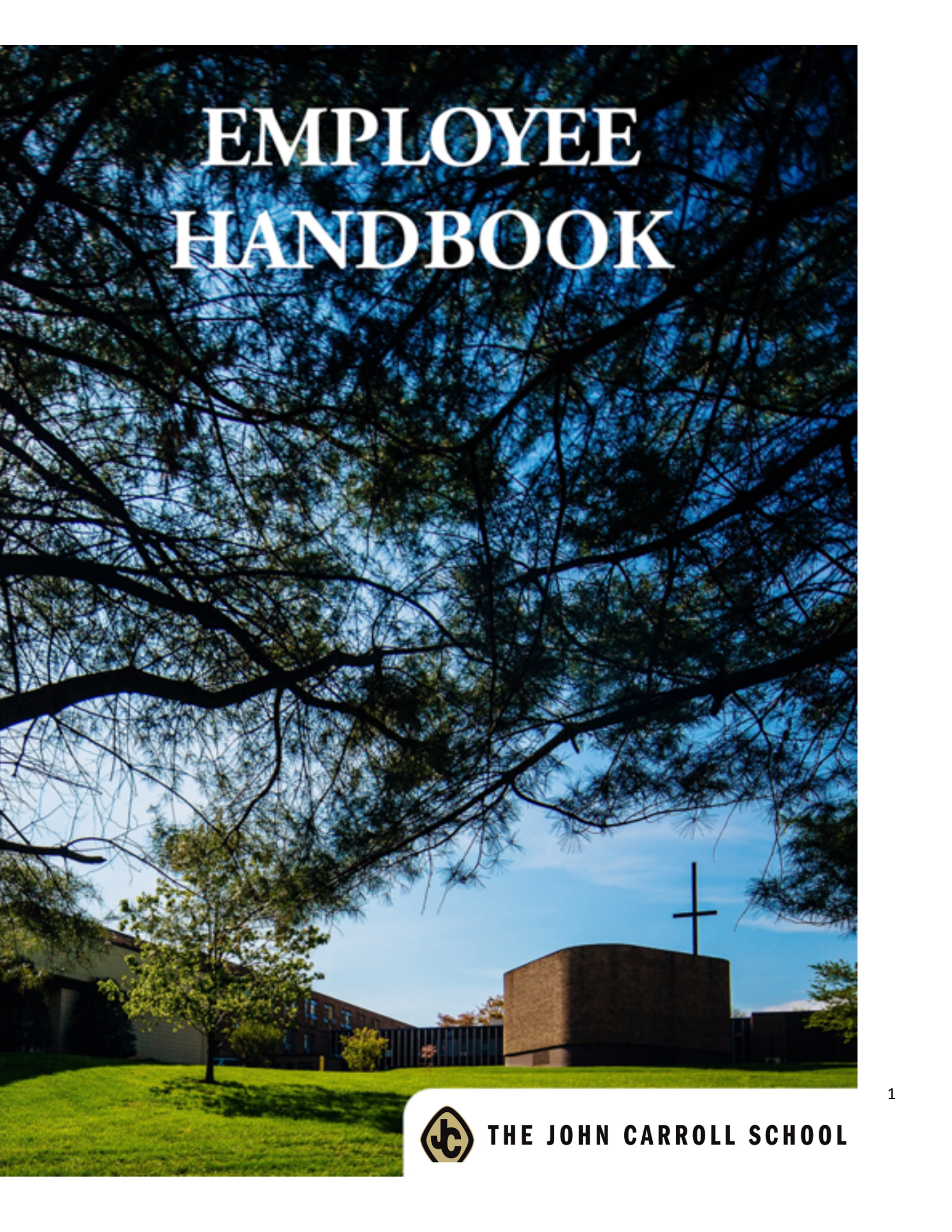


EMPLOYEE HANDBOOK



THE JOHN CARROLL SCHOOL

PREFACE4

HISTORY, MISSION AND CATHOLIC IDENTITY4

John Carroll – Priest and Patriot 4

Origins of The John Carroll School. 5

The John Carroll School Mission Statement. 5

Statement of Beliefs 5

WORKPLACE POLICIES AND PRACTICES5

Code of Conduct for Church Personnel of the Archdiocese of Baltimore 5

Equal Employment Opportunity 6

Employment Authorization 6

Persons with Disabilities 6

Policy against Harassment 6

Drug-Free Workplace 7

Smoke-Free Campus 8

Confidentiality 8

Personal Information 8

Personnel Files 8

Reporting of Child Abuse 8

Open Door Philosophy 9

Policy against Nepotism 9

Personal Belongings and Employee Privacy 9

Animals in the Workplace 9

Modifications to School Property 9

Use of School Vehicles 10

Safety, Security, and Emergency Procedures 10

Visitors 10

Unknown/Uninvited Visitors to the School 10

Exposure Control Plan 10

Emergencies and Inclement Weather 11

Performance Evaluations 11

The John Carroll School Fundraising Policy 11

Protocols for Brand Adherence 11

Business Equipment and Electronic Privacy 12

Computers, E-Mail, and Internet 12

Computer Software 13

WORKPLACE CONDUCT 13

Conduct Statement 13

Standards of Professionalism 13

Corrective Action 14

Attendance and Punctuality 14

Professional Dress and Appearance Standards 14

Hours of Work 15

Conflict of Interest 15

Intellectual Property and Works Made for Hire 15

Outside Employment 16

Solicitation or Distribution 16

COMPENSATION AND BENEFITS..... 16

Employment Categories 16

Meals and Break Periods 17

Pay Periods and Pay Days 17

Pay Deductions 17

Benefits Eligibility 17

Tuition Remission for Children of Employees 17

Qualified Educational Assistance Program 18

Sick Leave 19

Personal Business Days 19

Vacation Leave 20

Converting Leave Time 20

Leave as Severance 20

Holidays 20

Jury Duty 20

Bereavement 20

Family & Medical Leave (FMLA)	20
Unpaid Leave of Absence	23
Reasonable Accommodation for Disabilities Due to Pregnancy.	23
SEPARATION FROM EMPLOYMENT	24
Termination of Employment	24
Return of School Property	24
Verification of Employment	24

PREFACE

This handbook is intended as a means of communicating our policies and procedures to you in order for you to better understand how we, your employer, operate. It is presented as a matter of information only and its contents should not be interpreted, and are not intended, as a written employment contract between the School and any of its employees or a guarantee of continued employment. Employment with the School is at-will meaning either the School or the employee may terminate the relationship at any time, for any reason, with or without prior notice. The information contained in this handbook applies to all employees of the School uniformly and supersedes all prior policies and procedures. All employees are subject to the policies outlined in this handbook, except as otherwise provided under their individual contracts. The School reserves the right to suspend, modify, or amend any policy or procedure at any time.

HISTORY, MISSION AND CATHOLIC IDENTITY

John Carroll – Priest and Patriot. Most Marylanders are familiar with the names of Charles Carroll, a signer of the Declaration of Independence, and Daniel Carroll, a signer of the United States Constitution, but few people seem to be aware of the many accomplishments of Daniel Carroll’s younger brother, John Carroll.

Born and educated in Upper Marlboro, Maryland, John Carroll left the Colonies in 1743 to continue his education and to study for the priesthood in Europe, where he became a respected scholar and professor. When the Jesuit order disbanded in 1773, Father Carroll returned to colonial Maryland as a missionary.

The Continental Congress asked John Carroll to accompany Benjamin Franklin on a diplomatic mission to Canada in 1776 to secure her aid in the fight against England. In 1784, when the Vatican named John Carroll head of the missions in America, his first priorities were to establish a seminary, a Catholic college, and a parochial school system. He founded Georgetown University, America’s oldest Catholic institution of higher learning, in 1789 and was also responsible for establishing St. Mary’s Seminary in Baltimore, America’s first Catholic seminary. He was named America’s first bishop in 1789.

Bishop Carroll convinced Elizabeth Ann Seton to move to Baltimore in 1808 to establish a Catholic school for girls, a forerunner of St. Joseph’s School and College in Emmitsburg, Maryland. The Pope named John Carroll America’s first Archbishop in 1810.

Archbishop John Carroll-priest, patriot and leader-laid the foundation for the Catholic Church in America and established the Catholic educational system in this country. John Carroll's patriotic contributions to America in its formative period are the inspiration for calling the School's athletic teams, Patriots and the School newspaper, "The Patriot." John Carroll used "Pacifcus", as his nom de plume for a series of articles he published, and now Pacifcus serves as the title of the School yearbook.

Origins of The John Carroll School. In the early 1960's the decision was made by Cardinal Lawrence Sheehan to build an Archdiocesan Catholic high school in Bel Air. The John Carroll School opened to 202 freshmen on September 9, 1964, under the leadership of Principal Rev. Raymond Warner and Chaplain Rev. Charles Riepe.

The John Carroll School Mission Statement. The John Carroll School is a Catholic, co-educational, college-preparatory learning community empowering a diverse student population to attain its highest potential. Through innovative practices and curriculum, we prepare students to positively influence a global society as critical thinkers and creative problem solvers while being socially responsible, spiritually centered, and morally grounded in our Catholic beliefs.

Statement of Beliefs. We believe that...

- Providing a Catholic foundation of values, challenging academics, and real-life experiences enables students to embrace opportunities and excel as responsible participants in a global society.
- Embracing the Catholic faith enables the School to educate the whole person.
- The spirit and example of Archbishop John Carroll provide a moral compass for our community.
- Teaching the faith centered in Jesus Christ invites young men and women to form their lives on Him.
- Developing respect and appreciation for other denominations and faiths fosters the spiritual development of Catholic students.
- Forming young men and women in a Gospel-based moral code helps them to develop a life-guiding compass.
- Celebrating the Eucharist and other communal liturgical experiences fosters the inner spirituality of each student.
- Honoring the dignity of each person enables each person to embrace and celebrate diversity.
- Promoting social justice and service creates an awareness of one's responsibility to the local and global community.

WORKPLACE POLICIES AND PRACTICES

Code of Conduct for Church Personnel of the Archdiocese of Baltimore. Prior to the start of employment with The John Carroll School, all employees must read and sign a copy of the Code of Conduct for Church Personnel of the Archdiocese of Baltimore as indication of their agreement to comply with all policies described therein.

The Mission Statement for the Archdiocese of Baltimore. As disciples of Jesus our mission is:
Evangelization - to evangelize ourselves, our families, our parish and local communities, and our world.
Liturgy - to celebrate our faith with joy through vibrant and prayerful worship.
Education - to educate and become educated in the truths of the Gospel and in the formation of conscience.

Service - to reach out in love and service to those in need.

Stewardship - to develop the material, financial and human resources of the Church and to manage them as faithful stewards.

Equal Employment Opportunity. The School shall assure equal employment opportunity in all its employment policies and practices. These policies and practices shall be administered without regard to actual or perceived race, color, national origin, age, gender, marital status, political affiliation, veteran status, sexual orientation, or mental or physical disabilities not affecting one's ability to perform the essential functions of one's job.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the School's Human Resources liaison. Employees can raise concerns, make reports, and participate in related investigations without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to corrective action up to and including termination of employment.

Employment Authorization. Employment is contingent upon acceptable results of a state and federal background check, driving record check, completion of VIRTUS Training, and completion of all required employment paperwork.

Persons with Disabilities. The School is firmly committed to complying with the Americans With Disabilities Act (ADA) and other federal and state legislation designed to ensure equal employment opportunities to persons with disabilities. The School prohibits discrimination on the basis of disability in regard to all employment practices or terms, conditions, and privileges of employment. Consistent with this policy and applicable law, the School will make reasonable accommodation to the known physical or mental disabilities of qualified applicants or employees, unless to do so would cause an undue hardship on the operation of the School.

Policy against Harassment. The John Carroll School complies with the policy of The Archdiocese of Baltimore, as follows:

I. The Archdiocese of Baltimore is committed to promoting a collegial and professional work environment in which all individuals are treated with respect and dignity consistent with Catholic social teaching. Accordingly, it is the policy of the Archdiocese to maintain a working environment free from discrimination and harassment on the basis of any protected status.

II. Scope

This Policy applies to all Archdiocesan employees serving in parishes, schools, Central Services, institutions, programs, and ministries operating under the jurisdiction of the Archdiocese of Baltimore (with the exception of Catholic Charities which has a separate policy). The Archdiocese neither condones nor tolerates harassment, whether at the office, work assignments outside the office, employer-sponsored social functions, or in any work-related setting. Harassment of staff, whether engaged in by co-workers, supervisors, or non-employees, is prohibited. Violation of this Policy by an employee is grounds for corrective action up to and including termination, depending on the nature and severity of the offense and the employee's disciplinary record. Ordained ministers are also expected to observe the standards set forth in this Policy.

III. Prohibited Conduct

A. For purposes of this Policy, "harassment" means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race-protected status that:

- (i) Has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
- (ii) Has the purpose or effect of unreasonably interfering with an individual's work performance; or
- (iii) Otherwise adversely affects an individual's employment opportunities

B. Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to protected status. "Sexual" harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is made a term or condition of employment, is used as the basis for employment decisions, or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

IV. Procedure –

A. Any employee who believes that he or she is being subjected to or witnessed harassment should immediately report the harassment to any one or more of the following individuals: the employee's supervisor, the Human Resources representative at the Archdiocese of Baltimore, or the School's Human Resources Liaison. Supervisors who receive reports of alleged harassment are expected to contact the Human Resources representative at the Archdiocese of Baltimore.

B. Employees are encouraged to report harassment early, before it becomes severe or pervasive, so that preventive action can be taken. All complaints will be investigated promptly, thoroughly, and impartially, and will remain confidential to the extent possible.

C. Any retaliation, reprisals, or intimidation, whether by the alleged harasser or from another source, directed toward the complaining party or anyone else as a result of the filing or investigation of a harassment complaint is considered a serious violation of this Policy and should be reported immediately.

