



Saint Columbkille Partnership School

Employee Handbook



Contents

The Mission of Saint Columbkille Partnership School	5
Preface	5
Professional Responsibilities, Procedures and Information	6
Attendance (Teacher)	6
Attendance (Student)	6
Alcohol and other Drugs	6
Assemblies	6
Bathroom Requests	7
Classrooms	7
Co-Curricular Program	7
Confidentiality	7
Corrective Counseling Process	8
Cori Checks/ Protecting God’s Children	8
Discipline	9
Dismissal	10
Emergency Procedures	10
Faculty Meetings	10
Faculty Lunch Room	10
Faculty parking	10
Field Trips	11
Functions	11
Fundraising	11
Guests	11
Incident	11
Information	12
Keys	12
Duties	12
Non-discriminatory Policy	13
Parental Communications	13
Prayer	13
Professional Conduct	13



SAINT COLUMBKILLE

PARTNERSHIP SCHOOL

Public Relations.....	14
Reporting	14
School Hours	14
School Cancellation.....	15
Security.....	15
Sick Students	15
Smoking.....	15
Social Media.....	15
Supplies	15
Telephones.....	16
Tutoring	16
Work Request Form	16
Health and Welfare Benefits	16
Health Care Plan.....	17
Ongoing Wellness Program until September 30, 2018	17
Wellness Program as of October 1, 2018	18
AHealthyMe Blue Cross Wellness Program:	19
HealthEquity Health Reimbursement Accounts (HRA).....	19
Worksite Nurse Wellness Program	19
Privacy of Medical Information	20
Short Term Disability and Other Insurance.....	20
Long Term Disability Plan	20
Basic Life Insurance Plan.....	20
403B Retirement Plan.....	20
Worker’s Compensation Plan.....	21
Transitional Assistance Program (TAP).....	21
Time Away From Work	21
Sick Leave	22
Compensatory time for Administrative Staff	22
Vacation Policy (Administrative employees).....	23
Family and Medical Leave/Parental Leave	23
Small Necessities Leave.....	24



SAINT COLUMBKILLE

PARTNERSHIP SCHOOL

Jury Duty Leave	24
Bereavement Leave	24
Military Leave	24
Personal Leave.....	25
Professional Days	25
Faculty/Staff Tuition Discounts Policy	25
Boston College Master’s Degree.....	25
Boston College Tuition Vouchers	26
Resignation.....	26



SAINT COLUMBKILLE

PARTNERSHIP SCHOOL

The Mission of Saint Columbkille Partnership School

Saint Columbkille Partnership School is a community of families, educators, and partners inspired by the values of the Gospel. We are committed to the education of children of all backgrounds in an environment that cultivates respect, mutuality, and care. Rooted in the Roman Catholic tradition, we search for the truth with joy, practice the good with conviction, and contemplate the beautiful as we prepare students for lives of faith, service and leadership.

Saint Columbkille students will:

- Learn the key teachings of Jesus Christ and the Catholic Church and understand how the Gospel values guide a life of faith, justice, and service to others – especially the less fortunate
- Acquire in-depth knowledge of language arts, mathematics, science, social studies, and the arts
- Experience a learning environment that emphasizes inquiry, independence, and self-discovery
- Develop an understanding of and respect for others, especially for classmates and peers whose background and perspectives are different from their own
- Live a lifestyle that emphasizes the importance of physical activity, wellness, and healthy development

School Pledge:

We pledge to Learn to Love, Learn to Give, Learn to Learn, Learn to Live with the help of Jesus Christ for the Greater Glory of God.

PREFACE

The entire faculty must be fully involved in all aspects of the educational process at Saint Columbkille Partnership School, not merely in the academic program, but also in spiritual formation activities, liturgies, and various co-curricular activities that are essential to student life. By such total involvement and by a truly coordinated effort, we can ensure that the maturation process will be effective and that our students will realize their full potential to grow in wisdom and in their relationship to Christ and to become more aware of the spiritual and social needs of their brothers and sisters.

As a means of promoting unity of purpose and action in the day-to-day operation of the school, that together we might attain these goals, the following faculty directives are set down as the norms to guide our actions.



Professional Responsibilities, Procedures and Information

ATTENDANCE (TEACHER)

If a teacher is ill, or for some other reason is going to be absent from school, notification must be made via phone message to the main office and via E-mail notification. The E-Mail communication must be sent to the Absent@steps.org. Instructions for the substitute teacher should be included. When an employee knows that he/she will be absent in advance of the day, he/she must fill out the **time off request** form.

ATTENDANCE (STUDENT)

Classroom teachers are responsible for taking attendance each day. At the start of school, attendance must be taken and recorded in *RenWeb*.

Pre-K, K1, K2: Attendance should be recorded at 8:15. If a student arrives late to school between 8:00 and 8:15, the teacher should record the student as “Tardy”. Students who arrive after the attendance is recorded must be directed to the office to receive a pass to enter the classroom. Teachers should not admit a student without a pass.

1 – 8: Attendance should be recorded at 8:00 each morning. If a student arrives late to school between 7:45 and 8:00, the teacher should record the student as “Tardy”. Students who arrive later than 7:45 must be directed to the office to receive a pass to enter the classroom. Teachers should not admit a student without a pass.

Parents/guardians of students who will be dismissed from school must notify the school office and the teacher. The teacher should send the student to the office at the appropriate time.

ALCOHOL AND OTHER DRUGS

The abuse of alcohol or other drugs seriously interferes with an employee's work performance and endangers an employee's health and safety and the safety of others. The school recognizes that substance abuse problems can be viewed as a treatable disease. An employee's job is not in jeopardy when he/she is conscientiously seeking treatment for such problems and where recovery and improvement are evident. When applicable, benefit plans assist in this recovery. If an employee is impaired, he/she will be removed from supervision of children and a meeting will take place with the Head of School to determine a course of action.

