

**ST. PETER SCHOOL  
96 CONCORD AVENUE  
CAMBRIDGE, MA 02138  
Phone (617) 547-0101 Fax: (617)441-8911  
<http://www.saint-peter-school.org>**

**TEACHER HANDBOOK**

**2008-2009**

**SAINT PETER SCHOOL**  
**FACULTY/STAFF HANDBOOK**  
2008-2009

**INTRODUCTION**

This handbook is intended both as a source of information and a general guide to the educational services available at St. Peter School. It is also designed to deal directly with topics concerning student, parent, teacher and administrative responsibility and performance standards at our school. Obviously, it cannot cover all aspects or special circumstances that may emerge in the course of the year, but it should be a valuable resource for the entire school community with regard to the enforcement of the rules and regulations currently in place. The Principal reserves the right to amend the handbook at her discretion.

**PHILOSOPHY OF THE SCHOOL**

Saint Peter's School rests on those values inherent in the Catholic faith. The philosophy of the school reflects the values and ideals of all those people who have a vital part in the growth, development and functioning of the school. The effectiveness of its philosophy is measured by the attitudes, behavior and daily living of students and faculty who have assimilated it. The philosophy of the school stresses the need for "community among people" as a basic strategy for students and faculty to value in coping with the complexities of moral decision making in an ever-changing and increasingly technological society. The faculty commits itself to uphold, support and implement the guidelines of Christian education in its three-fold purpose as set down by the Bishops' Pastoral Message on Catholic school. Specifically, the faculty strives to:

- integrate the Gospel message with the rest of learning and living;
- provide contemporary understanding and experience of Christian community that will enable students to address with sensitivity the multiple problems which face individuals and society today;
- foster and encourage in students an orientation to Christian values by helping them acquire the skills, virtues, and habits of heart and mind required for effective service to themselves and others.

In light of this threefold mission, all those involved in the life of the school - - parents, clergy, teachers, administration and students -- are encouraged to work earnestly to make the school a community of faith, which is indeed "living, conscious and active."

**GOALS OF THE ST. PETER SCHOOL**

The instructional goals of St. Peter School concentrate on the development of essential skills in all major subject areas, as well as fostering a growing awareness of our Catholic faith. The program is enhanced through cultivation of critical thinking and problem solving skills appropriate to the stages of developmental growth. We are committed to encouraging in our students a sense of self-esteem, knowledge, self-discipline and creativity that is rooted in Catholic beliefs. Students are challenged to establish personal goals and strive to achieve them. An integral part of our mission is to encourage a desire in students to offer their talents and acquired knowledge in service to themselves and others throughout their lives.

## **ORGANIZATION AND PERSONNEL**

### **ADMINISTRATION**

Mrs. Mary Jo Keaney	Principal
Mrs. Bernadette Leahy	Assistant Principal
Mrs. Eileen Ioannilli	Administrative Assistant
Mrs. Karen Trainor	Director of Advancement

St. Peter School faculty is divided among three Levels: Early Childhood, Primary and Middle School

### **MIDDLE SCHOOL FACULTY**

Ms. Carol Kovac	8 <sup>th</sup> Grade Homeroom, Language Arts Literature and Social Studies
Mr. Robert Gray	7 <sup>th</sup> Grade Homeroom, Math (6 and 7) and Religion (7 and 8)
Ms. Jessica Durham	6 <sup>th</sup> Grade Homeroom: Language Arts and Literature, 6 <sup>th</sup> grade Religion and assistant 7 <sup>th</sup> grade Language Arts and Literature
Mr. Mark Smith	5 <sup>th</sup> Grade Homeroom: all subjects Social Studies (5 & 6)
Ms. Claire Cussen	4 <sup>th</sup> Grade Homeroom – all subjects

### **PRIMARY SCHOOL FACULTY**

Ms. Elizabeth Fleming	3 <sup>rd</sup> Grade Homeroom – all subjects
Ms. Katie Callahan	2 <sup>nd</sup> Grade Homeroom – all subjects
Mrs. Tara Flaherty	1 <sup>st</sup> Grade Homeroom – all subjects
Mrs. Susan Keating	1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> Grade Teacher's Assistant – all subjects

### **EARLY CHILDHOOD FACULTY**

Ms. Kimberly Prentiss	K2 Teacher
Ms. Kerri Bonacci	K2 Assistant Teacher
Mrs. Patricia Westcott	K1 Teacher
Ms. Kathy Smith	K1 Assistant Teacher

### **RESOURCE FACULTY**

Ms. Becky Maurano  
Mrs. Nicole Putney

Special Education/Resource Teacher  
Special Education/Resource Teacher

**FACULTY AND STAFF**

Mr. David Hadly  
Mr. Dennis Kinlaw

Science, Grades 5 –8  
Spanish, Language Arts and Literature  
Grant Writing

Mrs. Sheila Gilligan  
Mr. David Hadly  
Sr. M. Orontia Walsh, SSND  
Ms. Andrea Gaudette

Art and Computer, K1-8  
Drama  
Office and Advancement Assistant  
Music and Library, K1 – 8  
Social Justice Grades 1 through 4

Mr. Thomas Bonacci  
Sr. Jane Roach, SHCJ  
Mrs. Stephanie Russell  
Ms. Kim Prentiss

Physical Education  
Librarian's Assistant  
After School Director  
After School Staff

**ST. PETER PARISH STAFF**

Rev. Leonard O'Malley  
Ms. Doreen Gulledege  
Ms. Sheila Laskey

Pastor  
Music Director  
Business Manager

**St. Peter School Parent Association**

**St. Peter School Board Chairman**

Mrs. Kari Murphy, President  
Mrs. Ruth Allen  
Mr. Kyle Gale  
Ms. Christy Lee  
Mr. Paul Lonergran  
Mrs. Kim Winter  
Mr. Glen Morgan  
Mr. James Peck  
Ms. Rena Sennott

**AUXILIARY SERVICES**

### TITLE 1

Title 1 is a limited, federally funded, remedial program for certain eligible Cambridge students from designated low-income areas. Students participate in the Title 1 program through the geo-code system, standardized testing scores and the recommendation of their classroom teachers. The Principal serves as a liaison with the Cambridge Public Schools in the implementation of this process.

### CHAPTER 766

Chapter 766 is an educational "Bill of Rights" in Massachusetts that makes sure that all children with special needs, ages 3 through 21, get the education, training and assistance which are right for them. Chapter 766 requires each local public School system to:

1. find and evaluate children with special learning needs and problems;
2. develop individual programs for each child who needs extra help;
3. provide the required services within the local school, if possible. If not, then provide them in another school, institution or special program.

