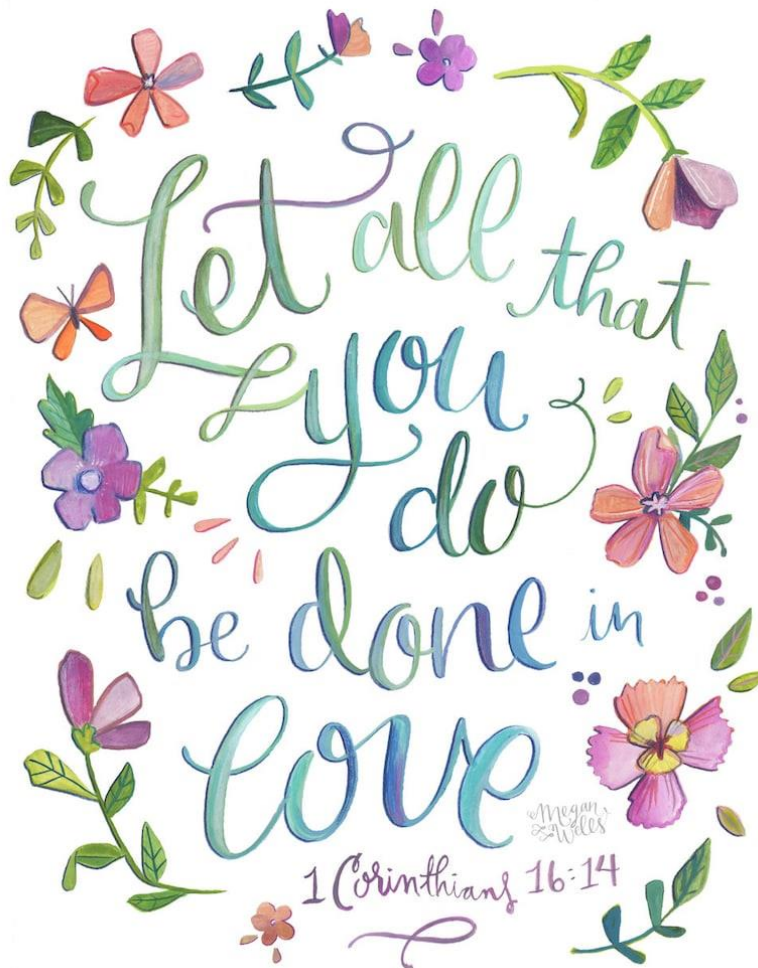




Diocese of Gary & Saint Paul Catholic School 2024 – 2025

FACULTY & STAFF HANDBOOK





Items that pertain to Saint Paul Catholic School only are written in italics.

These rules apply to all staff members, at all times, when present in the building during school hours.

MISSION STATEMENT OF SAINT PAUL CATHOLIC SCHOOL

At Saint Paul Catholic School, teachers, parents, and students work together to create a safe, caring environment, based on Christian values and service to others that enables students to learn and develop spiritually, academically, and physically.

TEACHER EXPECTATIONS

To teach in a Catholic school is to accept a ministry. The teaching ministry must clearly reflect the Catholic Christian spirit of love, understanding and humility. This ministry is witnessed not only in the manner in which the teacher performs his/her task of teaching, but also in the example the teacher sets for the students both in and outside the classroom. This witness extends beyond the teacher's individual classroom to include everyone associated with the school, parish, and diocese.

Because the teaching ministry is exercised in the context of the Catholic Church, it is hierarchical in nature. Respect for the authority and earnest cooperation with the principal and administration of the school are essential. Therefore, teachers and staff members understand, accept, and agree to maintain at all times, the proper Catholic Christian attitude and spirit of cooperation as an essential element of complying with the terms of employment.

Furthermore, teachers and staff members agree to faithfully reflect the teachings of the Roman Catholic Church, in mind and in deed, and at all times, both in and out of school, to abide by the official teachings of the church, as interpreted by the Bishop of the Diocese of Gary. Teachers and staff members understand that Catholic theology is part of every subject taught in the school and that part of the ministry in the school is to apply the theological doctrine and teachings of the Catholic Church. Failure to comply with the terms listed above may result in the immediate termination of a teacher / staff member's contract / agreement.

PHILOSOPHY STATEMENT

Called by Christ to spread His Word, Saint Paul Catholic School is an educational community of families which endeavors to

- Integrate our Catholic faith with learning, to educate the whole child.*
- Pursue academic excellence in a trusting and caring environment that serves the unique needs of each student.*
- Instill a lifelong commitment to learning, Christian values, and community service.*
- Emphasize the joy of stewardship—sharing time, talent, and treasure—within our community, our country, and our world.*
- Develop each child's God-given talents to the fullest potential.*
- Encourage children to listen for and be open to a calling to a vocation to religious life.*
- Emphasize participation in athletics and other extracurricular activities that promote teamwork, sportsmanship, and develop mind, body, and spirit.*



We are ALL teachers and we must model what we preach. The Code of Conduct we have adopted for students are applicable for us as SPCS staff members:

- Respect yourself and others.***
- Be Honest.***
- Remember that we are all God's children.***
- Find peaceful solutions.***
- Be polite and kind to others.***
- Always do your best.***
- Play fair and cooperate.***

ABSENCE – STUDENT

For students in grades K-6, being present for 2 1/2 hours constitutes a full day. For students in grades 7-12, being present for 3 hours constitutes a full day.

Students in grades K-5 may miss no more than 10 days per quarter. Students in grades 6-12 may miss no more than 10 days per semester.

Calculating Absences

According to the Indiana Code (IAC 1-3-3), a student in attendance during any part of the day, up to and including one half (1/2) of the day, shall be counted as one half (1/2). A student in attendance for more than one half of the day shall be counted as one (1) full day.

We use one scale for the whole school: if a student is present for 3 hours of the instructional day, they are counted as being here for a full day for our state reporting. If a student is present for 5 minutes in the morning and gets sick and goes home, that student is counted present for a half day, according to Diocesan policy. However, for our school to count a child with perfect attendance with rewards and names published, the student must be here every minute of every day from 7:45 am until 2:40 pm.

Excused absences include:

- Illness
- Doctor/Dentist appointment
- Funeral
- Legislative Page
- Court appointment
- Principal's discretion

Unexcused absences include:

- Vacations
- Non-school related events
- Personal Business
- Principal's discretion

All student absences and tardies will be put into the computer first thing in the morning. Notes from parents will be sent to the office after the teacher has reviewed them.

Students are considered tardy for arrival in the morning if they are not in the classroom (upper grades also expect students to be in their seats) when the 7:45 bell rings. Students will be excused if arriving via the late bus or if a general excuse has been announced over the intercom for an unusual occurrence



occurs. The teacher will indicate the student tardy on the computer, making sure the student knows he/she is late. During the day, if students are late for classes, the teacher will keep a record of this.

Students receiving the *third* tardy will have a note sent home. A *fifth* tardy will result in a lunch detention *in the office*.

ACADEMIC REQUIREMENTS

All grades below 70% on a report card must be listed as a percentage.

See the Student-Parent Handbook regarding details pertaining to the grading scale, honor rolls, and probation. Honor rolls begin in sixth grade and continues through the eighth grade.

All grades and report cards will be done on the computer and online.

A physical gradebook must be kept as well. Parents may access Progress Reports via RenWeb. student's attendance sheet. Also, at the end of the school year or when the student leaves our school, a paper copy is put into the student's file.

ACCIDENTS

Immediately notify the principal or office staff any time a student is involved in an accident. The person in charge must complete the INCIDENT REPORT *in a book kept in the office*. All incident reports must be completed and returned to the office by the end of the school day in which the incident occurred.

Any student requiring first aid is to be sent to the office accompanied by an adult. When this is not possible, another child must accompany the injured child. *Teachers may keep band aids in your room and give out as necessary for very minor cuts. You may let the parents know in a note home or assignment book what happened.*

Staff members are to immediately notify the Principal and school office anytime a student is involved in an accident. The staff member must complete the accident report form which is available in the office. All accident reports must be completed and returned to the Principal before the end of the same day.

Parents should be notified of any type of injury, *especially injuries involving the head, mouth, or teeth*. Principal or office staff should call 911 if necessary. For any type of injury, the principal will be notified.

ADMISSION POLICY

Each school of the Diocese of Gary welcomes the opportunity to enter into a contractual agreement with parents to meet their children's spiritual, educational, and social needs while enrolled in a school devoted to the ministry of Catholic education.

Non-Catholic students who choose a Catholic school will attend religious celebrations, religious classes, and other activities that follow the Catholic faith.

As part of this agreement, parents agree to pay the determined fees and tuition. Parents also agree to abide by the rules and regulations of the school as identified in the handbook and addenda to that



handbook as properly promulgated. It is the responsibility of the principal to make certain that parents and students are made fully aware of their contractual obligations.

