

St. Cletus School Faculty Handbook



700 West 55th Street
LaGrange, Illinois
(708)352-4820
(708)352-0788 fax
www.stcletusparish.com/school

2011-2012

MISSION STATEMENT

ST. CLETUS CATHOLIC SCHOOL

St. Cletus Catholic School in LaGrange, Illinois is a vital ministry of the parish family, and the teaching ministry of the Archdiocese of Chicago. The school is a community of believers: faculty, staff, parents and students, responding to the call to proclaim the Gospel of Jesus. We welcome students of diverse ethnic, racial, and religious backgrounds into an environment that fosters loving and just relationships.

We continue to strengthen and deepen the Catholic formation of our students in an environment of academic excellence, which respects individuality and nurtures self-worth.

We offer an integrated curriculum, which motivates students to understand the connection between classroom lessons and their personal call to faith and service as stated in Archdiocesan and State guidelines.

We encourage students, faculty and staff to develop qualities of service and leadership within our global society in the twenty-first century. Our goal and commitment is to educate children in mind, body, and spirit to be positive leaders in our world.

We recognize the partnership between home, church, and school as essential to the unique growth of each child's total development. We foster an atmosphere that promotes Catholic values, and worship together as a faith-based community.

PHILOSOPHY

We, at St. Cletus School, as an academic faith community reaching for excellence, commit ourselves to develop within our students a strong sense of faith based on Catholic doctrine and Christian values. As part of our faith community, parents are encouraged to participate in the spiritual, intellectual, and social development of their children realizing that each child is a unique person with special gifts and talents, and special needs. In partnership with our school families, we collaborate to provide opportunities for each child to deepen their respect for themselves, for each other, and for the world in which they live. We create a climate within the school and parish that enables children to build on their life experiences and to become problem solvers who live their faith. We motivate students to use their gifts to make socially just, responsible, and creative decisions, and promote activities that foster Catholic leadership and service. Educationally, we strive to develop excellence in curriculum, provide each student with opportunities to attain knowledge and to develop skills necessary to fulfill their potential.

DAILY SCHEDULE

Preschool HR 8:00-8:15 1 8:15-9:00 2 9:00-9:45 3 9:45-10:30 4 10:30-11:00 AM Dismissal 10:45	Kindergarten HR 8:00-8:15 1 8:15-9:00 2 9:00-9:45 3 9:45-10:30 4 10:30-11:15 AM Dismissal 11:30	1st-2nd HR 8:00-8:15 1 8:15-9:00 2 9:00-9:45 3 9:45-10:30 4 10:30-11:15 Recess 11:15-11:35 Lunch 11:40-12:00 5 12:00-12:40 6 12:40-1:25 7 1:25-2:10 8 2:10-2:55 Dismissal 3:00
Recess 11:00-11:30 Lunch 11:30-12:00 Nap 12:00-12:40	Lunch 11:30-12:00 Recess 12:00-12:30 Nap varies 5 12:30-12:40 6 12:40- 1:25 7 1:25-2:10 8 2:10-2:55 Dismissal 3:00	
PM Arrival 12:15 6 12:40- 1:25 7 1:25-2:10 8 2:10-2:55 Dismissal 3:00		

3rd-5th HR 8:00-8:15 1 8:15-9:00 2 9:00-9:45 3 9:45-10:30 4 10:30-11:15 5a 11:15-11:40 Recess 11:40-12:00 Lunch 12:05-12:25 5b 12:25-12:40 6 12:40-1:25 7 1:25-2:10 8 2:10-2:55 Dismissal 3:00	6th-8th HR 8:00-8:15 1 8:15-9:00 2 9:00-9:45 3 9:45-10:30 4 10:30-11:15 5 11:15-12:00 Lunch 12:00-12:20 Recess 12:20-12:40 6 12:40-1:25 7 1:25-2:10 8 2:10-2:55 Dismissal 3:00
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All copies of forms can be found in the T-Drive. Open the Shared Files folder, and go to the Forms Folder.

