

# St. Mary's Catholic School Employee Handbook

**July 2023**

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 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.

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## MISSION STATEMENT

The mission of St. Mary's Catholic School is to partner with families in the formation of children as disciples of Jesus and His Kingdom through faith, scholarship, leadership and service.

### **I. INTRODUCTION**

St. Mary's Catholic School faculty and staff partner with parents to share responsibility for the religious, intellectual, moral, physical, aesthetic, and social formation of children.

### **II. PHILOSOPHY**

St. Mary's Catholic 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 extend this faith to our families to help them live a more abundant life, a fullness of human life that is best rooted in a biblical understanding of humanity. As Christians, we share with our students a commitment to the command of Jesus Christ "to love the Lord our God with all our hearts, with all our souls, with all our minds, and with all our strength " (Mark 12:30-31). We strive to provide an environment which fosters an enthusiasm for lifelong learning, an environment where all students 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. GOAL**

The primary goal of St. Mary's Catholic School is to instill into each student Christian values, which reflect the knowledge, attitudes, and interests necessary to prepare him or her to carry out future responsibilities as a global citizen committed to leadership through peace, brotherhood, love, service, stewardship, and respect for others.

### **IV. OBJECTIVES**

- Each student will know the person and message of Christ and develop a spirit of prayer and worship.
- Each student will develop an understanding of Christ's church, its community and world dimensions.

- Each student will respect the rights of others and have ethical standards of conduct and basic integrity.
- Each student will understand and be prepared to act on the fundamental themes of Catholic social teaching.
- Each student will benefit from educational opportunities and experiences related to heritage, American citizenship, and civic responsibility.
- Each student will develop the ability to think constructively, to solve problems, to reason independently, and to accept responsibility for self.
- Each student will experience what it means to live a life of prayer, community, and personal responsibility.

## V. 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, graduating the first class of St. Mary's Catholic High School in May 2015.

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 high school classrooms, a science lab, additional meeting rooms, a full kitchen, and cafeteria/stage area, and a one-to-one laptop program for middle and high school students. The original building has been remodeled to include new offices, a larger library, and computer lab/iPad carts for use by the elementary school classes.



## **VI. ACCREDITATION/MEMBERSHIP**

St. Mary's Catholic School is accredited by the Texas Catholic Conference of Bishops Education Department (TCCB ED) which is recognized by the Texas Education Agency, as well as the Southern Association of Colleges and Schools (SACS).

St. Mary's 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 Texas Association of Private and Parochial Schools (TAPPS).

## **VII. SALARIES, BENEFITS, AND CONTRACTS**

### **A. SALARY SCALE**

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 published State Base for teachers' salaries. Teachers holding a specialized certificate will receive 80% of the scale. Teachers working towards certification will be deducted \$2,000 until certification is gained. Teachers employed at a per course rate will receive \$3,000 per full time course taught or \$1500 per part-time course (not per period).

### **B. DUTY STIPENDS**

Faculty members who serve the school in capacities beyond the teacher contract may receive a stipend based on negotiations at the time the contract was extended. Stipends must be approved by the pastor/president.

### **C. INSURANCE**

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 of the Diocese of Tyler. Teachers also have optional health benefits, including Short Term Disability, through AFLAC. Additional information about all options is available through the business office.

### **D. 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 the business office of the diocese for more details.

### **E. PAY**

Distributed on a 12-month schedule. Paychecks are direct-deposited once a month on the 15<sup>th</sup> of each month. All Catholic Schools in the Diocese of Tyler will pay contracted employees

on a 12-month basis. The president and advisory board will make decisions as to the At-Will employee pay schedule.

#### **F. TUITION**

Employees may be eligible for a reduction in tuition for one child. Consideration will be given for grandchildren, but the benefit is intended for immediate family. See the pastor for consideration. All other children in an employee family may receive the parish and/or the multiple child discount if applicable. Need-based Financial Assistance is available with a My Fair Share application through FACTS Grant and Aid, provided applications are submitted by the spring deadlines.

#### **G. ILLNESSES AND PERSONAL DAYS**

School policy allows all full-time employees **a maximum of 8 PTO days** during the school year. These days are **intended for illness or family medical leave**. The policy allows the carryover of days not taken **to be used in the event of a family medical-emergency, long-term illness, or bereavement**. **Carry-over days cannot be used for vacation**.

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. Subject to principal discretion.

Any employee using over the allotted number of absentee days will be docked at their day-rate (salary divided by number of contracted days). The school calendar allows for more than 60 days off each year. Teachers should make every effort to be at school during the 190 days they are contracted. Excessive absenteeism may be grounds for termination as it is detrimental to the learning environment.

#### **PTO /Sick Leave/Medical Benefits work during quarantine or upon receipt of a diagnosis of COVID19:**

- 1) All St. Mary's employees should submit a copy of COVID 19 vaccination record to the front office.
- 2) If a teacher is diagnosed with COVID 19 or needs to quarantine due to exposure, that teacher will be charged PTO Days up to the balance of the days that the employee has available. Time off after PTO and accrued leave have been exhausted will be covered in accordance with St. Mary's Short-Term Disability coverage as offered through the employee health plan with Aflac.
- 3) If a teacher incurs medical expenses due to COVID19, the teacher's medical insurance will be the first resource. Any supplemental coverage will kick in after that individual's Basic Medical coverage. Medical expenses associated with COVID 19 do not qualify for Workman's Comp coverage.

#### **H. UNEMPLOYMENT COMPENSATION**

The Diocese is not subject to the State Unemployment Compensation Act. The Diocese of Tyler does not participate in unemployment compensation; therefore, terminated employees

are not eligible to receive unemployment compensation as a result of their employment with the Chancery, Parish, or Catholic school within the diocese.

### **I. PROCEDURE FOR ABSENTEEISM**

If a substitute is needed, teachers will need to contact a substitute from the substitute list provided:

- a. For a planned absence, submit an Absence from Duty request to the Principal for approval.
- b. Contact your substitute of choice as soon as you know that you will need to be away from campus for the day.
- c. Make sure that your lesson plans are up-to-date, and that your sub knows what you have planned for the day.
- d. Let the office know who will sub for you and where your substitute folder and emergency lesson plans are located. (Make certain to include any "duty" you have for the day.)
- e. Upon return to work, fill out and sign the "Absence from Duty", if an Absence from Duty" form was not submitted before your absence. Employees will not be given an excused absence (and can be docked pay) until all paperwork is completed.
- f. Partial Absences for personal reasons lasting 0-4 hours will count as a 1/2 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 professional development do not count toward personal days, but must be approved in advance.

### **Substitute Notebook**

Each teacher must have a Substitute Notebook in the classroom, to be kept on the teacher's desk at all times. A digital copy of this Notebook should be on file with the school office.

The notebook should minimally contain:

- Seating chart
- Class list(s)
- Class schedule
- Teacher's personal schedule
- Duty schedule
- Emergency lesson plan – independent student work that anyone can supervise
- Copy of discipline plan
- Other information conducive to serving the needs of your students in your absence

### **J. 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 non-renewal by the May 1st date, it is assumed a contract will be extended.

#### **K. TEACHER CERTIFICATION/DEFICIENCIES**

Teachers are to refer to TCCB ED 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.

#### **L. RELIGION CERTIFICATION**

At SMS, all teachers are catechists regardless of denomination or content area. SMS has a program that provides ongoing Faith Formation in conjunction with the TCCB ED guidelines. This program meets monthly and attendance **for all teachers**, regardless of subject area or grade-level, is mandatory. Failure to comply will be grounds for non-renewal of contract.

#### **M. TECHNOLOGY CERTIFICATION**

The Certification Requirements at St. Mary's Catholic School meet or exceed those competencies outlined by National Catholic Educational Association (NCEA) and TCCB ED. Expectations include a basic proficiency in technology (Office 365, FACTS/RenWeb, TEAMS) and continued growth in technology to meet the demands of the current technology environment.

#### **N. SPECIALIZED INSTRUCTORS**

If you currently hold a Specialized Instructor Certificate (Fine Arts / Foreign Language) you must also have a deficiency plan on file. The goal will be to have you work in a structured program to finish your bachelor's degree and/or certification in no more than three years.

#### **O. 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
- Non-compliance with local, church, TCCB ED, SACS, or Diocesan policy

A fundamental mission of St. Mary's Catholic School is the intellectual and spiritual development of students in accordance with the teachings of Jesus Christ and the Roman Catholic Church. In furtherance of that mission, all teachers and administrators employed by

St. Mary's, regardless of their membership in the Catholic Church, are by virtue of such employment actively engaged in pastoral ministry and the formation of God's people by personal witness. Therefore, each employee at St. Mary's acknowledges and agrees that he or she will at all times publicly speak and act in accordance with the mission and teachings of the Roman Catholic Church, as set forth in Sacred Scripture and the Catechism of the Catholic Church.

All St. Mary's teachers further acknowledge that complying with the above stated requirement is a material condition of his or her employment by the school, is an essential job function, and is a Bona Fide Occupational Qualification as defined and permitted by Title VII of the 1964 Civil Rights Act.

## **VI. CONTRACTUAL RESPONSIBILITIES**

### **A. PERSONNEL RECORDS**

The teachers' personnel records are kept in the school 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 timely 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 school office before the first day of school:

- Application Form/Resume
- Official College Transcript
- Qualifications Certification:
- Teacher/Administrator Certificate
- 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)
- Technology Proficiency Certificate
- Professional Growth to Strengthen Competence Form (yearly)
- Deficiency Removal Plan (if applicable)
- Evaluation (current and past years)
- Job Description
- Extracurricular 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
- Blood Borne Pathogens / CPS / Other Compliance Forms
- Internet and Intranet Acceptable Use Policy signature page
- Acceptance Certificate for Service (VIRTUS – Safe Environment Training)
- Verification of Criminal Background Check
- Insurance Forms (if applicable) - *in business office*
- Service Record

- Attendance/Absence Record
- Emergency Information in FACTS
- Catechist Certification
- State of Texas New Hire Reporting Form (filed on-line by business office)

## **B. 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 administration 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. Beginning Fall 2021, all employees must submit proof of COVID 19 vaccination in the school office prior to the start of the academic year.

