

CATHOLIC EAST ELEMENTARY SCHOOL
FACULTY AND STAFF HANDBOOK
2011 – 2012



“Love, Learn and Lead”

**CATHOLIC EAST ELEMENTARY SCHOOL
MISSION STATEMENT**



We, the community of Catholic East Elementary School serving the sponsoring parishes of the Cathedral of St. John the Evangelist, (Old) St. Mary, Our Lady of Divine Providence, Sts. Peter and Paul, and Three Holy Women, and belonging to the larger Church of the Archdiocese of Milwaukee, Wisconsin, are dedicated to fostering a Christ-centered, diversified school where a peaceful atmosphere of loving, sharing and caring is lived. Through the development of programs that nurture the whole child, we strive to bring our students to their fullest potential, academically, spiritually, morally, socially and physically.

CATHOLIC EAST ELEMENTARY SCHOOL EDUCATIONAL PHILOSOPHY AND GOALS

Moral and Spiritual Goals and Objectives:

- To nurture the faith-life of everyone involved in and with the school.
- To foster responsibility for one's actions.
- To build a faith community.
- To worship and pray together.
- To witness our faith through our actions.

Academic Goals and Objectives:

- To strive for a stimulating and challenging educational program that provides for individual needs.
- To strive for an environment which will enhance the realization of our part in the world community.

Social and Psychological Goals and Objectives:

- To develop respect for self and others.
- To maintain an environment which nurtures a positive self-image.
- To offer support to children from single, blended and intact families.
- To nurture individual responsibility.

Physical Goals and Objectives:

- To provide programs which will encourage the development of healthy bodies.
- To promote participation in extracurricular sports activities as long as it does not infringe on school work.

Organizational Flow Chart

POLICIES AND PROCEDURES

ATTENDANCE

Teacher Absences/Sick Days and Personal Days/Expectations

Full-time teachers are under contract for one hundred and ninety days. This includes 180 student contact days and 10 teacher in-service/professional development days. The days for part time teachers are figured upon their contract percentage. Teachers are expected to attend all scheduled in-service days, all faculty meetings, professional development opportunities, and be available for scheduled parent conferences. In addition teachers are expected to attend all activities during Catholic Schools Week and the Christmas and Spring programs and to work at the two fish fries for full-time teachers and staff and one fish fry for part-time specialists and staff, as well as other activities deemed necessary by the principal. Teachers will be notified of these events well in advance of the scheduled date. Teachers are strongly encouraged to attend other events that promote school community relations. Examples of such events would be athletic and other extracurricular events and the parish Sunday liturgies.

Sufficient time must be given for class preparation prior to the arrival of students. The school day begins at 8:00 a.m. at the Ss. Peter and Paul Campus and ends at 3:05 p.m. Teachers at this campus are expected to be on site by 7:45 a.m. and to remain on site until at least 3:25 p.m.

The school day begins at 8:15 a.m. at the Holy Rosary Campus and ends at 3:20 p.m. Teachers at this campus are expected to be on site by 8:00 a.m. and to remain on site until at least 3:40 p.m.

Teachers who will not be available to teach because of illness must attempt to contact a substitute teacher, after calling Mrs. Kraig to notify her of their absence. Leave a message if Mrs. Kraig does not answer and then call the sub. Kids Campus teachers should be called first. If not, call someone from the substitute list that is provided. Information regarding their contact information will be provided to you.

Please ensure that you leave the substitute complete plans for the day. Each teacher must have a substitute folder accessible on his/her desk at all times.

After returning to school, please complete the "Request for Time Off" form that will be sent to you electronically at the beginning of the year, indicating the date(s) of your absence, and turn it in to the principal for approval. The Business Manager will then record all days absent on her data base. You will need to sign the final attendance document at the close of the school year.

Teachers who wish to take a personal day or a day without pay must schedule it in advance with the principal by submitting a request in writing using the Absence Form. Once approved, this form is submitted to the Business Manager. A teacher need not give a reason for taking a personal day. A day without pay will be figured at 1/190 of the teacher's salary for each day. Part time teachers will be figured at one day of their contracted days. A record of teacher

attendance is kept throughout the year and becomes part of your personnel file at the end of the school year. The attendance form will be the standard Archdiocesan form as per Archdiocesan policy 4151.1.

Teachers who are absent more than three days must bring a doctor's excuse with them upon their return.

Arriving Late and Leaving Early

From time to time the situation may arise that a teacher needs to come late or leave early, usually due to doctor or dentist appointments. These situations will be handled on a case by case basis. The teacher should inform the principal in advance of such situations. Anyone anticipating being gone for four hours or more should go through the process listed above for teacher absences. Consistent late arrival or early departure on the part of any teacher warrants serious discussion with the principal and possible disciplinary action.

Substitute Teacher Folders

Substitute teachers will be hired and screened according to Archdiocesan policy 4122. Teachers are to prepare a substitute folder in the event that they are absent. It is to be placed either on the desk top for planned absences or kept in the center drawer of the desk so that it can be easily located in the event of an unplanned absence. Specialist teachers should prepare a special lesson plan that can be used by a substitute teacher who may not be familiar with your area of expertise. This lesson plan will need to be redone after each use. The sub folder should contain the following:

1. Seating chart
2. Daily program
3. Directions for attendance, hot lunch, etc.
4. Directions for emergencies, fire drill, etc.
5. Schedule of duties
6. Any concerns or special instructions
7. Information on special needs students
8. Detailed lesson plans and extra activities for the substitute to use if needed.

Attendance (Student)

Teachers are to take attendance and enter absences on "School Tools" by 9 a.m. each morning. Tardies are to be entered when students arrive at school. Students are never to take attendance.

AUDIO-VISUAL AND TECHNOLOGY EQUIPMENT

All audio-visual and technology equipment is under the care and direction of the principal. Some of this equipment will be housed in individual classrooms and much of it will be in the computer lab. Overseeing the care, cleaning, and maintenance of equipment are the responsibility of the technology faculty member and the business manager. Equipment breakdowns should be reported to the technology director or business manager at once. Extreme care should be taken when moving large pieces of audio-visual or computer equipment. Students should not be involved in moving equipment and should not be in the fall area of the equipment as it is being moved.