ASSEMBLIES

Occasionally during the year there will be assemblies for specific classes and/or purposes. If a teacher would ordinarily be conducting a class for the students who are to attend the assembly, then that teacher should attend the assembly and help facilitate the seating of the students and serve as a monitor to ensure good order and behavior during the assembly. Teachers who would ordinarily be free during the assembly are required to attend the assemblies. All faculty members are expected to be present at school liturgies.



BATHROOM REQUESTS

Students should be instructed to use the lavatory facilities before school, during lunchtime and after school. If a student indicates that he or she needs to use the lavatory, the teacher should grant permission. Should the teacher suspect that a student is abusing this privilege, he/she should notify the Student Support Coordinator who will notify the parent/guardian to address the issue. Care should be taken to limit the number of students who are out of the classroom at a given time.

An adult or buddy must accompany students in Pre-K, K-1, and K-2 for bathroom visits.

Bathroom Usage: Middle School students must use the bathroom in the Middle School corridor. Grades 1, 4 and 5 students must use the cafeteria bathroom. Grades K2, 2, and 3 students must use the bathroom on the first floor by the library media center. K1 students must use the bathroom on the garden level located by the main office. Pre-K students must use the bathrooms near the cafeteria or in PKA.

CLASSROOMS

Teachers are responsible for keeping classrooms neat and clean by monitoring student behavior. Teachers must not tolerate litter, graffiti or any form of vandalism. Classroom doors must be locked at all times. Before leaving the classroom at the end of the day, teachers must inspect the desks and chairs for any damage or graffiti and also see that all the windows are closed, shades drawn, lights turned off and the door locked. Technology carts must also be secured. If a teacher wishes some repair to be made or any other remedial detail to be taken care of, the teacher should fill out the Maintenance Request Form. Moderators of extracurricular activities who use classrooms after the day must also observe these same procedures.

Classrooms are equipped with telephones and computers. Students may not use telephones or computers for personal use. Should a student need to place a call, he/she should be directed to the office.

CO-CURRICULAR PROGRAM

The co-curricular program offered by the school is important in the development of the “whole-child.” Teachers are encouraged to become moderators of extracurricular activities. Stipends are made available to teachers who moderate a co-curricular activity. Should a teacher wish to moderate a club or activity, he or she must seek permission from the Head of School. Teachers may not meet with students outside of the regular school day without permission from the Head of School. Teachers may not transport students in their personal vehicles.

Moderators of clubs, tutors and any teacher who is supervising students afterschool must remain with those students until all have been picked up and must seek coverage when anticipating an absence.

CONFIDENTIALITY

Teachers and staff members are privy to student information that must be carefully guarded. Sharing of such information must be sanctioned by the school and take place in a respectful manner. The



team approach to teaching requires that such information be shared between professionals when the intent is to help students learn and grow. These conversations should not take place in a public location, such as the faculty room. Sensitive information about a student should never be shared with non-professional adults or children with the exception of the student’s parents or guardians. Student information must never be posted to a social networking site.

All School records and information relating to the school are considered confidential. Therefore, no School-related information, including without limitation, documents, notes, files, records, oral information, computer files or similar materials may be removed from School premises without permission from the administration (except in the ordinary course of performing duties on behalf of the School). Additionally, the contents of the School’s records or information may not be disclosed to or shared with anyone, except where required for an authorized purpose. Staff members who are unsure about the confidential nature of specific information should speak to the Head of School for clarification. Student folders may not be removed from the main office.

CORRECTIVE COUNSELING PROCESS

The School encourages the use of the corrective counseling in the event that a staff member’s performance or behavior falls outside the realm of School and/or Archdiocesan standards. However, there may be occasions when, in the carefully considered opinion of the Head of School, it serves the best interests of the School to temporarily relieve a staff member of his/her job duties.

Such occasions include, but are not limited to, investigation of serious charges of job-related wrongdoing (e.g., financial impropriety, unlawful harassment, insubordination, serious policy violations, or other criminal behavior, etc.).

CORI CHECKS/ PROTECTING GOD’S CHILDREN

All school staff, and volunteers who minister, work, or serve in a capacity involving contact with children under age eighteen (18) must complete the prevention and education programs mandated by the Archdiocese of Boston (Virtus/Protecting God’s Children). No person will be permitted to minister, work, or serve in the Saint Columbkille School, Inc. in positions that require direct contact with children without having completed the mandated prevention and education programs and appropriate training.

The Archdiocese requires a criminal offender record information (CORI) check for all full-time and part-time paid staff members, all clergy and all volunteers (17 years and older) who minister to or have the potential for unmonitored access to children, youth, elderly and the disabled once a conditional offer of employment or assignment has been extended. The Archdiocese also requires an annual criminal offender record information (CORI) check for these individuals.

Although a disqualification is possible, in accordance with federal and state laws, a previous conviction does not automatically disqualify an applicant from consideration for employment.

Teachers are required by law to submit to finger printing at the expense of the school.



DISCIPLINE

It is our goal in the formation of our students to teach them the skills they will need to be contributing members of society. We want them to develop self-discipline; to know right from wrong; and to be resilient, able to successfully work through conflicts that will inevitably confront them. We want them to become joyful and caring individuals.

To accomplish this, the school environment must be one that safeguards the rights and safety of all individuals within the school. Discipline is learned from the interactions people have with one another. Discipline should be viewed not merely as a system of rules to be enforced but attitudes to be learned. It is important that students be taught reasons behind rules. While there are consequences for negative behavior in the process of addressing a violation of rules, emphasis is placed upon the changing of the students' attitude as well as the behavior.

