



Calvert Catholic Schools
One Family Committed to Christ
Spiritually • Academically • Physically • Socially

Faculty/Staff Handbook **2022-2023**

Revised
4.20.22

Calvert Elementary School
357 S. Washington St.
Tiffin, OH 44883
419-447-5790
Fax: 419-447-5798

Calvert Catholic Schools
One Family Committed to Christ

Spiritually • Developing Future Disciples
Academically • Fostering Educational Excellence
Physically • Maximizing One's Potential
Socially • Infusing Leadership and Service

www.calvertcatholic.org

Calvert High School
152 Madison St.
Tiffin, OH 44883
419-447-3844
Fax: 419-447-2922

SCHOOL INFORMATION

School Background

Calvert Catholic Schools has a long and honored tradition of providing a quality Catholic education to families in the greater community. The school's continued successes can be attributed to the firm commitment of its administration, faculty, staff, and greater community. Through strong collaboration and cooperation, the school community works to ensure an effective Catholic educational program.

The handbook presents what is expected from a Calvert Catholic School student. Policies and procedures outlined in the handbook provide a structured, faith-filled learning environment for the school community. Religion, the free exercise of our faith, is at the center of school life. Students are expected to extend their knowledge of the Catholic Faith, its heritage, values, traditions, and to seek a deepened faith and commitment to Jesus Christ through prayer, worship, and living a life of spiritual goodness.

SCHOOL EMBLEM

-Seneca Indian

SCHOOL COLORS

-Royal Blue & White

CALVERT ALMA MATER

Hail to thee Alma Mater
Hail white and blue
Always to Calvert
Our hearts are true
Through the years
We'll remember
Dear Calvert High
Hail Alma Mater
of days gone by.

CALVERT FIGHT SONG

Cheer Calvert High
From loyal hearts ring our cry
Proudly we hail,
Our high school, dear old Calvert
We are singing, praising, ringing
Cheer Calvert High
Her glory we will proclaim
Our blue and white
Will bring us honor, victory and fame!

General School Information

Calvert Academy & High School

152 Madison Street
Tiffin, Ohio 44883

Main Office Hours: 7:30 AM - 3:30 PM
Phone: 419-447-3844
Fax: 419-447-2922

Calvert Elementary

357 South Washington Street
Tiffin, Ohio 44883

Main Office Hours: 7:30 AM - 3:30 PM
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Fax: 419-447-5798

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PHILOSOPHY

Calvert Catholic Schools, a Diocesan School in the Roman Catholic Diocese of Toledo, is one family committed to Christ preparing students from pre-kindergarten through high school to enter the world permeated with strong Catholic values.

Spiritually • Developing Future Disciples: We fully engage in the teachings of Jesus Christ and the Roman Catholic Church which we incorporate into our daily lives in and out of the classroom.

Academically • Fostering Educational Excellence: We provide pace setting curriculum and state of the art technology, and offer challenging courses along with specialized training for the success of all students.

Physically • Maximizing One's Potential: We encourage the development of the whole student through involvement in our strong athletic programs and physical education classes in pursuit of a lifetime of health and wellness.

Socially • Infusing Leadership and Service: We reveal natural leadership qualities and equip students with the skills to enhance service opportunities in our school, parishes, and communities to go forth and light the world.

PROFESSIONAL ROLES & RESPONSIBILITIES

Administration

An Overview

The administration works to develop and oversee the overall organization of the school, including coursework, curriculum standards, policies, schedules, teaching assignments, etc. It is the responsibility of the administration to ensure a solid foundation for academic success and efficient operations of the school.

Admissions

Oversee the placement and entrance of new students and set and abide by standard academic admissions requirements to ensure high academic standards. Determine placement for new students. Communicate new student data to the corresponding classroom teachers.

Christian Role Model

The administration is expected to serve as Christian role models for the school community. Members of the administration are required to support the teachings of the Catholic Church. The administration is expected to model and foster discipleship by building relationships throughout the school community based on love, kindness, and respect.

Curriculum

Continue to facilitate the development and implementation of academic standards, evaluate and update textbooks and resources, and set policies to provide continuous school improvement.

Determining Teacher Responsibilities

Assign duties and responsibilities to teachers, including teaching assignments, classroom expectations, general duties, and extracurricular duties.

Discipline

Develop, implement, and oversee a school-wide discipline plan that enables students to become self-disciplined and reach academic success.