Under this law, St. Peter's is serviced by the Cambridge Public Schools or by whatever town or city a particular student resides for evaluation and follow-up. The Resource teacher, the testing coordinator and the Principal of St. Peter School administer this program and if any parent or teacher believes that a child, for certain documented reasons, has a special need, they should contact the Principal to make arrangements for special evaluation testing.

### HEALTH

The school is served by one public health nurse who is present one morning each week as well as by a health care worker on other days. The city provides hearing, eye tests, and other screening and general medical and health services. This year St. Peter School will have additional nursing services provided by a volunteer parent who is an R.N. **No prescription or over-the-counter medication can be dispensed or administered to any student by school personnel without written prescription by the physician or nurse practitioner. All medication must come to school in a container labeled with the student's name and directions for administration. All medication must be brought to the office for safe and proper storage and dispensing.** There are times when a student should remain at home for his/her own welfare and for the protection of other students. A child with a significantly high temperature and any child with a communicable disease should remain at home.

Teachers and administrators are mandated by law to report actual or reasonably suspected instances of child abuse or neglect.

## **GENERAL INFORMATION ON FACULTY AND STAFF RESPONSIBILITIES**

### **ACADEMICS**

St. Peter School offers a comprehensive, academic curriculum designed to enable students to reach their full potential.

### **ADMISSION**

We employ the use of a rolling admissions policy. We will accept students at any time during the academic year as long as we feel that the student can achieve academically and grow spiritually with the services that we offer and if space permits.

The admission process includes a tour of the school for the parent and prospective student conducted by either the administrative assistant or the assistant principal or the principal. The administrator will share the mission and philosophy of the school with the prospective new student. Candidates for admission to St. Peter School will be screened academically and will also asked to provide prior school records before an admissions decision is made.

### **ACCIDENTS**

In the event that a child is injured, an accident report needs to be completed and forwarded to the principal for review and approval. The principal will keep a copy of the accident report in the school office. The report needs to contain a description of the accident, date, name of the student who was hurt, witnesses' signature and signature of the teacher who prepared the form. This form must go home on the same day that the accident occurred.

### **ADVANCEMENT**

The Advancement area works diligently throughout the year to raise funds for the school for the benefit of children and faculty. Under the direction of the head of Advancement, parent committee members spend countless hours organizing and preparing for these fund raising events. The parents recognize the importance of appropriately compensating teachers and, as such, support development efforts. As a way of showing our true appreciation for the long hours and hard work that goes into planning for an Advancement initiative, all teachers are encouraged whenever possible to attend the events hosted by the Advancement Committee.

Teachers are also asked to help to create excitement about each Advancement initiative. When distributing Advancement notices to students, please take the time to explain what the fund-raiser is and when it will occur. This approach should engender interest in and enthusiasm about the event and therefore prompt our students to share information with their parents.

### **AFTER SCHOOL SESSIONS**

If a student is to be detained or invited to remain after school for any reason, the parent must be notified before the school day is over. In the middle school level, detention periods are from 2:45 - 3:45 PM. It is the responsibility of the student to inform their parents of an obligation to serve a detention on a specific day.

### **CLASSROOM/BUILDING ORDER AND MAINTENANCE**

Each teacher shall be responsible for maintaining a neat, orderly classroom. He/she is expected to know where students in their charge are at all times. The entire staff cooperates and shares responsibility for order in the building, for careful use of supplies, and for faculty room maintenance.

We all need to work to maintain our school and keep it clean. At the close of the school day, please ensure the following:

- Chairs are on the desks for easier cleaning
- Desks are straight and orderly
- Shades are all pulled to the half way point on the window
- Trash needs to be placed in the hallway
- Lights are out
- No books are on the floor
- No paper is on the floor

To mark or damage the building, equipment, furniture, or grounds deliberately is a serious offense and each student/parent will be expected to make restitution for damage to school property, including school textbooks. Accidental breakage or damage should be reported at once to the supervising teacher.

### DESKS

Saint Peter School has relatively new desks in all of the classrooms. We need to maintain them in the best possible condition. Please refrain from sticking nameplates or the alphabet or adhesives of any kind. Instead, students should be given name tags. Several desks have been damaged because of the use of adhesive glue which cannot be removed the desktops.

### DOORS

Please do not put signs or posters of any kind on your doors. Many doors were refinished over the summer. Tape removes varnish from the doors, and tacks and nails leave holes.

### WALLS

Only double-sided mounting tape should be used to hang posters or maps. Tape should never be used.

### CLASSROOM MANAGEMENT

Teachers are expected to maintain control in their classrooms at all times. Classroom rules need to be established at the beginning of school and enforced throughout the year.

If a teacher needs to be out of the classroom, s/he needs to kindly request that the teacher next door monitor her/his class during that time. Leaving a classroom to another teacher's care should occur only in an emergency situation

### STUDENT SAFETY AND TEACHER PROTOCOL

The safety of our children is our highest priority. Teachers are to be mindful of actions and comments ALWAYS. It is important to realize that some children take things literally and then react in ways one might not imagine or consider. As a general rule, avoid all physical contact with students - high fives are fine, but avoid other contact. Even knocking a child on the head in a playful way can be problematic so refrain from playful action.

Refrain from using hyperbole. Never tell a student you will lock them up and throw away the key or tie them up or tape their mouth etc. You may not only be saying something inappropriate, but also you may be unintentionally suggesting that students behave in a similar way with classmates and that raises all kinds of issues. In the parent/student handbook, children are told never to engage in physical interactions with each other so faculty should model that too.

Discipline is to be limited to either sending a child to the principal's office, or to giving him or her a detention or multiple detentions depending on the transgression(s). Never touch a child in frustration or anger in any way. St. Peter School does not endorse or employ corporal punishment. Under no circumstance must an administrator or teacher resort to this form of discipline.

Any infraction on the part of a teacher will be subject to an investigation by the principal and pastor as well as the other child safety authorities. Disciplinary action may include meetings with parents of child and principal or suspension or termination depending on the outcome of the investigation.

Finally, do all that you can to avoid being alone with a student in your classroom. If you are alone, leave your door open.

#### CLOSE OF THE SCHOOL YEAR

The Archdiocesan Catholic School Office determines the school calendar. St. Peter School complies with those directives. Snow days are determined in accord with the Cambridge Public Schools.