BOOKS AND SUPPLIES

Teacher Supplies

All textbooks, teacher manuals, and supplemental materials kept in individual classrooms are the property of Catholic East Elementary School. Items purchased by the teacher using personal resources are the property of that teacher and should be marked to indicate it is personal property. Teacher made materials using supplies provided by Catholic East become the property of Catholic East. Textbooks, manuals and materials may be removed from the building by the teacher as long as that teacher remains under contract with Catholic East Elementary School. Teacher supplies are available through the school office throughout the school year. Construction paper, art supplies and drawing paper are ordered by the business manager. Purchase orders are to be used without exception. Requests should include a vendor name, a catalog number, a detailed description of the item, quantity to be ordered, and the name of the teacher making the request. Requests for the upcoming school year can be made on an appropriate inventory/supply list at the close of the school year. School letterhead is available and may be requested for business correspondence regarding the school.

Student Supplies

Each teacher will provide the school secretary with a list of supplies, which will then be put on a master list. This list is sent home to families and posted in appropriate stores in the Milwaukee area. Frequent failure on the part of the child to have adequate supplies should be reported to the child's parents. All student textbooks that go home must be covered with some sort of book cover. Students must be taught to respect school property. Lost or damaged textbooks must be reported to the office so that they can be replaced. Parents are billed for lost or damaged books. Please inform the business manager of lost or damaged books and she will contact the parents and bill for replacement costs.

BUILDING MAINTENANCE

The maintenance and custodial staff is charged with the responsibility and the authority of caring for and protecting the school facility. An effective educational program requires a clean, healthy, safe, attractive, and professional environment. Teachers must be supportive of building maintenance by reporting needed repairs as soon as they are noticed. This would include but is not limited to peeling paint, loose plaster, loose floor tile, tears in carpeting, flickering or burned out lights, windows or doors that are sticking, electrical outlets that are not working, broken glass, faulty playground equipment, and any other structural problem. Items of a serious nature endangering health and safety will be reported to the office at once and does not require a work order prior to the work. A work order will be completed on the project at a later time. All other items require a work order. Work orders are available from the business manager. Teachers are asked to routinely straighten and dust their rooms. Floors and waste basket removal are done nightly by the custodial staff.

Structural Changes

Teachers are also required to fill out work orders for any additions to the classroom that require disturbances to the walls, ceiling, floors, or electrical fixtures. An example of this would be mounting nails or hooks to the wall in order to hang a picture.

Non-work order maintenance

Teachers should contact the school office to report the need for paper towels or toilet tissue in the restroom or to report an accident involving body fluids or any other minor clean-up incident.

Vandalism

Vandalism must be reported to the principal as soon as it is discovered and a written report prepared for the pastor within twenty-four hours of discovery.

BUILDING DESIGNATE

Ms. Sisulak is the building designate for Catholic East Elementary SS. Peter and Paul Campus in the absence of the principal for the 2010-2012 school year. Ms. Mauntler is the designate for the Holy Rosary St. Ellen Barrett Campus. The designate handles mainly emergency decisions; other decisions of a less serious nature can wait until the principal returns. The building designate is always encouraged to reach the principal by cell phone at **920-238-5233** prior to making a decision, if possible.

BUILDING SECURITY

All outside doors are locked for security reasons. Persons may gain entry to the school by entering the doors on Greenwich Avenue and ringing the security buzzer at the SS. Peter and Paul Campus and entering either set of doors at the Holy Rosary Sr. Ellen Barrett Campus, also ringing the security buzzer there. The school secretary or a teacher/staff/principal in the vicinity determines (by using the video camera installed on the secretary's wall area) whether to buzz the door open for the visitor. The secretary or designate can refuse to open the door if someone of a suspicious nature is at the door. If teachers/staff happen to be in the office area when the buzzer sounds, please make sure you know the person you are letting in the school. Your help in this regard will help to ensure the safety of the students, your colleagues and the contents of Catholic East Elementary School. Your key/fob gives you access to many parts of the building at any time. Be sure to lock any and all doors (including doors to the hallway) and turn off all lights before departing the building, even if you think there are others that still remain in the building.

CERTIFICATION (DPI)

All teachers must be certified by the Wisconsin Department of Public Instruction in the grade level and subject area that they are teaching. Those few teachers who are not certified must be on a study plan to achieve certification by a specifically allotted time. The principal requests teachers to go on study plans when applicable. Agreeing and complying with the timelines of a study plan is one requirement of renewal of the teacher's contract.

CHECK OUT (YEAR END)

Teachers will go through a check-out procedure at the end of the year. A checklist of things to be accomplished will be given to the teachers in advance and must be completed and approved by the principal before teachers are formally "checked-out" to begin summer break. Keys are handed in to the Business Manager at the completion of the check-out.

CLASS SCHEDULES

Teachers are required to submit a class schedule to the principal and to create these schedules by the deadline given. The schedule should show when each subject is being taught and how

long each subject is being taught. Specialists must also create schedules. Recesses, lunch, snack times and other classroom activities are also an important part of the class schedule and must be included. Please plan your schedule to make the most effective use of your educational time. Class guidelines for minutes required in each subject are provided for you by the principal, and should be followed as closely as possible. The principal will go through your minutes with you, using an online tool, at the beginning of each school year. Every effort should be made to include at least one half hour of Religion on those days when there is no liturgy.

CONDUCT

There are rules and responsibilities that contribute to a harmonious work environment for all employees. The following standards of conduct are established to help employees understand what is expected of them in terms of performance and behavior standards. This list includes some, but not all, of possible conduct which could be a call for disciplinary action:

- Misrepresenting facts in obtaining employment, falsifying records or falsely claiming injury.
- Possession and/or use/under the influence of intoxicants or illegal drugs on school premises.
- Unauthorized possession of property of a co-worker.
- Being the aggressor in a fight.
- Immoral or unethical conduct at school or outside of school if the conduct has an adverse impact on the Church or the school and is inconsistent with Catholic principles and values.
- Insubordination-in opposition to and usually in defiance of established authority. *Insubordinate* implies failure or refusal to recognize or submit to the authority of a superior.
- Negligence resulting in injury to self or others.
- Distributing, posting, circulating unauthorized notices, posters, handbills or other materials in work areas or soliciting employees during work time.
- Releasing confidential information or records to unauthorized individuals.
- Intentional waste of materials or supplies.
- Carelessness, inefficiency or inattention to work.
- Possession of weapons of premises.
- Harassment (physical, emotional, sexual, etc.).
- Inappropriately accessing voice mail, electronic mail or computer files/data of others.
- Inappropriate physical contact with students.
- Inappropriate use of technology.