Evaluation and Assessment

Evaluate and assess teacher performance and the overall performance of the school through standard assessment tools that track the overall achievement and progress of the student body.

Resident Educator Mentoring Program

Provide essential support and training for new teachers. Keep records of meetings and progress made throughout the program. Provide constructive feedback to foster self-improvement and instructional effectiveness.

Standardized Testing

Oversee the administration of standardized tests, analyze results, communicate results, and initiate strategic planning to improve student achievement, teaching practices, and the overall school program.

Faculty

Academic Policies & Procedures

The faculty is expected to support and implement any and all academic policies and procedures set by the administration, including but not limited to the areas of assessing, recording, and reporting student learning. Specific expectations regarding academic policies and procedures are communicated in the handbook and weekly faculty bulletins and further addressed during faculty meetings.

Attendance

Faculty members are required to arrive to school by 7:30 AM and remain working on school grounds until 3:15 PM or after the buses have left the school, and all students have been picked up by their parents. Faculty members who are not on lunch supervision may leave school grounds for lunch, but are required to return to school by the end of their lunch period. Faculty members who are absent due to a sick day or personal day are required to provide detailed sub plans, including seating charts, lesson plans, and any handouts, quizzes, etc., to the administration prior to the absence.

Christian Role Model

The faculty is expected to serve as Christian role models for the students. Faculty members are required to support the teachings of the Catholic Church. The faculty is expected to model and foster discipleship through positive interacting with the school community and building relationships based on love, kindness, and respect.

Classroom Environment

It is essential to foster an environment conducive to the learning process. In addition to establishing a classroom discipline plan (submitted to their respective Principal at the beginning of each academic year for approval) and implementing well-planned lessons, each faculty member needs to maintain a neat and tidy classroom. Faculty members are required to remain in their classroom during scheduled instruction time. If they need to leave their room they need to request another adult to provide supervision. This request can be made by a call to the office. The classroom should be a positive environment for both students and faculty.

Communication

Effective schools have a continuous flow of communication through the school community. The faculty is expected to attend faculty meetings, read weekly faculty bulletins, check emails daily, respond to parent's contacts, post daily homework and essential class information, and promote the school in the greater community. Faculty members should strive to stay informed while fostering the continuous flow of positive communication throughout the CCS community. Faculty members are expected to communicate with parents on a regular basis providing clear expectations. It is expected that faculty will communicate academic concerns with parents in a proactive manner providing opportunities for students to receive academic support leading to student success.

Electronic Devices & Internet Use

The faculty is expected to support and enforce school policies regarding electronic devices and internet use. During class or student-populated environments, faculty members are not permitted to use their cell phones or utilize the internet for personal use (surfing, shopping, social networking, etc.). However, faculty members may engage in these activities during planning periods in the absence of students.

School Issued Devices

Faculty and staff that have been issued devices such as a MacBook, Chromebook, iPad, or other device will be responsible for the care of it. If the device is damaged outside of normal wear and tear (as determined by the technology department), the faculty or staff member will be held responsible for the cost of repair or replacement of the device.

Video Policy

If high school teachers wish to show a movie with a rating of R, approval from the principal must be obtained and a permission slip must be sent home stating the name of the movie, how it fits into the unit of study, and why it is rated R (nudity, drugs, cursing, etc.). If an academy faculty member chooses to show a movie with a PG-13 rating they will inform the parents. An “opt out” assignment must be presented in the permission slip for the students who are not permitted to watch the movie.

Extracurricular Activities

Faculty involvement in extracurricular activities is very important to building a school community. The faculty is encouraged to organize activities, coach sports, advise clubs, and attend school events. Faculty members are strongly encouraged to attend extracurricular events for our students, demonstrating strong support and care.

Instructional Planning

The curriculum organization and planning process is essential to effective instruction. Therefore, course maps are completed prior to the start of the school year, and weekly lesson plans are due on the first day of the week through the Planbook K-12 platform. This creates uniformity through our school system. Specific requirements are provided to the faculty during orientation, faculty bulletins, and faculty meetings.

Accommodating Special Needs

The faculty is expected to work to meet the individual learning needs of our students. Through, Reading Improvement Plans (RIMP), Individual Minor Adjustment Plans (IMAP) Response to Intervention (RTI), Individualized Education Programs (IEP), differentiated instructional strategies, and tutoring, faculty members effectively identify at risk students and implement strategies to ensure academic success.