#### COMMITMENT TO PHILOSOPHY

Each teacher at St. Peter's School should understand and accept the school philosophy, which is firmly grounded in Christian doctrine. As part of the commitment to Catholic education, it is understood that each teacher will update their credentials in the teachings of the Catholic faith. A teacher may fulfill this obligation by attending at least one religious education workshop of their choice throughout the course of the year, and by attending the annual religious professional day sponsored by the Archdiocese. In addition, the Catholic School Office sponsors regular sessions designed for religion certification. Teachers are expected to take advantage of such opportunities to earn certification in a timely manner.

#### RELIGION CERTIFICATION

The Archdiocese of Boston requires that all elementary teachers who engage as leaders in formal catechetical ministry secure certification. The program of studies should include basic doctrine, ecclesiology, sacraments, scripture, moral theology, social justice, catechetical methods, faith development and missionology.

There are four levels of progression towards certification. Each catechist hour is equal to one clock hour.

Level One: 20 catechist hours must be completed

Level Two: 60 catechist hours must be completed

Level Three: 120 catechist hours must be completed

Level Four: Advanced Certification: Masters Degree in Theology or Religious Education

#### COMMUNICATIONS

As a staff of professional women and men whose paramount responsibility is to our students, it is critical that good communication exist among us as well as with parents, students and the community at large. St. Peter School's population reflects the diversity of the greater Cambridge community and results in some unique characteristics of which we must all be aware and sensitive. Parents are our partners in the education of their children. They need to be treated with the utmost respect and courtesy. Teachers must communicate to the principal and/or administrative assistant when parents request letters of reference to facilitate transferring their children to another school. Similarly, the principal will make every effort to include teachers in the admissions process whenever possible.

In other areas of communication:

- Use of the school letterhead is restricted to official school communications and must be requested from the office.
- Before sending notices or letters home for any **non-routine** concern, a teacher is expected to submit them to the principal for approval.
- If there has been a serious conflict with a student or a parent, a teacher should inform the principal so that any necessary follow-up can be determined and discussed.
- Always safeguard the reputation of students, parents and colleagues by keeping all information in confidence.
- Clearly communicate to the students your expectations regarding their conduct and academic performance at the beginning of the school year.
- Teachers are expected to respond to a parent's request for a meeting within 24 hours. For example if a teacher receives a note from a parent, s/he needs to contact the parent by sending a note home with the student or by making a phone call within 24 hours of receiving the request. Appointments with parents should be scheduled after school to allow ample time to fully discuss the student's needs. Meeting before school should occur in the rare instances when it is the only time available for the parent. Before school conferences tend to be cut short because of the start of the school day. Parents deserve undivided attention at conferences; knowing that the bell will ring during a meeting creates a distraction.
- Teachers should call or write parents not only when there is a problem, but also when a student has made significant improvements or performed exceptionally well.

#### COPIER USAGE

The copier machine is for school use only and should be used by Faculty and Staff ONLY.

Copies should be run off by teachers and not sent to the office for the office staff to do. Teachers should bring their own paper from their classroom to use in the machine. (Office paper is for office use only.)

Toner should be added by office staff only. If the machine jams, ask for assistance from office, unless you have been shown how to clear the machine properly.

CRISIS RESPONSE

Each teacher will receive a Crisis Response Binder that contains all of Saint Peter School’s emergency policies and procedures. The binder also includes a class list and the emergency contact sheets for every child, so that if an actual emergency occurs, each student’s individual contact information will be available. In the event of an emergency or fire drill, teachers need to bring their Crisis Management Binder out of the building with tem.

DAILY ATTENDANCE AND RECORD KEEPING

Only teachers can take attendance. Completed attendance must be turned into the office each day no later than 9:00 AM. Since safety of the children in our care is our priority, outreach calls will be made to families of absent children to confirm the reason for the absence. Student absence and tardiness should be properly recorded. This information is sometimes subpoenaed for custody cases or cases involving abuse or neglect.

Each teacher must decide how make-up work for absent students will be handled in agreement with the school homework policy. The daily attendance sheet should be filled out every day and should be sent to the office by 9:00 AM. The daily attendance sheet should be filled out in the following way:

- Absence is recorded by a vertical line .....l
- Tardiness is recorded by making a T out of the vertical line .....T

DAILY CLASS HOURS

Classes will begin at 8:00 AM with dismissal at 2:30 or 2:45 PM. All teachers are expected to report to school no later than 7:30 AM and remain until 3:00 PM. Circumstances may require exceptions and individual requests will always be given special consideration.

DISCIPLINE

Students need to feel valued and loved at Saint Peter School. Teachers are expected to treat all students with respect, compassion and kindness.

There will be times when a student may not be meeting our expectations and teachers must handle these instances with professionalism and kindness. Teachers need to address discipline issue with care and respect. Embarrassing students, using sarcasm, screaming at or singling children out or taking away recess from all when only a few have misbehaved will not be tolerated. Teachers are role models for students and if the teacher is not being respectful of a student, then s/he is not demonstrating the core Christian Values we are trying to instill in our students.

DISCRIMINATION

St. Peter School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national and ethnic origin, either in the hiring, process, administration of educational policies or in admission policies or in the awarding of scholarships

## EARLY DISMISSAL

On a regular basis, faculty and/or professional development meetings will be held. Refer to calendar sent home monthly. On these days, classes will be dismissed at 12:00 noon. Parents are strongly discouraged from making doctor's appointments during the school day.

Reasons for early dismissal should be limited to illness and/or family emergencies. Any request for dismissal should be in writing. Parents requesting early dismissal must meet their child at the office. Students are not allowed out of the building to wait. Any child leaving school prior to the regular dismissal time must be signed out in the office. No student will be released to a non-parent without written authorization from the parent.

Students who become sick in school will be dismissed only when a parent or delegated adult comes to the school to pick up the student and signs out the student at the office. Faculty meetings are scheduled on early dismissal days.

## EMPLOYEE BENEFITS

### **Personal Days**

Teachers are given three personal days per academic year. Personal days are not eligible for carry over.

### **Sick Days**

Employees are entitled to 3 sick days unless they have accumulated unused sick time in their accounts that they may use. Unused sick days are carried over from year to year up to an accrual of 9 sick days. An employee who is absent for three consecutive sick days or longer, shall, upon request of the Pastor or Principal submit a physician's statement as to the cause of the absence.

In the event that a teacher's absences for either sick or personal days exceed those allotted, the teacher's salary will be adjusted. The formula used to compute such adjustments will be 1/180 of the annual salary. Consideration in special circumstances may be appealed to the Pastor and Principal.