Saint Columbkille Partnership School utilized a proactive approach, *Responsive Classroom*, "The Responsive Classroom approach to teaching is comprised of a set of well-designed practices intended to create a safe, joyful, and engaging classroom and school community. The emphasis is on helping students develop their academic, social, and emotional skills in a learning environment that is developmentally responsive to their strengths and needs."

All faculty members should assume responsibility for students while they are in the common areas of the building and should take corrective action should they observe a student misbehaving.

Teachers should attempt to handle ordinary classroom discipline problems within the classroom. Guidelines are posted on the faculty portal. Mrs. Lamothe is the administrator responsible for disciplinary issues for Pre-K through grade four teachers. Mr. Hurd is responsible for disciplinary issues in grades five through eight.

In extreme cases of misbehavior, e.g. a student strikes another student, the office should be immediately notified. If it is determined that it is in the best interest of the student and class to remove a student from the class, he/she must communicate with the office. This measure should only be considered for extreme situations. In these circumstances the teacher should communicate with the office and an administrator will intervene.

Acute chronic behavioral problems must be documented in the behavioral log found in RenWeb.

Teachers are permitted to keep a student after school for poor behavior. In such cases, parental notification must take place to allow for transportation needs.

Teachers should be knowledgeable of the school's bullying policy that is located in the appendix and on the school's web page. In cases where a student is suspected of bullying, the Assistant Head of School and Student Support Coordinator must be immediately notified prior to speaking with a parent.

In cases where conflicts occur in the classroom that impact the learning process, the teacher should



alert the Administration, the Student Support Coordinator and the Learning Resource Coordinator when appropriate. It will be determined if a conflict mediation will take place.

DISMISSAL

Classroom teachers in grades Pre-K through five are required to escort students out of the building or to the afterschool program at the end of the school day. Teachers should remain with their students until each one is in the custody of their guardian. Teachers will be given a list of students who have permission from their guardians to walk home without supervision or who will take a bus home. Should a parent/guardian fail to arrive to pick their child up, the teacher should bring the student to the office where a parent/guardian will be contacted.

EMERGENCY PROCEDURES

A copy of the Crisis Plan, a class list and medical supplies are located in each classroom. Teachers must have a clear understanding of the school's Crisis Plan. In the case of an emergency evacuation a sign is posted in each classroom indicating the primary routes of egress from the room. It also indicates where the class is to assemble once outside the building. Teachers should be thoroughly familiar with these routes and assembly points and be absolutely certain to explain these procedures to each class at the beginning of the year. At the fire signal, the teacher should insist on absolute silence, close the windows, and then have the students file out quickly but orderly and in silence, according to the posted directions in the classroom. The teacher should be the last to leave the classroom. The door must be closed, and the lights switched off. Class lists must be taken with the teacher upon evacuation. Teachers should take attendance in order to be ready to inform authorities whether all students are accounted for or whether someone is missing. In the event of a real emergency, directions will be given by way of the PA system. For this reason, it is imperative that absolute silence be observed throughout the whole procedure. Teachers not in the classroom must also evacuate. See Crisis plan for further details.

FACULTY MEETINGS

All members of the faculty must attend all general meetings, faculty workshops, and department meetings regularly scheduled on Friday afternoons. The dates for these meetings are listed in the Professional Development Calendar. A one-week notice will be given for additional meetings that may take place after school hours. No one should be absent from these meetings without prior personal permission. Everyone should make a concerted effort to arrive promptly for such meetings.

FACULTY LUNCH ROOM

The faculty room is for the enjoyment of the faculty and staff members. To this end, it is important that confidential conversations do not take place there.

Kitchen items are provided for use by faculty and staff. It is important that tables and kitchen items be left clean after usage. Periodically, teachers and staff members should dispose of unwanted items from the refrigerator. Teachers will be assigned faculty room duty to assure that the room is clean each day.

FACULTY PARKING

Faculty must park in the rear of the parking lot behind the field.



FIELD TRIPS

Field trips are for educational purposes and provide valuable learning experiences for students.

At the beginning of each school year, teachers meet with the administration to determine the two school sponsored field trips for their grade level. Dates for field trips must be coordinated with the Assistant head of School. One month prior to the trip, detailed information must be submitted via the form located in the faculty portal. Once the trip is approved and scheduled, the office will generate a “Field Trip Permission Form” which is to be distributed to students. The office will secure a quote for busses if needed and book the bus. The forms are to be sent home no later than two weeks prior to the date of the trip. Forms are to be returned to the teacher. A student who does not have a signed permission slip should not be allowed to go on the trip. The teacher must make sure that sufficient adult chaperones are scheduled. The school expects a ratio of one adult to every ten students. Additional chaperones must pay for their trip fee and meet the group at the location.

FUNCTIONS

It is part of a teacher's professional obligation to attend such specified major events such as the Opening Liturgy, Parent Back to School Night, Parent/Teacher Conferences, Open Houses, and Graduation exercises. If a teacher is not able to attend any of the events listed above, he/she contact the administration.

FUNDRAISING

All fund raising activities on behalf of Saint Columbkille Partnership School must be conducted through the Advancement Office and approved by the Head of School. No faculty member should engage in such activities on behalf of the school or any non-school related fundraising activity of the school unless the proper authorization has been previously granted.

The Service club moderator will seek requests for fundraising at the beginning of each year. The purpose of these fundraisers is two-fold: to raise consciousness among the student/parent/faculty community and to raise funds for a charity. These fundraisers typically occur once a month in conjunction with an “out-of uniform” day.

GUESTS

If a faculty member wishes to invite someone to speak to classes, the teacher must clear this with the Assistant Head of School in advance of the invitation. Details about the guest and time of the visit should be emailed to the Assistant Head of School and school office.