Record Keeping

The faculty is expected to keep up-to-date records of attendance, grades (entered weekly), and lesson plans. These records should be available upon request. All classroom records are confidential and serve as official records. Specific record keeping expectations will be set at the beginning of the year during teacher orientation.

Collaboration

Our faculty works together as a team to address challenges that arise throughout the school year. It is important to continue to reflect on school policies, programs, and procedures to improve the quality of education CCS provides. The faculty is expected to attend faculty meetings and professional development activities to discuss and implement school improvement plans.

Vacation and Personal Day Policies

To help provide a consistent quality education the following vacation, personal day, and illness policies have been developed.

- All vacations should be planned outside the school year.
- Administrative assistants and administrators should be notified as early as possible in the case of an illness.
- Sub plans should be provided to administrative assistants and administrators in the case of an illness.
- If a faculty member needs to use more than 2 personal days the respective faculty member is required to pay for the Substitute teacher.
- Certain non-faculty staff receive 10 personal days per calendar year, not to be carried over.

COMMUNICATION

Parent-Teacher Interaction

Parental involvement in a child's educational process is essential to a successful school. As CCS strives to meet the needs of its students, routine parent conferences are held to keep parents informed of student progress and areas of concern. Teachers and parents are encouraged to schedule conferences to express concerns that need to be addressed. Parents should contact the main office of their respective buildings to arrange a meeting with the teacher.

Parent-Teacher Conferences:

Parents of students in grades K-12 will have the opportunity to schedule a time to meet with teachers upon request. The parents of students in grades 6-12 with a D and/or F in any course are encouraged to schedule a conference with the respective faculty member.

Course Overview

Each faculty member will provide a syllabus outlining course objectives.

School Website

The school website (www.calvertcatholic.org) is an essential tool for communication. All important school information and news can be found on our school website. Parents and students should check the website regularly for official documents, forms, and special announcements.

SchoolMessenger Instant Alerts

SchoolMessenger is an instant alert communication tool that allows CCS to communicate with stakeholders through phone message, text message, and email. In addition to school news and

reminders, emergency notifications, such as school delays and closings, are made through SchoolMessenger.

ARRIVAL & DISMISSAL PROCEDURES

Arrival Procedures

Calvert students are asked to arrive at school at 7:50 AM for the first period beginning at 8:00 AM. Students who are not present at the start of their first period class are recorded absent by first period teachers. Students must arrive before 9:00 AM to participate in extracurricular events and activities.

Elementary students who arrive at school before 7:50 AM must report to the Activity Center. Students arriving before 7:30 AM must report to Extended Day. If students arrive at school after the start of their first period, they are considered tardy and must report to the main office, sign in, and receive a late slip. These students are recorded as tardy.

Dismissal Procedures

The school day ends at 2:50 PM for elementary (kindergarten-grade 5) and 3:00 PM for academy (grades 6-8) and high school (grades 9-12). At this time, students are dismissed in an orderly fashion.

Elementary

At 2:50 PM, elementary teachers escort students to a designated area. K-3 dismiss from the Activity Center parking lot, while 4-5 dismiss from the Church parking lot. Students who ride the bus are escorted to the designated bus pick up area. Faculty members supervise the exit of all elementary students.

Academy & High School

Academy (grades 6-8) and high school (grades 9-12) students are dismissed at 3:00 PM and have the freedom to leave school grounds on their own accord. At 3:00 PM, students make a prompt exit from the school and are not permitted to roam around the school grounds at this time. Students are only permitted to stay after school if they are in a school sponsored club or activity for that particular day. Faculty members supervise the exit of all academy (grades 6-8) and high school (grades 9-12) students.

Tardy Marks

Students are marked tardy for the following reasons:

1. Arrive to school after the start of school
2. Failure to report to a scheduled class after a class period has begun without a late slip

SPIRITUAL LIFE

Discipleship

To foster discipleship, we must expect our students, teachers, administrators, and parents to interact with love, kindness, and respect. Each member of our school community is responsible for actively fostering a culture of discipleship.

Administrators

- Administrators hold teachers accountable for fostering a culture of discipleship.
- Administrators model positive interactions within the school by interacting with love, kindness, and respect.
- Administrators support teachers in their efforts to promote a culture of discipleship.
- Administrators support students by preventing and addressing any disrespectful behavior.

Teachers

- Teachers hold students accountable for fostering a culture of discipleship.
- Teachers model positive interactions within the school by interacting with love, kindness, and respect.
- Teachers support students in their efforts to promote a culture of discipleship.
- Teachers support students by preventing and addressing any disrespectful behavior.