### **Long Term Disability**

Employees are eligible for coverage after completion of 1 year of employment. Benefits begin after the employee has been totally disabled for 26 weeks. Benefit equals 60% of the employee's pre-disability salary, reduced by any other benefits payments for the same disability, such as Social Security disability benefits. Benefits continue until the disabled employee recovers, reaches age 65 or dies, whichever occurs first. There is no cost for coverage to the employee.

### **Health Benefits**

Saint Peter School teachers are eligible to participate in the Archdiocese of Boston's health plan. This plan offers participants the opportunity to use Tufts Health Plan. Single participant premiums are 80% covered by Saint Peter School. The single participant is responsible for paying the remaining 20% of the cost of the plan. For family plans, Saint Peter school will cover 50% and the participant will pay 50% of the premium.

### **Maternity/Paternity/Family Leave**

The Maternity Leave Policy for full time employees of St. Peter School is threefold:

1. The employee is eligible for a leave of twelve weeks that begins on the date the employee indicates verbally and in writing to the principal.
2. The school continues to pay the monthly 80% of the employee's health insurance (if applicable) for the twelve-week period of the maternity leave; the employee pays the monthly 20% of the health insurance.
3. The employee is entitled to compensation equal to one month's salary as indicated on the current contract during the actual maternity leave. There will be no other compensation for the balance of the leave time.

Paternity leave without pay will be granted to any new parent upon written request made to the principal. The effective date of such leave of absence shall be at the discretion of the teacher with the approval of the principal. The maximum duration of the paternity leave shall be at the election of the teacher - Sept. 1 following the inception of the leave or Sept. 1 following the child's first birthday. Failure to return at termination of paternity leave shall be considered as an automatic resignation on the part of any teacher failing to return.

The Family Leave Policy provides protection against loss of earnings resulting from illness, pregnancy, or family emergencies for a period of 10 days. Income benefits under the Family Leave Policy are available up to a maximum of 21 days (3 sick, 2 personal, 9 accrued sick and 10 extended leave\*). The amount of an employee's benefit is determined by their unused sick days, unused personal days and 10 extended leave days.

\*Extended leave days are paid days minus the cost of a substitute

### **Dental Plan**

Dental insurance is offered by the Archdiocese of Boston. If it is chosen, the employee pays the full amount of the monthly coverage. Individual coverage is \$484.20 annually. Family coverage is \$1,108.80 annually. Payment will be deducted on a 10-month basis or 20 pay periods for 12-month coverage. Enrollment is available in September.

### **Pension**

An employee is eligible for pension coverage after one year of employment for any year that he or she works more than 24 hours per week. Employees are 100% vested after completing at least 5 years of employment. The school pays 6% of the employee's salary to the fund. There is no cost for coverage to the employee.

### **Life Insurance**

After one (1) year of work, employees are eligible for Life Insurance. The school pays the entire cost of the plan; there is no contribution from the employees. Insurance is 1.5% above your salary e.g., a salary of \$10,000 yields insurance of \$15,000.

### **Social Security**

The school matches the employee's FICA deduction. Currently, the rate is 7.65% of the employee salary.

## ENTERING AND LEAVING THE BUILDING

All students must enter and leave the school building through the designated exits for their particular grade (which will be explained by the classroom teacher). No student is allowed in the school building before 7:30 AM. Teachers and staff have access at any time. After 8:00 AM all doors to the school will be closed. Admittance after 8:00 AM will only be allowed through the Concord Ave. door. The rear doors will be locked at that time and will remain so throughout the day. Teachers are reminded to take their keys when leaving the building to go to the Library, out to recess, etc.

Any student who is late must report to the office. Classes are dismissed at 2:30 PM or 2:45 PM and children are to be picked up promptly unless they are scheduled to attend either an After School session or extra-curricular activity or detention period. Students who are not picked up promptly will be sent to the After School program. A mandatory fee of \$20.00 will be charged for accommodating children under those circumstances.

## FACULTY MEETINGS

Regular faculty meetings will be scheduled on Thursday afternoons. Extended meetings will take place on early dismissal days. Please consult the schedule to determine meeting dates.

## FACULTY ROOM

The faculty room is available for use by adult school personnel only. This room is off limits to all students. Occasionally the faculty room may be used for reading lessons or for testing. Teachers are asked to consider the planning periods of colleagues when requesting use of the room. Each teacher is expected to assist in keeping the faculty room in order.

## FIELD TRIPS

### FIELD TRIP CHECKLIST

1. Permission from principal and insertion on master schedule (please give as much notice as possible)
2. Communication to parents containing
  - \_\_\_\_\_ purpose of trip
  - \_\_\_\_\_ destination
  - \_\_\_\_\_ cost
  - \_\_\_\_\_ transportation
  - \_\_\_\_\_ status of insurance if private drivers are used
  - \_\_\_\_\_ special conditions for the trip if necessary
  - \_\_\_\_\_ release of the school for any liability for injury or accident
3. Return of permission slip
  - \_\_\_\_\_ checked for authorized signature
  - \_\_\_\_\_ phone calls unacceptable
4. Chaperones
  - \_\_\_\_\_ names
  - \_\_\_\_\_ ratio: Kindergarten/Primary 1:8; middle school 1:10.
5. Right of Refusal

Both the parent and the school retain the right to allow a child to participate on a field trip. Provision for care in the event of the school's not permitting a student to attend should be included in the policy and whether or not this is recorded as an absence.

Before announcing a field trip to his/her students, a teacher is expected to obtain the principal's permission well in advance of the event. A permission slip supplied by the teacher must be filled out by the parent or guardian and kept on file in order to permit the student to participate in the event. Failure to return the designated form must result in disallowing participation in the trip.

As a general rule, trips should be limited since the teacher and school can be held responsible (even if there is a permission slip on file) for any injuries or problems that may occur through negligence. Field trips should enhance and be consistent with the educational curriculum. This will be a factor considered in granting permission.

### FIRE DRILL PROCEDURES

The fire drill procedure is to be posted above or beside the exit door of each classroom. If your room does not have an emergency exit procedure sign, please make one and make sure it is posted before the first day of classes. Students and teachers should study the plan and become thoroughly familiar with procedures and the exact location the class is assigned outside. Specific details for exiting the building will be reviewed for the class by the homeroom teacher. The first official fire drill will happen sometime during the first full week of school. At the sound of the fire alarm, students and teachers will file out according to the particular procedure designed for your classroom. During all drills, the classroom teacher must carry the attendance register with her/him. Students are not to be concerned about books or personal articles, but instead are to leave the room immediately. The student nearest the door will lead the class; others should follow in a single line at an ordinary pace. Since there will be other classes in the corridors and on the stairways, it is important that students do not run, push, or behave in a disorderly fashion. Any infractions of these rules will be considered a serious offense and teachers are expected to take prompt disciplinary action. When the signal (regular school bell) is sounded, all students will return to the room they left. If a student is in another room apart from his/her class (library, cafeteria, bathrooms, etc.) he/she should leave the building by the nearest exit and join his own class at the designated place outside.