## **C. 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 approval of the administration **BEFORE** “distribution to all” or “reply 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 for your lessons, on time to class, and consistent 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 grading period. This applies to all core content teachers for each student. Specials course teachers should plan to contact parents at least once per semester or more frequently to discuss individual challenges or successes. A “contact” may happen through a Conference, a phone call, an email, or a face-to-face at a school event. The goal is to take advantage of opportunities to create relationships and engage our parents in their children’s education and school community.**

9. Check emails at least twice per day for daily directives (by 7:30 AM for noon deadlines and by 12:00 noon for afternoon assignments) and read for detail. Save emails as needed for reference. Ask questions if something does not make sense.
10. Document, fulfill, monitor and assess **student accommodations/modifications** in lesson plans, communications and on reports.

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

#### **D. PROFESSIONAL DRESS**

Teachers are to dress as professional role models, setting a positive example of appropriate attire at all times. Jeans, shorts, yoga pants, leggings, scrubs, sweats, athletic pants, and t-shirts are not acceptable attire unless permission is given by the administration 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.

No form-fitting clothing or items considered "beach wear" should be worn to school. Teachers' clothing shall cover the midriff and shall not fall more than 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.

Teachers may wear spirit shirts on Fridays, college shirts on college t-shirt days, and pink during pink out month, etc.

#### **E. HOME AND SCHOOL ASSOCIATION**

Faculty attendance at Home and School Association sponsored events such as Fine Arts Festivals, Trunk-or-Treat, etc. is an expectation of your contract. If for some reason you cannot attend, you must notify the Director of Student Life.

#### **F. CLASSROOM PRAYER**

Each teacher is expected to reflect for the children a devotion to prayer and genuine appreciation for the benefits of daily communal prayer of the group. Children can sometimes be helped to learn how to pray if they are encouraged to announce their own intentions or make up their own prayers. No rigid routine of classroom prayer is required; however, the following prayers should be said frequently:

- Our Father Morning Offering
- Hail Mary Acts of Faith, Hope & Love
- Glory Be
- Apostles Creed (grades 3 - 12)
- Act of Contrition
- Guardian Angel

**All school morning prayers/pledge** (8:50 AM) will be led by middle school students using the PA system. **Grace before meals** is said in each classroom or in the Parish Center as a class before entering the cafeteria. **Prayers after lunch** are said in the cafeteria as a group.

**End of day all school prayer** will be led by the primary grade classes (3:10 PM) over the PA. Please make sure that your students know to stop what they are doing and stand for prayer. **Students / teachers in the hallway during all school prayer should stop, stand still, and participate.**

### **G. HOURS**

**Teachers are to be at school by 7:15 AM daily.** All Teachers should sign in at the front office or sign the check in list upon arrival. Teachers should receive permission from the administration before leaving the premises during school hours, checking out and back in with the school office. Doctor appointments, etc., should be scheduled outside school hours when possible. School is dismissed at 3:15 (PK-K) or 3:30 PM (1<sup>st</sup> – 12<sup>th</sup>) daily. All full-time teachers are required to remain on campus until 4:00 PM. Office staff hours are 7:15 AM - 4:00 PM daily.

### **H. PROFESSIONAL DEVELOPMENT**

TCCB ED and the Diocese of Tyler require 7 school-wide professional development days each school year. The State of Texas requires that all teachers holding a valid certificate complete at least 150 clock hours of continuing professional education (CPE) every 5 years. St. Mary's School, in conjunction with the Diocese and State of Texas, requires 150 clock hours of CPE every five years, for all teachers, even those on a lifetime certificate. The hours must be provided 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. All teachers are responsible for no less than 10 hours per year **beyond** what is offered as all school PD during in-service. 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. 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 and St. Mary's. This form is due as part of the Check-Out procedure at the end of the year. PD hours earned over the summer count toward the next academic year.

### **I. IN-SERVICE/PROFESSIONAL DEVELOPMENT OPPORTUNITIES**

Several on campus professional development/In-Service days are planned for staff. Additional opportunities will be shared as information becomes available. Teachers who wish to attend in-service opportunities off campus must submit a written request to the Director of Curriculum and Instruction. 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 or to our LEA upon returning from a conference. Expenses should be approved by the Director of Curriculum and Instruction prior to a trip or



reimbursable in-service. **Teachers may take only one in-service absence per semester during school time.**

## **J. FACULTY MEETINGS**

Full Faculty meetings will be held once a month on the first Wednesday of each month after school. Meetings are on the calendar for the entire year. Additional meetings may be scheduled and will be announced in advance; **attendance is mandatory.** Faith Formation meetings will generally be held on the third Wednesday of each month (those are also already on the calendar); **attendance is mandatory. Only the Pope can grant permission to be absent.**

### **Meeting Attendance**

**All faculty and aides are expected to attend all scheduled professional development, in-service days, and staff meetings.** Non-teaching staff will be notified in advance if attendance is not required. Absence from a professional development, in-service day, or staff meeting should be requested in advance and in writing. **PTO Days may not be used for in-service days.** **Absence requires the explicit permission of the Principal and will result in a dock of pay for the day.**

## **K. DUTIES**

General Duties during the 2023-2024 academic year:

**Supervision of all students at all times is the legal and ethical responsibility of the teacher.** One of the best ways to ensure student safety is through consistent supervision. Students are our number one priority! When on duty in the classroom, in the hallway, during assemblies, in the cafeteria, in the courtyard, on the playground, on the field, in the gym, or at a St. Mary's School activity away from campus, supervision is a staff member's primary concern. Under no circumstances should children ever be unsupervised while at school. **Students should never enter a classroom or remain in a classroom without a teacher.** Ask another teacher to monitor students or call the office. In the event that students arrive at a classroom and a teacher is not there, **students should be clear on the procedure that they must wait in the hallway until the teacher has arrived.** If a teacher needs to use the restroom or leave his or her classroom for another reason, the teacher will need to call the office to ensure someone can watch the students. Hallways must be supervised when students are moving between classes. Focus on the students. Everything else takes a back seat!

**Teachers should not be involved in social conversations while supervising students. Teachers should not sit passively while on duty. Teachers should diligently monitor students at all times.** All teachers at St. Mary's are responsible for and have authority over all students wherever they are. High expectations for appropriate student behavior should extend to all students in the school. **No teacher should hesitate to correct inappropriate behavior of any student at any grade-level at any time.**

### **Morning Duties**

Teachers will be asked to perform morning duties periodically between 7:15 and 7:45 AM in the gym, school office, or carline. **All Full Time Teachers and Aides are expected to arrive on campus by 7:15 AM.** Homeroom teachers (PK3 through Grade 8) need to be in their classrooms by no later than 7:30 AM each morning to accept students as they enter the buildings. All other full-time teachers will have specific arrival duties beginning at 7:30 AM each day. Check the duty schedules for more information.

### **Beginning of School Day:**

For all intents and purposes, the school day begins at 7:30 AM, when teachers are to meet their homeroom students as they enter the classrooms. While the academic day does not begin until 8:00 AM, teachers should plan a morning routine and start-up activities for the classrooms that provide for structure and appropriate interactions between students. **While we do have access to electronics on campus, habitual online time should not become our go-to start up activity.**

### **Lunch Duties**

All teachers will walk classes to their assigned tables in the cafeteria for lunch at the assigned lunch time. Please make an effort to arrive on time, not early or late. Let's all work together to assist our cafeteria staff in providing a lunch atmosphere, free of undue stress and chaos.

**PK3-4<sup>th</sup> grade classes will eat during the 1<sup>st</sup> lunch period.** Lead Teachers (PK3-4<sup>th</sup>) may work out a duty schedule utilizing homeroom teachers, with ½ of the teachers eating lunch with the students and ½ of the teachers monitoring recess. Teachers may rotate duties as determined by the lead teachers, **provided there are at least 3 homeroom teachers on duty in each location each day. The team can also call on Specials teachers and aides, as available, as extra (not instead of) eyes to help with lunch or monitor recess.**

Whichever **5<sup>th</sup> – 8<sup>th</sup> grade** teachers have class before lunch will walk their students to the cafeteria in time for the 2<sup>nd</sup> lunch period. **5<sup>th</sup> – 8<sup>th</sup> grade** students do not have a designated recess time in their schedules. The lead teacher (**5<sup>th</sup> – 8<sup>th</sup>**) may work out a duty schedule amongst the available teachers to eat lunch with the students and may rotate that duty, **provided there are at least 3 teachers on duty in the cafeteria each day.** Middle School teachers may work together to ensure that **5<sup>th</sup> – 8<sup>th</sup> grade** students also have appropriate supervision as they return to the annex from the cafeteria.

**9<sup>th</sup> -12<sup>th</sup> grade** students will eat during the 3<sup>rd</sup> lunch period. Teachers should monitor the students as they travel to the cafeteria, not just turn them loose to charge down the stairs. The Lead Teacher (**9<sup>th</sup> – 12<sup>th</sup>**) may work out a duty schedule amongst the available high school teachers to eat lunch with their students and may rotate duties, **provided there are at least 2 teachers on duty in the cafeteria each day. A Director will also be assigned to lunch supervision for high school students each day.**

### **Recess and Playground**

Recess duty after lunch for grades PK3-4<sup>th</sup> grade will be covered by homeroom teachers according to the rotating duty schedule as developed by the lead teachers. When weather does not permit outside activity after lunch, recess time may take place in the classrooms or in the gym as determined by the recess supervisors for the day. Teachers will need to work together to make sure that all teachers have a break to eat lunch, either during the student lunch period or during the recess break.

**As a lower school teacher (PK3-4th)**, if you choose to grant your lower school students an additional “recess” break at a time other than the designated recess period, please adhere to the following policy: **No group of children should ever be left alone.** Please make sure students leave the playground clean and have children pick up trash periodically, as necessary. All equipment should be used in a proper fashion (i.e.: no climbing up slide, swinging on stomach, etc.) Teacher should take a walkie-talkie with him or her to the playground. All equipment in use while outside should be returned to its proper place.

**Students in grade 5 – 8** generally do not need “recess”, and recess has not been included in their schedules. Students have Athletics/PE last period of every day. Understanding that middle school students do sometimes get restless, and the class may need a quick break to use the restroom or reset, teachers may use their discretion to take a few minutes. **Extended playground time instead of class is not allowed.**

**High School students (9-12)** should not be going outside during academic time, unless the lesson is a lesson better taught outside. If a class is particularly restless on a given day, please feel free to call on the Director of Student Life for ideas regarding how to help them to reset to move on with their academic day.