INCIDENT

An incident is an acute event that causes potential harm to an individual in the school. These include accidents, physical conflicts, or any dangerous or health related situation involving students. Should an incident occur in the classroom, in the common areas of the building or on school grounds, or on field trips, the classroom teacher or the teacher/staff member who is on duty must report the incident to the office. Should injuries occur as a result of the incident, the person in charge must immediately contact the appropriate administrative office. The staff member must remain with the injured person until help has arrived. In case of an injury, the nurse's office must be contacted. If the injury appears



to be serious, a call should be placed to 617-343-4911. When the situation is stabilized, the teacher or staff member must fill out an accident report located at <http://stcps.org/faculty-portal/>.

INFORMATION

Each Monday, a weekly memo containing pertinent information for the coming week such as calendar notifications and announcements will be e-mailed to families and faculty. Official notices and announcements for the faculty are e-mailed to teachers. Teachers should check e-mail daily.

All mail, notices, etc., will be placed in the teachers' mailboxes in the faculty room. Teachers should check these boxes every day.

The faculty portal contains important forms, documents, and weekly announcements. This portal is located at the bottom of the School's Home page.

KEYS

Outside door and classroom keys will be issued to faculty members. Classroom doors must be locked at all times. Keys are not to be duplicated and are not to be given to students or parents. Teachers must report any lost keys to the office.

DUTIES

Teachers are assigned supervisory duties for lunch, recess and car line. For lunch and recess duty, teachers are responsible for communicating school expectations to parent volunteers. The teacher who is on duty for lunch and recess should help organize the food line, and seat students. During lunch, the moderator must also regulate the use of the bathroom. At the end of lunch, the teacher must make sure students clean up after themselves.

The teacher on recess duty must make sure to have the first aid bag and walkie-talkie. This can be found in the main office or the teacher on duty before you may give it to you. There is one bag for the Early Childhood Playground and one bag for the field.

Play Area Guidelines

- Care should be taken to observe students as they play.
- Classroom should exit the school through the door closest to the K1 classrooms and should enter the building after recess through the main school door.
- Students must get off the play structures when a new class comes out for recess.
- Spinning structure
 - Max of 10 students on at a time. Students should remain below the white bar. Students should wait until the structure is stopped before they get on.
- Students should not be climbing on the nets on the field.
- Weather - Students should be taken outside if the temperature is higher than a 10-degree wind chill. Students must be properly dressed to go outside. If they are not, they will sit outside the main office during recess.
- Students may use the play area after school. If students from the after school program come out to play, other students must leave the play area.



- Outside play rules: no tackle football, no playing on structures when covered with ice/snow, no playing on ice.

Faculty members are assigned morning duty on a rotating basis. The first round of faculty members should report outside at 7:35AM and assist students out of their vehicles as needed. The second round of faculty members should report outside at 7:45AM. Faculty members should discourage parents from parking in the restricted area and make a report to the office should a parent disregard instruction regarding parking. Parents may not enter the school unless they have a meeting with a teacher or need to go to the office.

NON-DISCRIMINATORY POLICY

Saint Columbkille Partnership School is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, color, sex, age, national origin, handicap, veteran status, or any other status or condition protected by applicable state laws, except where a bona fide occupational qualification applies.

PARENTAL COMMUNICATIONS

It is the expectation that teachers respond to parental phone calls or e-mails within 24 hours of receiving the communication. Teachers should be prudent when responding to parental communications, particularly via email. It is best practice to speak with a parent rather than engage in an extended e-mail conversation. Should a parent request a meeting, notify the administration that a meeting will take place and hold that meeting in the conference room in the main office. Meetings with parents are scheduled in advance. Should a parent show up without an appointment, it is advisable to suggest an alternate time for the meeting to take place if the subject of the meeting will need preparation to be optimally successful.

When e-mailing parents, teachers must use bcc for the addresses to protect the privacy of parents.

Parent teacher conferences are scheduled in the calendar with the purpose of giving a snapshot view of student progress. Should more time be needed to have a quality conversation, an additional meeting should be scheduled.

PRAYER

The school day begins with Morning Prayer between 7:50 – 8:00. Teachers should help students remain quiet and reflective in both the classrooms and corridors during this time. It has long been the custom at Saint Columbkille Partnership School to begin individual classes within the day by a brief period of prayer. Teachers should also lead students in prayer before mealtime.

PROFESSIONAL CONDUCT

As professional educators, all are expected to treat their colleagues, staff members, and students with the proper respect and consideration. Under no circumstances should a teacher ever strike a student. Teachers should be careful to refrain from the use of language that may be degrading or offensive as well as from terminology that can be described as vulgar, obscene or sarcastic. In the matter of attire and grooming, as in other things, the faculty serves as role models for the students by their clean,



SAINT COLUMBKILLE

PARTNERSHIP SCHOOL

neat and professional appearance. They must maintain the minimum standards of attire required of the student body, and in this way contribute to a climate of civility in the school. Male teachers should wear a collared shirt and tie, dress shoes and a belt. Female teachers should wear dress slacks, skirt, or dress and dress shoes. Jeans, sweatpants, sneakers or flip-flops are not considered acceptable professional attire.

Faculty members should not be on their cell phones during the school day unless there is an emergency. Teachers must not communicate with students via the student's cell phone. Should a teacher need to reach a student via telephone, he/she should contact the student via the parental phone number.

PUBLIC RELATIONS

The ordinary spokesman for Saint Columbkille Partnership School with the media is the Head of School. Only the Head of School should make official statements or respond to questions from the media. All press releases, likewise, should be submitted to the Head of School's office before being sent to the media.

REPORTING

It is essential that all school personnel become familiar with the State of Massachusetts Mandated Reporting legislation. Should a teacher or staff member suspect that student might have been abused, he/she is mandated by law to report the suspicion.

If a teacher or faculty member has concerns about a student's behavior or academic progress, they should speak with the administration and/or the Student Support Coordinator. In order to decide if a special education evaluation is necessary for this student, the Student Support Team (SST) will meet with the teacher to discuss the student's progress and a plan. If it is decided that the student would benefit from a special education evaluation, the student support coordinator will contact the family to explain the process. Under no circumstances should a teacher or staff member discuss the situation with the parent or guardian before a referral is made.