To ensure the safety of all students, a member of the Office staff will have a copy of the entire school enrollment. Class attendance can be cross-checked once everyone has exited the building.

All students in grades K1-8 will proceed to the upper church. If there is a funeral in progress in the upper church, all children should be led to Manassas Avenue where they should line up two by two and wind around to Concord Ave.

### GRIEVANCE PROCEDURE

Any grievance hearing requested by a teacher will be handled at the local level. A pastoral approach will be employed in accordance with Archdiocesan guidelines.

## HOLY DAYS

We celebrate holy days as a school community at specially planned liturgies. Parents, friends and parishioners are invited to attend Mass with the school community.

## HOMEWORK

Homework is an important element of the school's academic program and should therefore be purposeful. It should not require any teaching on the part of the parent. It should serve rather to reinforce good classroom teaching. The homework assignments of each teacher should be so planned that they will require only a reasonable amount of time in consideration of the age of the child. Teachers working in departmentalized programs should arrange homework assignments together so as to avoid excessive amounts. Homework is a necessary follow-up to schoolwork. It allows for independent practice of a skill, research time, study, or reading. A set homework time each day allows opportunity for a student to develop organizational skills. It also allows a parent opportunity to know whether or not a student is spending time on homework.

Guidelines for homework are:

Grade 1	10 to 20 minutes
Grades 2 and 3	20 to 30 minutes
Grades 4 and 5	45 to 75 minutes
Grades 6 to 8	60 to 120 minutes

## ILLNESS OF STUDENTS

Parents should notify the school office if a student will be absent due to illness. Any student becoming ill during school hours should be referred to the office.

## IN-SERVICE PROGRAMS

Teachers will be informed of in-service opportunities. Reasonable requests for release time to attend such meetings will be arranged. Professional development funds are allocated for each member of the staff.

## INSTRUCTIONAL SUPERVISION

Throughout the year, the Principal and Assistant Principal will visit classrooms regularly as well as engage in dialogue with teachers regarding goal setting. Prior to some classroom visits, the administrator will invite the teacher to a pre-observation conference to discuss an upcoming lesson. While observing the teacher deliver his or her lesson to the students, the administrator will record objective data which she will share with the teacher in the post conference discussion. The purpose of this process is to improve classroom instruction by emphasizing professional development that is personalized. Data collection will vary depending on the needs of the teacher and the feedback will identify strengths, potential weaknesses and alternative instructional strategies. Foci will include: Classroom Environment; Preparation and Planning; Instruction; Assessment; and Communication and Professional Responsibilities.

## LUNCH TIME PROCEDURES

Accompanied by their teacher, all students will leave their class and report to the cafeteria or recess at designated times. Lunch period and recess will be rotated between 11:10 AM and 1:00 PM and will be supervised by designated teachers.

## CAFETERIA RULES

Children should use lunch box as a tray to avoid a mess and spills on table. Children are dismissed by table to throw away trash. Soft talking is allowed. No getting up from tables. No bathroom privileges except at supervising teachers' discretion. Teachers will determine cafeteria rules appropriate for grade level lunch periods and communicate those to other staff and to the principal.

### MOVIES

The televisions in the classrooms should be used in conjunction with the desktop technology. Movies should be viewed in the classroom only on special occasions such as a Christmas party or as part of the lesson. They may not be viewed without the approval of the principal.

### RECESS

During recess the teacher needs to monitor the behavior of the students in her or his care. The teacher needs to be walking around the schoolyard to better observe student's behavior and to look out for children who appear to be isolated from other students. The teacher must also be aware of bullying and if this should occur, address it immediately.

### MANDATED REPORTING –

A mandated reporter is required by law to report to the Department of Social Services their belief that a child is suffering from abuse/neglect. No person who reports child abuse and/or neglect in good faith is liable for civil or criminal action as it relates to the reporting process. Mandated reporters who fail to report are subject to a fine of not more than \$1,000. Reports should be filed when there is reasonable cause to believe that a child may be suffering or has died as a result of abuse/neglect. "Reasonable cause" is defined as "a basis for judgment that rests on specific facts, either directly observed or obtained from reliable resources, and that supports a belief that a particular event probably took place or a particular condition probably exists. (Mandated reporters are not expected to prove abuse/neglect nor are they responsible for identifying the alleged abuser.)

### MASSACHUSETTS REGISTER

Teachers are responsible for keeping accurate information on file in the office including the permanent record card, cumulative folder, standardized testing, and copies of report cards and progress reports. Monthly attendance sheets and the cumulative folder and permanent record card should duplicate the information contained in the Massachusetts Register, which is a legal document. The documents must reflect an accurate record of each student's date of entry, absences, late arrivals, and early dismissals. Information must be up to date throughout the year, e.g., change of address, telephone number, name of guardian, withdrawals, etc. It should be kept in mind that registers can be subpoenaed as evidence in court.

Please take the time to check addresses and phone numbers against your present class list for accuracy. Any corrections should be made first on the permanent record card.

## MEETINGS AND SCHOOL EVENTS

Unless excused for a reasonable cause, each teacher shall be expected to attend the following:

- Faculty and level meetings
- Professional days
- Report card conferences
- School shows
- Open House
- Catholic Schools Week Liturgy
- Either First Communion or Graduation exercises

Dates are listed in the annual calendar distributed to all faculty and staff.

## NEGLIGENCE

Negligence is the most common of all lawsuits filed against teachers and administrators. It is the absence of a degree of care that a reasonable person would be expected to use in a given situation. It results in unintentional injury. Four elements that must be present for negligence: duty, violation of a duty, proximate cause, and injury.

## PAY SCHEDULE

Teachers will be paid semi-monthly, generally on the 15th and the 30th of the month or the closest working day to either. Teachers may choose to be paid over 10 or 12 months.

## PHONE/PARENT CONFERENCES

Teachers are encouraged to use the phone as a means of contact with parents. Sometimes one brief phone call can alleviate days of anxiety and concern. A teacher will not be disturbed from class or duty to receive phone calls from parents, but is expected to return the call either during lunch, a break, after school or before school the next morning. The use of school phones for personal calls should be limited. Permission for all long distance calls must be obtained in advance from the office.

