



St. Mary Academy Bay View

ALL-ACADEMY FACULTY HANDBOOK

2023-2024

Revised: August 2023

Mission Statement

St. Mary Academy - Bay View is an independent, Catholic school serving a diverse population of girls from preschool through grade twelve.

In the tradition of the Sisters of Mercy, we foster academic excellence in an innovative and creative learning environment.

We are committed to empowering each student to be a confident, independent, compassionate and socially conscious young woman who fully lives her faith.

Values

At Bay View, We...

- **Are compelled by Mercy**

Our students are determined to show Mercy and make a difference in our world. Their shared sense of social consciousness is strengthened by universal empathy and a conviction that all human beings are worthy of God's mercy. This awareness and compassion motivates Bay View girls to take action to serve the needs of others.

- **Have educational courage**

Our students welcome the challenge of pursuing their full potential in a culture of excellence, critical thinking and curiosity. Our holistic approach builds character and engages students to become bold and inquisitive thinkers, eager to acquire the knowledge to lead purposeful lives.

- **Are inspired by faith**

Our students become living advocates of social justice, love and service to others. Our Catholic tradition is grounded in the compassion of the Sisters of Mercy. All faiths are welcome and our students are strengthened by these diverse relationships.

- **Are principled leaders**

Bay View girls lead with their unique gifts and talents. Prepared with an ethical and moral compass, they put our Mercy values into action and work to do what is right. They are equipped to make difficult choices, learn from their mistakes and develop high emotional intelligence to promote change.

- **Are a voice for dignity and respect**

Our students appreciate each other's individuality. They embrace a global vision and value differences of opinion. By standing up for those who can't, they go beyond acceptance to help make sure that everyone feels recognized and heard.

Accreditation

St. Mary Academy - Bay View has been recognized as a school of excellence by the United States Department of Education and is accredited by the New England Association of Schools and Colleges, the Diocese of Providence and the State of RI Department of Education. The school is a member of the Mercy Secondary Education Association, The College Board, NCEA and Rhode Island Interscholastic League.

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CAMPUS DIRECTORY

MAIN TELEPHONE NUMBER: 401-434-0113

LS FAX: 401-434-4756/MS/US FAX: 401-438-0122

Note: all email addresses for the Academy are in the following format:

(first initial) (last name)@bayviewacademy.org

Example: Marcela Rossi = mrossi@@bayviewacademy.org

ADMINISTRATION

PRESIDENT: Amy Gravell	Ext. 156
ADMINISTRATIVE ASSISTANT TO THE PRESIDENT: Michelle Masse	Ext. 156
PRINCIPAL PRE-K TO GRADE 12: Marcela Rossi	Ext. 165/141
VICE PRINCIPAL OF ACADEMICS & CURRICULUM: Mary Ann Snider	Ext. 159
DEAN OF STUDENT LIFE MS/US: Cecilia Pate	Ext. 123
DEAN OF THE LOWER SCHOOL: Karen Richards	Ext. 116
LS ADMINISTRATIVE ASSISTANT : Kimberly Thompson	Ext. 141
MS/US ADMINISTRATIVE ASSISTANT: Dianne Escobar	Ext. 165
RECEPTIONIST US/MS SCHOOL ATTENDANCE: Carolyn Donahue	Ext. 100
DIRECTOR OF ADMISSIONS, MARKETING AND COMMUNICATION: TBD	Ext. 150
ASSISTANT DIRECTOR OF COMMUNICATIONS: TBD	Ext. 162
ADMISSIONS ASSOCIATE: Beibhinn Anderson	Ext. 189
ATHLETIC DIRECTOR: Fallon Scorpio	Ext. 130
ATHLETIC TRAINER: Josselyn Delemos	Ext. 115
DIRECTOR OF TECHNOLOGY: Eric Laffey	Ext. 127

ADVANCEMENT

DIRECTOR OF ADVANCEMENT: Erin Hanna	Ext. 104
PARENT AND ALUMNAE COORDINATOR: Amanda Grattan	Ext. 137
ADVANCEMENT ASSISTANT: Alexandra Kavanagh	Ext. 124

DEPARTMENT OF STUDENT SERVICES

School Counseling Fax: 401-438-0122

DIRECTOR OF STUDENT SERVICES, GRADES 11 & 12;

US COLLEGE COUNSELOR: **TBD**

Ext. 140

ADMINISTRATIVE ASSISTANT TO STUDENT SERVICES: Carolyn Gufler

Ext. 118

MS COUNSELOR: **TBD**

Ext. 167

GRADES 9 & 10 COUNSELOR: Kate Beer

Ext. 145

CENTER FOR LEARNING, ACADEMIC SUCCESS AND SUPPORT: Drea Harms Ext. 132

CAMPUS NURSE:

Ext. 134

Email address for nurses: nurse@bayviewacademy.org

FINANCE OFFICE

Finance Fax: 401-438-5475

FINANCE OFFICE/TUITION: Pat Messore

Ext. 163

FINANCE OFFICE/ACCOUNTS PAYABLE

Ext. 161

General School and IT Repairs/Maintenance

Request Forms

If you have a tech request or a maintenance request, please use these forms:

[Tech Support](#)

[Maintenance Work Order](#)

MEDIA AUTHORIZATION

During the course of the school year photographs are taken of our students, faculty, and staff at events or on-campus that may be used for press releases, yearbook, website or put on display at various locations on campus. When pictures are sent with press releases the name of the student/faculty/staff is also provided. If you do not want your photograph used in publications/press releases, please email **your division Administrative Assistant**.

ADMISSIONS POLICY

St. Mary Academy - Bay View admits girls and young women without regard to their race, color, national or ethnic origin, religion, sexual orientation, or genetic information to all rights, privileges, programs and activities generally accorded or made available to students at the school. St. Mary Academy - Bay View does not discriminate in the administration of its admission policies, educational programs, scholarship awards, athletic activities, or any other Academy-sponsored events.

In the case of a person with a disability, the School will provide reasonable accommodation to a student's disability unless such accommodation would fundamentally alter the nature or purpose of the School's program.

The Academy has a rolling admissions policy, which allows us to accept applications at any time provided there is space available. To be eligible for Kindergarten a child must be five years old by September 1. Students entering Blossoms must be four years old by September. A birth certificate must be presented with the application for admissions. All new students must present a current immunization record compliant with state requirements before entry to school.

INTRODUCTION

History of the Sisters of Mercy

Catherine McAuley, the founder of the Sisters of Mercy, was a young, upper-class Catholic woman who dedicated her life to teaching poor children and visiting the sick in Dublin's slums. When she inherited a large sum of money, Catherine decided to build a house in Dublin for servant girls and other homeless and abused women. This "House of Mercy" was constructed and formally opened on September 24, 1827. In addition to living space, there was also a school, job training programs for women, and rooms for a number of ladies who joined Catherine in her mission. Because of her lifestyle, the Bishop of Dublin suggested to Catherine that she either found a religious community of women or disband. In her strong faith, she and two of her devoted companions set out for the Presentation Convent to enter a novitiate to fulfill Church law for the foundation of the Sisters of Mercy. On December 12, 1831, the first Sisters of Mercy pronounced their vows.

Many women were attracted to join Catherine. When she died in 1841, there were fourteen Mercy foundations in Ireland and England. By 1856 the congregation had spread to Newfoundland, the Americas, Australia, New Zealand, and Scotland.

The Sisters of Mercy of the Americas are an international community of Roman Catholic women vowed to serve people who suffer from poverty, sickness, and ignorance with a special concern for women and children. In innovative and traditional ways, they address human needs through collaborative efforts in education, healthcare, housing, pastoral and social services.

The Sisters of Mercy of the Union formally dissolved in 1991 when 17 Mercy congregations united to form the Institute of the Sisters of Mercy of the Americas. This union strengthens the influence of the Sisters of Mercy as they strive to carry out the commitments they established in the Institute Direction Statement. This statement outlines the contemporary concerns of the Sisters of Mercy and guides the works of Mercy today.

Between 2005 and 2009, 25 regional communities in the Institute consolidated, forming five geographic Communities to better serve the mission of Mercy. A sixth Community comprising six communities in Central America and South America will become the CCASA Community-Caribbean, Central America South America.

The Sisters of Mercy of the Americas are located in North, Central, and South America; the Caribbean; Guam and the Philippines, with more than 4,000 sisters responding faithfully to the needs of the economically poor in these countries.

Today, in over 21 states in the continental U.S., one territory and six countries, Mercy sponsors or co-sponsors over 20 elementary schools and early childhood centers, 38 secondary schools, and 19 colleges and universities that continue the tradition of high-quality, values-based Catholic education.

As the Sisters of Mercy are responding to the changing needs of our times, partnerships are formed with a variety of organizations and individuals to more effectively continue the mission of Mercy that was begun in 1831 in Dublin, Ireland by the founder, Catherine McAuley. In April 1990, in completion of one stage of the process by which the Catholic Church defines sainthood, Pope John Paul II declared Catherine McAuley venerable.

Membership: Sisters, lay Mercy Associates, Mercy Corps volunteers, Companions

Work: Co-sponsor several hundred healthcare facilities, 20 elementary and preschools, 38 secondary schools, 19 colleges and universities; social centers, retreat centers, housing, and justice ministries.

Location: North, South and Central America, Caribbean and islands in the Pacific; Sisters of Mercy work and live in 200 U.S. cities, in 48 states and the District of Columbia, and in 21 other countries.

Whenever you find a Sister of Mercy, you will find a woman committed to the welfare of the people in the community in which she works and lives.

