

2017-2018 FACULTY/STAFF HANDBOOK

The Faculty Handbook for employees of St. Augustine School includes all appropriate sections of the Archdiocesan Handbook. All teachers are expected to follow these guidelines/regulations. Particular attention must be given to the 4000, 5000, and 6000 sections. All teachers and staff members should have a copy of the Archdiocesan Policies and guidelines on their computers. Either add them to your favorites, or add the link to your desktops. This is for quick reference, once each has read the guidelines. Policies provide protections for all individuals who are a part of the framework of the Archdiocese of Louisville.

This section of the Faculty Handbook will address some items particular to St. Augustine School.

PHILOSOPHY

The philosophy of a parochial school is derived from the view held by the parents, students, and faculty concerning the nature of the human person and the meaning of life. St. Augustine School's philosophy rests on the Christian concept of humanity, its destiny, and the specific implications derived from this belief.

Accordingly, it is recognized that parents are the first and foremost educators of their children. The Catholic school serves as an extension to the Christian family unit and, as such, assists the parents in fulfilling their obligations as the primary teachers of their children. Teachers as educational leaders must give witness to the truths and values to which Catholic education strives. It is necessary for the parents of the students at St. Augustine School to be fully cooperative and loyal to the staff and administrators of the school, in order that they and the school staff be a united community of our faith and of the growth of intellect, respect, trust, and the dignity of all concerned. It is imperative that honesty in word, thought, and action be bound with understanding compassion. These should become inherent in all members of the parish school community.

The Catholic school strives to create an atmosphere in which all persons are mutually concerned and involved in the maturation of one another's spiritual, mental, physical, emotional and intellectual well being. Each student will learn his/her responsibilities of citizenship based on moral and ethical standards. Basic to this environment are the themes of prayer, participation in the liturgy, and familiarity with the Bible. Moreover, by its very nature, the school develops the capacity for right judgment, provides an introduction into the cultural heritage of all peoples, fosters a

love for true values, and prepares the student for a mature adult life. The above-stated is made possible for all students regardless of race, color, and creed.

Finally, it is recognized that in order to achieve the above-listed goals, teachers will be trained in both secular and religious knowledge, be appropriately certified and be equipped with the necessary educational skills. Bound by charity to one another, to their students, and to the administration, teachers should give witness to Christ by their lives, as well as by their teachings.

ACADEMICS

The Kentucky Department of Education and the Archdiocese of Louisville determine the curriculum taught at St. Augustine School.

CERTIFIED PERSONNEL JOB DESCRIPTION

- Hold a valid Kentucky certificate with the Archdiocese and the state.
- Abide by the policies and guidelines contained in the Archdiocesan and local school handbooks.
- Abide by the stipulations contained in the teacher contract. (Any teacher accused of a serious wrongdoing can be put on administrative leave.)
- Follow the curriculum policies set forth at the Archdiocesan and local school level.
- Have lesson plans prepared for review by the principal.
- Maintain a learning environment in the classroom by utilizing good classroom management techniques.
- Cooperate with the principal in the Teacher Performance Appraisal Process.
- Participate in activities with other faculty members that help to build faith community in the school.
- Maintain communication with the parents of students through PTS Conferences, report cards, phone calls, folders, written notes, and/or Jupiter Grades, etc.
- Report to the principal any situation (i.e. injury, verbal and/or physical/sexual abuse) that can have repercussions with parents, students, faculty and the parish.
- Actively supervise students in all situations.
- Sponsor extra-curricular activities as specified at the local school level.
- Attend all meetings required by the Office of Lifelong Formation and Education and the local parish administrators. (i.e. PTO meetings, sacramental meetings, faculty meetings, in-services, PTS Conferences, graduation, etc.)
- Acquire a minimum of twelve hours of continuing education units from an approved list of programs.

- Participate in continuing Religious Education courses as required in the Archdiocesan Handbook.
- Accept non-teaching duties as assigned, such as playground or cafeteria duty, bus duty and attendance at parish and school functions as needed and requested by the principal.
- Complete permanent records.
- Dress in a manner appropriate for a professional.
- Be at the classroom door by 8:00 a.m.
- Report to the Child Protective Services knowledge of any abuse toward the student, including physical, emotional and sexual abuse, neglect and/or victimization by domestic violence. The same information will be given to the principal.

