful supervision of students at recess. No group of children should ever be left alone. Please make sure students leave the playground clean, having children pick up trash periodically, if necessary. All equipment should be used in a proper fashion (ie: no climbing up slide, swinging on stomach, etc.) Duty teachers should take a walkie-talkie on the playground. First-aid materials are located in the lounge and should be returned there after duty. Inventory supplies and restock through Registrar every Friday. Minor scrapes should be handled on the playground. All equipment in use during recess should be returned to its proper place. When weather does not permit outside activity after lunch, recess time and location will be determined depending on other activities taking place on campus at the time.

After School Duty: After school, each teacher will see that there is proper order in the hall and restrooms by their classrooms. All students must leave the building by the designated exits. Each teacher must accompany his/her students to the parking lot and into the guardianship of the parents. All teachers are to assist with the after school loading program and special rainy-day dismissal procedure. No teacher is to leave campus for the day prior to 3:45PM.

Extra-Curricular Activities: All teachers are expected to assume non-teaching responsibilities. Examples of such activities include performing school day duties, coaching an academic competition team, sponsoring Student Council activities, National Junior Honor Society, service projects, and other events which occur on an occasional basis.

F. CONFERENCE/PLANNING PERIOD

Non-teaching period should be used for activities related to the teaching profession. Teachers should not leave campus. This is a time to make parent contacts and integrate lessons with other team members. In the event of an emergency, you may be asked to substitute during your conference period. A 30-minute, duty-free lunch is provided in which employees may make personal phone calls and take care of personal business.

G. CURRICULUM:

LESSON PLANS

A copy of your weekly lesson plan should be put on the P:Drive in your lesson plan folder every Friday prior to the lesson's week. Materials for the week should be prepared prior to the day planned for use. If you are using the guided reading format for planning, please have a copy available on your desk for principal walk-throughs and substitutes.

Lesson plans should be made to follow the Common Core Standards guidelines/National, and should include the objectives, activities, needed materials, procedures, and evaluation. Page numbers alone are not adequate lesson plans. The plans should be written clearly, so that a substitute teacher is able to adequately follow the guidelines for the day. Note: These

plans may be published on the web. Faculty may use template on P:// drive as guidance.

TECHNOLOGY

Teachers are expected to implement the Technology Standards into the curriculum on a regular basis through student projects and demonstrations of knowledge. Teachers must also use technology as a teaching tool at least once a semester (ie: powerpoints, internet field trips, etc). This should be for presentation rather than a student made product.

TIME LINES AND SCOPE/SEQUENCE

All Teachers are responsible for having a curriculum calendar of all Common Core Standards before the school year begins. This scope and sequence should be broken down into 9-weeks timelines. It is the responsibility of the teacher to pace the class in such a manner that all objectives are introduced, enriched, evaluated, and re-taught if necessary. This process will be a part of the teacher evaluation. Remember that the Common Core is a set of standards-minimum standards. It is not our whole curriculum. Your scope should include College Board Standards, National Standards, TEKS, and any other curriculums used for your classroom.

H. MASS

Religion is a major component of our curriculum. We have an opportunity at Mass to teach by example. Classroom teachers are responsible to teach students the guidelines for acceptable behavior, and are to teach correct and appropriate background and reasons for each rule.

All faculty and staff are required to attend Mass unless permission for non-attendance is given by the principal. Mass is not considered a non-teaching period. While in church, the teacher is responsible for quietly correcting any student behavior.

Mass will be celebrated at 8:00AM each Tuesday, and on Holy Days of Obligation. It will be documented in your file folder if your class is tardy. Teachers should take attendance at Mass. Parents of tardy students should be called on the first offense by the homeroom teacher. The second tardy offense should result in lunch detention and after the third offense the matter should be referred to the principal.

Students will walk to Mass as a class with their teacher. Class participation in Mass will be scheduled by the Religion Coordinator. Rain may indicate a need for Mass to be held in the Parish Center. Some guidelines to help our children remember the correct behavior are:

Non-Catholics and Catholics alike are asked to be respectful in our church.

Walk in a quiet line with teacher to and from church.

No inappropriate talking; we do expect our students to participate in verbal responses and singing during Mass.

Use Holy Water properly.

Genuflect at pew, as a sign of respect to Jesus - entering and exiting.

Use kneeler properly.
Stay in line as you enter and leave the pew.
No bathroom breaks during the consecration of the Eucharist.
During the repose of the blessed sacrament make the sign of the cross.

I. OUTSIDE EMPLOYMENT

Teachers must not engage in gainful employment that interferes with school duties. The school reserves the right to judge whether outside employment is compatible with schoolwork and with the mission of the Catholic Church. Teachers will not be compensated for extra duties performed while already being paid.

J. COMMUNICATIONS WITH PARENTS

A copy of written communications to parents must be given to the office. Notes should be taken during parent conferences, whether formal or informal, and by phone or in person. These notes should be safely filed. The Administration is available for attendance at Parent Conferences on request.

- A log of phone calls to parents should be kept by the teacher.
- All letters sent to an entire class must be submitted to the office prior to sending home. A copy of all such communications will be retained in the office.

Remember parents like to hear positive reinforcement of their efforts at improving their child's grades and behavior. Remember to follow up plans and strategies with evaluations that include the parent, in order to create an additional plan or to acknowledge success and closure of a situation.

All SMS lower school teachers agree to use the assignment notebook as a means of communication with parents. Teachers agree to train students in using this tool age appropriately. Homework will be circled in red. Tests or upcoming test will be indicated with a "star". Daily work and class work will be written for parents to see as well.

All SMS teachers will post assignments on the website weekly for parents and students to access.