History of St. Mary Academy – Bay View

Opened as St. Mary Seminary in East Providence by the Sisters of Mercy in 1874, St. Mary Academy - Bay View began and continues as a private school for young women. The Sisters of Mercy continue to sponsor this ministry of education.

The focus on single-gender education is rooted in the belief of Catherine McAuley, founder of the Sisters of Mercy, that, “there is nothing more conducive to the good of society than the education of young women.” Continued research supports this value, especially for young women at the secondary level.

In 1874, the Howard Mansion in Riverside, Rhode Island was purchased as the Academy. Fire destroyed the 19th-century building in 1948, making the construction of the present complex a necessity. St. Mary Academy - Bay View opened for the first session in the present Upper School building on January 31, 1949.

In January 1967, St. Mary Academy - Bay View was separately incorporated. The elementary school moved to St. Joseph Hall in 1968. The boarding school closed in June 1979. The elementary school was co-educational for many years. In 1970, when grades seven and eight became part of the high school, education for boys was formally phased out. By the academic year 1995-1996, boys were no longer part of the makeup of the elementary school.

In the spring of 1991, after a year of intense preparation and visitation, the United States Department of Education recognized St. Mary Academy-Bay View as a Blue-Ribbon School of Excellence. The Blue-Ribbon School of Excellence was renewed in June 2002.

The Board of Trustees was formed in June 1991. In September 1991, a proposal on reconstructing the Academy was presented to the Board of Trustees “that the elementary and high schools combine into one institution - Pre-Kindergarten through Grade Twelve under the direction of a president.”

The proposal became a reality; the elementary and high school combined into one institution. The first president was named in the spring of 1994, was scheduled to begin her term of office in the fall of 1994 and was installed the following spring. Strategic planning was and continues to be a major component of the president’s focus.

In the spring of 1996, for the first time in the history of the Academy, a laywoman, a Mercy Associate, was appointed by the President to serve as principal of the Middle/High school. At the same time, a new focus was established; the Middle School concept. After considerable time spent in workshops and courses, the Middle School became a reality in September 1996. In 2008, a Pre-K to Grade 8 Principal was appointed by the President.

Block scheduling was tried and tested during the fall and spring semesters of the academic year 1994-1995 and became an established practice thereafter.

The Academy is attractively located in the midst of approximately twenty acres of land. A regulation size softball field, a large soccer field, recreational areas, and a parking lot behind Mercy Hall that accommodates faculty, staff, students, and short term parking for parents. The Academy is conveniently located on the public transportation line. Students are provided with free bus transportation from cities and towns designated to be within the Academy’s region.

St. Mary Academy - Bay View focuses on providing young women with a superior education - based on the Judeo-Christian values and a spirit of innovation.

DAILY SCHEDULES

LS School Schedule

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:55 - 8:15					
8:15 - 9:00					
9:00 - 9:45					
9:45 - 10:00	Snack/Recess	Snack/Recess	Snack/Recess	Snack/Recess	Snack/Recess
10:00 - 10:45					
10:45 - 11:30					
11:30 - 11:55 12:00 - 12:25	1st LUNCH (PK-2) 2nd LUNCH (3-5) RECESS	1st LUNCH (PK-2) 2nd LUNCH (3-5) RECESS	1st LUNCH (PK-2) 2nd LUNCH (1-5) RECESS	1st LUNCH (PK-2) 2nd LUNCH (1-5) RECESS	1st LUNCH (PK-2) 2nd LUNCH (1-5) RECESS
12:30 to 1:15					
1:15 - 2:00					
2:00 - 2:35					

MS/US School - Eight Day Rotation

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8
7:55-8:03	HR	HR	HR	HR	HR	HR	HR	HR
8:03-8:06	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass
8:06-9:26	A	E	B	F	C	G	D	H
9:26-9:29	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass
9:29-10:49	B	F	C	G	D	H	A	E
10:49-10:52	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass
10:52-12:12	C	G	D	H	A	E	B	F
12:12-12:42	Lunch 1 WIN 1	Lunch 1 WIN 1	Lunch 1 WIN 1	Lunch 1 WIN 1	Lunch 1 WIN 1	Lunch1 WIN 1	Lunch1 WIN 1	Lunch1 WIN 1
12:42-1:12	Lunch 2 WIN 2	Lunch 2 WIN 2	Lunch 2 WIN 2	Lunch 2 WIN 2	Lunch 2 WIN 2	Lunch 2 WIN 2	Lunch 2 WIN 2	Lunch 2 WIN 2
1:12-1:15	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass
1:15-2:35	D	H	A	E	B	F	C	G
2:35	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal

Morning WIN Time (1 hour)**Afternoon WIN Time (75 minutes)**

HR	7:55 - 8:03	8 mins		HR	7:55-8:03	8 mins
Transition	8:03 - 8:06	3 mins		Transition	8:03-8:06	3 mins
Period 1	8:06 - 9:16	70 mins		Period 1	8:06-9:13	67 mins
Transition	9:16 - 9:26	10 mins (to allow for return to HR)		Transition	9:13-9:16	3 mins
WIN Time (AM-X)	9:26 - 10:26	60 mins		Period 2	9:16-9:23	67 mins
Transition	10:26 - 10:29	3 mins		Transition	9:23-9:26	3 mins
Period 2	10:29 - 11:39	70 mins		Period 3	9:26-11:33	67 mins
Transition	11:39 - 11:42	3 mins		Transition	11:33-11:36	3 mins
Period 3	11:42 - 1:22	70 mins		Period 4	11:36-1:10	70 mins
MS Lunch	11:42 - 12:12	30 mins		MS lunch	11:36-12:03	27 mins
US Lunch	12:52 - 1:22	30 mins		US lunch	12:43-1:10	27 mins
US Class/ MS Class	11:42 - 12:52/ 12:12 - 1:22	70 mins/70 mins		US Class/ MS Class	11:36-12:43 12:03-1:10	67 mins
Transition	1:22 - 1:25	3 mins		Transition	1:10-1:20	10 mins
Period 4	1:25 - 2:35	70 mins		WIN Time (PM-X)	1:20-2:35	75 mins

FACULTY EXPECTATIONS

Bay View seeks to be more than a school where academics are taught and learned. It attempts to be a community, and in light of this focus on the community, it is both the privilege and responsibility of all to participate in activities that build community and contribute to the life of the school in general. Therefore, **all full-time teachers** must be present at faculty meetings, prayer services, liturgies, assemblies, professional development, meetings involving students/parents, parent/teacher conferences, open house, mother/daughter brunches, father/daughter dances, awards night, graduation, and any other activities deemed necessary to be supportive of the community building and the fundraising efforts of the Parents Guild by attending planned events. **All duties and responsibilities of part-time teachers** will be discussed individually with the principal. Part-time faculty members are expected to attend all faculty meetings.

Faculty are expected:

- To be in the homeroom/classroom between **7:30 a.m. and 3:00 p.m.**
- To sign in and out in the Principal's office of St. Joseph's Hall for Lower School and the reception area of Mercy Hall for Middle and Upper School. If it is necessary to leave during any part of the school day, the teacher must sign out in the book provided at the office and notify the principal.
- At no time shall another faculty member sign in/out for another.
- **Teachers are expected to greet students at the entrance of their classrooms at the start of each period.**
- To begin class with Prayer.
- To participate in the duties of the grade level assigned; for example, retreats, field trips, prom, dances, etc
- To contribute positively to the values and mission of the school.
- To dress as professional role models. No flip flops, hats, or blue jeans.
- To be involved beyond the classroom by supporting students in extracurricular activities such as games, performances, etc.
- To perform duties that are part of the daily life of the school. For example, class substitutions, library duty, homeroom tasks, cafeteria, detention, committee work, etc.
- To have a parking sticker and attach it to the windshield on the inside lower-left corner of the driver side in the rear window.
- Promote and participate in community building events and fundraising efforts.
- All communications with the use of cellphones must be done during a teacher's free period in the faculty lounge. Teachers may not use their cellphones during homeroom, class time, a study period, or while supervising students.
- **Read and understand the appropriate Student Handbook in order to be able to properly enforce all Academy rules.**

Teacher Appearance

Employees are expected to use good judgment and taste in matters related to appearance, attire and hygiene, with the understanding that they are representing St. Mary Academy - Bay View during the work day. Employees are expected to present a professional image. Casual attire (i.e. blue jeans, cut-offs, flip-flops, t-shirts, and hats etc.) is not permitted, except on designated days, or unless required for job performance.

Although gentlemen are not required to wear a tie, shirts must have a collar and button down the front.

Body piercing, other than the ears, is inappropriate.

Inappropriate employee attire will be addressed individually and privately.

Sick or Paid Time Off for Teachers and Staff

- An email and phone call to the LS or MS/US office must be made by 6:00 a.m. so adequate coverage can be found for the day.

For Lower School - email Kim at ktompson@bayviewacademy.org, Marcela at mrossi@bayviewacademy.org and Karen at krichards@bayviewacademy.org

For Middle/Upper School - email descobar@bayviewacademy.org, Marcela at mrossi@bayviewacademy.org and CC your department chair

Email your assignments including any duties where applicable.

- A “Sick or Paid Time-Off” form will be completed recording the day and time of the absence. Each employee will receive a copy of this form.
- If a teacher leaves prior to 3:00 p.m., they must sign-out at the reception desk in their building. This includes leaving early during a free period. If a teacher needs to leave before 3:00 p.m., explicit permission must be obtained from the Principal.