COMMUNICATION

Parent Communication

Relationships with parents are to be marked with respect. Courteous two-way communication must be maintained at all times for learning to be productive and effective. Teachers and staff members will avoid becoming emotional during parent communication at all costs. The old adage, "hold your tongue," applies here. The teacher or staff member has the right to terminate any communication where a parent becomes highly emotional. In this situation, the teacher or staff member should contact the principal immediately. Emotional discussions should never take place in the presence of children.

Peer Communication

A professional environment must be maintained at all times when communicating with a colleague. Positive, professional communication is an important part of working together as a team to meet the educational goals of Catholic East Elementary School. Teachers using good communication skills are also excellent role models for students to copy in the effective use of good communication. Communication of a sensitive or emotional nature must never take place in the hallways, outside the building, or in any other public location where it will be heard by students, parents, or other staff. Teachers and staff members are encouraged to seek out the principal to act as a mediator when discussing emotional issues. Anything discussed inside of school or outside of school that relates to the school is highly confidential. "Faculty room gossip" is unacceptable. Communication during the lunch hour should be positive and productive and conducive to a pleasant social atmosphere.

Administrative communication

Communication between the principal and the entire school staff is extremely important. Communication consists of the dissemination of information from the principal to the staff and feedback from the staff to the principal. This can be done with hard copies memos or through email. Teachers and staff members are required to check their email each morning before school and read any daily communication/calendar from the principal. Please respond to principal's emails promptly. Failure to turn in paperwork or attend to duties in a timely manner can result in disciplinary action.

Face-to-Face Communication

The principal has an open door policy for teachers, parents/guardians, and staff. If the office door is open, she/he is available to speak with you and you are not interrupting anything that cannot be interrupted. If the door is closed, it means he/she is occupied with someone else, on the phone over a confidential matter or working on something that cannot be interrupted. If you need to see the principal regarding an emergency matter and the door is closed, ignore it, and enter. The building designate, business manager and the school secretary know the whereabouts of the principal at all times and is able to contact him/her when necessary.

Informal observation

When the principal comes to your classroom to observe, he/she will simply walk around and observe you and your students. Please continue to teach your lesson. The principal will let you know if he/she needs to interrupt the class, and will try to keep interruptions to a minimum.

Written Communication

Written communication can also be an effective way of disseminating information and receiving feedback. The principal routinely sends out email messages to faculty and staff, as well as other memos in hard copy. All staff should read these communications because they often contain important information. Feel free to put any communication to the principal in writing, and be sure to include your name.

CURRICULUM PLANNING

All teachers are expected to participate in curriculum planning, textbook selection, textbook orientation, and curriculum evaluation. Each year, we will focus on a different curriculum. Curriculum planning will involve the following:

- reviewing texts and other instructional materials, state standards, and district grade-level expectations
- revising the curriculum to meet the specific needs of Catholic East Elementary School
- reviewing the curriculum periodically to ensure its appropriateness and effectiveness

CORPORAL PUNISHMENT

Teachers or any other employee may not use corporal punishment under any circumstances (5114a).

DEDUCTIONS/TAXES

The following deductions are withheld from your paycheck. Please see the Business Manager with any questions regarding these deductions.

- Federal Withholding Tax
- State Withholding Tax
- FICA (Social Security)
- M/C (Medicare)

DISCIPLINE

Each teacher is expected to have a discipline plan which outlines the general standards of behavior within the classroom and the resulting consequences. Each teacher should also have an outline that rewards positive behavior. These should be clearly written and posted in prominent place in the classroom. School-wide rewards such as "Citizenship Awards or Honor Roll" are also given to students. Students can be responsible for helping establish the behavior codes for that classroom. Behavior outside the classroom, such as on the playground, in the bathroom, in the lunchroom, and in the hall should also be discussed with the students. Every teacher is expected to monitor the behavior of every student in public areas within the building and correct any inappropriate situations, particularly paying close attention to behavior on the playground and in the lunchroom. The involvement of the parents/guardians and the principal should be noted along the continuum of consequences and rewards listed in the discipline plan. The teachers are expected to use the formal disciplinary referral plan when classroom warnings are no longer effective. It is helpful if the primary teachers, the intermediate teachers and the upper level teachers have consistent discipline policies within each of these levels, along with the basic discipline expectations for entire school. **No teacher or staff member may ever use any form of corporal punishment with a child. Staff members (school secretary, hot lunch coordinator, custodial staff, etc) are to refer discipline issues to the faculty or the principal and are not to administer disciplinary actions to students unless it is truly an emergency or a dangerous situation.**

Catholic East Pride! Go, Scholars!

2011-2012 Rules of Behavior and Discipline Plan

All Scholars, Grades K3-8

- Scholars will be in proper uniform at all time

- Scholars will walk quietly in the hallways
- Scholars will be safe by being where they are supposed to be
- Scholars will keep their hands, feet and objects to themselves at all times
- Scholars will be respectful in their words and actions

1. Primary Scholars at Holy Rosary Campus, Grades K3-2

- Listen when others are talking
- Follow directions
- Keep hands, feet, and objects to yourself
- Work quietly and don't disturb others
- Show respect for school and personal property
- Work and play in a safe manner

Actions and Consequences, Grades K3-2

- General warning to entire class
- Proximity: Focus on students who are off-task
- Firmer or direct warning, reminding student(s) of reason for rule
- Separate student from group
- Disciplinary consequence: loss of privilege (free time, recess, specials classes)
- Note sent home to parent/guardians information them of behavior
- Follow up with parents with a phone call, parent meeting or conference
- Continued follow-up with parents/guardians

2. Intermediate Scholars at SS. Peter and Paul Campus, Grades 3-5

- Follow directions the first time they are given.
- Eyes front when the teacher is talking.
- Raise your hand and wait for permission to speak.
- Stay in your seat unless you have permission to get up.
- Change tasks quickly and quietly.
- Keep hands, feet, and objects to yourself.
- No teasing or tattling.