ACCIDENTS

Please fill out an accident report (for internal use only) for every incident that occurs while you are responsible for children. Be sure to have a clear report to the principal/assistant principal as quickly as possible. (See Forms in T-Drive – Shared Files)

ARRIVAL, DISMISSAL, ATTENDANCE, ABSENCES

Contracted time for all teachers is Aug. 15th through June 15th. Teachers are required to come to school daily as indicated until they have been checked out and keys collected.

Teachers must turn in a time sheet at the end of each pay period indicating days present, days absent and the type of absence. These will be in each teacher's mailbox at the beginning of each pay period. Teachers must be in their classroom or assigned post no later than 7:30am and leave no sooner than 3:15pm unless there is a meeting he/she is expected to attend. Teachers and staff park their cars in the row of spaces along 55th Street in the front parking lot. The diagonal spaces on 54th Street and Stone Avenue may be used as well.

Students will be allowed to enter the school at 7:50am. Teachers **MUST** be in the classroom to greet students. Students should be outside and dismissed promptly at 3:00pm. Stay with students until the last child is picked up by the designated person. Any students who have not been picked up by 3:10pm are to be brought to the office and then escorted to aftercare.

If it is necessary to leave the building during the school day, teachers must notify the office.

Planned absences must be approved by the assistant principal/principal via a Staff Absence Request located in the office. The teacher is responsible for calling a substitute from the list provided by the office. In the event of illness, the assistant principal/principal should be notified as soon as possible, and on the day of absence, the school should be notified by **2:30pm** as to your return the next day.

According to Archdiocesan policy, each full time professional staff member is allowed ten sick leave days per year, without reduction in pay. Two of these ten days may be used for personal business. Personal days may not be taken during the first and last two weeks of school or during parent/teacher conferences. Archdiocesan policy states that "personal days shall not be taken prior to or immediately after a holiday. Archdiocesan policy states that "personal days shall not be taken prior to or immediately after a holiday. For absences other than those covered by policy, deductions shall be made from the employee's salary at a per diem rate, as per OCS policy. Personal business days must be approved in advance by the assistant principal/principal.

Teachers need to check their office mailboxes and e-mail upon arrival in the morning and before leaving at the end of the day.

Teachers are required to attend Meet and Greet, the Catholic Schools' Week Mass and Open House on Sunday, all Parent/Teacher Conferences, and Graduation, and any other grade level/school activities the principal deems necessary.

ATTENDANCE (STUDENT)

Teachers are to take student attendance each morning between 8:00am – 8:15am and are to post it on TeacherEase; only Present or Absent is to be noted. The office will mark any tardies in TeacherEase. Any student who arrives late without a Tardy Slip is to be sent to the office to get a tardy slip. The brown envelope of mail for the office can be placed in the plastic holder outside each classroom's door. Include any notes about early dismissal or extended absences/vacations. An eighth grade student will pick it up, and office staff will return the brown envelope midmorning to the teachers' mailboxes. If a student arrives late, he/she will receive

a tardy slip from the office, and the secretary will adjust the attendance on TeacherEase. After five tardy slips, a notice is sent home by the teacher. (See Forms in T-Drive – Shared Files)

ASSEMBLY PROCEDURES

Seating during assemblies is from youngest to oldest. **ALL** faculty members must attend school assemblies, liturgies, etc. Everyone is responsible for supervising students, and you **must** sit with them. Modeling proper etiquette and attention to the speaker is always expected. Doing paperwork, etc. during an assembly is not appropriate.

ATTIRE

Teachers/staff should dress as professionals—no jeans of any color, no cargo pants, shorts (above the knee), gym shoes, etc. If it is a designated dress-down day, jeans may be worn. Low cut blouses and Flip flops (anything with a strap between the toes) are never to be worn. Dress clothes should be worn when attending liturgies. Jeans are not appropriate for most field trips. Teachers at all grade levels are expected to know and to enforce the student dress code as stated in the Parent-Student Handbook. Please use TeacherEase to contact parents when the dress code is not followed.

BIRTHDAY TREATS

Student birthday treats are to be kept simple and are to be shared with his/her own homeroom class. Students are not to go from room to room with their treats. In the younger grades, please advise parents early in the school year how summer birthdays are handled by your grade level.

BULLETIN BOARDS

Bulletin boards should be functional, as well as motivational, displaying students' work and creative projects. A bulletin board with a religious theme should reflect the liturgical calendar and be updated accordingly. Do not use tape to display papers or posters on walls of classrooms or corridors. Bulletin boards and other displays must be kept current.