Students will be given a rubric of expectations for all long term projects at least 3 days prior to due date. It is the responsibility of the teacher to make sure these expectations are seen by the parents/guardians.

VII. FACULTY EVALUATIONS

Faculty evaluations will be conducted annually. Pre- and post-visit conferences will be provided

for all staff members.

- a. August/September: Faculty meeting to review evaluation instrument. All members of the faculty write a Professional Development Plan.
- b. Formal and informal visits for observation throughout the year.
- c. April/May: The Principal holds scheduled conferences with each member of the faculty, reviewing the year-to-date and future plans. A written final appraisal will be given to each teacher at this time.

An unacceptable evaluation may result in a growth plan or non-renewal of contract.

A. FEEDBACK

Teachers will receive a written response to the walkthrough evaluations as well as formal evaluations.

B. REBUTTAL

Teachers may rebut any negative evaluation in writing for up to 15 days after feedback. Rebuttal will go in file along with original evaluation. Verbal rebuttals to any faculty member or a school community member other than the pastor or principal will be grounds for termination.

VIII. CRISIS MANAGEMENT & SAFETY

A. EMERGENCY PROCEDURES

Instructions for emergency procedures must be clearly posted in each classroom. The teacher assigned to a room/class is responsible for teaching the applicable procedures. Remember that doors should be kept locked at all times.

Fire Drills (held monthly)

1. Students line up in silence, and walk out to the designated point.
2. Close classroom doors, outside doors, and any fire doors that may be open.
3. Teacher is to carry "Crisis Folder". Office staff will evacuate necessary medications from the nurse's station.
4. Any student not accounted for is to immediately be reported to the Administration by holding up the "red card". Raise a "green card" if all is clear.
5. Stay in designated spot until given further instructions.

Tornado/Disaster Drill

1. Students line up in silence, and walk to the designated point.

2. Take a position of backs against the wall with book covering head.
3. Teacher is to carry “Crisis Folder”.
4. Any student not accounted for is to immediately be reported to the Administration.
5. Stay in designated spot until given further instructions.

Intruder in Building

1. Coded announcement will be given.
2. Close and lock all classroom doors.
3. Teacher is to take count of students.
4. Any student not accounted for is to immediately be reported to the Administration.
5. Do not allow any student to leave the room.
6. Remain in the classroom until notified.

A1. WEATHER CLOSING

We will send an email to your @stmaryslgv.org address to notify teachers of school closings. Generally, if Longview ISD is closed, we will also be closed. Announcements will also appear on the local news.

B. SAFETY

Unsafe building or grounds conditions are to be reported to the principal and employees should submit a facilities request.

C. SAFETY PATROL

Grades 5-8 will be involved in Safety Patrol. The patrol is on duty from 7:35-7:50AM on a rotating team basis. A school faculty member will be in charge of scheduling and implementation of this student patrol.

D. ETHICS & INTEGRITY

Any person that supervises children (minors under 18) shall be formally trained in ethics and integrity in compliance with the Diocesan plan. This training involves a three-hour seminar and a criminal background check. The Acceptance Certificate for Service must be renewed every three years with a 1½ hour recertification class and a new criminal background check.

D1. MINORS & ALCOHOL –

SMS does not allow minors (under 21) to consume alcohol at any school-sponsored event.

D2. PROFESSIONAL ETHICS

Faculty and staff of St. Mary's Catholic School should maintain exemplary conduct at all times, on or off campus, as members of the professional community of St. Mary's.

1. **Students:** School and personal student problems should be discussed only with immediate staff on professional terms. When a problem arises, the Principal or a member

of the Administrative team should be advised. Assistance with resolution of the problem is then available, should this be needed.

2. **Faculty:** The actions or teaching practices of faculty are to be discussed only among faculty at appropriate times, and with appropriate respect towards all faculty as members of a team for whom we are all concerned and willing to help. We shall be honest with and respectful to colleagues with whom we differ, and shall work towards a mutually satisfactory resolution.

3. **Administration:** Mutual respect, loyalty, and support are required for a good working relationship. Communications must be honest and direct. The faculty will support the decisions of the administration. Professional differences and disagreement with policies will never be discussed with students or parents, or in a setting where the discussion may be overheard. Any breach of professional confidence, whether deliberate or due to negligence, may be cause for dismissal.

When speaking with parents, on or off campus, there should be no criticism of our clergy, administrators, faculty members, parents, or students. In discussion with parents, we must focus on their child. We should strive to use positive language in discussing the behavior and attitude of any child.

D3. CHILD ABUSE

St. Mary's School follows state law and Diocesan Policy for the reporting of any suspected child abuse. In general, ALL suspected cases of child abuse will be reported to the civil authorities and the promoter of justice. Please contact the principal immediately upon first considering a possibility that child abuse of any sort may be the case.

D4. TECHNOLOGY USE

Each teacher is expected to sign a Technology Acceptable Use Policy. Use of the computer and the internet are provided for professional use only. The use of the internet or intranet to send jokes or other communications not related to the professional duties for which you are assigned is strictly prohibited. Transmission of such materials may result in loss of computer privileges or dismissal.

D5. MAINTAINING PERSONAL BOUNDARIES IN STUDENT COMMUNICATION

All faculty, staff, and school employees are expected to maintain a professional relationship with their students. Employees should not accept SMS students or any minors (under 18 or any students who have not graduated from high school) who are associated with the school in their circle of friends on Face Book, Twitter, My Space, email, chat forums, texting, or any other personal communication tools. These boundaries should be maintained for the safety of the students and the school personnel.