D. Once the investigation is complete, the Archdiocese of Baltimore administration will take immediate and appropriate corrective action when it determines that this Policy has been violated. The complaining party and the complained-of party will be advised of the investigation's findings and conclusions. A report of the findings will be forwarded to the Executive Director of the Department of Human Resources.

Drug-Free Workplace. The John Carroll School is committed to maintaining a drug and alcohol-free environment for its students and employees in compliance with applicable state and federal laws. Accordingly, the: (1) use, possession, manufacture, distribution, dispensation, purchase, and/or sale of alcohol or illegal drugs (which includes controlled substances other than as prescribed); or (2) the abuse of legal drugs or being under the influence of either illegal drugs or alcohol during school hours, on school property, on school business, or at school events, is prohibited and may result in termination. An Employee Assistance Program (EAP) is available for confidential assistance that can help address personal issues an employee or his/her dependents are facing. This service is staffed by experienced clinicians and is available by phone 24 hours a day, seven days a week. A Guidance Consultant from the EAP will refer you to a local counselor or to resources in your community. For more information on the EAP, please see the Compensation and Benefits section of this handbook.

Smoke-Free Campus. State Law prohibits using or carrying any lighted cigar, cigarette, pipe, or other tobacco products in all enclosed workplace sites. The John Carroll School is a tobacco-free campus. This means that there is no smoking permitted anywhere on the 72 acres of school property. Failure to comply with the Smoke Free Campus guideline will result in immediate suspension from employment and further disciplinary action up to and including termination. The School, through the EAP, offers smoking cessation programs to its employees.

Confidentiality. All employees of the School are required to respect and maintain the confidentiality of all information, including but not limited to school records, documents, reports, files, and correspondence and communications to which the employee has access. All employees are also expected to show the highest regard for the privacy of each student, colleagues and the School and will strictly observe the law as it relates to the confidentiality of records and other information associated with students and the School. All personnel will be careful to discuss confidential information only when necessary and appropriate in the context of school operations. Care should be taken to prevent confidential discussions from being overheard by other students, parents, or employees who are not involved (i.e., discussing issues in the hall or reception areas). Furthermore, it is essential that prior to having conversations with service providers including psychologists, testers, and other education professionals, parents or guardians sign permission slips authorizing such discussion. Calls, letters, or other forms of communication from legal counsel should be directed to the President.

Personal Information. The School works hard to maintain accurate records on every employee. Any change of name, address, telephone number, emergency contact, beneficiary, marital status, professional license, number of children or other dependents, or tax exemptions should be reported promptly in writing to the Human Resources Liaison or via the Payroll system as appropriate. This personal information is needed for emergencies, payroll deductions, benefits, social security, etc.

No name, address, telephone number, salary, or other personal information will be released by the School to any commercial enterprise without permission of the employee unless required by law. Employees may be notified when an inquiry is received.

Personnel Files. Personnel files are the property of the School and access to the information contained therein is restricted. An employee may request to examine his/her file at the convenience of the School. No employee can change any items contained in his/her personnel file. Any requests for personal information or contact information must be submitted to the Human Resources Liaison in order for consent to be obtained from the employee permitting such use or disclosure. All medical records, if any, will be kept in a separate confidential file. The School will keep this information in the strictest confidence and may not use or disclose medical information about an employee without the employee first having signed an authorization form permitting such use or disclosure.

Reporting of Child Abuse. The John Carroll School and the Archdiocese of Baltimore comply with Maryland laws requiring reporting suspected child abuse to civil authorities. Under Maryland Law any person who has reason to believe a child has been subjected to abuse must report the suspected abuse to civil authorities, even if the potential victim is now over 18 years old and even in cases where the alleged perpetrator is deceased. If someone associated with the church, including clergy, employees, or volunteers of the Archdiocese of Baltimore, is suspected of abuse, then the suspected abuse must also be reported to the Archdiocesan Office of Child and Youth Protection at 410-547-5438 or the Victims Assistance Hotline at 1-866-417-7469. You must also contact the Harford County Department of Social Services during normal business hours at 410-836-4713. If it is after hours, contact the Harford County Sheriff's Office at 410-838-6600 or your appropriate local law enforcement agency.

You are a mandated reporter as an employee of a school. Reporting does NOT require PROOF that child abuse or neglect has occurred. Incidents are to be reported as soon as they are suspected. Waiting for proof may involve grave risk to the child and impede services to the family. Witnesses to child abuse and neglect are rare. Professional judgment and knowledge should be used to evaluate any suspicion.

Please note that effective October 1, 2016, if a local department has reason to believe that a mandated reporter knowingly failed to make a report of suspected abuse or neglect of a child, the local department must file a complaint with the appropriate licensing board or employer of the mandated reporter. Anyone making a “good faith” report is immune from civil liability and criminal penalty.

Open Door Philosophy. An open door, open communication policy is important for relationships in the School and among employees. If you have concerns or any workplace issue, you are encouraged to come forward and discuss them with your supervisor first in order to resolve the issues quickly and efficiently. If your immediate supervisor is not able to address your concerns, you are free to contact the next higher level of supervision or the Human Resources Liaison.

Policy against Nepotism. The employment of relatives, spouses, members of the same household, or those in a romantic relationship with a School employee is allowed by the School, subject to certain limitations. Such persons may not be hired if employment would create a supervisor-subordinate relationship with such a person, have potential for creating an adverse impact on work performance, create an actual or perceived conflict of interest, or place both employees in the same department. Employees in this situation should be aware that the separate department restriction might limit opportunities for promotion or transfer. Employees in such a situation should notify their supervisor and the Human Resources Liaison.

Personal Belongings and Employee Privacy. For your protection, employees are discouraged from bringing personal belongings to work and are advised to keep the personal belongings carried with them to a minimum. Employees should exercise good judgement and take steps to safeguard purses and wallets at all times. The School cannot be responsible for items that you may leave unsecured or overnight. The School reserves the right to look through its own premises, including employees’ personal property while on school premises. This includes property issued to employees for their use such as desks, lockers, filing cabinets, and offices, regardless of whether those premises or property are issued for any employee’s sole use, are locked or lockable, or who possesses the key or combination.

Animals in the Workplace. The School welcomes the presence of service animals assisting people with disabilities in areas open to the public on its campuses, in compliance with the ADA. The ADA defines a service animal as any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability. Dogs that are not service animals are permitted on campus during non-instructional hours.

Modifications to School Property. To protect its significant investment in property and equipment and to ensure that the School remains in compliance with all relevant safety codes, the School must insist that all employees obtain permission from their supervisor and the Facilities Department before modifying or attempting to modify school property. This includes installing or removing shelves, dividers, window treatments, or any other permanent or semi-permanent fixtures (other than posters, photos, and other ordinary framed decorations appropriate to the School environment).

Use of School Vehicles. Employees requiring the use of a school vehicle must hold a valid driver's license for the vehicle to be used, must be eligible for coverage by the School's vehicle insurance, and must obtain prior approval for use from the Facilities Department. Employees must complete the required authorization for driver document and must comply with all items in the School's driver policy. While using a school vehicle or while using a personal vehicle in the conduct of school business, employees must obey all applicable traffic rules and laws as well as the School's expectations as outlined in the driver policy.

Safety, Security, and Emergency Procedures. It is the responsibility of each employee that all work be conducted in a safe manner complying with all local, state, and federal safety and health regulations, programmatic standards, and special safety concerns identified by the School. Safety, Security, and Emergency Plans will be reviewed and shared by the School administration on a yearly basis, but it is the responsibility of employees to identify and familiarize themselves with the emergency plan for their working areas. Questions about the plan should be addressed with the Manager of School Safety and Security. Failure to follow the School's safety, security, and emergency procedures or conduct that places employees or students at risk may lead to corrective action.

Visitors. All visitors to the School must sign in at the main lobby where they will receive temporary identification to display throughout their visit to the School. Employees should notify the main office if they are expecting a visitor. At all times, employees remain responsible for the actions of their guests. Members of the public visiting the School to attend public events, such as an open house, athletic competition, or theatre performance, may proceed directly to the event venue without visiting the main administrative office. If an employee is unsure of a person's status as a visitor, the employee should contact the main office immediately.

Unknown/Uninvited Visitors to the School. Any visitor to the School who is not wearing an identity badge should be challenged politely to enquire who they are and their business at the School. Faculty and staff can simply state, "I am/we are not permitted to meet with you until you sign in at the main lobby." They should then be escorted to the front lobby to sign in and be issued an identity badge.

If the visitor refuses to comply, they should be asked to leave the School immediately. Avoid escalating the situation by informing the front desk who will alert the administration and Facilities Department. When possible, safely keep a visual on the visitor until they are intercepted by the administration or a member of the Facilities Department.

The administration will decide if it is necessary to inform the police.

If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, police will be contacted.

Unknown/uninvited visitors who knowingly violate visitor protocol will be banned from campus.

Exposure Control Plan. The School has developed a Bloodborne Pathogens Exposure Control Plan in accordance with federal health and safety regulations. This exposure control plan is designed to assist all of us in maintaining a safe working environment and will be reviewed and shared every year. Please see the school nurse, the Principal, or the Human Resources Liaison if you have any questions about the plan.

Emergencies and Inclement Weather. If Harford County schools open two hours late, employees are expected to arrive two hours later than their usual start time. If Harford County schools are closed, faculty and staff are not expected to report. Employees will be contacted by email, text message, and/or phone call regarding any change to normal working hours. Please make sure your contact information is up-to-date in the school information system.

Due to the nature of the department's work, Facilities staff members and their supervisor must communicate with one another regarding their reporting responsibility in the event of an emergency or inclement weather.

Performance Evaluations. Performance evaluations allow the School to formally recognize and evaluate employee performance. Employees should understand that supervisors are expected to evaluate performance on a continuous basis. This evaluation considers the quality and quantity of work, demonstrated job skills, initiative, attendance, personal conduct, and general attitude towards employment with the School, colleagues, students, parents, and other members of the School community. While the School will try to assist employees with unsatisfactory performance to make improvement, the ultimate responsibility for improving performance rests with the employee.

The John Carroll School Fundraising Policy for School Departments, Groups, Organizations, and Teams.

All employees holding a fundraiser must read the following policies, procedures and implementation, as well as complete the Fundraising Request Form provided by the Institutional Advancement Office.

Fundraising Policy Rationale. The John Carroll School seeks unrestricted and restricted charitable gifts through an Annual Fund to support its operating budget and provide improvements that help the School effectively fulfill its mission and purpose. Additionally, the School regularly seeks philanthropic support for specific school priorities. At present, the Annual and Capital campaigns administered by the Office of Institutional Advancement (IA) are the primary fundraising initiatives at the School. The School supports fundraising for specific/restricted purposes by parents and alumni through active involvement with the Parent Association (PA), the Alumni Association, Black and Gold Booster Club, or directly with IA. These volunteer groups work with the administration of the School to identify budgeted needs and hold fundraising activities and events to support those needs.

Fundraising Policy for the John Carroll School

1. All individuals and groups must receive prior written approval of fundraising activities and intended use by the Director of IA through the department chair or supervisor at least 90 days prior to activity or event.
2. All charitable gifts, whether in kind or monetary, made by a donor to the School as a part of a fundraising activity or event must be processed through and acknowledged by IA.
3. Fundraising for Senior Project can only be approved by the Senior Project Coordinator and Director of IA as per the Senior Project Fundraising Policy.
4. Priority will be given to projects and events that directly benefit the School.

Protocols for Brand Adherence. The School's Office of Strategic Marketing and Communications is essential for the recruitment of excellent and qualified students as well as superb faculty and staff while contributing to the goals of Institutional Advancement, informing alumni of the School successes and achievements, and promoting positive interactions within the community and in the community at large. The School's Style Guide and Protocols for

Brand Adherence documents are made available to all employees in order to ensure consistent and coherent promotion of the School's brand. Questions regarding the Style Guide and Brand Protocols, media inquiries, and all external communication pieces are to be routed through the Office of Strategic Marketing and Communications to ensure adherence to the School brand.

The School owns the name of the School and all logos. No individual or group may use the name of the School or any logo which represents the School without prior permission from the Strategic Marketing and Communication Department. This restriction includes, but is not limited to, items of apparel, printed materials, and electronic sites (e.g. blogs).

Business Equipment and Electronic Privacy. All of the School's business equipment, including copiers, printers, fax machines, postage meter, computer systems, and telephone equipment are the School's property and intended for School purposes only.

The School recognizes that, in limited circumstances, it may be necessary for an employee to make or receive a personal phone call, text message, or email during working hours. Excessive personal communications, however, tie up our systems and delay important business matters. All personal communications are to be limited both in frequency and length. Please note that you should not expect that the school's business equipment will afford you any privacy with respect to personal matters. Our email systems and internet access are school tools and as such are subject to review by the School at any time. All of the educational supplies, office supplies, and materials provided by the School are provided for your use as you conduct your work for the School and should not be used or removed for non-school use.

Computers, E-Mail, and Internet. The School has installed equipment and electronic communication systems such as computer, e-mail, and voicemail. Those who use our business equipment must be aware of potential school access to and disclosure of computer-stored information, voicemail messages, and e-mail messages created, sent, accessed, stored or received by school employees with the use of school's equipment. The e-mail system may not be used to solicit for commercial ventures, political causes, outside organizations, or other non-job-related solicitations. Furthermore, the e-mail system may not be used to create any offensive or disruptive messages. Among those that are considered offensive are any messages that contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's protected status. In addition, the e-mail system shall not be used to send, upload, receive, or download materials in violation of any copyright, trade secrets, proprietary, financial, or similar rights without prior authorization.