### **After-School Duty**

Afternoon pick up will follow the reverse of morning drop-off. Students in PK3 through 4<sup>th</sup> grades will remain in their classrooms and will be called to the doors for pick up. PK3-K will dismiss at 3:15 PM. 1st – 4<sup>th</sup> grades will dismiss at 3:30 PM. 5th – 12<sup>th</sup> grade students will dismiss from the cafeteria at 3:30 PM.

### **After-School Care**

Do not take students who are not regular attendees of ASC to the After-School Care Program before 3:50 PM. Teachers should remain in their rooms or on duty until all students have been picked up or until 3:50 PM, at which time the teacher may escort any remaining students to the appropriate location for that age group to meet for ASC. No teacher is to leave campus for the day prior to 4:00 PM.

### **RAINY DAY PICK-UP**

Rainy Day Pick Up will not differ from Regular Day Pick Up, other than students in grades PK3-4<sup>th</sup> will **all** be called when the parent arrives (sometime between 3:15-3:30 PM).

## **Extra-Curricular Activities**

All teachers are expected to assume non-teaching responsibilities. Examples of such activities include serving on a standing committee, performing school day duties, coaching an academic competition or athletic team, sponsoring Student Council activities, National Junior Honor Society, service projects and other events which occur on an occasional basis. Please discuss options with your level team and your level lead, as well as the Directors to find ways in which you might contribute to the mission of St. Mary's Catholic School.

### **L. 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 a sub-shortage, a colleague may ask you to substitute during your conference period. A 30-minute break is provided for all faculty during which employees may make personal phone calls and take care of personal business. All St. Mary's Catholic Church and School employees may order a complimentary lunch from the cafeteria every full school day. Lunch is not offered on half-days. Employees may order from the daily lunch menu or may order a teacher salad. **Please place teacher lunch orders by no later than 9:00 AM.** If a faculty member chooses not to take advantage of the teacher lunch provision, he or she should plan to pack a lunch. Faculty lunches are not intended to feed other family members. If a faculty member orders a lunch and fails to pick it up, that faculty member will be charged for the lunch. Faculty should not plan to leave campus to get lunch nor order delivery during the school day.

### **M. CURRICULUM RESPONSIBILITIES**

#### **LESSON PLANS**

**Lesson Plans are due by 8:00 AM each Monday** and are to be submitted through the FACTS Lesson Plans portal. Plans must include the weekly objectives/standards from the curriculum, differentiation of instruction for each level, a formative/ summative assessment for the unit, and a Catholic identity connection. Day to day planning should include daily skills, materials, page numbers, and student outcomes. All homework for the week should be posted on FACTS by Monday. If you plan to use handouts during the week, all documents need to be linked as PDFs in FACTS on Monday. Faculty may also choose to continue to use TEAMS as a teaching tool. Recording and posting lectures, allowing for online submission of assignments, and posting of resources for students are all benefits of using the TEAMS application that do not diminish just because our students are learning face-to-face.

#### **TECHNOLOGY**

Teachers are expected to use technology / model technology usage regularly as a teaching tool. At a foundational level, teachers should demonstrate professional proficiency with TEAMS, Word, Excel, PowerPoint, email, Internet, FACTS/RenWeb, applicable textbook support software.

Teachers are expected to integrate Technology Standards as identified in the Curriculum through student projects and demonstrations of knowledge. Teachers should regularly use

technology at all grade levels and in all content areas. See the Diocesan Curriculum Standards for [Technology Integration](#) (Grades PK-12).

Teachers are responsible for signing in and out the school iPads and/or classroom banks of laptops. The Library / Technology Director will distribute one-to-one student technology.

Teachers will need to participate in required technology training during August in-service and during other in-service follow-ups scheduled throughout the year. An understanding of the TEAMS platform will still be required.

### **TIME LINES AND SCOPE/SEQUENCE**

All Teachers are responsible for having a **curriculum calendar (submitted for approval prior to August 23, 2023)** based on the Diocesan Curriculum Standards. This scope and sequence should be broken down into 9-week 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 Diocesan Curriculum is a set of minimum standards. Your scope should align with College Board Standards, National Standards, TEKS, and any other applicable standards within your content area (i.e., USCCB, NCTE, NCTM, NSES, NCSS, etc.)

**\*Remember that all science classes from 6<sup>th</sup>-12<sup>th</sup> grade should be 40% lab work.**

**Middle and High School Teachers will need to submit a Syllabus, detailing major assignment plans for the year, and indicating the plan for how grades will be weighted in your class. The syllabus for each class will be shared with parents during the Curriculum K'night on August 23, 2023.**

### **N. MASS**

Religion is a fundamental part of our identity as a school as well as our curriculum. We have an opportunity at Mass each week to teach by example. Classroom teachers are responsible to teach students the guidelines for acceptable behavior in mass and are expected to help their students to understand and to show respect for what is happening in the Mass.

All faculty and staff are required to attend Mass unless permission for non-attendance is given by the Pastor. 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 **9:45 AM each Thursday** and at **12:05 PM on Holy Days of Obligation**. The plan for the 2023-2024 academic year includes all students and all teachers attending mass each week. **PK3 and PK4** students will attend mass weekly beginning **Thursday, September 14, 2023**. Please practice with your students, visit the church, call on Deacon Jim or Father Dower for help, as needed, but have them ready to go at that time.

Teachers should make every effort to have their students in the Church on time and in the proper frame of mind for Mass. Mass attendance is an expectation for every student regardless of grade or personal faith tradition. If a student is struggling with mass

attendance, please have a conversation with the student and/or the parent. If the issue does not correct itself, please refer the issue to the Director of Student Life.

**Some guidelines to help our children remember correct Mass behavior in the Church:**

- All students, regardless of faith background, are asked to be respectful in our church.
- Walk in a quiet line.
- No off-task communication: we do expect our students to participate in verbal responses and sing during Mass.
- Use Holy Water properly.
- Genuflect at pew, as a sign of respect to Jesus being present in the tabernacle - entering and exiting.
- Make the Sign of the Cross correctly, whenever appropriate.
- Use kneeler properly.
- Stay in line as you enter and leave the pew.
- No bathroom or water breaks during Mass, except in the event of an emergency, and even then, absolutely not during the Consecration. Help your students to understand what is happening at what times during the mass, so that they know why it would be inappropriate to leave. General rule, if the congregation is kneeling, that is not a good time to get up.

**O. OUTSIDE EMPLOYMENT**

Teachers must not engage in outside 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.

**P. COMMUNICATIONS WITH PARENTS**

A copy of all written communications to parents must be kept on file for students. Notes should always be taken during parent conferences, whether formal or informal, by phone or in person. Teachers should use the Notes section in either the Advising or the Behavior screen in FACTS/RenWeb to document notes in a secure location. 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 being sent home. A copy of all such communications must be approved by a Director or the Principal prior to distribution. A copy will be retained in the office.

Remember, parents like to hear positive reinforcement of their efforts at improving their child(ren)'s grades and behavior. Remember to follow up on implemented plans and strategies with evaluations that include the parent, create additional plans as needed, and continue to acknowledge successes and provide closure for specific situations.



All St. Mary's teachers (1<sup>st</sup> – 8<sup>th</sup>) agree to use **the assignment notebook** as a means of communication with parents and teaching organizational skills to our students. Students in grades 5-9 will also use an **organizational system** designed to utilize colors. Teachers agree to train students in using these tools age appropriately.

All St. Mary's teachers will **post assignments on Mondays through FACTS and grades in FACTS at least weekly** for parents and students to access.

Students will be given a **rubric** of expectations for all long-term projects when the project is assigned. All assignments and rubrics **must be posted to FACTS** so that parents/students have access. 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.

- **Walkthrough Observations** by all of the Directors will take place on a regular basis. Each Director will be giving teachers feedback from a different perspective. Teachers are asked to consider feedback from each Director and incorporate any suggestions. Teachers should feel free to ask follow up questions and engage the Directors in conversation regarding feedback. The walkthrough evaluation system is intended to allow the school directors to be more present in the classrooms during the school year and serve as better resources for teachers.
- **Formal Observations** may occur at any point in the school year but must be completed by no later than **March 31, 2024**. All formal observations will be conducted by the principal. If the teacher has not scheduled a formal observation time prior to February 29, a March observation will likely be a drop-in when the principal has time.
- An evaluation may result in a required **growth plan**.
- An unacceptable series of evaluations or failure to implement a required growth plan may result in non-renewal of contract.

### A. GOAL SETTING

In a consistent effort toward continued excellence, St. Mary's Catholic School strives to implement best practices and current research.

Teachers are asked to set yearly actionable goals in each of the following four areas:

1. **Academic Goals:** As a school, St. Mary's has set as strategic goals of increasing rigor, improving differentiation, strengthening analytical reading, and expanding vocabulary and grammar proficiency, raising the bar on mathematics proficiency, and increasing lab time in science classes. Considering your grade-level(s) and content area(s), how will you work in your classroom(s) to help St. Mary's School move toward these goals?

2. **Peer Observations:** All teachers are asked to schedule a minimum of two peer observations during the 2023-2024 academic year, ideally, one per semester. Peer observations may serve to promote cross-curricular teaching, vertical alignment, or mentoring. Try to observe someone whom you have not previously observed.
3. **Catholic Social Teaching:** Our Catholic social teaching should be an integral part of every lesson in a Catholic school classroom. As stated in the USCCB Task Force Summary on Catholic Social Teaching: “There are many innovative efforts by Catholic educators to communicate the social doctrine of the Church. At the same time, however, it is clear that in some educational programs Catholic social teaching is not really shared or not sufficiently integral and explicit. As a result, far too many Catholics are not familiar with the basic content of Catholic social teaching. More fundamentally, many Catholics do not adequately understand that the social teaching of the Church is an essential part of Catholic faith. This poses a serious challenge for all Catholics, since it weakens our capacity to be a Church that is true to the demands of the Gospel. Our community of faith is blessed with many gifts. Two of the most vital are our remarkable commitment to Catholic education and our rich tradition of Catholic social teaching. As we look to a new millennium, there is an urgent need to bring these two gifts together in a strengthened commitment to sharing our social teaching at every level of Catholic education and faith formation” (USCCB, 1998).

“Thinking about the Catholic Social Teachings, how will I work to help incorporate these ideas into my daily lessons in every subject area? What challenges do I face as a teacher in identifying ways in which to integrate CST and Catholic identity into my daily lessons in all content areas? How do I make sure that St. Mary’s is Catholic in all that we do?”