D6. SOCIAL NETWORKING

All Church/School Personnel are to refrain from engaging in social networking in any way that would provide access to personal or private adult information to any minor they have contact

with as Church/School Personnel. Social Networking is prohibited not only from technology that is Church/School property, but also personal computers, phones, and personal digital assistant (PDA) devices during teaching time. Email, like handwritten communication, should never be initiated from Church/School Personnel to minors without a copy communicated to another adult for monitoring. The monitor should be approved by the supervisor of the Church/School Personnel. Parents/guardians can only be counted on for monitoring if they actively watch their email. Phone communication and text messaging should never be initiated from Church/School Personnel to a minor, and if a minor initiates the Church/School Personnel must observe professional boundaries and is to report the contact to their supervisor.

Social Networking is an evolving area and provides ubiquitous challenges in increasingly diverse ways. The following definitions can help in evaluating current and future social networks: Social Networking is defined as any medium through which people are brought together for exchange of information/personal expression, etc. These include, but are not limited to, blogs, text messaging, chat rooms, facebook, twitter, myspace, etc. Judgment is necessary in determining appropriate boundaries which must be maintained. These guidelines should help clarify such boundaries, but there are no complete lists of what appropriate is. If you have any questions regarding establishing these boundaries contact the Promoter of Justice (903) 266-2159 or promoter@dioceseoftyler.org. Minors, for the purpose of this policy, are anyone under the age of 18, or students who have not yet graduated from high school. Vulnerable adults should be protected as minors.

D7. COPYRIGHT LAWS

No copyrighted material will be duplicated or copied. Please check with the safety coordinator's office if you are short of needed materials for your class.

D8. MEDICATION

Teachers cannot provide or administer medication of any kind to a student. All medication is sent to the office in the original container with a note from the parent. The school can not assume liability or support a decision by faculty or staff to administer medicine outside of these guidelines.

D9. ACCIDENTS

Accidents involving students or staff members are to be reported to the Principal immediately and a written detailed report, using forms in the office, must be submitted by the end of the school day.

Minor accidents should be handled by the classroom teacher (eg. Band aids).

Bathroom accidents should be handled by the parent or representative sent by them.

IX. FIELD TRIPS

Field trips are encouraged if they are an integral part of the development of the subject studied. They should be well planned, and students should view them as class outside the classroom, not a day of play.

Principal must approve all trips or parties that deviate from the normal curriculum.

All plans for field trips must begin with submitting a field trip form, with applicable CCS, to the Principal well in advance of the date being considered. This contact should be made as early as possible. Following approval of the trip, the following procedure should be followed.

1. The teacher is to contact the room mother to arrange for transportation or request the bus for the trip. Only volunteers with an ACS (Ethics & Integrity trained with a Criminal Background Check) may transport or supervise minors.
2. The teacher distributes and collects field trip slips.
3. Contact is to be made with all teachers whose classes will be affected by trips. The cafeteria is also to be notified as soon as the trip is approved.
4. The office is to be given a copy of the field trip permission slip the day it is sent home with all information filled out.
5. Arrange for someone to take any classes or duties you will miss AND GIVE THE OFFICE THE DETAILS BEFORE LEAVING. Care of any students being left on campus must also be arranged.
6. Permission Slips and Medical Consent to Treat Forms are to be carried by the teacher in charge.
7. Students should be dressed in **DRESS UNIFORM**, unless a waiver is given by the Administration.
8. Students without permission slips or out of uniform will not be allowed to attend the trip. The teacher must make arrangements for those students.

Field trips are a privilege, not a right. The teacher should work in conjunction with the administration to make arrangements for supervision of students not attending a field trip for any reason.

The following are typical field trips at St. Mary's School. Any additional trips, or deviating from this schedule must be discussed well in advance. Overnight trips must be discussed and approved by the school board.

EC: Pumpkin Patch, Christmas Tree Display (if available,) Caldwell Zoo, Jr. League play, Wet Pets and Critters, and Moore Farms.

Kindergarten: Canton Tree Farm, Safety City, Jr. League play, and Discovery Science Place.

1st: Community Outings- (Petco, Super One, Animal Shelter, Bank, etc)

2nd: Government buildings- (Court House, Post Office, City Hall Meeting, etc.)

3rd: Gregg County Historical Museum, Caldwell Zoo

4th: Safety City, Oil Museum, Symphony Concert, Sci-Port, Jefferson Civil War reenactment, KLTV Weather Station, Public Library

5th: Camp Gilmont, Fish Hatchery, Newspaper Facility, Landfill, Mock Oval Office

6th: Aquarium/Museum in Dallas, Water Treatment Plant, Four Winds Renaissance Faire

7th: San Antonio/Austin Texas History Trip, Gregg Co. Historical Museum, Nacogdoches, Jefferson Civil War reenactment.

8th: Pines Leadership Camp, NASA/Galveston trip, Holocaust Museum

9th: Career Day, Six Flags, Medieval Times

10th: New Orleans

11th: The Pines retreat

12th: College Tours

X. STUDENTS with SPECIAL NEEDS

A. Parent Disclosure Forms

Parents of students with special needs are asked to request modifications upon enrolling, or anytime thereafter that a diagnosis exist that deems modification necessary. Modifications may be temporary due to a broken arm, etc. or permanent due to a learning disability, etc.

B. Student Support Team

We at St. Mary's School strive to service all students. However, we are not a special education facility and are not the least restrictive environment for many students. Decisions to make accommodations will be on an individual basis and based on the decisions of the student support team (SST). As a private school, we are not bound by the legalities of IDEA or section 504 since we are not funded for such programs. However, we do work to adhere to these laws as best we can within the realms of our budget and human resources. If a student refuses services at their public neighborhood school, then we will not accommodate for them. It will be the responsibility

of the SST Leader, in conjunction with the registrar, to seek Title funds to help supplement the educational expenses for such students. If you feel a student should be tested, is identified, or needs assistance, you should:

- 1) Check the commutative folder for previous identification/test results
- 2) Refer to the SST for consultation and placement by filling out the necessary paperwork and giving to Laurie Kubicek.