Principals, indeed, must arrange for the parent to “sign-off” on the contents of the handbook each year, which is considered an explicit acceptance of the school’s regulations and the parent’s obligation to abide by said regulations.

The Catholic schools of the Diocese of Gary welcome students who wish to apply for admission regardless of race, color, sex, national origin, ancestry, or sexual orientation. The local parish-school establishes policies for the admission of Catholic and non-Catholic students.

Catholic schools have not been, nor shall they become, havens for those wishing to avoid social problems confronting them in the public sector. Families of students who are not of the Catholic faith will be expected to assume a proportionately larger portion of their financial responsibility through tuition since they do not participate in the contributory subsidy from Catholic parishes.

At the time of entry, transfers, health records, and academic records are required from the previous school. This is required by the State in its effort to uncover “lost/stolen” children.

ANNOUNCEMENTS

Announcements are an important part of the school day. However, interruption of classes is a distraction to both students and teachers. Scheduled announcements will be at a time that teachers and administration select at the beginning of the year. ALL other announcements are to be limited to emergency information.

Homeroom begins with morning announcements over the intercom. During morning announcements, students are to be silent; teachers/aides are to be in the classroom modeling this behavior. After the announcements, the entire school participates in reciting the Morning Offering, the Pledge of Allegiance, and the Character Pledge. Lunch counts, collecting or returning papers, or any other distracting activities should wait until after announcements are completed.

Afternoon announcements begin at approximately 2:25 PM. Students are to listen silently. Students are dismissed from their rooms when the bell rings at 2:30 PM. If the announcements continue through the 2:30 PM bell, students should remain in the classroom until the announcements are over and they are dismissed by their teacher.

Check your mailbox in the office during the day for messages. There is a colored envelope to send notes, and other information to the office in the morning. At the end of the day, you will get this envelope back with Scrip and other messages for you to give to your homeroom. Be sure you hand the Scrip envelope to the child or put directly into the backpack. If Scrip is left in the room at the end of the day, bring it to the office to notify parents.

ARTICLES NOT PERMITTED

See Student-Parent Handbook

ASSEMBLY/MASS

All teachers *and aides* must be seated with and supervise their class during assembly/Mass.

Teachers *and aides* must monitor all student behavior, including students in classes other than their



own. *Teachers should not grade papers or talk when monitoring students or during presentations by others. We are modeling the kind of behavior we expect from others.*

At no time during any assembly or mass should any teacher or aide be using their cell phone, whether to answer or receive a phone call or answer or receive a text message.

Mass is a public event. As faculty, we set the tone not only for our students, but also for parents/parishioners in attendance. It is important that we all:

- *Arrive on time, without exception.*
- *Appear attentive.*
- *Participate fully – mass responses should be audible and correct, song books should be in hand (regardless of whether you know the words) and songs should be sung out.*
- *Refrain from socializing amongst ourselves, lest it be perceived as gossiping.*
- *Be welcoming and smile to parents/parishioners in attendance.*

At the conclusion of Mass, teachers should escort their students back to the school building in an orderly fashion.

AUDIO VISUAL/MEDIA PROCEDURES

See Copyright section.

AWARDS

To be decided by each school. *See Student-Parent Handbook for a list of Saint Paul Catholic School awards.*

BENEFITS

All full-time employees receive individual medical and life insurance. The health insurance is provided by Anthem Blue Cross. The school pays for the cost of this coverage. Dependent coverage is available at a cost to the teacher. Dental and eye coverage is an optional benefit.

Teachers are enrolled in a 403B. The school matches the pension contribution. Specific provisions of the plan are made available through the Diocesan Benefits office and printed materials.

BOOKS

The Diocese of Gary follows the state adoption list. Each school may choose the textbooks that meet the needs of the students. The principal must approve any supplemental materials.

All textbooks, workbooks, and supplementary books used by the children are to be stamped on the title page or on the first page inside the cover with the Saint Paul Catholic School stamp located in the office. The textbooks are to be numbered consecutively, inside the cover as well as on the pages' edge so when you stack the books, you can easily see to whom each book belongs. Books are distributed to your students with #1 to the first student in your grade book, etc. In double classrooms, they can be 1-B and 1-A for new books. Teachers are responsible for checking all textbooks at the end of the year to see that all are accounted for and have no extraordinary damage done. If so, ask the librarian to help assess the



amount of fines. The labels with our SP logo and their name will suffice for a stamp for consumable books.

All textbooks, teacher resources, and any items purchased by the school or gifted to the school (regardless of the age of the item) are the property of the school. The principal must be consulted prior to any item leaving the building, being donated, or being disposed of.

BUILDING SECURITY

To be decided by each school.

Students should not be sent to the office unless it is absolutely necessary. During class changes or when a class is changing rooms or going to the restrooms, a teacher or aide must accompany and supervise students in the hallway. Elementary students are to be quiet in the halls and during the class changes, the middle school students may talk quietly, but be considerate of others.

Teachers are to lock the rooms when they go to lunch or if the room will not be used by someone else for a long period of time, such as a field trip, etc. Staff members are to lock up their purses and valuables as well when they are not in the room. Doors should never be left open or “crash barred” for ease of entrance. Key fobs must be used for building access.

BULLETIN BOARDS

Each classroom teacher will take charge of bulletin boards in or around his/her classroom. These are to be changed on a regular basis. Student work displayed throughout should be from every student and up to our high standards.

God, Jesus, or a religious theme should be on at least one of the boards in each classroom. Holiday-themed bulletin boards should reflect our Catholic identity. Inspiration and motivation as well as boosting self-esteem are the guides to be followed.

BUS/CAR DUTY

All classroom teachers will walk their class down to the main hallway for dismissal. One designated staff member will take bus duty; others will take gym and car duty and one will be assigned to be the walker for students. One teacher must stay with all students until they are picked up or make arrangements for the office personnel to call or watch the students. This is the last impression the parents and students have of us for the day; therefore, we should try and be friendly, smiling, and pleasant. Safety is the important factor at this time so an orderly process must be maintained by the staff present.

It is important that you are on time for all bus/car duties. The schedule and description of duties are provided at the beginning of the year. If you are unable to attend your duty due to meetings, field trips, or school-related activities, you are responsible for arranging for a replacement. In an emergency, or if you are out sick, you must contact the office immediately to alert them for the need of a replacement.

CAFETERIA

The staff will work in the cafeteria or playground during the lunch/recess hour. Students have assigned tables in the lunchroom within their grade level. Middle School student may sit anywhere within their grade level at the middle school designated tables. Instruction in this area should be given and



monitored by the principal or designated aide. Rules about lining up for hot lunch should be discussed, and elementary teachers should stay with the class until they get started in the serving line. If the class is not orderly, the teacher or aide should stay until they are checked in.

Cleaning of the tables is very important. Please stress this with your classes. If all clean up their own area, there will not be so much for the cleaner who volunteers to do this. A current list of assigned table cleaners is to be provided to the cafeteria aides.

Teachers should not have snacks available to children that would negatively impact the lunchtime.

CALENDAR

Everyone should receive a school calendar indicating the contracted days. This calendar is also available on RenWeb and on the school website.

CERTIFICATION

All teachers who teach in an accredited school in the state of Indiana must have an Indiana teaching certificate that reflects the area the teacher is teaching.

Teachers must supply the principal with any licensure changes or renewals. A copy of your current license must be kept on file at school and one will be kept at the diocesan office.

CHANGE OF ADDRESS

Any teacher's change of address or phone number should be reported to the office as soon as the new one is known. It is essential to have up-to-date information in handling emergency situations. The teacher is responsible to report any change of address and/or phone number to the diocesan Benefits Office and the Schools Office.

Please advise the office of any changes in your contact information. It is important that our Calling List be as up-to-date as possible.

CHILD ABUSE

If a teacher suspects child abuse, it is his/her legal responsibility to report this to the principal. The teacher must ONLY discuss this with the principal or his/her designee. The teacher must not investigate this situation.

The reporting of suspected child abuse and neglect IS NOT A DISCRETIONARY MATTER. IT IS REQUIRED BY LAW. Any individual who has reason to believe that a child is a victim of child abuse or neglect is required by law to report that suspected abuse or neglect to the local child protection service or law enforcement agency. (I.C.31-6-11-3 & 4)

Anyone on the school payroll should first inform the school principal and/or pastor who will know which agency of government to contact for further investigation. If the person with the reason to believe has a good reason for bypassing the pastor and/or principal, then the matter should be presented to the Superintendent. An individual making such a report in good faith is immune from any civil or criminal liability that might otherwise be imposed because of such action. The individual making the report is presumed by law to have acted in good faith. (I.D.31-6-11-7)



Further legislation mandates the actions of the governmental agency to which the report has been made. It is they who are responsible for further investigation and determination of the merits of the report submitted by persons who have reasons to believe there may be a violation. Failure to report suspected abuse or neglect, when known, is a crime punishable by up to 6 months imprisonment (Class B misdemeanor). (I.C. 31-6-11-20)

It is necessary to keep a written record of the times/dates actions were taken in notifying civil authorities, noting also the names of the persons who received your reports. Such written records or notes can be discarded when the investigation has been closed; they are never to be placed in the student's permanent file.