STUDENT RETENTION

PROMOTION/RETENTION 6360

Academic consideration for progression will be determined on the basis of two or more of the following: 1. teacher evaluation of the pupil; 2. acceptable ability-related achievement of a pupil on a standardized test; and 3. pupil progress toward mastery of the Archdiocesan outcomes.

The teacher(s), principal, parents and counselor will make decisions regarding retention. When retention is a possibility, communication with parents should begin no later than during the January conferences. Documentation of all conferences, phone calls and materials concerning retention will be recorded and kept, by the teacher, in the student's Strategy/504 file and initialed by the principal or the principal's designate.

When the parties involved cannot reach consensus, a child may be placed at the next level. The following is required: 1. documentation regarding the conditions (becomes part of the student's permanent file); and 2. signatures of teacher, parents and principal on documentation.

ASSESSMENT

Grades K-2 use a skill assessment. Grades 3-8 use a percentage scale: A is 93-100; B is 85-92; C is 75-84; D is 70-74 and U is below 70.

CALENDAR

Because of the need to use Marion County buses to transport the students, St. Augustine School will follow the calendar established by the Marion County Board of Education in addition to the calendar established by the Archdiocese of Louisville.

Two days for parent/teacher/student conferences are included in the yearly calendar.

The principal will use discretion as to staying open or closing when Marion County closes for reasons other than weather.

ATTENDANCE

Daily attendance is to be kept by each teacher and sent to the office by 8:20am. Trimester reports are sent from the office on the last day of the trimester for report card purposes. **Students who arrive in the classroom after 8:00am are tardy and you must have them sign in at the office.**

PARTIES, SPEAKERS, SPECIAL EVENTS

Plans for parties, speakers, special events, etc. shall be discussed with the principal at least one week in advance. Parties are good for some occasions, but they must be limited. Student instruction must remain the primary order of the day. Teachers are discouraged from giving candy and other sweets too frequently as rewards. Other ways of praising the students should be used.

FIELD TRIPS

Each class will be allowed one (1) field trip per trimester. Field trips are taken to enhance the curriculum. Advance planning and preparation must be made and discussed with the principal. Written justification for the trip must be filed in the office one week in advance. The cafeteria manager, librarian, physical education teacher, and fine arts teacher are to be informed at least one week in advance of the date of any field trip.

Each student must have a permission slip signed by his/her parent(s) or legal guardian, in order to participate in any activity away from the school grounds. A student who has not returned a permission form signed by his/her parent or guardian may not accompany the group.

Participation in field trip activities is considered a privilege for the students. This privilege can be denied a student, if the parent, teacher, and/or principal feel it is necessary.

No field trips can be scheduled on Mass day unless it's a trip to go to a Mass. ****All parents who chaperone a field trip must have the Safe Environment Training. (Per Archdiocese Guidelines)**

LUNCH COUNT

An accurate count must be made and sent to the office each morning by 8:30. The count shall reflect the teacher's name, grade, number of students present, number of students absent, number of students buying lunch, and the number of students who brought lunch. It shall be turned in to the office with the attendance report by 8:20 a.m.

HOMEWORK

Teachers must go by the time allotment for homework in the parent-student handbook.

COPYRIGHT LAWS

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RECORD KEEPING

See #5220-5300 Archdiocesan handbook.

FACULTY MEETINGS

Faculty meetings for all teachers are held by the Principal at her discretion. The principal will determine the opening day meeting. All instructional personnel must attend faculty meetings, unless excused by the principal at least twenty-four hours in advance of the meeting. Teachers are requested to keep these dates in mind when making appointments, etc.

NO SMOKING/TOBACCO FREE CAMPUS POLICY

In order to be eligible for federal funds, the No Smoking Policy, in compliance with the Pro-Children Act of 1994, has been implemented. St. Augustine School is a "smoke free" facility. No smoking is permitted anywhere in the building. This policy has now been extended to a "smoke free/tobacco use free campus" in order to ensure the best environment for students, teachers and other staff.

FIRE, EARTHQUAKE, TORNADO AND OTHER DRILLS

Drills will be held periodically. They are to be conducted in an orderly and quiet manner. Teachers will take lists of students and check the class when all are at specified location. **Teachers will be the last persons to leave the classroom and close the door.** Teachers will be appointed to check the bathrooms on each floor.