CLASSROOM ENVIRONMENT

Teachers are asked to maintain a clean, orderly classroom. Students should assist in day-to-day classroom responsibilities, including keeping their desks and lockers clean. At the end of each day, students must put their chairs up on their desks or stack them, and pick up large pieces of paper, pencils, etc. from the floor. Teachers need to close blinds and lower them to the level of the opening window. Be sure all windows and doors are locked before leaving. Permission from the principal must be obtained before making permanent changes in the school building.

COMMUNICATION

The Scoop is posted on-line every Wednesday. If hard copies of information are to go home, the items will be in the teachers' mailboxes on Wednesday. It is the homeroom teacher's responsibility to see that the information goes home with the students in the white envelopes provided.

On Monday morning teachers will receive an e-mail from the principal with important events and information. A monthly calendar can be downloaded off the school website; note that dates may change. Please keep it handy and refer to it often. The majority of our correspondence will be through e-mail. Remember to check your e-mail when you arrive and leave each day.

Teachers must communicate with parents frequently. Each teacher is required to post a class or subject area newsletter weekly (PreK-3rd), bi-weekly (4th-8th) or monthly (Specials) as per the schedule. The newsletter

should indicate upcoming tests, subject area themes, novels being read, long term assignments, spelling / vocabulary word, and anything else of importance that the parents can use to help their child succeed.

Teachers are to write their news items on Word Press and post the newsletters by Friday.

Please follow the schedule below:

	<u>Newsletters Due</u>	<u>Newsletters Posted</u>
3 Pre – 3rd Grade	Weekly by 3:00 pm Wednesday	3:00 pm Friday
4 th – 8 th Grades	Bi-weekly by 3:00pm Wednesday	3:00 pm Friday
Specials	Monthly- 3:00 pm Wednesday	3:00 pm Friday

Good news, such as the “Cardinal Cheer” form or one of your own choosing should go home to parents whenever possible. (See Forms in T-Drive – Shared Files)

Act promptly to involve parents when there is a learning or behavior problem. Contact through TeacherEase or a phone call home is best because it will show up in the email log. Inform the administration immediately in the case of urgent or pressing matters. If a phone call is made, a Parent Contact Form must be completed. One copy is to be e-mailed to the principal as soon as possible, and a copy is to be kept by the teacher. (See Forms in T-Drive – Shared Files)

COPY MACHINE

The school has a copy machine and Riso Duplicating machine to handle all the copying needs of the school. The Riso Duplicating machine is to be used for 25+ copies. Therefore, we are all asked to be flexible, patient, and to share. If a jam occurs, please get help from the office. Do **NOT** send an item for copying immediately to the copier; reserve it, walk to the copy machine, retrieve the job from the copier’s mailbox, and then copy. The Religious Education machine should only be used if ours is broken. **No students** are allowed to use the copy machine.

DISCRETION

Care should be taken to discuss a student only with administrators, the student’s parents/guardians, or cooperative teachers on a “need to know” basis for the benefit of the child. Students should never be discussed with volunteers or parents. Professional matters should never be discussed within earshot of children, and confidential material should never be left in plain view of students/parents/other teachers.

DISCIPLINE

The dignity of each person should be recognized through **positive** discipline. Self-direction rather than external control is the aim of a true discipline program. A climate of mutual understanding, respect, and trust does much to promote self-discipline. Good classroom management will result in fewer discipline issues. Whole class punishments should rarely be used and must be approved by administration. Due to our dismissal process, no student should be kept after school without giving the parent and student notice.

Each teacher is expected to develop a set of classroom rules and procedures that will help the students manage themselves within the limits set by school policies and procedures. **It is expected that teachers know and enforce the Behavior Policy as set forth in the Parent/Student Handbook.**

Behavior Notices, and Deficiency e-mails via TeacherEase are used at the middle school level as a communication between school and home. Detentions must be signed and returned promptly, and are then kept on file by a designated teacher (See Forms in T-Drive – Shared Files)

EVENT PLANNING

When in need of a larger room or the church for a class activity, fill out a room request form and give it to the assistant principal who will check the parish calendar and forward the request to the rectory. Fill out a maintenance room set-up form once the room is confirmed (See Forms in T-Drive – Shared Files). Inform the office of any visiting speakers.