Note well: School personnel do not do any investigating themselves, not even calling the parents "to check or ask." The governmental agency sends professionals to investigate.

Note well: The Diocesan Policy on "Sexual Misconduct Toward Minors and Others At Risk: is defined and located in a separate document that was distributed to all pastors and principals by the Chancery on July 10, 1993 and was revised. Document is included in *Student-Parent Handbook and each staff member must sign designated paper that says they have read and reviewed the document and intend to abide by it.*

All staff members are considered mandated reporters and must report any suspected child abuse to the Principal. The Principal will walk the staff member through the process of reporting to CPS.

The Diocese of Gary requires that any adult who will have contact with children will file compliance forms from the VIRTUS child safety program.

CHURCH/LITURGY PREPARATION

Grades 5-8 attend Mass on Tuesday. Grades K-4 attend Mass on Wednesday. All grades (K-8) will attend Mass on Friday.

Classes in grades K-8 will follow a rotation prepared by the principal and staff to prepare the readings for Mass and for other liturgies. All children should be given the chance to take their turns at the different positions for Mass. All should be adequately prepared. The teachers are responsible to arrange preparation time for the students- servers, readers, etc. Except for a child substituting for another in an emergency, all readings should be given to the child no later than 2 days previous to the day of the Mass.

The liturgical music director (or teacher) will provide song selections for each mass. Liturgical music practice will be scheduled by the liturgical music director for after Masses unless there is something else after Mass that takes precedence. Teachers are to stay and learn the songs, sing and help maintain discipline.

CLASSROOM POLICIES

Classroom expectations, as well as the grading policy, must be communicated to students at the beginning of the academic year. This policy is to be printed and given to each student; it might be advantageous to have parents/guardians indicate that they understand the expectations by signing the student's copy. *Our parents and students do this on the signature paper that goes home in the first envelope with the student handbook.*



A copy of your Classroom Policies is to be on file in the Principal's Office prior to distributing them to the students/parents. *It is very important to inform the Principal if there are problems or concerns about these policies. If you make changes, let Principal know as well as parents.*

****If you want to change, alter, readjust, etc. any schedule or special on a permanent basis, you must submit the proposed change to the principal in writing. You may not make any changes without the principal's approval.****

CLASSROOM VISITATION

All visitors must report to the office. Visiting the classroom by parents is for *special child presentations* only.

All conferences or discussion must be scheduled at other times.

Permission *and a school pass* must be obtained at the office prior to the visitation.

COMMUNICATION

Effective Catholic school teachers understand the importance of weaving together both the art and science of communication. The art of communication involves creating an environment that builds and enhances trust, respect, and openness within the faith-centered community. The science of communication encourages the development of skills and strategies that promote positive communication through the use of meaningful feedback, empathetic listening, and collaboration. Whether you are greeting students as they enter your classroom, welcoming parents to a conference, creating classroom newsletter, or resolving a conflict, effective communication promotes the mission of the Catholic school and provides an ideal opportunity in which to teach the Gospel message.

General Guidelines for Effective Communication in the Catholic School

- *Focus on supporting the mission of the Catholic school through your words and actions.*
- *Practice collaboration by seeking partnerships within the school community.*
- *Practice engaged, empathetic listening.*
- *Allow adequate "wait time" before responding to sensitive issues.*
- *Speak truthfully, but with kindness.*
- *Always ask what is best for student learning.*
- *Be accountable by providing feedback and thorough follow-up.*
- *Invite questions and genuinely value the opinion of others.*
- *Keep parents, administrators, and students informed.*
- *Maintain an atmosphere of respect and trust supported by shared values.*

Verbal and Non-verbal Communication

Follow formal grammatical rules in your professional speech and initiate positive conversations and dialogue that build meaningful relationships. Your professional image is directly linked to the words you choose and the way in which you express yourself.

- *Strive to develop a vocabulary that is both clear and concise.*
- *Speak with confidence and enthusiasm.*
- *Avoid the use of slang, off-color words, and trendy expressions.*
- *Take note of pronunciation rules and practice correct grammatical usage.*
- *Use appropriate volume and tonal quality, depending on whether you are speaking to an individual or a group.*
- *Make eye contact, extend a firm handshake, and smile warmly.*



- *Recognize that your facial expression, posture, and gestures send messages to the listener.*
- *Convey friendliness and a positive attitude in words and actions.*

Personal information

- *Use discretion when sharing personal information with students and co-workers.*
- *Setting clear boundaries is essential and establishes professionalism and credibility.*
- *Personal viewpoints that are openly shared with students, parents, and/or colleagues must be in keeping with the teachings of the Catholic Church.*
- *Exchanging or providing personal data such as cell phone numbers and e-mail addresses must be in accordance with specific school policy.*

Written Communication

- *Follow formal grammatical rules in written notes, newsletters, and messages. Punctuation, sentence structure, and neatness matter.*
- *Be sure to use spell check or the dictionary to verify accuracy.*
- *Before sending school-related documents, have an administrator or colleague proofread them.*
- *Remain objective in tone and content. If a sensitive or controversial needs to be addressed in written form, allow yourself adequate “wait time” before responding.*
- *Avoid ambiguity. Be clear, concise, and specific, while keeping the mission of the Catholic school in focus.*

Electronic Communication

- *Your e-mails and RenWeb are always professional correspondence. As such, both accounts should be checked daily during contracted school days.*
- *Always convey a polite and pleasant tone in e-mails, RenWeb and other electronic communication.*
- *Follow standard writing guidelines as a professional courtesy.*
- *Use the “reply” or “reply all” function appropriately.*
- *Electronic communication cannot replace personal contact, especially when dealing with sensitive or complex situations.*
- *All internet use at school must pertain to school-related issues, topics, and needs.*

Internet Style

- *Be aware that the recipient of an e-mail does not have the benefit of voice or vocal expression when interpreting a message.*
- *Address the recipient appropriately and put your full name on all e-mails and RenWeb messages. Remember that you are communicating with a person, not another computer.*
- *Use bold or all capital letters sparingly.*
- *Use the automated spelling and grammar check to ensure that your text is error free.*

Boundaries for Technology Use

- *Assume that all e-mails, RenWeb messages, and information you send and receive are permanent and public.*
- *Sharing personal e-mail accounts and/or social networking sites with students is never appropriate. Only a school e-mail address should be shared.*
- *Texting, blogging, and instant messaging should be avoided in communicating with students or parents.*
- *Use your school assigned e-mail account and your school computer for professional purposes only.*
- *When using school-purpose web sites (classroom pages, Prezi, Edmodo, etc.), be sure to link it to your school e-mail address, never your personal e-mail address.*



Throughout the school year, Catholic school educators will interact with parents and other visitors during the school day, after school hours, and at various school and community events. These are ideal settings in which to develop positive relationships and enhance the public relations efforts of your school. Educators represent the values, mission, and goals of their school, both in and out of the classroom. They play a vital role in “sharing the good news” of their school community.

Examples of opportunities for building positive communication may be Parent-Teacher Conferences, Open Houses, Back-to-School Night, Fundraising Events, Parish Social Events, or Parent Advisory Council Meetings.

Whenever greeting parents or visitors, be a model ambassador for your school by following these rules of professional etiquette:

- Introduce yourself formally as Mr., Mrs., or Miss and clarify your role in the school.*
- If appropriate, offer a handshake while making eye contact with the person.*
- Express verbally how pleased you are to meet them.*
- Call them by name or title throughout the conversation.*
- Make an effort to help them to feel relaxed and at ease in your company.*
- Always conclude your meeting by expressing how pleased you are to have had an opportunity to meet them.*

CONFIDENTIALITY

School business is just that, school business. When discussing student or school family concerns, information is to be shared only with the necessary parties and should not be treated as gossip or shared with others that are not directly involved. This includes disciplinary action for any student or fellow employee.

Personal business of any staff member should be treated with respect and support.

CONTINUING EDUCATION – RELIGION

The Diocese of Gary has established a continuing education policy for all catechists, teachers, administrators, and directors of religious education. Details about the requirements for this school year will be shared by the Principal.

- 1. Teachers employed 20 hours or more weekly in the Catholic system are required to comply with this policy.*
- 2. Teachers who do not comply with this policy will be penalized \$350.00 and will jeopardize their good standing in the diocese.*
- 3. Teachers are encouraged to support all religious functions sponsored by the parish, especially those involving the students, e.g. Sacrament programs, Graduation, and the Mass.*

CONTRACTS

The Schools Office issues all contracts for full time and part-time teachers. Signed contracts and agreements by all staff members are signed first by the Pastor and then by the teacher. This is done when we have our end of year conference. At this time, we discuss the year in general and your achievement of your yearly goals; observations and evaluation; a look at your grade book, plan book (both of which are the property of the school to be turned in at the end of the year). We also discuss any changes that might be made as we look forward to the future.