SST Team will contact the parent.

C. GT Identification Process

Students that score a 8 Stanine or higher in total math or total reading of the IOWA, read at least 3 levels above grade level, have a parent and or teacher recommendation, and score over 116 on the Cogat SAI. Please fill out forms from the office and refer to SST for accommodation suggestions.

D. Family Education Rights and Privacy Act (FERPA)

St. Mary's Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to student records. Parents may view contents of student files, grades, lesson plans, and test results at any time. Teachers are not allowed to discuss any child outside the professional realm. Only teachers that NEED TO KNOW shall have access to student records and must sign a privacy and confidentiality statement in order to view files.

E. RTI (Response to Intervention)

St. Mary's will utilize a 3 (three) tier approach to intervention both for academic and behavior special needs. Please see Laurie Kubicek for details if needed.

XI. GRADING POLICY

Grade Books are the property of the school; these electronic books must be completed and stored on the P: Drive by the last day of school. All information in this book is confidential. Under no circumstances are a child's grades to be shared with any other students or parents. At the end of the year, it is the responsibility of the teacher to copy final report cards for the cumulative folders.

Grading Policy for 2014-2015

Based on discussion from 6/10/11 Grade Committee meeting, St. Mary's Catholic School will begin using the following as criteria for assessment:

It is expected that 70% of students will attain 80% mastery on any given skill in order for the class to move to another skill. If this mastery is not achieved the teacher will reteach, enrich and enhance until the learning expectation is met. Grades will not be taken in these circumstances. Students that are not achieving success will be offered independent or group tutorial to achieve mastery. Parents may be asked to reinforce skills at home in order to promote success.

In order to provide a fair and consistent assessment of mastery, all classes (grades 1-12) will comply with the following:

- Papers with no heading will result in a deduction of 5 points campus-wide.
- Late Work will only be accepted at the discretion of the teacher. A minimum of 10 points per day will be deducted. No work will be accepted after 3 days.
- SMS does not allow for Extra Credit Work.
- A minimum of 2 daily grades will be recorded weekly for each subject area.
- A minimum of 1 test grade will be recorded every three weeks.
- All core content areas will receive a numeric grade during each reporting period with the exception of Religion, Science, Social Studies (1-2)
- No grade less than 50 shall be recorded in the grade book for major projects or assessments without permission from the principal.

Homework Policy:

Students should have an average of 10 minutes worth of homework per subject per grade level. The teachers will partner together to assure this is happening. (IE: **1st grader**- 5 minutes reading, 5 minutes spelling; **7th grader**- 30 minutes math, 15 minutes reading, 15 minutes science, 10 minutes band, etc.)

Elective classes will be recorded as follows:

E-U Scale: Art and Music for grades 1-3 and all zero hour and nonessential elective classes

Number Grade:

Art: grades 4-12

Spanish: grades 7-11, Latin 9-12

Instrumental music: grades 4-12

PE/Athletics: grades 6-12

Theatre/Drama grades 6-12

Grades will be weighted as follows:

- EC – 3rd grade: All grades are weighted evenly
- Grades 4-6
 - o Daily Grades 50%

- o Test/Projects 50%
- Grades 7-12 (and 6th graders in 7th grade classes)
 - o Daily Grades 40%
 - o Test/Projects 60%
 - o Semester Exams in all core content areas will count as 1/7 of Semester Average

Absentee Policy regarding grades:

- Students will be allowed three days for each excused absence to make-up missed daily assignments before suffering a late penalty. Missed tests will be taken upon return to school during an elective period. However, if a long-term project is due during illness, it should be delivered to the school or it will be considered late and follow the plan for late assignments.
- Students (parents) in grades 1-6 will receive written directions and assignments via the assignment notebook to be signed by the teacher and parent in the event of absence.
- It is the responsibility of the student in grades 7-11 to obtain and complete any missed work. It is up to the discretion of the teacher to offer assignments regarding unexcused absences.

Academic Eligibility:

In order to participate in any extra curricular activities, all students at St. Mary's Catholic School must maintain a 70 or better average in all classes recorded numerically and an S or better in all classes recorded on a scale, including conduct. Once eligibility is lost during the athletic season, it may not be regained for that particular event or competition. If eligibility is lost for other events, such as PSIA or band competition, it is up to the discretion of the parent and teacher if eligibility can be gained during the next grading period. If a student is removed due to ineligibility, they will not be photographed in the yearbook as having participated. Honors classes will get a 10-point waiver for eligibility for one of the four grading periods, with parent consent . Eligibility applies to all overnight field trips.

Retention Policy for Lower School and Middle School

- If a student fails 2 or less Core Curriculum classes for the year and does not meet minimum expectations on the ITBS and benchmark tests the child will be conditionally passed pending a passing grade in Summer School for all failed content areas.
- If a student fails 2 or less Core Curriculum classes for the year and meets minimum expectations on the ITBS and benchmark tests the child will be conditionally passed based on a parent/teacher conference and signed contract regarding work ethic. He/she will be placed on academic probation for the following school year until grades are all 75 or above.
- If a student fails 3 or more classes, Core Curriculum or elective, he or she will be retained in that grade and will be placed on academic probation.

Retention Policy for High School:

Student must stay on degree plan to remain with his/her class. Any failure of a required class will result in summer school and a possible non-return to SMS. We only provide summer credit

recovery for Theology. All other summer school must be arranged by the parent and the local school district.

Academic Probation: Students will be placed on academic probation for failure at the end of the 9-week grading period.