CLASSROOM CULTURE AND GUIDELINES

Classroom Culture and Environment

A classroom’s culture should be cultivated in support of student-centered learning. As such, it reflects a shared partnership between a teacher and their students. Each teacher will bring their personality and teaching style to their work while incorporating these three features:

- ❖ Classrooms operate with a clear set of expectations that are developed and agreed upon by the teacher and their students.;
- ❖ **Classroom norms and behavioral expectations including policies for late assignments and test/quiz make-ups. These must be sent to Dianne Escobar by Friday, September 8.**
- ❖ Teachers know their students well academically and personally;
- ❖ There is a respectful and joyful classroom culture;
- ❖ Classrooms are active and have many opportunities for collaboration.

More specifically, teachers should greet students as they enter the classroom. Students should feel comfortable interacting with their teachers. Teachers should model and cultivate respectful and supportive relationships within their classrooms. Teachers should be mindful of their classroom’s culture and intervene when unhealthy dynamics arise.

MS/US Guidelines for Teachers

At the start of the period, teachers should greet their students as they enter the classroom. It is important to have routines for students to start class such as “do nows”, problem of the day, reading, etc. These routines are particularly important with the new bell schedule that does not include transition times. Students who are perpetually late for class should be sent to the Dean of Student Life.

Students should not be using their electronic devices for non-academic purposes. Students’ phones must be turned off during the school day **and kept in their backpacks or shoe racks**. Behavior that is disrespectful

and/or disruptive to the class must be dealt within the first occurrence. This initial intervention is important so that behavioral issues do not escalate.

For the first offense, the phone will be turned into the teacher. In MS/US, for any instances following, detention must be issued and the student is to be sent to the Dean of Student Life's office. If she is not in her office the student must report to Mrs. Escobar in the Principal's office.

Homeroom Environment

Homeroom time sets the tone and rhythm of the day for students and staff. It should be a time for students and their homeroom teacher to greet each other and engage in conversation. Conversations with students about upcoming school events, extracurricular activities, and their overall well-being are encouraged. These relationships are vitally important to students at all grades. As such, we ask teachers to not be at their desk doing work. **BVTV should be running on those mornings when it's available. Students must be in their homeroom at 7:55 am and should not be in the hallways or in other homerooms.** This allows teachers to observe any student who may appear isolated or not engaged with her peers.

LS New Student Information

The Dean of the Lower School will share information from new family orientations to classroom teachers prior to the start of the school year.

Teachers of Grade 9 / Transfer Students

Teachers will meet with the Dean of Student Life and school counselors prior to the beginning of the school year. The homeroom teachers and teachers of Grade 9 or transfer students will be provided with a list of the students with information such as the student's prior school (public, private, or Catholic), and if they are the only student from their former school attending Bay View. Information that both the Principal, Vice Principal, Dean of Student Life and the Director of Student Services feel is necessary for the teachers to know about individual students will also be shared at this meeting. The goal of this meeting is to provide teachers with as much background information regarding the new students. This information will be critical in establishing positive relationships.

Condition of Rooms

Each teacher is asked to be mindful of the physical condition and cleanliness of each classroom in which he/she teaches. The classroom should be organized in a way that supports collaboration and discussion. Student supplies and materials should be organized and accessible to students as developmentally appropriate. In the spirit of cooperation and consideration for the school community, all teachers are asked to remind students to be respectful of school property and to refrain from marking furniture, or defacing property in any way. At the close of the school day, homeroom teachers or the last teacher in the classroom is responsible to see that their homeroom is in order and that all windows are closed, lights turned off, shades are drawn, and boards erased. Any maintenance issues should be reported in a timely manner using the [maintenance work order form](#).

Attendance

In LS, teachers should submit their student attendance via Rediker at the start of the school day.

In MS/US, the teacher must check attendance carefully at the [beginning of each class period](#).

- If a student is absent from a class and her name does not appear on the daily absentee list, the teacher must immediately email Carolyn Donahue at cdonahue@bayviewacademy.org and the Dean of Student Life.
- If a student appears on the absence list but is in your class, you must follow the same procedure as above.

Each teacher is responsible to see that students remain in class until the end of the period. At no time is a class to be dismissed early without the authorization of the Principal, Dean of Student Life or Dean of the Lower School. When students leave a classroom they must sign out and indicate the time and where they are going, they must sign in when they return. Frequent lavatory visits should be discussed with the Dean of Student Life.

Homeroom Tardiness

Lower school students arriving after 7:55 a.m. must sign in with Kim Thompson before proceeding to their classroom.

In MS/US, the first school bell rings at 7:55 a.m. Students who are not in the homeroom by 7:55 a.m. are marked late. Students arriving after 8:03 a.m. must report to the receptionist to receive a tardy slip which will be presented to the classroom teacher. We want to ensure that our attendance records are accurate and that we do not contact parents/guardians unnecessarily. Teachers should check the attendance records for the time a student arrived at school.

ACADEMIC VISION

In the tradition of the Sisters of Mercy we foster academic excellence in an innovative and creative learning environment. St. Mary Academy - Bay View's instructional vision begins with its commitment to the Mercy values of dignity, excellence, social justice, service, and stewardship. Our promise is to educate young women who are curious, critical thinkers, problem solvers, eloquent communicators and impactful stewards of a rapidly changing world. ***We are committed to empowering each student to be a confident, independent, compassionate, and socially conscious young woman who fully lives her faith.*** St. Mary Academy - Bay View provides a safe and welcoming learning environment for students to prosper and grow emotionally, socially and academically. We understand that ultimately, our students will be judged by their character and the quality of the work they produce. To prepare them to be successful for whichever dreams they pursue after high school, our faculty works tirelessly to ensure that every student has access to high-quality curriculum and research-based instructional practices every day in every class.

Our academic priorities include the following.

1. Developing students' ability to be self-directed and reflective learners. They are able to set goals, monitor their progress, evaluate and take responsibility for their learning. They know when they need academic clarification or support and confidently seek guidance from their teachers.
2. Engaging actively in their learning process. Bay View students are not passive recipients of the information. Rather, they are asked to build their knowledge in class-- independently, in pairs, or small groups. Our teachers act as coaches and facilitators of learning.
3. Providing authentic opportunities for students to apply their knowledge and skills to solve real-world problems. Their learning is marked by balancing the design, creation, construction of projects that demonstrate their critical thinking process and acquired knowledge.

4. Requiring students to think deeply and communicate their ideas in writing as well as through discussion, debate, and presentation. Our students practice their writing skills daily to process their understanding, connect ideas, take notes, and develop plans for larger projects.
5. Evaluating learning begins with clearly articulated learning goals. It is supported by providing expectations for assignments using a transparent and well - structured rubric. Assessment measures capture a range of student learning from recalling facts to demonstrating understanding, applying knowledge, analyzing and evaluating data, information, and ideas. The majority of grading is based on authentic assessments of student learning. Students are provided with specific and actionable feedback on a regular and timely basis.

Administrative Walkthroughs

Administrative Walkthroughs will take place throughout the year to observe classroom culture, management and to provide timely feedback. The purpose of the walkthrough is to give qualitative feedback to stimulate dialogue about teaching and learning. It is also important for students to see administrators in classrooms from time to time. The Walkthroughs are unannounced and not part of the formal Evaluation and Observation process.

Teacher Observations and Evaluations

St. Mary Academy - Bay View's faculty and administration are committed to continuous growth and improvement. Components contributing to this value include goal setting and reflection, professional learning, informal observations and walkthroughs as well as more formal evaluations.

- [Observation](#)

- Post-observation

- The post-observation is to be scheduled no longer than seven days after the observation.
- The written observation is to be given to the observed via email or hard copy two days prior to the scheduled meeting.
- At the conclusion of the meeting, the form is to be signed by the two parties.
- The person observed has the option of responding in writing to the observation. In such a circumstance, the response is sent to the observer and the principal. Subsequently, all three parties are to meet and discuss the observation and response.

Frequency of Teacher Observations

- For teachers new to the profession and/or to the Academy, **two** observations a year are to be completed.
- All other teachers are to be observed **once** annually.

Teacher Professional Development Goals

All faculty members are expected to complete a professional development goal sheet **by October 16**. New units, concepts or topics should be incorporated into the curriculum each year. Goals should address building increased knowledge and competency about student-centered learning.

- Individual – Goal sheet completed by the teacher and discussed with the Principal/Vice Principal of Academics/Dean of Lower School.

Professional Development

- Department chair and department members agree on goals yearly.
- Goals – presented by the department chair and then through dialogue agreed upon with all department members.
- Department Professional Development – department chair will secure professional development for the department.
- Teacher – each teacher is to complete a template specifically for professional development. The teacher is to submit to the department chair the professional development (workshop, class, etc.), stating how it would be beneficial to themselves and the department. The department chair along with the teacher will approve or discuss needs of the individual member and focus the teacher in a different direction if necessary. Department chairs approve professional development.
- School Goals – principal, vice principal, and dean along with department chairs and teachers discuss needs, and the principal addresses needs by providing professional development opportunities.

MS/US ACADEMIC INFORMATION

Faculty Guide for Papers

Teachers in various disciplines assign papers on a regular basis as part of the work required in their courses. Types of papers and the obligations relative to plagiarism differ with each discipline.