Employees must maintain professionalism at all times in all communications. While electronic communication tools often lend themselves to informal communications, we must maintain a consistent level of formality and professionalism in all of our communications. All communications with students and parents must be conducted via school-hosted or issued communication channels.

Employees should avoid the appearance of impropriety in all situations. Consequently, employees should not "friend" students on Facebook, Instagram, or other social media platforms.

The School has the right to monitor any content that touches any of our electronic communication system(s). The School may inspect the contents of computer, voicemail, or e-mail in the course of an investigation triggered by

indications of unacceptable behavior or as necessary to locate needed information that is not more readily available by some other less intrusive means.

Employee email accounts will be terminated upon completion of employment and/or responsibilities.

Social Media. Communications and/or information displayed or shared by church personnel with a minor through social media must be consistent with the values and teachings of the Church and readily accessible to parents and guardians as well as supervisors.

Computer Software (Unauthorized Copying). The School does not permit the illegal duplication of software. The copyright law is clear. The law protects the exclusive rights of the copyright holder and does not give users the right to copy software.

WORKPLACE CONDUCT

Conduct Statement. The School strives to create and maintain a positive work environment. To achieve this, the School encourages professional, courteous, and respectful behavior; a responsible attitude toward work; and respect for employee and School property.

The School feels strongly about this and has developed this Employee Conduct Statement to help clarify differences in judgment.

In general, employees can anticipate that actions that are or may be harmful to another employee or to the School may be cause for corrective action up to and including termination of employment. In addition, employees are expected to abide by the general guidelines listed below. Please note that this list is not exhaustive.

- Employees are expected to be at their work location and to attend to their responsibilities. Employees are also expected to notify their supervisor or manager in advance when they are unable to do so. Attendance and punctuality are essential functions of every position at the School.
- Employees are expected to respect the individual rights, dignity, and privacy of others.
- Employees are expected to maintain the highest standards of ethical conduct.
- Employees are expected to respect the property of others.
- Employees are expected to maintain confidentiality of all sensitive information related to the School, including, but not limited to, information pertaining to the School's students and their records.
- Employees are expected to help maintain a safe work environment.

Any criminal or civil actions filed by or against an employee, or any arrest or investigation of the employee in connection with a criminal action must be reported immediately to the School.

Standards of Professionalism. The School's reputation and success are determined by the work that we do and by the employees who represent us. Regardless of whether you are interacting with students, parents, trustees, alumni, suppliers, fellow employees, or the public in general, the manner in which you conduct yourself should reflect the standards of professionalism, quality, and integrity communicated and embraced by the School. Such attributes as professional appearance, behavior, habits, and communication skills play a major role in protecting the

School's image. The School's reputation and success are also determined by the quality of our working environment. Employees are expected to treat one another with dignity, respect, and courtesy at all times.

Corrective Action. The School recognizes that most employees take responsibility for ensuring their behavior complies with the School's standards. There may be times when it becomes necessary for the School to take corrective action when an employee fails to meet the School's standards of performance, attendance, conduct, or other expectations. The School has sole discretion to determine whether circumstances warrant disciplinary action and, if so, what type of corrective action is warranted. Examples of possible corrective action include, but are not limited to: oral warnings, written warnings, suspension, and termination of employment. The School is not limited to the actions previously described and may apply any of those actions it deems appropriate at any time, with or without notice. This policy in no way alters, amends, or modifies the at-will nature of your employment with the School.

Attendance and Punctuality. Meeting our commitment to provide the best educational experience to our students requires that all employees perform their jobs in an efficient and timely manner. Satisfactory attendance and punctuality are necessary for the efficient operation of the School. To ensure that we meet our commitments to our students and to our colleagues, the School requires all employees to be present within the School's hours of operation, unless they are absent due to School business, illness, or approved leave.

If a faculty member must be absent or late to work, he or she must notify his or her department chair, advisory partner, and the substitution coordinator. Lesson instructions must be submitted to the substitution coordinator. Staff who will be absent or late to work must notify their supervisor. Absence for any reason other than illness or an emergency situation should always have the prior approval of the employee's supervisor at least 24 hours prior to the absence.

It is solely the employee's responsibility to report all leave time accurately and in a timely manner using the payroll system. Repeated, excessive, or unreported failures to arrive at work or arrive on time may result in corrective action which may include, but is not limited to: oral warnings, written warnings, suspension, and termination of employment. Similarly, patterns of absence (Fridays and Mondays, day before/after a day off) or unauthorized early departures from work may result in corrective action up to and including termination.

Professional Dress and Appearance Standards. The School expects all employees to maintain a neat and tasteful appearance which contributes to the positive impression made on students and the community. Employees should be suitably attired and groomed during working hours and when representing the School, whether on our premises or at another location.

Examples of suitable attire include:

- Men: Dress slacks and shirt, tie, and sports jacket or sweater. During the time of year when the expectation for student attire is adjusted for the warmer weather, male employees may wear dress slacks and a John Carroll or non-logo polo shirt.
- Women: Dress, skirt or dress slacks and dress top, blouse, or sweater.

During formal gatherings (i.e. Mass, Open House, awards assemblies) professional attire is required.

Examples of unsuitable attire include:

- Revealing, form-fitting attire

- Jeans, sweatpants
- Flip-flops

For approved dress-down days relaxed attire including jeans, t-shirts, sandals, and athletic shoes will be permitted.

Hours of Work. For all full-time employees, the School's regular work week is based upon an 8 hour day and a 40 hour week. The instructional day begins at 8 am.

Full-time faculty are expected to report to work in sufficient time to prepare for the beginning of the instructional day, be present in their classroom no later than 7:45 AM, and remain available to the students at the end of the instructional day as needed, generally around 3:30 PM.

Full-time staff are expected to work an 8 hour day and a 40 hour week with flexible schedules based upon specific department coverage needs as determined by their supervisor.

All employees are required to sign out at the reception desk in the main office if they must leave the campus at any time during the scheduled work day. If an employee is away from campus for a non-work reason for two or more hours, the employee must report their time away in the payroll system.

Faculty should inform their advisory partner and staff should inform their supervisor of their absence prior to departure.

Personal Leave. With approval from the Principal, 10 month employees may convert up to 16 hours of sick leave to 16 hours of personal leave per school year.

Conflict of Interest. Employees should avoid any situation that involves or may involve a conflict between their personal interest and the interest of the School and its students. As in all other facets of their duties, employees dealing with students, parents, suppliers, contractors, competitors, or any person doing or seeking to do business with the School are to act in the best interest of the School and its students. Each employee shall make prompt and full disclosure in writing to her/his supervisor of any potential situation that may involve a conflict of interest. Such conflicts include:

- Ownership in or employment by any outside enterprise that does or seeks to do business with the School, including a faculty member working as an independent tutor for a student enrolled in his or her class
- Serving as director, officer, partner, consultant, or in the managerial or technical capacity with an outside enterprise, which does or is seeking to do business with the School unless the Board of Trustees has provided prior approval
- Acting as a broker, finder, go-between, or otherwise for the benefit of a third party in transactions involving or potentially involving the School or its interests
- Any other arrangements or circumstances including family or other personal relationships which might dissuade the employee from acting in the best interest of the School

In the course of an annual professional relationship, gifts valued up to a total of \$250 may be accepted. Gifts accepted are encouraged to be shared within the department.

Intellectual Property and Works Made for Hire. The School is and will remain the owner of all inventions, products, data, concepts, ideas, and other tangible and intangible intellectual property developed within the scope of or as part of employment with the School.

All inventions conceived, contributed to, or reduced to practice by the employee or with others during or within the scope of employment with the School, or on or while using the School's time, equipment or facilities, including all trademarks, patent rights, and copyrights, are the sole and exclusive property of the School.

For this purpose, the term "invention" means any discovery, whether or not patentable, including, without limitation, any product, process, method, formulae, technique, machine, manufacture, composition or matter, algorithm, computer program or code, or any improvement thereof, which is or may be new.

All works of authorship, including, without limitation, computer programs, software code, designs, technical descriptions, user guides, concepts, ideas, and other works, created by the employee or with others during or within the scope of employment with the School, or in using the School's equipment or facilities, are "Works Made for Hire" under the U.S. copyright law, and are the sole and exclusive property of the School.

Employees should promptly disclose any actual or potential invention of work made for hire to their supervisor or the Human Resources Liaison. The employee may be asked to execute a formal written assignment to the School of all rights, title, and interest in and to any such invention or work for hire, whether during or after termination of employment.

Outside Employment. An employee may hold a job with another organization as long as s/he satisfactorily performs her/his job responsibilities with the School. All employees will be judged by the same performance standards and will be subject to the School's scheduling demands, regardless of any existing outside work requirements.

If the School determines that an employee's outside work presents a conflict of interest or interferes with performance or the ability to meet the requirements of the School as they are modified from time to time, the employee may be asked to terminate the outside employment if s/he wishes to remain with the School. Outside employment will present a conflict of interest if it has an adverse impact on the School.

Solicitation or Distribution. Except for school-approved fundraisers, solicitation or any other similar type of activity is not permitted during the working time of either the employee doing the soliciting or being solicited. Working time does not include unpaid meal periods.

The distribution of non-school literature, such as leaflets, letters, or other written materials by an employee is not permitted in any area at any time except non-working areas during non-working time.

COMPENSATION AND BENEFITS

Employment Categories. Employee classification is subject to review by the Business Office. Non-exempt/overtime eligible employees receive payment for their work on an hourly basis and are eligible for overtime compensation at one and one half times their regular rate of pay for all hours worked over 40 in one work week. Overtime must be authorized by the immediate supervisor prior to work. Exempt/non-overtime eligible employees receive payment for the performance of a job and are paid for their work on a salary basis. Exempt employees are not eligible for overtime pay regardless of the number of hours worked.

Meals and Break Periods. Employees are allotted a daily one-half hour lunch break, to be scheduled based on department needs. Hourly non-exempt employees are to be relieved of all duties during this unpaid meal period. A non-exempt employee who is unable to take the complete duty-free meal period because of being called away to complete work assignments should indicate such on the employee’s timesheet and the employee will be compensated accordingly. Exempt employees are paid on a salary basis, regardless of hours worked. Employees should consult their supervisor to determine their meal and break schedule.

Pay Periods and Pay Days. The School operates under a biweekly pay period. The workweek runs from Monday to Sunday. All employees are paid every other Friday by direct deposit. Any shortage or overpayment in your paycheck must be called to the attention of the Business Office immediately. Promptness will enable us to correct the discrepancy, if any, as soon as possible. Paystubs and W-2s are available electronically through the payroll system.

Pay Deductions. It is the School’s policy to comply with the salary basis requirements of the Fair Labor Standards Act (FLSA) and the School does not allow deductions that violate the FLSA.

If you believe that an improper deduction has been made to your salary, you should immediately report this information to your direct supervisor, or to the Human Resources Liaison.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

Benefits Eligibility. An employee is eligible for benefits if he/she is:

- Full time, 10-month employee: Teaching 5 sections or a Department Chair teaching 4 sections
- Part time, 10-month employee: faculty teaching less than 5 sections or staff scheduled to work 20 hours per week or less
- Full time, 12-month employee: scheduled to work at least 40 hours per week
- Part time, 12-month employee: scheduled to work at least 25 hours but less than 40 hours per week

Employment Type	Health and Dental	403b Participation	403b Match	Life Insurance	STD and LTD	Legal Resources	EAP	FSA	Tuition Remission
Full Time, 10-month	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Part Time, 10-month	No	Yes	No	No	No	No	Yes	No	No
Full Time, 12-month	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Part Time, 12-month	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No

Refer to the Archdiocese of Baltimore Benefits Guide and plan documents or contact the Human Resources Liaison for additional information.

Tuition Remission for Children of Employees. The children of full-time employees are eligible for 50% tuition remission after one year of full-time service. Employees may apply for financial aid beyond their tuition remission

benefit by following the school's financial aid policy and process. The Financial Aid Committee will consider their application and may grant additional financial aid where there is demonstrated need.

Qualified Educational Assistance Program. The School encourages all employees, faculty and staff, to develop and enhance their professional knowledge and skills as they relate to their employment at the School. To that end, the School has established a qualified educational assistance program for its eligible employees to reimburse them for certain postsecondary education costs.

Eligible educational institution – Only classes from an accredited organization, college or university are eligible for reimbursement.

Eligible employee – All full-time employees (faculty and staff).

Qualified Education Expenses – Tuition required to enroll at or attend an eligible educational institution. Expenses that do not qualify include books, supplies, any equipment required, and cost of meals, lodging, travel, research, or clerical help. Courses that involve sports, games, or hobbies are not qualified education expenses unless they:

- Have a reasonable relationship to the business of the School or
- Are required as part of a degree program

Annual/Semester Amount - The School will reimburse up to but not to exceed \$1,500 of educational expenses per semester, per employee. If coursework exceeds \$1500 per semester, it is the employee's responsibility to pay for any cost over the reimbursed amount. Employees are encouraged to seek discounts and scholarships through the employee's association with Catholic education.

Courses or Course of Study - Classes must be related to the work the employee does for the School. Classes may be in a certificate, licensing, undergraduate, or post-graduate degree program. The School, at its sole discretion, reserves the right to determine what classes qualify as work-related. Classes should be scheduled at a time that does not conflict with employee's regularly scheduled hours, including teaching time, school events, and duty obligations. Reimbursement will only be made for qualified, verifiable educational expenses, and will not be taxed.

Terms of Reimbursement - This benefit is available to all eligible full-time employees. An employee who is on a written performance improvement plan or written up on an employee counseling report may not be eligible to participate in the educational assistance program. Official transcripts must be submitted for documentation. Reimbursement will be made only upon presentation of documentation indicating satisfactory completion of the course. A grade of B or above in graded coursework or an equivalent at the sole discretion of the School indicates satisfactory completion of the course. The School invests in educational assistance to employees with the expectation that the investment be returned through enhanced job performance.