- Students will not be eligible for any extra curricular activities including field trips
- Parents will conference with teacher weekly regarding grades/progress
- Parents will provide tutoring if recommended
- Accommodations may be implemented
- Further testing/observation may be requested
- Parents/teacher/administration will meet every 3 weeks to evaluate progress
- Student may be expelled if terms are not met
- Financial Assistance will be revoked if terms are not met.

Report Cards are issued every nine weeks. Dates for computer gradebook entry deadline and distribution of cards are located on the teacher “jump” page. In addition, teachers must send progress reports electronically every Monday by Noon. The purpose is to partner with parents. Grades should be current and within the 3 day window when sent. Report Cards are to be signed and returned to the homeroom teacher. It is the responsibility of the teacher to collect these communications and contact parents, if no response has been returned within 3 days.

The following is a guide to the grading scale at St. Mary’s Catholic School:

Grades 1 – 12	EC and Kindergarten
A 90 - 100	S Satisfactory
B 80 - 89	N Needs more time
C 70 - 79	U Unsatisfactory
F Below 70	
Other Codes	
E Excellent	N Needs Improvement
S Satisfactory	U Unsatisfactory

For GPA purposes:

Honors classes are weighted at 5 points

Classes on grade level will be weighted as 4 points

A. Procedure for turning in grades:

Grades are due the Monday following the last day of the grading period for distribution on the first Thursday after the grading period. The principal should be given a copy of all failing report cards. A list of parents who have not returned or responded to reports should be given to the principal after

the teacher has made several attempts to communicate with the parent. For report cards, grades will be uploaded from digital gradebooks at 4:00PM on the Monday they are due. Verification sheets will be given by Tuesday at Noon and due back to Susan Wells by 4:00PM the same day. Report Cards will be run and in teachers' communication box by Noon. Report Cards should be given comments and copied before distributing. Copies of report cards should be kept by the teacher for reference. Only the final report card must be given to the office for the cumulative folder. Any teacher not prepared for grades to be uploaded according to this schedule must receive permission from the principal and the technology coordinator.

B. Procedure for Transfer Grades:

When a student withdraws from our school, his/her grades at the time of withdrawal should be documented on the withdrawal form and placed in the cumulative folder. These grades will then be sent to the academic institution in which the education is continued.

When a student enters our school from another school, we must receive transfer grades within 2 weeks. It is the responsibility of the registrar to assist parents in getting the transfer grades. If we do not receive the grades, it may be grounds for expulsion from our school. When grades are received at the end of a grading period, it is the responsibility of the registrar to give the grades to the technology coordinator who will transfer them, to the best of her ability, to our grading system to aid in a semester and final average. If grades are received in the middle of a grading period, the registrar will give the transfer grades to teachers to use in place of grades they have taken thus far in the term. The end of the term grade would then be reflective of both institutions.

XII. DISCIPLINE

A. STUDENT BEHAVIOR

Students must know and understand the rules for classroom behavior as stated in the Parent/Student Handbook. These guidelines have been developed with the intention of helping to guide our students into habits of character and virtue. Additional rules established for a classroom **must be posted in the classroom**. Students should understand the consequences for not following school rules.

Actions meriting punishment must be explained to the student before issuance of punishments. Teachers must manage their own classrooms to the best of their abilities. However, sometimes help from the office is necessary. A student should only be sent to the office after an attempt has been made to resolve the problem.

Expectations for lower school faculty:

- One-on-One student conference
- Parent Contact
- Team Meeting
- Student Contract (Plan for better behavior) with student
- Office Referral

Any severe behavior warrants an office referral

Do not send students to the office for chewing gum or talking. This will only undermine your plan and make the office less of a punishment.

Expectations for Upper School Teachers:

Establish the LAW

Remind students of their commitment to the LAW

Issue a detention plus (10 points off conduct grade) with Mrs. Joyce at 7:30 on M-W-TH

At 2 detentions contact team members to see if they are having concerns and devise a plan.

3rd detention- send to office on a referral

Parent will be contacted

The office reserves the right to issue, but not limited to, the following punishments:

Lunch Detention: To be held by the principal every Tuesday and Thursday

Before-School Detention: To be held by Mrs. Joyce at 7:45

Saturday School: To be held by principal and assisting teacher on

In-School Suspension: To be held at any time under the supervision of a substitute paid for by the parents of the noncompliant student.

1 to 3 day Suspension to Home: Student will be suspended to home and will return with all work completed. Uncompleted work will be counted as a zero. This will not be an excused absence.

Community Service/Recompense

Use office referral forms to document when a student is removed from the classroom. Under **no** circumstance, should a student be removed to the hallway unsupervised for an extended period of time.

St. Mary's School has adopted the LAW expectations for 3years old- 12 grade. These terms should be developed and referred to often when addressing children. Also, the school adopts a yearly theme. This should be included in your language when talking to children.

Philosophy on Discipline:

Discipline is to be rooted in discipleship. Every decision made in the correction of a child should be one that strengthens their ability to follow Christ and to love as He loves us.

The following forms of punishment are not permitted and could be deemed insubordinate:

- Blanket punishment (all suffer for the one)
- Having another student take names or be in charge while the teacher is out
- Academic consequences for discipline issues

- Inappropriate tone or volume level
- Corporal punishment
- Humiliation

SMS is committed to imposing a consistent discipline plan school-wide. This plan will use a demerit system to track misbehaviors and as a means for determining satisfactory conduct. There will be two school wide days for rewarding positive behaviors: One in February and one in May.