4. **Professional Goals:** Teachers must also continue to be learners. Each teacher should identify specific, individual, professional development opportunities beyond in-service, which will help both the teacher to grow as an individual, and SMS to grow as an academic community through the combined growth of our teachers. Teachers may choose specific workshops, college coursework, or additional professional development required for the elimination of a deficiency plan. This goal should go beyond the minimum professional development and in-service participation required by the Diocese. Teachers should pre-plan for the types of professional development opportunities they would like to incorporate into their year. Remember the requirement is a minimum of **10 hours** beyond the school/Diocesan in-service offerings. The key here is not to “wait and see what comes up,” but rather to go into the school year with a plan and actively pursue the PD identified.

“What would I like to do this year to advance myself as a professional educator? What can I do to participate in the shared leadership of SMS? How can I help to fulfill the mission of St. Mary’s? How do I work for positive change?”

Effective goal setting requires personal discernment, practical steps, and measurable outcomes. Teachers should take some time to identify real and realistic goals for the year.



**NOTE:** Teachers should submit written goals/plans for each of these four categories by no later than **August 31, 2023**. A Director will follow up with each teacher to discuss the goal/plan, and to work with each teacher to develop a plan for success.

### **B. FEEDBACK**

Teachers will receive a written response to all observations. Teachers are welcome to schedule face-to-face meetings as needed.

### **C. REBUTTAL**

Teachers may rebut any negative evaluation in writing for up to 15 days after feedback. Rebuttals should be directed to the principal.

## **VIII. CATHOLIC SOCIAL TEACHING**

### **Catholic Social Teaching: Major Themes**

#### **Life and Dignity of the Human Person**

The Catholic Church proclaims that human life is sacred, and that the dignity of the human person is the foundation of a moral vision for society. Our belief in the sanctity of human life and the inherent dignity of the human person is the foundation of all the principles of our social teaching. We believe that every person is precious, that people are more important than things, and that the measure of every institution is whether it threatens or enhances the life and dignity of the human person.

#### **Call to Family, Community, and Participation**

Our tradition proclaims that the person is not only sacred but also social. How we organize our society—in economics and politics, in law and policy—directly affects human dignity and the capacity of individuals to grow in community. The family is the central social institution that must be supported and strengthened. We believe people have a right and a duty to participate in society, seeking together the common good and well-being of all, especially the poor and vulnerable. Our Church teaches that the role of government and other institutions is to protect human life and human dignity and promote the common good.

#### **Rights and Responsibilities**

The Catholic tradition teaches that human dignity can be protected and a healthy community can be achieved only if human rights are protected, and responsibilities are met. Therefore, every person has a fundamental right to those things required for human decency. Corresponding to these rights are duties and responsibilities—to one another, to our families, and to the larger society.

#### **Option for the Poor and Vulnerable**

In a world characterized by growing prosperity for some and pervasive poverty for others, Catholic teaching proclaims that a basic moral test is how our most vulnerable members are faring. In a society marred by deepening divisions between rich and poor, our tradition recalls the story of the Last Judgment (Mt 25:31-46) and instructs us to put the needs of the poor and vulnerable first.

#### **The Dignity of Work and the Rights of Workers**

Work is more than a way to make a living; it is a form of continuing participation in God's creation. If the dignity of work is to be protected, then the basic rights of workers must be respected—the right to productive work, to decent and fair wages, to organize and join unions, to private property, and to

economic initiative. Respecting these rights promotes an economy that protects human life, defends human rights, and advances the well-being of all.

### **Solidarity**

Catholic social teaching proclaims that we are our brothers' and sisters' keepers, wherever they live. We are one human family, whatever our national, racial, ethnic, economic, and ideological differences. Learning to practice the virtue of solidarity means learning that "loving our neighbor" has global dimensions in an interdependent world. This virtue is described by John Paul II as "a firm and persevering determination to commit oneself to the common good; that is to say to the good of all and of each individual, because we are all really responsible for all" (*Sollicitudo Rei Socialis*, no. 38).

### **Care for God's Creation**

Catholic tradition insists that we show our respect for the Creator by our stewardship of creation. Care for the earth is not just an Earth Day slogan; it is a requirement of our faith. We are called to protect people and the planet, living our faith in relationship with all of God's creation. This environmental challenge has fundamental moral and ethical dimensions that cannot be ignored.

## **Catholic Social Teaching: Interpretations**

### **What does all this mean to me?**

#### **Life and Dignity of the Human Person**

- Do I pray for every life that God has created?
- If I see someone who is living without dignity, do I try to help?
- Do I let other people know that I care?
- Do I show respect for every person I meet?

#### **Call to Family, Community, and Participation**

- Do I take care of my families and understand that we are all a part of God's family?
- Do I actively try to right the wrongs that I see, or do I ignore them?
- Do I try to include everyone in our activities, or do I leave some people out?
- Do I tolerate bullying, or do I speak up on behalf of the person being bullied?
- Do I wait for someone to ask for my help, or do I look for opportunities to participate and get involved?

#### **Rights and Responsibilities**

- Do I protect the rights of others?
- Do I live up to my responsibilities as an active member of a community?
- Do I volunteer or do I let someone else do whatever needs to be done?

#### **Option for the Poor and Vulnerable**

- Do I share what I have when I have more than I need?
- Do I think about others when I decide how much I need?
- Do all of the members of our community have enough to eat? To drink? To stay warm and dry?
- Do I take special care of the elderly? The very young? Those with disabilities?

### **The Dignity of Work and the Rights of Workers**

- Do I show my respect for those who work in my community? In my school? In my home?
- Do I protect the rights of workers everywhere through my purchases?

### **Solidarity**

- Do I treat every member of our school/community/country/world fairly and in the way that Jesus would have treated them?
- Do I look out for the needs of others in our school? In our neighborhood? In our country? In our world?
- Do I make decisions for the good of the whole or do I make decisions only to benefit myself?

### **Care for God's Creation**

- Do I make an effort to take care of the world around me?
- How do I take care of God's creations?
- Do I pick up trash and avoid littering?
- Do I remember to recycle and reuse?
- Do I reduce what I use in order to conserve resources?
- Do I protect pets and wild animals?

## **IX. CRISIS MANAGEMENT & SAFETY**

### **A. EMERGENCY PROCEDURES**

See attached. – Meeting with Facilities Director during in-service in August.

### **B. WEATHER CLOSING**

We will send an email to your [@stmaryslgv.org](mailto:@stmaryslgv.org) address, and send a text message through FACTS to notify teachers of school closings. Generally, if Longview ISD is closed, we will also be closed. Sometimes, if Longview does not make a timely decision, we will make a decision without them. Our students come from far and wide. Announcements will also appear on the local news. Please make sure that the contact information in your FACTS Staff portal is correct.

### **C. SAFETY**

Unsafe building or grounds conditions are to be reported to the Director of Facilities via phone call or email [facilities@stmaryslgv.org](mailto:facilities@stmaryslgv.org). Please cc the principal [dsafford@stmaryslgv.org](mailto:dsafford@stmaryslgv.org) and /or pastor [frdower@stmaryslgv.org](mailto:frdower@stmaryslgv.org) on anything of an urgent nature.

Some Doors on campus have been upgraded to mag locks with badge entry.

- Those doors will only be accessible to faculty members with your badge.
- Take your badge with you everywhere you go.
- High school students will have timed entry into some of the doors on campus.
- PK3-8<sup>th</sup> grade students will need to be accompanied by an adult to access any of the doors.

- Do not give your badge to a student or to another individual on campus. All badges are electronically tracked through the door system.
- If you lose your badge, report it immediately to the front office. Badges can be deactivated until it is found or replaced.
- No door on campus is ever to be propped open for any reason. All doors are to remain locked, and badges should be used to open mag locked doors.

#### D. ETHICS AND INTEGRITY

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

#### E. MINORS AND ALCOHOL

St. Mary's does not allow minors (under 21) to consume alcohol at any school-sponsored event. St. Mary's Faculty and Staff should refrain from the consumption of alcohol on campus or in the presence of St. Mary's students at any school sponsored event.

## X. PROFESSIONALISM

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:

- **Students:** School and personal student problems should be discussed only with immediate staff on a need-to-know basis and in professional terms. When a problem arises, the Pastor, the Principal, or a Director should be advised. Assistance with resolution of the problem is then available, should this be needed.
- **Faculty/Administration:** The actions or teaching practices of faculty are not to be discussed publicly. Issues between faculty members should be brought to the faculty member(s) involved and the administration at an appropriate time, and with appropriate respect towards all faculty as members of a team for whom we are all concerned and willing to help. The administration of St. Mary's School should be considered a part of the faculty team. Administrators are here to help and to work with faculty for the benefit of St. Mary's. We shall practice mutual respect and professional courtesy at all times.
- **Parents:** 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(ren). We should strive to use positive language in discussing the behavior and attitude of any child.

#### A. 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

[903-266-2159.promoter@dioceseoftyler.org](http://903-266-2159.promoter@dioceseoftyler.org). Please contact the principal immediately upon first considering the possibility that child abuse of any sort may be the case.

#### **B. CHILD ABUSE PREVENTION AND INTERVENTION TRAINING**

All school employees will need to complete the one-hour training program about Child Abuse provided by the Department of Family and Protective Services. Training must be updated annually.

<http://www.dfps.state.tx.us/training/reporting/default.asp>. Please follow the URL and proceed through the training. At the end of the training, the program will provide an option to print a certificate of completion.

Please print the certificate and turn it in to the office by no later than **August 31, 2023**. Some of you may have completed the training prior to check-out in May, which is fine.

#### **C. 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.

#### **D. MAINTAINING BOUNDARIES IN STUDENT COMMUNICATION**

All faculty, staff and school employees are expected to maintain a professional relationship with their students. Employees should not accept friend requests from or follow St. Mary's students or any minors (under 18 or any students who have not graduated from high school) who are associated with the school on Face Book, Twitter, Instagram, Snap Chat, other chat or gaming forums, or any other social media platforms. Emails, text messages, or TEAMS chats to a student must be only for educational or athletic communication and must include a parent/guardian or second St. Mary's adult on the communication thread. These boundaries should be maintained for the safety of the students and the school personnel.

If a minor initiates email, text, TEAMS chat, or social media communication with a teacher, the teacher should copy the parent or an appropriate school adult on the response communication. If any communication is inappropriate in content, immediately contact a supervisor for assistance in resolving the issue.

#### **E. 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 with whom they have contact as Church/School Personnel.

Additionally, Social Networking of any type is prohibited on any device, professional or personal, during teaching time.