## PRAYER

Saint Peter School is a community of faith. Our Catholicity is what sets us apart. On Monday mornings, we will gather as a community in the gym to say our daily prayers. Every Thursday at 8:00 am, we will participate in a children's liturgy. To celebrate our faith, each class should engage in Morning Prayer beginning with the sign of the cross, followed by a Morning Offering and concluding with the Our Father and Hail Mary. After prayers, the pledge of allegiance should be recited. At lunch, all children will say Grace together in their classrooms with their teachers before heading to the lunch room.

In the months of October and May, we will participate in the living rosary. During lent, we will participate in the Stations of the Cross on Thursdays after Mass.

## PRINCIPAL

The administrative responsibilities of the principal include the following:

- Personnel management: recruiting, hiring, assigning, evaluating, and terminating employment
- Office management: submitting reports, keeping records, publishing the school calendar, providing for office and telephone coverage
- Materials and facilities management: scheduling for efficient utilization

- Financial management: preparation of the school budget in collaboration with the pastor/school board, and the administration of it once it has been approved.

The supervisory responsibilities of the principal include the following:

- Developing with the pastor and faculty and in consultation with the parents, effective ways of implementing the religious educational programs
- Providing leadership for teacher growth and development
- Developing, with the faculty, a curriculum appropriate to the students' needs in accordance with the directives issued by Archdiocesan and state authorities
- Maintaining a continuous program of supervision and evaluation of the faculty and of the instructional program
- Ensuring effective communication with parents regarding pupil progress

### PROFESSIONAL BEHAVIOR

Teachers are expected to behave in a professional manner at all times and in all situations. They are expected to treat co-workers, parents and students with the utmost courtesy and respect and to use a polite and kind tone when speaking.

Teachers must not use cell phones while in the classroom. Only in the event of an emergency should a teacher leave the room to take a call during class. If the teacher needs to leave class, she should have the neighboring teacher watch her class during that time

### PROFESSIONAL DRESS

Teachers represent Saint Peter School and are expected to dress in an appropriate manner since we are models for our students. Men should wear ties. Women should wear business casual attire. Jeans, dungarees, sneakers, flip flops, open back sandals, sweat shirts/pants, low cut shirts, tee shirts are not considered appropriate professional attire. On Tag Days, teachers may depart from this dress code.

### PROFESSIONAL FILES OF THE TEACHERS

The professional file for each teacher is housed in the principal's office. Upon request, a teacher may have access to his/her file. Included in the file is the following: the annual contract, teaching certificate, religion teacher certificate, official transcript, teaching recommendations from college/university, letter of recommendation from last employer, two other letters of recommendation, emergency data form, tuberculosis test verification, teacher attendance record, evaluations, record of continuing professional development including meetings, workshops, etc.

### PURCHASES

A teacher needing materials, services, or equipment must make a formal request to the principal. Approval, within budgetary limitations, will be made by the principal.

### SAFEGUARDING PROPERTY

Respect for every kind of property is a prime requirement of a good citizen. Time and money are involved in maintaining our building and each student is expected to cooperate in keeping it clean. Included as well, is respect for the belongings of all members of the school community. Never leave money, purses or personal valuables unattended or vulnerable to theft.

### SCHOOL CANCELLATIONS

During the winter months, parents should watch channels 4, 5 or 7 or Fox news beginning at 6:00 AM for notification of school cancellation. If Cambridge Public Schools are closed, St. Peter School will be closed and After School will be canceled. We will establish a calling tree to inform all teachers of the closing as soon as the decision is made by the public schools. In addition, provided that there is power, we will post a closure announcement at [www.saint-peter-school.org](http://www.saint-peter-school.org) on the home page.

### SCHOOL RECORDS

The student records consist of the permanent and the temporary record or cumulative folder.

### SEXUAL HARASSMENT

Sexual harassment shall be defined as: unwelcome sexual advances; request for sexual favors; and other verbal or physical conduct of a sexual nature when:

- Submission to or rejection of such conduct results in or from an imposition, or the threatened imposition, of academic or disciplinary or other sanctions on a person;
- The verbal or physical conduct is such that it would be offensive to a reasonable person;
- Such conduct has a purpose or the effect of creating an intimidating, hostile or offensive environment.

Sexual harassment shall include, but is not limited to, the following types of behaviors:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, imitations or comments.
- Visual conduct/contact such as staring, ogling, leering, derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures.
- Physical contact such as assault, unwanted touching, blocking normal movements, or interfering with work, study, or play because of inappropriate sexual actions or advances.
- Threats and demands to submit to sexual requests as a condition of grades or other benefits or to avoid some other loss and offers of benefits in return for sexual favors.
- Retaliation for having reported or threatened to report sexual harassment.

### Action:

Students or teachers who experience what they believe to be violations of the above from adults or students should report the same to the principal immediately.

All allegations will be taken seriously and promptly investigated by the principal. Confidentiality will be maintained to the extent permitted by law in concern for all parties involved.

If the allegations are true and the conduct is found to be sexually harassing, disciplinary action, as deemed appropriate for the situation, will be taken. If the offender is an adult, diocesan policies will be applied. If the offender is a student, disciplinary action may include, but shall not be limited to, contacting parents, in-school suspension, out-of-school suspension, mandatory counseling and/or expulsion.

Insofar as it is able to be accomplished, no contact will be allowed between the perpetrator and victim.

### TEMPORARY RECORDS OR CUMULATIVE FOLDER

These records contain information such as the results of standardized tests, class rank, extracurricular activities and evaluations by teachers and counselors. These records are housed in the files of the administrative assistant's office. The principal and her administrative assistant are responsible for the security of all records. When a student transfers to another school, a notation of the transfer with the reason for the transfer should be made in the school register. The eligible student or the parent should have access to the student record. Such access should not be delayed more than two consecutive days after the initial request, unless the requesting party consents to a delay.

### SEARCH AND SEIZURE

Inspection of school property, e.g. desks and lockers, should not be undertaken without careful thought and compelling reasons. The principal should determine when such inspection is warranted. Inspection of students' personal property, e.g. pockets, pocketbooks, bookbags, should not be conducted without the student's permission. The laws of the Commonwealth bind the police.

### SENIORITY

Any full-time teacher, including newly hired teachers, who are actually at work a minimum of one-hundred school days during the school year shall have this partial school year credited as a full year for seniority and salary purposes.