A1. RULES OF CONDUCT

Faculty and staff are expected to enforce the Rules of Conduct, as stated in the Parent/Student Handbook. School Rules include the following:

- Students are expected to show respect for peers, faculty, guests and volunteers through words and actions.
- Students are to be in proper school uniform as detailed in the handbook.
- All property, personal and school, must be given proper care. All textbooks should be covered at all times.
- Classrooms should have a **learning** atmosphere beginning at 8:00AM.
- Students may not run inside the building, between buildings, or on the way to Church, assemblies, etc. **Teachers should be in control of a group when going from one location to another.**
- Good manners** are to be displayed by all students and should be modeled by everyone on the staff.
- Chewing gum at school is not permitted in the school buildings, or on school property during the day.

A2. CLASSROOM EXPECTATIONS

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

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

Practices not conducive to good discipline include:

- Repeated loud voice usage by a teacher - yelling is professionally inappropriate. **(Sarcasm has no place at St. Mary's Catholic School.)**
- Threats of unrealistic punishments.
- Repeated warnings with no follow-up. Always do what you say you are going to do.
- Inconsistent adherence to rules.

XIII. GENERAL POLICIES & PROCEDURES

TARDY STUDENTS

Students arriving after the 8:00am bell are to report to the office for a tardy slip. Five tardies will constitute an absence. Tardiness to class within the structure of the school day should be documented by the teacher. Three tardies should warrant consequence for upper school students according to the LAW

HOMEROOM

In the Lower School, Homeroom is scheduled for 8:00 to 8:10am. During this time, the following should be accomplished:

1. Participate in the morning prayer and pledge.
2. Listen to morning announcements.
3. Take attendance and lunch count.
4. Check for uniform compliance. Report or send students with infractions to the office.
5. Send attendance sheet, along with any absence notes or other communications, to the office. Call or email lunch count to the kitchen.

Upper School Homeroom is during advisory. At this time, announcements will be made either over the PA system, via youtube clips, or by the teacher. Students should check email at this time. The STUCO Chaplin will lead prayer and president will lead Pledge and VP will lead Student Pledge. All teachers should begin and end each class with prayer.

TEXTBOOKS

Textbooks should be covered at all times. Teachers are required to assign textbooks to students by number. A record of the numbers should be kept. An inventory and evaluation of the condition of these textbooks will be made by the teacher at the end of the school year.

Damaged or lost books require replacement or a fee to be paid by the student. Teachers are responsible for classroom sets of textbooks.

BIRTHDAYS

Students who have parties away from the school may not give out invitations at school or on the school grounds unless every child in the class is invited (exception: all boy or all girl party with all classmates invited). Each classroom teacher may decide how to handle birthday snacks brought by parents in their respective classrooms (whether you choose to just add a snack time or lunch party for

the older grades).

CAFETERIA

Remind students of the following rules so they will know what is expected of them in the cafeteria:

1. Speak softly and remain seated at your assigned table while you eat. Walking around and talking to someone at another table is not allowed. Always ask the teacher on duty for permission to leave the cafeteria.
2. **DO NOT** waste food.
3. Push chair in when leaving cafeteria.
4. **DO NOT** take food or drinks out of the cafeteria.
5. Table washers, assigned by homeroom teachers, are responsible for wiping off the tables and stacking chairs.

ASSIGNMENT NOTEBOOKS

Assignment notebooks (agendas) are required for grades 2-6. These **MUST BE CHECKED DAILY**. High school students may choose how they want to track their assignments, including the use of a PDA, a calendar on their laptop, or an assignment notebook.

HOMEWORK

Homework is based on material that has been presented. Homework is more likely to be completed if students perceive it as beneficial. The time required for homework will gradually increase as the child advances, with a general guideline being ten minutes of homework for each grade level number (1st grade will have about ten minutes per night, 2nd grade will have about twenty minutes, etc., to 8th grade who should have about eighty minutes per night). This is approximate and will vary from student to student. Please be aware of other teachers' homework requests when assigning yours. Students in grades 2-6 are expected to keep an assignment notebook. A criteria sheet is needed for special and long-range assignments. Homework is encouraged, to provide "practice" of skills taught in the classroom, as well as to build responsibility.

LIBRARY

Teachers are responsible for their own class in the library, even if the school librarian is present and available. There will be a part-time librarian during the day. Volunteers will also service the library. Classes are not to be left under the responsibility of a volunteer. Teachers should become acquainted with the location of books and the library check-out system.

STUDENT PHONE USE

A student may be permitted to use the phone in the office **FOR EMERGENCY PURPOSES ONLY**. Students will be required to sign the phone log when the phone is used.

SPEAKERS

Guest speakers for the various areas of the curriculum are encouraged. All arrangements should be

discussed and approved by the Principal before the speaker is scheduled. Arrangements for speakers should be made at least a month in advance in order to be noted on the monthly calendar.

VISITORS

All teachers need to help “police” the campus. All visitors should have a visitor’s badge from the office which is printed when they sign in on the school check-in machine. These badges should be initialed by the office staff or an authorized office volunteer. Visitors should also check out when leaving campus.

CHILDREN OF FACULTY AND STAFF

Children of Faculty and Staff should respect the professionalism and responsibilities of all faculty and staff, and refrain from entering areas generally restricted to students. All children of faculty and staff are expected to follow school rules and requirements, including uniform policies.

FACILITIES

A number of campus facilities, such as the West Fellowship Hall, the Parish Hall, the Church, and the Gym, are at our disposal; however, we share them with other ministries and organizations. Therefore, arrangements for reserving these facilities are to be made through the calendar coordinator, Gwen Stock, who will check as to the availability of date and time. To submit a request, fill out a Facilities Use Form for Ministries Team approval.

SUNDAY SCHOOL

The classrooms will be used for Sunday School classes on Sundays. Please prepare your classroom for use. Please notify the principal if there is any need for special communication with members of the Sunday School program. Avoid temptation for the children and try not to leave things out in the open.

