

STAR OF THE SEA CATHOLIC SCHOOL

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FACULTY HANDBOOK

2008 – 2009

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DIOCESE OF RICHMOND CATHOLIC SCHOOLS MISSION STATEMENT

The Catholic Schools of the Diocese of Richmond hold a vision that encompasses past, present and future. They are rooted in the Catholic tradition, they address the present, and they are enthusiastically creating a future based on the example and teachings of Jesus Christ.

Catholic Schools PROCLAIM their identity as formative communities where prayer and worship, justice and peace, and reconciliation and evangelization become lived.

Catholic Schools KNOW themselves as integral to the mission of the church and are the responsibility of being church in the world.

Catholic Schools are POSITIONED as the heart of the church's life and, as such, share in the responsibility of being church in the world.

Catholic Schools NURTURE personal growth, scholarship, lifelong learning, service and responsible stewardship through a faith-centered way of life.

STAR OF THE SEA CATHOLIC SCHOOL MISSION STATEMENT

Star of the Sea Catholic School is rooted in the Gospel teaching of Jesus. Our mission is to continue a long tradition of spirituality, scholastic excellence, and service – a proven combination that prepares our students for the opportunities of lifelong learning.

STAR OF THE SEA CATHOLIC SCHOOL VISION STATEMENT

Star of the Sea Catholic School will remain a Christ centered learning environment. Catholic truths, values, and tradition fused with academic excellence will empower students to reach their fullest potential and their ultimate goal of eternal life with Jesus.

PHILOSOPHY OF LEARNING

Learning at Star of the Sea Catholic School is an exciting, engaging hands-on experience. Students explore and apply prior knowledge to our challenging, integrated curriculum in a safe and caring environment. This experience fosters the spiritual, academic, social, emotional and physical growth of each child in a Christ-centered faith community.

Throughout the learning process a combination of creative and comprehensive strategies allow to be independent, well-rounded thinkers who have the ability to be successful as responsible contributing citizens of society.

HISTORY

Star of the Sea Catholic School was established in 1958 as a parish school under the vision and leadership of Father Nicholas Habets. For the next thirty-eight years, the Sisters, Servants of the Immaculate Heart of Mary (IHM) a teaching order from West Chester, Pennsylvania staffed the school. Under the leadership of the IHM Sisters, Star of the Sea School began the mission of educating the parish children in the Catholic faith. Through the years the IHM and lay faculty collaboratively worked to educate the whole child: spiritually, academically, morally and physically.

In 1996, the IHM order withdrew the Sisters from the school. In September 1996, Star of the Sea Catholic School opened its doors for the first time under the direction of a lay principal, Susan K. Fentress, and an all lay faculty and staff.

In 2000, Star of the Sea School changed from a parish school to a regional school as a result of a directive by Bishop Walter Sullivan. Star of the Sea School is now designated as an inter-parochial school as a result of the Meitler study. As an inter-parochial school, Star of the Sea School operates under the auspices of the Office of Catholic Schools.

ACCREDITATION

Star of the Sea Catholic School is dually accredited through the Southern Association of Colleges and Schools/Council on Accreditation and School Improvement (SACSCASI) and the Virginia Catholic Education Association (VCEA).

CONTRACTUAL RESPONSIBILITIES

STATE CERTIFICATION

A Virginia State Provisional or Professional Certificate is required. It is the professional responsibility of each teacher to maintain a current certification/licensure through the Commonwealth of Virginia Department of Education with correct endorsement for teaching. A copy of the current certificate must be submitted to the Principal before the first day of the contract year. The copy of the current certification shall be kept in the employee's personnel file.

RELIGION CERTIFICATION

All teachers, full or part-time, must obtain 10 hours in their faith tradition each year whether or not they teach religion. All faculty and staff are required to attend the annual faculty/staff retreat.

Personal Qualities of Religion Teachers

- Be committed members of the Catholic Church who understand their ministry as a form of participation in the Church's teaching mission.
- Be witnesses to Christian living, in both personal and professional life, by having developed a Christian value system that is exemplified in one's daily life.
- Perceive and actualize the need for continual personal, professional, and spiritual growth, nurturing the gift of faith through specific programs, retreats, and adult education.
- Be active role models in the Catholic Church today (participants in parish life, prayer and worship).
- Are able to understand and articulate the model of Church as servant community, striving to bring about peace and justice through service.
- Have the appropriate educational and professional background, and an awareness of and commitment to the particular stated religious goals of the school.
- Be committed to preparing effective lessons as well as participating in regular in-service sessions.
- Be able to deal with conflict and disagreement in a sensitive and understanding manner.
- Have respect for the dignity and worth of each child, expressed in flexibility of educational approaches, sensitivity to uniqueness, and ability to discern and build on individual strengths.
- Be able to elicit from students a faith response and call them to an active Christian life.

Areas of Formation

Religion teachers should receive a balanced formation in each of the following areas of formation:

- A. Religion Teacher as Person: Includes knowledge of Scriptures, growth in prayer, communication/listening skills.
- B. Methods of Teaching: Includes learning climate, alternative strategies and critical thinking skills.
- C. Theology Knowledge: Includes knowledge of Scripture/Church/Liturgy/Prayer/Sacraments/Morality/Peace & Justice/Faith/Mission/Evangelization/Stewardship. The Adult Catholic Catechism and the National Catechetical Directory would be the best resources as well as the theology section of each lesson in your Religion Teachers Manual.

Levels of Certification

Certification is granted by the Office of Catholic Schools. For each level, please check with the Religion Coordinator to make sure that the formation is appropriate for certification.

Preliminary Level

The first year of teaching Religion, the Principal assigns this level to the teacher. The list of Preliminary religion teachers is to be sent to OCS by September 15th of each school year. The Religion Coordinator will assist the teacher with the needed formation. Expectation: completion of ten (10) hours of approved Religion Formation.

Intermediate Level:

Upon completion of a teacher's first year, the Religion Coordinator will assist the teacher to complete the request for certification. Expectation: completion of ten (10) hours yearly of approved Religion Formation.

Advanced Level:

Upon completion of the third year of teaching, the Religion Coordinator will complete the request for Advanced level of certification. This level is issued for a period of three (3) years. Expectation: completion of ten (10) hours yearly of approved Religion Formation.

Master Level:

The Master Level is the highest level in the Diocesan Certification Program for those who do not possess a Theology Degree. The Religion Coordinator will request this level for the teacher after three years of the Advanced level and all approved formation hours. Expectation: completion of ten (10) hours yearly of approved Religion Formation.

Professional Level:

Teachers with a theology degree are given the Professional Level. A copy of the degree or transcript should accompany the request for this level. Expectation: completion of ten (10) hours yearly of approved Religion Formation.

Religion Certification Process

Religion certification is an integral part of the VCEA/SACS Accreditation Process. The following steps must be followed for certification:

- All Religion Certification Certificates should be posted in the appropriate classroom.
- When the school is up for renewal of Accreditation, all Religion Teachers are required to take the National Catholic Educational survey called “*Information for Growth*.” When the results of the survey are completed, the Religion Teacher is asked to complete the five-year planning for Religion Formation and submit it the Religion Coordinator and the Steering Committee for the Self-Study so all Religion Teachers’ plans are included in Section A, *Faith Community*.
- Those seeking Intermediate, Advanced, Master, or Professional levels of certification are to complete the formation form provided by the Office of Catholic Schools and have the form signed by the School Principal and Religion Coordinator.
- The formation form must be sent to the office of Catholic Schools by **June 1** of each academic year. The 10 hours of formation must be obtained within that academic year.
- The Office of Catholic Schools will review each Religion Teacher’s formation and forward to the Principal notice of renewal and new certificates.

Approved Catechetical Formation

The hours or academic credits necessary for certification as a Religion Teacher can be acquired in a variety of ways. Each teacher can best assess their needs by the results of the IFG Survey, consider their catechetical experience, review the text material, the Theology section in the Teacher’s Manual, the learning strands in the curriculum framework and recognized needs.

Formation experiences must comply with the following guidelines: workshops or in-service experiences offered by Offices of the Diocese or by parishes or schools which receive prior approval from the Religion Coordinator.

- Should be conducted by a qualified person with current knowledge and experience in Theology and/or Catechesis.
- Relate to the topic in the IFG Survey, Learning Strands and Personal Spiritual Development.
- Conducted in accord with the principles and guidelines presented in the **National Catechetical Directory**.
- Provide opportunity for personal interaction between and among leader and other participants.

- Regional or National Institutes, Congresses or Workshops related to catechetical ministry. The actual number of hours will be determined by the Religion Coordinator.
- Academic credits can be earned from Catholic Universities of Dayton or Notre Dame.
- RELIGION FORMATION IS THE ACTUAL STUDY AND DISCUSSION OF THE TOPIC AND NOT regular organizational and lesson planning sessions or school liturgical experiences which are a normal part of all teachers in schools.

Certificates From Other Dioceses

Certificates from other Dioceses will be evaluated on an individual basis in accord with criteria as described within our Certification requirements. The certification should be submitted to OSC as well as the criteria for that program.

Catholic in Good Standing

All teachers of Religion are required to be a Catholic in good standing. Religion teachers will furnish the name, title, and an address of an individual (e.g. a pastor) who can verify your standing in the Catholic Church.

BACKGROUND CHECK

Teachers and employees of Star of the Sea Catholic School understand that any offer of employment shall be conditioned on receipt of a “Qualified” report resulting from the Central Criminal Records Exchange of the Virginia State Police and the Federal Bureau of Investigation criminal history records required by Va. Code Ann. §19.2 – 389 and 22.1 - 296.3. In addition, a search of the Central Registry of Child Protective Services of the Department of Social Services will be conducted.

MEDICAL RECORDS

In addition, on a case-by-case basis, the Principal may require medical confirmation that a teacher is in good physical, mental and emotional health in order to fulfill teaching responsibilities.

TUBERCULOSIS TESTING

As a condition of employment each school employee will submit a signed certificate by a licensed physician or registered nurse stating said person appears free of communicable tuberculosis. Such certificate is to be based on recorded result of those x-rays, skin test, and other examination (i.e. TB Risk Assessment) as deemed necessary by the licensed physician. New employees of Star of the Sea School must have a TB test prior to the beginning of school.

OSHA GUIDELINES

The following are called universal precautions and should be used by all school and volunteer personnel when handling blood or any bodily fluids (Reprinted from guidelines issued by the Department of Health):

Those involved in cleaning surfaces contaminated with blood or bodily fluids (vomit, urine) or rendering first aid to bleeding children should wear disposable gloves and avoid exposure of open skin lesions and mucous membranes to blood.

Surfaces contaminated with blood or bodily fluids should be promptly cleaned with EPA

Registered Cleaner or household bleach (1 part bleach to 9 parts water) using disposable towels or tissues.

Hands must be washed after gloves are removed.

If inadvertent contamination of the skin with blood or bodily fluids were to occur, all that is required is thorough washing of the contaminated areas with soap and water.

Please instruct children to wash their hands frequently, especially after using the rest room and before eating.

All cuts should be covered with a Band-Aid.

Any student whose clothing has been exposed to bodily secretions (i.e., blood, urine, vomit) must change his or her clothes immediately. This may necessitate a call to the parent unless a change of clothing is available at school. We have a legal responsibility to notify the parent and have the student removed from school if a change of clothing is not available.

- **Faculty and staff must have a pair of rubber gloves in his/her possession at all times school is in session. Not having a pair of gloves in his/her possession is a violation of OSHA guidelines and may result in a fine of \$7000 per violation were an inspector to be on the premises.** The school nurse will issue gloves to every faculty/staff member at the beginning of the term.
- All employees are required by the diocese to view the OSHA film on Universal Precautions every year.