COPYRIGHT LAWS

Copyright laws prohibit the reproduction of protected materials for “commercial” purposes.

Printed Materials

1. A teacher may make a single copy for research or preparation purposes.
2. Multiple copies may be made provided that: each copy contains a notice of copyright, and the number of copies is not more than needed for teaching.
3. Copies should not be used to replace, create, or substitute for anthologies, collections, or musical arrangements.
4. Copying should not be from “consumables” such as workbooks.
5. Copying a single resource should not be repeated from semester to semester or transferred to other subject area classes.

Videos and DVDs

1. Only educational videos may be shown as part of instruction.
2. Videos intended for home use MAY NOT be shown in school without obtaining the proper permission from the distributor.
3. *Popular entertainment videos should not be used at all, nor should a long series of videos because it takes too much class time. All video use in a classroom must be followed by an assignment or used to teach the taking of notes so that students are actively involved. If a teacher believes a video is important enough to take class time he/she should be watching it with the class and not sitting at a desk grading papers. Videos that are used should be listed in lesson plans with objectives and assessment of student learning.*

Computer Software

1. A limited number of “backup” copies may be made as provided for in the disk encryption which should not be violated.
2. Some software is considered “public domain” and may be freely produced.
3. Special licensing agreements from software publishers may provide for multiple reproduction or use of disks on several machines. Ordinarily a piece of software is licensed to only one computer.
4. Special “network licenses” or “network packs” are necessary to legally use most software over a local area network with multiple workstations.

Any questions may be directed to the computer teacher.

CORRESPONDENCE SENT HOME

All information sent home by teachers, including disciplinary notes, must first be approved by the principal, or his/her designee.

Some simple notes in the assignment book that follow a pattern the principal has already seen need not be shown each time.

****The principal must be aware of what concerns and questions the parents have and how you are addressing them BEFORE the parents may bring it to the attention of the principal wherever possible.****

All parent’s notes and questions should be answered in a timely manner, at least within 2 working days time. All correspondence such as major letters home on a regular basis, classroom newsletters, etc. must have either our logo at the top, or our school heading and your name and contact information. This is to easily identify where the paper came from.



CRIMINAL HISTORY CHECKS

All personnel, including the principal, teachers, aides, nurse, and secretarial staff that work with or around the students must have a criminal background check. This also includes volunteers and coaches. Senate Enrolled Act 445 “allows a qualified entity to request from the state police department a national criminal history background check...” The request must be made no later than three months after the person initially volunteers with the qualified entity.

CUMULATIVE RECORDS

All permanent student records (test scores, grades, attendance, and health) must be kept for 100 years. Permanent records include report cards, attendance, standardized test scores, and any IEP or educational profile.

Behavioral and disciplinary records are not part of the permanent records. These are to be kept in a separate file.

School officials must understand that only the contents of the official file should be forwarded to a new school.

CURRICULUM

1. All Diocese of Gary schools follow the Diocesan Curriculum guides for each subject area. These guides follow the required standards for accreditation for the state of Indiana. *Indiana Standards should be included in all curriculum plans. Each teacher is responsible for covering the standards for their level or subject. This is a minimum goal. Each student mastering the standards and beyond for their level is the greater goal. All students are to be challenged according to their potential and ability. If students need to be grouped, then do so within the classroom.*
2. All classrooms **MUST HAVE** the most current curriculum guides for their grade level.
3. Each adoption year, the faculty is asked to review Indiana’s Official Adoption List of textbooks. Generally, each school selects its own series. In some areas, a cluster of schools chooses the same series.
4. All Diocese of Gary schools follow the adoption cycle of textbooks for the state of Indiana. This provides for the adoption of one subject per year.

DAILY TIME SCHEDULING

A schedule of non-core classes will be prepared at the beginning of each school year. There are suggested minimum requirements for each subject attached at the end of this handbook. Please be sure you have enough minutes for each subject.

Each teacher will then make out a classroom schedule for his/her room; one should be posted with the substitute materials on an obvious place on the teacher’s desk. A copy is given to the principal as well within the first 2 weeks of school. If changes are made, please make a new copy.

Classroom aides will attend those non-core classes to assist the teacher when requested and agreed upon mutually with the principal and the regular classroom teacher.

When a teacher changes the schedule and it affects any other teacher or class or lunch, you must fill out a change of routine paper. If you take your class anywhere other than the room assigned for a period of



time, please inform the office. It is hoped for a minimum of interruptions in the regular routine including middle school Band/Orchestra/Choir and hot lunch program for all grades.

****If you want to change, alter, readjust, etc. any schedule or special on a permanent basis, you must submit the proposed change to the principal in writing. You may not make any changes without the principal's approval.****

DISCIPLINE

Corporal punishment is NOT to be used in any form, *nor is sarcasm or humiliation tolerated*. Faculty members are responsible for the ordinary discipline of the students in their charge. The goal of discipline is self-discipline; thus discipline is a matter for instruction rather than enforcement.

Discipline should never be confused with punishment. The motivation for behavior should not be the threat of punishment, but the need to obey the rules and regulations of the school.

Consequences for behavior should be governed by self-control and good judgment. There is no place in a Catholic school for vindictive penalties. Teachers are forbidden to give as punishment the writing of prayers or any form of punishment connected with religion. Likewise, the imposition of any kind of money fines as a punishment is absolutely forbidden.

Severe consequences, although rare, should always be first discussed with the principal before any teacher seeks to impose such.

Teachers are expected to contact parents concerning the student's progress and inform them of any discipline problems. The administration will intervene whenever the regular classroom procedures have proven ineffective (see *Student-Parent Handbook*).

Because the school policy states "first a warning is given", the word "warning" should be clearly used by the teacher to indicate to the student that he/she is behaving incorrectly. Clearly disruptive behavior should be handled by sending the student "to the principal" not "to the office." However, discipline issues should be first handled in the classroom; the principal is a last resort. If you send students to the office only for a cooling-off period, immediately notify the office of that purpose.

Teachers should be very specific about the rules they have in their classrooms, and should follow through with consequences. The office needs written information when students are given a lunch detention; doing homework or tests at that time can cause confusion about its purpose. All carbon copies of detentions, notice of concerns, etc. are to be sent to the office so we can document when the student has accumulated the number needed for the next consequence.

*Teachers are expected to give much guidance and counseling to assist their students' reasonable, self-disciplined conduct. Reasonable discipline is administered – no corporal punishment—with special consideration for the dignity of every child. For infractions of rules, students may be deprived of playtime to suit the offense and correct the offender. No humiliating penances should be given. For serious infractions, the Principal may suspend the student. **Please remember that, in most cases, the correction should be given by the teacher. Discipline in special classes should be handled by that teacher with notification given to the homeroom teacher. Only in unusual or extreme situations, should students be sent to the principal.** Teachers are responsible for all students' welfare, but should restrict discipline measures to their own students. Students in other classes should be referred to the classroom teacher. A classroom management plan is expected to be in place with specific and explicit rules and consequences. A copy of the classroom management should be submitted*



to the Principal by the end of the second week of school. Consequences are expected to be documented in RenWeb.

Fairness and consistency is our goal.

DISMISSAL

See BUS/CAR DUTY.

DRESS CODE

Teachers must enforce the school dress code. *Information is provided in the Student-Parent Handbook about what is allowed; teachers should regularly discuss and check students for proper uniforms.*

All staff members should dress in appropriate, professional clothes for the workplace.

“As parents choosing to send our children to a Catholic school, we think that professional dress is of great importance within the school community, where our impressionable children look to teachers and staff to help them in the formation of positive lifelong habits. Our children are seeking examples that are truly genuine, consistent, and meaningful. As adults, it is our duty not to impose a confusing double standard upon the children who are dressed respectably in their school uniforms. There is a multitude of reasons why our children are expected to dress in their crisp, fresh shirts, jumpers and skirts, trousers, and sweaters.

“A uniform silently teaches the lesson of equality while allowing the individuality to shine through via actions, words, and personality. In much the same way, the professional ‘uniform’ of teachers conveys an attitude of love and respect for the children they are teaching and guiding. Ultimately, children are keenly aware of the details within their surroundings and are innately intelligent. Simply put, they respect teachers who respect them and one of the most important ways to respect your students is by being professional at all times.”

Select apparel, fragrances, jewelry, and hair styles that do not detract from your professional image. When in doubt, select a traditional, conservative look.