Should a teacher believe that a student should be evaluated for a learning disability or for any other medical/psycho-social condition; he/she must refer the matter to the Student Support Coordinator using the ISR (form 3a) referral form.

SCHOOL HOURS

The school day begins at 7:45 a.m. and concludes at 3:00 p.m. It is the expectation that teachers will be present in their rooms fifteen minutes prior to the start of school and remain in the building thirty minutes after school has concluded. Para-professionals must report to school 15 minutes prior to the start of school. All faculty and staff members must sign in upon arrival and sign out before leaving at the computer station located in the main office. It is important that all students be supervised at all times. Thus, if a teacher sees a student unsupervised after school hours, he/she should alert the school office.



SAINT COLUMBKILLE

PARTNERSHIP SCHOOL

SCHOOL CANCELATION

If school is to be called off because of inclement weather, the announcement will be made on local TV/radio stations and on the school web page. Additionally, a text or voice-mail message will be sent to teachers and parents.

SECURITY

Access to the school building other than on school days is limited to those who have essential business in the building. Faculty members will be issued a classroom and an outside door key. Anyone who is authorized to enter the building on a non-school day is responsible for supervising students or others who accompany the teacher, and also for making sure all lights are turned off and the doors are again securely locked upon leaving.

Teachers must not open doors to strangers without verification of the person's identity. All visitors to the building must be directed to the school office where they will be required to sign and issued a visitor badge. Should a teacher see an adult in the building without a badge, he or she should notify the school office and direct the person to the office. Students are prohibited from answering doors. Should a teacher observe a student doing so, he or she must correct the student and direct the visitor to the office as prescribed above.

Faculty members must check in to the school office using the check-in system each morning and check out when leaving. If a faculty member needs to leave the building throughout the school day, the faculty member must check in and out on the check-in system.

SICK STUDENTS

Students who are observed as ill or report an illness and are in need of medical care should be directed to the Nurse's Office. In the event of an emergency, the Nurse's Office and the school office should be notified immediately. When the nurse is not available, the office will handle matters. **Students who are ill must be escorted to the nurse's office.** The office must be notified in these cases.

SMOKING

Saint Columbkille Partnership School is a Smoke Free environment. Smoking is prohibited in all school buildings and on all school grounds. If a faculty member uses their break period to smoke, this must occur off the property not in any eye-sight of the school building.

SOCIAL MEDIA

Employees must refrain from making personal information public or "friend" students on social media platforms.

SUPPLIES

There is an approved budget for classroom supplies. Teachers should make all requests for purchases, books, and supplies, etc., to the Assistant Head of School or his/her designee. Only the Assistant Head of School may authorize the expenditures. At times (with the permission of the Head of School) a teacher may purchase supplies and request a reimbursement form from the business office.



TELEPHONES

School phones are to be used for school purposes and are not to be utilized for personal business. The school often receives messages from parents who wish to speak with teachers on the phone. Teachers should promptly return calls to parents.

TUTORING

Time must be reserved immediately after school for normal interactions with parents and students. Teachers must make themselves available for extra help that students may need from time to time. Opportunities for paid tutoring are offered to teachers through the office of the Assistant Head of School. The school will compensate teachers who tutor outside of school time. Time sheets must be filled out by the tutor in order to process the compensation.

WORK REQUEST FORM

This work request form will keep track of jobs needing to be completed by the maintenance staff. Please do not expect for your request to be completed in the same day or maybe even the same week. Please submit one form for each issue. These will be prioritized based on need and safety. If you have an emergency, please call the main office to locate the maintenance staff. The work request form can be found on the faculty portal at <http://steps.org/faculty-portal/>.

Health and Welfare Benefits

Saint Columbkille Partnership School provides benefit plans that are available to employees. The School currently pays many of these plans for in full; others require employee contributions, specified below. The following plans are offered by the school and are highlighted in this Handbook:

- Medical, Dental and Prescription Drug Coverage and Wellness Program
- Life Insurance
- AFLAC: Short-Term Disability, Accident Indemnity, Cancer Indemnity and Hospital Advantage
- Long-Term Disability
- 403(b) Tax Deferred Investment Program
- Transition Assistance Program

Medical, dental, prescription coverage, life insurance, long-term disability, and transitional assistance programs are managed through the Archdiocese of Boston. The school manages the 403(b) Tax deferred investment program (TIAA) and AFLAC manages the short-term disability program. The information in this handbook is designed to give a general overview of the many valuable benefits currently provided.

** All benefits plans, employee services, and programs are subject to periodic review and/or updating. For this reason, the Archdiocese of Boston and the school retain the right, in their sole discretion, to change, amend, or discontinue employment benefits, programs and services at any*



SAINT COLUMBKILLE

PARTNERSHIP SCHOOL

time. The Boards of Trustees (or Plan Administrator where so designated) reserve the sole right to interpret and construe plan provisions, including eligibility requirements.

HEALTH CARE PLAN

Employees who work at least 20 hours per week totaling a minimum of 1000 hours per year, are eligible for a comprehensive health care package, which includes medical, prescription drug and dental coverage. Eligible employees may enroll in the health care plan on the first of the month following hire and once a year during the September open enrollment period. Employees must log in to www.myenroll.com each year to review or decline health care coverage and make any life insurance beneficiaries updates. Please contact the Business Office for information regarding the health care plan or visit <http://www.catholicbenefits.org/>.

The School will pay 60% of the cost for the health care plan for a family plan and 70% of the cost for an individual plan. In order to allow employees to take advantage of tax savings under the Internal Revenue Code, the Archdiocese of Boston offers a Pre-Tax Premium Payment Plan for medical and/or dental insurance programs. Dental insurance is provided, however, this benefit is 100% funded by the employee.