PROFESSIONAL ETHICS

Each employee is responsible for reading and adhering to policies outlined in the Faculty Handbook, the Diocesan School Policy Book, Diocesan Safe Environment Regulations and the Diocesan Personnel Policy Handbook, *Called to Work in Harmony*. The diocesan school policies, safe environment regulations and personnel handbook may be accessed on the diocesan website at www.richmonddiocese.org. Click on the tab for the **Employee Extranet** and enter the username *gathering* and the password *together*.

Professional ethics requires discreet interactions with all involved in an educational community. On or off campus faculty members should maintain exemplary conduct.

Students: Academic and personal student issues must be discussed only with the immediate staff on professional terms. When a problem arises, the Principal, and Counselor must be advised immediately and the situation resolved.

Faculty: The actions or teaching abilities of faculty members shall be discussed only in a professional manner. All faculty members should be considered as equally important members of our team. Interactions with colleagues should be honest and respectful when differences occur, both parties should work toward a mutually satisfactory resolution.

Administration: Mutual respect, loyalty, and support between the administration and faculty are required for a good working relationship. Communication must be honest and direct. The faculty must support the decisions of the administration and refrain from discussing professional differences with students and parents. Any breach of professional confidence may be cause for dismissal.

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

Teachers should present a professional manner at all times. Professional etiquette should be in practice during all meetings and in-service days. Grading of papers and other schoolwork should not be conducted during meetings and in-services.

DISCIPLINARY ACTION

Star of the Sea Catholic School is a Roman Catholic institution and the faculty represents this institution. The life choices of faculty and staff members must be consistent with the expectations of a Catholic in good standing in the Catholic Church. Any conduct inconsistent with the teachings of the Roman Catholic Church shall be grounds for disciplinary action, as the Principal shall deem appropriate, including the termination of the contract of employment.

All faculty and staff are expected to follow the rules and guidelines stated in the school handbooks. Teachers and staff will be made aware of infractions in the following ways:

- Verbal
- Written statement signed by the Principal and teacher/staff member to be placed in employee's file.
- Development of a plan for improvement.
- Re-evaluation
- Further action taken will be determined by the Principal which could include dismissal or non-renewal of contract.

PROFESSIONAL GROWTH AND DEVELOPMENT

Teachers are expected to continue professional growth by attending workshops/conferences, to participate in faculty meetings, read professional literature, and participate in Diocesan in-services.

Teachers are expected to develop and use strategies to differentiate instruction in the classroom that are supported by the school to include but not limited to: cooperative groups, flexible grouping, and positive behavior management.

Professional Development Days are used for the purpose of professional meetings, speakers, and other professional development opportunities. All teachers are expected to be in attendance for these days. Absence requires permission from the principal.

Teachers will submit professional goals that include spiritual, educational, and professional goals. A goal sheet must be submitted each year. Part of the supervision process will include a meeting with the Principal to discuss the implementation and completion of goals during the year.

Faculty members are encouraged to suggest topics for professional development. A copy of a teacher's in-service record is kept by the faculty member. A copy of professional development records should be submitted to the Principal for employee files.

TECHNOLOGY

Technology is an essential educational tool whose use must be grounded in the values and mission of Catholic education. Since technology is an on-going and ever-changing discipline, teachers should continue to update computer skill in order to meet the technological needs of their students. Teachers must demonstrate their computer skills to the Technology Coordinator of Star of the Sea School.

The Technology Coordinator will provide in-service opportunities for all staff. Computer/technology activities should be integrated across the curriculum. Teachers are expected to plan with the computer teacher to integrate technology into their curriculum and differentiate their instruction. Teachers are normally expected to remain with their class during computer time each week to help integrate and up-date skills. Teachers are encouraged to schedule extra time in the computer lab when needed.

Teacher Standards for Technology (Diocese of Richmond)

General operation of hardware and software

- Open and save files from a storage device
- Navigate a variety of software for production, utility and instruction
- Troubleshooting hardware and software

Basic Computer Operations

- Turn on the computer system (CPU, monitor, drives)
- Open and save file on a disk and on the hard drive
- Know what operating system software is on the system
- Be aware of the system memory and storage space (RAM vs. hard drive/removable storage)
- Digitizing hardware/software (scanners and cameras)
- Printers (inkjet, laser, dot matrix)
- Multimedia devices (CD's, presentation devices)

Apply productivity tools for professional use

- Basic record keeping for student records
- Use of software for communication with students, parents and community
- Use of telecommunications software
- Use of software for basic classroom administration
- Use instructional software for the classroom

Use electronic technology to access and exchange information

- Use the internet for research and use LAN networks

Identify, locate, evaluate and use instructional technology resources (hardware & software) to support the SOLs

- Use technology tools including computer systems and related hardware

- Understand types, characteristics and use of instructional software

Use technologies for data collection, information management, problem solving, decision-making, communications and presentation within the curriculum

- Incorporate telecommunication in instruction
- Use presentation software and/or authoring program to present a lesson or develop instruction materials

Plan and implement lessons and strategies that integrate technology to meet the diverse needs of learners in a variety of educational settings

- Utilize technology for student-centered instruction for a given grade level or subject
- Use multimedia, hypermedia and telecommunications software to support instruction
- Use an automated library media center

Demonstrate knowledge of ethical and legal issues related to technology

- Discuss copyright laws with regards to technology

All teachers must demonstrate proficiency for re-certification

- Use portfolio to show proficiency
- Suggested website: <http://actnow.vlearning.com>

Diocesan Internet Acceptable Use Policy

Every employee is required to sign and adhere to the Diocese of Richmond Acceptable Use Policy. Each teacher is expected to enforce this policy with his/her students.

Acceptable Use Policy for All School Employees and Students of Grades 6 – 12 Diocese of Richmond is available on the Office of Catholic Schools website (3 pages).

Computer and Internet Promises for Grades Pre-Kindergarten – 5 Diocese of Richmond is available on the Office of Catholic Schools website (2 pages).

Computer and Internet are for professional use only.

COMMUNICATION

E-Mail System

Each faculty/staff member has an email address listed on the school website. The office staff will utilize the email system to communicate information to the faculty/staff.

Since the email system will be used by the office as well as parents, faculty/staff are expected to check email a few times each day. The email system may be accessed from any computer anywhere (school or home). ***For your own protection only your school assigned email address should be used to conduct school business (communicating with parents/guardians/students).*** All email to and from the school's email system is virus scanned. **Teachers are expected to respond to parent emails within 24 hours.**

The use of the Internet to send jokes, forwarded e-mail messages, or other communication not related to professional duties to which you are assigned is strictly prohibited. Transmission of such material may result in loss of computer privileges or dismissal.

Telephone

The school telephone is a business phone and is to be used for that purpose.

Students are not permitted to use the school phone to call for forgotten lunches, PE clothes, etc. In case of emergency, a student may request permission from the office to use the school phone.

Each classroom has a telephone. Each teacher/staff member has a voice mailbox. Use of the phone should be limited to before or after school or during planning periods. Teachers are encouraged to contact parents during their planning periods or before or after school to free their evenings for family time. Instructional time should not be sacrificed to use the telephone. **All faculty and staff are required to keep a phone log (forms are in the faculty workroom) of incoming and outgoing calls. This is a diocesan directive, and it should be faithfully carried out by all faculty and staff.**

Please seriously consider the consequences to your personal life before you distribute your home number to parents. Also, be aware that if you call a parent from your home phone they may be able to obtain your home phone number if they have caller ID.

Voice Mailbox

- The voice mail/intercom system should be utilized to the fullest.
- Each faculty and staff member is assigned a voice mailbox.
- All mailboxes are assigned the default password of 1234. You should change this to protect the security of your messages.
- Substitutes should NOT be given access to your voice mail or e-mail

- If you should forget your password, have a problem getting into your mailbox or other problems; please contact the administrative assistant at ext. 10.
- Personalize your greeting.
- The red light on your phone will be lit when you have a message.
- **VOICE MAIL MESSAGES FROM PARENTS SHOULD BE RESPONDED TO WITHIN 24 HOURS.**

ADT Alerts

Star of the Sea School uses the ADT Alert System to contact parents. The system is used to alert parents of any emergency situation as well as other non-critical information. Teachers should notify the office of any parent up-dated information to make sure everyone is notified when alerts are sent.

Edline

Star of the Sea School subscribes to Edline, the on-line website for parent/student communication. Each teacher will have a webpage that must be maintained throughout the year. Calendars with important dates, projects, homework assignments, and test dates should be up-dated weekly. For grades 3 through 8 all grades for tests, quizzes, class work or homework must be entered into the Grade Quick program regularly/weekly (or within one week of giving the test or assignment). The grade program merges with Edline so parents and students have access to posted grades. Primary grades may also post grades several times during the trimester.

CELL PHONES

Cell phones should be in the off position during the hours of 7:45 a.m. and 3:00 p.m. 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 at the beginning of the day.

PROFESSIONAL DRESS

Dress Code for Faculty/Staff

Faculty/Staff must dress modestly and professionally at school, professional conferences, in-services, and at any time they represent Star of the Sea School. As they are expected to do in all areas, faculty/staff should set a good example for students by being tastefully dressed and well-groomed. Faculty/Staff should generally follow the same dress guidelines that we set for our students.

Women: Dresses, skirts, dress slacks, blouses and tops with no visible cleavage, appropriate shoes (no flip-flops), dressy sandals, conservative earrings and jewelry. (PE/Health Teacher: appropriate for PE or Health)

Men: Dress slacks, belt, shirt & tie or collared shirt (i.e. polo/golf type), appropriate shoes
Unacceptable for faculty and staff: tight fitting clothing, short skirts (no more than 3” above knee) jeans, tank tops, cropped tops, sneakers, flip-flops, sweatshirts, visible tattoos or body piercings

Faculty/Staff Dress Code Infractions: Employees who do not adhere to the dress code may be written up for a dress code infraction. If an employee receives three (3) dress code infraction notices it will become part of the employee’s permanent personnel file.

SMOKING

Star of the Sea School is a smoke-free facility; therefore, smoking is prohibited in the buildings or on school/church property.

REFRESHMENTS

Teachers may drink coffee, water, soda or tea in a container with a lid. **Teachers should not have cans or bottles on their desk during class time.**

OUTSIDE EMPLOYMENT

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

ATTENDANCE

Each full-time teacher should be in school at 7:30 A.M. **HOMEROOM TEACHERS MUST BE IN THEIR CLASSROOMS AT 7:45 A.M.** Students enter the building at 7:45 A.M. On rainy days teachers should be in their rooms before 7:45 A.M.

Tardiness: Repeated tardiness may result in the time being accrued toward the use of a personal day.

Full-time teachers are expected to remain on the school premises until 3:30 P.M. Part-time teachers are expected to remain on the school premises for the designated teaching time. If an emergency arises, or it is necessary to leave the school premises, the teacher is expected to notify the principal.

Teachers are expected to attend all faculty meetings, the faculty retreat, all diocesan and Star of the Sea in-service days and all Home & School general meetings. Aides are expected to attend faculty meetings.

Faculty members are required by the Diocese to attend all diocesan in-services. Diocesan Professional Development days will be held after **August 15** of each school year. All faculty members are required to attend a three-hour retreat sponsored by Star of the Sea School.

If work time is given in place of a formal faculty meeting, teachers and aides are expected to

remain in school for the purpose of completing school tasks.

Leaving the Building: Teachers should consult with the principal before leaving the building to run an errand, for an emergency, etc. Extended or frequent absence during the day may be considered a portion of a personal day.

FACULTY MEETINGS

Faculty meetings are held every Wednesday from 2:30 - 3:30 and as designated on the school calendar. Meetings will be designated as full faculty, core, curriculum, or grade level meetings. ALL FACULTY MEMBERS, INCLUDING TEACHER AIDES ARE EXPECTED TO BE PRESENT. If a formal meeting is not scheduled, the faculty is expected to use the time to work in their classrooms unless otherwise designated by the principal. Absence from a faculty meeting is documented as the use of personal time. Grading of student work, papers, tests, or projects may not be done at Faculty Meetings.