If an employee separates from the School within one year of the completion of the reimbursed course, the employee will be required to repay 100 percent of the reimbursed educational assistance.

Approval Process -

- The employee requesting educational assistance must complete all sections of the Educational Reimbursement Approval Request form and submit the form to their immediate supervisor to begin the approval process prior to enrolling in classes for which reimbursement will be requested.

- Further details of the procedure are included with the application for approval.

Degree/Certification Notification – It is the responsibility of the employee to notify their supervisor and the Human Resource Liaison when a degree or certification is obtained.

Other Tax Benefits - The School adheres to current IRS regulations in determining whether educational assistance is taxable income. Please contact your tax advisor and IRS Publication 970 – Tax Benefits for Education for more information.

Leave Time

Employment Type	Vacation Leave	Sick Leave	Personal Business Leave	Holidays
Faculty, Full-time	0	10 days	2 days	Yes
Faculty, Part-time	0	Prorated	2 days	Yes
Staff, 10 month	0	10 days	2 days	Yes
Staff, 12 month	0-5 – 10 days 6-10 – 15 days 11+ - 20 days	10 days	2 days	Yes, if on a scheduled work day
Staff, Part-time	prorated	prorated	2 days	Yes, if on scheduled work day

Sick Leave. The School provides sick leave with pay to meet employees' needs while recuperating from illness or injury or are caring for an immediate family member. Sick leave may only be scheduled in the event of a doctor appointment, and time off must be recorded in the payroll system.

Sick leave pay may be carried over from year to year to no more than 45 days. If an employee has accumulated more than 45 days of sick leave with pay prior to July 1, 2000, that employee will not lose his or her previously accumulated sick leave and will be allowed to carry those days over from year to year until they are used.

An employee absent for three or more consecutive sick days must provide a doctor's note authorizing a return to work submitted to the Human Resource Liaison.

Personal Business Days. Employees shall be permitted two personal business days without reduction in pay. These days can be taken only for personal business that cannot be handled at any time other than during normal working hours, and time off must be recorded in the payroll system.

Requests may not be for a day prior to or immediately following a school holiday. Personal days are not subject to accumulation from year to year and may not be used as sick leave.

Vacation Leave. Vacation not taken within the fiscal year can be accumulated from one year to another to a maximum of 10 days. Time off must be recorded in the payroll system.

Converting Leave Time. Once approved by a supervisor, leave time may not be converted to another category. For example, if an employee is taking vacation leave and there is an inclement weather day for which the School closes, the employee will not be permitted to convert their vacation day to a worked inclement weather day.

Leave as Severance. No leave will be paid in addition to regular wages or salary, nor will it be provided as a form of severance pay for individuals leaving the employment of the School.

Holidays. The School provides Holiday Pay for eligible employees and will publish a holiday list for staff each year defining dates of holidays and school closures. Employees should see their immediate supervisor to determine eligibility for Holiday Pay.

Standard paid holidays are: Independence Day; Labor Day; Columbus Day; Thanksgiving Day; Thanksgiving Friday; Christmas Eve; Christmas Day; New Year's Eve; New Year's Day; Martin Luther King Day; President's Day; Good Friday; Easter Monday; and Memorial Day.

Jury Duty. When employees are called for jury duty there will be no adjustment in regular pay. Written confirmation of days of service performed must be brought to the Human Resource Liaison and time off must be recorded in the payroll system.

Employees shall communicate with their supervisor, in advance when they expect to be out for jury duty. Faculty members shall continue to plan lessons, grade papers, and fulfill other professional responsibilities to the best degree possible while performing jury service. Furthermore, if the jury duty ends while the school day is still in progress, employees are expected to return to the School and finish as much of the day as possible.

Bereavement. Within six months of the date of the death of his or her immediate family member, an employee is eligible for up to five (5) consecutive days of absence without loss of salary or sick leave. Immediate family will include: spouse, child, parent, siblings, and grandparents, and the sibling or parents of one's spouse.

Family & Medical Leave (FMLA)

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 work weeks of unpaid, job-protected leave in a 12-month, backward-rolling period (measured backward from the day an employee takes covered leave) to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter, or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

Spouses employed by the School are limited to a combined total of up to 12 work weeks of FMLA leave in the same 12 month period if the leave is for the birth, adoption or foster care placement of a child, or to care for a parent with a serious health condition.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter, or parent is on covered active duty or call to covered active duty status in a foreign country serving in the regular Armed Forces, National Guard, or Reserves may use their 12-workweek leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. An eligible employee may also take the exigency leave for certain activities related to the care of the military member's parent who is incapable of self-care where those activities arise from the military member's covered active duty, such as arranging for alternative care; providing care on a non-routine, urgent, immediate need basis; admitting or transferring the military member's parent to a new care facility; and attending certain meetings with staff at a care facility, such as meetings with hospice or social service providers.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 workweeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".

Benefits and Protections

During FMLA leave, the School will maintain the employee's health coverage under any "group health plan" on the same terms as if you had continued to work. This means that you must pay your portion of the health care premium by a check made payable to and delivered to the School at the times these amounts would have been paid if the employee had not been on leave.

Upon return from FMLA leave, most employees must generally be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of your leave. The school may recover its share of the cost of those benefits if the employee does not return to work upon the expiration of FMLA for any reason other than the serious health condition of the employee, the employee's immediately family member or covered servicemember, or another reason beyond the employee's control. Other benefits such as paid leave or seniority will not accrue just as under any other form of unpaid leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family

member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

You do not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. You must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Intermittent or Reduced Schedule Leave. If an instructional employee (faculty member, coach) requests medical leave that is foreseeable based on a planned medical treatment and the faculty member will be gone for more than 20 per cent of the employee's working days during the period of leave, the School may require the employee to (1) take leave for periods of a particular duration not to exceed the duration of the planned medical treatment, or (2) transfer temporarily to another position offered by the employer for which the faculty member is qualified, as long as the new position has equivalent pay and benefits and better accommodates the recurring periods of leave.

Leave Requested Near the End of the Academic Term. An instructional employee who begins FMLA leave more than five weeks prior to the end of an academic term may be required to continue his or her leave until the end of the term if (1) the leave period is at least three weeks, and (2) the faculty member's return to work would occur during the three-week period prior to the end of the term.

If the leave is requested within five weeks of the end of the term for a reason other than the employee's own serious health condition or military exigency, the faculty member may be required to continue on leave until the end of the term if (1) the leave is longer than two weeks, and (2) the employee would return from leave within two weeks of the end of the term.

A faculty member whose FMLA leave extends past five days and begins during the three-week period prior to the end of the term and is not for the employee's own serious health condition or military exigency may be required to take leave until the end of the term.

Substitution of Paid Leave for Unpaid Leave

As with any other (leave of) absence, you must exhaust all accrued paid leave while taking FMLA leave before going out on unpaid leave or prior to the eligibility for short-term disability benefits, if available. Thus use of paid leave does not extend the FMLA period but runs concurrent with it. In order to use paid leave for FMLA leave, you must comply with the School's normal paid leave policies, including call-in procedures.

Employee Responsibilities

Employees must provide at least 30 days advance notice of the need to take FMLA leave when the need is foreseeable and must follow the same procedure for requesting leave as for any other form of leave. When at least 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures. Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave.

Sufficient information may include that the employee is unable to perform his or her job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees will generally be required to provide medical certification, including return-to-work and may be required to provide periodic recertification supporting the need for leave.

The School's Responsibilities

Upon receiving a request for FMLA leave you will be provided with a written notice informing you whether you are or are not eligible for FMLA Leave and why. If you are eligible and provide the requested documentation, The School will inform you if leave will or will not be designated as FMLA-protected and, if so, the amount of leave counted against your leave entitlement.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

Unpaid Leave of Absence. An unpaid leave of absence is an approved absence for a specified reason (personal or medical reasons that do not otherwise qualify for FMLA leave) and for a given period of time. All requests for leaves of absence will be given serious consideration. However, the granting of a request will be based on a variety of factors including and not limited to the School's operational requirements and business needs; your job performance; and tenure with the School. Reinstatement at the conclusion of the leave is not guaranteed and may occur only if there is an available position for which you are deemed the most qualified candidate.

The request for a leave of absence is to be presented in writing to your supervisor with a copy forwarded to the Human Resources Liaison for approval. Under no circumstance is any leave considered authorized nor shall it be assumed to be authorized unless a written authorization signed by the Human Resources Liaison is received. All leaves are without pay and without benefits except as required by law. Leaves, when granted, will generally not exceed 12 weeks or the employee's length of employment, whichever is less.

Any employee who applies for unemployment insurance benefits while out on a leave of absence will be considered to have voluntarily quit his or her employment as of the date the claim was filed.

Reasonable Accommodation for Disabilities Due to Pregnancy.

If you incur a disability as a result of or contributed to by pregnancy you have the right to request a reasonable accommodation that may include:

- changing your job duties;
- changing your work hours;
- relocating your work area;

- providing mechanical or electrical aids;
- transferring you to a less strenuous or less hazardous position; or
- providing leave; and
- does not impose an undue hardship upon the School.

You may be required to provide medical certification of the need for reasonable accommodation to the same extent a certification is required for other temporary disabilities. Such certification shall include:

- the date the reasonable accommodation became medically advisable;
- the probable duration of the reasonable accommodation; and
- an explanatory statement as to the medical advisability of the reasonable accommodation.

School policies and practices regarding the availability of leave, the accrual of seniority and other benefits and privileges, reinstatement, and payment under any health or temporary disability insurance or sick leave plan, formal or informal, shall be applied to disability due to pregnancy or childbirth on the same terms and conditions as they are applied to other temporary disabilities.

SEPARATION FROM EMPLOYMENT

Termination of Employment. The School operates under the principle of “at-will” employment. This means that, unless an employee has a signed contract between employee and the School that is to the contrary, neither the employee nor the School has entered into a contract regarding the duration of employment. The employee is free to terminate employment with the School at any time, with or without notice, for any reason. Likewise, the School has the right to terminate employment, or otherwise issue corrective action, transfer, or demote the employee at any time, for any reason, with or without notice, at the discretion of the School.

The School respectfully requests that the employee give and serve at least two weeks’ written notice in the event of resignation.

Return of School Property. Upon or prior to termination of employment, an employee must promptly deliver to the School all school equipment, materials, supplies, keys, access cards, files, and other property that has been issued by the School. The School will take the necessary actions to recover the actual property not returned, or the value for its replacement.

Verification of Employment. Employment information about past or present employees of the School is private and should not be communicated. All employment reference inquiries regarding past or present staff members must be directed to the Director of Finance. No one other than the Director of Finance is authorized to respond to such requests.



THE JOHN CARROLL SCHOOL

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Faculty

Guidelines

ELEMENTS OF TEACHER EXCELLENCE AT THE JOHN CARROLL SCHOOL29

OBSERVATIONS & EVALUATIONS30

COMPENSATION MODEL31

EXPECTATIONS FOR FACULTY MEMBERS.....32

STUDENT GRADING & EVALUATION.....35

EXAM PROCEDURES.....38

STUDENT-RELATED INFORMATION.....40

ACTIVITIES SPONSORSHIP46

OTHER FACULTY RESPONSIBILITIES46

COMMITTEES & THEIR FUNCTIONS.....49

FIELD TRIP POLICY.....50

ELEMENTS OF TEACHER EXCELLENCE

AT THE JOHN CARROLL SCHOOL

1. **Effective Instruction** – defined in the teaching excellence document
2. **Evidence of professional development** – Examples include but are not limited to:
 - a. Visit other schools for best practices
 - b. Present at professional conferences & workshops; present new ideas/work at department meetings; present to colleagues a “best practices” or material from conferences; present a new strategy to the JC community following a professional development experience
 - c. Publish; publish an article
 - d. Participate in field experiences – real world experiences related to a subject area
 - e. Receive an Award for Excellence, outside recognition
 - f. Mentor a new faculty member
 - g. Serve on an Accreditation Team
 - h. Become an AP Reader
 - i. Revise curriculum
 - j. Pursue advanced degree or certification
3. **Spiritual development / support of Catholic identity** – Examples include but are not limited to:
 - a. Participate in and support (i.e., letter-writing) retreats
 - b. Support colleagues and students in their faith
 - c. Support and encourage teachings of the Catholic Church
 - d. Participate and encourage positive liturgical behavior
 - e. Support faith base groups or clubs
 - f. Involvement in, and support of, service learning
4. **Enhancing student life** – Examples include but are not limited to:
 - a. Inform students of opportunities for advancement and support their efforts
 - b. Support St. Joseph program
 - c. Coach, sponsor club/activity; support student activities
 - d. Organize/moderate field trips and foreign travel
 - e. Support students’ college application process - write college letters/letters of recommendation, complete scholarship applications, and read college essays
 - f. Build classroom rapport and community, i.e. guest speakers
 - g. Mentor and support Sr. Project
 - h. Be available for student help outside of class
5. **Supporting enrollment** – Examples include but are not limited to:
 - a. Participate in recruiting programs on/off campus
 - b. Promote school within community
 - c. Help interview prospective students
 - d. Engage and welcome prospective families and students
 - e. Create a positive experience for shadows
 - f. Support summer programs on campus
 - g. Moderate or coach elementary and middle school programs
 - h. Contact prospective students

- 6. Advancing the school** – Examples include but are not limited to:
- a. Share positive news with IA to share with the larger community
 - b. Attend alumni events
 - c. Serve on board committees
 - d. Participate in Harford County organizations
 - e. Solicit alumni to speak in class or at events
 - f. Support donor events

PROFESSIONAL RESPONSIBILITIES

- a. Perform all duties related to academic administrative responsibilities (i.e., attendance, accurate and punctual grade reporting, timely emails to parents, updates class website on a daily basis, etc.)
- b. Perform all duties related to being a member of the JC community – (i.e., professional dress, punctuality, attending assemblies with your students etc.)
- c. Purposeful prayer in classroom, (variety, student led)
- d. Participate fully in Advisory Program
- e. Support department initiatives
- f. Model the behavior that we expect of our students
- g. Perform extra duties, primarily substitutions, willingly and responsibly
- h. Prepare and attend Open House, faculty, department and other professional meetings
- i. Follow attendance procedures for faculty absence
- j. Respect the dignity of each student

OBSERVATIONS & EVALUATIONS

EACH TEACHER CAN EXPECT...