Actions and Consequences for Grades 3-5:

Grades 3-5 will be using a new discipline policy this school year. It will be based on a color system resembling a stop light. Each of the students will start on GREEN. The student will be given a warning. If a student continues to break one of the school or classroom rules, it will result in a color change. The policy functions as follows:

YELLOW: CAUTION The student will complete 5 minutes of service to the school during recess.

ORANGE: DANGER The student will complete 10 minutes of service to the school during recess.

RED: STOP The student will miss a day of recess.

During this time they will complete service to the school, and will write a note of explanation for their behavior. They will bring this home and bring it back signed the next school day. Each day the students who remain on GREEN for the day will get a sticker next to their name. At the end of each week, students who remain on GREEN for 3 or more days will receive incentive time on Fridays. This will consist of extra recess, board games, movies etc. At the end of each month, students who remained on GREEN for the entire month will receive a homework pass.

3. Middle School Scholars at SS. Peter and Paul Campus, Grades 6-8

- Scholars will keep their hands to themselves.
- Scholars will be respectful and polite to one another, both in words and in action.
- Scholars will not talk over one another.
- Scholars will raise your hand for recognition.
- Scholars will not chew gum, or eat candy in classrooms.

Actions and Consequences for Grades 6-8:

Class will be generally warned about behavior.

Individual(s) in class will be privately warned.

Remind involved scholars that you are not negotiating.

Scholar(s) will be separated from each other in the classroom, or other appropriate individualized strategies will be implemented.

If scholars(s) do not stop, they will receive extra homework to be done in teachers classroom during lunch.

If the actions by the scholars do not cease, they will be sent to the Principal's office.

Parents will be notified of serious behavioral issues regarding their children

FOR ALL SCHOLARS GRADES K3-8.

Catholic East Elementary School's discipline is based on Catholic values, as well as respect for others. The goal of our discipline plan is to lead the student to achieve self-discipline. Our goal is to develop within each student a sense of responsibility and recognition of consequences for her/his actions. A positive learning environment within Catholic East requires that all persons involved follow acceptable standards of behavior. The involvement of the parents/guardian, the principal, the teachers and the students is critical to the success of the discipline plan. All discipline policies are in line with Archdiocesan Policy 5411.

This plan focuses on the level where discipline issues have risen to a point where the principal needs to be involved in the communication with the student and the parent and in order to impose stricter penalties. The principal must be assured that the teacher involved has used every strategy possible to improve the behavior of the child within their own classroom. Extensive communication with the parent/guardian must have taken place and the teacher must present documentation of these communications/meetings to the principal even before the first discipline notice goes home. This plan also provides required documentation if an expulsion hearing takes place.

Conduct Detrimental to the Reputation of the School

The principal reserves the right to impose disciplinary consequences for any conduct, inside or outside of school, that is detrimental to the reputation of Catholic East Elementary.

Discipline System

When a child exhibits consistently inappropriate behaviors, after being warned by the classroom teacher or other teachers repeatedly, and after the teacher has communicated with the parents with no improvement on the part of the child, he/she will be given a "Discipline

Notice". This form will be sent home to parents/guardians after being reviewed by the Principal. Parents/guardians are to return the discipline notice with their signature the following morning. Follow-up to obtain forms not returned is the responsibility of the school secretary at each campus.

Below is the procedure that will be followed to handle disciplinary situations:

- After three discipline notices have gone home, a face to face meeting will occur between the parents/guardians of the student, the teacher(s), and the principal.
- The fourth discipline notice will result in one day of in-school suspension.
- The fifth discipline notice will result in a one to three day out-of-school suspension; probationary status will be initiated with a student/parent contract for future behavior.
- The sixth discipline notice will result in a second one to three day out-of-school suspension, proceeding to a discussion of the possibility of expulsion and a review of the probationary status (this is the student's last chance).
- The seventh discipline notice will result in proceeding to an expulsion hearing and possible expulsion. Student is placed in out-of-school suspension as the process continues.
- Serious fighting and/or hitting or causing significant danger of any kind to other students or a teacher, drug possession, throwing chairs or other dangerous items, weapons in school, etc., use of cell phone with inappropriate texting or calling, can result in an automatic out-of-school suspension, with possibility of moving to expulsion immediately, depending on the severity of the issue. This is the decision of the principal.
- "Skipping" classes or leaving the school premises without permission can also result in an automatic out of school suspension, with possibility of moving to expulsion immediately, as well. This is the decision of the principal.

DISCIPLINE FORM USED

The form is titled "DISCIPLINE NOTICE" and contains the following sections:

- STUDENT:** A field for the student's name.
- CLASS/GRADE:** A field for the student's class and grade.
- HOME ROOM NO.:** A field for the student's home room number.
- DATE:** A field for the date of the incident.
- TIME:** A field for the time of the incident.
- SUBJECT:** A field for the subject of the incident.
- LOCATION:** A field for the location of the incident.
- TEACHER:** A field for the teacher's name.
- OFFENSE:** A section with four horizontal lines for describing the offense.
- ACTION TAKEN:** A section with four horizontal lines for describing the action taken.
- Parent Signature:** A line for the parent's signature.
- Student Signature:** A line for the student's signature.
- Office:** A line for the office's signature.

At the bottom of the form, there is a footer that reads: "102-Honored & Stephens, Fremont, NE WHITE - PARENT COPY GRADUITY-OFFICE". A yellow and pink sticky note graphic is attached to the bottom right corner of the form.

Detention

Detaining a student is an effective method of discipline and may be used by any teacher as part of a classroom or out of classroom discipline plan. The principal can also make use of detention as a disciplinary action. Detentions will be served at the discretion of the principal/teachers, but should last no longer than 45 minutes. A child may receive multiple detentions depending on the severity of the issue. Parents/guardians will be informed when their child has served a

detention. Parents must be notified by phone the day before a child is expected to serve a detention or be detained for any amount of time at school due to disciplinary action.