FACULTY ROOM, FACULTY MEETINGS

The faculty room, located above the office, is where teachers are to eat their lunch, relax, and enjoy each other's company. It is also the location of weekly faculty meetings, scheduled after school on Wednesdays from 3:15-4:30pm. Teachers are to avoid making any other appointments for Wednesday afternoons. Each month a pair of teachers is scheduled to clean up the faculty room after lunch (See Committees and Duties in T-Drive – Shared Files). Under no circumstances are students allowed in any of our faculty lounges without a teacher.

FIELD TRIPS

Field trips should be planned for specific educational goals. Each grade level must plan at least one trip per semester, but not more than four per year. A field trip form must be approved by the assistant principal before any arrangements are confirmed. Planning should be done well in advance of each trip and should be coordinated with other teachers involved in the students' schedule of classes. Do not discuss field trip plans with students until they are approved. Refrain from planning trips after mid-May. (See Forms in T-Drive – Shared Files)

Expenses for transportation and admission are apportioned to students. Lunch is ordinarily at the individual student's expense. (It is helpful to project a small amount to cover the absence or lack of participation by one or two students.) In case of financial hardship on the part of a student's family, discuss it with the principal. **All collected field trip money is to be turned in to the office one week in advance along with the field trip worksheet.**

Parents must provide written permission for their child to participate in a field trip. Verbal authorization is not acceptable.

It is up to the teacher or teachers planning the trip to solicit and choose chaperones for the field trip. Chaperones are not charged any fees, so their expenses need to be included in the count when expenses are calculated. Confirm chaperones as soon as possible. All Chaperones must have completed all of the requirements for Protecting God's Children.

Please keep field trips as affordable as possible. Bus Companies are also in the T-Drive – Shared Files folder.

FIRE AND TORNADO DRILLS

Six or more fire drills are held each year, at least three in the fall and three in the spring. There is one tornado drill in the spring. Each teacher is to verify the presence of posted evacuation procedures and routes in his/her classroom. The teacher should always take his/her attendance sheet to take attendance and the Crisis Backpack on a drill. A missing child must be reported immediately to the principal or administrator on duty.

All personnel must evacuate the school during fire drills. In the event of an actual crisis requiring evacuation of the building during inclement weather, teachers are to escort children to the church.

The following plan for disasters has been established:

- ◆ Specific Instructions in the “St. Cletus School Crisis Plan”
- ◆ Use of Code words or Fire Alarm.
- ◆ In case of tornado, students to move to assigned safety spots. (See Crisis Plan.)
- ◆ In case of building evacuation, students and teachers are to exit the building and gather in church. If that is not an option, students and teachers to walk to Spring Ave. School/Gurrie at 1001 S. Spring Ave., LaGrange. The St. Cletus population is to assemble in Spring/Gurrie gymnasium.

HOMEWORK

Homework should be given as a reinforcement and/or extension of materials and skills covered in the classroom and understood by the majority of the class. Each teacher should explain his/her homework expectations to the parents in correspondence at the beginning of the year.

All assignments **MUST** be written each day on the classroom homework board and posted in Word Press. Students should write assignments in their assignment notebook in each class. Teachers should go over assignments with the class before dismissal. Long term assignments may also require written directions so parents understand the nature of the assignment, too. A **homework Rubric** needs to be developed with expectations in mind. Make students accountable for their homework...neat and accurate should be part of the rubric. Remember that the homework is part of the learning process not the end result. Keep that in mind when weighing homework grades.

Whenever possible, teachers should try to work together to balance the workload and should follow the homework guidelines:

Daily Homework Time Guidelines

Grades 1 & 2 – 20-30 minutes

Grades 3 & 4 – 30-40 minutes

Grades 5 & 6 – 45-60 minutes

Grades 7 & 8 – 60-90 minutes

No homework is to be given over the weekend, and long term projects may not be due on a Monday. No more than two tests can be given in one day; coordinate with your partner teacher if you switch classes.