- **Reflection Papers**

The reflection paper and/or personal response paper requires that the majority of the text be original to the student writer. In these cases, the ideas of other authors are almost never quoted. Hence, the necessity of acknowledging sources by way of in-text citations, footnotes, endnotes and/or bibliography is practically non-existent. However, should the student writer directly quote an author, or use an author's ideas to support her own assertions, she is obligated to acknowledge that author in the usual way.

- **Bibliography**

Teachers may require a bibliography as a part of the assignment. A bibliography can be supplied without using any footnotes. The reverse is never allowed.

- **Term Papers**

Term papers are research papers required as part of the course work for a term or semester. The techniques for gathering research, devising a thesis statement, and incorporating that research into a clear, coherent and unified paper are taught formally in eleventh grade. Therefore, students in lower grades who are assigned a research paper typically will not have the appropriate skills to complete the assignment in a correct manner, unless the teacher assigning the paper takes the time to teach proper research gathering techniques and source acknowledgment. The avoidance of plagiarism is simply the result of knowing the appropriate techniques of researching and using that research in an effective manner. This principle applies to using printed works as well as online services.

“A research paper is an extended expository composition based on information gathered from a variety of courses to support the writer’s ideas.” (*Warriner Complete Course 1988*).

LS REDIKER/GOOGLE CLASSROOM

Parents and students will access homework assignments and upcoming tests for all subjects on a daily basis. Therefore, all teachers are responsible to maintain current Rediker/Google Classroom postings.

The student’s current grades, missed assignments and tests are able to be viewed by parents therefore, it is imperative that the site remain current.

Homework

Home study is a necessary component of each child's educational program, **but should not dominate home and school life**. Lower School students will be assigned approximately 10 minutes of homework per grade level. For example, second-grade students will have approximately 20 minutes of homework per night. Parents and students are expected to check the Parent/Student Portals through Rediker/Google Classroom regularly for homework assignments, test dates, long-term projects, and classroom information. Our goal is to build student responsibility for their learning. Homework and assignments should be turned in on time.

Learning to budget the time needed to complete assignments is an important part of developing good study and work habits. Students will be guided throughout the Lower School about how to develop the organizational and time management skills necessary for academic success. These habits will, of course, be guided by students’ ages and developmental levels.

School vacations and long-weekend breaks are necessary for both teachers and students to rest and refresh. No homework should be assigned during these times.

MS/US REDIKER/GOOGLE CLASSROOM

Parents and students will access homework assignments and upcoming tests for all subjects on a daily basis. Therefore, all teachers are responsible to maintain Rediker postings and Google Classroom postings current. The student’s current grades, missed assignments and tests are able to be viewed by parents therefore, it is imperative that the site remain current.

Middle School

Students in sixth grade should have no more than 80 minutes of homework per night. An average of 20 minutes per subject is assigned and students have no more than four classes per day. By seventh and

eighth grades, an average of 30 minutes per subject is the expectation. Reading a novel or working on a long-term project may require extra time. Individual learning styles will impact time needed for homework completion, as will the number of tests or papers for which a student is preparing- heavier assignment loads often occur near the ends of terms and immediately prior to vacations.

Several mitigating factors affect home study time. Every girl has some in-school study time during the week when she can do homework. The number of homework assignments usually corresponds to the number of weekly class meetings for that rotation cycle.

Learning to budget the time needed to complete assignments is an important part of developing good study and work habits. Students will be guided throughout middle school about how to develop the organizational and time management skills necessary for academic success.

School vacations and long-weekend breaks are necessary for both teachers and students to rest and refresh. No homework should be assigned during these times.

Upper School

Teachers may assign up to 30 minutes of homework per class for students in the Upper School. Teachers in AP classes may assign 45 minutes of homework each school day. Reading a novel or working on a long-term project may require extra time. Individual learning styles will impact time needed for homework completion, as will the number of tests or papers for which a student is preparing- heavier assignment loads often occur near the ends of terms and immediately prior to vacations.

Several mitigating factors affect home study and work time. The amount of time students spend on homework will vary from student to student based on the number of courses she is taking and the level of those courses. The number of homework assignments usually corresponds to the number of weekly class meetings for that rotation cycle.

Learning to budget the time needed to complete assignments is an important part of developing good study and work habits. Students will be guided throughout middle school about how to develop the organizational and time management skills necessary for academic success. If a student has a concern about how long it takes to complete her nightly homework, she should speak with her teachers or school counselor. Working with her teachers, a student can become more efficient in completing her assignments as well as learn new study skills that will equip her for the transition to the demands of college-level work.

School vacations and long-weekend breaks are necessary for both teachers and students to rest and refresh. No homework should be assigned during these times. Some exceptions may be made for AP classes. Teachers should discuss homework assignments for these classes with their department chair.

Grading System

Bay View uses a letter grade marking system ranging from A to F. The lowest passing grade is D. The school year is divided into four quarters. A formal report card is emailed to parents/guardians at the end of each quarter. The average of the two semester grades constitutes the final grade for a year-long course. The mid-term exam and the final exam count for 20% of the semester grade. **Grade 6 midterms and finals will be weighted at 10% of the semester grade.** In a one semester course, the average of the two quarters and exam constitutes the final grade.

Policy on Grading

Bay View's grading system is designed to provide ongoing and actionable feedback to students on the progress they are making toward mastering the academic expectations for each course. Students earn their grade by providing evidence of their learning through on demand tests and quizzes, projects, presentations, and assignments that require them to apply knowledge and content to address real-world problems and issues. A grade will be based on a sufficient amount of evidence to provide a fair and valid summation of their learning for a marking period. Students should expect no fewer than five grading opportunities per quarter. Specific assessment expectations will be shared with students at the beginning of a course. No student is to receive a grade below a 60 in any subject area for the first marking period. This applies to semester courses as well as full year courses. Students should expect to receive feedback and grades in a timely manner. The table below provides expected timelines for grades and Rediker updates for different types of student work.

Type of Grading Opportunity	Feedback and Posting Timeframe
Tests	5-7 Days
Quizzes	3-5 Days
Written Pieces: essays, historical analyses, reflections etc.	5- 7 Days
Science Labs or Quests	7-10 Days
Long-Term Projects	7-10 Days

Plagiarism

Academic integrity is an essential value for the global community as a whole. Bay View expects that all students will display honesty in every aspect of their academic career including the use of technology. Bay View seeks to ensure academic integrity by cultivating and maintaining a culture of trust, honesty, accountability, and moral courage. All members of the community are expected to honor and uphold the mission of the academy by acting with respect for self and others and by making choices and decisions rooted in such respect. All students and their parents are expected to comply with and sign the Bay View's Academic Honor Code.

Additional information and details can be found in the Parent-Student Handbooks.

MS/US Exams

Mid-year exams are mandatory for all students in all courses.

Students who are taking a make-up exam must be given an alternate form of the test.

All students of English, History, Science and World Languages who have a final average for the year of 90 or better on the last day of formal classes will be exempt from the final exam.

All students will take a final exam in all Mathematics and Theology classes regardless of final average.

All AP courses require that the student take the AP exam given by the College Board in May, which shall serve as the final exam.

Students enrolled in fall semester courses are required to take the final exam for that course in December. Students enrolled in spring semester courses are required to take the final exam for that course in June. Transfer students are required to take all final exams. Students who change course level during the school year are required to take the final exam in that course.

In order for a student to be eligible to take her mid-year and/or final exams, all tuition (according to the payment plan selected), fees and personal responsibilities, such as detentions and library fines must be current.

Assignment and Grade Reports

The ParentPlus portal is an online posting program used by all teachers. Parents and students can access the portal and obtain homework assignments and upcoming test dates for all subject classes on a daily basis. In addition, parents and students will be provided with the student's current grade, missed assignments and tests. This information is connected to the teacher's grade book and is updated in real time.

Report Cards

Report cards are issued quarterly. Teachers are expected to be mindful of all due dates. Teachers must review their grade verification sheets for accuracy. Incorrect grades are distressing for parents and students and are time-consuming for the office to correct. A formal report card is emailed to the parent/guardian at the end of each quarter. Teachers are expected to have their grades entered by the "grades due" date listed on the calendar. All grade changes must be approved by the principal. Teachers are responsible for maintaining copies of students' final grades, with all of the quarterly supporting data, in their personal files until September 1 st of the following school year.

Pre-Kindergarten and Kindergarten progress reports are sent home three times per year by the classroom teachers. Copies are to be maintained and submitted to the office after each submission date.

Parent/Guardian Teacher Conferences

Parent teacher conferences are scheduled in November and March. The dates for these conferences are listed in the calendar which is on the school Portal. Parents sign-up for conferences electronically. The conferences offer the opportunity to meet with teachers to discuss their daughter's academic progress and overall adjustment to school life.

In addition to these two planned conferences, direct communication between parent and teacher by phone or email quickly resolves most questions and concerns. In the event that this is not the case, parents are encouraged to schedule a conference with the teacher. Parents are asked to respect the routine of the school day and not drop in unannounced on a classroom teacher before, during, or after the school day.

Incompletes and Late Assignments

Incompletes are rarely given in lieu of grades. They are given in cases where students have not been able to complete course requirements because of illness or other extraordinary circumstances. Incompletes cannot be given without the expressed permission of the Principal. No assignments or make-up tests will be accepted after the close of a quarter unless a student has an approval to receive an incomplete for that

quarter. All incompletes at the end of a marking period must be converted to letter grades for report cards within ten school days. The ten days begin on the last day of the quarter. Failure to comply with this regulation will result in the conversion of “INC” to a failing grade.