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, Instagram, Snapchat, TikTok, Discourse, gaming platforms, etc. Judgment is necessary in determining appropriate boundaries which must be maintained. These guidelines should help clarify such boundaries, but there is no complete list to define appropriate. If you have any questions regarding establishing these boundaries, contact the Promoter of Justice at (903) 534-1077 ex.171 or [promoter@dioceseoftyler.org](mailto: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.

#### F. REPLY ALL

All email communication to groups (i.e., [Teachers@stmaryslgv.org](mailto:Teachers@stmaryslgv.org)) should be sent using the **BCC function** on email. **Please do not Reply All to messages** to express Thank you or Okay or other non-essential information to a group. If we can avoid sharing unnecessary email communications, it increases the likelihood that important emails will actually be read. Thank you for doing your part to reduce everyone's inbox traffic.

#### G. COPYRIGHT LAWS

No copyrighted material will be duplicated or copied. Please check with the Director of Curriculum and Instructional Support if you are short of needed materials for your class.

#### H. 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 signed Medication Administration Form from the parent. The school cannot assume liability or support a decision by faculty or staff to administer medicine outside of these guidelines.

#### I. ACCIDENTS

Accidents involving students or staff members are to be reported to the office immediately and a written detailed report, using forms in the office, must be submitted by the end of the school day. All fresh wounds must be sent to the office for medical attention. For any wounds several days old that have just lost a band aid, teachers may replace with a new band aid, making sure to adhere to all Bloodborne Pathogens safety protocols.

Bathroom accidents should be handled by the student or a parent or representative sent by them in the event of a student who has not achieved 100% independence in this area.

### **XI. FIELD TRIPS**

Field trips are encouraged, if they are an integral part of the development of the subject studied. Field trips should be well-planned and presented to students as class time in an alternate setting, not as a day of play.

1. **The Director of Student Life** (in collaboration with the principal) **must approve all trips or activities that deviate from the normal curriculum.** All plans for field trips must begin with submitting a field trip form, with applicable curriculum standards, to the Director of Student Life well in advance of the date being considered. **For overnight trips, a detailed timeline of required submission dates needs to be included with the request. For example, the Pines trip has interim dates that are required for application and payment.** This contact should be made as early as possible. **Teachers should not get involved in collecting money or arranging payment plans. That is the responsibility of the Director of Student Life in collaboration with the Business Office. Please submit cost information with your Field Trip form as early as possible.**

After approval of the trip, the following procedure should be followed:

2. After a field trip proposal has been approved, the teacher is to reserve a bus or contact the room mother to arrange for transportation if there is not a bus available. Only volunteers with an Acceptance Certificate for Service (Ethics & Integrity trained with a Criminal Background Check) may transport or supervise minors. (Check with the office to verify ACS status).
3. The teacher distributes and collects approved field trip permission slips.
4. Make contact with all teachers whose classes will be affected by trips.
5. Notify the cafeteria of any change to the lunch schedule as soon as the trip is approved and confirm at least one week in advance of the scheduled trip.
6. Provide the office with a copy of the field trip permission slip the day it is sent home with all information completed.
7. Discuss with your level the need for someone to take any classes or duties you will miss and provide written details of lesson plan to the office before departure. Care of any students being left on campus must also be arranged.
8. Permission Slips and Medical Consent to Treat Forms must be carried by the teacher in charge.
9. **Students should be dressed in DRESS UNIFORM, unless a waiver is given by the Administration. Do not assume permission for a variance from this policy.**
10. Students without permission slips or out of uniform will not be allowed to attend the trip. The teacher must arrange for supervision of those students.
11. Field trips are a privilege, not a right. The teacher should work in conjunction with the administration to arrange for supervision of students not attending a field trip for any reason.

## **XII. STUDENTS WITH SPECIAL NEEDS**

### **A. PARENT DISCLOSURE FORMS**

Parents of students with special needs/learning differences are asked to request modifications/accommodations upon enrolling or anytime thereafter that a diagnosis is obtained determining a need for accommodations or modifications. Accommodations are

likely to be ongoing. Modifications may be temporary or long-term depending on the needs of the student.

### **B. STUDENT SUPPORT TEAM**

We at St. Mary's School strive to service all students. However, we are not a special education facility, and we are not the least restrictive or best environment for some students. Decisions to make accommodations/modifications will be made 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, once we admit a student to St. Mary's, it is our moral obligation to do everything within the realm of our budget and human resources to meet the needs of each student. If a student has an accommodation plan on file, it is the obligation of the teachers who work with that student to make the accommodations needed to ensure student success; accommodations are not optional.** The Director of Curriculum and Instructional Support will assist teachers in planning for necessary differentiation, accommodations, and modifications.

### **C. RESPONSE TO INTERVENTION (RTI) IDENTIFICATION AND DOCUMENTATION PROCESS**

If a teacher sees that a student is struggling and may need further evaluation or assistance:

Step 1: Complete the form for evaluation and return it to the Director of Curriculum and Instructional Support. **The director will schedule a conference** with the parents and the teacher(s) to discuss the concerns and devise a plan of action.

Step 2: In conjunction with the parents, the director and the teacher(s) will implement a two-week trial period using academic, behavioral, and environmental adjustments. If the student experiences success using recommended accommodations, a form will be given the student's teachers to outline these accommodations.

Step 3: If a student still does not meet with success using designated supports, then a more formal evaluation will be done. This will be done using the student's testing scores, additional individual testing through the Director of Curriculum and Instructional Support, LISD resources, and outside resources, as necessary. Students in need of stronger accommodations such as peer tutoring, note-taking assistance, shortened assignments, extended time, retesting, oral testing, etc. will need to go through a formal diagnostic evaluation process in order to place these in their permanent folders for future use.

Step 4: A student with a suspected learning difference will need to be considered for a full psychoeducational evaluation. The paperwork will be done through the office of the Director of Curriculum and Instructional Support. Once the testing is completed, a meeting will be held with the parents to discuss the results. Additional accommodations or modifications may be suggested. If that is the recommendation, the Director of Curriculum and Instructional Support will develop a new plan.



If the student's learning difference is determined to be severe, it may be determined at this time that St. Mary's cannot adequately meet the needs of the student. St. Mary's will work with the parent to find alternate school placement.

\*Students on RTI plans will be evaluated on an ongoing basis. Communication with parents should be frequent and ongoing. **Conferences between the teacher and the SST will take place at the end of each grading period to determine success or need for any additional adjustments.**

#### **D. GT IDENTIFICATION PROCESS**

To be considered for Gifted/Talented, students must score an 8 Stanine or higher in total math or total reading on the IOWA, read at least 3 levels above grade level, have a parent and/or teacher recommendation, and score over 123 on the CogAT SAI. Please fill out GT Identification forms available from the Director of Instructional Support and refer to SST for accommodation / differentiation suggestions.

#### **E. 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. In accordance with the Buckley Amendment:

- Students may not grade the work of other students.
- Children of teachers may not grade the work of other SMS students.
- Graded student work may not be displayed in the halls with full names visible.
- A student should never be asked to state his/her grade aloud.
- Parent volunteers may not grade student work.
- Parent volunteers should not tutor or work in a remedial capacity with any student unless hired by the parent or cleared by the office. If you have a question about a parent activity and how the Buckley Amendment applies, please ask.
- The school will only share academic or personal information regarding an individual student with that student's parents/guardian and only with other SMS faculty and staff members on a **NEED-TO-KNOW** basis.
- Parents may view contents of their student(s)' files, grades, lesson plans and test results at any time.
- Teachers are not allowed to discuss any child outside the professional realm.

### **XIII. GRADING POLICY**

**Grade Books** are the property of the school and all grade information for students is confidential and must be treated according to Buckley Amendment protocols. Under no circumstances are a child's grades to be shared with any other students or parents. Teachers are required to post grades at least weekly on **FACTS/RenWeb**. A copy of the student's final report card will be archived in the cumulative record in **FACTS**.

## A. GRADING POLICY FOR 2023-2024

St. Mary's Catholic School will use the following as criteria for assessment:

St. Mary's expects 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, but the teacher remains responsible for mastery.

**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 be accepted at the discretion of the teacher. **Any late work deductions may not begin until the grade has been entered into FACTS as missing, and a missing assignment email has gone to the parent.**
- St. Mary's 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**.
- Elective classes are required to record **one weekly grade and at least one test grade per quarter**.
- Test grades may not count twice in the same class, but teachers may each take a separate grade from the same assessment on cross-curricular assignments.
- Project grades may count in more than one content area, if teachers choose to work on cross-curricular objectives.
- All core content areas will receive a numeric grade during each reporting period except for Religion, Science, Social Studies (1st-2nd).
- No grade less than 50 shall be recorded in the grade book for major tests/projects or assessments without permission from the principal.
- The pedagogical rationale for assigning homework and for giving assessments is for the students to master the content. Rather than re-doing an assignment for a better grade, St. Mary's recommends providing students with the opportunity to complete an additional assignment to work toward mastery. That assignment may be factored in as an additional assessment or may be used to replace or average with the existing grade (teacher discretion). Students should not be allowed to "correct to a 70%".
- **A mid-term or final exam grade may fail a student (Grades 8-12) for the semester; however, if this happens, the teacher will provide one supplemental opportunity for the student to prove mastery through a different assignment before finalizing a failing grade.**

## **B. DUAL CREDIT FOR HIGH SCHOOL STUDENTS**

St. Mary's Catholic School, in partnership with several colleges and universities, offers high school students the opportunity to earn college credits while fulfilling their high school requirements for graduation. With the permission of the school administration, students who meet the eligibility requirements for the college or university may begin enrolling in dual credit courses beginning in the spring of the Sophomore year. Students may petition to take between 3 and 9 credit hours per semester. Payment for dual credit courses is the responsibility of the student and is in addition to the St. Mary's tuition. All tuition deadlines for college course payments are set by the college or university.

Dual credit courses that are considered core classes (English Comp I and II, US History, US Government, Economics, and upper-level Math and Science) must be taken during the school year to receive credit. Most courses are online with a St. Mary's teacher who facilitates the class. At this time, English Comp I and II are offered as face-to-face courses on our campus. Other courses may be taken face-to-face on college campuses or online with a St. Mary's teacher serving as the facilitator.

Core classes are the only courses that are included in the calculation of student GPA. Students may take additional electives courses, as well as mini-mester or summer classes that will appear on their high school transcript, but those courses will not be averaged into the final GPA.