Below are the rates for plan year 2017-2018, effective October 1, 2017 to September 30, 2018:

Health Plan	Monthly payment	Employee Monthly Payment Effective October 1, 2017
Individual (30% employee contribution)	\$ 798	\$ 239.40
Family (40% employee contribution)	\$ 1,998	\$ 799.20
Dental Plan- Delta Dental	Monthly payment	Employee Monthly Payment Effective October 1, 2017
Individual (100% employee contribution)	\$ 47.37	\$ 47.37
Family (100% employee contribution)	\$ 108.47	\$ 108.47

ONGOING WELLNESS PROGRAM UNTIL SEPTEMBER 30, 2018

To improve the overall health, the RCAB continues to encourage employees to engage in the Momentum+ Wellness program, which provides annual rewards to a maximum of **\$500 per enrolled employee**, plus a maximum of **\$500 per enrolled spouse**, for a total of up to **\$1,000 per year** an employee enrolled with a spouse can earn as a credit to a tax-free Health Reimbursement Account. Employees and spouses can also receive **up to \$150 per year** Wellness Reimbursements for qualified expenses, such as fitness club memberships, wellness tracker purchases, weight or stress management classes, etc. Employees who have qualified out-of-pocket expenses in the coming year can actually recoup a significant portion of the cost increases noted above by fully participating in Momentum+ and Wellness Reimbursement programs this year.



Below are the rates for plan year 2018-2019, effective October 1, 2018 to September 30, 2019:

Plan Type	Monthly payment	Employee Bi-Weekly Payment Effective October 1, 2018 (26 pay periods)	Employee Bi-Weekly Payment Effective October 1, 2018 (22 pay periods)
Enhanced Health Plan Individual \$ 778.00 per month (30% employee contribution)	233.4	107.72	127.31
Enhanced Health Plan Family \$ 1,947.96 per month (40% employee contribution)	779.184	359.62	425.01
Basic Health Plan Individual \$ 696.41 per month (30% employee contribution)	208.923	96.43	113.96
Basic Health Plan Family \$ 1,743.63 per month (40% employee contribution)	697.452	321.90	380.43
Dental Plan Individual \$ 47.37 per month (100% employee contribution)	47.37	21.86	25.84
Dental Plan Family \$ 108.47 per month (100% employee contribution)	108.47	50.06	59.17

WELLNESS PROGRAM AS OF OCTOBER 1, 2018

The RCAB Wellness Program is a cornerstone of the [RCAB Health Plan](#). It provides financial incentives for completion of various activities to employees enrolled in the health plan.

Earn \$750+ by participating in the Wellness Program!

You and your spouse can take advantage of many opportunities to cover your health care expenses. Incentives include the following:

- Up to \$750 each for you AND your enrolled spouse into a Health Reimbursement Account.
- Up to \$150 Wellness Reward for both you and your enrolled to reimburse you for wellness expenses, including health club dues, weight management program fees, fitness track purchases, and more.



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AHEALTHYME BLUE CROSS WELLNESS PROGRAM:

- [AHealthyMe Wellness Activities \(2018-2019\)](#)
- [AHealthyMe Mobile App](#)
- [Health Coaching](#)
- [Wellness Workshops](#)
- [Taking a Health Assessment](#)

Wellness Rewards (Reimbursement Form)

Receive a Wellness Reward of up to \$150 per enrolled employee and spouse (expenses incurred by enrolled employee or spouse) per Plan year! Eligible expenses include:

- Fitness club membership
- Fitbit or other fitness tracker purchase
- Weight management membership (Weight Watchers, Jenny Craig, etc.)
- Group fitness class (Aerobics, kickboxing, etc.)
- Stress management or other non-physical wellness class
- Sports team membership

HEALTHEQUITY HEALTH REIMBURSEMENT ACCOUNTS (HRA)

- [Welcome to HealthEquity](#)
- [Helpful Tips for Using your HealthEquity Card](#)
- [List of IRS Qualified Medical Expenses](#)

The RCAB Health Plan is committed to helping you achieve your best health. Rewards for participating in a wellness program are available to all similarly situated employees, regardless of health status. If you think you might be unable to meet a health contingent standard (i.e, a program that requires an individual to satisfy a standard related to a health factor to obtain a reward or requires an individual to undertake more than a similarly situated individual to obtain the same reward) under this wellness program, you might qualify for an opportunity to earn the same reward by different means. Furthermore, if you are disabled, we will work with you to provide a reasonable accommodation to help you meet any standards (whether health contingent or not) under this wellness program. Contact Carol Gustavson at cgustavson@rcab.org or 617-746-5830, and we will work with you (and if you wish, your doctor) to find a wellness program with the same reward that is right for you in light of your health status.

WORKSITE NURSE WELLNESS PROGRAM

The RCAB has added a new part-time [Worksite Wellness Nurse](#) to the Benefits Office staff. Patricia Fortin, RN, is available to come to your location to meet one-on-one with employees, take blood pressure readings, and present information on healthy living. The Saint Columbkille Partnership School Business Office will arrange a meeting during the school year.



PRIVACY OF MEDICAL INFORMATION

The School complies with the Health Insurance Portability and Accountability Act (HIPAA) and has adopted a policy that protects the privacy and confidentiality of protected health information (PHI) whenever it is used by School and/or Archdiocese representatives. The private and confidential use of such information will be the responsibility of all individuals with job duties requiring access to PHI in the course of their jobs. Please contact the Archdiocese Benefits Department for more information regarding HIPAA.