- *Keep accessories simple, in good taste, and not excessive.*
- *Clingy, tight-fitting, or transparent clothing is inappropriate.*
- *Necklines should be modestly designed; cleavage should not be showing.*
- *Jeans, cargo pants, and casual shorts are not appropriate attire for teachers.*
- *Tank tops are not appropriate. Use discretion when wearing sleeveless shirts or sleeveless blouses.*
- *While polo shirts are permitted, polo shirts (or other tops or clothing) promoting a non-diocesan school or a non-diocesan club/sport are not permitted.*
- *Athletic wear such as tennis shoes, sweat suits, workout clothing, yoga pants, and leggings is only appropriate in specifically-approved settings (like physical education), not in classrooms.*
- *Wear close-toed or moderately dressy shoes. Flip-flops or beach wear are not an option. All sandals must have a back.*
- *Body piercings are not appropriate.*
- *Tattoos which are sacrilegious to Catholic beliefs should be covered at all times; subject to administrator interpretation of tattoo(s).*
- *No wearing of earbuds (head phones) when students are in the building.*

Dress alternative days call for a balance between relaxed and professional attire.



- *Jeans may be worn only on dress alternative days, not on Spirit Wear or Family Friday. It is important to choose jeans that fit and look neat, clean, and professional. Low rise, tight, or tattered jeans are not appropriate.*
- *Footwear should be casual and functional for the classroom. Flip-flops or over-worn sports shoes are not an option, even on Dress Alternative days.*

DUPLICATING

Whenever possible use another teaching technique like outlining or taking notes instead of worksheets or workbooks. Monday mornings are the busiest times for copying. Everyone is encouraged to do their own copying during their plan periods. Of course, in an emergency, the office staff will try and accommodate your needs right away. Try and think ahead and there will not be so much frustration.

EMERGENCY CLOSING

Saint Paul Catholic School will follow the Valparaiso Community Schools' decision for closing for bad weather. Other emergency plans are located in the folders in your rooms holding the Saint Paul Catholic School Emergency Plan.

EMERGENCY PREPAREDNESS

Fire drills will be conducted on a monthly basis. Tornado drills will be conducted twice a year. Code Red drills will be conducted twice a year, once a semester. Quiet and order are to be maintained during drills.

Teachers are to carry their grade books and class list with them and take attendance as soon as the assigned class location is reached. Complete silence is to be maintained during all drills. This includes returning to the classroom.

All employees need to be aware of the closest fire alarm box and fire extinguisher to their rooms. Exit routes are to be posted in each room and periodically reviewed with students. Please take your emergency bags with you.

EXTRA-CURRICULAR ACTIVITIES

Teachers are expected to participate in activities as required by building principal.

Teachers are encouraged to sponsor extra-curricular activities at the school. Teachers can work independently or in pairs for this. Teachers are also encouraged to attend school-sponsored sporting events or activities, including Fundraisers, whenever possible.

ELECTRONIC NETWORK ACCESS POLICY

It is a general policy that *Saint Paul Catholic School* network facilities (i.e., computers, electronic mail, conferences, bulletin boards, databases, and access to the Internet, referred to as “the network”), are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of *Saint Paul Catholic School*.



A general policy and guidelines for acceptable and unacceptable use of the network by employees is contained in the official Diocesan handbook. Failure to adhere to the policy and guidelines will result in disciplinary action and/or termination of employment.

The Administration of *Saint Paul Catholic School* and the Diocese of Gary School Office reserves the right to monitor all computers owned by the school.

During the instructional day while in a classroom with students, you should not be on the internet for personal business. Your personal times on the computer are when you are on a break, lunch hour, or during prep, before or after school.

Special Note: See the Addendum Section for further information about this issue.

FACULTY PARKING

All staff members are to park as far from the building in the front as possible closest to the East.

FIELD TRIPS

All field trips must have an educational purpose and be approved by the principal. Parental permission forms and medical permission forms must be completed. Only ONE medical permission form needs to be completed each year; however, a permission form must be completed for each trip a child takes. A field trip form must also be completed by the teacher and returned to the office for the school's accreditation file. *Please give one copy of the field trip permission form to the principal for this accreditation file.*

Classes may take two trips per school year.

Medical forms must be in possession of the teacher while accompanying the students on the field trip.

Whenever possible, bus transportation should be provided. *Valparaiso School busses will not transport our students, unless it is for a Valparaiso School function.*

The use of private vehicles is discouraged. If a private passenger vehicle must be used, the following must be verified by the driver:

- The driver must be 21 years of age or older.
- A copy of the driver's license should be on file with the principal.
- The vehicle must have a valid registration and be insured for a minimum limits of \$100,000 per person/\$300,000 per occurrence.

VIRTUS compliance for every chaperone must be checked prior to any time a parent is around students.

Chaperone Guidelines

- A. Grades K-3—one (1) chaperone for every six (6) students
- B. Grades 4-6—one (1) chaperone for every eight (8) students
- C. Grades 7-8—one (1) chaperone for every ten (10) students

The Diocese of Gary does NOT allow any overnight field trips. Any overnight field trip must be approved by the School Office.



FOOD/DRINK/REFRIGERATION

Teachers should not be consuming food or drink while on car/bus duty.

When in the classroom, food should not be consumed in front of the students unless it is a whole-class event. Drinks should not be carried around the school, nor should students be sent to the teacher's lounge to fill or refill teacher's drinks.

The teacher's lounge is reserved for faculty only.

Due to allergy concerns, be cautious about treats or candy provided to students. If these are provided, they should be consumed in that classroom and not transported for consumption in other areas.

FUNDRAISING

Fundraising will be directed by the School Advisory Council. However, as partners in education, where our salaries are paid for in large part to the sacrifice and hard efforts of the parents, each staff person is encouraged to support the fundraisers where they can. For example, everyone buys groceries and gas and TRIP doesn't cost any extra money. Your presence and participation in at least some of the fundraisers are noticed and appreciated by parents and students alike.

GRADE BOOKS/GRADES

Grade books are the property of the school. All grade books will be turned into the principal at the end of each grading period along with the report cards. Teacher and principal should initial each of the pages of the grade book for each quarter. Computerized grade reports must be printed at the end of school or when a student leaves and is put into the student file. Grade books are to be returned to the office at the end of the school year.

The grading system established by the school is a combination cumulative and weighted system. For the overall class grade, three categories exist: tests (50%), classwork (30%), and homework (20%). Within each category, the scores are cumulative.

Teachers should review, grade, and return all assignments within a reasonable amount of time. To have a fair assessment of students' academic ability, each category should have a minimum of three assessments, spread out over the quarter.

It is the teacher's responsibility to keep up-to-date with the RenWeb gradebook. It is recommended to update student's grades at least once a week. It is also the responsibility of the teacher to contact parents immediately if a student's grade is a concern. The principal should be alerted to any academic problems or issues.

GUEST SPEAKERS IN THE CLASSROOM

Teachers are encouraged to bring in outside speakers to enrich their classroom presentation. The same procedures need to be followed as are followed when any adult visits the building. The school secretary must be notified prior to the expected arrival of the speaker and the speaker will be asked to wear a Visitor's badge while in the building.



Since staff members represent the entire school community when dealing with guest speakers, they are asked to extend every courtesy to a visitor asked to speak in their classroom. It is recommended that a thank-you note be sent to the person following his/her presentation.

GUIDANCE SERVICES

The Diocese of Gary in conjunction with Catholic Charities offers counseling services to students, faculty and staff. If a teacher thinks a child would benefit from counseling, please consult with the principal to obtain an informational packet about the counseling services.

GUM

Gum is not permitted in the school or on school grounds at any time. *Adults set the example always.*

HALL/RESTROOM SUPERVISION

Teachers will arrange supervision of restrooms. If members of the class do not behave quietly and properly in the restroom, changes in the rules for using the restroom should be made. Assigning students to monitor others in the restroom should be avoided. In classrooms in which there is an instructional aide, the teacher or aide should monitor the hallway while students use the restroom.

Your responsibility in the hallway is student supervision. Teachers should not use this time to socialize, while leaving their class either unattended or supervised by the aide.

HARASSMENT

No harassment of a student or a faculty member is to be tolerated. Teachers should take immediate action if such behavior occurs. Everything we teach and believe in as Christians is the strongest basis for caring treatment of others.

HOMEWORK

General guidelines for homework are 10 minutes per grade level.

Kdg – 10 minutes	Gr. 5 – 60 minutes
Gr. 1 – 20 minutes	Gr. 6 – 70 minutes
Gr. 2 – 30 minutes	Gr. 7 – 80 minutes
Gr. 3 – 40 minutes	Gr. 8 – 90 minutes
Gr. 4 – 50 minutes	

Times will vary according to tests and projects.

HONOR ROLL

See Student-Parent Handbook.



KEYS

Teachers must keep their keys and fobs with them at all times. All keys are school property and are to be returned to the office on the last day of school. Duplication of keys is prohibited. If you find keys or fobs, please return them to the office.

KINDERGARTEN ENTRANCE

Prospective kindergarten students must be 5 before *August* 1st. If room is available, the school has the option of testing student whose birth date is 45 days beyond the state guideline.