### SUBSTITUTE FOLDER

All teachers are expected to maintain an updated substitute folder that is visible on the teacher's desk. The substitute folder needs to contain assignments for each class period for an entire day. Teachers also need to include a copy of their seating chart for all of their classes, class lists, daily schedule, attendance slips and lunch slips. As one can never predict when one may be out sick, it is imperative that the substitute folder be complete

### SUBSTITUTE PROCESS

Teachers need to call Bernadette Leahy at (781) 223-1347 when they will be out sick. Please do try to call by 6:30 AM so that a substitute may be contacted. All teachers must keep an updated Substitute Folder on their desks so that sub will have class work to provide to the students. If a teacher has a different workload for the children, s/he should alert the office and follow-up with a fax or e-mail outlining the assignments.

Teachers should request personal days at least one week in advance. If a teacher knows that he/she needs a specific day off during the year, he/she should request that day immediately so coverage can be arranged. Teachers are expected to be in school the Mondays or Fridays immediately before or after a vacation. Please refrain from requesting these days off.

## PLANBOOK

Each teacher is expected to develop and maintain a plan book that contains the curricula content and methodologies for each day's lesson. He/she shall be responsible with his/her level for a schedule containing the proper allocation of minutes for each contingent area. The Archdiocesan guidelines regarding proper time allotments shall serve as a reference point in this schedule. Teachers are expected to submit weekly copies of their lesson plans throughout the year to Mary Jo and at the end of the year, the entire plan book must be submitted for retention. Planbooks are legal documents that prove what students were taught

## GRADEBOOK

Assessments should happen at least once a week. These assessments may be either verbal or written, but they should be recorded either in your grading software or in your gradebook. Gradebooks are legal documents that prove students were graded.

## PARENT NOTIFICATION

Parents should be notified of any student whose average is C- or lower. Parents should not find out for the first time at the time of the report card.

## COMMENTS

All students must have thoughtful comments typed on each report card and saved on the school server. Comments can not be handwritten since Mary Jo needs to see all comments before they go home to parents and because handwritten comments are not saved on the server. To capture a child's essence is so important to parents. Grades alone are incomplete feedback since they do not reflect the effort and the character of the whole child.

## ATTENDANCE

At the end of the year, all attendance must be turned into Mrs. Eileen Ioannilli.

## PROTECTING GOD'S CHILDREN/CORI FORMS

All new teachers need to attend Protecting God's Children, which is offered by various parishes in the Archdiocese. In addition, all teachers need to complete a CORI each year.

## SUPERVISORY DUTIES

Teachers are not to leave their students unattended at any time. If a teacher must be absent from the classroom, a neighboring teacher should be asked to supervise the class temporarily. Homeroom teachers or a specified replacement will accompany their classes out of the building at the end of the school day as well as to lunch/recess before reporting for their assigned duty.

A schedule of lunch/recess duties and a review of rules will be established at the beginning of each school year and modified as appropriate.

When an emergency or unusual situation arises that makes it difficult or impossible to perform these duties, each teacher shall be responsible for securing a substitute. All changes must be reported to the principal.

Children must never be left unsupervised in the classrooms, cafeteria or play areas. Students have a right to safety and the need to be informed of the behavioral expectations of the school. Teachers have a duty to provide reasonable supervision of students. Teachers must be mentally and physically present in the supervisory act. Because of the danger for injury, an even greater standard of care should exist on the playground. Teachers should be actively supervising, foreseeing and eliminating any potential hazards to student safety.

#### NON-RENEWAL OF CONTRACT

When the administrator of a local school is planning not to renew the contract or agreement with a teacher for the next school year, the following procedure should be used:

1. Written materials concerning the teacher's performance should be reviewed to make sure the following conditions have been met:
  - (a) attendance and tardy records are accurate
  - (b) teacher's classroom performance has been observed on several occasions throughout the year;
  - (c) teacher's adherence to school policies;
  - (d) written evaluations, based on actual observations, have been made, including specific recommendations for improvements
2. Conferences with the teacher, in which the evaluations are reviewed, should be carried out shortly after each observation. The teacher, when in disagreement, should be free to comment, with the understanding that such comments are part of the record of the evaluation. The teacher should be asked to sign the evaluation. In the event that a teacher refuses to sign, this should be noted specifically.
3. The teacher should be informed prior to February 15 that because of unsatisfactory performance, there is a possibility that the contract might not be renewed. The teacher should be formally notified of a decision prior to April 15, so that opportunities to seek other employment will not be lost.

The same procedures would be applicable to all personnel employed by the school.

#### DISMISSAL OF A TEACHER

When the principal deems it necessary to terminate a teacher's service prior to the close of the school year, he/she should strictly adhere to the following policies:

The principal, prior to notifying the teacher of any pending action, should notify the pastor and then fully discuss the case with the Catholic School Office staff assigned to the school. If the decision to proceed with the termination is made, the following steps should be taken:

- (a) All available facts should be reviewed with the teacher
- (b) The teacher should be suspended from duties immediately
- (c) If necessary, a grievance hearing at the local level should be granted

The same procedures would be applicable to all personnel employed by the school.

In each situation a pastoral approach, insofar as possible, should be employed in the termination process.

#### STUDENT ABSENCES

A student who is not going to attend school because of illness or emergency at home should have a parent or guardian inform the school between 7:30 and 9:00 AM. Frequent, prolonged, unexcused absence or tardiness (30-35 days/year) shall be reported to the attendance officer by the principal.

### STUDENT ASSESSMENTS

Student academic progress at St. Peter's is formally assessed through:

1. The Progress Report: A written Progress Report is issued three times a year: October, February and May
2. The Report Card: a graded assessment of each student's progress is issued three times a year - December, March and June.
3. Formal Parent/Teacher Conferences: this meeting is scheduled in October/November in order to provide an opportunity to discuss the student's progress for the term.
4. The Permanent Record Card: an end-of-the year average of the student's individual progress is recorded, kept on file, and forwarded upon transfer.
5. All progress reports and report cards are to be submitted to the principal for review before they are distributed to students. Copies of those reports are to be filed in the student files maintained in the school office.

### STUDENT MESSENGERS

Students may be asked to convey messages between classroom and office. As a general rule, students are not to be asked to go to stores or faculty room for coffee, etc.

### STUDENT RETENTION POLICY

Each student considered for retention or conditional promotion will be discussed by the Principal and classroom teacher(s). If in the judgment of these professionals, it might be in the best interest of the student to repeat the grade or be promoted under certain conditions, then the parents will be notified of the possibility at the time the March report card is issued. The case will be reviewed again in May and a final decision made with regard to grade placement for the subsequent year.