TEXTBOOKS

All textbooks are the property of St. Augustine School and are to be kept in good condition. If books are lost or damaged they must be replaced. Books used daily by the students must be kept covered and must be carried in a book bag. If books do not fit into the desk, they shall be stored on the shelves. When the books are distributed, the copy number and the general condition of the texts shall be recorded. At the end of the year, check the condition of all books and report anything other than normal wear.

EXTENDED PE

The students may receive outside daily recreation time, weather permitting. The students shall be allowed to play for no less than ten and for no more than twenty minutes. On days when no physical education class is scheduled, the classroom teacher will actively supervise the students for a period of recreation/physical activity.

CLASSROOM APPEARANCE

The classroom is a reflection of how the teacher feels about the importance of what she/he is doing. Bulletin boards must be attractive and age-appropriate. At least one bulletin board must always reflect a religious theme or season. Rooms are to be kept neat and attractive at all times. In order to teach responsibility and to create ownership, the students shall be required to help in this task. At the end of the day all books, etc, should be off the floor. Desks should be checked weekly for neatness. Rooms will be swept each day. Trash will be emptied daily. The need for repairs should be addressed with the completion of a work order turned in to the office. **At the end of the day, windows should be shut, lights, A/C or heat and ceiling fans turned off and the classroom door locked.**

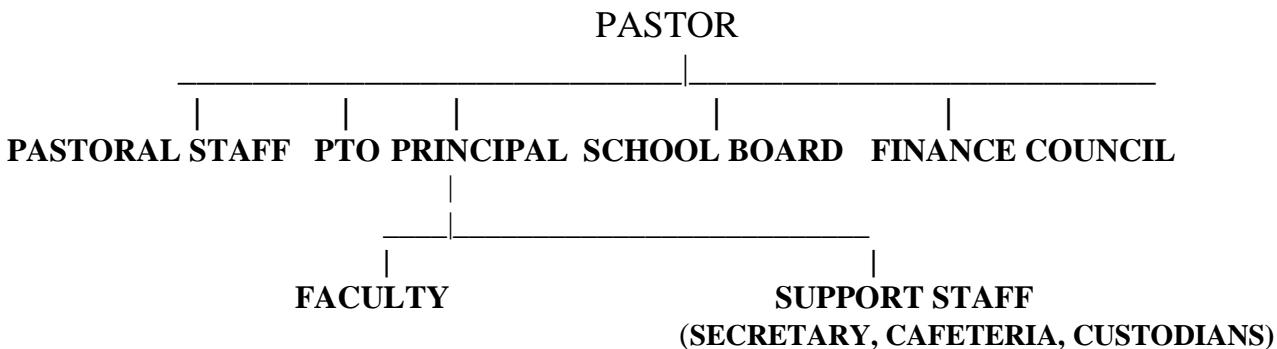
NON-TEACHING DUTIES

1. No teacher must EVER talk about, mock, or make fun of another teacher, the principal, priest/s, or any adult, in front of the students, or in public.
2. Teachers are never to discuss their students in public.
3. No teacher is to talk about any of the staff in a downgrading manner to the public, as it only serves to destroy the reputation of the school, as well as the spirit of a faith community.
4. Insubordination (the act of being disposed to or engaged in defiance of established authority) to the principal may serve as reason for probation or even dismissal..
5. Recompense must be given for any use of school supplies for personal reasons.
6. Accidents: See #5414 of Archdiocesan handbook. Accident Report Forms

may be obtained from the school office. Accident forms only need to be filled out and faxed if the child is being seen by a doctor.

7. The last teacher or staff member in the building is responsible for securing the building. All lights must be turned off. The outside doors must be locked. All windows must be closed and locked. The alarm must be set.
8. In the case of entering the building and finding something suspicious, the teacher should call the police.
9. When filing a complaint, or expressing a concern about a school matter, follow the chain of command as outlined in the following Schematic of School Structure.

SCHEMATIC OF SCHOOL STRUCTURE



SCHOOL SAFETY

The school will remain locked from 8:00 a.m. to 2:45 p.m. All visitors must sign in the office.

DISCIPLINE

See Section 5500-5600 School Code of Conduct.