LEAVE

Reporting Off – The procedure for calling off for sickness is *to call or text the principal at home or at school as soon as possible. DO NOT share the principal's phone number with parents or students. The teacher should make sure adequate lesson plans are available for the day's activities, early enough for the substitute to become familiar with the lesson plans. It is strongly advised for each teacher to maintain Emergency Sub Plans in the classroom for cases when they are unable to adequately plan for an absence.*

Sick Leave – A full time teacher is entitled to ten (10) sick days per year without loss of salary, for personal illness The days not used will be allowed to accumulate each year to a maximum of thirty (30) additional days to be used only for catastrophic illness. Teachers must provide thirty (30) days notice of the need to take FMLA medical/maternity leave when the need is foreseeable and submit the FMLA Request Form in accordance with the diocesan Family Leave Policy.

Personal Business — Teacher will be allowed two (2) days each year (which may be taken one-half (1/2) day at a time) for personal and/or business matters without the loss of salary. The two (2) business days shall not be accumulative. Application for all personal business leave shall be made no less than twenty-four (24) hours before taking such leave and the applicant will not be required to state the reason for taking such leave. The good order of the school will be the standard in which all personal day applications will be determined. Personal business days shall not be used for the purpose of extending vacations or school holidays.

Critical Illness, Death, or Funeral – Teacher will be allowed time off for any critical illness, death, or funeral of a member of the teacher's immediate family. i.e., spouse, child, parent or sibling, such time not to exceed (3) days without loss of pay.

Professional Development – Professional Development days include field trips, teacher meetings, diocesan and local workshops (in and out of the building), Parent/Teacher conferences, faculty meetings, visits made to other schools to observe programs as requested or allowed by the principal, and diocesan business. These days will not be counted as sick days.

Jury Duty – Performance of jury duty will be considered as part of the regular contracted days. The teacher will be paid as usual. The amount paid to the teacher by the court will then be endorsed over the school. These days are not counted as sick days.

Family Leave – This encompasses extended illness, maternity, and other occurrences that require a teacher to be out of the classroom for more than a few days. To request a Family Leave, the teacher must write a letter of request to the superintendent. The teacher must specify the reason and the length of time that the teacher will be on leave. Compensation for sick pay operates concurrently with



the Leave; therefore, a teacher is entitled to all his/her accumulated sick days plus personal days. These days are paid in full. An employee has a right under the Family Medical Leave Act for up to 12 weeks of unpaid leave in a 12 month period.

In order to maintain accurate records, a Personal Day/ Sick Day form must be completed and submitted to the office by all staff members.

LEAVING THE BUILDING/SCHOOL GROUNDS

Teachers must sign in and out of the building. Any time a teacher leaves the building *during contracted school hours*, he/she must sign out *in the office after the leave has been approved by the principal. In the absence of the principal, the principal designee or the secretary may give approval. Office staff must be informed of the return. Leaving during the school day should be an exception, not a habit.*

Teachers taking students outside of the school building, whether to Church or elsewhere on campus, must notify the office where they are going, who is going, and the anticipated time of return.

LESSON PLAN BOOKS

Teachers are required to prepare lesson plans. They are to be reviewed by the principal. The following items must be included in lesson plans: Indiana standards number, purpose of lesson, and page numbers, *and assessment techniques*. Lesson plan books are the property of the school and are legal documents. They are to be returned to the office on the last day of school.

Teachers are to prepare lesson plans and they should be available for review at any time. Teachers may be asked to periodically submit copies of lesson plans to the Principal.

LIABILITY

Accidents happen to the most careful; therefore, every precaution should be taken to provide safe conditions and constant supervision. Students are to be supervised during the entire school day at all times. No child is to be unsupervised at any time of the school day. Teachers may not leave the classroom, and students may not be left alone in a classroom or in hallways for any reason. If for some reason, it is necessary to leave a class, another teacher should be requested to watch your students. Students kept in the classroom for any reason during the day must be supervised. Students may not leave school grounds without a parent/guardian's written consent. All athletic events, extra-curricular activities, and practices must be supervised.

What makes a teacher liable?

- A. Negligence
 - 1. Duty to perform
 - 2. Failure to perform
 - 3. Injury
 - a. Physical
 - b. Emotional
- B. Court Standards
 - 1. Prudent action
 - 2. Forseeability
 - 3. Illegal act
 - 4. Legal act



5. Failure to act
- C. Defense Against Negligence
 1. Pure accident
 2. Proximate causes
 3. Contributory negligence
 4. Assumption of risk
- D. Areas of Risk for Teachers
 1. Leaving the classroom unsupervised
 2. Sending students on errands
 3. Corporal punishment
 4. School safety patrols
 5. School excursions
 - a. Permission by principal
 - b. Well chaperoned
 6. Warning students
 7. Notify parents
 8. Destination, departure time, time of return
 9. Bus insurance statutes
 10. Private cars

Ways to Protect Teachers in Liable Situations

- Consent blanks
- Treating pupil injuries
 - a. Good Samaritan act
 - b. Keep log of injury/accident reports
- Teacher protection
 1. Caution
 2. Prudence
 3. Insurance
 4. Access to competent attorney

LIBRARY PROCEDURES

See Student-Parent Handbook.

LUNCH

See CAFETERIA.

MAILBOXES/E-MAIL

Each staff person will have a mailbox in the office. The boxes should be checked each day in the morning, at lunch, after dismissal and during free periods. Since items in your mailbox maybe confidential, no student may check the mailboxes.

Your e-mails and RenWeb should be checked daily during contracted school days.



MAINTENANCE

You are responsible for having the children or yourself clean desks daily or weekly. Each teacher is responsible for no paper and objects on the floor of the classroom or hallway.

Recycling is very important. We want to have as little in the trash can as possible. All boxes are to be broken down for recycling and ALL papers are put into recycling containers in your room. Paper and clean plastic may be recycled.

Put the one trash container and the one recycling container near the door each day on the inside of the room. Maintenance will pick up at nights.

If you have a maintenance issue in your classroom, write it down and put in principal's and maintenance's mailboxes.

MAJOR EVENTS

Committees of teachers will plan special events as scheduled for the school. All teachers on the committee are expected to do their part in helping accomplish the end result.

MAKE-UP WORK

Students are allowed one day for every day absent to complete homework. Homework will not be sent with a student taking a vacation; it will be done after school on his/her return. See Student-Parent Handbook for further details.

****It is imperative that all teachers follow the set policy of the school regarding make-up work.****

MEDICATIONS

Students are not allowed to carry drugs or any type of medication (prescription or over-the-counter) during the school day. The exceptions are inhalers and epi-pens according to Indiana Code. The medication form must be completed and signed by the parent and kept with the medication.

All medication must be delivered to the school office and kept in a locked cabinet or drawer. If available, the school nurse or the principal's designee will administer all prescription medications in the school office at the designated time. If a student or parent brings medication to the classroom, send him/her to the office.

Medications must be kept in the original container/package with the pharmacy label and the student's name affixed. No other type of container will be accepted. Over-the-counter medication such as aspirin or Tylenol may not be prescribed and administered by the school.

MEETINGS

Teachers and aides are contracted for 185 days. The five contracted professional development days will include religious formation as well as professional development as determined by the school's improvement plan.



Staff meetings are scheduled on the first Thursday of the month from 3:00 p.m. to 4:0 p.m. Dates are set for the year; you are provided with this schedule at the beginning of the year so that child care arrangements or appointments can be arranged well ahead of time. Scheduling other activities (tutoring, appointments, parent meetings, etc.) should be avoided. All contracted teachers, both full and part-time, must be at the faculty meetings.

Faculty and other professional meetings are integral to the continued faith development of those in a Catholic school. As a professional, teachers have a responsibility to participate fully and actively each time they attend a meeting. When gathering as Catholic educators in our schools, we do so to further the school's mission and philosophy. Catholic educators should be mindful that their behavior sets the tone of the meeting and enables the school faculty to grow as a learning community.

- *Meetings begin and end with a prayer.*
- *Arrive on time and stay till the end. Be mindful of the fact that attendance at meetings is part of the regular workday and that, as teachers, you are still “on the job.”*
- *If there is a social gathering prior to or following, or instead of the meeting, teachers should consider that a required part of the meeting.*
- *Come prepared to engage in discussion and offer input when needed.*
- *It is natural to want to sit near teachers in your grade level or subject area. However, sitting with different teachers allows you the opportunity to get to know others and strengthen relationships throughout the school. This also helps to create a positive work environment.*
- *Participate fully in the meeting. It is never appropriate to be grading papers, planning lessons, perusing reading material, or conducting personal business during the meeting.*
- *It is not professional to carry on “side bar” conversations or make comments during a meeting. This is a distraction to the presenter(s) and others around you and demonstrates a lack of respect.*
- *Be organized. Come prepared to take notes on items of importance and keep a file of your notes along with minutes from the meeting.*
- *Remember to silence your cell phone, pager, or any other electronic device prior to the start of a meeting. Never send or receive a phone call or send or answer a text message during a meeting.*
- *Decisions made at faculty meetings should be the result of honest and open communication and reflective listening.*
- *When asked for input, try to be objective and see things from multiple points of view. Realize that the decisions made must be in the best interests of all students or teachers.*
- *Use tact when dealing with difficult or controversial issues.*
- *Always pass on credits and compliments to those who make contributions.*
- *Each teacher must remember that he or she has a responsibility to uphold the decisions reached by consensus of the faculty or the directives of the principal.*
- *Be courteous. After the meeting, clean up after yourself. Leave the area neat and ready for the next day of school.*

MINIMUM SCHOOL HOURS

Accredited schools in Indiana must have 180 instructional days. An instructional day for grades 1-6 is five hours of instructional time (does not include recess, lunch). An instructional day for grades 7-12 is six hours of instructional time.