Short Term Disability and Other Insurance

Short-term disability plans for employees who work at least 20 hours per week, including coverage for accidents, cancer, hospitalization, and maternity are available through AFLAC on an optional and employee-funded basis. AFLAC offers a number of options, and short term disability programs and typically provide 70% of the employee's salary (tax free) during the covered period. Program costs are paid through payroll deduction, and some plans are pre-tax. Please refer to AFLAC's benefit materials for additional information.

Long Term Disability Plan

Employees who work at least 20 hours per week are enrolled in the Long-Term Disability plan following completion of one (1) year of service and 1,000 hours of work. The Long Term Disability (LTD) Plan provides a monthly income benefit of 60% of base weekly wages to a maximum of \$5,000 per month in the event of a disability exceeding 6 months. Benefits are not automatic and are subject to approval. The School presently pays the entire cost of the LTD Plan. For more information, please see the LTD Summary Plan Description available at <http://www.catholicbenefits.org/> or contact the Archdiocese Benefits Office.

Basic Life Insurance Plan

Employees who work at least 20 hours per week are enrolled in the Basic Life Insurance plan following completion of one (1) year of service and 1,000 hours of work. The Plan provides a basic benefit of two (2) times the annual salary of record, to a maximum of \$300,000. Special provisions are made for accidental death and dismemberment. Retiree life insurance is also available.

The School presently pays the entire cost of the basic Life Insurance Plan. Details regarding the Life Insurance Plan are contained in the Summary Plan Description, available from the Archdiocese Benefits Office.

403B Retirement Plan

Employees of Saint Columbkille Partnership School are eligible for a tax-deferred retirement program through TIAA (tiaa.com) after one full year of employment. Employees' contribution to the plan is 1% of salary. The school contributes 4% of the employees' salary. Employees are fully vested after four years of employment.

Below is the vesting schedule:

Years of Service	Percent Vested
Less than one year	0%
1	0%
2	25%
3	50%
4	100%

Worker’s Compensation Plan

All employees are covered by the Archdiocesan workers’ compensation insurance, which compensates an employee for lost time, medical expenses, and loss of life or dismemberment from an injury arising out of or in the course of work. Any employee involved in an accident or injury must immediately report the incident to the Head of School and the main office so that the necessary paperwork may be completed.

Transitional Assistance Program (TAP)

As a religious institution, the Archdiocese is excluded from participation in the unemployment insurance programs provided by the Commonwealth of Massachusetts. However, a Transition Assistance Program (TAP) program is in its place through the Archdiocese of Boston, to provide financial assistance and benefits continuation in the event of most involuntary job losses.

Eligible lay and non-ordained religious employees who work at least 20 hours per week (24 hours per week for schools and other 10-month assignments) are eligible to apply for benefits in the event of an involuntary job loss following completion of six (6) months of continuous service.

More information on TAP can be obtained from the Transition Assistance Program Summary Description, available on www.catholicbenefits.org or by contacting the Archdiocese of Boston Human Resources Department at 617-746-5825.

Time Away From Work

Realizing that all employees should strive toward a healthy balance between personal and professional lives, the School has developed a number of policies to facilitate this balance.

Paid time off benefits are available for all regular lay employees, with benefits pro-rated for part-time employees (minimum 20 hours per week) based upon their regularly scheduled hours.

Employees are required to receive approval from the Head of School or the person(s) designated by him/her before taking any scheduled time off.



Sick Leave

Full-time employees are eligible for 7 days of sick leave per year. Unused days can be accrued up to a maximum of 20 days. Part-time employees will accrue sick time at a prorated rate based on work schedule (1 sick hour for every 30 hours worked).

Sick Leave is intended only for the purpose of:

- (1) caring for your child, spouse, parent, or parent of a spouse, who is suffering from a physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care;
- (2) caring for your own physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care;
- (3) attending your routine medical appointment or a routine medical appointment for the your child, spouse, parent, or parent of spouse;
- (4) addressing the psychological, physical or legal effects of domestic violence; or
- (5) travelling to or from an appointment, a pharmacy or other location related to the purpose for which the time was taken.

If sick time is needed, notification must be send to the Assistant Head of School and Business Manager as soon as possible. Upon return to work, a **Time Off Request** form must be filled out and given to the Business Manager for payroll processing. All day of call outs must follow the procedure outlined on page 6, section “Attendance (Teacher).”

When an employee is on leave protected by the Family Medical Leave Act (FMLA), he/she will continue accruing sick time as long as the employee is using paid leave benefits. If an employee on FMLA leave uses all paid leave in accordance with the FMLA policy and remains unable to return to work, then the remainder of the FMLA leave will be unpaid. Sick time used during a qualifying leave of absence runs concurrently with time off under the Family and Medical Leave Act.

Should an employee need to miss school due to reasons stipulated above he/she must notify absence@steps.org as soon as possible. If the absence is known in advance of the day, notification must be made to the Assistant Head of School and to the Business Manager. Teachers must provide plans for a substitute as soon as possible. Non-adherence to the above policy may result in a non-compliance warning. Employees may be asked to submit documentation from a health care provider documenting the need for leave or ability to return to work after an absence of twenty-four (24) consecutively scheduled work hours.

Employees are not paid for any unused accrued sick leave when their employment with the School ends.

Compensatory time for Administrative Staff

Administrative employees who work when they are not required to may request time off when they are scheduled to work. The Head of School must approve this request.



Vacation Policy (Administrative employees)

The School provides paid vacation for administrative employees to take time off for rest and recuperation. Vacation time is negotiated at start of hire. Administrative employees are entitled to 10 Vacation days in years one and two of employment. For years three and four they are entitled to 15 days. Beginning with year five 20 days of vacation is allocated. The School encourages employees to use available vacation time. Administrative staff can carry over only five unused vacation days in a given year. Accrued unused vacation will be paid to a departing employee upon separation.

Administrative employees must obtain approval from the Head of School before taking vacation time. All vacation time must be pre-approved by the Head of School and communicated to the Business Manager. Administrative employees are encouraged to take their vacation time during times when school is not in session.