1. If a teacher is having continuous problems with a student, he/she must first communicate with the parents of the child. Contact the parents as soon as a problem arises. When problems are resolved, call the parents, or send a note home. Parents also need positive reinforcement.
2. No student is allowed to speak disrespectfully to a teacher or staff member. Problems that may occur between a student and teacher must be discussed in a civil manner.
3. Students must always be treated with respect and dignity.
4. Students will stand and greet visitors to the classroom and will acknowledge any adult they pass in the hallways.
5. Teachers will only send a student to the principal for extreme repeated misconduct.

6. It is the obligation of the teacher to contact parents in an instance of violating the uniform code. The teacher may send home a violation form, or call the parents. The office should not be interrupted for this unless there are more than three infractions.

ANNOUNCEMENTS

General announcements will be made through emails, written notices placed in mailboxes or over the intercom.

DRESS CODE GUIDELINES

All dress by faculty/staff shall be professional and appropriate for the activities of the day. The following items are neither appropriate nor professional: sweats, yoga pants or jogging suits, tops that are backless, low cut or with straps. Shoes shall be practical and reflect the professional status of the employee. **Flip-Flops are not permitted for faculty as well as students.** For special events such as field days, the principal may relax the dress code. In the summer/fall/spring, dress shorts at the top of the knees are permitted. Jeans are permitted to be worn on Friday.

LEAVING THE BUILDING

Should it be necessary to leave the premises, all staff members will sign the Visitor form in the office. The staff member will sign in when returning. Thus the whereabouts of all staff can be verified in the event of an emergency. **If the reason for leaving the building is to pick up lunch, this must be done during the assigned lunch period. The planning period may not be used for this purpose.**

CLASSROOM SUPERVISION

The law requires that the classroom teacher remain with the students at all times. The teacher is not permitted to leave a teaching assistant with the students while he/she takes a break.

STUDENT ILLNESS

See #5134. Students may need to be away from school for illnesses or family situations that arise. These are to be documented as absences. A written excuse stating the reason for absence and signed by the parent or guardian shall be required for all absences. Please send them to the office in the morning folder.

All written excuses shall be kept on file for one school year.

Parents/guardians will be encouraged to make appointments for private medical or dental services outside of school time.

Local school personnel are encouraged to make arrangements with the parents for continued education for students who are absent for an extended period of time.

Should a student arrive ill or become ill during the school day, the student will report to the office and his/her parent or guardian will be notified. If necessary, another student will accompany the ill student to the office.

CLOSING OF THE SCHOOL DAY

The school day ends at 2:50 p.m. When the closing bell rings, the teachers will escort the bus riders and walkers to the gym and car riders outside. The teachers assigned for bus duty will remain with the car riders until all have left the school grounds.

EMERGENCY NOTIFICATION

In the case of an emergency, the principal or secretary will announce over the intercom, "Mr. North, please come to the office." This will be a signal for the teacher to stop the class, lock the door, and place the students along the inside wall, away from the windows.

NON-ACCEPTABLE FACULTY/STAFF BEHAVIOR

All faculty and staff members are expected to support the teachings of the Catholic Church through their behavior. When an individual performs an act, or is accused of performing an act that is inconsistent with a position in Church ministry, and/or is a cause of scandal (a cause of severe division within the church, community, and/or school) that person may no longer be qualified to minister in a given situation at that specific time. For that reason, the pastor and/or principal reserve the right to place the accused individual on a leave of absence pending the outcome of an investigation or an adjudication of guilt.

CELL PHONE USE BY FACULTY AND STAFF

Faculty and staff will not turn on cell phones during class instruction time nor utilized during instructional periods. Teachers and staff are to contact parents only through the approval of the office, through the office. Parents should be contacted through the office if a student is sick, or having a problem. Contact with parents on cell phones outside of school instructional hours in regards to student behavior is

acceptable. The school phone number (270-692-2063) shall serve as an emergency number, or the number used to call parents to pick up students. Students may not use teachers' cell phones to call parents.

Faculty is not permitted to have student cell phone numbers in their cell phones. Faculty may not communicate with any student through the use of cell phones.

IN-SERVICE/PROFESSIONAL DEVELOPMENT

Professional development is an integral part of teachers' continued growth and development. Teachers are required to participate in professional development opportunities throughout the year. There are six days built into the calendar. Classroom teachers should earn a minimum of 12 hours of in-service outside the professional development opportunities provided by St. Augustine School.