Late Assignments: Illness or College Visits

Students who miss tests or assignment deadlines due to illness or a college visit must complete the missing work within a time period agreed upon by the teacher. Teachers will work with students to establish deadlines and expectations that balance personal attention to a student’s circumstances, and our effort to teach students personal responsibility and accountability.

Students who need to make-up a test or assignments due to absences must contact the teacher and make arrangements to take the make-up test and identify deadlines for missing assignments. Policies governing small daily assignments will vary from teacher to teacher so students should be aware of each of their teacher’s expectations in that regard. Teachers will review their make-up and late work policy with students at the beginning of the school year.

Students should not expect open-ended deadlines for small daily assignments. Teachers will contact parents of those students who show a pattern of missed daily assignments.

Late Assignments: Other

Students who miss tests or assignment deadlines because of an absence other than illness or college visits, must complete the missing work or take the missed test. Students will have one school day for each day absent up to a maximum of 5 school days upon returning to school to complete their work.

Students who submit missing work or take tests based on these expectations will earn up to 85% of the total grade.

Any family who is traveling must submit a [travel notification form](#) prior to their departure so that teachers are aware.

Communication Regarding Student Progress

St. Mary Academy- Bay View promises that every student is well known. One way to fulfill that promise is to ensure that students who have incomplete assignments, declining grades, or exhibiting any signs of academic risk are supported. This begins with communicating these concerns to the student and the student’s academic team. A suggested protocol is:

1. Meet with the student to discuss concerns. **Communicate concerns with parents in writing and copy the Dean of Students.**
2. If there is no improvement, notify the student’s School Counselor for that level, Dean of Students and the Vice Principal of Academics.
3. A meeting should be planned if the student continues to struggle **to develop a Student Support Plan (SSP).**
4. ***A student or parent/guardian should not be surprised by a student’s failing grade on a report card. It is important that faculty proactively communicate with families about student progress.***

Center for Learning, Academic Support and Success (CLASS)

The Center for Learning, Academic Support and Success (CLASS) provides academic support services across the curriculum with the goal of ensuring that all students reach their full potential. Students who take advantage of the Center may present with different challenges which may be related to a specific course or subject or auxiliary skills That support strong academic performance such as test anxiety or organizational struggles, problems understanding specific concepts or trouble keeping up with course content because of study skills challenges or extended classroom absence due to health issues.

Students who have 5 or more absences in any quarter will be assigned to the CLASS room to assist them with making up missed instruction and work. Teachers are asked to work with the CLASS room coordinator to ensure that all materials and expectations are shared.

The CLASS room supports classroom instruction by assisting referred students with a variety of strategies to facilitate their learning and enhance their academic experience. These strategies include, but are not limited to study skills, study habits, note taking, test preparation, peer tutoring and self advocacy.

Academic Probation

Any student who receives two or more F's and/or one or more incompletes in a marking period or who has not brought her grades up after being in the **Student Support Program**, will be placed on Academic Probation until the end of the following quarter.

Academic Probation begins the day report cards are distributed. The student's school counselor will notify parents of their daughter's placement on probation and a meeting with administration and the school counselor is required.

A student who is placed on Academic Probation is not eligible to participate in any co-curricular activities including all athletic events and performing arts.

An upper class student on Academic Probation forfeits on/off campus privileges. Any student on academic probation will be referred to the Center for Learning, Academic Support and Success. Attendance is **MANDATORY**.

MS/US Level Changes

In order for a student to be considered for a more challenging level, she must **meet each course's requirements (see Program of Study)**. If a student does not meet this criterion and still wishes to be considered for a more challenging level, she may request a review of her level placement with her current teacher and school counselor. If the student is not recommended to move up but still wishes to do so, **the Student Appeal Process may be used. The Appeal Process provides an opportunity for students to present their request to her school counselor, department chair, and the Vice Principal of Curriculum and Academics. Their decisions are final.**

In the rare instance that a student is recommended to move down a level by her teacher, the parents/guardians, school counselor and the Director of Student Services will be notified. A discussion will be had with all parties before a change is made.

Marking System

The school year is divided into four quarters. Bay View is presently using a letter grade marking system ranging from A to F. The lowest passing grade is D.

MS/US - The average of the two-semester grades constitutes the final grade for a year-long course. In a one-semester course, the average of the two quarters and exam constitutes the final grade.

No student is to receive a grade below a 60 in any subject area for the first marking period. This applies to semester courses as well as full-year courses.

MS/US ROLES AND RESPONSIBILITIES

Academic Department Chairs

Overview: Academic Department Chairs' primary role is to provide leadership for teaching and learning within their respective departments. The chairperson visits classrooms to ensure the integrity of curriculum and the delivery of instruction. They also work together as a Council to recommend policy and practices to ensure that the school has a coherent approach to grading, assessment, homework, academic expectations, and student life. They are responsible for cultivating and maintaining collective practices to ensure that the school stays true to its academic mission.

Roles and Responsibilities:

- Serve as a communication liaison between faculty and administration. The chair's role serves to foster mutual dialog and understanding of complex issues. They clarify goals and direction of the school and gather input and questions as needed. They are both advocates for their departments while understanding and supporting the wider goals and circumstances of the school.
- Provide leadership in curriculum and pedagogy for his or her respective department. The chair guides conversations about teaching and learning, grading and assessment to ensure that rigor, innovation, and best practices are being followed. Stays current about new developments, research, and best practices in their respective area. The chair attends conferences, maintains relationships with peers in the field in order to stay informed. They seek out new ideas and initiatives and introduce them to the department.
- Assist in the hiring, training, evaluating and supporting of the faculty members in their respective departments. The chair supports (schedule, access to technology, materials) those who are newly hired, those who may be struggling, and provides first line support to teachers. They are responsible for observing teaching and learning among department staff and providing actionable feedback and opportunities for professional growth.
- Prepare an annual budget for the principal that includes materials, texts, and other related needs. Work in partnership with the Vice Principal of Academics & Curriculum to make textbook and resource decisions.
- Develops teacher course assignments for each academic year.
- Holds monthly or bi-weekly department meetings that promote participation from all faculty members. The agendas focus on curricular, teaching, and assessment issues and the needs of students. Administrative details are attended to in order to ensure that courses run smoothly, schedules are planned, and other operational needs are addressed.

- Each department may have content specific responsibilities. Department chairs must hold a Master's degree.

Department Meetings

Middle/Upper School Department **and Lower School** meetings are to be held **at least** once a month. Minutes of all meetings should be sent to the Principal and Vice Principal of Academics and Curriculum. All members of the department are expected to be in attendance at such meetings. At other times, the faculty may be asked to meet as committees to help work on educational or social programs.

Grade Level Meetings

Periodic meetings will be held by grade or grade span to discuss student academic performance and specific social-emotional or behavioral concerns. These meetings will be held mid-quarter when grade books are reviewed. In addition to the subject teachers, meeting participants will include the school counselor of that grade level, the Dean of Students and/or the Vice Principal of Curriculum and Academics or the Principal.

TEAm Time

Every teacher, school counselor, and administrator is expected to lead a group of students who they will meet with periodically throughout the school year. The Middle School groups will include a cross-section of students in grades 6-8 and the Upper School groups will include students in grades 9-12. The meetings will occur during WIN Time and be identified on the school calendar. The purpose of the groups is for students to have one adult who gets to know them and their families well over the course of a multiyear relationship outside of classes.

Class Moderators

- o To oversee designated activities for the class
- o To set clear expectations for students for each activity
- o To oversee and work with class officers
- o To research and educate themselves on issues particular to the grade/age level
- o To oversee finances with class officers
- o To work with faculty members assigned to a class to create a team approach to activities
- o Plan events
- o To plan and assist with activities which create cohesiveness within the class
- o To oversee, chaperone and evaluate planned activities such as dances and formal events
- o To plan and offer presentations that will educate students on issues that face them in their adolescent years.

FACULTY COMMITTEES

Faculty Council

The Academy Faculty Council serves as the voice of the respective faculties to the administration. Its function is to receive concerns, suggestions and solutions to perceived issues from the teaching faculty and related to their professional lives at St. Mary Academy - Bay View and present them to the respective

principal who acts as chair of each group. Two faculty members from Lower, Middle, and Upper School sit on this council for two-year terms each.

The Council meets regularly among themselves prior to a scheduled monthly meeting with the principal. Concerns, suggestions and/or solutions that have been submitted in writing to the Council are discussed, organized and then forwarded with anonymity to the principal before its meeting with her. All submissions are then addressed at the meeting with the Principal and specific solutions are agreed upon or requests for further information are made.

The Council then reports by way of memo to the faculty at large. On certain scheduled occasions, the Faculty Council meets with the combined faculties without the administration present to report on what has been accomplished and to discuss other issues that may have arisen. Time is reserved at the beginning of all scheduled general faculty meetings by the Principal in order to address faculty concerns. Everyone has an equal voice at these meetings.

LS Committees

- Open House/Admissions
- Lower School Special Events
- Catholic Schools Week
- Mercy Day/Critical Concerns

MS/US Committees

- Calendar Committee
- Crisis Management Committee
- Mercy Day/Critical Concerns
- Awards Committee

US Junior Book Awards

The Awards Committee meets in January and the individual committee members nominate juniors whom they believe best fulfill the criteria for our prestigious book awards. The committee then reviews all nominees. A vote is taken and the student with the majority of the committees' support is chosen for the award.

US Awards Committee

The Awards Committee meets in March and April. Individual committee members along with faculty nominate seniors whom they believe best fulfill the criteria for our prestigious senior awards. The committee then reviews all nominees. A vote is taken and the student with the majority of the committee's support is chosen for the award.