## **C. HOMEWORK POLICY**

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 an approximate and will vary from student to student. The teachers should collaborate to ensure this is happening (i.e.: **1st grader** - 5 minutes reading, 5 minutes spelling; **7th grader** - 25 minutes math, 15 minutes reading, 15 minutes science, 15 minutes social studies, etc.)

Parents of PK and Kindergarten students should receive guidelines for regular reading together at home. Kindergarten students may also receive a take home packet once a week to complete with parent involvement. Packets should be differentiated according to student ability.

Homework is based on material that has been presented. Homework is more likely to be completed if students perceive it as beneficial. Please be aware of other teachers' homework requests when assigning yours. Homework is encouraged, to provide "practice" of skills taught in the classroom, as well as to build responsibility. New information should not be introduced through homework.

Students must be given a rubric of expectations for all long-term projects **when the project is assigned**. All assignments and rubrics must be posted to FACTS/RenWeb so that

parents/students have access. It is the responsibility of the teacher to make sure these expectations are seen by the parents/guardians.

Students in grades 1- 8 are expected to keep an assignment notebook. Teachers should encourage the habit in students grades 9-12. All teachers should work with students to facilitate life-long organizational habits.

#### **D. ELECTIVE CLASSES**

##### **GRADES K-2**

E – Excellent

S – Satisfactory

U - Unacceptable

Scale for Science, Social Studies, and Elective Classes

##### **GRADES 3-12**

Number Grades:

- Art
- Spanish
- PE/Athletics/Health
- Fine Arts and Electives
- Guidance and Leadership

#### **E. WEIGHTING GRADES**

Grades will be weighted as follows:

##### **EC – 2ND GRADE**

All grades are weighted evenly

##### **GRADES 3 - 4**

- Daily Grades 50%
- Test/Projects 50%

##### **GRADES 5-7**

- Test/Projects 60%
- Category 1 30%
- Category 2 10%
- Each Quarter Average counts as 47.5% of the Semester Average.
- Semester Exams in all core content areas will count as 5% of Semester Average: a total of 10% for the year.

## **GRADES 8-12**

- Test/Projects 60%
- Category 1 30%
- Category 2 10%
- Each Quarter Average counts as 45% of the Semester Average.
- Semester Exams in all core content areas will count as 10% of Semester Average: a total of 20% for the year.

(Teacher syllabus needs to define Categories 1 and 2. Submit for office approval by August 14, 2023).

### **F. 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 submitted by 8:00 AM on the day of return, or it will be considered late and follow the plan for late assignments.

Extended absences may require special consideration. Please contact the principal to discuss plans in the event of an anomaly.

All students (parents) in grades K - 12 will receive written directions and assignments via FACTS at the beginning of each week. If you hand something out in class, you must link it to the Documents section on FACTS both on the day that it is assigned and the date that it is due. (Teachers also may choose to load information to TEAMS, send home in Daily Folders, and email to parents/students.)

### **G. ACADEMIC ELIGIBILITY**

In order to participate in any extracurricular 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 TAPPS Art 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. Eligibility applies to all overnight field trips. (Extenuating circumstances / RTI accommodations may impact Academic Eligibility determinations.)

### **H. RETENTION POLICY FOR ELEMENTARY 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 student will be conditionally passed pending a passing grade in an approved summer program for all failed content areas.

If a student fails 2 or less Core Curriculum classes for the year **but 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 all grades are 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 for the following school year.

**I. 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. St. Mary's School only provides summer credit recovery for Theology. All other summer school credit-recovery must be arranged by the parent and the local school district and be completed by August of the new school year. **Failure to do so will result in retention.**

**J. 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 extracurricular activities including field trips.
- Teacher(s) will conference with parents weekly regarding grades/progress.
- Teacher(s) will work with parents to arrange for tutoring if recommended.
- Accommodations may be implemented.
- Further testing/observation may be requested.
- Parents/teacher/SST will meet every 3 weeks to evaluate progress.

**K. REPORT CARDS**

Electronic report cards will be sent home every nine weeks. The final report card for the year will be sent home electronically for all students after the year has closed out.

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

**Grades 1 - 12**

A 90-100  
B 80-89  
C 70-79  
F Below 70

**PK3, PK4, Kindergarten**

S Satisfactory  
N Needs more time  
U Unsatisfactory

**Other Codes**

E Excellent N Needs Improvements  
S Satisfactory U Unsatisfactory

**For GPA purposes:**

Honors and Dual Credit classes receive a 1-point GPA bonus.

## **L. VALEDICTORIAN AND SALUTATORIAN**

The valedictorian and salutatorian will be selected based on the combined numerical average of a student's Sophomore, Junior, and Senior years. To be eligible, a student must have attended St. Mary's for all three of those years. Valedictorian and Salutatorian achievement will be determined by the principal, in consultation with the Director of Curriculum and Instructional Support, after the conclusion of the 3<sup>rd</sup> quarter. Students will be notified by the Principal, and only then will an announcement be made to the community.

### **A. Grades:**

Grades are to be uploaded weekly into FACTS/RenWeb. At least two daily grades per week for core classes; at least one test grade each 3 weeks. Elective classes need to record at least one grade weekly; at least one test grade per quarter.

### **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 uploaded to the student portfolio in FACTS. These grades will then be sent to the academic institution in which the education is continued.

If a student enters our school from another school, we must receive transfer grades before student begins school. 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 Director of Curriculum and Instructional Support 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 Director of Curriculum and Instructional Support 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. See the Director of Curriculum and Instructional Support on how to enter grades in FACTS/RenWeb.

## **XIV. DISCIPLINE**

### **The Student Pledge and The Knight Law**

St. Mary's School has adopted the Knight Law as the expectation for all students (Nursery-12th grade). These terms should be developed and referred to often when addressing children.



#### **Student Pledge**

I pledge to live this day for the greater glory of God. I will be a leader for my classmates, a role model for my peers, and an instrument of God's love. In every moment, I will do honor to my family, the Church, and St. Mary's Catholic School

#### **The Knight LAW**

- I will treat others with dignity and respect at all times.
- I will demonstrate good judgment in dress, communication, and conduct.
- I will be excellent in my academic effort and meet all of my responsibilities as a student.
- I will live by the example of Jesus Christ, seeking justice, peace, and a closer relationship with God.
- I will represent my school and my Church with pride and honor in all that I do.

#### **A. PHILOSOPHY ON DISCIPLINE:**

Discipline at St. Mary's is rooted in discipleship. Every decision made in the correction of a child should be one that strengthens his or her 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
- Disciplinary consequences for academic issues
- Inappropriate tone or volume level
- Corporal punishments
- Humiliation

St. Mary's School is committed to imposing a consistent, restorative discipline plan school-wide. This plan will use a demerit/merit system to track behavior and as a means for determining conduct grades. Teachers should not just be tracking negative behavior but should award as many or more merits than demerits. Use positive reinforcement for desired behavior. Discipline at St. Mary's should never be punitive.



## RULES OF CONDUCT

All faculty and staff are expected to enforce the Rules of Conduct, as stated in the Parent/Student Handbook. Basic 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 7:30 AM.
- Students may not run inside the building, between buildings, or on the way to Church, assemblies, etc. Teachers should be in control of all students in the 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.
- Candy / sweet treats should never be used as a disciplinary incentive.

## 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. Spend some time during the first few weeks working on routines and procedures; you will be glad that you did!
- Set classroom rules, POST, and insist they be followed from the first day.
- Well-planned lessons that keep students on task decrease the time available for misconduct.
- Be firm, be fair, be consistent.

Avoid the following behavior control tactics:

- **Repeated loud voice:** yelling is professionally inappropriate.
- **Sarcasm** has no place at St. Mary's Catholic School.
- Do not make **idle or unrealistic threats** – if you identify a consequence and then do not follow through, you undermine your own authority.
- **Repeated warnings** with no follow-up. Always do what you say you are going to do.
- **Inconsistent adherence to rules:** Establish routines and procedures and enforce them.
- **Apply the same rules for every student** – share clear expectations and hold all students accountable to the best of their ability. Fair does not always mean equal, but rules need to be enforced for all students.

## **B. 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 discipline must be explained to the student before issuance of consequences. **Consequences must be restorative, not punitive**. Teachers should 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 the teacher has exhausted all in-class remedies.

All teachers should use FACTS/RenWeb Behavior System to document all behavior. Teachers may assign Merits and Demerits, depending on the situation. Demerit/Merits should be used specifically for behavior, not for academics. For example, a teacher may issue a demerit if a student is talking out of turn or comes to class without the appropriate supplies, but a demerit should never be the consequence for not knowing the answer to a question or for not completing homework. Merits should be issued when a student goes above and beyond expectations. For example, observing a student making a special effort to include a new student in a student activity could result in a merit, but a merit would not be earned for expected behaviors such as picking up trash in the hallway or holding a door for a teacher. Of course, a teacher should use his or her own discretion and knowledge of particular students to determine if a particular action is “above and beyond” for a given student, keeping in mind that **fair does not always mean equal**.

Teachers should refrain from using candy or other “treats” as a part of a behavior system for the classroom. As a school, we should be helping our students to develop internal rather than external motivation. Rather than treats, please utilize the merit system and send home a special note recognizing an accomplishment.

### **Student Demerits can be documented for any level of negative infraction:**

- 1-point deduction
  - Examples (not a complete list):
    - Missing a belt/other occasional uniform infraction (untucked shirt)
    - Speaking without raising a hand
    - Chewing gum
    - Leaving a mess behind in the classroom or the cafeteria
    - Tardy between classes
    - Etc.
- 3-point deduction
  - Examples (not a complete list):
    - Talking back to a teacher
    - Habitual uniform infractions

- Intentionally destroying school property
- Cell Phone Violation
- 9-point deduction
  - Examples (not a complete list):
    - Fighting
    - Name-calling
    - First offense bullying behavior
    - Cheating/plagiarism

**Student Merits can be earned for any level of positive contribution (not a complete list):**

- Following Catholic Social Teaching
- Being Caught in a Random Act of Kindness
- Completing Classroom Acts of Service to the Community
- Welcoming a Visitor / New Student to Campus
- Trash Pick Up / Campus Beautification
- Singing in Mass (Father Dower Decides ☺)

**GENERAL DISCIPLINE**

**Elementary School:**

- Discipline for minor infractions will be determined by the classroom teacher or the level behavior plan.
- Students should only be referred to the office for severe behavior infractions.