Under no circumstances is a student to receive a zero for missing work. No points should be taken from the assignment grade for late work. Late or missing work is a compliance, organization and/or behavior issue and should be penalized as such.

Please be mindful of the changing family dynamic. Below is a Bill of Rights for Homework that takes into account the changing family structure.

A Bill of Rights for Homework

1. Children shall not be required to work more than 40 hours a week, when class time is added to homework time.
2. Children shall have the right to homework they can complete without help. If they cannot complete homework without help, children shall be entitled to reteaching or modified assignments.
3. A child's academic grade shall not be put in jeopardy because of incomplete homework. Children shall be entitled to an in-school or after school homework support program if they are unwilling or unable to complete homework at home.
4. A child's right to playtime, downtime, and adequate sleep shall not be infringed upon by homework.
5. Parents shall be entitled to excuse their child within reason from homework that the child does not understand or is too tired to finish.
6. Families shall be entitled to weekends and holidays free from homework.

Vatterott, Cathy. *Rethinking Homework*. ,ASCD, Alexandria Virginia 2009, p.55.

For more details concerning homework policies, see the Homework guidelines in the Parent-Student Handbook.

ILLNESS OR INJURY TO STUDENTS

Children who become ill or receive minor injuries are sent to the office (with an adult or another student) during class time or at lunch. In the event of a serious injury, the child should not be moved. Use the PA to notify the office and stay with the child. The office will notify the parents when necessary.

INTERCOM

The intercom **MUST** only be used for emergency purposes during the school day.

LESSON PLANS

Lesson plans must be turned in electronically to the Principal and the Assistant Principal every Monday by 3pm. The daily lesson plans must include the unit's Essential Question, State goals, Terra Nova skills, objectives, strategies, technology, and materials for each lesson. (See Forms in T-Drive – Shared Files)

LUNCH

The lunch periods are as follows:

Preschool	Recess 11:00-11:30
	Lunch 11:30-12:00
	Nap 12:00-12:40

Kindergarten	Lunch 11:00-11:30
	Recess 11:30-12:00
	Naps: Vary

Lunch A Grades 1-2 Recess 11:15-11:35

Lunch 11:40-12:00

Lunch B **Grades 3-5** **Recess 11:40-12:00**
Lunch 12:05-12:25

Lunch C **Grades 6-8** **Lunch 12:00-12:20**
Recess 12:20-12:40

Lunch rules should be posted in each classroom and reviewed periodically.

Homeroom teachers will be required to supervise lunch duty in the event the scheduled lunch supervisor is absent. Homeroom teachers must be back in their classrooms in time to touch base with the lunch supervisors or the special teacher who is on duty.

MAINTENANCE

Requests for repairs need to be made electronically on the Maintenance Request form and e-mailed to the Maintenance Supervisor and the Business Manager. **Please do not stop one of the custodians in the hall and ask them to make a repair unless it is an emergency.** Do not expect the maintenance crew to do jobs without a Maintenance Request form. (See Forms in T-Drive – Shared Files)

MEDICATION

According to Archdiocesan policy, school personnel must not dispense medication to students. The responsibility for administering medication rests solely upon the parents. No students should ever be in possession of medication except for inhalers. Medication procedures must be followed as stated in the Parent/Student Handbook. However, students are allowed to carry asthma inhalers as per doctor's orders.

MONEY

Keep careful records of all money received (field trip money, picture money, special collections, etc.) Do not keep money in your classroom. Place counted money in a carefully marked envelope and bring it to the office by 3:15 pm each day.

PARENT/TEACHER/STUDENT CONFERENCES

Parent /teacher conferences are another way of communicating between school and home and are held twice per year, in November and February. Homeroom teachers meet with the parents of each of their students. Students in grades 5-8 **only** are expected to attend the conference with their parents.

PRAYER

Each day at St. Cletus School begins at 8:05am with prayer and announcements over the PA led by the principal and a student or students from a designated classroom. Teachers and students may then share their own prayers. Teachers should also lead their students in prayer before lunch and before afternoon dismissal. Informal and spontaneous prayer is also encouraged when appropriate. Some prayer ideas are available in the principal's office or the religious education office.