HOME AND SCHOOL MEETINGS

Parents and teachers are members of the Home & School Association. This group meets several times during the school year. As stated in the diocesan teacher contract, all teachers are expected to attend these general meetings. Meetings also enable parents to get to know other parents and teachers. Students may be asked to display work they have done or to perform at one or more of these meetings.

CO-CURRICULAR ACTIVITIES

All teachers are expected to assume some non-teaching responsibilities. Examples of such activities include lunch and recess duty, carpool duty, moderating various school activities or events which occur on a regular basis. The administration will distribute such duties as evenly as possible.

PARENT/STUDENT HANDBOOK

Each family receives a handbook at the beginning of the school year and signs a form stating that they have read the handbook and agree to abide by the school directives. Each teacher is asked to review the school regulations and policies throughout the year with the students. Each faculty and staff member is expected to enforce all school regulations in his/her own classroom and throughout the school.

STUDENT BEHAVIOR/DISCIPLINE

These guidelines extend to all school sponsored activities, i.e. Before/After Care Program, Athletics, Performing Arts, etc.

Star of the Sea Catholic School does NOT use, approve of, or tolerate corporal punishment. Corporal punishment and/or verbal, physical or emotional abuse by a faculty or staff member

may result in immediate dismissal from Star of the Sea School. These behaviors place the teacher/staff person and school at serious legal risk. All teachers and staff members are expected to treat students and parents politely and respectfully.

The essence of Christian discipline is self-discipline. The philosophy inherent in our school aims at motivating children to develop right attitudes toward discipline and responsibility. Students are expected to comply with school directives and policies. Students are to be courteous, respectful and attentive to teachers, other adults, and classmates at all times. Teachers must treat students with courtesy, respect and attentiveness as well. Students are expected to show respect and consideration for their classmates.

Classroom discipline is primarily handled by individual teachers firmly and fairly. This includes general classroom management and behavior, failure to do assignments, etc. Classroom behavior plans must be developed and clearly posted in the classroom. Plans should focus on positive behaviors and not always on the negative behaviors. Teachers must have a plan to consistently notify parents/guardians so everyone is working together to help ensure limited distractions to learning from disruptive behaviors. Plans should be developed with student input and reviewed several times during the year. The goal is to make sure students are learning so consequences should always fit the infraction when setting up behavior plans. Student consequences should always be respectful.

Disruptive student behavior is subject to disciplinary action by the teacher, principal designee (core leaders) or principal. The action may take the form of a reprimand, conference, discipline referral, detention, suspension, student contract or expulsion, in no particular order. A student will be sent to the principal when the teacher feels that the student's improper behavior cannot be corrected through teacher management practices and after contacting the parents.

When a child becomes disruptive or uncontrollable in a classroom situation, we reserve the right to call the parent to remove the student from the school immediately. If a child is threatening or exhibiting violent behavior or is in danger of harming him/herself or others, the Star of the Sea administration reserves the right to summon the appropriate authorities to assist with the child.

Expulsion and Suspension

A student may be immediately expelled from school for: Possession of a weapon or facsimile of a weapon; Possession of drugs (prescription, over the counter, illicit, etc.), alcohol, or tobacco; Possession of lighters, matches, flares, fireworks or explosives, etc.; Possession of flammable chemicals or fluids, gels, etc.; Verbally or physically threatening behavior toward another student, teacher or other adult.

Police will be called if a student makes a threat against another student, teacher or other adult or brings any weapon or reasonable facsimile of a weapon to school.

In-school suspension (ISS) or out of school suspension (OSS) may be imposed for, but not limited to, the following reasons:

Psychological or physical abuse of another person; disrespect towards fellow students, faculty,

staff or volunteers; bullying or harassment (verbal or physical); fighting; defacement of property; stealing; forgery; truancy; biting; obscene or offensive language; leaving school grounds without permission; conduct unbecoming a Christian student; repeatedly disrupting class and learning; or consistent misbehavior which has been documented in writing and sent to parents. Any offense of a sufficiently serious nature, including but not limited to those listed above, may warrant suspension. Cases will be evaluated on an individual basis with the final decision being made by the Principal.

Students who are given an in-school suspension will be required to report to school each day and work with a substitute teacher paid for (\$60.00) by the suspended student's parents. Students must complete all class work and tests from the days of suspension but failing grades may be recorded for this work.

If a student receives an out of school suspension (OSS) that student may receive a zero (0) for all work and tests missed while serving out of school suspension (OSS).

Our goal is to create a productive learning environment for all of our students. When students continually disrupt this learning a discipline referral to the principal will result in:

- The parents being contacted by the principal.
- Three incident reports may warrant a suspension. For each incident thereafter, a suspension may be given.
- Three suspensions or one serious offense (see above list) and the student may be eligible for dismissal from the school.
- Students may be asked to sign a behavior contract by the principal. If this contract is not upheld by the student expulsion is in order.

Expulsion is resorted to when other means of discipline prove ineffectual, and the student's conduct is a definite hindrance to the welfare and progress of the class or school community. Any offense of a sufficiently serious nature may warrant expulsion. Cases will be evaluated on an individual basis with the final decision being made by the Principal after consultation with the Office of Catholic Schools.

THE PRINCIPAL IS THE FINAL RECOURSE IN ALL DISCIPLINARY SITUATIONS AND MAY WAIVE ANY DISCIPLINARY RULE FOR JUST CAUSE AT HIS OR HER DISCRETION.

SAFETY

Unsafe buildings or grounds conditions are to be reported to the Principal. Work Order Requests for maintenance must be forwarded to and signed by the Principal.

STUDENT SUPERVISION

Each teacher is **LEGALLY** responsible for his/her class during school hours. A teacher should **NEVER** leave a room of students unsupervised. If a teacher must leave the class, another teacher or adult **MUST** be requested to supervise the class.

All teachers share responsibility for hallway supervision during arrival and dismissal times. In departmental situations the teachers of those grades are responsible for the supervision of students changing classes. **TEACHERS ARE ACCOUNTABLE FOR THE SAFETY OF STUDENTS AT ALL TIMES.**

All teachers are expected to discipline ANY child, regardless of grade or age when necessary to ensure safety for all students.

Require students to remain seated in their desks while the teacher is out of the room. This statement should be posted in the classroom with the class plan. If unavoidable, be sure that students know what procedures they are to follow. Another teacher or staff member should be notified if a teacher needs to leave the classroom.

STUDENT SAFETY

In the classroom:

Lit candles may not be used in any classroom.

Doors to all buildings and portable classrooms must be closed and locked at all times. Please check all doors your class passes through **every** time. Teachers should notify the office immediately if they observe someone on campus that does not have the appropriate identification.

Moving from class to class:

Students are never permitted to cross 15th Street without adult supervision. Teachers must accompany their classes to the gym building for recess, PE, etc. If a child needs to come to the office please call the office and an adult will be sent to accompany the child (ren). Teachers must do a head count after any moving of location to account for all students. Should a student be missing, contact the office immediately.

At recess:

All classes must be escorted to the playground by a teacher/adult to make sure the playground monitor is available. Teachers will be assigned to monitor the playground. If the school playground monitor has enough parent volunteers, the teacher will be notified and will not have to stay. Teachers/adults should space themselves on the playground to be able to continually observe the students. Teachers/adults should not be involved in social conversation while monitoring recess. All students should be instructed to stop/freeze when the whistle signal is given. Teachers should not assign "time-out" from recess unless they will be there to monitor the students at recess. Contact with the office will be maintained with walkie-talkies during recess in case of an emergency. In the event of a student injury or emergency, the office should be notified

immediately. The office will contact the school nurse. If the student can be moved, an adult will accompany the student to the nurse's office. In the case of other emergencies, students will be escorted immediately to the gym in order to give directions for school emergency procedures.

After school:

Classroom teachers must walk their students to the gym parking lot for dismissal and remain until each child is picked up or take to After Care. No student may remain on school grounds unsupervised. Any student not in a supervised activity must report to After Care if not picked up. Teachers who provide services to students after school must make sure that the students have been picked up before leaving the building. If a student has not been picked up, it is the teacher's responsibility to call the parents or emergency contacts. If After Care is still being held, students may be taken to After Care after notifying the parents.

STUDENT ACCIDENT OR ILLNESS

Serious accidents should be reported to the school nurse and the office immediately by students, faculty, staff, or volunteers. Accident reports must be filled out for all accidents. Accident reports may be obtained from the nurse. Accident reports must include a written detailed report and submitted by the end of the school day. Accident reports should be completed by the supervising teacher.

Sick students should be sent to the health room or office, if the health room is not staffed by the nurse or an adult. If a student is being sent home, the parents will be notified by the nurse. The nurse should notify the office and the homeroom teacher.

Each classroom is equipped with an emergency kit by the school nurse. This bag contains OSHA supplies. It should be hung on the hook provided near the classroom door.

An AED machine is located in the gym in the case of medical emergencies where CPR and other measures are necessary. In an emergency such as this, 911 will be called immediately.

CLINIC

The school nurse will be in the clinic five days a week. A substitute nurse or qualified parent volunteer will fill in if the nurse is absent. If there is no one assisting in the health room, please send students to the office.

The school nurse will:

- take care of all health records
- update emergency cards
- conduct hearing screenings
- record heights and weights of students
- make arrangements for eye screenings
- make arrangements for speech screenings

- provide other necessary services in conjunction with health classes
- record monthly report of illnesses, accidents, etc.
- dispense medicine
- dispense OSHA materials (gloves, bleach solution, red hazard bags, etc.)
- assist with ADHD students
- monitor medication of ADHD students and communicate with parents and teachers about any concerns

Medication

The procedure for dispensing medicine during the school day, as dictated by the Commonwealth of Virginia Directives, is:

- Medicine must be in prescription bottle, with the name of the student, name of the doctor, name of medicine, and the directions to be followed.
- Medicine must be kept in the health room.
- Medicine must be dispensed by the designated adult (nurse, volunteer in the health room, or staff member.)
- A record of dispensation of medicine must be recorded in the book in the clinic.

Prior to administering medication the following items must be addressed:

- Signed authorization for medication from licensed prescriber
- Medication must be properly labeled
- Written parental consent

The use of all prescription and over the counter drugs must be authorized by a licensed prescriber, which includes physicians, dentists, physician assistants or licensed nurse practitioners. This includes Tylenol, which must be provided in an un-opened container/package by the parent/guardian.

Any changes in the original **Authorization/Parental Consent for Administering Medication** form require a new written authorization and a change in the prescription label. Changes of medication via the telephone will be taken on a one-time-order basis. A telephone authorization must be followed by a written order from the licensed prescriber within 24 hours.

In addition to the authorization of administering medication, parental consent must be obtained before medication is given to the student. This information is on the **Authorization/Parental Consent for Administering Medication** form.

The medication must be in the original container before it is given to a student. The pharmacist can divide the medication into 2 containers - one for home and one for school. **Medications in plastic bags or other non-original containers are not acceptable.**

The parent/guardian is responsible for transporting medication to the school so that the child is

not responsible for bringing the medication to school. Unused medication must be picked up by the parent. Medication given on a daily basis throughout the school year will be discarded if not picked up by the parent.

All medication must be given to the school nurse. Students' are not permitted to keep medication with them.

HIV/HEPETITIS B POLICY

Star of the Sea School, following the policy of the Diocese of Richmond, Virginia, does not discriminate with regard to students infected with HIV/AIDS. These students would be placed in classroom situations according to procedures operative for all students and are entitled to the same rights, privileges, and services. The individual's right to confidentiality will be maintained by those privileged to this information due to the role each play in ensuring a quality school environment for the student.

SALARIES/BENEFITS

Salary Scale

All faculty are assigned a step on the diocesan salary schedule published by the Offices of Finance and Human Resources of the Diocese of Richmond. Principals are required to post a copy of the faculty minimum salary scale in a place accessible to all faculty. One step is awarded for each year of teaching experience.