Students

- Students hold peers accountable for fostering a culture of discipleship.
- Students practice positive interactions within the school by interacting with love, kindness, and respect.
- Students support peers in their efforts to promote a culture of discipleship.
- Students support students by telling an administrator, teacher, and/or parent of any disrespectful behavior.

Parents

- Parents practice positive interactions within the school by interacting with love, kindness, and respect.
- Parents support the school in their efforts to promote a culture of discipleship.
- Parents support students by informing the school of any disrespectful behavior involving students.

Service

Service is a vital component of one's Christian faith. Throughout the calendar year, Calvert Catholic School students will have opportunities to demonstrate and develop the Christ-like quality of service to individuals, their parish/school, and neighboring non-profit communities. Students will experience meaningful, age appropriate service activities. Additionally, senior students will research, plan and implement a service project as part of the graduation requirement.

SCHOOL-WIDE FACULTY DISCIPLINE AND CLASSROOM EXPECTATIONS

Overview

Calvert Catholic Schools is an environment that welcomes students to learn with an expectation of excellence in all activities in and out of the classroom. All faculty and staff are expected to address discipline concerns from dress code violations to disrespectful actions. It is also expected that faculty and students verbally welcome students in hallways. In addition to the school-wide discipline expectations in the elementary, academy (grades 6-8), and high school (grades 9-12), each teacher develops their own classroom discipline plan which reflects and reinforces the school-wide discipline expectations. Classroom discipline plans include the expectations teachers have for their students and the consequences students face if the expectations are not met. These plans will be submitted to the respective Principal and Dean of Students at the beginning of each academic year for approval. Once approved the plan will be shared with students and parent(s).

Classroom Welcome

All faculty will welcome students with a simple “hello” into their classroom each period and ensure proper dress code is adhered to as students. If dress is not correct, students will be instructed to adjust or after multiple corrective statements made by faculty to specific student, student will be sent to office for a detention. Calvert will expect excellence in all actions and hold ourselves accountable to our actions.

Emergency Procedures

Refer to the School Safety Handbook for specific emergency procedures.

Incident Reports/Reporting Suspected Abuse

All CCS faculty and staff are mandated reporters. We also require notification to the building Principal.

Elementary, Academy, and High School Discipline Expectations

School-wide expectations help create an environment conducive to learning. Students are expected to meet these expectations during school hours and during any other school-sponsored function. Students who do not meet these expectations are disciplined accordingly.

Academy and High School Behavior Infraction Consequences

Morning detentions may be assigned to students who do not meet behavior expectations. Morning detentions may be assigned for an accumulation of minor offenses or for a single severe offense and are served from 7:00-7:45 AM with the principal. Minor offenses may be defined as two or more tardies in one quarter, not adhering to dress code expectations, or other actions deemed inappropriate for school behavior. The school day begins at 8:00 am, and it is expected that the respective first period faculty member takes attendance at 8:00 reporting any student who is late or absent to the office.

Elementary Behavior Infraction Consequences

Recess detention may be assigned to students who do not meet behavior expectations. Afternoon detentions may be assigned for an accumulation of minor offenses or for a single severe offense.

Faculty and Staff Dress Code

We are representatives of Calvert Catholic Schools, both inside and outside of our school. The faculty is required to dress professionally. Men are expected to wear a minimum of dress slacks and a collar shirt or sweater. Women are expected to wear a minimum of dress pants or skirt/dress of appropriate length (to the knee). Faculty members are not permitted to wear T-shirts, sweatshirts, jeans, shorts, tennis shoes (unless specified accommodation through HR), or flip flops unless otherwise noted. There should be every reasonable attempt to cover any visible tattoos. While earrings are permitted to be worn by female faculty only, visible body piercings are prohibited for all faculty members. Bright hair dye is not acceptable.

Polo Shirts-white or light blue (short or long sleeves)

- Academy and High School boys are required to wear a tie on mass days
- Shirts must be tucked in upon arrival to school.
- Only the top two buttons may be unbuttoned.
- Undershirts worn under the uniform shirt must be white, short sleeve, and without lettering/illustration.

Pullovers/Sweaters/Fleece – worn over school uniform shirt Student Dress Code

During school hours, elementary (kindergarten-grade 5), Academy (grades 6-8), and high school (grades 9-12) students are required to wear the uniform set by the school.