The school is officially closed during the Christmas school vacation. This time off from work is not considered vacation time for administrative staff.

Family and Medical Leave/Parental Leave

Teaching staff who have completed 90 days of employment with the school will receive 60 calendar days (including summer vacations and excluding school vacations) of parental leave for the birth, adoption, or fostering of a child under the age of 18, or for adopting a child under the age of 23 if the child is mentally or physically handicapped.

Four weeks of parental leave will be paid at full salary by the school. Accrued sick time may be used in addition to the parental leave. Employees recovering from childbirth may also be compensated pursuant to AFLAC’s short term disability policy, if purchased. Any parental leave taken by a teacher will be counted as FMLA leave. Additional parental leave may be requested for the remainder of the school year. The School will continue to provide medical and dental insurance coverage to the employee at the same level of coverage usually received by the employee until FMLA leave expires, subject to the employee’s usual contributions. Should an employee want to continue their medical and dental coverage after FMLA leave expires, they will do so at their own expense.

An employee returning from leave will be returned to the same or similar position they held prior to leave, at the same rate of pay, absent exigent circumstances (such as reorganization). Other paid parental leave may be granted at the discretion of the Head of School.

Under the Massachusetts Parental Leave Law, certain employees who do not meet service and/or hours requirements for FMLA are eligible for up to 8 weeks of unpaid leave in the event of the birth of a child or adoption of a child under 18. Please see the FMLA and Parental Leave Policy Statements available on the Archdiocese of Boston website: <http://www.bostoncatholic.org/Offices-And-Services/Office-Detail.aspx?id=23612&pid=514>.



For employees eligible for FMLA, leave under the Massachusetts Parental Leave Law and FMLA run concurrently.

Small Necessities Leave

In addition to leave available under the FMLA and MMLA, eligible employees may be entitled to time off under the Small Necessities Leave Act employees who have completed 12 months of service and have worked 1,250 hours during the previous 12-month period are eligible for unpaid leave under the SNLA.

Up to 24 hours of unpaid leave in any 12-month period may be taken to:

Attend parent-teacher conferences or to participate in other school activities directly related to the educational advancement of the child of the employee; accompany the employee’s minor child to routine medical or dental appointments; or accompany an elderly relative of the employee to routine medical or dental services or appointments for other professional services related to the elderly relative’s care.

Where the need for leave is foreseeable, employees must give the Head of School seven (7) days prior notice of the need for SNLA leave when reasonably able to do so. If the need for leave is not foreseeable, the employee should provide as much notice as practicable. Documentation may be required.

Jury Duty Leave

An employee called for jury duty will be paid full base wages, excluding overtime, for the first 3 days of service. For jury duty beyond 3 days, the difference between jury duty compensation and regular base weekly earnings will be paid, provided the employee reports for work when reasonably able to do so and presents the jury service voucher or check to the Head of School.

Bereavement Leave

Recognizing that a death in an employee’s immediate family (parents, siblings, spouse, parents or siblings of spouse) creates many hardships, employee are allowed three (3) days off with pay in the event of the death of a parent, spouse or child and three (2) days off with pay for a sibling, grandparent, grandchild, parent-in-law or sibling-in-law. Time away, with or without pay, to attend the funeral service for another relative or close associate may be granted at the discretion of the Head of School.

Military Leave

Military leave is available for eligible employees consistent with state and federal laws. For more details please contact the Archdiocesan Human Resources Department at 617-746-5825.



Personal Leave

Employees may request one (1) paid personal day per year. This request must be approved in advance of the day. Requests of personal days should be avoided on days prior and after school holidays.

Employees with at least one year of service may request additional unpaid leave for compelling personal reasons. Such requests should be in writing and should include the reason for leave and expected dates of departure/return. Personal leave is granted only with the approval of the Head of School, taking into consideration the operational needs of the School. Such requests will be granted or denied at the sole discretion of the Head of School.

Professional Days

Faculty members may request (via e-mail) one (1) paid professional day to attend workshops, visit a school, or conduct research. The needs of the school must be taken into consideration when requesting such a day. Requests for a professional day must be made to the Head of School at least three days prior to the day requested and a **Time Off Request** form must be filled out for payroll purposes.

Faculty/Staff Tuition Discounts Policy

The School offers tuition remission to full-time employees for eligible students, subject to eligibility and service requirements.

Full-time employees receive 100% remission for 1 child after 2 full years of employment. If after 2 years of employment, an employee has financial need above the tuition amounts granted, the school will meet that need through financial assistance. Employees will need to apply for financial aid through FACTS Grant and Aid. Employees with less than 2 years of service who apply for financial aid will be treated consistently with non employee financial aid applicants.

Employees can apply for financial aid for tuition, after school and summer programming.

Boston College Master's Degree.

After the first full year of teaching, Boston College will fully fund tuition to graduate courses in education approved by the Head of School and Boston College with the exception of registration fees. When possible, full-practicum or internship will be arranged concurrent with employment. The employee commits to three (3) additional years of employment as a teacher of the school after the completion of the degree. A promissory note must be signed by teacher prior to beginning the program. Should the teacher fail to honor this commitment, she/he will be liable for repayment of the tuition payments granted by the University.



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PARTNERSHIP SCHOOL

Boston College Tuition Vouchers

Limited numbers of vouchers are available to teachers not enrolled in a graduate degree program. Employees may request to take a course using a voucher. Vouchers can be used based on availability and teaching staff are given first priority. Approval from the Assistant Head of School is required for use of a voucher prior to registering for a course.

Resignation

Employees who resign from employment are requested to submit a written letter of resignation, with at least 2 weeks' notice. In the event of retirement, at least 3 months' advance written notice is requested in order to ensure that pension papers will be accurately processed in a timely manner.