Insurance

The Diocese of Richmond provides medical, dental, and life insurance options. Please see the Bookkeeper for specific information.

Retirement

The Diocese of Richmond Lay Employees' Retirement Plan is an employer paid benefit. The defined benefit plan has a five-year vesting period. Employees who work a minimum of 20 hours per week are eligible. A Statement of Estimated Retirement Benefits is provided annually to each participant.

Social Security and Workmen's Compensation

Faculty/staff are covered by the Social Security work program and Worker's Compensation.

Disability Income Protection

The Diocese has both short and long-term disability income protection plans which cover all eligible employees who participate in the Social Security System. Lay employees are automatically enrolled.

Employee Assistance Program

The Diocese of Richmond provides the EAP for all employees and their families. The EAP is

managed by Cigna Behavioral Health. Enrollment fees are paid by the diocese and/or school for each employee. A listing of available benefits is available from the Principal. Help for issues such as domestic violence, stress, financial advice, depression, child care, grief and tragedy counseling, legal matters, and many others is available at no cost to employees 24 hours a day, 365 days a year. Assistance may be obtained by calling the toll-free number, 1-877-622-4327.

Contract Year

Contracts with teachers are for one year. At the discretion of the administration, the contract may be renewed. Teachers whose contract will not be renewed will be notified verbally and in writing.

Pay Period

Remuneration is made according to the contract based on a 12-month schedule. Paychecks are issued every two weeks on Fridays.

Personnel Records

Change of name, address, dependents, beneficiaries, etc. should be sent to the Bookkeeper. This information is kept confidential.

ILLNESS AND PERSONAL DAYS

Regular full-time and regular part-time employees are entitled to three (3) personal leave days effective with the beginning of each school year. Employees will be docked for any personal time taken once their three (3) personal days have been used. Unused personal days will not be carried over to the next year.

Full-time faculty and staff earn one sick day per month; part-time faculty and staff earn a ½ sick day per month. Sick leave may be used when an employee's illness prevents his/her working. Accrued sick leave may be used when an employee needs to attend necessary medical appointments, which cannot be scheduled during non-business hours.

Sick and personal time may be used in hourly increments. Please read *Called to Work in Harmony* for complete diocesan employment policies. Only sick time may accrue from year to year.

An employee is entitled to paid leave, not to exceed three (3) days, on the occasion of the death of an immediate family member, sibling, grandparent, grandchild or member of the employee's household.

See *Called to Work in Harmony Personnel Policies* p. 33 for more detailed information.

Absence and Substitute Procedure

Any teacher who must necessarily be late or absent from school must notify the principal as soon as possible so that arrangements can be made for a substitute teacher. The principal may be contacted at the **467-4636** (home) or **297-6197** (cell) the evening before the absence or between

5:45 and 6:30 the morning of the absence. The principal is responsible for securing a substitute teacher when a classroom teacher is absent.

Requests for Personal leave must be submitted in advance on a "**Leave Form**" (forms are in the faculty workroom) to the administrative assistance and then Principal for approval in advance.

Any teacher or staff member who must necessarily be late or absent from school must notify the Principal or school office as soon as possible. Teachers must maintain a substitute folder to be turned in to the school office and up-dated periodically during the year. **Repeated tardiness may result in the time being accrued toward the use of a personal day.**

Preparing for Substitutes - Substitute Folder Contents (All Neatly Typed):

- Class List - Departmental and resource teachers must have one for each class taught.
- Instructions on where to find the emergency backpacks and RED folders and what is to be done with these if an emergency should occur.
- Schedule for each day of the week in outline form (not chart)
- Daily procedures for EACH day of the week
- Five (5) Attendance Slips
- Five (5) Lunch Order Forms (Regular and Pizza)
- List of daily prayers and a prayer card
- Copy machine code for making copies as needed
- Identify the location of Teacher Manuals in this substitute folder (i.e. Teacher Manuals may be found...). Teacher manuals **MUST** be in an obvious and accessible location. Resource teacher's materials/items **MUST** also be in an obvious and accessible location.
- Three (3) days worth of generic lesson plans (with necessary worksheets, etc. that may be copied) that anyone can do (departmental and resource teachers must have at least three (3) days for each class taught). These plans may include such things as: writing activities that are new, simple art activity, new piece of literature, listening activity, math test on fundamentals, activity on following directions, practice work in handwriting, word games, dictionary work, or any appropriate lessons/activities
- Any further instructions you would want to know if you were the substitute teacher.
- Employees should not give substitute teachers access to voice mail or e-mail due to the confidential nature of messages intended only for the teacher.
- **Have a mutual aid agreement with a nearby teacher. When you are absent, arrange for this teacher to come in and spend ten minutes with the substitute to help locate things, and to acquaint the substitute with classroom procedures.**
- **The Substitute Folder should be updated regularly throughout the school year.**

FACULTY SUPERVISION AND EVALUATIONS

Our goal is to create a supportive, active learning community. One way to do that is use and share the talents and experiences that we have as a faculty. We are not here to work in isolation but to work together for the benefit of all of the students.

Each member of the faculty will identify Professional Goals at the beginning of the year. This is part of the supervision process to help teachers grow professionally and reach goals that will enhance instruction and student achievement. A meeting with the Principal will be scheduled during the year to evaluate progress with the plan.

All new teachers will be formally observed twice during the school year. Teachers who have been at the school less than 3 years will be observed at least once during the year. Other faculty members could be formally observed as determined by the Principal or participate in peer observation. For formal observations, a plan outlining the lesson will be submitted to the Principal before the observation. In preparation for formal supervision each teacher should have ready his/her plan book, grade book, a detailed plan of the particular lesson to be taught, a seating chart, and the students' copybooks. A post-observation conference is required so feedback from the observation may be discussed. A signed record of the observation and comments will be kept in personnel files.

Informal visits will be conducted throughout the year. Informal walk-through observations will be conducted during the year for all teachers. A written record of these observations will be given to the teacher for feedback and a copy will be kept on file.

Intensive supervision could be determined as necessary by the Principal that would also include an Improvement Plan. Classroom visits to assess teaching skills and classroom management may occur at any time during the school year.

SCHOOL GOALS

Religious Goal

To guide the students in developing a personal relationship with God so that they may grow in an awareness of His ways in their lives. Objectives:

- The students will deepen their faith and commitment to God through communal prayer and liturgical celebrations.
- The students will work toward the goal of Christ-like behavior through service to the school, parishes, and community.

The students will develop their conscience in relation to Catholic Christian values and morals through study of the basic doctrines of the faith.

Academic Goal

To provide a challenging environment that will enable students to develop their critical thinking skills and achieve a level of competency that assures growth in learning and responsibility.

- The students will acquire academic skills needed to achieve success in their required classes.
- The students will develop their speaking, writing, and listening abilities through an integrated language arts curriculum.
- The students will acquire critical thinking skills and apply them in all areas of the curriculum.

Social Goal

To guide the students in developing a positive attitude toward themselves and others, thereby appreciating the God-given gifts of all people.

- The students will grow in self-respect and self-worth through positive reinforcement.
- The students will show respect for authority and peers through acts of kindness and consideration.
- The students will grow in self-discipline through responsible completion of school and home assignments.

TEACHER PROCEDURES

Academic Testing

Kindergarten:	Metropolitan Readiness Test administered in March/April.
Grades 1 – 7:	Terra Nova Standardized Test administered in March/April according to Diocesan calendar
Grades 5 and 8:	ACRE Test administered according to Diocesan calendar
Grade 8:	Diocesan Spanish Exam for high school credit (May according to Diocesan calendar)
	Diocesan Algebra Exam for high school credit (May according to Diocesan calendar)

Classroom Assessment

Periodic classroom tests/quizzes must be given to assess student learning and direct teacher planning and instruction. Teacher made tests should be professionally prepared with the learning needs and levels of the students taken into consideration. Grades should reflect different methods of assessment. **There should be a minimum of 8 to 10 major grades per subject for each Trimester** (this does not include specials classes meeting once or twice per week) in order to give an accurate reflection of student progress. All tests/quizzes/assessments should be grades within one week of giving the assessment and posted in the Grade Quick Program.

Confidentiality

All grading of tests, quizzes, and other student work will be done only by the teacher. Students should not grade each other's tests, quizzes, class or homework, including checking other's work while teacher calls out answers. Grades or other information should not be announced in front of the whole class. Work displayed in the hallways should not have grades openly displayed. Teachers should not openly discuss a students' work or behavior. Teachers have access to student records/information pertaining to their class(es). This information should be held in strict confidence and not discussed with anyone not authorized by the school or parent to have access

to this information. This constitutes a violation of privacy rights (Family Educational Rights and Privacy Act of 1974).

Reporting Student Progress

Communication of student progress should be an on-going process with parents. Parents must be made aware of excessive class work or homework that is not completed or unsatisfactory before progress reports or report cards are issued. Student failure should be reported to parents so there is time to give added help. Parents of a student with a failing average for any trimester should be contacted for a conference with teachers and Principal to formulate a plan of action.

Academic Progress Reports: Progress Reports will be sent home to all students on the dates designated on the calendar, approximately half way through each trimester. Progress reports must be sent to the Principal for her signature before being sent home to parents. Parents are asked to sign the notice and return it to his/her teacher.

Report Cards

Report cards are issued three times a year. Parent-Teacher conferences are held during the first and second trimesters.

Report card grades should be a composite of test scores, class participation, home study, projects, and class work. Teachers should be able to explain and show the principal and parents how a grade was determined. Accurate record keeping is essential. There should be a minimum of 8 to 10 grades per subject for each trimester.

Report cards are to be signed by the parent and returned to school within the week.

Diocesan Grade Scales

Kindergarten:

- E Exceeds skill level
- S Satisfies the skill level
- P Progressing in skill level
- I Improvement needed in skill level

Grades 1, 2 & 3: Major Subjects

- A Outstanding achievement (93 - 100)
- B Above average achievement (85 - 92)
- C Average achievement (77 - 84)
- D Below level (76 - 70)
- F Not Achieving Grade Level (below 70)

Grades 1, 2 & 3: Resource Subjects, Self-Discipline & Study Skills:

- E Exceeds expectations
- S Satisfies expectations
- I Improvement needed
- N Not meeting expectations

Grades 4, 5, 6, 7, 8:

A+ = 98-100	A = 95-97	A- = 93-94
B+ = 90-92	B = 87-89	B- = 85-86
C+ = 82-84	C = 79-81	C- = 77-78
D+ = 75-76	D = 72-74	D- = 70-71
F = 69 & below		

Grades 4 & 5: Resource Subjects, Self-Discipline & Study Skills:

E	Exceeds expectations
S	Satisfies expectations
I	Improvement needed
N	Not meeting expectations

Diocesan Criteria for Pre-Algebra

Rising Seventh grade students who meet the following criteria may be permitted to take Pre-Algebra:

- 85 % or above on the Math portion of the Terra Nova Test taken in 6th grade
- 90% or above annual average in Grade 6 Math
- A minimum score of 80% on the Orleans-Hanna Algebra Prognosis Test administered in the spring to all 6th grade Math students.
- Teacher recommendation
- Students not meeting the criteria will be placed in Pre-Algebra Part 1 in 7th grade.

Diocesan Criteria for Algebra 1

Rising Eighth grade students who meet the following criteria may be permitted to take Algebra 1

- 85% or above on the Math portion of the Terra Nova Test taken in 7th grade
- Cumulative average of 85% or above in Pre-Algebra
- 8th graders who successfully met the criteria for Pre-Algebra will be placed in Algebra 1. Students who took Pre-Algebra Part 1 or who did not successfully complete requirements for Pre-Algebra will be placed in Pre-Algebra Part 2/Introduction to Algebra

Diocesan Criteria to remain in Algebra 1

- Students maintain an 85% average or above in Algebra 1 throughout the academic year
- Students who do not maintain an 85% or above average will be placed in 8th grade Pre-Algebra Part 2
- Only students who achieve an 85% cumulative average AND pass the Diocesan Algebra 1 exam will receive high school credit for Algebra 1 from the Diocese of Richmond Office of Catholic Schools
- Star of the Sea School nor the Diocese of Richmond Office of Catholic Schools provide make-up exams for student who do not pass the Diocesan Algebra 1 exam.