- 1 formal observation by Assistant Principal
- 1 formal post-observation meeting with Assistant Principal
- 1 informal observation by Assistant Principal (may be more than 1)
- 1 end of the year meeting and discussion on yearly evaluation with Asst. Principal

- 1 formal observation by Department Chair
- 1 formal post-observation meeting with Department Chair
- 1 informal observation by Department Chair (may be more than 1)

- 1 formal observation by a peer done by teacher in the second semester
- 1 formal observation done by a peer for the teacher in the second semester

Peers will be expected to complete an observation document and give a copy to both the department chair and the Assistant Principal for Academics. If it is your first year at John Carroll – you will also have one observation with Mentor Teacher Leader during your first semester. Please do not introduce/acknowledge observer's presence during the observations. All

teachers will have student surveys at the end of each semester. Department Chairs should meet to discuss the survey with each teacher.

DIFFERENCES OF FORMAL AND INFORMAL OBSERVATIONS

Characteristics of a Formal Observations

- Teacher will be given at least three days notice
- Teacher will be observed for an entire class period
- Teacher should prepare a hard copy of either a lesson plan, class outline, or itinerary
- Teacher should have a seating chart and copy of any assignments for observer
- Teacher will have a scheduled post-observation conference with observer

Characteristics of an Informal Observations

- Teacher will not be given advance notice
- Teacher will not be observed for the whole class period
- Teacher does not need to have any forms or handouts ready
- Teacher may or may not have a post-observation conference with observer.

COMPENSATION MODEL

PAY BANDS

There are currently 4 pay bands: Bachelor's degree, Master's Degree, Masters +30, and PhD. A copy of the current pay bands is available in the Director of Finance or Principal's offices.

STIPENDS

The specific stipends are available from the Director of Finance, the Athletic Director, or the Assistant Principal for Academics. Stipends are offered for Club/Activity Moderators, Coacher, Department Chairs, or for situations where a teacher is asked to teach a 6th section.

FAQ

What is the deadline for a newly acquired degree to trigger an increase to a new Band?

The deadline is the new contract start date. Employees will need to alert the Administration of their impending degree/courses that will move them to this new level, and then offer verification that they were successfully completed.

What type of credits count to the Masters + 30 level?

Any continuing education credits will count toward the Masters+30 level. This would include graduate-level work as well as Continuing Education Units (CEUs). Note that these credits do not have to be in any specific subject area to qualify. The Administration believes that any further education, no matter what the subject area, will benefit teachers personally and professionally, and therefore will benefit their students.

What happens when you move to a higher Band?

When a faculty member moves up to a new Band, the Merit Increase will first be applied to a teacher's current salary. Then, the Band Increase of \$2,000 (for Masters or Masters + 30) or \$10,000 (for PhD) will be added to derive their new salary.

EXPECTATIONS FOR FACULTY MEMBERS

INSIDE THE CLASSROOM EVERYDAY

- a. Be on time to each class and in the beginning of the day
- b. Collect cell phones at the beginning of class
- c. Computers down until when used only for academic purpose
- d. Take attendance in the first 10 minutes of class
- e. Start with a prayer/moment of silence
- f. Introduction - explain lesson and plan for day with a hook
- g. Teach engaging student-centered lessons while taking into account there are a variety of learning styles and needs
- h. Continually assess at some level (formative or summative), but with an emphasis on formative assessments
- i. Post work on Veracross either after class or at end of day
- j. Never dismiss classes early, teach the full class time

OUTSIDE THE CLASSROOM EVERYDAY

- a. Students should never be sitting on the floor in main hallway area, the academic wing, or guidance hallway
- b. There should be no eating anywhere other than the cafeteria and/or cafeteria hallway/courtyard
- c. Do not allow students in unsupervised areas alone and do not allow wandering in the hallway during the academic school day.
- d. **Always lock your classroom when you are leaving. Do not allow students to remain unsupervised in your classroom.**

ATTENDANCE

Attendance and punctuality are essential functions of all faculty members. All faculty are to be present at school by 7:30 a.m. Mailboxes are to be checked upon arrival. Teachers are to be in their classrooms by 7:45 a.m. If delayed beyond 7:30 a.m., teachers are to call school and inform the administration.

Teachers are expected to attend ALL Faculty/Staff Meetings and Professional Development days and sessions. Teachers may be excused only with the permission of the Principal. Attendance at subject-level and department meetings is also mandatory. Faculty must remain in school until 3:30 p.m. If it is necessary to leave school during the day for a short errand, before leaving the campus and upon their return, teachers should sign out/in with Lobby Guard.

PERFORMANCE OF DUTIES

The Employee agrees to be professional in attending to all duties and responsibilities, and to carry out such responsibilities in accordance with the particular administrative policies that the School will specify. The Employee further agrees to undertake and carry out all of his/her responsibilities in a manner that reflects his/her loyalty and fidelity to the School, its philosophy and the objectives sought to be accomplished. Each Employee must complete and remain in compliance with all AoB training and expectations for working with children.

CARE OF CLASSROOMS

Each faculty member is requested to cooperate in maintaining the school in good operating condition. Please report any broken, damaged, vandalized, or malfunctioning property to the Director of Facilities by means of work request forms.

All rooms should remain locked throughout the day. All rooms are to be kept in proper order during the school day; this includes erasing of boards and returning of desks to their original positions if they have been moved in the course of a class. Teachers who have classrooms for their use during a large portion of the day should be aware that other teachers will need to use the desks and other equipment at times during the day; the teacher's desk should be left clear of personal books and equipment to facilitate use by all those who use the room.

- The last person to use a room should close the door and lock it, close the windows, and turn out the lights.
- Books or other materials should not be set on the grill part of the heating system. The blockage of airflow may cause the motor to burn out.
- Students are not permitted to sit on top of desks.

STUDENT LOCKERS

Faculty members are reminded that no teacher should open and inspect a student's locker unless a member of the Administration is present.

MAILBOX

Teachers are asked to check their mailboxes at least three times a day – before school, at lunch, and after school. Due to the confidential nature of some school correspondence, never send a student to collect material from a mailbox. Students may give materials to a faculty or staff member who will place it in the proper mailbox.

COMMUNICATIONS WITH PARENTS

Faculty members are expected to follow the Communication Protocols explained in the *Employee Handbook* under the section entitled, "Protocols for Brand Adherence."

Two of the most effective and direct methods of communication between teachers and parents are the telephone and e-mail. This is especially true today when in many cases both parents are working.

Teachers must be prepared to communicate with parents about students (i.e. make telephone calls and/or send and receive e-mail). This is a critical expectation when a student's behavior is causing concern or when course failure is a real possibility.

Effective communication with parents is essential to good education. If you are unsuccessful in contacting the parents of a student having difficulty, inform the Assistant Principal for Academics and your Department Chair. **If a parent leaves a phone message or sends an email to the teacher, it is expected that the message will be returned within twenty-four hours of receipt.** In the event a telephone conversation or e-mail with a parent results in an unpleasant exchange or in the disclosure of

important or disturbing information, the details must be documented, and a copy given to the administration. If a parent calls an administrator about an academic problem, the question is communicated to the teacher. After the teacher contacts the parents, he/she should outline the disposition of the matter and inform the department chairperson and the administration immediately. When responding to a parent in written form, it is recommended that the teacher keep a copy of the communication. Please see E-mail Standards below.

E-MAIL STANDARDS

Communication is key and e-mail communication becomes more integral to operations every year. With this in mind, here are a few reminders regarding e-mail etiquette:

- Keep it simple.
- Check for accuracy. Reread your e-mail. If in doubt let someone else read it for clarity and grammar. Spell check it and make sure you are sending it to the right people.
- All emails should have the school approved signature as communicated from the Director of Strategic Marketing & Communications.
- Quotes are not a part of our guidelines and should be avoided in email signatures.

FACULTY MEETINGS

When announced, all faculty members are expected to attend faculty meetings. Attendance at this meeting is mandatory. Teachers may be excused only with the permission of the administration.

OUTSIDE OF THE SCHOOL DAY

Faculty members are expected to assist in chaperoning dances, proctoring the entrance test, other school activities, and in helping to conduct other necessary events on the school calendar as necessary. The following is the minimum degree of participation by faculty:

- To chaperone at least four extracurricular events.
- To be actively involved for at least one half-day in the Open House, Back-to-School Night, and to attend Senior Project Showcase, Baccalaureate, and Graduation.
- Additional chaperones will be assigned as the need arises.

STUDENT GRADING & EVALUATION

PURPOSE OF EVALUATION

- A variety of evaluative techniques should be used to assess student mastery of content, understanding and learning skills. Assessments should evaluate the full range of levels of thinking and indicators of understanding (explain, interpret, apply, have perspective, empathize, and have self-knowledge). As much as possible, assessment should be based on authentic, real world performance.

- Evaluative tools should also be used to increase student learning. Student thinking is most focused during assessment situations thus creating an opportunity for expanded learning. Appropriate practice enables students to learn from their mistakes.
- Teachers should use evaluation tools to improve instructional technique. Formative assessments will reveal the level of understanding that has developed, and reveal whether or not the instructional design is working. If student performance does not meet expectations, teachers should examine objectives, instructional technique, and the nature of the evaluation device.

Objective-Based Evaluation: Evaluation devices used to determine understanding must be based on the desired results identified and must be structured so as to measure students' accomplishment of the desired results.

EVALUATION AS AN OPPORTUNITY FOR SUCCESS

- Establishing desired results commensurate with the skills and abilities of students and creating evaluative tools based on the desired results should mean that most of the students will achieve success.
- As an academic institution in which the majority of students possess average to above average ability, grade distributions should reflect higher levels of achievement.

CONSISTENCY

- Common standards for assessment should result in consistency. Faculty members teaching the same course, and within a department should attempt to maintain consistency in grade distribution.
- Teachers of the same course should meet early in the school year to plan course objectives, desired results, assessment techniques, instructional design, calendars, and grading procedures. The purpose of the scheduled planning periods is to allow time to discuss the implementation of objectives and insure consistency in assessment and grade distribution.
- Teachers of the same course should develop common content and format for the course exams. Identical exams should be given unless the Department Chairperson gives permission to do otherwise. Grading of the exams should be consistent.

GENERAL POLICIES

- All assignments/assessments must be graded and returned within 72 hours of the date of the assignment/assessment and posted in Veracross.
- Grading policies will be written and shared with students and parents.
- All assignments/assessments must be graded and returned within 72 hours of completion.
- In a quarter there should be a minimum of three major grades. These grades may come from performance tasks, tests, research papers, oral reports, projects, essays or other writing assignments and daily work average. There should be a minimum of 2 grades per cycle
- Criteria for the evaluation of non-test assessment must be established. If extra credit assignments are permitted, they should be available to all students, not just the student who is failing. Extra credit should never be used to replace course requirements.
- Disruptive classroom behavior should be handled through discipline, not grades.
- Teachers should be aware that students sometimes have multiple tests on the same day. Teachers should try to do whatever is reasonable to alleviate this situation.
- Major test dates are to be announced ahead of time. In ordinary circumstances, 3 to 4 days or more are suggested.
- Teachers are to inform students of the general format of the test ahead of time so students will know best how to study. Discretion should be used whenever unassigned or untaught material is included on a test. Test instructions should indicate how much each section of the test counts.
- Teachers should have a policy for reviewing assessments with students after they are graded.

- Teachers should establish a review procedure to prepare students for semester examinations.
- When grading essay-type answers on tests and semester examinations, teachers are to evaluate content and form. Rubrics are expected to be used and provide the most objective outcomes.
- When a test calls for more than a single objective answer, teachers are to specify what is expected:
 - One or two sentences
 - A well-developed paragraph
 - A multi-paragraph essay

VERACROSS - PARENT AND STUDENT ACCESS

Parent and student access to Veracross, the school's information management system, allows families to have current information on student academic progress. It is a powerful tool that enables efficient communication between the school and our families. Parents and students are provided with a username and password that gives them access to grade information for the individual student. They are able, at any time, to see all grades (Q1, Q2, E1, S1, etc.) and the assignment grades.

Teachers are required to update their Veracross records 72 hours after collecting an assignment. Teachers must enter at least two graded assessments per 8-day cycle.

MID-QUARTER REPORT

The mid-quarter report is established electronically using Veracross. The dates that MQR's are established are listed on the school calendar with the note that Academic Review is established on these dates. It is the expectation that all grade books be current by the date and time listed in the calendar.

MARKING POLICIES

- Numerical grades – In major subjects the passing grade is 70. No quarter grade below 60 or exam grade below 50 may be given without explicit permission of the Assistant Principal for Academics. The reason is that if a student has a very low grade on his/her report card, there would be no possible way to earn a passing average for the year. This is not to interpret that a student cannot be given less than a 60, but rather that the Assistant Principal for Academics wants to review the situation before a grade is assigned. Grades below 50 will not be approved.
- In certain subjects there is a pass or fail grading system.
- Semester Grades – Semester grades are computed by adding twice the first and second quarter grades to the exam grade and dividing the sum by 5.

This situation, where a student passes the first two quarters, then fails the exam and, as a result, fails the semester is to be examined carefully to see if the exam grade is a true reflection of the student's work.