DRESS CODES

Dress Code for Students

Teachers are expected to enforce the dress code found in the Parent/Guardian/Student Handbook. Dress code violations should be reported to the principal. Notices of violations will be sent home to parents/guardians.

Dress Code for Faculty/ Staff

- ✓ Dress will reflect attire that is known as “business casual.”
- ✓ Women: Dress slacks, skirts, capris and dresses. Leggings may be worn with skirts or dresses that are of appropriate length (think leggings to replace tights; skirts must be at least just slightly above the knee; no short skirts, please). Leggings may not be worn with tops.
- ✓ Tops should not be low cut and should never reveal cleavage.
- ✓ No spaghetti strapped tops or dresses.
- ✓ Sleeveless tops are allowed with the exception of tank tops.
- ✓ T-Shirts are not acceptable at any time (including Spirit Wear Days); however, round neck dressier tops for women are allowed.
- ✓ Men: Dress slacks. No cargo slacks or slacks with large and numerous pockets. Shirts must have collars. T-Shirts are unacceptable at any time, including Spirit Wear Days. Polos or dress shirts are strongly suggested, as is the wearing of a tie.
- ✓ No athletic/tennis shoes except for Spirit Wear Days.
- ✓ No flip-flops or beach type sandals at any time, including Spirit Wear Days.
- ✓ No shorts, except for Spirit Wear Days (see type of shorts below).
- ✓ Open toed shoes/sandals may be worn as long as they are a “dressier” type of shoe and do not resemble a beach type of shoe.
- ✓ Spirit Wear Day will be on the first Friday of the month. On these days staff may wear shorts that are walking type dressier shorts (no athletic nylon shorts), cargo pants or nice jeans that are not frayed or torn. Each teacher receives or has received a navy blue short-sleeve polo to wear on Spirit Wear Days.
- ✓ Sweat suits, warm-up suits, pajama pants or other leisure wear is not acceptable school attire.
- ✓ Female Faculty/Staff are asked to wear a more dressy form of attire for liturgy days. Male Faculty/Staff are asked to wear a shirt and tie for liturgy days.

EMERGENCY MANAGEMENT PLAN - FIRE EVACUATION

Each teacher is responsible for thoroughly familiarizing her/his students with the details of the fire evacuation plan and for the display of appropriate conduct during each drill. The signal will be one continuous siren ring of the fire alarm. Always exit the building by using the nearest or clearest exit. When all exits are open, use the assigned exits. Fire drills will be held at any time without notice after the first week of school. A child in the rest room at the time the fire alarm sounds should be instructed to exit the building by the nearest exit and go around the outside of the building to rejoin his/her class. Children should never attempt to rejoin their class from inside the building.

WHEN THE FIRE ALARM SOUNDS

- 1) Cease all activity immediately.
- 2) Walk quickly and quietly in single file to the nearest exit.
- 3) The teacher follows the class (although an exception may be made for K4/5 and first grade); closing the classroom door after all students have left the room. Close windows if time permits. The class record book or emergency contact binder for the classroom will be taken with the teacher so that a quick check of attendance is possible outside. The first student to reach each exit door will remain to hold the door open until the last student has exited. The student holding the door will stand beside or behind the door, not in front of the door. All personnel must move quickly until the assigned area is reached. Once outside, remain in the designated area and check to see if everyone is present. If a child is missing, do not reenter the building to look for the child. Missing children should be reported to the building administrator who will alert fire rescue volunteers.

If a class is at a special class during the time of the drill (fine arts, physical education, technology, etc.), the specialist is responsible for attendance and supervision. All teachers are responsible to see that an emergency evacuation plan is posted within the classroom. Exit plans and strategies are reviewed at the beginning of the year teacher in-service.

EMERGENCY MANAGEMENT PLAN: SCHOOL CLOSINGS

In the event of a school closing due to excessive heat, cold, or excessive snow or ice, individual teachers will be contacted by the school secretary or the principal. Teachers will listen to local radio and television stations for information on school closings or go online. Catholic East Elementary School will follow the directives on closing of the Milwaukee Public School District (the station will indicate “Milwaukee Public and Private Schools”) for school closings due to extreme weather conditions. However, Catholic East will also be published online, as well. Stay tuned to the following radio /TV stations or go online for school closing updates:

- WTMJ Channel 4 television; www.wtmj4.com
- WISN Channel 12 television; www.wisn.com
- FOX Channel 6 television; www.fox6now.com
- WTMJ Radio 620 on the am dial

EMERGENCY MANAGEMENT PLAN: EARLY DISMISSAL

In the event school closes early due to excessive heat, cold, snow, or ice, individual teachers will not need to make contact with families. The school secretary will make every effort to contact parents/guardians. The office will contact the base numbers and handle all incoming calls. Refer to the emergency management plan in the back of this handbook.

EMERGENCY MANAGEMENT PLAN: TORNADO PROCEDURES

If county alert or weather radio alert system gives a tornado watch, we will try to get the information to the teachers without alarming students. Students will remain in a hold situation during a tornado watch. When a tornado warning has been given, the signal to move to safety will be a long series of sound, sound, sound, silence of the school bell or the city sirens. All students will move to the Cramer Building cafeteria. Students will kneel facing the wall with their hands covering the backs of their necks and heads. The all clear will be given on the PA system or in person by the school maintenance staff or principal.

ENVIRONMENT: CATHOLIC IDENTITY

Each classroom is to reflect a positive Catholic Identity through the use of displayed religious articles including but not limited to: a wall crucifix, a classroom bible, a prayer corner, religious statues and bulletin board displays. Teachers should remember that such objects are only reminders of our adoration of God and Jesus and not objects of adoration themselves. Each school day will begin and end with prayer. Students must understand that during these all school prayer times, all non-prayerful activity should cease. A prayer of thanksgiving should also be offered before lunch for all day classes or snack time. Religion should be taught each day and Catholic Identity should be incorporated into every secular curriculum whenever possible.