- Parents/Students must sign an agreement which states that both parent and student understand and accept the stated guidelines.

Diocesan Criteria for Spanish 1 High School Credit

In order to receive high school credit for Spanish 1 students must:

- Only students who pass Spanish 1, Part 1 in grade 7 AND Spanish 1, Part 2 in grade 8 AND pass the Diocesan Spanish 1 exam in May of the 8th grade will receive high school credit for Spanish 1 from the Diocese of Richmond Office of Catholic Schools.
- Star of the Sea School nor the Diocese of Richmond Office of Catholic Schools provide make-up exams for student who do not pass the Diocesan Spanish 1 exam.

Homework

Homework is an essential part of the total education of the student. It is intended to reinforce concepts presented in class and includes both written and study assignments. Students should have the skills necessary to complete the assignments independently, and should need only to present finished assignments to parents for approval and signature as required by the teacher. In the primary years, it is essential that the parent accept full responsibility for the students' completion of all home studies. As the student progresses through the primary level, he/she should gradually assume greater personal responsibility. Ultimately, the student should assume total responsibility for both written and study homework. Homework should also stimulate originality and creativity; and for this reason, enrichment assignments and projects are given. Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted. Failure to complete homework assignments on a daily basis severely affects the student's grades and indicates a lack of appreciation for our academic standards.

Teachers should assign homework that is purposeful and respectful that enhances the learning for students. Teachers should also be understanding of family issues and conflicts that may on occasion interfere with completing homework.

In order to assist parents and help students with homework and study, Star of the Sea School uses the on-line parent communication component Edline. Each teacher will have a webpage and will post homework and other important information for parents and students to access from home.

In grades K-4 homework will not be given on the nights there is a Home & School General Meeting scheduled or on weekends.

Grades K and 1 are not encouraged to do homework in After School Care. It is important for parents to supervise homework in grades K and 1.

Teachers in grades 6 – 8 will post homework and test dates to make sure there is a balanced amount of written and study work for those students. No more than 2 major tests will be scheduled on one day.

Academic Concerns

Academic concerns will be addressed primarily by the teachers and parents working together to assure student success. Teachers will provide a variety of strategies to accommodate different learning needs. If further intervention is needed, a conference will be set up between parents, Principal, and teachers. Students who are struggling academically may also be referred to Star of the Sea School SRT (Student Resource Team) to help identify needs and provide recommendations and support for students and parents.

Sometimes it is necessary to refer a student and his or her family to community professionals for issues that cannot be easily met within the classroom. If the school recommends further testing or educational supports, a timely response will be required from the parents in order to assure educational needs can be met at Star of the Sea School. No major accommodations will be made within the classroom without a diagnosis or recommendations from a professional in the community. Any modifications of the curriculum will be noted on the student's report card and permanent record card by the teacher, after approval of the principal.

Academic Probation/Failures

A student whose academic performance indicates serious deficiencies may be placed on academic probation. The student will be referred to STAT (Star Assistance Team) to determine a plan of action to help the student become more academically successful. The principal and teacher will meet with parents and students who have multiple failures in major subjects each trimester. Any student who falls into this category will be put on probation for the following trimester. Academic probation impacts a student's ability to participate in co-curricular activities. Two successive quarters of multiple failures in major subjects may be cause for dismissal from Star of the Sea School.

Promotion Criteria

- Students in grades K-3 are promoted upon mastery and application of essential skills in Math, Reading and Language Arts.
- Students in grades 4-8 are promoted to the next grade on the basis of earning a passing (70 or above) yearly average in each of the core subjects of Religion, Language Arts (English, Spelling, Reading), Mathematics, Science and Social Studies.
- Students in grade 8 who do not meet the promotion standards (i.e. have failing annual average in a core subject) will be retained in grade 8 and may not participate in

Graduation exercises.

- Students in grade 8 who have been sent to the principal for any disciplinary actions (i.e. write-ups, suspensions, behavior contract) during their 8th grade year may not be eligible to represent their class as a speaker at graduation.

Retention Procedure

- The principal should be notified in writing of a teacher's concerns for the student. The student should be referred to STAT (Student/Teacher Assistance Team).
- The Principal should be part of the process from the earliest stages to the final decision.
- Parents of students who are in danger of being retained should be notified in writing (sample conference reports are in the faculty workroom) by the end of January that the student is being considered for retention.
- Follow-up conferences should be held with parents from January through May. Every conference should be documented, in writing. A final letter signed by parents informing them of the decision to retain should be procured no later than mid-May.
- Every conference in this process should be signed by the teacher and parents and placed in the student's permanent file in the office.
- Please see the Diocesan Educational Directives regarding retention of a student. The Directives are located in the school office.

Academic Awards

Principal's List - Grades 6-8

A (95) or above in all major and A- resource subjects.

First Honors - Grades 6-8

B+ (90) or above in all major and B resource subjects.

Second Honors - Grades 6-8

B- (85) or above in all major and B- resource subjects.

Pursuit of Excellence Award (2nd, and 3rd Trimesters) - Grades 6-8

Must pass all subjects and at least one grade in a major subject must improve. No subject (major or resource) grades may go down.

Super Nova - Grades 4-5

A- or above in all major subjects and all resource subjects, study skills and self-discipline/conduct grades must be satisfactory.

Shining Star - Grades 4-5

B- or above in all major subjects and all resource subjects, study skills and self-discipline/conduct grades must be satisfactory.

Rising Star - -2nd and 3rd Trimesters- - *Grades 4-5*

At least one grade in a major subject must improve and no subject, study skills or self-discipline/conduct grades may go down.

Faith In Action (Grades K-8)

The Faith In Action Award was initiated to honor the student in each class who exhibits outstanding qualities of Christian attitude and character. This award is given monthly to one student in each class.

Diocesan Minimum Instructional Time Requirements

Time allotments for schools are set forth in the Diocesan School Policies, section 300, Instruction and Curriculum. Schools are expected to meet the minimum instructional times without any interruption of organizational matters, lunch or recess. Time must be added to the day for extra items mentioned outside of instructional time. Schools are also encouraged to add instructional time whenever possible to strengthen learning.

Full Day Kindergarten

Daily – 5.5 hours per day – 330 minutes

Religion – 30 minutes per day

Grades 1, 2, 3

Religion – 30 minutes per day

Math – 90 minutes per day

Reading/Language Arts – 150 minutes per day

Social Studies/Science – 60 minutes per week

Resource subjects will fill remaining minutes per week.

Grades 4, 5

Religion – 45 minutes per day

Major Subjects: Math, Language Arts, Science, Social Studies – 230 minutes per day

Resource subjects will fill remaining minutes per week.

Grades 6, 7, 8

Major Subjects: Religion, Math, English, Literature, Science, Social Studies – 280 minutes per day.

Resource subjects – 225 minutes per week. (See Diocesan School Policy Book)

Special Needs Student Information

It is part of the mission of Star of the Sea School to provide a Catholic education to those families that wish one and continue to try to meet the diverse learning needs of the students. It is

not always possible to meet all of the learning needs children may have but all available help will be utilized for students at Star of the Sea before a decision is made to have a student leave the school.

In order to provide for student learning differences, Star of the Sea School contracts with Catholic Charities of Hampton Roads to provide counseling services for the students of Star of the Sea School. These services may be accessed by the parent through the office, by teacher referral, principal referral or student self-referral.

Sometimes it is necessary to refer a student and his or her family to a community professional for testing or treatment. For example, a referral might be made if the child exhibits symptoms of a learning disability or behavior needs, which cannot be easily met within the classroom. When a teacher has reason to believe a child has special needs with regard to learning or behavior management, the following steps should be taken to ensure those needs are met:

- The teacher will attempt to accommodate the child to encourage learning of academics and social skills to the best of that child's ability within the classroom.
- Students should be referred to STAT (Student/Teacher Assistance Team).
- The teacher should communicate with parents regarding his/her concerns for their child.
- The teacher should seek input from the Principal, guidance counselor, and Title I teacher if she has these students as clients.
- The teacher should send home weekly progress reports. These reports should be accurate so parents can rely on them to monitor student's progress.

If the teacher feels the child still may not be succeeding academically or managing his/her behavior:

- The teacher will again consult with the principal and school counselor regarding his/her concerns for the student.
- Parents will be contacted, and a meeting will be arranged between teachers, principal, and counselor if necessary. Parents and teacher observations and opinions will be discussed, and professional referrals will be made if warranted (i.e. for testing for learning disability, counseling, etc.). A plan of action should be developed at this conference.
- Teachers should make a copy of all accommodations made and put in the student's permanent record.
- The school counselor will work with the teachers, parents and community professionals to implement recommendations.
- No major modifications will be made within the classroom without a diagnosis or recommendations from a professional in the community.
- Major modifications of the curriculum will be noted on the student's report card and permanent record card by the teacher, only after approval of the principal.

Communication with Parents/Guardians

Teacher contact with parents/guardians should be frequent. **Use of email, phone, written notes, and/or newsletters are encouraged.** Take a **positive approach** in communication with parents. Contacts and first conferences should begin with positive achievements and accomplishments. Keep administration and counselor informed as well so that student's progress can be monitored.

All grades should be posted in the Grade Quick program weekly. Grades will be posted on the Edline program to keep parents informed about their child's progress.

All letters sent to the entire class must be submitted to the principal prior to sending home. Copies may be provided electronically. A copy of all communication will be retained by the Principal.

All faculty and staff are required to keep a phone log (forms are in the faculty workroom) of incoming and outgoing calls. This is a diocesan directive, and it should be faithfully carried out by all faculty and staff. The complete yearly phone log will be turned in to the principal on the last day of school. Copies of parent emails pertaining to a child's progress should also be saved.

PERMANENT RECORDS

Student Permanent Records

Student Permanent Record Cards are kept in a file cabinet in the administrative office area. Records may be requested by the teacher but must be used in the faculty room or the classroom only. Permanent record cards must never leave the premises. These must be returned promptly to the office. No white-out may be used on Permanent Record Cards.

Grade Books

All grading will be done using the computer program Grade Quick on the Web and/or written grade books. A copy of class grades should be printed out at the end of each trimester. Please note date of test and an explanation (i.e. Chap. 3) when posting grades. At the end of the school year a hard copy of each teacher's grade book must be printed to be retained by the school for a period of one year. Grades are legal documents recognized by the courts.

Plan Books

Plans may be written in a formal plan book or done on the computer (a hard copy must be printed). Plan books are recognized by the courts as legal documents. Plan books become the property of Star of the Sea School and are retained at the end of the school year by Star of the Sea School for a period of one year.

Lesson plans are expected of every teacher and will be checked and signed each week by the Principal. Plans must include objective or aim, materials needed, procedure, and evaluation or assessment. **Plans should reflect the needs and levels of the students each year. Page numbers and titles are not adequate lesson plans. Plans should readily reflect pacing, pre-assessments, organization, and planning for the individual class. Strategies used to differentiate instruction**

should be included in plans. Written plans should be completed in black ink.

Student Records

Star of the Sea School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to student records.

TEACHER POSITIONS

Core Leaders

In lieu of an assistant principal, core leaders are elected from within each core group of teachers. Core leaders are elected annually. Core leaders should be chosen for their ability to communicate clearly and accurately the concerns of their colleagues and to be able to make good decisions when acting on behalf of the principal.

Core meetings may be held periodically to discuss curriculum or other school issues. Core leaders will act on behalf of the principal when the principal is off school grounds. The core leaders should handle situations that need immediate attention. Whenever possible, any major problems, particularly serious student behavior, should be left for the principal to deal with upon his/her return. Core leaders have no authority to discipline teachers or mandate policy or procedure to their peers.