### TRUANCY

Massachusetts State Law requires that every boy and girl attend school each day that school is in session unless unable to attend because of illness or some other legitimate reason.

Unless a child is sick or has a legitimate reason to be absent, he/she must be in school.

Otherwise, the absence will be illegal. If a student continues to be illegally absent, St. Peter School will have no recourse but to refer the student to the local truant officer for violation of the law.

Any student deemed truant will receive failing grades for all assignments, homework and tests missed during the time he/she was truant.

### USE OF TV/VCR/AUDIO VISUAL EQUIPMENT

TV shows or video tapes and other audio/visual materials should enhance and be consistent with the educational curriculum. A sign-up sheet for the equipment use is available in the faculty room. Without specific permission from the principal, videotapes should not be shown unless they are part of the lesson plan.

### VISITORS TO THE SCHOOL

All parents and visitors to the school must report to the administration office directly upon entering the building. If they knock on your classroom door, please ask them to report to the office first. Do not use valuable class time chatting or discussing an individual child. Make an appointment for a mutually convenient time.

## **CURRICULUM AND BEHAVIORAL STANDARDS**

### NEASC ACCREDITATION

Saint Peter School engaged in a comprehensive, self study and hosted the NEASC visiting committee in May 2006. The school was awarded re-accreditation through 2016. We will be submitting our two-year interim report in December 2008

### CLASSROOM CONDUCT

Students are expected to be courteous and attentive to teachers and their fellow students. Interference with a teacher's right to teach or a student's right to learn will not be tolerated.

### CLASSROOM PROCEDURES

Individual teachers will establish internal classroom procedures in agreement with the goals and philosophy of St. Peter School.

### INSTRUCTION OF STUDENTS

It is recognized that there exist individual teaching and learning styles. Education of the whole child requires sensitivity to this fact and accommodation when necessary.

### MARKING SYSTEM

The marking system is established on the primary, intermediate and junior high levels in compliance with Archdiocesan guidelines.

### STANDARDIZED TESTING PROGRAM

St. Peter's participates in the Archdiocesan testing program and exercises the options allowed for administration. Teachers are offered the opportunity to participate in pre- and post-test training. All newly hired teachers will be required to attend pre-test and post-test in-service programs offered by the Archdiocese.

### TIME ALLOTMENT CHARTS

A balanced instructional program in the elementary school is dependent upon guidelines based on the principle of flexibility as determined by pupil needs, curriculum requirements, teacher skill, and administrative planning. This chart is presented in terms of modules - each module being equal to 15 minutes. These guidelines are determined by the administration of the Archdiocesan School Office. It is recognized that integrated and interdisciplinary procedures

may result in addressing several subject areas in a thematic manner. Teachers are to plan lessons that incorporate the subject area weekly allotment. Weekly attendance at Mass may be included in the Religion allotment.

<u>PRIMARY UNIT : GRADES 1 - 3</u>	
<u>SUBJECT AREA</u>	<u>WEEKLY ALLOTMENT</u>
Religion	10 Modules = 150 minutes
Language Arts	50 modules = 750 minutes
Mathematics	13 modules = 195 minutes
Social Studies/Health/Science	7 modules = 105 minutes
Art/Music	12 modules = 180 minutes
Physical Education/Recess	9 modules = 135 minutes
Activities: Trips/resource room /library	9 modules = 135 minutes
Total	110 modules = 1,650 minutes

MIDDLE AND UPPER UNIT : GRADES 4 - 8

<u>SUBJECT AREA</u>	<u>WEEKLY ALLOTMENT</u>
Religion	10 Modules = 150 minutes
Language Arts	40 modules = 600 minutes
Mathematics	16 modules = 240 minutes
Social Studies	12 modules = 180 minutes
Science/Health	10 modules = 150 minutes
Art/Music	10 modules = 150 minutes
Physical Education/Recess	4 modules = 60 minutes
Activities: Trips, resource room, library	8 modules = 120 minutes
Total	110 modules = 1,650 minutes

**MANDATORY YEAR-END PROCEDURES**

**Teachers must complete record-keeping as defined in “School Records” and “Temporary Records” sections of this handbook. At the conclusion of each school year and/or by no later than June 30<sup>th</sup>, teachers must submit the following materials to the principal and administrative assistant:**

- 1. Current year’s lesson planbook**
- 2. Order forms for all books, supplies, etc.**
- 3. Balance sheet for classroom budget\***
- 4. Accreditation Report and Interim Evaluation Report for the NEASC**
- 5. All Classrooms must be cleaned completely by June 30 so that summer cleaning can occur unimpeded.**
- 6. Closets must be cleaned out and left orderly for the following year.**
- 7. No art projects or science experiments may be left in classrooms**

# Acknowledgement Form

## Ministry Employee/Volunteer's Code of Conduct

As a ministry employee/volunteer, I promise to strictly follow the rules and guidelines in this Ministry Code of Conduct as a condition of my providing services to the children and youth of the Archdiocese of Boston.

### As a ministry employee/volunteer, I will:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Never be alone with children and/or youth at Church activities.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
- Maintain confidentiality in all matters related to normal parish/school business.
- Comply with the mandatory reporting regulations of the Commonwealth of Massachusetts and with the Archdiocesan Policies and Procedures to report suspected child abuse. I understand that failure to report suspected child abuse to civil authorities is against the law.
- Cooperate fully in any investigation of abuse of children and/or youth.

### As a ministry employee/volunteer, I will not:

- Touch or speak to a child and/or youth in a sexual or other inappropriate manner.
- Inflict any physical or emotional abuse such as striking, spanking, shaking, slapping, humiliating, ridiculing, threatening, or degrading children and/or youth.
- Smoke or use tobacco products while engaging in activities with children and/or youth.
- Accept or give gifts to children or youth without the knowledge of their parents or guardians.
- Possess, or be under the influence of alcohol at any time while working/ volunteering.
- Possess, or be under the influence of illegal drugs at any time.
- Use profanity in the presence of children and/or youth at any time while volunteering.

## Acknowledgement

I understand that as a ministry /employee/volunteer working with children and/or youth, I am subject to a criminal history background check. My signature confirms that I have read this Code of Conduct and that as a minister to children and youth I agree to follow these standards. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as an employee/volunteer with children and/or youth.

Ministry Employee/Volunteer's      Printed Name: \_\_\_\_\_

Ministry Employee/Volunteer's      Signature: \_\_\_\_\_

Date: \_\_\_\_\_      Witness: \_\_\_\_\_