ENVIRONMENT: LEARNING

Since we are all learners who utilize a variety of sensory stimuli, the classroom should be a place of multi-sensory experiences. Teachers are encouraged to provide divergent learning experiences and to display student's attempts at demonstrating content mastery. This serves to affirm the student's academic efforts and it personalizes their learning environment. As stake holders of their learning environment, students are encouraged to share in the task of keeping the classroom organized and clean. Opportunities should be organized to involve every student at some time during the year. Students and teachers should respect the learning environment of other classrooms when moving through the hallways and using the restrooms. A United States flag is placed in every classroom. It is important that students respect the flag. The Pledge of Allegiance and the Catholic East Scholar Pledge is said every morning over the loudspeaker, along with morning prayers, which are said by students of all grade levels. Students and teachers should stand for the pledge, placing hand over heart. The environment of the classroom should not be chaotic or distracting, but have things in the room that have purpose and meaning for student learning.

ENVIRONMENT: SOCIAL

All students are to be taught proper socialization skills that reflect Catholic teachings, morals and values. These socialization skills are to be practiced by all students inside and outside the classroom, in the lunchroom, during sporting events and on the playground. Proper behavior is to be expected in all situations. Any teacher observing a child acting improperly is to take proper action to correct the situation. Classes take turns presenting the Morning Prayer and Pledge.

EXTRA-CURRICULAR ACTIVITIES

Participation in extra-curricular activities by teachers is totally voluntary, but teachers are encouraged to become involved especially in spiritual or academic extra-curricular activities. Spiritual, academic and athletic extra-curricular activities are a positive source of school and community public relations. Academic extra-curricular activities are often dependent on teacher volunteers.

FACULTY LOUNGE

The faculty work, counters and mail area, which is located in back of the secretary's office and adjacent to the principal's office, is for professional staff only. Student related business should

be addressed elsewhere. Out of mutual respect for the integrity of your colleagues' conversations, at no time should students be placed in this area during recess or noon periods as part of teacher supervision. If it is necessary for a child to remain indoors to get caught up on late work or because of a disciplinary measure, it is the responsibility of the teacher to remain in his/her classroom with the child. The cooperation of each person is required in keeping the faculty area orderly. The faculty lounge is not to be used as a storage area for particular classroom materials. No food is to be left in the refrigerator in the lounge area or on the second floor longer than one week unless it is nonperishable condiments. Each teacher must respect the capacity of the refrigerators and the number of people using the space by not overloading the refrigerator with personal items. Freezer space is very limited. Spoiled items will be discarded as soon as they are discovered. The containers holding spoiled items may also be discarded. Teachers will respect the personal property of other teachers by not helping themselves to another's food unless invited. Food containers or bottles of condiments should contain the name of the teacher. Teachers who bring food to be shared should post it as such. Each teacher is responsible for washing his/her own dirty dishes immediately after using; please do not leave dirty dishes in the sink. Each teacher should take it upon him/herself to straighten this area when he/she sees it is needed.

FACULTY MEETINGS

Faculty meetings will be held twice each month on Tuesdays from 3:45 p.m. to around 5:00 p.m. The day of the week is set by the end of the previous school year. The principal will create and distribute the agenda prior to the meeting and also provide the prayer. Teachers can certainly ask for items to be on the agenda and should communicate that to the principal. Teachers are encouraged to take good notes at the meeting for their own reference and to share information presented with teachers who may be absent from the meeting. Teachers may choose to take turns bringing a light snack and beverage for the meetings.

FIELD TRIPS

Educational field trips are chosen by the teacher. Two trips per class are allowed each year. Additional trips may be allowed on a case by case basis. Teachers should inform the principal prior to planning the field trip. Upon approval, the school secretary will provide the teacher with a Parent Permission slip, to be duplicated as necessary and distributed by the teacher. The teacher is responsible for preparing a letter of explanation to be sent home with the permission slip. Whenever possible, student transportation must be by bus or walking. If students are being transported in private automobiles, all proof of insurance, Safeguarding God's Children attendance proof and driver operator forms must be on file in the school office before the field trip. The secretary will be responsible for arranging bus transportation to and from the destination. Teachers should coordinate field trips to make the best use of busing. All field trips must have an educational objective. Activating prior knowledge is an important element in extending one's knowledge base. Therefore, it is recommended that concepts related to the trip are studied prior to the trip and internalized upon return through oral, written or artistic expression. The school secretary or teachers will inventory all student permission slips and fees before the day of the field trip. **All permission slips and fees must be submitted to the school office no later than the end of the school day before the trip. Verbal permission by phone is not permissible at any time.** Students are not allowed to bring in their permission slips the morning of the trip. If the child does not have their permission slip in at the designated time, they will remain at school for that day. To be clear, those students who do not have their

permission slips in on time must report to school and will spend the day in the school office or in another classroom doing pre-arranged class work. Teachers will be responsible for obtaining chaperones for the event and for informing the office of who they will be and are responsible for checking to insure that they have taken the Safeguarding God's Children session, have a criminal background check on file and have signed the Code of Ethical Standards (please check with the Business Manager to see if your chaperones comply).

The ratio of children to adults is dependent on the nature of the field trip. The recommended ratio is as follows:

- Grades 5-8 One adult for every twenty children.
- Grades 1-4 One adult for every fifteen children.
- 4K and 5K One adult for every eight children.

Chaperones will be given an itinerary for the day by the teacher, along with the list of students in their care. Teachers will be responsible for any students with special needs during class trips. Toys and electronic equipment (such as cell phones, iPods, DSLs, etc.) may not accompany the students on a field trip.

In the Case of an Emergency:

Teachers are required to bring along with them a copy of the emergency record for every child attending a school outing. This information will be kept in a special binder and must be visible at all times. In the event that a student must receive medical treatment while on a field trip, the teacher should give his/her copy of the emergency record to the emergency medical technician who will be transporting the child to the hospital/clinic. The classroom teacher should place all permission slips in the binder, as well. A teacher may accompany a child who is being transported to the hospital provided there is another Catholic East faculty/staff member on site to assist the chaperones with their supervisory tasks. The teacher must delegate a chaperone to inform the school about the incident immediately following the initial summons for medical assistance. Teachers are to remain with the injured student until medical assistance arrives. Upon arrival back at school, the teacher is obligated to complete an Accident Report. They can be obtained in the school office. The school secretary will assist the teacher with the completion of this form.