- The Final Grade for the year will be the arithmetical average of the semester averages (70 is passing). Failures (under 70) will be required to be made up in a recognized summer school, or, if this is not possible, with an approved tutor followed by an examination given under the auspices of the school. Senior failures must be made up in a recognized school other than John Carroll; no tutoring will be permitted in the case of a senior.
- Exams – Examinations will be given in all major subjects. Exams will be structured to engage students for one and a half hours. They will be twenty percent (20%) of the semester grade.
- Procedures for Recording Grades – Grades are reported quarterly electronically using Power School. Due dates can be found in the school calendar. Up to date and accurate grades must be in Power Grade by the date and time listed on the school calendar.

GRADE INFLATION

It will be school policy that no grade over 100 can be assigned. This policy applies to all graded work.

TEACHER ACCOUNTABILITY

Teachers are required to update their Veracross records 72 hours after collecting an assignment. Teachers must enter at least two graded assessments per 8-day cycle. Failure to grade in a timely manner and with appropriate frequency will be addressed by the administration.

THE BENEVOLENT GRADE

In the past some teachers have used the override feature to change quarter grades at the end of a marking period to offer mercy in extenuating circumstances. This will no longer be possible since teachers will not be using the override feature. Teachers will still have three ways to give deserving students due consideration. The three ways are:

- Adjust grades throughout the quarter on individual assignments
- Add an extra assignment at the end of the quarter
- Give an incomplete when absence is a source of problems

STUDENT FAILURE

It is the teacher's responsibility to keep the Assistant Principal for Academics, the Department Chair, and the student and parents informed of impending course failure. Communication with the student and parents about potential course failure should be documented via email.

COURSES WITH A JUNIOR/SENIOR MIX

Senior level courses in which only one or two students remain after Seniors leave can be ended with the final exam. For all other courses, teachers are asked to provide meaningful instruction for underclass students through to the end of the school year. The Assistant Principal for Academics will monitor this process in May and June.

COMMUNICATION ASSIGNMENTS

Public speaking is an essential life skill that all our students will need to master. To that end, every student must make a presentation/debate/speech at least once in every class throughout the year. A school-wide rubric is available from your department chair or the Assistant Principal for Academics.

EXAM PROCEDURES

In order to coordinate exchange of examinations between subject teacher and proctor and to provide teachers and administration with accurate data on student attendance, the following directives are given.

EXAMINATION SCHEDULE

The examination schedule will be published by the Registrar.

SUBJECT TEACHERS

All exams must be turned in to the Registrar by the date established by the Assistant Principal for Academics (this procedure includes the exams which the subject teacher is proctoring him/herself). Exams must be designed to engage students for 90 minutes.

1. An envelope containing sufficient number of examinations for each student in the class (plus two extra)
2. Explicit instructions for giving the exam; for example:
 - a. What materials, if any, may the students use (e.g. Bible, calculator)
 - b. Should students use pen or pencil
 - c. Any other pertinent instructions
3. Up-to-date class list (provided by the Registrar)
4. Complete information on the pink form attached to the exam envelope.

ASSIGNMENT OF EXAM PROCTORS

Every attempt is made to assign exam proctors as equitably as possible. For your information, the following guidelines are used:

1. Members of the Administration are not assigned proctoring assignments unless they request to proctor their own exams.
2. Members of the Guidance Department are not assigned to proctor exams so that they are available to offer guidance services.
3. Part-time faculty members are assigned to proctor their own exam and possibly one other exam on the same day.
4. Faculty members who give their exams in class or who do not give exams are not given credit for proctoring because they are not spending any time outside of normal class time.
5. The proctoring assignments are divided equally among the available faculty.

EXAM PROCTORS

Exam proctors may pick up the examinations personally that they will proctor from the Registrar between 7:30 and 7:45 am on the day the examination will be given. At the beginning of the exam time, proctors are to take attendance.

1. Fill in the information about attendance on the pink form attached to the envelope so that the subject teacher will know who missed the test. If no one is absent, write "No One."
2. Fill in the attendance information on the attendance form.
3. If a student is absent, the proctor should attach a copy of the examination and an answer sheet to the attendance form.
4. Someone will collect this paper sometime after the examination has begun.
5. Remind the students to put their names on the answer sheet.

EXAM GUIDELINES

1. Students are reminded of the importance academic honesty. Renew your commitment to the Honor Code.
2. Cell phones/computers/smart watches will be collected before exams are passed out.
3. No use of ear buds at any time.
4. Exams must stay flat on desks. Students may not lift papers off the desk. Nothing but exam materials are to be on desks.

5. Desks will be separated and spread out as much as possible.
6. Proctors will circulate through room at least every 15 minutes. They will be alert to cheat sheets, body writing, and electronic devices.
7. Students must stay seated at all times. Teachers will go to the student desk to collect completed exams.
8. No Bathroom use unless the exam is competed and turned in. If a student reports an emergency they are to go to the hall proctor who will escort them to the nurse.

After the examination time is over, proctors should return the exams to the subject teacher as soon as possible.

Floating proctors have been assigned to each floor for each exam. The proctor will sit in the middle of the corridor, approximately across from the stairs. If an emergency arises and the floating proctor is not available, contact the office immediately.

ILLNESS

1st Semester

If a student is absent on first or second day of examinations and wishes to make up this examination later in the day on one of the regular examination days, he/she should make arrangements with the Assistant Principal for Academics. If a student does not make up the examinations during the regularly scheduled exam time, he/she will be expected to take the examination(s) on the next school day and following days as needed. A faculty proctor will administer exams in an announced location.

2nd Semester

If a student is absent for a second semester exam the Assistant Principal for Academics should be notified. Individual arrangements for make-up exams will be made with the Assistant Principal for Academics.

INCLEMENT WEATHER

If one of the exam days is a snow holiday, examinations will be moved back a day, and Friday will become a snow make-up day.

In the event there are two snow days during this week of exams, the last day of examinations will be given on the following Monday.

STUDENT-RELATED INFORMATION

The Student Handbook contains information and policies that apply to the student. Faculty members should refer to the Student Handbook for additional student related information.

ACCIDENTS

The Principal's office must be immediately notified of all work-related accidents and injuries. Injuries of a serious nature are referred to a doctor and are usually treated at a local hospital or other medical care facility.

The Nurse's office must be immediately notified if there has been an accident involving a student.

ADMISSION CRITERIA

Admission to The John Carroll School depends on the following criteria:

- A strong desire to attend John Carroll
- A willingness to work to capacity
- Previous academic achievement
- Indication of the intellectual capacity to be successful in the academic program as demonstrated on the entrance test.

The School is committed to helping each admitted student develop his/her potential and do his/her best. The entire program offered by the School has only this goal in mind: to create an atmosphere in which every student is exposed to the best possible educational experience.

Students who do not meet all the criteria for admission may be admitted on the condition that they successfully complete required summer school programs.

ASSEMBLIES

All faculty, those with advisories and those without advisories, are required to attend assemblies and masses. Usually students will be called on the P.A. to stagger movement in the hallways. It is essential that advisory moderators accompany their advisory to all assemblies and assume responsibility for keeping good order. All faculty should assist in maintaining order. Unless otherwise specified, students are to sit with their advisory. Faculty should remind students that they rise when speakers or members of the administration come on stage, and that they are expected to be courteously attentive. If a teacher is unable to attend an assembly, they should inform the administration.

CHANGING COURSES OR SECTIONS

In general, the school policy is that neither courses nor sections are to be changed. Any student requests regarding change must be made to the Assistant Principal for Academics, who will consult with the Department Chair and the teacher.

CANCELING CLASSES

Teachers may not give unplanned free mods to students. If for any reason unstructured study is in order, the teacher is required to stay with the class. Classes may not be dismissed before the end of the mod.

CLASSES OUT-OF DOORS

Classes out-of-doors may be held at the discretion of the teacher. Nevertheless, it is important to notify the Office before leaving the building so that students or teachers may be located easily should the need arise. Learning must continue while out-of-doors.

DISCIPLINE

The administration and faculty hope that students acquire a high degree of self-discipline that will lead to the formation and strengthening of character and integrity. All regulations pertaining to discipline at John Carroll have been made in order to protect the rights of students and teachers and the reputation of the school and its property. The rules will ensure harmony and good order without which there can be no effective teaching or learning. The administration wishes to support each

faculty member. However, to strengthen his/her own position in the classroom, each teacher must be the first line in good discipline. Teachers are expected to maintain an atmosphere conducive to learning within the classroom. If it is necessary to punish large numbers of students within a class, it is advised that teachers hold private detentions. In the event of difficulties within the classroom, see the administration for advice or assistance. The Dean of Students' effectiveness is dependent upon the referrals of the faculty. A major detention must carry considerable weight; faculty are urged to make penalties proportionate to offenses so that the standard of fairness is maintained.

- Discipline Infractions - It is essential that each teacher is familiar with all the regulations and policies of John Carroll; this, however, is not enough. Teachers are asked to be aware of what is going on around them at all times and to act immediately and with prudence whenever they observe an infraction of school regulations and policy. Teachers are reminded that a detention is not a substitute for communication between teacher and student. Respect for students demands that we take the time to listen to them.
 - Demerits - Teachers may not assign demerits. This will be done by the Dean of Students.
 - Major Detention - Served after school and becomes part of the student's school record. By any accumulation, 4 major detentions become a demerit. As a general rule, the Dean of Students will determine when a demerit is accumulated.
 - To issue a major detention, use the Veracross behavior report on the teacher portal.
 - You will immediately receive a copy of the behavior report. The student, the student's parent(s), the student's advisor, the student's guidance counselor, and the Dean of Students will receive a copy of the behavior report as well.
 - Be considerate and constructive in how you explain the incident resulting in the behavioral report.
 - Minor Detention - Arranged between teacher and student as to time, place, and duration. Failure of a student to report merits a major detention.
 - Cafeteria Duty – May be assigned by faculty as a minor detention.
- Dress Code Infractions - If a faculty member feels that a student does not meet the standard of appearance expected of a John Carroll student (See Dress Code Regulations located in Student Handbook), he/she may write a formal detention or refer the student to the Dean of Students. To enforce a uniform policy, the Dean of Students will decide what action to take. Any deviation from the required dress code must have the approval of the Dean of Students.
- Class Punishments - It is contrary to the discipline policy of John Carroll to punish an entire class, unless the entire class has been at fault. On occasions when such punishment seems unavoidable, permission must be asked of some member of the administration before the punishment is announced to students.
- Lateness to Class - A teacher is responsible for determining the punishment for lateness to his/her own class. A student arriving late for school will have their late arrival time recorded in their Veracross attendance record which is visible to faculty in the teacher portal.
- Sending a Student Out of Class - A teacher should not send a student outside of the classroom for a minor infraction. For serious infractions, teachers should send the student to the Dean's office and issue a behavior report. The teacher, at the end of the class, should go to the Dean (or to another member of the Administration if the Dean is not available) to explain the circumstances. The student will not resume his/her schedule until authorized to do so by the Administration. The Dean will advise the interested teacher of the manner in which the case was resolved.

If any procedures or policies are not clear, faculty members should consult the Dean of Students or one of the members of the Administration for clarification. The Dean has the prerogative of determining the type of final punitive action to be taken.

DISMISSAL FOR FAILURES

Students who accrue the following number of failures will be dismissed:

1. three failures in any one year;
2. four failures in the course of the freshman and sophomore years or
3. five failures in the course of the freshman, sophomore, and junior years.

Three failures at the end of the first semester of any year are grounds for dismissal.

Any student may be asked to withdraw if the overwhelming opinion of teachers and counselors is that the student lacks skills, abilities, attitudes necessary to handle John Carroll's academic program. Some students are admitted on a provisional basis and are required to meet certain qualifications not listed in this handbook.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

The criteria for eligibility for extracurricular activities have been formulated to be consistent with the school's admission policy. They are designed to help develop in a student a proper sense of responsibility toward his/her obligations: first to academic work, and second, to extracurricular activities.

Eligibility

- Eligibility is determined every quarter.
- Two or more failures and the student enters academic review which consists of mandatory study hall every day after school until the end of the current marking period.
- Grades/MQRs are due on a schedule determined and published by the Assistant Principal of Academics.
- Parents or students who want to appeal the ineligible status must file an appeal form with the Assistant Principal for Academics by 3:00 p.m. on the Friday after grades are due.
- A meeting of the Eligibility Appeal Board will consider the appeal. The information upon which the Board will base its decision can include any or all of the following:
 - Student, parent, and/or teacher input
 - Discipline records
 - Student effort and ability.
- Only the student's parents may appeal a decision of the Eligibility Appeal Board.
- Any appeal of the Eligibility Appeal Board decision must be made in writing to the Assistant Principal for Academics within three days of the Eligibility Appeal Board's decision.
- The student is subject to the decision of the Appeal Board during this appeal.
- Eligibility may be reinstated on the day that the next mid-quarter or quarter grade is established.

GUIDANCE & COUNSELING

Guidance Staff Responsibilities

- Formal guidance and counseling services at John Carroll are provided by the Guidance Department.
- The student assignments are arranged according to homeroom. Counselors and secretaries have lists for specific referrals.
- College, personal, and academic counseling are shared by the entire staff. Students have the option of changing counselors by notification.

Faculty and Counseling Communication

- The Guidance Staff considers the faculty its best resource both for referrals about student problems and for assistance and support in helping to deal with those problems. Efforts to communicate effectively will generally take shape in two ways. The simpler method will be a notice for a briefing – a short update of five minutes or less to alert faculty to pertinent circumstances in the student’s life. The second kind of meeting will be a longer case conference; this session may include parents and will try to examine, in some depth, the student’s academic status as it relates to important events in his/her life.
- Referrals, verbal or written, may be made to any counselor, who will then channel the information to the proper counselor.