GENERAL INFORMATION

Accidents

Accidents occurring during school hours and on school property are to be reported to the school nurse and administration as soon as possible for evaluation and treatment. An accident form is completed by the school nurse. One copy of the report is kept on file with the school nurse and an additional copy is given to the main office.

Assemblies

- **All** teachers **must** attend all student assemblies.
- **All** teachers are responsible to accompany students to assemblies and to sit with their homeroom/class.
- Students must sit with their homeroom or specified class.
- Students should behave in a dignified manner at all assemblies. Respect and self-control should be in evidence during each and every assembly.
- No books, book bags, or technology devices (unless otherwise instructed) are to be taken into the auditorium.

Inclement Weather and Emergency School Cancellations

During inclement weather, a “no school” or a “delay” announcement will be made through local media and a phone call and email message will be made to all parents using Rediker. The name of the school will be announced as St. Mary Academy - Bay View. Any time East Providence cancels school due to weather, Bay View will also be closed. If school is canceled due to inclement weather, we will resume the schedule as stated on the school calendar on the day we return to school.

At a time when various school districts are delayed and/or when Bay View announces a delay, the school building will be open at the regular time. This will accommodate those students coming from school districts not having a delay or for those students who travel to school by car. If a town has a delay then the bus for that town will also be delayed. Administration and staff will be available and classes will begin as announced.

Please note that if a student has a sibling in the Lower School, she should not be dropped off at the school before the delayed start time as the Lower School cannot guarantee that personnel will be available to provide the supervision necessary for younger students.

We will have **ONE** snow day per weather event with a maximum of three “snow days” a year. We will offer virtual learning on a “no-school” day due to inclement weather should we have more than three weather events per school year or if any one weather event extends beyond one day.

Students are responsible for handing in all assignments on the day students return to school.

Lockers

Lockers are the property of the school and under the direct control and supervision of the administration. The administration reserves the right to inspect lockers at any time for the following reasons: to look for lost or stolen library books, textbooks, school equipment and supplies or other missing items, to remove health hazards, to check for necessary repairs and to confiscate illegal items.

LS Cafeteria Procedures - Outside/Inside

Changes with lunch duties and scheduling are directed by the Dean of Lower School..

There are to be 2 teachers covering lunch duty in the S. Hilda Dining Room and lunch recess duty.

MS/US Cafeteria Procedures - Outside/Inside

The cafeteria environment gives a clear picture of the dynamics of a particular class regarding relationships and personalities. Student's table grouping gives a clear picture of the friendships that have been created or continue to grow stronger. Students moving from one table to another **may be** an indication that there was or currently is a conflict within the table group.

- There will be **two** teachers assigned to each lunch period.
- Weather permitting, one teacher will go outside and monitor the students. The teacher must carry with them a walkie-talkie and use the walkie-talkie to report any non-personnel in the area of the students who does not have a "Visitors Pass".
- Teachers are to walk around during the lunch period and pay attention to the table groups and be conscious of students who are sitting alone. Such observations must be reported to the Dean of Student Life and their School Counselor.
- We do not expect teachers to be intrusive during our students' lunch period but while walking around a casual greeting could occur.

Student Dress Code

A student's attire reflects not only the image of the student herself but also the image of St. Mary Academy - Bay View. The following uniform policy is in effect and will be strictly enforced. We all share the responsibility to uphold our dress code policies. Teachers and administrators must privately call attention to students when they are out of uniform and give her a warning along with an explanation of why it is important to adhere to these guidelines. Students who have **a second infraction will** be assigned detention. School apparel listed below must be purchased from Donnelly's at DonnellysClothing.com.

UNIFORMS MUST BE NEAT, CLEAN AND IN GOOD CONDITION AT ALL TIMES.

For specific information regarding student uniforms PreK-12, please refer to the appropriate student handbook.

Spirit Tuesday and Mercy Monday

In an effort to allow our students to demonstrate their school spirit in school, on the first Tuesday of each month, students are allowed to wear a shirt, sweatshirt, sweater, or T-shirt that was purchased from our website. Athletes and members of the performing arts may wear their team shirts or jackets. Similarly, in order to show support of the Mercy Critical Concerns, each Monday students are allowed to wear a shirt, sweatshirt, sweater, or T-shirt that was purchased from our website. They must wear their uniform pants or skirt and either knee socks or tights on Spirit Tuesday.

FINANCE OFFICE PROCEDURES

Payment of Bills and Reimbursement

The individual who orders/purchases supplies of services is responsible for preparing the "Requisition for Funds" and submitting it, along with an original invoice or receipt, to the Administrative Assistant in your building. "Requisition for Funds" must be completed by listing the department, payee name and address,

amount to be paid, date of submittal, preferred date of payment, and the account number to be charged, together with signed approval by the principal.

Requisitions submitted without supporting documentation will not be funded (we cannot make any payment based on a "Statement of Account") and it is assumed that by submitting the requisition, the preparer is acknowledging receipt of the supplies or satisfactory completion of the service(s). Please note, checks are done on Tuesdays, plan accordingly.

Cash Receipts

Cash receipts should be safeguarded at all times. All deposits should be delivered directly to the Administrative Assistant in your building. **No money is to be left in the classroom overnight.**

A deposit for each activity should be prepared, please do not combine activities in one deposit. All deposits should be counted and accompanied by a business form for department deposits, available in the Finance Office. This form should be completed by listing the name of the preparer, amount of deposit, date, purpose of deposit and account number to be credited. If the deposit is made up of both cash and checks, two separate requisition forms must be completed (this is necessary because checks are processed within the Finance Office using an automated deposit system, while cash is deposited in the local branch periodically). Deposits submitted without a complete "Requisition for Deposit" form will not be accepted. Deposits should be delivered to Finance by faculty/staff only (not students). Finance is available to receive deposits daily until 3:30PM.

It would be most helpful for individuals who are collecting funds to keep a record of deposits or copies of the requisitions, to compare to the monthly reports that are distributed to department heads and activity moderators. This will ensure that the deposits are recorded in the appropriate accounts.

Start-up Cash/Petty Cash

When start-up cash is needed for an upcoming event/activity, the requisition to Finance is due no later than the Tuesday before the event/activity. The requisition should request a check be made payable to the individual who is cashing the check at the bank. Instructions, cash box, and a plastic bank bag can be picked up from Finance when you pick-up your check. Following your event, you should count, bundle, and tally the cash. A deposit sheet will be provided to you. If you cannot immediately return the cash deposit to Finance following the event then please secure the deposit in the plastic bank bag provided and seal the bag for safeguarding. The sealed bag and cash box should be returned to Finance on the first business day following the event/activity.

Supplies

Supplies necessary for classroom instruction (markers, staples, paper clips, etc.) are to be requested by email to the administrative assistants in your building. Supplies and other items for classroom instruction will be charged to specific departments.

Managing Department Budgets

Each month, the chair of a department receives a budget-to-actual report. These should be reconciled to internal records of income and expense. Items are recorded against specific numbered accounts called a "Chart of Accounts." Each year in December, the budget is developed to be implemented in July.

SCHOOL PROCEDURES

In keeping with the philosophy of our school, the faculty and administration will make an effort to relate to each student as an individual. Developing self-discipline, maturity and a sense of responsibility is an important component of a St. Mary Academy - Bay View education. It is expected that students attending Bay View will contribute to an atmosphere based on respect for each other and for the school and its tradition. Respect must be shown to all members of the Bay View Community. All of the expectations and regulations expressed herein are based on these principles.

Gribbin Library

The Gribbin Library is a resource center for students. Teachers assigned to this duty will act as a support to the librarian.

Relationship building is critical so that students believe teachers are interested in their well-being and interests as well as in their academic progress.

- Before sending groups of students to the library during class time, teachers must check with the librarian for space availability. Students sent to the library must have a signed pass from the teacher which they will give to the librarian.
- Teachers may arrange with the librarian for sessions regarding the use of the Academy's database and other information literacy areas.

Cell Phones: Students

It is the school's responsibility to provide the best possible education in the best possible learning environment, which can be compromised by ringing phones or students text messaging. The use of cell phones is not acceptable and is absolutely forbidden during school hours. Cell phones must be turned off at **7:55 a.m.** and must not be turned on until **2:35 p.m.** Cell phones must be **kept in backpacks and/or shoe racks at all times.** Bay View allows students to have the use of cellphones during the school day in cases of EMERGENCY when permission is given by the administration.

LS Field Trips

- LS Field trips sponsored by the school must first be approved by the Dean of Lower School. Field [trip forms](#) must be filled out six weeks prior to the date of desired field trip.
- All field trips must have an educational value that is connected to the class curriculum and/or designated as a community building experience.
- Participation in a field trip is a privilege, not a right. A student may be prohibited from attending a field trip at the discretion of the administration.
- [Permission slip forms](#) must be completed and returned to school before a student can participate in a class trip. Verbal permission and handwritten notes will not be accepted.
- Classroom teachers are responsible for arranging supervision for the trip. All chaperones must hold a current [BCI](#) clearance (MA residents must also complete the [CORI](#) form) and have completed

the safe environment training at www.bayviewacademy.org/SafeEnvironmentTraining.

- Transportation arrangements are to be made by the Dean of Lower School. Private cars are never allowed except with permission of the principal.
- The nurse will provide medical kits for each field trip.

MS/US Field Trips, Exchange Program and World Travel

In planning a field trip, a teacher must take into consideration the practical problems involved, including the disruption of other teachers' classes, expenses, transportation, substitute teachers, supervision, parental approval, etc.