FUNDRAISING ACTIVITIES

Teachers must support parish and school fundraising activities. No teacher may conduct a personal fundraising project within the classroom without the permission of the principal. Teachers may be asked to serve on fundraising committees, and should do so in good spirit and with a willingness to help support the school. Teachers are expected to help with at least two fish fries per school year.

GRADING SCALES AND HONOR ROLL

Grading Scale

K3-Teacher created report appropriate for age group

K4/K5

- + Demonstrates consistent understanding and application
- / Demonstrates a general understanding
- Needs more time to develop

Grades 1 and 2

- S Secure: Demonstrates a complete understanding and application
P Progressing: Demonstrates a general understanding
N Needs improvement: Demonstrates an inconsistent understanding

Grades 3-8

A+	97.5-100	B-	84.5-86.4999	D	70.5-73.4999
A	94.5-97.4999	C+	81.5-84.4999	D-	68.5-70.4999
A-	92.5-94.4999	C	78.5-81.4999	F	Below 68.5
B+	89.5-92.4999	C-	76.5-78.4999		
B	86.5-89.4999	D+	73.5-76.4999		

Honor Roll

At the end of each quarter, students in grades 3-8 achieving a grade point average of:

- 4.0 are recognized with Highest Honors Awards
- 3.75-3.999 are recognized with High Honors Awards
- 3.4 to 3.749 are recognized with Honor Roll Awards
- Any plus or minus on the report card will not affect the point system, i.e. A and A+ both have the same point value.
- Averages are based on A=4 points; B=3 points; C=2 points and D=1 point
- Special classes, i.e., music, art, technology, physical education and Spanish are weighted at 50%.
- All "Honors" students receive recognition and a certificate at an all-school assembly at the end of each quarter.

Catholic East uses Standards Score (formerly Webgrader) an online grading program. All parents/guardians/students are given logins and passwords at the beginning of the school year which enables them to use the online grading program. All grades for the week are to be entered by 11:59 p.m. on Thursdays in order for parents to be able to view grades prior to the weekend. Teachers are encouraged to use the Webnote features of this program in order to foster good communication between school and home. Parents who do not have computers are welcome to use a computer in the school lab to view their children's grades. All "progress reports" are viewed electronically at mid-quarter. Report cards are produced electronically and teachers have deadlines for the final entering of grades at the end of each quarter.

Progress Reports

Progress reports for current students can be found on the Webgrader online program www.clihome.com and can be viewed electronically by parents/guardians daily, if desired. A communication is sent home to parents/guardians at the mid-point of the first quarter reminding parents/guardians to check their child's progress prior to the mandatory parent/student/teacher conferences in November. Parents/guardians who do not have access to a computer are encouraged to use a school computer in the lab that Catholic East will provide for their use.

GRIEVANCE PROCEDURE

The Corporate Board (Frs. Kitzke, Last, Mason and Michalski) is the chief administrative entity of the school.

The specific direction of the school is delegated to the principal.

The specific direction of the classroom is delegated to the teacher.

The specific direction for outside activities, lunch, and playground supervision is delegated to the principal.

Supervision of outside activities, lunch and playground supervision is delegated to teachers and teachers only, unless an exception has been approved by the principal.

If a question regarding procedures should arise:

- **First:** Consult the person involved. This will occur in a face-to-face meeting between the two persons.
- **Second:** Consult the principal only if the concern remains. This will occur face-to-face and as soon as possible after consulting the person involved. The person with the grievance must be able to state clearly the nature of the grievance and present a solution to the principal.
- **Third:** Consult the Corporate Board only if the concern persists. The consult to the board must be submitted in writing within five business days after level two. The document must contain the following material:
 - 1. The nature of the grievance.
 - 2. Against whom the grievance is directed.
 - 3. Factual data including dates and times of all situations involved in the grievance.
 - 4. A recommendation for resolution.
 - 5. Signature of the person filing the grievance.

The individual with the grievance beyond level three may elect to proceed further with the grievance through the parish grievance committee and the Archdiocese of Milwaukee. All grievances beyond the third level must be submitted to the proper committees in writing within a designated time line as set by Archdiocesan Policy 4135.4.

HARRASSMENT

The school is committed to providing a professional work environment for its employees which is free from physical, psychological or verbal harassment. Harassment can occur as a result of a single incident or a pattern of behavior where the purpose of effect is to create a hostile, offensive, or intimidating work environment. Harassment encompasses a broad range of behavior, which can include, but is not limited to, the following:

- Physical or mental abuse
- Racial insults
- Derogatory ethnic slurs
- Unwelcome sexual advances or touching
- Sexual comments or sexual jokes
- Requests for sexual favors used as a condition of employment or affecting any personnel decision such as hiring, promotion or compensation
- Inappropriate and offensive emails or other written communication

The school prohibits any form of harassment and takes this issue very seriously. Any employee who engages in such harassment is subject to immediate disciplinary action, up to and including discharge. If you believe you have been the victim of harassment, please report this immediately to the Principal or if necessary, the pastors or the Archdiocese of Milwaukee.

Retaliation against any person making a complaint of harassment or participating in a harassment investigation is also strictly prohibited. Such retaliation will be considered a violation of this policy and will be subject to disciplinary action, up to and including discharge.

HEALTH AND WELLNESS

Employees are expected to show a willingness to pursue a healthy lifestyle. Excessive or abusive use of alcohol, tobacco and drugs are counterproductive to this effort.

HOMEWORK

Student homework is a valuable learning activity that expands the learning environment to the home environment. Assignments should take into consideration the ability of the student to work independently and the educational resources within the home. Homework is also a means of instructing students in study skills. Homework teaches organizational and time management skills. Students in grades 2 through 8 are required to have and use a student assignment notebook. The assignment notebook will go home on a daily basis so parents are aware of the school work status. The guidelines for homework time are given below. Teachers should be aware that these are only guidelines and make a conscious effort to monitor the amount of homework each child is taking home at night. Team teachers should also be aware of how much homework other teachers on the team are giving. All homework assignments are to be posted on the Standards Score program daily.