Records

- Teachers should feel free to review a student’s record for accurate background information. Items in the record should not be shared with the student, until a conference with his/her counselor can provide an overall perspective for score interpretation. Student files will remain in the Guidance Office.

Teacher Counseling

- It is possible, and in many cases highly probable, that a student will want to discuss personal problems with a teacher. If the student relates well with a teacher, then it is our opinion that the teacher may be helpful to that student. We would strongly suggest, however, that when personal problems do reveal themselves in conferences, that the teacher contact the respective counselor. This serves several functions:
 - The teacher’s protection as a professional in case he/she is later questioned by the student’s family,
 - Some assistance may be given to the teacher in the area of dealing with counseling problems, and
 - Care must be taken to maintain confidentiality in the student’s behalf.

PROGRESS REPORTS & RECOMMENDATIONS

Occasionally, students with academic difficulty will be issued a Progress Report to be completed weekly. Juniors will have teacher recommendation checklists, usually distributed in the Spring. Some seniors will need written recommendations, whether on a college form or in a letter. Students have been asked to give teachers a resume/activity list. The counseling staff will assist with these recommendations, including providing a page of suggestions for making recommendations.

HONOR CONCEPT & ACADEMIC INTEGRITY

Teachers should be familiar with the contents of the “Standards of Integrity” section of the Student Handbook. Each teacher is responsible for ensuring that his/her class knows exactly what is expected and permitted in terms of homework, working with other students, term papers, tests, other assignments, use of the Internet, and appropriate use of electronic resources. Each student must know exactly what each teacher considers cheating, plagiarizing, etc.

In spelling this out for the students, the teacher may require an honor pledge on major tests and assignments, and/or that students note on their various papers with whom they have worked or whom they have consulted.

The question of cheating and plagiarizing should always be approached from the point of view of personal honor. School policy on cheating and plagiarism should be enforced uniformly by all faculty. Students should know that presenting any work whatever as their own, when, in fact, it is not, is a dishonorable act involving false pretense.

The following should be borne in mind to eliminate, as much as possible, the opportunity to cheat:

- Make explicit statements as to what behaviors are considered cheating. Cheating behaviors include: copying on a test or exam; using crib or cheat notes; getting questions or answers from someone before a test; helping someone cheat on a test; reading an abridged version of an assigned text; turning in work copied from another; turning in work done by parents; collaborating with others when not permitted; claiming undue credit on group work; copying sentences from the internet; copying sentences from other written sources; letting another copy homework; turning in work from a paper mill; staying home to postpone a test; claiming an assignment had been submitted.
- Studies indicate that students observe plagiarism and test-taking with some regularity and that teachers catch only a small percentage of cheating behaviors.
- “Lead us not into temptation.” While test periods are opportunities for correcting papers, it is better to maintain vigilance by walking around the room.
- Teachers should not give any assignment that will not be checked, especially homework and notebooks.

A teacher may also require an honor pledge made one time for the entire school year. A sample pledge is: “I pledge my honor that I have neither given nor received aid on this graded assignment.”

INDEPENDENT STUDY COURSES

In rare cases it may be necessary for a student to earn credit for a class by studying independently under the supervision of a faculty member. Academic Assistant Principal and Department Chair approval must be gained before an independent study program can be established. A written contract between the student and teacher involved will be required. The contract must define the responsibilities and expectations for the student and the role of the teacher.

Teaching an independent study course is an addition to regular teaching and duty responsibilities. Supervising independent study would not normally result in additional compensation or reduced duties.

MAKE-UP OF FAILURES

Students who fail for the year but who are eligible to return must make up that failure in a recognized summer school, or, if this is not possible, by an approved tutor. Students who neglect to undertake summer make-up work or who fail in it are not eligible to return to John Carroll.

Students who receive two failures at the end of the first semester will confer with Guidance about their academic progress.

Enforcement:

- Please emphasize that this is a privilege and is subject to revocation.
- Students who are not eligible for Early Release but leave the campus without permission are subject to two demerits.
- Aiding a non-eligible student to depart the campus without permission will result in suspension of the early release privilege.

Students who are ineligible may request the privilege if and when they regain their eligibility. Any questions about the Senior Early Release Privilege should be directed to the Principal’s Assistant.

TUTORING

Students requesting help from a teacher outside of regular class time should be reasonably accommodated. National Honor Society tutors can also be arranged by contact National Honor Society Moderators.

ACTIVITIES SPONSORSHIP

ALL proceeds/profits from any event/activity must be submitted to the Business Office. All checks submitted as payment for an event/activity should be made payable to *The John Carroll School*.

NOTE: No one may pay for services or goods directly from the monies collected for a particular event or activity.

The event/activity sponsor must request a check to pay for all services, and can request either petty cash or a check to pay for event-/activity-related purchases.

If the services are being rendered by a John Carroll employee it should be considered a stipend and payment would occur through the payroll. If services are being rendered by a non-John Carroll employee, (including short term and long term substitutes) we, in good faith, assume that the income is being declared and thus taxes are being paid. The Business Office requires the Social Security number and address of all non-employee service providers who are not incorporated. This non-employee compensation will be reported in accordance with the current applicable regulations.

DUTIES OF THE SPONSOR OF AN ACTIVITY?

At least two weeks prior to the event the sponsor should submit a request for holding an event to the administration who will work with the sponsor to place the event on the calendar, reserve the space needed, and work with other necessary parties involved.

- The sponsor is to arrange for the facilities, chaperones, maintenance services, and to handle all related matters before, during, and after the event.
- The sponsor must see to it that the Assistant Principal for Academics has a list of chaperones.
- The sponsor shall indicate arrangements with maintenance on the form submitted to administration two weeks prior to the activity. Administration reserves the right to determine whether arrangements are in the best interest of the school.
- All funds collected from school activities **must** be deposited in the Business Office. **No disbursements may be made from cash-receipts without the permission of the Director of Finance or the Principal.** The Principal approves checks for disposal of funds.

Contracts with Outside Parties. When planning a special event (i.e., a dance, retreat, field trip) that requires a contract with outside parties, all contracts must be approved by an administrator.

OTHER FACULTY RESPONSIBILITIES

ADVISORY

Please make sure your Advisees are in your room at the start of Advisory and that they remain in your Advisory during the entire time. It should not be a time where students are going to see their teachers/counselor as those folks have their own

Advisory as well. Our hope is that Advisory is being used as a time where relationships are developed and cultivated. Even if students are taking a brain break and just relaxing in Advisory - that needs to be in your room.

TEACHER SUBSTITUTION

The Teacher Substitution Coordinator will notify faculty of substitutions as early in the day as possible. Substitutions are assigned as equitably as possible. Substitution work should be appropriate considering the absence of the primary teacher.

CLUB/ACTIVITY MODERATOR

The guidelines for activity moderators include the following:

- Moderator is responsible for enforcing eligibility and attendance policies as they relate to extracurricular participation.
- Any activity extending beyond 4:00 pm must be under the direct supervision of the moderator, who is responsible for checking windows, doors, lights, clean up, and the departure of the students.
- Moderator is responsible for the conduct of his/her groups.
- A moderator or another responsible adult selected by the moderator must accompany a team or any group traveling anywhere by bus or on a school-sponsored trip.
- No dues or admission may be charged without the approval of the administration. All fund-raising activities must be approved by the administration.
- Administrative approval must be obtained to initiate clubs or activities, to place orders or make purchases, and to schedule evening or weekend activities.

FOUR DUTIES PER YEAR

All fulltime faculty members are expected to perform a minimum of 4 duties per academic year. Those will be coordinated by the Assistant principal for Academics.

BACK TO SCHOOL NIGHT & OPEN HOUSE

All faculty are expected to be present for Open House and Back to School Night. Any absence must be approved by the Principal.

BACCALAUREATE & GRADUATION

All faculty are expected to be present for Baccalaureate Mass and Graduation. Any absence must be approved by the Principal.

DANCE CHAPERONE

It is the responsibility of the sponsoring organization to obtain chaperones, seven or more depending on the expected attendance. In the case of annually scheduled dances, the Assistant Principal for Academics will assign faculty members as chaperones in the beginning of the year.

A list of chaperones should be submitted to the administration two weeks before the dance date by the sponsoring organization.

The sponsoring moderator should inform each chaperone of a specific duty or duties to perform. These areas should be confined to supervision. A composite list should be available.

Duties of Chaperones include:

- Chaperones are to arrive at the dance at least 15 minutes before the scheduled start of the dance (e.g., 7:45 p.m. for 8:00 p.m. dance).
- Two chaperones will sit at tables at the entrance.
- Check proper dress (depending on dance).
- Admit John Carroll students and their dates (no non-John Carroll students without a John Carroll student host). Check off names on list of non-John Carroll dates.
- Backpacks or large bags are not permitted beyond the ticket collection point. Any such bag(s) will be locked in a secure location by an administrator until the student is prepared to leave the building.
- Remind students that once admitted they may not leave and return to the dance.

Other Chaperone duties:

- Chaperones should circulate. At least two should always be in the area (Cafeteria or Gym) where the dance is held. Someone should periodically check bathrooms.
- The parking lot should be checked every half hour from 9:00 p.m. for:
 - Strangers
 - People in parked cars
 - Signs of alcohol and/or drug use in cars

Dance Admission Policy:

- John Carroll students and dates
- Any other guest wishing to attend with John Carroll students must be registered in the office by the last day of school prior to the dance; otherwise they will not be allowed into the dance.
- The door closes one hour after the dance begins (e.g., 9:00 p.m. for a dance beginning at 8:00 p.m.)

Dance Guidelines:

As a Catholic, co-educational institution, part of our mission is to foster in students respect for themselves, one another, and the community as a whole. We believe that the message that is sent by students when they break dance is contrary to this mission. Consequently, it is the school's position that inappropriate dancing in any form is unacceptable.

Inappropriate dancing includes, but is not limited to, simulated sex, crotch to crotch dancing, crotch to rear dancing, and inappropriate touching. Students who violate these dance guidelines can expect one or more of the following consequences:

- Penalty time off of the dance floor
- A phone call to parents
- Dismissal from the dance
- Kept from attending future dances

Our hope is that students will come to the dances with enthusiasm and enjoy themselves a great deal while maintaining the level of appropriateness expected of a John Carroll student in our Catholic school setting.

Any questions or comments regarding these guidelines should be directed to the Dean of Students.

COMMITTEES & THEIR FUNCTIONS

ACADEMIC COUNCIL

The Academic Council is an advisory body to the administration on academic policy. The responsibility of the members of the Council shall be to the school at large and not directly to any individual, department, or special interest.

Membership

- The Principal and the Assistant Principals (who will have 1 vote among them)
- Chairs of all departments having three or more full-time equivalent members: English, Social Studies, Science, Math, Religious Studies, World Languages, Fine Arts, and Performing Arts. These departments will select an additional representative from their department to serve on the Council for at least one school year.

Council By-Laws

- Chair - The Assistant Principal for Academics will act as Chair of the Council. The chairperson will plan and chair the meetings.
- Permanent Secretary – To be appointed by the Chair. This will ensure consistency of both form and content of Council minutes.
- There must be eleven voting members present for the Academic Council to conduct business. Ten official votes are needed to carry a motion. Studies should be conducted before consideration of major policy reviews and/or changes.
- Publication of the agenda at least three days in advance of all regularly scheduled meetings.
- Minutes are to be published and approved at the outset of all subsequent meetings and maintained on a permanent basis.
- The Academic Council will meet at least once a month during the academic year or more often if necessary.

The Council shall be the school curriculum committee and shall be charged with the development of immediate and long-term academic programs. It shall serve as a forum for discussion and an advisory body relative to the needs and desires of the school-at-large. It shall serve as a clearinghouse for ideas, trends, and developments in the field of education, in general provide for the advancement of the school community.

Change of Structure

- If the Council's decision is to change its structure, then the Council is responsible for presenting alternate proposals to the Administration.
- After reviewing recommendations submitted by the Academic Council, the Administration will make its decision regarding policy change.

FACULTY EXECUTIVE COMMITTEE (FEC)

The FEC consists of a maximum of five (5) elected representatives who are considered full-time employees with at least two years' experience at John Carroll. The purpose of this committee is to consolidate the opinion of the faculty, to advise the Principal and, when necessary, to act in the name of the faculty, guidance counselors, technology staff, development assistants, campus minister, and school nurse. The FEC will work with the Principal to review salary proposals and considerations pertaining to the faculty for the yearly budget. The committee will promote collegiality among the faculty and administration. It will represent the membership at Board of Trustees' meetings and SFA meetings and be responsible for steering the social committee. The FEC will meet with the Principal on a regular basis, in particular during the week preceding every Board of Trustees' meeting. The chairperson of the FEC will be determined by the members of the committee.

FIELD TRIP POLICY

RESOLUTION

The Core Brand Message of The John Carroll School states:

The John Carroll School offers a Catholic foundation of values, challenging academics, and real-life experiences, so that our students will embrace opportunities and excel as responsible citizens/participants of the global society.

Consequently the Administration of The John Carroll School recognizes the value of extending learning opportunities beyond the limits of the school building to provide real-life experiences; and the Administration of The John Carroll School realizes that instructional field trips can take place during regular school hours or be extended beyond the school day: so the Administration of The John Carroll School approves the use of field study trips including overnight instructional activities necessitated by travel requirements or the uniqueness of the particular learning experience and the professional staff is directed to follow the guidelines which follow.

POINT OF VIEW

Field trips fall into two categories: instructional and extracurricular activities. Field trips are an important aspect of the educational process. A well-planned trip that is coordinated with the school's program and has a clearly defined purpose can be a vital part of the learning process. All field trips, whether taken as part of the curriculum, as an extracurricular activity, or as a service to the community, must follow all established procedures. These procedures are NOT OPTIONAL and need to be implemented in order to maintain consistency in the school. It is important that field trips continue to be part of The John Carroll School experience and that students learn much from extended classroom experiences.