Subject Area Coordinators

Subject Area Coordinators are appointed by the Principal. The Coordinator extends the Principal's role as director of curriculum.

Subject Area Coordinators should be willing to:

- Learn curriculum guidelines
- Become proficient in the subject area content
- Work with the principal and other teachers to promote excellence
- Assume responsibility for initiating projects to improve curriculum, and monitor the progress of these efforts.

Subject Area Coordinators fulfill their responsibilities by:

- Providing curriculum materials, guidebooks, scope and sequence charts, and other aids to teachers.
- Working with the principal and other faculty members to evaluate and select materials that will keep the curriculum updated.
- Taking advantage of in-service opportunities and urging faculty members to attend at least one in-service related to a subject area taught by them.
- Suggesting A-V materials related to subject areas that are available in the school.
- Reading and sharing articles from periodicals that deal with timely topics and instructional areas.

- Using test results to diagnose problems and work towards improvement.
- Using faculty meetings to comment on the overall goals and objectives of the subject areas that they direct
- Meeting regularly with the Principal and scheduling meetings with subject area teachers to guarantee good communication about the areas of the curriculum and a constant pursuit of the curriculum goals.
- Evaluating the services of professional organizations related to the subject area, and obtaining membership in those that would be beneficial.

Religion Coordinator

The Religion Coordinator functions in the role of “service to others” in cooperation with the principal.

- To submit teacher records to the Office of Catholic Schools for re-certification
- To serve as a leader of the teacher-learning team in the area of religious training
- To act as a “contact person” for the Religious Education Department of the Office of Catholic Schools and the parish
- To ensure that faculty members are utilizing diocesan guidelines and using the Diocesan Consensus Curriculum in teaching Religion concepts to students
- To be certain that faculty members are familiar with all components of the Religion program
- To work with the principal and faculty to identify and implement yearly goals to enhance the Religious education program of Star of the Sea School
- To familiarize faculty members with the audio-visual materials available to them and with the prayers taught at each grade level
- To offer assistance in planning school-wide or classroom liturgies and to attempt to stimulate apostolic action in community service
- To work with the administration to encourage faculty members to expand and update their religious awareness through circulated articles and in-service courses
- To encourage efforts toward parent-education that will keep them informed of the curriculum, approaches, and techniques used in teaching Religion
- To plan and conduct Religion curriculum meetings with the approval of the principal. The meetings can serve as an occasion for enrichment, evaluation of lesson plans, discussion of problems, etc.

Math Coordinator

- To know the philosophy, goals, and objectives of the Math program including the National Math Standards and Diocesan Consensus Curriculum
- To assist teachers in implementing the program by explaining its philosophy, goals and procedures
- To be responsible for the order, distribution and supply of all materials to be used for mathematics instruction

- To serve as liaison between the Diocese and the school in the area of mathematics
- To assist teachers in implementing the math program through periodic meetings and in-service programs
- To monitor pace of instruction through quarterly informal checking with teachers

Language Arts Coordinator

- To inform the principal whenever LA materials are needed
- To organize the ordering and distribution of materials
- To serve as liaison between the Diocese and the school in the area of language arts
- To act as a resource for teachers
- To direct student participation in essay contests, speech contests, and other language arts related events
- To ensure that each area of LA (grammar, literature, spelling, penmanship, written and oral communication) receives sufficient attention
- To assist teachers in implementing the LA program through periodic grade meetings and in-service programs
- To monitor pace of instruction through quarterly informal checking with teachers

Science Coordinator

- To meet with science teachers twice each year to set goals, review guidelines, and offer suggestions for improvement
- To make available to faculty any articles or materials pertinent to the teaching of science on any grade level
- To familiarize teachers with available AV materials and science lab equipment, and ensures teachers are instructed in proper usage of both
- To develop science lab schedule with each teacher and encourage consistent use of the lab
- To arrange, with the help of the principal, for annual in-service in science technology
- To organize materials in the science lab and bring to the principal any purchase requests for additional supplies
- To monitor pacing of instruction through quarterly informal checking with teachers

Social Studies Coordinator

- To secure and distribute guidelines, teachers' manuals and scope and sequence charts for each level
- To familiarize teachers with available AV materials and movies
- To obtain copies of textbooks for examination by teachers and direct selection of texts when necessary - make recommendations to the principal

- To direct teachers in sharing of ideas for projects and activities
- To ensure that map skills are taught at all levels (K-8)
- To communicate to all teachers any information regarding available in-service opportunities
- To monitor pacing of instruction through quarterly informal checking with teachers

Physical Education Coordinator

- To know the diocesan curriculum guidelines
- To coordinate the physical education program
- To order all equipment needed for the physical education program
- To meet periodically with the principal to discuss the program

Art Coordinator

- To coordinate the art program
- To order all art supplies for the school
- To distribute information about art contests and oversee participation in those contests
- To assist the teachers in implementing the art program through periodic meetings and in-services

Resource Classes - Technology, Library, PE/Health, Music, Art

In case of inclement weather the Library, Art, Music, PE and Technology teachers should make arrangements with the homeroom teacher to come to the class and present a lesson. These teachers should have a classroom lesson ready for such an eventuality. These classes are not to be canceled on inclement weather days or on days when their normal facilities are unavailable. No class may be canceled, for any reason, without the principal's permission.

Except in the cases above, the homeroom teacher is responsible for bringing students to the art/music room, gym, library, and computer lab for classes. The homeroom teacher is also responsible for picking the children up from these classes. Please be on time for dropping off and picking up children.

Library

Grades Pre-K to 8 have a library period at least once a week. The homeroom teacher takes the class to and from the library at the assigned time. Extra time in the library may be scheduled with the librarian to facilitate team teaching for projects and other learning needs.

Policy and Procedure for Challenged Materials

Star of the Sea School affirms the philosophy of the national Catholic Education Association that: "Students not only need basic skills, but they also need the skills to critically evaluate what they read. Students need to form judgments based on a rational process informed by the light of the Gospel. This policy endorses the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States of America and the views

expressed in the American Library Association's Library Bill of Rights.

At times, students may be exposed to materials which present information, ideas or attitudes which some members of the school community may consider to be controversial, inappropriate or offensive. Objections to these materials are an important part of the democratic process and should be treated as legitimate avenues of communication in education. However, challenges are only considered on the understanding that no parent has the right to determine learning or recreational materials for students other than his own.

To facilitate the hearing of potential objections and to guide appropriate action, the following procedure will enable differing points of view to be clearly and openly expressed while preserving the principles of intellectual freedom and the professional responsibility and integrity of the school. In order for a challenge to be made, the material in question must have been read, listened to, or viewed by the challenger in its entirety. No material shall be removed from use until a final decision has been made; however, access to the material can be denied to the child/children of the challenging patron if a written request is submitted.

If the material is challenged, the following procedures will be followed:

- Check for previous reconsiderations of the item. If it has already been reviewed, a copy of those findings will be provided and no further action will be taken.
- Provide patron with "Challenged Materials" form which must be completed and returned to the library before further action will be taken. Forms may be obtained in the school library or the office.
- On receipt of the completed form, a Material Evaluation Committee will be established composed of: 3 teachers (one from each core), 2 parents, administrator, and librarian.
- The Material Evaluation Committee will read, view or listen to the challenged material in its entirety independently; consider published reviews and standard aids; base opinions on the material as a whole and not on passages taken out of context; meet to discuss the challenged material and prepare a Material Evaluation Committee Report; file a copy of the report in the school library and provide a copy to the challenging patron within 30 days.

DAILY MANAGEMENT PROCEDURES

Attendance

The school day begins at 8:00 with prayers. Students arriving after 8:00 A.M. are late and must procure a late slip from the office, if homeroom is located on the gym building or Parish Hall classrooms. Late slips may be obtained from the nurse if homeroom is in the main building. Students who leave school before 11:30 A.M. or arrive at school after 11:30 A.M. are considered absent for a half-day and will be marked as such.

When parents/guardians wish to take their student out of school for several days for personal

and/or medical reasons, the Principal may discuss the student's progress with the parents/guardians and advise them of the effect such an absence would have on the pupils' schoolwork. The final decision is the responsibility of the parents. The school is not under any obligation to provide a tutor, make-up work, or special testing schedules for such a period of absence. The Principal in his or her sole and unreviewable discretion may determine the conditions and terms governing such absences. Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given or test schedules altered in anticipation of a vacation.

Tardies

Students are considered late if they arrive in school after 8:00 A.M. They must report to the main office to obtain an admission slip if their homeroom is in the portables and gym or the nurse's office if their homeroom is in the main building or Parish Hall building before reporting to class. The parent or responsible guardian must accompany the child (ren) to the office, not the classroom. A written note should be presented to the teacher when a student is tardy. Excessive tardies have a direct impact on a student's academic progress. The principal will contact the parents/guardians when there are excessive tardies.

Classrooms

Each teacher takes personal responsibility for the physical condition and appearance of the classroom. This includes the preventing of marking of desktops; sitting with chairs against the wall or in tilted positions; putting feet on the desks or walls; chewing gum; or scratching floors by dragging furniture. Stickers should not be adhered to desks. Repair requests should be submitted to the Principal by means of a Maintenance Request. No stickers, nametags, or tape should be placed on painted or wooden surfaces. Classrooms should remain free of clutter. No boxes or stacks of materials in classrooms. Consider the learning styles of all students. Students with ADD cannot function in a disorganized or overly decorated environment.

Each teacher is responsible for keeping a safe and clean classroom. Desks should be kept in order and cleaned at frequent intervals. Students' items should not be on the floor or in the aisles as this is hazardous and against fire regulations. At dismissal, windows and blinds should be closed, chalkboards and erasers cleaned, trash picked up, floors swept and rooms left in good order. (Students may NOT clean erasers by banging them on the school buildings outside.

Collections

No money collected should be left in the classrooms. The school is not responsible for money that is lost or stolen.

Stationary money may be sent to the office in a clearly marked envelope (name, class, items needed). The order will be filled and returned to the classroom or teacher's mailbox.

Lunch money for which a student has been billed is to be sent to the office in an envelope marked "lunch money" and will be given to the bookkeeper for processing.

Fund-Raising money should be marked appropriately and forwarded to the office. It will be sent to the appropriate designated person.

Misson money may be collected in school as stated in the Diocesan Directives. Money may be collected for those mission activities authorized by the Diocese or Principal only and turned in to the bookkeeper.

Field Trip money must be stored in the bookkeeper's office after collecting each day. It is the responsibility of the teacher to give all information to the bookkeeper 2 weeks prior to the trip when a check is needed.

Computer Lab

Please make arrangements with the Technology Coordinator in advance of bringing a class to the Media Center. Students using wireless computers or desktop computers should be monitored continuously for appropriate use of all sites.

Daily Schedules

Each full-time teacher is expected to be in school by 7:30 am. Each teacher is responsible to be in his/her classroom by **7:45 am.** Between 7:30 arrival of the teacher and the 7:45 arrival of students, each teacher should prepare the classroom for the day's work.

Attendance should be submitted via the morning envelope by 8:20 AM. Lunch orders, absence notes, early dismissal notes, etc. are to be placed in the grade's envelope. Teachers in the main school building and kindergarten wing will send their morning envelopes to the nurse's office and a she will bring them to the office. **5th grade classrooms in the Parish Hall building send envelopes to the kitchen and the nurse or designated staff member will bring them to the main office.**

Prayers: Each morning at 8:00 the whole school will pray together. Prayers will be led over the intercom followed by the pledge of allegiance. Teachers direct grace before and after meals in their own classroom. A prayerful attitude should be maintained by teachers and students during prayers. Afternoon prayers will be led over the intercom at the end of the school day before dismissal. As a Catholic school, prayer is an integral part of the day. Memorization of prayers is essential. Other forms, such as the Rosary, Stations of the Cross, spontaneous prayers, meditation, etc., are taught on the class level or with several classes together.