MONEY

Money collected from students should not be left in a place that is not secured during the school day. At the end of the school day, all money must be sent to the office *or locked in a cabinet or desk where the principal has the key. Money collected for field trips should be sent to the office in the morning envelope.*

MUSIC/ART/PHYSICAL EDUCATION

As provided by schedule.

NEWS/MEDIA

The principal must approve all calls. The principal must call the Diocesan Schools Office before talking with a reporter. A release form must be completed for any child who has his/her picture taken by a photographer for news or advertising purposes.

PARENT/TEACHER CONFERENCES/MEETINGS

Conferences are held once a year as scheduled on the school calendar. This is a contracted day. All teachers are responsible for participating.

The principal should be made aware of any extra parent conferences/meetings that are taking place. If the principal's presence is necessary or requested by the parents or the teacher, these arrangements can be made. Notes from all conferences/meetings should be taken and a copy provided to the principal. If no notes were taken, a verbal update should be given to the principal immediately.

PARKING LOT

Teachers need to spread themselves out for helping for dismissal and arrival to help keep children safe. See Bus/Car Duty for further details.

PARTIES

Parties should be kept to a minimum; treats should be simple and healthy if possible. Room parents should be given clear instructions by teachers on these issues. Teachers are in charge of what happens in their classroom! You must be aware of any food allergies.

All other parties or celebrations that take place on school grounds, whether instead of or in addition to academic instruction, need prior approval by the principal. This includes parties that take place after school hours.

PERSONNEL FILE

Teachers have two files—one in the diocesan Schools Office and one at their respective school.

Diocesan files must include an Application of Employment, current teaching license, original signed contracts, college transcripts, teacher evaluation forms, Record of Absence forms, Record of



Certification Requirements in Religious Education, Requests of Transfer, Pastor Approval form, Letters of Reference, Verification of Experience record, and Tuition Benefit form.

School files must include current teaching license, teacher evaluation forms, Record of Absence, Record of Certification Requirements in Religious Education, Individual Improvement Plan, Goal Progress Survey.

PLAYGROUND/HALL SUPERVISION

Strict and active supervision of students is absolutely necessary. *Because classes do not switch at the same time, students must be told to move quietly through building and classrooms as a matter of courtesy. This should be enforced by returning to a classroom to start over if students are unable to be courteous.*

PRAYERS

Each class or subject should begin with a prayer. Other prayer experiences throughout the day are important. Each teacher should include reading scripture, saying the rosary during October and May, doing the Stations during Lent. The basic prayers of the Catholic faith that each class are to MASTER (tested to say individually & as well as previously learned grade level prayers) is listed on a paper in this handbook. This should be indicated as part of assessment in your lesson plans.

PROFESSIONAL DAYS

Both the state of Indiana and the Diocese of Gary require professional development. As part of P.L.221 professional development is an integral part of our School Improvement Plan. Each school will decide what type of professional development is needed to continue the school's improvement plan and advancement.

The Diocese of Gary requires faith development and has a Teacher Formation program which was developed by the Schools Office, the Office of Faith Formation, and the Lay Ministry Formation Program taught by instructors from one of the Catholic universities in the Chicago and Northwest Indiana area.

The program includes five courses: Church, Liturgy & Spirituality, Introduction to Scripture, Moral Decision-Making, and Sacraments. Teachers are required to take all five courses in a six-year time frame. One renewal course will be required every six years after the five courses are completed.

PROFESSIONAL DUTIES

Teachers must monitor all students at all times throughout the day.

PROFESSIONAL GOALS

Certified teachers will meet with the Principal by mid-September for the purpose of the Initial Goal Setting meeting. At this time, the teacher will create the goals for the school year and discuss the plan.



PROFESSIONALISM

The teaching ministry must clearly reflect the Christian spirit of love, understanding, and humility. This Christian spirit is witnessed not only in the manner in which the teacher performs his/her task of teaching, but also in the example the teacher sets for the students, both in and outside the classroom. Respect for authority and the earnest cooperation with the principal and administration of the school are essential. Therefore, each teacher understands, accepts, and agrees to maintain, at all times, the proper Christian attitude and spirit of cooperation. The teachers agree to faithfully reflect the teaching of the Roman Catholic Church, in mind and in deed, and at all times, both in and out of school, and to abide by the official teachings of the church, as interpreted by the Bishop of the Diocese of Gary.

Teachers must report to the building a minimum of 15 minutes before school day begins and stay a minimum of 15 minutes after the school day ends. *Teachers should be in the building no later than 7:15 AM and the earliest a teacher may leave is 3:15 PM. All attempts should be made to make any appointments after contracted school hours.*

Just as we expect students to be polite and courteous to each other, we also should be polite and courteous to each other. We are a model for our students. Snide remarks, sarcastic comments, unsupportive actions, and deliberate exclusion of others should be not be tolerated amongst each other, as it is not tolerated in our students, nor is it fitting for a Catholic school atmosphere.

At all times when interacting with other staff, professionalism should be maintained. When entering any classroom, the faculty member must first address the teacher prior to addressing the class or an individual student. When in front of students, professional titles should be used. Discussions of personal issues/family life should not take place in front of students nor during instructional time.

PROGRESS REPORTS/REPORT CARDS

Midway through each quarter, progress reports are sent home. The principal must see these reports a minimum of two (2) days before they are sent home. Teachers with students on athletic teams must provide to the principal, a list of students who do not qualify for the team.

Midway through each quarter, teachers must complete progress reports for each student in their classes. Progress reports are provided electronically. At the end of each quarter, teachers must complete quarter grade reports for each student in their classes. Paper copies of report cards are provided. Grades are not rounded for progress reports, but are rounded for report cards. Any grade lower than 70% must be reported to the principal and must be recorded on the progress report or report card as a percentage, not a letter grade.

Effort and Conduct grades are not included in the progress reports unless a concern exists. (A rating of 1 for either is a concern.) Effort and Conduct grades are always included in quarter grade reports.

If students are receiving a lowered Effort or Conduct rating, previous contact with parents should have already taken place.

Review the Student-Parent Handbook regarding how grades and conduct/effort scores affect academic probation for sports and extracurricular activities.



PROMOTION AND RETENTION

If a child is to be retained, the family **MUST** be notified in writing, on the Diocesan form, before the end of January of the current school year. A copy must be sent to the principal for approval. Following the written notice that was signed by the teacher and principal, a conference is to be held with the family, teacher, and principal. Testing should be considered before the final decision is made.

If retention is the only possibility and the parents disagree, then recommend that they choose another school for their child. If they choose your school, the child will be retained in the current grade. *Teachers should discuss with the principal students that are not qualified to be promoted but will be **placed** in the next grade according to an agreed formula.*

PUBLIC RELATIONS

Diocese - *A representative from the diocesan office is in charge of public relations for the diocese and should be contacted if questions from the press come to the school.*

RELATIONSHIPS

Teacher-Student
Teacher-Staff
Teacher-Administrator
Student-Administrator
Teacher-Parent

ROOM CARE

Teachers should make sure all items are picked up off the floor at the end of each school day.

Aisles should be kept clear of binders and books during the school day. There should be a place for all book bags and other materials.

All elementary grades should have their chairs up on the desks at the end of the day after the desks have been wiped down. Anything you can do to make the cleaning job at night go smoother and quicker will be most appreciated. A printed schedule of cleaning tasks is followed by the cleaning crew.

All classrooms should be neat and tidy, with a minimum of clutter in cabinets, on or under desks, on counters, or in storage areas. A visible organizational system should be in evidence. Teachers own desks should be a model of organization and cleanliness.

ROOM PARENTS

Volunteers will be asked to serve as room parents. Room parent duties are detailed in the Student-Parent Handbook. VIRTUS compliance is required for this position.

SEXUAL MISCONDUCT TOWARD MINORS

See Virtus.



SMOKING

There is no smoking in or around the building. This applies to cigarettes, e-cigarettes, cigars, pipes, and chewing tobacco. No child should smell smoke on our person, nor should anyone see a church or school staff member smoking outside on school grounds or inside.