MS/US Field trips and World Travel or their equivalent that occur on non-school days must conform to the required procedures listed below.

When planning a field trip, a teacher is to observe the following procedures:

- Obtain approval from the chairperson of the department and the Principal and Dean of Student Life. Approval will be tentative pending satisfactory completion of all necessary arrangements.
- Before receiving a deposit, teachers need to provide the Principal and Dean of Student Life with a list of students who have expressed interest in participating in any school-sponsored travel.
- Classroom teachers are responsible for arranging supervision for the trip. All chaperones must hold a current [BCI](#) clearance (MA residents must also complete the [CORI](#) form) and have completed the safe environment training at www.bayviewacademy.org/SafeEnvironmentTraining.
- The time of year should be a consideration when planning a trip.
- Inform Dianne Escobar that substitutes will be needed for a particular day.
- Teachers organizing the trip must provide a list of the participating students in a Google Doc to be shared with faculty and administration, at least two days prior to the field trip.
- Transportation arrangements are to be made by the faculty member and expenses borne by the group involved
- The faculty member must be certain that adequate supervision is provided.
- Attendance must be taken by the teacher
- Appropriate dress should be worn. Student Handbook regulations on dress code are to be observed.
- [Permission slip forms](#) must be completed and returned to school before a student can participate in a class trip. Verbal permission and handwritten notes will not be accepted.

- When specific rules for travel are required (outside of Handbook policy), whether travel is local or world-wide, teachers/tour guides must provide written rules and policies for parents and students prior to travel.

CRISIS MANAGEMENT PLAN/SECURITY

As an educational institution, Bay View's first responsibility, even ahead of educating our students, is keeping them safe while they are here under our jurisdiction.

The following are preventive measures to ensure the safety of our students:

- Outside doors are locked during the school day and those wanting to enter must be given access from the reception desk.
- Visitors are required to provide photo identification before being granted access to the building.
- All visitors must sign in upon entry and sign out upon departure.
- The reception desk is monitored by surveillance cameras.
- Students are not allowed to leave school prior to dismissal without the consent of a parent/guardian. Students must have a pass in order to go to the nurse, library, student services, etc.
- Fire drills are conducted so all students, faculty, and staff will know what to do to evacuate the building.
- Lockdown/Evacuation drills are conducted so all students, faculty, and staff will know what to do in the case of an emergency.

Fire Drills

Faculty/staff are responsible for the safety of each student under their jurisdiction. Teachers must take a class roster with them, and attendance is to be taken. The Administration is to be notified immediately if any student is missing.

Directions for leaving the building are posted in each room. Upon hearing the alarm, students should file out quickly in an orderly fashion. All windows in the classroom should be closed, lights turned off and doors closed. Absolute silence is to be maintained during the entire duration of the drill.

Lockdown

When the school is placed in a lockdown, students and teachers are to remain in the classroom and barricade the doors to prevent an intruder from entering. Students and teachers will discuss the plan for barricading at the beginning of the school year. When a lockdown is announced over the intercom, students are to remain in the classrooms and doors are locked, lights turned off and shades pulled down. Students are to be positioned away from the view of doors and are to remain quiet. Lockdown conditions cease when the "all clear" statement is announced on the intercom.

Evacuation Plan

If an emergency requires evacuation of the school grounds, students will be directed to predetermined locations. Parents will be informed of the situation and where they can be reunited with their daughter through Rediker's Notify.

Physically Disabled Students: At the sound of the signal, physically disabled students proceed to the "Area of Rescue Assistance" on each floor across from the elevator. In the event of an actual fire or emergency, a school official would alert firemen to the presence of these students. Students in St. Joseph Hall must report to the nearest stairway and wait for assistance.

STUDENT DISCIPLINE

One of the most important lessons teachers and parents should impart is self-discipline. While it does not appear as a subject, it underlies the entire educational structure. It is training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. Minor disciplinary situations are handled by an individual faculty member or members. Major school policy violations are handled by the faculty member(s) and the school administration.

Disciplinary Procedures

Rules are necessary for the freedom of all. When these rules are consistently broken or the offense is a serious one, the matter is referred to the principal and **appropriate dean**. The remedies involved may include, but are not limited to removal from the desired activity, probation, suspension, or expulsion. Parents will be involved in all serious matters. The administration and the faculty maintain the final responsibility for all disciplinary decisions.

Respect

Students should act and speak in a respectful manner at all times and in all places. Disrespect toward teachers, staff, volunteers or classmates, is a serious matter and will be addressed immediately.

Speech

Students should abstain from profanity and inappropriate language or actions. Excessive talking and other classroom disturbances during the school day are not permitted. Teachers will address such problems when they occur.

Theft/Vandalism/Personal Property

Theft or vandalism is a serious offense. Students shall be respectful of the personal property of others. Any damages, theft, or defacement of property must be paid for by the offender. No student should be handling another student's property without permission. Each student is responsible for the care of books, school equipment, and property. Furthermore, toys, electronic devices, etc. may only be brought to school when permission has been granted by a teacher. Students must never offer to sell items to other students. The School reserves the right to inspect a student's property.

MS/US STUDENT VIOLATION OF SCHOOL POLICY

Violations of school policies are handled in two ways:

- minor disciplinary situations are handled by the individual faculty member;
- major school policy violations are handled by the teacher(s) and school administration through any one of the following processes:

Detention

School detention may be issued to any student whose action or failure to act violates the rights of others, interferes with the educational process, puts persons or property at risk, or exhibits a lack of respect for proper authority.

Detention is an additional one-hour period of time at the end of the school day. Detention takes place **every Wednesday in Room 20 from 2:35 to 3:35**. Detention must be served on the first or second week after the infraction occurs.

Detention has priority over all school responsibilities and/or extracurricular activities, including driver education. Detention also has priority over after-school employment. Failure to serve detentions on time will result in loss of privileges, and/or suspension from extracurricular activities.

Detention slips are made out in duplicate with one copy given to the student; the other is submitted to the Dean of Student Life. The following regulations are observed in the detention room:

- Silence is observed;
- Students must be in full uniform;
- Students are not allowed to do homework.

The following offenses are addressed with a one-hour detention which may be given by any member of the staff/ faculty or administration. Please see the entire list in the Student Handbook.

- Loitering in lavatory, parking lot, school grounds, or on properties adjacent to the campus
- **Disruptive or disrespectful behavior**
- Violating the uniform code
- Misbehaving in the auditorium/cafeteria
- Violating the driving speed regulation on campus
- Misconduct on public or private conveyances on the way to or from school

Please note that additional instances of the same offense in a given quarter will result in at least an additional hour of detention for each such occurrence. This provision is intended to discourage repetition of offenses. Repetition of offenses may be considered a serious offense.

Faculty members are assigned Detention Duty at the beginning of the school year. If a faculty member cannot be present to monitor detention on the assigned date, they must make arrangements to switch with another faculty member.

Faculty members are responsible for enforcing expectations during detention. School detentions should be used for non-conformity with the school rules and policy. Detention should not be the usual approach to class discipline problems. When issuing a detention slip, present the bottom half of the form to the student, and place the top half in the Dean of Student Life's mailbox. If the slip is not turned in on time, the student cannot be held accountable to do the detention, as stated in the Student Handbook.

Detention may be completed in the form of a service project, before or after school, not during an unscheduled period, provided the following conditions are met:

- Written permission must be secured first from an Administrator and then from the teacher who will supervise the student's work.
- The student's work will be supervised by a faculty member. The amount of work will be equivalent to the amount of time the student accumulated in detentions.
- All work must be completed in a reasonable amount of time as determined by the Dean of Student Life.

THE SCHOOL RESERVES THE RIGHT TO IMPOSE A SATURDAY DETENTION OR SCHOOL SERVICE SANCTION FOR SERIOUS/MULTIPLE OFFENSES AGAINST THE CODE OF CONDUCT.

USE OF SOCIAL MEDIA BY FACULTY AND STUDENTS

St. Mary Academy – Bay View respects the right of its students to use Social Media. For the purposes of these guidelines, "Social Media" refers to any websites or mobile device applications that allow users to create, post, upload, comment on, interact with, or share content with other users (including the user's own network, networks of other users, or members of the public). Examples of Social Media include social and professional networking websites (Facebook, LinkedIn), blogs (Twitter, industry blogs), video and image sharing websites (YouTube, Flickr, Pinterest, Snapchat), location-sharing websites (foursquare), consumer review websites (Yelp), virtual worlds (Second Life), and social bookmarking websites (Reddit).

It is important for St. Mary Academy - Bay View faculty and students to understand that it is difficult to set boundaries between private and public life online, because what may seem or be set to private in Social Media can easily become public, even without knowledge or consent. Bay View students who use Social Media must remember that any information posted can reflect on the entire Bay View community and, as such, is subject to the same behavioral standards set forth in the Bay View Student Handbook, plus state and federal law.

Video or audio recordings of any member of the community requires explicit consent from all parties

Bullying/Threats of Violence

While Bay View students have a right to free speech, that right is NOT unlimited. Bullying is a serious problem and is not limited to student-on-student interactions. Vicious treatment and hateful words often lead to violence, suicide, depression, and discrimination. Bay View students should avoid the following:

- Derogatory language or remarks about Bay View students, teammates, coaches, staff members, athletic administrators, and analogous representatives of other schools;

- Demeaning statements about and/or threats to any third party; and
- Creating serious danger to the safety of another person or making a credible threat of serious physical or emotional harm to another person.
- Bay View students should be aware that if their conduct is deemed to be bullying, violates school guidelines, or is otherwise unlawful, such conduct may be subject to discipline, not only by the School but also by law enforcement agencies. Note that bullying can include tweeting or any other activity meant to demean another without calling them by name or online identity if that activity can be associated with or linked to a specific victim or individual.