8:05 a.m. Classes begin

11:00 – 12:50 Lunch is served during this time. See Master Schedule for exact times.

2:55 p.m. Prayer

3:00 p.m. Dismissal

Dismissal

At the end of the last class of the day, the teacher is responsible for the physical condition of the room. All books should be put away neatly. The floor should be clean of all trash. The floors should be swept regularly especially when dirt has been tracked into the buildings. Students should be expected to leave their desk neat and organized each day. Blinds should be left closed.

Schedule Changes

Before schedule changes occur, they must be discussed with the Principal. Schedule changes are noted in advance in the Faculty Bulletin.

Drop-off and Pick-up

Church Parking Lot – parking for teachers and visitors to the school when street parking not available – this is not a drop-off area as it is not monitored by a staff member

Gym Parking Lot – morning drop-off and afternoon carpool lines

Morning Drop-off

Teachers without homerooms may be asked to help monitor crossing areas or doors in the morning.

Option 1: Parents may drop children in the Gym Lot following these procedures:

- All traffic must enter from the 16th Street entrance. DO NOT enter lot from Pacific Avenue as the open gate on Pacific Avenue will be used as an exit only in the morning.
- Form a single line of traffic along the gym building and stop when directed by the traffic volunteers.
- Children should disembark from the passenger side and traffic volunteers will direct them to the sidewalk.
- Children in classrooms on the church side of the street will then be crossed at the 15th Street crosswalk by staff members and/or parent volunteers. Children whose classrooms are on the gym side will go directly down the sidewalk to their classrooms.
- ALL traffic will exit from the gate on Pacific Avenue. ALL TRAFFIC MUST TURN **RIGHT** ON PACIFIC Avenue in order to prevent congestion.
- The Church Lot is not a drop-off area. There is no staff monitoring in this lot. If parents choose to park there they should be responsible in walking their child to the building.

Option 2: Parents choosing to escort their children to the doors of the main building must park legally on the streets surrounding the school buildings or Church parking lot and walk their child to the building. Parents should not escort students in to the classroom. Any vehicles illegally parked will be subject to ticketing by the City of Virginia Beach Police.

Afternoon Pick-up

At 3:00 (2:30 on Wednesdays; 12:00 on half days) each teacher **MUST** walk his/her class to the parking lot and should remain there until the cars have left. Please be attentive and helpful in seeing that children are safely delivered to their cars. Please deliver students on time. Late dismissal of even one class delays the entire school dismissal.

Pick –up Option 1: Parents may pick up children from the Gym Lot following these procedures:

- Enter the Gym Lot from the 16th Street gate and form parallel lines facing 15th Street. Cars will be lined up bumper to bumper as close as possible.
- Children will be escorted by teachers to the Gym Lot Make eye contact with the parent before releasing children, load children into cars and wait for traffic director to begin

dismissal of cars.

- **ALL TRAFFIC** must exit onto Pacific Avenue via the open gate. **ALL TRAFFIC** must turn **RIGHT** on Pacific Avenue in order to prevent congestion.
- Please get children into the cars quickly so no children or parents will be walking in lot during car dismissal.
- If using this option, please do not use this time to visit with teachers, parents or children as the entire lot of traffic is inconvenienced when all cars are not ready to depart at the same time.

Option 2: If you do not wish to get in the carpool lanes for pick-up parents must park legally on the streets surrounding the school buildings. Any vehicles illegally parked will be subject ticketing by the City of Virginia Beach Police.

Lesson Plans

Plans are usually checked by the principal each week. Lesson plans are due on Monday but usually, the principal will sign the plan book in the classroom during the week. Plans are to be written legibly in black ink or done on the computer (a printed copy is required). Lesson plans are recognized by the courts as legal documents. Plan books become the property of and are retained at the end of the school year by Star of the Sea School.

It is evident that no single approach to instructional planning will work for all teachers. Such factors as the teacher's mastery of the subject matter, degree of confidence, and experience with children will determine not only the type of plan used but also the intensity of planning necessary. The teacher's plan should reflect his/her dedication, preparation, and creativity.

Certain basic requirements form the framework for instructional plans and should serve as guides. These are listed under Criteria for Planning. The degree to which these points are developed will vary according to the needs of the individual teacher.

Criteria for Planning

1. Topic This will indicate what you intend to teach. Day, date, and time must be included.
2. Objective Objectives may be in the form of knowledge, concepts, behaviors, skills, attitudes, appreciations, or any combination of these. All activities included in the lesson should be related directly or indirectly to the objectives of that instructional endeavor.
3. Procedure Lesson development should provide for motivation, teacher-pupil interaction, use of pivotal questions, critical thinking, and individual instruction. The techniques chosen by the teacher will depend upon the objectives of the lesson, the teacher's abilities, the group to be taught, and any other variables that might affect the desired objectives.
4. Materials These should include text and workbook pages, supplementary books, audio-visual materials, maps, pictures, and independent activities most

suitable for the lesson.

5. Evaluation Techniques such as standardized and teacher-made tests, classroom discussions, pupil evaluation, and teacher observations can be used to assess the effectiveness of a lesson.

Substitute Plans

A formal Substitute Teacher Folder must be submitted to the Principal by September 1.

Library

Use by small group or a total class. Please check master schedule for Media Center and please inform the librarian ahead of time to avoid conflict with other classes and to give the librarian a chance to prepare materials. The teacher who brings a class of the library is responsible for its discipline and for leaving the room clean and orderly.

Presiding Duties

Teachers are responsible and have authority wherever they are. **AT NO TIME IS A CLASS OF STUDENTS TO BE LEFT UNATTENDED WITHOUT DIRECTIONS.** Teachers are expected to be in control of a group when going from one location to another. Teachers and staff have high expectations for appropriate student behavior and should correct inappropriate behavior of any student when witnessed.

Activities

Non-homeroom teachers should assist homeroom teachers with supervision of students during Mass and all other activities/assemblies. Presiding over students at an assembly will be handled by teachers assigned to teach during that period.

Attendance

Teachers must check class attendance after moving locations in order to account for each student. Confirm with the office if a child is supposed to have been dismissed early. Students who arrive late will be escorted to their classrooms.

Recess

Teachers assigned to recess are expected to participate in activities with students. Teachers should not use recess time as an opportunity to visit with other adults. No student should leave the recess yard without adult supervision.

Rules of Conduct

Rules of conduct as stated in the Parent/Student Handbook are expected to be enforced by faculty and staff. Teachers should have a classroom plan for management posted in the classroom.

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.
- Students are to remain in seat if the teacher must leave the room. **AT NO TIME IS A CLASS OF STUDENTS TO BE LEFT UNATTENDED WITHOUT DIRECTIONS.**
- Classrooms should have a **quiet** atmosphere beginning at 7:45 a.m.

- Students may only have walking feet in all building and lines.
- Good manners are to be displayed by all students and should be modeled by everyone on the staff.

Classroom conduct

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

- At the beginning of the school year, outline expectations for student conduct and academic work.
- Set classroom rules, post, and insist that they be followed from the first day. These should be reviewed several times during the year.
- Well-planned lessons that keep students on task decrease the time available for misconduct.
- Be fair, firm and consistent.
- If misconduct occurs, punishment should be for behavior, not for lack of scholastic performance.
- Conduct that interferes with the teaching and learning process should be reflected on the report card comment section of the report card.
- Assign time out in an isolated area of the classroom. Students must not be placed in hall for time out. Students should be sent to the principal for disciplinary matters only after the teacher has exhausted all possible means of dealing with the situation. Teachers may need to set up a conference with the parents to alert them and discuss possible ways of improvement.

Student Dress Code Guidelines

It is the mission of Star of the Sea School to provide an excellent academic environment so students are able to learn. School uniforms facilitate this process.

- See the Parent/Student Handbook for specific guidelines. Uniform guidelines should be enforced consistently.
- IF A CHILD IS NOT IN UNIFORM, HE/SHE MUST BRING A WRITTEN NOTE FROM THE PARENT.
- If a student is not in uniform and does not have a note, a “Uniform Violation Notice” (forms are in the faculty workroom) should be completed and sent home.
- Any faculty or staff member may issue a “Violation Notice” to any child in any grade not in compliance. Please enforce the uniform policy across the grade levels. Our consistency or lack thereof in enforcing the uniform code is a major issue for many students and parents.
- Teachers should be understanding of family or unusual circumstances and treat the student accordingly.

Textbooks

Students are supplied with textbooks and workbooks. Textbooks and workbooks must be returned at the end of the year. Homeroom teachers are accountable for making sure all textbooks are maintained and returned.

All books are to be kept covered at all times and kept in good condition - no doodling or scribbling in books or on book covers. Students will be charged for new books if they are not kept in the condition in which they received them less normal wear and tear. Textbooks paid for by students and needing replacement will remain the property of Star of the Sea School. Workbooks should be covered with clear contact paper so they will last through the year.

Teachers are responsible to see that all students have the necessary books. If a teacher is in need of additional books, the request must be put in writing and given to the Principal. The Principal is the only person who may authorize purchases.

Textbook orders are made in the spring for the next school year.

Students may not take textbooks home for the summer without permission of the principal.

EMERGENCY PLANS

See Star of the Sea Safe School Plan for more detailed information for the following emergency procedures:

Fire Drills (Held Monthly)

Each classroom must have a fire escape route map posted in clear view. Fire exits are indicated in each classroom. Students should be instructed in fire escape routes, talking is forbidden and strict order and good discipline must be maintained.

When a fire alarm is set off:

- a. Students immediately begin leaving in single file outside.
- b. Close classroom windows, classroom doors, outside doors, and any fire doors that may be open.
- c. Teachers must take Emergency Folder or grade book and class roster. Take walkie-talkies and cell phone for communication.
- d. Exit following directions posted in classrooms.
- e. Once outside, the teacher must check the roll and be prepared to give the principal and/or designated representative a report of all children.
- f. Stay in designated spot in silence until signaled to return to building.

Tornado/Disaster Drill

Students are to file into the hall in an orderly and silent manner. They are to face the adjacent wall. **ALL STUDENTS ARE TO SIT DOWN FACING THE WALL WITH THEIR ARMS AROUND THEIR NECKS HOLDING THEIR HEADS IN THEIR LAPS.** Keep students as far away from glass doors and windows as possible. The teacher is responsible for closing the classroom door and windows. (All windows should remain closed in the event of high wind or a tornado.)

Media Center/ Kindergarten Wing/ on the Main Building Side

Students are to file into the main building hallway and take the position as the other students.

Gym Building and Portable Classrooms on the Gym Building Side

Students are to file into the main hallway in the gym building in an orderly and silent manner. They are to take the position of sitting with the hands covering their head.

Cafeteria and Parish Hall Classrooms

Students will move to hallways away from windows and take position with hands covering heads.

Office and Support Staff

Evacuate to the nearest hallway for protection.

Earthquake Drill

Drop, cover head immediately.
Crawl under desk or nearest table.
Listen for further instructions.

Intruder in Building - Lockdown

Coded announcement will be given.
Close and lock all classroom doors.
Remain in the classroom until otherwise notified.
Do not let any student leave the room.

GENERAL INFORMATION

Audio/Visual Equipment

The AV Coordinator is responsible for overseeing all audio-visual equipment. All questions, maintenance on equipment, etc. should be referred to the AV Coordinator and the Principal. New equipment needs will be reported to the Principal by the AV Coordinator. Purchase will be made as approved by the Principal. Please be sure all equipment in the classroom is in good working order even if the classroom teacher does not use the equipment. The rooms are used by other teachers and all equipment needs to be available at all times. Most classrooms are equipped with screens, CD/Cassette Player, TV/VCR Combination, overhead projector, SMART Board and projector.

Other materials are located in the media center must be checked out from the media center. All equipment should be carefully monitored and returned in good working order.

Bulletin Boards

Classroom bulletin boards should be used for learning and changed during the year. Bulletin boards in the hall are a shared duty.