Each grade level will be asked to prepare two to four Liturgies/Prayer Services per year. A Liturgical Preparation Guide Sheet must be filled out and sent to the principal and rectory at least one week before the Mass. (See Forms in T-Drive – Shared Files)

PROFESSIONAL GROWTH

Teachers are encouraged to continue their professional growth in order to be most effective with today's students. Opportunities for growth include attending workshops, seminars, or teacher institutes, course work and graduate study and in-service led by the principal. Teachers must participate in at least one but no more than four growth experiences on their own and within the allotted budget.

Twelve hundred dollars is available to each full-time teacher for professional growth and can be used for continuing education, association dues, and professional magazines and journals. We do **NOT** pay for meals, travel expenses or hotel expenses while attending workshops. All professional growth opportunities must be approved by the asst. principal.

PROGRESS REPORTS, REPORT CARDS, RECORD KEEPING

Because all grades are posted on TeacherEase, and parents have access to their children's grades, Progress Reports do not need to go home unless a student has a D or F. Teachers must be in contact with parents when ever academic difficulty arises.

Report cards are issued to all students in grades 1-8 at the end of each of the four quarters of the school year. Preschool and Kindergarten report cards will be distributed at the end of each semester. Third through eighth grade report cards are done through TeacherEase, and PreK through second are on the computer in each teachers T-drive folder. Administration will review all report cards before distribution. Completion dates will be listed on your faculty monthly calendar.

Students in grades seven and eight **only** may achieve Honor Roll status based on their report cards.

Cumulative record folders on each student are kept in the office. Teachers are to update the files yearly, including **Terra Nova Scores, report cards and Green Attendance Sheets**. All official records are to be filled out in **black ink**. Green Sheets will be printed on TeacherEase, and attendance figures will be presented to teachers at the end of the quarter for verification. Final Green Sheets will need teacher signatures at the end of the year. Cumulative folders and other permanent records are confidential and should be worked on in the office area.

Parents must be notified well in advance of any declining grades.

Teachers should keep a file of all parent correspondence throughout the year.

Grading Scale for children in grades 3 – 8:

A	93 – 100
B	85 – 92
C	77 – 84
D	70 – 76
U	69 - 0

PURCHASES

All purchases must be approved by the principal using the Supply Requisition Form. All purchases are made through the school. No reimbursements will be made to individuals unless approved by the principal in advance. (See Forms in T-Drive – Shared Files)

ROOM PARENTS

Each homeroom has designated room parents organized through the Family/School Association. In pre-school through grade five, the room parents will assist teachers in planning two parties – Halloween and Valentines Day. Room parents will be responsible for calling families in cases of school closings.

SCHOOL CLOSINGS

In the case of a major snowstorm or other events that warrant a closing of the school, teachers will receive a phone call based on the phone tree from the office. Each teacher is then expected to call the next person on the list. Information about school closings can be found on WGN and other major media outlets, at www.emergencyclosings.com or on the school web site, <http://stcletusparish.com/school>.

SCHOOL SECURITY

The school doors are open for entry of students from 7:50-8:00am. and are locked at other times during the school day. Parents, visitors, and volunteers must enter the school **only** at the school entrance, door # 2 (the Red Door), facing 55th Street and are required to sign in at the school office.

No other school doors should ever be opened by anyone, including students, to admit anyone into the school building. All visitors and volunteers must enter through the school entrance, door #2 (the Red Door), and receive a visitor's pass. Please instruct students accordingly.

Teachers **MUST** carry their school keys at all times. When leaving at the end of the day, the teacher should check to be sure that the door they have exited is locked. Never give your keys to a student.

SEXUAL HARASSMENT POLICY

Teachers are expected to know, support, and enforce the sexual harassment policy as stated in the Parent/Student Handbook.

SMOKING

All St. Cletus property is a no smoking environment.

SPEAKERS

The office is to be notified ahead of time of any speakers or visitors who have been invited to visit a class.

STUDENT CONDUCT POLICY-Grades 6-8

Deficiencies

A deficiency notice is issued when a student demonstrates behavior which is less than what is expected of the student. Deficiencies include missing signatures, uniform violations, or coming to class without required books or supplies. **Six** deficiencies in a quarter result in a detention.