A field trip is an effective educational technique because:

- It offers the students accurate and first-hand experiences.
- It provides the school with an opportunity to show students that school is relevant since it is part of their environment.
- It increases opportunities for the school to capitalize on students' interests and backgrounds.
- It offers the opportunity for teacher/student planning experiences.

Teachers must plan a field trip carefully. Planning the trip with the students should be as much of an educational process as the trip itself. Teachers must be aware of the administrative responsibility for such a trip and recognize the need to follow these guidelines.

Field trips provide an opportunity for improving school-community relationships. The behavior, interest, and attitudes of the students are factors in reflecting a good school image. The public is quick to notice and observe students' behavior.

CURRICULAR/EXTRACURRICULAR FIELD TRIPS

1. The trip should be a natural outgrowth of the instructional program. Students should have a proper background for the trip if it is to be meaningful.
 - a. The trip may be used to:
 - b. Serve as an initial or introductory device to stimulate and motivate interest.
 - c. Provide a direct source of information and an opportunity to broaden understanding through first-hand experiences.
 - d. Extend and enrich the program.
 - e. Serve as a culminating activity.
2. The purpose of the trip should be clearly stated by the teacher so that it is understood by the students. The teacher shall provide a study guide that states:
 - a. The purpose of the trip.
 - b. The instructional objective.
 - c. Classroom activities that have been implemented before the trip.
 - d. Resources that will be used to enhance or development the concept being taught.
 - e. Follow-up activities.

All field trip requests must be submitted to the administration for approval at least two weeks prior to the trip.

4. The Principal may grant special permission for requests submitted after the two weeks' time period requirement.
5. The trip shall meet the needs of the particular group for which it is planned.
6. The teacher or teachers shall secure as much information as possible about the place to be visited so that the trip may be profitably planned:
 - a. Are there any special activities or events that might interest students?
 - b. Can lunch be eaten at the site? Can students bring their own food or must food be purchased?
 - c. What are the hours of the facility?
 - d. Are there any special rules for large groups?
 - e. Are there any costs associated with the visitation?
7. It is desirable for the teacher to make a visit to the site prior to the trip
8. The teacher will take reasonable precautions for the safety, comfort, and protection of the students and adults accompanying them. The assignment of students and adults to a bus should not exceed the seating capacity.
9. Important data such as names of students, their phone numbers and addresses, persons to be contacted in an emergency and any pertinent medical concerns shall be gathered and available during the trip.
10. All field trips must be approved by the Assistant Principal for Student Activities in advance.
11. The length of time and distance and the number of activities planned should be reasonable for the students involved.
12. A field trip should be arranged so that it does not interfere with the regular school day. If the trip schedule does not coordinate with the regular school day, arrangements for students to arrive early or to get home must be made in advance and supervision of the students at school must be provided by staff.
13. An adequate number of chaperones should always be in attendance on the bus and with the group. One of the chaperones for each bus used must be a staff member. A suggested ratio of adults to students is one adult for every 20 to 25 students.
14. The field trip is considered to be an extension of the school day; as such, students, teachers, and chaperones should conduct themselves according to standards of behavior that will help to:
 - a. Comply with all school rules,
 - b. Contribute to individual and group safety,
 - c. Secure maximum educational benefits,
 - d. Maintain good public relations.
15. A first aid kit must be available on each bus.
16. Lavatory breaks are essential and should be taken at intervals during the trip.

PLANNING

It is the responsibility of the teacher to discuss the possibilities of a field trip with the administration prior to submitting a formal request. A Curricular/Extracurricular Field Trip Request Form should be submitted to and signed by the Principal before the field trip for approval.

Approval for Field Trips

1. The administration's written approval for an individual one-day trip must be requested two weeks in advance of the trip.
2. The administration's written approval for an Overnight Field Trip must be requested forty-five (45) school days in advance of the trip.
3. No financial commitments are to be made until the approval form is returned with all appropriate signatures.

Contracts with Outside Parties

When planning a special event (i.e., a dance, retreat, field trip) that requires a contract with outside parties, all contracts must be approved by an administrator.

Responsibilities of The Teacher In Charge Of The Trip

1. Be thoroughly familiar with the procedures for field trips.
2. Carry important data such as names of students, their phone numbers and addresses, person to be contacted in an emergency and any pertinent medical concerns. This information shall be available during the field trip.
3. Carry a cell phone and the telephone numbers for the Principal and Assistant Principals.
4. Discuss the possibilities of a field trip with the Assistant Principal for Student Activities prior to submitting a formal request.
5. Submit the necessary forms for approval prior to the required deadlines.
6. Secure as much information as possible about the place to be visited so that the trip can be educationally sound.
7. When possible, involve students in planning so they are aware of the purpose of the trip and so they have a background of information to make the experience most meaningful.
8. Secure written permission from parents or guardians of each student to take the trip. Require that all students have the Field Trip Agreement and Release Form signed by the parent/guardian and returned to the school. These form letters are to be returned at least five (5) school days prior to the trip.
9. Give the students the Field Trip Teacher Notification form to have their teachers initial.
10. Make adequate plans for any student who is NOT going on the trip.
11. Acquire an adequate number of chaperones and provide the chaperones with information and regulations pertaining to trips. Refer to the section entitled CHAPERONES.
12. Determine the location of the first aid kit on the mode of transportation being used. The teacher is responsible for gathering pertinent medical information on all students. This should be available during the trip. All chaperones must know the location of this information during the trip.
13. Post in the mailroom a list of all personnel going on the trip. Provide the Assistant Principal for Student Activities a copy of the bus roster before the trip is taken and revise the list, if necessary, immediately before departing on the field trip. Provide the attendance moderator with a revised list showing **ONLY THOSE STUDENTS WHO ACTUALLY DEPARTED ON THE TRIP.**
14. Check attendance as students board the bus on departure and at each reloading of the bus during the trip. This check is made from the roster of those who are participating in the field trip.
15. **The teacher in charge shall immediately stop the trip if any student is missing or unaccounted for.** The teacher should seek the necessary emergency assistance required to locate that student. This is not limited to the resources at

the location of the trip and may include contacting the local law enforcement agency. The teacher in charge shall contact the Principal or Assistant Principal immediately.

16. Plan for lavatory breaks.
17. In the event of an accident, the teacher in charge should seek the necessary emergency assistance and notify the Principal or Assistant Principal in a timely manner. A staff member is to accompany any student needing medical assistance at a hospital. A chaperone may accompany a student only if there are not enough staff members to supervise the remaining student.
18. In the event the teacher in charge believes a student is in possession of an item which violates a school policy, the teacher in charge may search, in the presence of another staff member and that student, the possessions of that student; i.e., coat, book bag, pocketbook, luggage, etc. The teacher in charge may also ask that student to empty their pockets. The teacher shall NOT have the student remove ANY articles of clothing. If the situation permits, the teacher in charge shall contact the Principal before conducting any search. If the situation does not permit, the teacher in charge shall contact the Principal or Assistant Principal as soon after conducting a search as possible.
19. Upon return file with the Principal a written report of any illnesses, injuries, or any incidents requiring disciplinary action. Include in the report the action taken by the teacher in charge.

Responsibilities of the Administration

1. Review the initial request and study guide of the teacher and grant approval if merited. Refer to the section entitled Procedures for Instructional Field Trips. Approve the Curricular/Extracurricular Field Trip Request Form and the Field Trip Information Letter and return a copy of the form to teacher and one to the Attendance Moderator.
2. Check with the teacher to ascertain if:
 - The educational objectives and procedures have been planned carefully and communicated to all students,
 - Signed permission slips have been obtained from the students – parents/guardians,
 - An adequate number of chaperones is assigned, and
 - Inform staff of their responsibility to read and follow the field trip procedures.

Chaperones

1. A sufficient number of adult male and female chaperones should be assigned to assure proper supervision of all students.
2. Adult supervision of field trips for classes or groups must meet the following minimum requirements:
 - At least one teacher per group or class must attend.
 - There must be at least one adult chaperone on each bus or unit of transportation to assist the teacher in charge.
 - Field trips require adequate and appropriate supervision in accordance with the nature of the field trips. A suggested ratio of adults to students is one adult for every 20 to 25 students. Depending on the nature of the activity and the location, the Principal may use his/her discretion on the number of chaperones needed.
3. Non-employee chaperones are required to meet the standards for volunteers established by the Archdiocese of Baltimore. At a minimum, the following steps must be completed before a non-employee chaperone may serve with John Carroll students:
 - Register as a John Carroll School volunteer at www.shieldthevulnerable.org
 - Complete an application and provide three references
 - Submit a Background Check/Criminal History Screening
 - Complete **VIRTUS** online training

- Read the Archdiocese of Baltimore’s child and youth protection policies: **A Statement of Policy for the Protection of Children and Youth & Code of Conduct for Church Personnel in the Archdiocese of Baltimore.**
- If your chaperone duties will require driving children as part of your volunteer service, then you must also submit a MVA Screening.

OVERNIGHT INSTRUCTIONAL TRIPS

1. Overnight field trips that have definite educational value are permitted. The trip must be justified in terms of school or course goals and objectives.
2. The Principal’s written approval for an overnight trip must be requested at least forty–five (45) school days in advance of the trip. Exceptions to the required time period may be made by the Principal if there are extenuating circumstances.
3. The overnight field trip must be thoroughly planned to assure the appropriate conduct and welfare of the students and chaperones.
4. Special consideration must be given to the number of chaperones on an overnight trip. Additional chaperones may be appropriate for overnight trips.
5. The teacher should submit a copy of the trip information to the administration. Parents and chaperones should also receive a copy of this information.

FOREIGN TRIP GUIDELINES

- All programs will operate under the same set of guidelines for student behavior.
- All programs will operate under the same set of academic guidelines established for teachers, students, and moderators.
- All foreign exchange groups visiting John Carroll will be offered essentially the same activities.

STUDENTS

- Need to realize that any work missed is their responsibility to take care of. They need to be aware of all subject matter discussed in their absence, as this may affect future courses as well as the present.
- There is no substitute for classroom instruction by a teacher, particularly in technical, sequential courses such as science, mathematics, and foreign language.
- Need to be aware of the possibility of a decline in grades/class rank as a price for going on an extended visit abroad.
- Need to make time daily for doing normal school work. The more that can be done overseas, the easier it will be when one returns.
- Seek advice from the professional staff as to the advisability of their going on an extended trip.
- If the student is enrolled in AP classes, how close is the trip to the examination dates? Should the student take the examination(s)? Is the trip worth the loss of potential college credit?

TRIP MODERATOR (SEE DUTIES OF THE SPONSOR OF AN ACTIVITY)

- As early as possible, publish a list of those students who have indicated an interest in the extended travel.
- Students not in good financial standing with the school may not participate in school-sponsored foreign trips. Names of interested students should be submitted to the Business Office prior to making deposits to the vendor and again prior to the final payment to the vendor.
- As much as possible, see to it that each student on the trip has some daily study time and that assignments are being done.
- If possible, arrange for tutoring by qualified teachers in subjects which are sequential.

- Administer any tests provided by the John Carroll teaching staff.
- Be understanding of the legitimate concerns of the staff in the case of particular individuals. Perhaps there are some students who should not travel abroad for an extended time.

CHAPERONES, MODERATORS, COACHES SHOULD

- Ensure that all adults have taken the VIRTUS training through the Archdiocese of Baltimore.
- Obtain all necessary permission forms, health forms, and emergency contact information.
- Leave a list of all students who are on the trip with the administration so that parents can be notified if there is an unforeseen change in travel plans.
- Leave the name of the motel/hotel, and the phone numbers of the places the groups will be visiting.
- Take copies of emergency contact information and medical treatment consent forms. Trip moderators are reminded to take appropriate measures to maintain the confidentiality of such information.
- Make provisions for appropriate worship services on Sundays and/or other religious holidays.
- Check at least once a night to see that all students are in their rooms.
- In the event that a student should suffer any physical injury, the parents of the student and the school should be notified immediately as to the procedures being taken. When you return to school, the school's standard accident report should be filled out and put on file with the nurse.
- Any major infraction of school rules, by either a group or individual, must be reported to the proper school personnel immediately upon your return.
- On returning from a trip, chaperones are to make sure that all students have made arrangements to be picked up before they themselves leave the school property. This is especially important when a return from a trip is after daylight hours.
- It is the responsibility of the chaperone to ensure proper discipline; it is equally important that he/she looks out for the safety of the students entrusted to his/her care.
- Since it is the policy of the school to abide by all laws and regulations of the State of Maryland concerning the use of alcohol, it is expected that chaperones would be in compliance with the laws.
- The same professional relationship which is exercised in the classroom is expected on away and overnight trips.
- Since we teach more clearly through actions than words, it should be noted that chaperones set the best example by following the same regulations that have been established for the students, including abstinence from alcohol in the presence of the students.

NON-EMPLOYEE CHAPERONES

Chaperones who are not employees of The John Carroll School, because they will have substantial contact with students, are required to meet the standards for volunteers established by the Archdiocese of Baltimore. At a minimum, the following steps must be completed before a non-employee chaperone may serve with John Carroll students:

- submission of a completed Archdiocese of Baltimore Application for Volunteer Services;
- completing VIRTUS;
- submission of a signed Volunteer Criminal History Screening Consent form; and
- a signed acknowledgment for receipt and review of the *Code of Conduct for Church Personnel in the Archdiocese of Baltimore* and *A Statement of Policy for the Protection of Children and Youth*.

Forms (located at the end of this handbook and under forms on this server):

- Domestic And Foreign Travel/ Activity Pre-Agreement
- Domestic And Foreign Travel/ Activity Release Of Liability And Indemnity Agreement

- Domestic And Foreign Travel/Activity Medical Information/Release