Campus Facilities

A number of campus facilities, such as the Church, Parish Hall, Conference Room, Gymnasium, Media Center and Library are at our disposal. The facilities are shared. Therefore, arrangements

for reserving these facilities are to be made through the school Administrative Assistant or the Star of the Sea Parish Secretary who will check the availability of date and time.

Children of Faculty/Staff

The presence of the children of faculty members (who are not students of Star of the Sea School) on regular school days or professional development days will be determined at the discretion of the Principal.

Children of Faculty and Staff must report to the Extended School Care Room upon arrival at school each morning. This service is provided to Faculty and Staff at no charge. Children of Faculty and Staff are not allowed to remain in the classroom, office or buildings other than being at before or after school care and during all Faculty meetings.

Class Celebrations

Students are permitted a class celebration for Christmas and Valentine's Day. Room parents may assist the classroom teacher with the celebrations. Birthday treats may be brought to the Dining Room to be shared at lunch. Birthday treats must be prepared as individual servings. Healthy treats should be encouraged. Food allergies must be taken into consideration when accepting treats for the class.

Copy Machines

NO COPYRIGHTED MATERIAL WILL BE DUPLICATED OR COPIED.

Please limit the number of copies. Students should learn to work neatly in the copybooks rather than relying on duplicated sheets. Make sure that reproduced work has real teaching value; avoid busy work. Teachers who use the copy machine for personal use are responsible for paying 8 cents per copy.

Faculty Lounge/Workroom

The Faculty Room is set aside for faculty use. Students should not be sent into the faculty lounge or workroom on errands. Please keep the faculty room, tables, sink, refrigerator, and any other equipment clean.

Faculty/Staff Memos

Faculty/Staff memos for the following week are ordinarily disseminated via email on Friday. These weekly bulletins are intended for faculty/staff members and should not be posted where students/parents can read them.

Family Education and Privacy Rights – The Buckley Amendment

Star of the Sea School adheres to the Buckley Amendment regarding access to student records and academic confidentiality.

- Students may not grade the work of other students.
- Children of teachers may not grade the work of students enrolled at Star of the Sea School.
- Office assistants/volunteers may not grade the work of students.

- Graded work may not be displayed in the halls.
- A student should never be asked to state his/her grade aloud.

Field Trips

When planning field trips there must be a stated educational objective.

All directives from the diocese must be followed carefully (see Diocesan Directives in the Office). Permission to take a field trip must be secured from the principal before any arrangements are finalized. **Once finalized the trip must be put on the master calendar, which is kept by the administrative assistant, and a copy of the permission slip must be given to the administrative assistant.**

Notice must be sent to the parents concerning the field trip. Only diocesan approved permission slips, signed by a parent /guardian for each student are acceptable. Phone calls and hand written notes cannot be accepted. Proper supervision must be provided for the field trip. Teachers should secure parent volunteers who have completed the proper background checks and training as outlined in the *Diocesan Safe Environment Regulations* to assist them with supervision of their class. (This includes mile run, sandcastle day, field day, anytime students are taken off the premises).

All diocesan school sponsored field trips or excursions of any kind that require travel of students off school grounds are restricted to:

- Those directly related to an essential educational objective, approval in advance by the principal for a specific course or class (grade level), that can only be achieved by an off-campus visit, or
- Participation in scheduled school-sponsored extra-curricular athletic events, or
- Participation in school-sponsored religious programs.

Driver Forms

All drivers must submit a completed "Driver Information Form" at least **48 hours** prior to the field trip in order to drive students. A copy of the driver's "insurance certificate" stating the liability limits (minimum of \$100,000/\$300,000) must accompany the form.

Faculty/staff members are not permitted to drive students on field trips unless they are participating in the field trip as a parent not a faculty/staff member.

To be allowed to go on a field trip, students must turn in a signed permission slip.

No student is permitted to call home for permission to go on a field trip. A FAX of the original permission slip is acceptable, but e-mail or a phone call is not. Field trip permission slips must be retained in the school office for one year. Siblings **are not** allowed to accompany a class on a field trip even if the parent is a chaperone.

Field trips are a privilege, not a right. Students not attending the field trip will remain at home and marked absent.

Halls

Halls should be free of tables, chairs, trash or any other objects that would interfere with emergency procedures. Star of the Sea School adheres to all safety standards. Hall displays should showcase students work, achievements and learning. Hall displays also serve as an important vehicle of public relations for our school.

Inventory

Teachers will prepare a Master Inventory of the permanent items in their classroom. The list will include: desks, chairs, computers, computer tables, work tables, audio-visual equipment, rugs, sacramentals, etc.

Keys

Each teacher is supplied with a key card that opens all outside building doors and a key to his/her classroom and classroom closets as needed. All valuable items are to be locked in the closet each night. If you are the last person to leave the building, please be sure all doors are locked. Any teacher working in school after school hours or at a time when school is not in session should keep outside doors to school locked for safety purposes. Employees are responsible for expenses incurred to replace lost keys and key cards.

Lockers

Lockers are school property and may be inspected at any time. Lockers should be kept orderly and cleaned periodically. Locker doors should be kept closed. **Locker areas should be neat at all times.**

Mailboxes and Faculty Bulletin Board

Check mailboxes at lunch time and at the end of the school day, more frequently whenever possible. Phone messages will be sent to a teacher's voice mailbox. Emergency messages will be immediately put through to the teacher. Students should never be sent to take materials from a teacher's mailbox. Mailboxes are not storage areas. They should be emptied each day.

Office Machines

Children should NOT be sent to the office to have copies made for themselves. This includes copying other student's notes when absent or pages from books for research purposes. Copies may be made by faculty and staff members for legitimate business purposes only.

Copiers: Each employee is assigned a copy code to access the copiers. There are two copiers available. If people are waiting to use a machine, one person should not use both copiers simultaneously. One is in the faculty workroom and the other is in the receptionist's area. Let the receptionist know immediately of any problem with the copier. Please leave machine ready for next person's use.

Laminator: The laminator is located in the faculty workroom. There is a clip board to sign when the machine is turned on and off. This is a safety precaution and should be

adhered to by anyone using the laminator. The Home and School Association generously budgets for the film. Spare rolls of laminating film are located in the office.

Book Binder: The book binder is in the workroom. It is up to individual teachers to supply the binding materials needed.

Ellison: The Ellison Machine is in the workroom. All parts of the machine should remain in the office.

Computers: Faculty and staff may use the computers in their classrooms, workroom and media center (when they are available) to access their email, Grade Quick and for typing tests, letters home, conference reports, etc.

Typewriter: There is a typewriter in the faculty workroom.

Postage: The postage meter is to be used for business communications only. This does not include certification or re-certification information, class projects i.e. pen pal letters, birthday cards, etc. Mail needing postage should be placed in the basket next to the postage meter. Only office staff personnel may post mail.

Bulletin Board Paper Cart: The bulletin board paper cart is located in the main building.

Paint and Paste Fund

Traditionally, the Home and School Association gives teachers a sum of money called the “paint and paste” fund. Any non-consumable items purchased with these funds become the sole property of Star of the Sea School. They do not become the personal property of the teacher. Because many of these items are grade specific, if a teacher changes grades these materials should be left in the grade for which they were purchased. The amount of the “paint and paste” fund is determined by the Home and School Association and, therefore, the amount may vary from fiscal year to fiscal year. Teachers who leave the employ of Star of the Sea School and remove items purchased with these funds may be subject to prosecution.

Professional Development Opportunities

Teachers who wish to attend professional development opportunities are funded up to 50% by Star of the Sea School as the budget permits. Teachers must submit an application to the Principal before attending for approval. Teachers may be required to share the experiences of their in-service with the faculty. Teachers who attend one-day in-services are expected to attend the entire day. Professional Development funds do not cover parking, accommodations, room service or alcoholic beverages. Attendance at national conventions will be determined on a rotating basis based on departments and as the budget permits. Itemized receipts/transcripts should be submitted to the Bookkeeper for reimbursement after approval.

Purchase Procedures

All items purchased for use in the school must be approved by the Principal. Only items approved in writing by the administration will be ordered. Purchase requests must be accompanied by a signed purchase order.

Speakers

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

Student Phone Use

A student may be permitted to use the office phone with a note from the teacher. Students may not use the phone in a teacher's classroom/office. Students may have a cell phone in school but it **MUST be in the off position during the hours of 7:40 a.m. and 3:05 p.m.** If a teacher discovers a student violating this rule the phone will be taken from the student and given to the Principal. The phone will be returned to the parents following a scheduled conference with the parents and the principal.

Suspected Child Abuse

All employees and volunteers are required by the diocese to attend VIRTUS training and read monthly bulletins. The principal should be notified of any suspicions of abuse. Virginia State law requires school personnel to report any/all cases of suspected abuse. If the principal fails to report such cases the reporting employee should report to Child Protective Services.

Title IX

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

Travel

Teachers will be reimbursed for mileage when attending approved in-services. The rate for reimbursement will be the rate set by the Diocese of Richmond for the current year.

Tutoring

Teachers who are interested in tutoring Star of the Sea students during the summer should submit their name to the Principal. A list of potential tutors will be given to parents who inquire. Teachers who tutor students at school must receive permission from the principal to provide this service at school. A universal fee for tutoring will be set along with a custodial fee for the use of the school building. Teachers will follow guidelines for tutoring. All expenses for tutoring are the responsibility of the tutor. Teachers who tutor at Star of the Sea School are a reflection of the professionalism of its teachers. Tutors should not wear tank tops or shorts while tutoring.

Valuables/Money in Classrooms

The school is not responsible for valuables left in the classrooms. Teacher or student valuables should be kept locked in the classrooms. Any money collected for school purposes should be

turned in to the bookkeeper's office to keep. Money collected for school activities should be authorized by the Principal.

The school will not be responsible for money/cash sent via the Wednesday envelope. Please encourage your parents to send tuition by check or bring it to the office. There is a locked box on the counter for collection of money.

Visitors

When inviting groups of parents to view special programs or projects, be sure to notify the Principal and the administrative staff of time, program and number expected. Visitors should be reminded to sign the visitor's book in the office and obtain a VISITOR badge from the office. Be conscious of any unknown persons in the buildings. Make sure that all unidentified persons are escorted by a teacher to the office.

Wednesday Communication

Each Wednesday a weekly memo will be sent electronically to the families. Those families without computer access and that notify the office will be able to receive information in a Wednesday envelope. Each student will have an envelope/folder for any print material, tests, or other classroom information that needs to be sent home. The parent is expected to sign the cover sheet and return it to school the next day. The school is making a strong effort to be good stewards of resources and to go as "paperless" as possible. Whenever possible, notices and other information will be posted on the website, teacher webpages, and calendars.

SCHOOL BOARD

The School Board is an advisory board to the principal and to the Office of Catholic Schools. It assists with school policies, implementation of the Diocesan School Board policies, budget, third-source funding and development programs.

One teacher serves as liaison between the faculty and the school board. The teacher is elected by the faculty for a one-year term beginning in September. He/she is a non-voting member.

HOME AND SCHOOL EXECUTIVE BOARD

The Home & School Executive Board assists with fellowship, parent education, establishing fundraising activities and directing these funds into school projects under the direction of the principal.

One faculty member serves on this board, elected by the faculty for a one-year term.

RIGHT TO AMEND

This handbook is intended solely to be a guide to personnel policy and procedures for the benefit of the school and its employees. Employees should refer to "Called to Work in Harmony", the diocesan personnel policy book for further information regarding employment concerns.

The principal retains the right to amend this handbook for just cause. Employees will be given prompt notification if changes are made.

Notice of amendment will be placed in the teacher mailboxes.

FACULTY HANDBOOK SIGNATURE PAGE

I have read the 2009 – 2010 Faculty Handbook and agree to follow the school policies and procedures as stated.

Teacher Signature

Date

Print Name

SIGNED FORM DUE TO DR. WHISMAN, PRINCIPAL

August 24, 2009