In addition, rooms may be used by groups on Wednesday evenings, and at other times during the week and on weekends, and should always be left in anticipation of this.

FACULTY BULLETIN (MEMOS)

Faculty bulletins for the following week are ordinarily disseminated weekly (usually as an e-mail), on Thursday. These weekly bulletins are intended only for faculty members and should not be posted where students can read them. Keep these in a binder for easy reference.

XIV. MAINTENANCE OF CLASS SPACE, EQUIPMENT & MATERIALS

KEYS

Each teacher will have a key to his/her classroom and to the supply cabinet. Keys must be signed for when issued and are to be returned on the last day of school (or cleared for reissue over the summer months for the next school year). Immediate reporting of lost keys is essential. Please do not place keys on desks or places where they can be picked up. At no time is any student to have possession of any school key; doors are to be unlocked by teachers, who are to accompany the student into the classroom.

VALUABLES, MONEY IN CLASSROOM

If teachers collect money, it should be sent to the school office in a sealed and labeled envelope. Students should not bring valuables to school.

AUDIO-VISUAL EQUIPMENT

All audio-visual equipment must be checked out through the librarian. For a list of available equipment, please see the librarian. If any equipment is in need of repair, please notify the librarian.

CLASSROOM CLEANING AND MAINTENANCE

Students and teachers should work together and check to see that classrooms are in order at the end of EACH day. It will be necessary for each class to pick up papers, books and debris from the floor. Chalkboards and pencil sharpeners should be cleaned regularly. Periodic dusting needs to be done also. Stack chairs on desks at the end of the day.

DO NOT use tape of any kind on the carpet, unless approved by the facilities manager or principal.

DO NOT use foam double stick tape on the walls.

DO NOT use sticky tack or hot glue guns on the brick walls.

DO NOT use stickers on the walls or the desks.

DO NOT put thing in hallway for disposal

DO NOT put things in storage room without permission

HALLS

The presentation and appearance of our school is our responsibility. Halls should be free of tables, chairs, trash, or any other objects that would interfere with emergency procedures. St. Mary's Catholic School adheres to all safety standards. Hall displays should showcase students' work, achievements and learning. They also serve as an important vehicle of public relations for our school, and should be of limited duration.

Windows into classrooms and offices should not be covered completely (A decorative valance curtain is allowed).

BULLETIN BOARDS

Each teacher is responsible for bulletin boards located in his/her classroom. The strips or new bulletin boards in the hallway may be used to display work. Teachers should display student work in the classrooms and halls to show students that their efforts are important and that the room belongs to them. Displayed work should always be current.

LOCKERS

Lockers are the property of St. Mary's Catholic School, and are assigned for school use only. It is the responsibility of the student to keep the locker in neat order. It is recommended that students use combination locks to secure the lockers, with a copy of the combination also being kept in the school

office. St. Mary's Catholic School is not responsible for the content of lockers. For the safety and benefit of the student, school administration reserves the right to inspect lockers at any time. Students are asked not to place signs or stickers on or in their lockers, in order to maintain the orderly appearance of the lockers. Pictures of friends and family inside lockers are permitted.

FACULTY LOUNGE/WORKROOM

A room is set aside for faculty use. Students should not be sent into the teachers' room at any time. Please keep the table, sink, refrigerator, and any other equipment, clean. A drink machine is provided for faculty/staff use only. Students may not buy drinks from this machine.

COPY MACHINE

Please limit the number of copies. Students should learn to work neatly on paper rather than rely on duplicate sheets already designed and spaced. Make sure that all reproduced work has real teaching value; avoid busy work. Check with the office if you wish to use the copy machine for personal use.

COMMUNICATIONS

Communication between employees during class time should be limited to professional business, in order to disrupt the educational process as little as possible. Email is less disruptive than telephone calls, and so should be the method of choice whenever appropriate. All teachers should check email and voice-mail frequently. Any communication should be responded to or acknowledged within one school day.

E-mail is provided for professional use only, within the needs of the normal duties assigned. The use of the parish email to send jokes or other inappropriate communications is strictly prohibited.

Lounge mailboxes should be checked and cleaned daily. External mail and phone messages will be left in the lounge mailboxes. Students should not be sent to take materials from a teacher's mailbox.

Emergency messages will be delivered immediately.

The use of cell phones in the classroom is strictly prohibited.

PURCHASES

All items purchased with school funds must be approved by the school office prior to purchase through a purchase order (PO). PO's may be obtained from the school office or on the jump page. They should be completely filled out, including vendor and current purchase price. The principal will sign the PO giving permission to place the order. The form should be marked as to whether the staff member or office will order and where the check is needed (mail or return to staff member). When the order is received, ordering teacher or office will inventory materials and give packing slip to the office to be sent to the bookkeeper, so that the invoice can be processed for payment.

Home and School money will be distributed in August. Any purchases must directly benefit student learning or the classroom climate. These purchases do not have to be pre-approved or follow the PO system. However, receipts must be filed with the bookkeeper, in order to receive reimbursement. Proper documentation must be filed to receive a check from the bookkeeper. Material purchased with

Home and School funds become the property of the school. Teachers must validate purchases with their receipts (including on-line purchases) or no reimbursement will be given.

Theresa McClure will process PO's on Tuesdays and Thursdays.

PHONE CALLS

Teachers are provided with a code that will allow long-distance calls to be made through the parish system. This code is not to be given out to others. You will be required to pay for all personal long-distance calls made with your code.

GUM

Teachers should not chew gum when interacting with students at school or during any school activities.