St. Mary’s Catholic School and Church and the Catholic Church, as a whole, practice the **Principle of Subsidiarity** – handle any issues at the lowest level of competent authority. Try to address minor infractions in your classroom with your classroom management system; teachers sacrifice their own authority if they turn over every infraction to a higher authority. Once you refer a student to a higher authority, you no longer have a voice in the disciplinary decision making.

**Middle and High School:**

As in elementary school, middle and high school teachers should strive to address behavioral issues through effective classroom management. Whenever possible, St. Mary’s should adhere to the **principal of subsidiarity**, handling matters at the lowest level of competent authority. If a teacher consistently bumps routine classroom management issues to the administration, that teacher effectively negates his or her own authority.

**Office referral**

If the classroom teacher has exhausted all classroom management options or if a behavioral infraction is so severe that it warrants referral to the office, the Director of Student Life in collaboration with the principal (as needed) will determine the consequences.

Use office referral forms to document when a student is removed from the classroom. Under **no** circumstances should a student be removed to the hallway unsupervised.

### **C. DISCIPLINARY PROCEDURES**

#### **Consequences**

##### **Referral**

Student referrals are made to the office when a repeated disregard of basic rules occurs. A teacher may make a referral at any time if a child's behavior is so severe as to warrant such action. The teacher should understand that a disciplinary referral removes the authority for a disciplinary decision from the classroom and the teacher will no longer have the authority in the outcome of the disciplinary decision.

##### **Isolation (In-School Suspension)**

In-School Suspension should only happen when all other disciplinary options have been exhausted. This is a punitive and severe consequence. Isolation prevents the student from attending classes and extracurricular activities during the suspension. Parents will be notified of this occurrence. During this time, the student must spend his/her day in isolation from other students. A sack lunch should be sent for the student to eat while in isolation. Arrangements for alternative supervision will be made, and the student will complete all work assigned during the suspension. Any in-school suspension will require the parents to pay for a substitute to supervise the child at \$65.00 per day of ISS.

##### **Suspension (Out-of-School)**

Out of School Suspension is the temporary dismissal of a student from school. Only the principal or the pastor may place a student on out-of-school suspension. This extreme disciplinary action should follow only after other means of motivation have failed, or if the circumstances warrant suspension. Suspended students may not be on the school premises or participate in any school-sponsored activities. Teachers are expected to send work to suspended students. Suspended students are expected to keep up with academic work covered in their absence. Upon their return to class, students should have completed the work missed during a suspension.

##### **Serious Disciplinary Infractions**

Serious infractions of the St. Mary's Catholic School discipline code may result in suspension and subsequent expulsion. Expulsion is the most extreme penalty the school can impose on a student.

#### **Concerns**

In keeping with the Church's principle of subsidiarity, problems should be solved at the most direct level whenever possible. Persons having a problem with another individual should go directly to that person before going to that person's supervisor.

## **Protocol**

If a parent has a complaint about a teacher or staff member, the school requests that the parent discuss the difficulty with the teacher or staff member first. Staff members are expected to respond to a parent request for a conference within 24 hours. Procedurally, parents must go first to the teacher, and then to the Director of Curriculum and Instructional Support, or the Director of Student Life, before the principal or the pastor. The following is the protocol for discussing a student's progress academically or behaviorally:

- The parent must make an appointment with the teacher(s) first to discuss the matter. At this meeting, the parent/guardian, teacher(s), and student, if requested, will attempt to resolve the matter in question. The teacher will submit a written form to the principal summarizing the meeting within 24 hours.
- If the parent, student, and teacher(s) cannot come to an agreement they should seek a meeting with the Director of Curriculum and Instructional Support, or the Director of Student Life. The intent of the meeting will be to discuss concerns and resolve any issues.
- In the event that no resolution has been reached after steps one and two are completed, the principal and/or the pastor will be asked to attend a joint meeting of teacher(s), parents, and student. The principal and pastor will take the matter under advisement and make a final ruling. The pastor's decision will be final.

## **XV. GENERAL POLICIES & PROCEDURES**

### **A. TARDY STUDENTS**

Students arriving after the 8:00 AM bell are to report to the office with a parent or guardian for a tardy slip. Medical appointments require documentation. After the third tardy, the parent will receive an email, documenting the accumulation of tardies-to-date. An additional tardy will require a face-to-face meeting with the Director of Student Life or the Director of Curriculum and Instruction to discuss the issue and develop a plan to make up the time missed due to tardies. Five tardies will count as a full day absence, regardless of minutes missed. Tardiness to class within the structure of the school day will be documented by the teacher and will be considered independent of morning tardies.

### **B. MORNING PRAYER / HOMEROOM / GUIDANCE**

During Homeroom/Guidance time, the following should be accomplished:

- Participate in the morning prayer and pledge (8:50 AM)
- Check for uniform compliance. Complete a uniform violation in FACTS for non-compliance. Make sure to email the violation notification to the parent and to the Director of Student Life.
- Take attendance and lunch count (Before 9:00 AM). Verify hot lunch orders for the day.

- Send any absence notes or other communications to the office.

### **C. TEXTBOOKS**

Textbooks should be covered at all times. Student textbooks are individually checked out to each student through the library inventory system. Lost or damaged textbooks should be reported to the library. See Appendix page 2 for procedures for checking textbooks in/out.

Damaged or lost books require replacement or a fee to be paid by the student. Teachers are responsible for classroom sets of textbooks. Teachers must report lost books to the Library Manager so that charges can be assessed.

### **D. 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 parties with all classmates invited).

No individual parties are allowed during the school day.

**Birthday Treats** may be shared with the class **on designated Birthday Celebration Days** each month (See the Calendar for dates). If there is more than one child in a class with a birthday during a specific month, the teacher / room mom may want to reach out to coordinate so that the parents of those children can work together to plan treats.

### **E. CAFETERIA**

Establish Cafeteria Routines and practice them at the beginning of the year. Practice again after long breaks. Remind students of the following rules so they will know what is expected of them in the cafeteria:

- 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 for permission to leave the cafeteria.
- **DO NOT** waste food.
- Push chair in when leaving cafeteria.
- **DO NOT** take food or drinks out of the cafeteria.
- **Students should clean up after themselves**, rather than expecting the adults to do that.

### **F. LIBRARY**

**Teachers in grades PK3-7th have an assigned library time once a week.** If your class needs additional time in the library to work on a research project, or you need additional resources in your classroom for a project, please coordinate that with the Library Manager. Teachers should also collaborate with the Library Manager regarding themes, projects, research papers, and reports which you have assigned to your class(es). She can help you to reinforce concepts and assist students in finding the materials that they need if she knows about content in advance.

## **G. STUDENT PHONE USE**

Cell phones, Apple Watches, or any other Texting Devices are not allowed for students in grades PK3-8<sup>th</sup>. High school students may use cell phones according to the following policies:

- High school students can be on their phones before school and after school. **Phones may be allowed as a reward during the last 15 minutes of the lunch period. Teachers will determine if this award has been earned and by whom.**
- **Cell phones are not allowed during passing periods but will be allowed during the 15-minute break time each morning.**
- No cell phones, Apple Watches, or other texting devices are allowed at a student's desk. All high school students must place cell phone/devices in docking stations in the designated area in each classroom. Earbuds may not be worn during the school day without the permission of a teacher during a lesson.
- Students cannot be "friends" with any teacher, coach, staff, and/or administrator on social media.
- If a student must text a teacher, coach, staff member, or administrator they **MUST** add their parent to the text.
- If a teacher or coach must text a student, that teacher or coach **MUST** add a parent to the text.
- Students must come to the office if they are not feeling well. They should not text/call a parent to come pick them up from school without first coming to the office.
- There is no social networking during school hours.
- Please respect the privacy of students, teachers, and coaches by not taking pictures or videos unless permission is given. Under no circumstances are you to post pictures or videos taken at St. Mary's or at a St. Mary's event to any social media platform without the written consent St. Mary's Catholic School and of all parties involved.

## **H. SPEAKERS**

Guest speakers for the various areas of the curriculum are encouraged. All arrangements should be discussed and approved by the Director of Student Life (in collaboration with the Principal) before the speaker is scheduled. Arrangements for speakers should be made at least a month in advance in order to facilitate communication. No guest speaker should ever be left in a supervisory role with students – teachers must remain in the classroom at all times. **Notify the front office as soon as the speaker has been approved and a date/time has been arranged. All speakers must sign in at the front office upon arriving at campus regardless of identity. All visitors must follow all rules, as we work to ensure a safe environment for our students.**

## **I. VISITORS**

Visitors and volunteers are allowed on campus for specific volunteer opportunities. All volunteers must check in at the front office. Teachers must make arrangements with the front office before inviting volunteers onto campus. All volunteers must be Ethics and Integrity certified before interacting with students.

**St. Mary's Catholic School will host "Open Cafeteria" every Friday** (except half-days). Parents and visitors are welcome to come and eat lunch with their student(s) on Fridays. (PK3-4<sup>th</sup> Grade Lunch 11:10 - 11:40 AM; 5<sup>th</sup> – 8<sup>th</sup> Grade Lunch 11:45 - 12:05; 9<sup>th</sup> – 12<sup>th</sup> Grade Lunch 12:30 – 12:55). A Concierge will be stationed in the Cafeteria to welcome parents, and to facilitate sign in and sign out. On Open Cafeteria Fridays, parents may report directly to the Cafeteria. Duty teachers are still in charge of supervision and will still eat lunch with their students on Open Fridays.

## **J. CHILDREN OF FACULTY AND STAFF**

**Children of Faculty and Staff must be held to the highest standards of conduct and expectations.** Students must demonstrate respect for the professionalism and responsibilities of all faculty and staff, and refrain from entering areas of campus that are generally restricted to other students. If other students are not allowed, faculty children are not allowed either; restricted areas include the Kitchen, the Teachers' Work Room, the Office Kitchen, the Nursery, and teachers' classrooms when classes are in session. All children of faculty and staff are expected to follow **all school rules and requirements at all times.**

## **K. 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 in the front office. The calendar coordinator will check on the availability of the space at your requested date and time. To submit a request, fill out a Facilities Use Form.

## **L. SUNDAY SCHOOL**

Some of our classrooms will be shared with Faith Formation classes. You will be notified in advance if your room will be in use.

## **M. FACULTY BULLETIN (MEMOS)**

Faculty bulletins or emails are ordinarily disseminated as e-mails. These frequent communications are intended only for faculty members and should not be posted where students can read them. In keeping with our environmentally friendly protocols, please keep memos in an electronic folder rather than printing, whenever possible. A copy of all long-term information / calendars will be posted in the Teacher Workroom for faculty reference.