CLASSROOM SUPPLIES

When it is necessary to purchase supplies, the teacher should complete a purchase order and have it signed by the principal. When the items have been received, the teacher should attach the purchase order to a check request and the receipt and give it to the office. Items that are intended for personal property should be purchased with teachers' own funds.

INTERNET AND ELECTRONIC MAIL USAGE POLICY

Access to electronic mail and the Internet will enable teachers, other staff and volunteers to explore thousands of libraries, databases, and other sites to plan instruction, deliver instruction or assess instruction. They will also be able to exchange messages with Internet users throughout the world for instructional purposes. The computers are used to make internet access available to further education. The benefits to teachers from access to the Internet, in the form of information, resources and opportunities for collaboration exceed any disadvantages.

To that end, the Archdiocese of Louisville has set the following standards for using on-line information sources.

1. Teachers are responsible for good behavior on school computer networks, just as they are in the classroom. Communications on the network are often public in nature. The network is provided for users to conduct research and communicate with others. Access to network services is given to employees and volunteers who agree to act in a responsible manner. A signed employee user's agreement is required to be on file with the school. Access is a privilege not a right.
2. Network administrators may review files and communications to maintain system integrity and ensure that users are employing the system responsibly.

Network storage areas may be searched under certain circumstances. Users should not expect that files stored on school servers to be private.

3. Access to information will be honored within reason. Teachers will use electronic resources for instruction and to communicate with other professionals and members of the school community regarding school business.
4. The following are not permitted:
 - Sending, receiving, or displaying offensive messages or pictures
 - Using obscene language
 - Harassing, insulting or threatening others
 - Damaging computer systems or computer networks
 - Changing network or systems settings
 - Violating copyright laws and fair use laws
 - Submitting documents from the Internet as personal work
 - Using emails for personal use
 - Using another person's password
 - Trespassing in someone else's folder, work or files
 - Intentionally wasting limited resources
 - Using the network for commercial purposes
 - Propagating chain messages
 - Making unauthorized downloads
 - Participating in personal chat or instant messaging
5. Violations may result in loss of access as well as other disciplinary action.

CLASSROOM OBSERVATION/EVALUATION

Throughout the year the principal will make both scheduled and unscheduled classroom visits. The purpose of these visits is to assess the teaching/learning procedures in the classroom and to help the administrator to become more familiar with the way in which the curriculum is being implemented in these classrooms. The evaluation process will begin early in the year as the principal and teachers meet to discuss goals for the year. Follow-up conferences will take place at mid-year and year-end and a formal appraisal form will be sent to the Office of Lifelong Formation and Education at the end of the year. Teachers are to feel free to request that the principal visit the classroom for special events.

COMMUNICATION

Open communication between the teacher and parent/guardian is essential to providing students with the best education possible. Parents share with us their educational responsibilities. It is important that the teacher and parent/guardian work

together to solve any problems, whether it is related to academics, social behavior or other school areas.

All teachers are expected to stay in regular contact with their students' parents. Communication should be made for positive as well as negative events. Weekly newsletters are encouraged.

All written correspondence to parents should be worded in a way that would not cause the reader to take offense. Don't make any unnecessary comments about students either orally or in writing. If it is necessary to make statements about student misconduct or lack of academic ability, be sure comments are specific, relevant and stated as facts. Judgment or opinions should not be expressed. It may sometimes be helpful to have another staff member read the note you are sending home with a child to check for objectivity.

Conversations and written correspondence may be shared with parent/guardian and school professional staff only. No one else has a right to this information. Be discreet at school and in public. It is also recommended that a log be kept for any conversation with a parent concerning his/her child by phone or in person.

INDIVIDUAL STUDENT CONFERENCES

It is sometimes necessary to meet with students on an individual basis to discuss a disciplinary issue, re-teach a concept, etc. Exercise caution when meeting with students individually. If in a classroom, the door should remain open and the teacher should position himself/herself near the doorway. If possible, especially when the situation is difficult or emotional, ask another staff member to sit with you when you meet with the student. It is also a good idea to keep a log detailing the reason for the exchange.