Supervision and Monitoring

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

For the Social Media Policy as it applies to faculty, staff and committees, please see the Personnel Policies.

FRATERNIZATION POLICY

Faculty/Staff Relationships with Students

All School employees have a duty to provide a safe environment for their colleagues and for students by maintaining healthy relationships and appropriate personal boundaries and always putting the interests of students first. Employees should treat students and one another with respect and dignity and understand and recognize the imbalance of power between themselves and students.

Although this policy is not intended to be an exhaustive list of expectations and prohibited behavior, it should serve as a reminder that the actions of faculty and staff should at all times be above reproach, governed by common sense, and taken with the best interests of the students and the School in mind. Most of these items below are contained elsewhere in this and other publications; however, the School wishes to emphasize the following expectations and prohibitions.

School faculty and staff shall model correct and courteous behavior to each other, to students, parents and to visitors. Abusive or humiliating language or demeanor is not acceptable. The staff shall ensure that each student knows a teacher that the student can turn to if she needs help.

When interacting with students, at all times:

- Be aware of the imbalance of power that exists between adults and students, and never abuse it.
- Ensure that your interactions with all members of the community are safe, healthy, positive and respectful.

- Establish appropriate boundaries in all conduct with students, including spoken and written communication, and do not engage in any conduct that is not in the interest of the student.
- Serve as role models for our students.
- Refer students in need of counseling or other health services to the appropriate professional; do not assume that role yourself.

The following conduct is prohibited:

- Any sexual, romantic or dating relationship with students; any activity with students that could be construed as or appear to be sexual or romantic in nature; or any sexual, romantic or unduly familiar behavior or communications (including inappropriate personal stories and history) with students whether in person or indirectly through the use of email, telephone, social networking or other media.
- Engaging in, participating in or condoning in any way the use of alcohol or illegal drugs by students.
- Sharing or disclosing any information concerning a student, other than on a need to know basis, to any person not specifically authorized to receive such information. This includes, but is not limited to, information concerning educational assessments, test scores, grades, behavior, mental or physical health, and family background or finances.
- Exposing a student to embarrassment or disparagement.
- Engaging in conduct or behavior which is personally offensive or threatening or which has the effect of interfering with a student's life or learning, impairing morale, or creating an intimidating, hostile or offensive living, learning or working environment.

Compliance:

- It is the responsibility and in some cases a legal obligation, for all adult employees to report suspected violations of this policy to their supervisor or the President. Reports or complaints will be investigated. It is the duty of all members of the community to cooperate with any investigation. Although confidentiality cannot be guaranteed, every effort will be made to protect the privacy of those involved and limit the sharing of information to those who have a need to know.
- Retaliation against any individual for reporting a violation or cooperating in an investigation will not be tolerated.

Should an employee fail to uphold the expectations for personal conduct, the School will impose discipline up to and including termination of employment. While a warning may precede termination, certain conduct may result in immediate discharge. Such determinations are made by appropriate administrators in consultation with the President.

Protocol for reporting accusations of Sexual Misconduct:

1) Reporting:

The victim of employee misconduct, anyone who witnesses employee misconduct, or anyone with a reasonable belief that an employee is engaged in misconduct may file a report with a school employee. This report may be made verbally to a school employee or in writing on a pre-printed form provided by the school. Submission of any report should trigger an immediate determination regarding applicable mandatory reporting requirements under R.I.G.L. 40-11-1 et seq. and Diocesan requirements. A

determination of whether to further report the alleged misconduct to a state or local agency should be made by the Principal or the President in consultation with the school's attorney and subject to the privacy and confidentiality under the seal of the Sacrament of Reconciliation and the notion of Internal Forum.

2) Evidence Gathering/Investigation:

Once the Principal/ Head of School or the President is made aware of and/or receives information regarding a complaint of employee misconduct, the Principal/Head of School or the President shall conduct an immediate investigation to determine the validity and credibility of such claims. The immediate goals of the school should be to take prompt steps to promote the safety and well-being of all students and particularly with any students involved in the misconduct. The investigation should make specific findings with respect to the allegations of misconduct.

3) Disciplinary Action:

In accordance with the Policy and Procedure in cases of Sexual Misconduct, if there is corroborating evidence or clearly reliable evidence of misconduct, the appropriate supervisor shall take steps to immediately suspend the subject of the complaint. If there is no clearly reliable evidence of misconduct when the complaint is filed but subsequently reasonable grounds to believe sexual misconduct occurred are uncovered during the course of the investigation, the individual may be suspended with pay pending the completion of the investigation.

At the conclusion of the investigation, the Principal or the President should take whatever disciplinary action is appropriate and consistent with the findings of the investigation and permissible under school policy. Any documents and/or records should be kept, and these documents should illustrate the specific steps taken by the school.

SEXUALITY/PREGNANCY*

Under all circumstances St. Mary Academy - Bay View supports unequivocally the teaching of the Catholic Church regarding human sexuality and respect for sacredness of human life. Sexual abstinence before marriage is taught and emphasized through both the theological and health courses offered in the school curriculum.

However, to address the psychological-emotional and spiritual needs of any student finding herself in difficult circumstances, the following policies have been established.

- Faculty, when approached by a student regarding pregnancy should encourage the student to address the issue with the school nurse or a school counselor with whom she is comfortable. The director of student services and the principal will be informed.
- The student will be allowed to remain in school, but participation in school activities will require express written permission of school administrators.
- The school counselor and/or school nurse will recommend that the student have the pregnancy confirmed.
- The school counselor may not make the testing appointment nor provide transportation but will provide advice, support and information to enable the student to act responsibly.

- The student will be counseled to inform her parents. If she refuses or is unable to do so, the school counselor will assist her.
- The student and her parent(s) will meet with her school counselor and a member of administration to determine the best possible education plan for the student.
- It will be the student's responsibility to disclose the pregnancy to her teachers (ideally, by the fourth month of pregnancy).
- During pregnancy the student is expected to comply with all school policies including attendance, make-up of incompletes, behavior and uniform. Exceptions to any school policy will require express written permission from the Dean of Student Life..

***Confidentiality will be maintained with the exception of those staff members mentioned in this policy.**

Post-Natal Policy

- The student who chooses to return to Bay View after her child is delivered is responsible for coordinating all services and make-up work through her school counselor. She will notify the school counselor of any difficulties or challenging circumstances as they occur.
- It is the responsibility of the student/parent to seek out tutorial services from her town of residence to be provided while the student is homebound. Work will be sent to teachers as completed during that time. Upon her return to school, the student will make up all remaining incomplete assignments within the same two-week time frame as other students who have had extended absences.
- Regarding absences: after the postnatal absence which should not extend beyond the usual four to six weeks (determined by the obstetrician), the student will be governed by the regular school absence policy.
- The student will not be permitted to bring the baby into the school during the school day.

St. Mary Academy – Bay View Academic Honor Code

Now, more than any other moment during your academic studies, we must strive to individually and collectively cultivate a community of integrity, academic honor, and trust. Implementing our virtual learning model places increased demands on our ability to uphold our Mercy values. We are working remotely, yet still part of a shared community built on a profound sense of trust among us to uphold these values and act with integrity. We also believe that any instance of dishonesty hurts the entire community.

Bay View's Honor Code is an undertaking of our students, individually and collectively, that they will:

1. Not give or receive aid in examinations, not give or receive unpermitted aid in classwork, in the preparation of reports, or in any other work that is to be used by the teacher as a basis of grading.
2. Uphold and sustain academic integrity in our school by being an example to others: complete assignments and tests in an honorable manner by submitting original ideas, work, and answers.
3. Help create an academic environment where all members of the school community view cheating as unacceptable and report those who commit Honor Code violations.

Bay View's faculty and staff will cultivate and support this Honor Code by:

1. Manifesting its confidence in the honor of its students by creating an environment of trust.
2. Clarifying their expectations for required work and assessments so that one student does not have an unfair advantage over another.
3. Upholding the academic requirements for every student and not tolerating academic dishonesty.

Parents and families will share responsibility for upholding the Honor Code by:

1. Supporting the academic integrity of the school by establishing clear expectations at home that their children will adhere to the Honor Code.
2. Avoiding unauthorized parental assistance and seeking clarification from teachers on what constitutes permissible and non-permissible academic assistance.
3. Supporting the school's decision regarding consequences should their children violate the Honor Code.

AMENDMENT

Statements in this handbook are subject to amendment with or without notice. The school will attempt to keep you informed of all changes as soon as possible. However, some changes might be made immediately due to unforeseen circumstances.

ALL ACADEMY FACULTY CONTRACT **2023-2024**

Name: _____

This contract page must be printed and signed and submitted to the administration no later than **September 15, 2023**. This contract page will become a part of the faculty/staff official school file.

I, the undersigned faculty/staff, hereby acknowledge that I have read and are in agreement with the contract of the faculty/staff handbook. I agree to abide by the policies adopted by the school administration.

I do hereby contract with the Academy that I, the undersigned faculty/staff, shall comply with the school rules and regulations and that I will accept those decisions made by the school administration.

Faculty/Staff Signature: _____

Date Signed: _____