The administration reserves the right to determine whether grooming or specific items of dress distract from the learning process.

All apparel must be appropriate to the school setting, must not draw unnecessary attention, and must not detract from the educational atmosphere of the school. In general, all clothing must be neat and clean. Faded, worn, stained, frayed, altered, or tattered apparel of any type is not permitted. Pants, skirts, or skorts may not be rolled at the waistband.

Girls Pants/Shorts/Skorts/Skirts/Jumpers

Pants-navy or khaki

Shorts- navy or khaki

Skorts-navy or khaki

Skirt/Jumper-navy or khaki - Must have leggings or spandex shorts under (see legging requirement below)

Girls are permitted to wear leggings (solid color - black, blue, white, gray) with school uniform bottoms

Boys-Pants/Shorts

Pants-navy or khaki

Shorts- navy or khaki – school uniform, no cargo shorts

- Skirts/skorts must be of an appropriate length as determined by the administration and must not be rolled at the waist.
- Shorts may be worn as part of the official uniform before November 15 and after March 15.
- Shorts may not be worn on Mass days or other special occasions specified by the administration.

Boys & Girls-Shirts

Oxford-Style Dress Shirt-white or light blue (short or long sleeves)

- V-Neck Pullover or Cardigan-Style Sweater-navy
- Sweater Vest-navy
- School Fleece-navy
- Dry fit Calvert jacket
- Designated Senior sweatshirt
- Crew neck “Calvert logo” sweatshirt – black, blue, gray or white
- Quarter zip “Calvert logo” sweatshirt - black, blue, gray or white in sweatshirt or dry fit material
- All permitted crew neck sweatshirt, sweater or fleece must be worn over school issued uniform shirt
- NO hooded or full zip sweatshirts, and NO long sleeve athletic shirts are permitted to be worn

Shoes

Elementary (kindergarten-grade 5)- clean, good repair, laced, tied, closed toe, no casual crocs

Academy (grades 6-8) & High School (grades 9-12)-designated school issued shoes

Please contact the main office of the middle school and high school building for shoe ordering details.

Other Apparel

Students are not permitted to wear jackets, gloves, hats, or any other apparel that is a distraction to the learning process or deemed offensive to the administration.

Makeup/Jewelry

Academy (grades 6-8) & high school (grades 9-12) females are permitted to wear modest makeup. Elementary, academy (grades 6-8), and high school (grades 9-12) students are permitted to wear modest jewelry. Female students (only) can wear earrings. All other visible body piercings and/or tattoos must be covered. Any makeup/jewelry that is a distraction to the learning process or deemed offensive to the administration is not permitted.

Attire

Students will understand that the following attire will not be permitted on school grounds or during school-sponsored events; tight or form-fitting outfits, low cut outfits that may be considered too revealing, sliced outfits, and/or dresses that may be perceived as too short or too revealing.

Hairstyles

Hairstyles and haircuts must be appropriate for school. For boys, hair length must not reach

below the bottom of the collar or below the eyebrows. Boys must be clean-shaven and sideburns may extend no lower than the bottom of the earlobe. Bright hair dye is not acceptable.

Blue and White Day

At the discretion of the principal(s) and/or head of school, CCS may have a Blue and White Day. The dress attire for this day will be a Calvert top (t-shirt/sweatshirt). Students may wear jeans with no holes or tears. Tennis shoes may be worn. Students are not permitted to wear athletic shorts, joggers or yoga pants.

Dress Code Violations

If students do not abide by the school dress code, their parents will be notified, and they will be sent home to change. Academy (grades 6-8) and high school (grades 9-12) students who have received 3 or more dress code violations in a single quarter receive a detention.

UPHOLDING CATHOLIC TEACHINGS

Marriage Policy

CCS exists for the formation of youth; therefore, married students are not permitted to enroll in the school. The school atmosphere is not conducive to the adult responsibilities required of a married lifestyle.

Pregnancy Policy

CCS supports and affirms the teachings of the Catholic Church regarding respect for procreation and human life, and we are dedicated to traditional Christian principles of sexual morality. It should be clearly understood that CCS believes that sexually intimate relationships outside of marriage are inappropriate and sinful. Students who are involved in a pregnancy are encouraged to continue school and are advised against early marriage. Although we never agree with or condone premarital sex, it must be the very nature of the Christian to now forgive, help heal, and support those who find themselves involved in a pregnancy outside of marriage. These persons have a right to expect our understanding and help.