## **XVI. MAINTENANCE OF CLASS SPACE, EQUIPMENT & MATERIALS**

### **A. KEYS**

Teachers will each have an electronic badge which will allow access to the doors which are secured with maglocks. Teachers will also be issued a key to the classrooms and to the supply cabinets in each room. Badges / 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 and/or badges is essential. St. Mary's Catholic School Employees are expected to wear badges and keys at all times. High School students will also be issued time-restricted badges for access to the buildings. All other students will need to be escorted between buildings as all doors will be locked at all times. No door should ever be propped-open or left ajar for any reason. 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.

### **B. VALUABLES, MONEY IN CLASSROOMS**

If teachers collect money, it should be sent to the school office in a sealed and labeled envelope. Teachers should never keep money in the classroom. Students should not bring valuables to school.

### **C. AUDIO-VISUAL EQUIPMENT**

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

### **D. 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 student to pick up papers, books and debris from their assigned area on 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. While our students are not expected to serve as custodians, they are expected to clean up after themselves in all school environments. If a classroom is particularly messy, teachers may take the last 5 minutes of class to provide a reset on classroom cleanliness.

- **DO NOT** use tape of any kind on the carpet, unless approved by the facilities manager.
- **DO NOT** use foam double stick tape, sticky tack, or hot glue on the walls.
- **DO NOT** use stickers on the walls or the desks.
- **DO NOT** put things in the hallway for someone else to discard.
- **DO NOT** put things in the storage room without permission.
- **Do NOT** use items in your rooms which use excessive electricity, batteries, or pose a fire hazard.
- **Do NOT** install flashing lights of any kind in classrooms for any reason.

### **E. 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 or have a negative impact on first impressions of visitors to campus. St. Mary's Catholic School adheres to all safety standards. Bulletin boards should be changed out monthly, and should be used to reflect what is happening in the classroom. Student work may be displayed on bulletin boards, but should never include first and last name of student or a visible grade. Windows into classrooms and offices should not be covered (decorative valance curtain is allowed) except during a lockdown with an appropriate blind.

### **F. BULLETIN BOARDS**

Each teacher is responsible for bulletin boards located in his/her classroom. Teachers should display student work in the classrooms to show students that their efforts are important and that the room belongs to them. Displayed work should always be current. Displayed work should not include a grade if the students' names are also visible.

### **G. LOCKERS**

Students should understand that 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 the responsibility of the home room teacher to make sure that the students are living up to their responsibilities. 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 as long as they are in keeping with our Catholic identity.

### **H. FACULTY LOUNGE/WORKROOM**

A room is set aside for faculty use. Faculty children and other students are not allowed in this room. Please respect the privacy of the other staff members. Please keep the table, sink, refrigerator, microwave and any other equipment clean. This is your space – please take care of it.

### **I. OFFICE KITCHEN/FILE ROOM**

Coffee and water are typically available in the Office Kitchen. Colored paper, card stock, paper towels, and Kleenex are also stored in this room. Faculty children and other students are not allowed in the Office Kitchen. Please keep counters, sink, refrigerator, microwave, and supplies clean and orderly. **Do not place dirty dishes, cups, silverware in the sink for someone else to wash; your mama does not work here.**

### **J. COPY MACHINE**

**Teachers have a pre-assigned number of copies available for the year. Teachers will be able to sign into the copiers, using their St. Mary's usernames and passwords. Teachers will be able to print to the copier remotely. When copy allocation runs out, the copier will no**

longer work with that sign-in. Teachers may work with the Principal to increase copy-counts, provided that sustainability and conservation of resources remain the overriding focus. Whenever possible students should work in notebooks, on notebook paper, in workbooks, or online. Make sure that all reproduced work has real teaching value; avoid busy work. The copy machine is not intended for personal use.

#### **K. 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 voicemail frequently. Any communication should be responded to or acknowledged within one school day.

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

Faculty should avoid the use of “Teacher@stmaryslgv.org” to send non-school related information. If using “Teacher@stmaryslgv.org” for school business, use the BCC function to avoid “Reply All” responses.

Emergency messages will be delivered immediately. The use of cell phones in the classroom while students are present is strictly prohibited.

#### **L. PURCHASES**

All items purchased with school funds must be approved by the school office **prior to purchase**. Teachers should not be ordering items for the school without the written permission of the principal. If ordering with permission, always use a tax ID form; St. Mary’s will not reimburse for sales tax.

#### **M. PHONE CALLS**

Teachers may use a school phone to communicate with parents. Dial 9 to get an outside line.

#### **N. GUM**

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

#### **O. CELL PHONES**

Cell phones should be in the silent 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.

#### **P. 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.

## **Q. CLASSROOM REWARDS**

Classroom rewards should be in keeping with good nutritional value and positive self-image. The goal is to work toward internal rather than external motivation, so rewards should not be used as a part of the ongoing behavior / discipline system. Teachers should be consistent with any rewards, making sure that all students have the same opportunities to earn rewards, and avoid the appearance of inequity or injustice in the administration of rewards. Rewards should be an anomaly rather than the rule.

## **XVII. EMPLOYEE GRIEVANCE PROCEDURES**

### **CATHOLIC SCHOOLS - DIOCESE OF TYLER**

#### **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 or Diocesan 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.

- Any individual having a grievance shall first discuss the same with the immediate authoritative person (direct supervisor).
- 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.
- 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 has not been reached during Local Reconciliation, the following procedure is to be used:

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.

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.

- 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.
- Within ten (10) business days of receipt of the grievant's letter, the Superintendent will arrange a meeting with the grievant.
- The principal will be instructed to give the Superintendent all documentation relating to the matter.
- The grievant will have the opportunity to explain, defend, or refute the documentation presented by the principal.
- The Superintendent will review all the information presented and notify both parties of the decision within ten (10) business days of the appeal hearing.

## **LEVEL TWO – DIOCESAN SCHOOLS APPEALS BOARD**

If a satisfactory decision has not been reached at Level One, the grievant may appeal to an ad hoc Diocesan Schools Appeals Board, consisting of three members, appointed by the Bishop as needed. 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.

- The grievant shall have five (5) business days, after receiving the Superintendent's decision, to appeal to the Diocesan Schools Appeals Board.
- The notice of appeal is sent in writing to the Superintendent.
- The Superintendent will set a hearing within fifteen (15) business days of receipt of the appeal notice.
- The grievant will be notified of the hearing at least ten (10) days before the scheduled hearing.
- The principal will be notified at least ten (10) days before the scheduled hearing.
- Both parties will be heard on the same day, but at separate times.
- The Superintendent will not attend the hearing but will be the official timekeeper and be available to clarify Diocesan policies and procedures.

- At the hearing, each party will have a maximum of one (1) hour to present their position to the board.
- The principal and, if necessary, the teacher will present evidence, reasons for actions taken, and demonstrate sufficient cause for the decision.
- The grievant will be given an opportunity to rebut the evidence and to offer proof and evidence.
- 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.
- The Diocesan Schools Appeals Board will deliberate in private.
- The decision will be the result of a simple majority vote.
- 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**

**Revised Date Ratified: July 17, 2013**

**By: The Most Reverend Joseph E. Strickland, Bishop, Diocese of Tyler**

## **APPENDIXES**

## **RTI IDENTIFICATION AND DOCUMENTATION PROCESS**

### **STEP 1:**

Complete the form for evaluation and return it to the Director of Curriculum and Instructional Support. The director will schedule a conference with the parents and the teacher(s) to discuss the concerns and devise a plan of action.

### **STEP 2:**

In conjunction with the parents, the director and the teacher will implement a two-week trial period using academic, behavioral, and environmental adjustments. If the student experiences success using recommended accommodations, a form will be given to the student's teachers to outline these accommodations.

### **STEP 3:**

If a student still does not meet with success using designated supports, then a more formal evaluation will be done. This will be done using the student's testing scores, additional individual testing through the Director of Instructional Support, and outside resources if necessary. Students found to need stronger accommodations such as peer tutoring, note-taking assistance, shortened assignments, extended time, retesting, oral testing, etc. will need to go through a formal evaluation process in order to place these in their permanent folders for future use.

### **STEP 4:**

A student with a suspected learning difference will need to be considered for a full psychoeducational evaluation. The paperwork will be done through the office of the Director of Curriculum and Instructional Support. Once the testing is completed, a meeting will be held with the parents to discuss the results. Additional accommodations or modifications may be suggested. If that is the recommendation, the Director of Curriculum and Instructional Support will develop a new plan.

If the student's learning difference is determined to be severe, it may be determined at this time that St. Mary's cannot adequately meet the needs of the student. St. Mary's will work with the parent to find alternate school placement.

\*Students on RTI plans will be evaluated on an ongoing basis. Communication with parents should be frequent and ongoing. Conferences between the teacher and the SST will take place at the end of each grading period to determine success or the need for any additional adjustments.



**REQUEST FOR RTI TESTING FORM**

Student Name: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Area of Difficulty:

\_\_\_\_\_  
\_\_\_\_\_

Conference Date: \_\_\_\_\_

Results:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Evaluation Date: \_\_\_\_\_

Conclusion:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Further Evaluation Required:                      Y                      N

## **TEXTBOOKS**

### **CHECK OUT:**

Textbooks will be issued by the Library Manager. Each student will be given textbooks based on his or her scheduled classes. Homeroom teacher will arrange with the Library Manager a time during the first two days of school for the class to collect all necessary textbooks. Textbooks will be tracked through the library inventory system. Any technology will also be checked out through the library.

### **PROCEDURES:**

1. Prior to the 1<sup>st</sup> day of school, the homeroom teachers will be given a copy of their students' schedules. The homeroom teacher will coordinate with the Library Manager regarding the books needed for each student based on his or her schedule. Textbooks will be picked up in the library during the schedule book pick-up.
2. New students will be issued their textbooks through the library once their paperwork has been processed and their schedules created.

### **CHECK IN PROCEDURES:**

1. Two weeks before the last day of the school year, students will be given the invoice with the barcodes for their textbooks. This will come from the library but will be handed out by the homeroom teacher.
2. One week before the end of the school year, the students will proceed to the library with their homeroom teachers to check-in their textbooks. Each grade level will be assigned a check-in time.
3. Students who withdraw from school during the school year will check-in textbooks through the library prior to withdrawal.