SOCIAL MEDIA POLICY

Saint Paul Catholic School respects the right of its employees to use social media and networking sites, message boards and forums, as well as personal websites and blogs. However, it is important that employees' personal use of these sites does not damage the reputation of the school, its administrators, employees, students or their families. Employees shall demonstrate consistent adherence to the Diocese of Gary "Social Media Policy". This policy is attached to the end of this handbook. A signed copy must be submitted to the Principal each school year.

SPORTS/SPORTS PROBATION

See Student-Parent Handbook.

STUDENT TRANSFERS

See SUSPENSIONS AND WITHDRAWALS.

SUBSTITUTE FILE

- All teachers are asked to file a set of emergency lesson plans in the Main Office. These are used in extreme circumstances when the teacher is unable to plan anything for an unexpected absence and it is not advisable to simply give students a study period.
- Teachers are asked to revise or update their emergency plan file each year, only rewriting it if necessary to reflect changes in curriculum taught.
- This Emergency Lesson folder, which is kept up-to-date at all times, should contain the following: class schedule, class procedures and rules, class list, seating chart, restroom breaks, extra activity ideas, and where to find lesson plans, teacher manuals, and/or supplies.

A classroom schedule, class list, and emergency procedures should be posted by the door of the classroom *or in a designated place on your desk. The following information should be included in this file:*

- 1. Where your lesson plans are located.*
- 2. Seating chart and class list.*
- 3. Daily Schedule*
- 4. Location of teacher manuals*
- 5. Names of reliable students the substitute can use to help*
- 6. Copy of classroom management plan*

In addition, a minimum of 3 days' worth of emergency plans should be prepared in case of an unplanned emergency/absence. These plans should be usable by anyone who may cover the class.

SUPPLIES AND REPAIRS

Needs should be communicated to the principal and she will approve whether it should go to maintenance, Religious Education, etc. Computer needs handled directly with the Computer teacher.



Supply needs for the classroom may be requested from the bookkeeper after approval by the principal. All school supplies purchased by the school are the property of the school.

Any and all repairs, especially painting, carpeting, and renovation will be completed when students are not in the building. All maintenance will follow proper safety and protective measures, including ventilation.

SUSPENSION AND WITHDRAWAL

The school office will take care of paperwork for student files. See Student-Parent Handbook for details.

TEACHER DISCIPLINE

There is a series of steps that the school administrator is to consider whenever facing the prospect of an employee's serious misconduct. This is contained in the Diocesan Administrative Policy Handbook.

TEACHER EMPLOYMENT POLICIES AND PROCEDURES

See Teacher Contract / Staff agreement form.

TEACHER EVALUATION

Personal and professional goals are to be discussed with the principal. The principal should use the form, "Goals Progress Survey" and "Individual Improvement Plan". The Teacher Assessment Criteria form is used by the principal for observation of the teacher in the classroom.

TEACHERS' LOUNGE

Full-time employees will take a week in a rotation to see that the teachers' lounge is cleaned and orderly. Everyone is asked to clean their own space and put away their own utensils. Recycling procedure is to be followed here as well as throughout the building. The teacher's lounge is reserved for faculty only.

TEACHER RESPONSIBILITIES

- Teach in the grade or subject area assigned by the principal and in which the teacher is appropriately licensed.
- Use the text and material approved by the principal.
- Keep records and complete all reports required by the school.
- Observe all policies and regulations set forth by the School Office, local administration, and the state.
- Maintain order and discipline at all times.
- Complete comprehensive weekly lesson plans which include objectives, strategies, state standards, assessments, and submit them to the Principal or designee.
- Abide by written rules of school as set forth in the school handbook.
- Attend and participate in all in-service or other teachers' meetings of the school.
- Be professional in one's attire.
- *Teachers will serve on committees and complete duties as needed.*
- *Teachers need to complete a yearly classroom inventory.*



TEACHER TRANSFER PROCEDURE

Teachers who wish to transfer to another diocesan school are to notify the Schools Office to be placed on a list.

TELEPHONE USAGE

Personal long distance calls should be paid for by the employee. Cell phones should not be used by employees for personal calls or texting during instructional time while students are in your care or in the presence of students during your break time. Neither should students be permitted to use your cell phone nor should they have any of their own. See Student-Parent Handbook.

TESTING

Diocese of Gary Schools will take the proscribed ILEARN tests. Saint Paul Catholic School also requires NWEA testing three times a year for all grades. Students in 3rd grade will participate in IREAD3 test in the spring. Identified students will participate in WiDA testing in the winter. The results of the above tests are kept in each child's permanent records file and are also sent home.

Students who seem to be having learning difficulties should be referred to the principal. The teacher and principal should discuss the appropriate steps for the family to consider.

VIRTUS

All staff members will attend a VIRTUS training session and register online for the continuing education articles.

Each member of the faculty, staff, coaching team, as well as parents working on a consistent basis with a minor or others at risk will have on file in the Principal's Office, a signed statement stating the following:

- Each individual received his/her own official copy of the "Diocese of Gary Sexual Misconduct Toward Minors or Others at Risk"
- When it was received (date)
- Their personal signature stating that they have read the policy and will abide by it.

VOLUNTEERS AND AIDES

See CRIMINAL HISTORY CHECK.

Parents will be asked to volunteer for various positions throughout the school year; VIRTUS is required for volunteers.

YEAR END RESPONSIBILITIES

An end of year checklist will be provided by the principal.



2024-25 Social Media Agreement for Teachers and Staff

Saint Paul Catholic School respects the right of its employees to use social media and networking sites, message boards and forums, as well as personal websites and blogs. However, it is important that employees' personal use of these sites does not damage the reputation of the school, its administrators, employees, students or their families. Employees shall demonstrate consistent adherence to Diocese of Gary "Social Media Policy:"

- Employees should exercise care in setting appropriate boundaries between their personal and public online behavior; even personal communication reflects the school.
- Employees should carefully review the privacy settings on any social media and networking sites and exercise care and good judgment when posting content and/or information on such sites.
- Employees may not access social media or networking sites through the school's network with exceptions made for maintaining school-sponsored online communities.
- Employees' personal use of social media site(s) during the school day is limited to duty-free breaks and lunch hours
- An employee who is authorized to represent the school should state this. If an employee chooses to post about the school on personal time, the employee identifies himself/herself as an employee. In personal posts, employees should clearly state that views are their own and do not represent those of the school. Employees may include a sentence similar to this: "The views expressed on this (blog, forum, and website) are mine alone and do not necessarily reflect the views of Saint Paul Catholic School."
- Employees must never pretend to be someone else when they post. Tracking tools enable an anonymous post to be traced back to the author.
- Employees are strongly discouraged from including current minor students as "friends" or "followers" (or any other similar terminology used by various sites) without written permission from a student's parents. Parents must have access to everything provided to their children.
- Employees shall not make statements that would violate any policies concerning discrimination, harassment, student relationships, conduct, professional communication and confidentiality.
- Employees shall not access, post or distribute obscene or pornographic materials. Employees shall uphold respect for the individual and avoid defamatory statements about the school, its administrators, employees, students or students' families.
- Employees shall not disclose any confidential information of the school or any individuals, including students and their families, or any other confidential information obtained during the course of his/her employment.

If Saint Paul Catholic School believes that an employee's activity on a social networking site, blog, or personal website violates Saint Paul Catholic School's School policies, the school will request that the employee cease such activity. Depending on the severity of the incident, the employee may be subject to disciplinary action including dismissal; and, if applicable, law enforcement agencies may be notified of any violation of the letter or spirit of this policy.

Printed Name:

Signature _____

Date _____

This agreement form is to be signed by every employee of Saint Paul Catholic School and returned to the Principal by September 7, 2025.



2024-2025 Faculty & Staff Handbook Agreement Form

All employees of Saint Paul Catholic School are required to read the Faculty & Staff handbook.

It is the responsibility of the employee to read and understand the information in the handbook. This signed agreement verifies the employee has reviewed the handbook and agrees to be governed by the guidelines set within.

This agreement form is to be signed by every employee of Saint Paul Catholic School and returned to the Principal by September 7, 2024.

Employee Name (Printed):

Job Title: _____

Employee Signature:

Date: _____



OFFICE OF HUMAN RESOURCES EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

The employee handbook describes important information about the Diocesan Pastoral Center, and I understand that I should consult the Chief Human Resources Officer or my supervisor regarding any questions not answered in the handbook. I have entered my employment relationship with the Diocese of Gary voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the Diocese of Gary can terminate the relationship at-will, with or without cause, at any time, so long as there is no violation or applicable federal or state law.

Since the information, policies and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to the policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Bishop, Vicar General and Chief Human Resources Officer can adopt any revisions to the policies on this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have electronically received the handbook, always have access to it, and I understand that it is my responsibility to read and comply with policies and procedures contained in this handbook and any revisions made to it.

Employee
Name

(printed): _____

Employee
Signature: _____

Date: _____