FACULTY LOUNGE

The faculty lounge is a place for teachers and assistants to relax before and after school and during lunch or planning periods. Students should not be sent to the lounge to get soft drinks, etc. **Keeping the lounge clean is the responsibility of all staff members.** When using the microwave, be sure to clean up afterwards. When items in the refrigerator are no longer needed take them home or throw them away. After lunch return all trays and utensils to the cafeteria and make sure the table is clean. Cooperation from everyone will make the lounge a comfortable place for all. Please note: The faculty lounge is a place for relaxing, eating and talking with fellow staff members. It is expected that the good name of each member of the St. Augustine community will be respected by not discussing confidential information, or engaging in gossip.

LUNCH

A duty-free 30 minute lunch period is provided for the staff. Staff lunches are available in the cafeteria. A refrigerator, microwave and soft drink machine are also available. Please check the refrigerator on an occasional basis to discard any items that have been left over. The staff is expected to help keep the faculty lounge clean by throwing away trash, returning trays to the cafeteria and wiping the table as needed.

PLANNING TIME

Special classes such as Music, Art, and Technology provide a daily planning time for each teacher. This time is to be spent preparing materials or planning for classes. Planning time should not be used for personal business.

PARENT/STUDENT HANDBOOK

All staff members should familiarize themselves with the policies and procedures outlined in the St. Augustine Parent/Student Handbook. Each teacher is responsible for carrying out these policies and seeing that students also follow the guidelines. Parents and students are asked to sign a form indicating that their family has read the handbook and agrees to be governed by its policies. This is collected by the homeroom teacher during the first days of school and sent to the office.

SUBSTITUTE/EMERGENCY LESSON PLANS

In the event of illness or other cause of absence, preparations must be made for a substitute teacher. If it is necessary for a Teacher to be absent, the principal and secretary should be contacted. If teacher/assistant has prior knowledge of his/her absence, it is requested that the principal and secretary be notified as soon as possible so that a substitute can be found.

In order to be prepared for emergencies, each teacher is to make a substitute folder at the beginning of the year. This folder should be kept in the top drawer of the desk and should include the following: daily schedule, class lists, reading and math group lists, notes about special routines in the classroom and forms that are used daily, (i.e. absentee, lunch count). Extra assignments that can be used for “fillers” would also be helpful. These need to be updated regularly.

DOCUMENTATION

Failure to comply with any of the above regulations or procedures will be discussed with the teacher and the conversation will be documented. Consequently, such documentation may lead to grounds for dismissal.

**THIS HANDBOOK EXISTS TO ENHANCE THE STEWARDSHIP AND
MINISTRY OF THE ST. AUGUSTINE SCHOOL FACULTY.**

**2016-2017
ACKNOWLEDGEMENT FORM**

I _____ have read and agree to abide by the Policies as stated in the faculty handbook for St. Augustine School.

Date _____

Please return this form signed and dated to the office.

Alphabetized Table of Contents

Philosophy-----	1
Academics-----	2
Certified Personnel Job Description-----	2
Student Retention-----	3
Assessment-----	3
Calendar-----	3
Attendance-----	3
Parties, Speakers, Special Events-----	3
Field Trips-----	4
Lunch Count-----	4
Homework-----	4
Copyright Laws-----	4
Recordkeeping-----	4
Faculty Meetings-----	4
Fire, Earthquake, Tornado and Other Drills-----	5
Textbooks-----	5
Extended PE-----	5
Classroom Appearance-----	5
Non-Teaching Duties-----	5
School Safety-----	6
Discipline-----	6
Announcements-----	7
Dress Code Guidelines-----	7
Leaving the Building-----	7
Classroom Supervision-----	7
Student Illness-----	7
Closing of the School Day-----	8
Emergency Notification-----	8
Non-Acceptable Behavior-----	8
Cell Phone Use-----	8
In-Service/Professional Development-----	8
Classroom Supplies-----	8
Internet and Electronic Mail Usage Policy-----	9
Classroom Observation/Evaluation-----	10
Communication-----	10
Individual Student Conferences-----	11
Faculty Lounge-----	11
Lunch-----	11
Planning Time-----	12
Parent/Student Handbook-----	12
Substitute/Emergency Lesson Plans-----	12
Documentation-----	12

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DATE: _____

PLEASE RETURN THIS FORM SIGNED AND DATED TO THE OFFICE