Homework Notices

A homework notice is issued when a student fails to complete homework by the due date. Incomplete homework should be reflected in the grade/rubric. Homework notices are returned the next day with the completed homework or a second notice is issued. **Three** homework notices in a quarter result in a detention.

Behavior Notices

A behavior notice is issued when a student violates the code of student conduct. These violations are issued for behavior which is considered dangerous or disrespectful or after a student has received multiple warnings regarding a behavior. **Two** Behavior Notices in a quarter result in a detention.

A detention in a quarter results in the student being removed from the Honor Roll.

STUDENT RECOGNITION

Specific student awards and recognition are given at the end of the year. However, teachers are encouraged to “catch” the child doing something good and give them a Cardinal Cheer form (or one of your own choosing) to share with their parents (See Forms in T-Drive – Shared Files)

SUPERVISION AND EVALUATION

Supervision is an open and shared activity between the teacher and principal/assistant principal in order to improve instruction. Evaluation is an interactive process implemented to improve learning. Informal observation goes on all year long. A written evaluation will be discussed with the teacher, signed and placed in the teacher’s file.

SUPERVISION OF STUDENTS

Out of concern for safety and well-being, it is mandatory that students are supervised at all times, including Before and AfterCare and extra-curricular activities. If, in an emergency, you must leave your classroom during the school day, you must ask another teacher or administrator to supervise your room. No child or group of children is to be left unattended before, during, or after school while in the school building. Students may not be put in the halls for disciplinary reasons. Do not permit students to stay in your classroom unless you plan to be with them. Teachers must lead their classes to and from Specials, dismissal, special assemblies, Masses, etc. Departmentalized classes must end in a timely manner so that students are not late for their next class; there is no allotted passing period. Teachers are responsible for monitoring any/all students in the hallways and stairwells at all times.

SUPPLIES

Classroom supplies are ordered in the spring of each year for the following year. Supplies (i.e. pens, pencils, school stationery, paper clips, etc.) will be distributed at the beginning of the year. Use the Supply Requisition form for any further supplies needed. (See Forms in T-Drive – Shared Files)

TECHNOLOGY

Computers are available in the classroom, the Technology Learning Center and library for teacher and student use. A color printer is available in the art room, also. Students must be supervised when using the computers. Classroom computers are **not** to be used by students during lunch or recess periods.

Please be aware of the Information on the Archdiocesan policy for the use or misuse of computers. (See Archdiocesan Electronic Communications in T-Drive-Shared Files-Faculty Handbook Folder.)

TELEPHONE

Telephones for teacher use are available in Rooms 102, 200, 213, and the copy room. Students may not use these phones. Please use phone books or the Internet for finding phone numbers rather than calling information. Please keep personal calls to a minimum.

A telephone message received during school hours will be written on a message form and placed in the teacher’s mailbox. Only urgent messages will be relayed immediately.

Teacher/staff cell phones must be turned off during classes, meetings, assemblies, Liturgies, etc. or when students are present.

TEXTBOOKS

Please instruct all students to cover textbooks and to use book bags when transporting books. Be sure all texts are numbered and assigned by number to a specific child. All texts must be collected from students who transfer and from students at the end of the year.

TUTORING

It is a conflict of interest for teachers to offer to tutor their classroom students for a fee. If a student requires extra help in a given subject, the principal, in collaboration with the teacher, is responsible for providing additional assistance needed within a school day. Teachers are expected to be available before or after school to help struggling students.

If the help the school offers is not sufficient and the parent/guardian initiates a request for a teacher to tutor a student, this request must be approved by the principal. No teacher hired for tutoring can conduct services on school premises.

It is wise not to tutor children in the grade level you teach or the grade below.

**TEACHER CHECK LIST
2011-2012**

Field Trip Money:	Jeannie Scalzitti
Field Trip Request Forms:	E-mailed to Kathy Lifka
Maintenance Requests:	E-mailed to Debbie Lestarczyk
Parent Contacts:	TeacherEase
Purchase Orders/Requests:	E-mail to Jeff Taylor
Requests for Personal Days:	E-mail to Kathy Lifka
Requests for Seminars:	Kathy Lifks’s Mailbox
Substitutes:	Find own substitute from the list – document in the blue book located by the mailboxes – notify Kathy Lifka
08/2011 kl	