CELL PHONES

Cell phones should be in the silent or off position during instructional hours and during faculty meetings. If a teacher anticipates a call during the school day or during a meeting due to an emergency, he/she should notify the principal or office at the beginning of the day. If using a cell phone during school hours on your break it should be out of sight of the students.

SMOKING

St. Mary's is a smoke-free campus; smoking is prohibited. Tobacco use which can be detected by the students, parents, or visitors on the clothing or person of a member of St. Mary's faculty or staff should be avoided at all times.

CLASSROOM REWARDS

Classroom rewards will be consistent with good nutritional value and positive self-image.

XV. GRIEVANCE PROCEDURE FOR STUDENTS/PARENTS

DIOCESE OF TYLER CATHOLIC SCHOOLS GRIEVANCE PROCESS

PURPOSE

A “grievance” is a complaint based on any alleged violation, any inequitable application of policy, or any dispute over the meaning, or interpretation of the terms of a contract at the local level.

The primary purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may arise. The procedure is intended to resolve grievances in informal proceedings in a cooperative Christian atmosphere. The proceedings are not intended to be of an adversarial nature. No participant is entitled to legal representation in these proceedings. All parties shall agree that grievance proceedings shall be kept appropriately confidential.

NONDISCRIMINATION

No person shall be discriminated against because of filing or participating in the grievance procedure, and no reprisals of any kind shall be taken by the council or the school administration against any person because of participation in the grievance procedure.

LOCAL RECONCILIATION

Before allowing differences to become formalized into grievances, every effort should be made to resolve local-level disputes, by way of a free and open discussion, between the grievant and the immediate authority.

Without exception, an informal settlement between the grievant and the immediate authoritative person shall be attempted prior to formal grievance proceedings.

1. Any individual having a grievance shall first discuss the same with the immediate authoritative person.
2. If the immediate authoritative person is not the principal, the grievant must meet with the principal before the grievance is brought to the next level.
3. If a satisfactory decision is not reached, or if the principal fails to, or refuses to, discuss the grievance promptly, the grievant shall present the grievance in accordance with the procedures outlined herein.

LEVEL ONE - SUPERINTENDENT

If a satisfactory solution was not been reached during Local Reconciliation, the following procedure is to be used:

1. The aggrieved party shall submit a complaint in writing to the Superintendent within ten (10) business days following the grievant's last meeting with the principal.
2. The Superintendent will arrange a meeting within five (5) business days following receipt of the written statement. The meeting is an attempt to informally resolve the issue and reach a solution. This meeting is to be in an atmosphere of cooperative Christian dialogue and not adversarial.
3. If a satisfactory solution was not reached, the grievant will notify the Superintendent of the intent to appeal, in writing, within five (5) business days. Failure to give such written notice will cause the decision to be final.
4. Within ten (10) business days of receipt of the grievant's letter, the Superintendent will arrange a meeting with the grievant.
5. The principal will be instructed to give the Superintendent all documentation relating to the matter.
6. The grievant will have the opportunity to explain, defend, or refute the documentation presented by the principal.
7. The Superintendent will review all the information presented and notify both parties of the decision with ten (10) business days of the appeal hearing.

LEVEL TWO – DIOCESAN SCHOOLS APPEALS BOARD

If a satisfactory decision was not been reached at Level One, the grievant may appeal to the Diocesan Schools Appeals Board consisting of three members appointed by the Bishop. One member will come from the Bishop's Curia, one will be a teacher (from another school system in the diocese) and one will be a principal (from another school system in the diocese). The chairperson will be the Curia representative.

1. The grievant shall have five (5) business days, after receiving the Superintendent's decision, to appeal to the Diocesan Schools Appeals Board.
2. The notice of appeal is sent in writing to the Superintendent.
3. The Superintendent will set a hearing within fifteen (15) business days of receipt of the appeal notice.

4. The grievant will be notified of the hearing at least ten (10) days before the scheduled hearing.
5. The principal will be notified at least ten (10) days before the scheduled hearing.
6. Both parties will be heard on the same day, but at separate times.
7. The Superintendent will not attend the hearing, but will be the official timekeeper and be available to clarify Diocesan policies and procedures.
8. At the hearing, each party will have a maximum of one (1) hour to present their position to the board.
9. The principal and, if necessary, the teacher will present evidence, reasons for actions taken, and demonstrate sufficient cause for the decision.
10. The grievant will be given an opportunity to rebut the evidence and to offer proof and evidence.
11. The Diocesan Schools Appeals Board will consider only the merits of the case based on relevant and reliable documentation based on Diocesan Policies and Procedures.
12. The Diocesan Schools Appeals Board will deliberate in private.
13. The decision will be the result of a simple majority vote.
14. The chairperson will send a letter stating the decision to the grievant, the Superintendent, and the principal within five (5) business days from the date the hearing was held.

Approved by the Diocesan School Advisory Council on May 23, 2005

Date Ratified: June 21, 2005

By: The Most Reverend Alvaro Corrada, S.J.
Bishop, Diocese of Tyler

THIS FORM MUST BE PRINTED, SIGNED, AND TURNED IN EACH YEAR FOR THE EMPLOYEE FILE DOCUMENTING THAT THE HANDBOOK WAS READ AND WILL BE FOLLOWED.

DISCLAIMER:

The purpose of this handbook is to serve as a source of information for employees of the St. Mary's School. St. Mary's School Administration reserves the right to alter, amend, modify, change, or terminate any of the policies in the handbook after providing sufficient notification of change.

TEACHER SIGNATURE PAGE

I have read the 2014/2015 Faculty Handbook and agree to follow the school policies and procedures as stated.

Teacher signature

Date

SIGNED FORM DUE TO PRINCIPAL BY AUGUST 15, 2014