Homework guidelines

Primary Students 0-15 minutes per day

Intermediate Students 15-45 minutes per day

Middle School Students 45-90 minutes per day

HOUSEKEEPING

Teachers are to see that desks, shelves and cabinet are in order. Teachers are asked to see that the floor, desks, etc. are clear of clutter at the end of the day. Wastebaskets and recycling baskets are to be placed in the hall at the end of the day. Bulletin boards should be kept current and attractive, displaying student work whenever possible. Placement of items on painted walls in classrooms, on doors or in hallways should only be done using "Mavelous Tape," which can be obtained from the office. An annual inventory of equipment and **texts** in the classroom should be updated at the end of the school year.

JURY DUTY

An employee required to serve as a jury member who presents a court pay voucher to the principal will be compensated for the period of jury duty based on the difference between jury fees (excluding food and mileage allowance) and the amount of the employee's normal straight time earnings for that period. To be eligible for jury duty pay, an employee must provide adequate advance notice and be at work during regular hours while not on jury duty.

KEYS/FOBS

Teachers are responsible for the set of school keys/fob they have been given. Teachers may keep their keys as long as they are under contract with Catholic East Elementary School. Keys are to be turned in at the end of the school year during the check-out procedure. All keys must be turned into the principal at the termination of the contract. No school key may be copied.

LESSON PLANS AND GRADE BOOKS

Lesson Plans

Lesson plans are to be prepared weekly and updated daily. They should cover the activities for the current week. **Lesson plans are to be submitted electronically to the principal by noon on Sunday prior to the beginning of the week.** Please maintain your professional integrity by adequately preparing for the learning that will be taking place in your classroom. The lesson plan book will be available in each classroom every morning and must be clear enough to be used by a substitute teacher. Please retain your lesson plan books for a period of one year.

Catholic East Lesson Plan Elements

- Teacher Name
- Subject Area/Topic/Title of Lesson
- Grade Level (s)
- Purpose/Objectives/Outcomes: *"The Student will be able to..."*
- Assessment of student outcomes
- Archdiocesan Curriculum Expectations/State or National Standards addressed/Archdiocesan Exit Expectations (Use whatever works best for you). Number whatever you use and use the numbering system in your plans for reference.
- Materials/Resources/Technology that will be used
- Instructional Strategies, Accommodations, Differentiated instruction
- Student Activities
- Evaluation/Assessment
- Notes to Self: Work habits, skills and student behaviors to be worked on next time.
- Do your plans electronically, save them for next year; make changes or highlight as you go along!
- You will need to do plans for each subject area that you teach.

LUNCH COUNT

At the start of the day, each teacher will take a count of children who will eat hot lunch and who will purchase milk. Record the counts on School Tools. Students are NOT to be assigned this task.

Grade Books

Every teacher is expected to keep a record of progress on each child. These records of progress will be objective in nature. Grade books (or printed copy from Standards Score) are collected at the end of the year and are kept on file indefinitely in the school office.

MARGINAL STATUS

Any teacher or staff member, who demonstrates unwillingness or an inability to perform the requirements of the position, will be placed on marginal status. The principal and the staff person or teacher will meet to discuss the implementation of the marginal status and the

consequences if the requirements cannot be met. A written document detailing the marginal status (A Performance Improvement Plan) will be prepared and signed by the principal and the teacher or staff person. All information on the status of any teacher in the school will be kept strictly confidential.

MEDICATION

No medication will be administered by school personnel without the Medication consent form and the Physician Order for Medication Administration Form being completed and returned to the individual administering the medication (5140.2a). All student medication is to be kept and distributed from the school office, with the exception of Epi-Pens and Inhalers. Students in grades K-8 may self-administer emergency prescription medications, such as inhalers and glucagons, while at school only under the supervision of school staff. An elementary student who carries an inhaler on his/her person will need to have an Archdiocese of Milwaukee release form completed and signed by the student's physician, parent/guardian, principal and classroom teacher (5140.1a).

MONEY--COLLECTING AND HANDLING

All money collected for school events must come to the school office and then is given to the Business Manager as soon as possible. No money should be left in a classroom overnight. Teachers should secure their own personal resources within their classroom. Catholic East Elementary School is not responsible for any personal resources taken from a classroom or any other area of the building.

Student book orders

Teachers who elect to participate in student book clubs must take into consideration the financial resources of our families. The classroom teacher who chooses to participate in student book clubs is responsible for money collected, making the purchases, and distribution of the product. Any prizes made available to teachers by the student book club become the personal property of that teacher. Any discrepancy in the books received or the money owed is the responsibility of the classroom teacher.

MOVIES

Movies shown in the classroom must be G-rated or approved by the principal if rated PG or below. Teachers must preview all movies shown for suitability.

NON-DISCRIMINATION POLICY

Catholic East Elementary School, in its employment practices, will not discriminate by race, sex, disability, age, or national origin according to the Equal Employment Opportunity Act of 1972 and (4116.1).

NON-RENEWAL OF CONTRACT

If the employer is unwilling to renew the contract, the employer shall notify the employee in writing on the contractual date of termination or non-renewal as to its intent to non-renew. In those cases where an employee is not offered a contract because of an inability to correct performance concerns stated on the Performance Improvement Plan, such non-renewal should not come as a surprise to the employee. It is expected that both parties would have discussed such concerns during the year and the employee would have been given a reasonable amount

of time to correct noted concerns. If the employee is to be non-renewed, the Archdiocesan Human Resources personnel shall be notified on or before the date of non-renewal. If an employee is unwilling to renew his/her contract, he/she shall notify the employer in writing on or before the date specified in the contract that he/she will not be renewing the contract (4119.2)

PAY SCHEDULE

All employees are paid on a semi-monthly basis, usually the 15th and the last day of the month, unless either of these dates falls on a weekend or a holiday; then the pay date is the last workday prior.

PERSONNEL RECORDS

A cumulative personnel record file is maintained for each employee by the principal or business manager. It contains the teacher contract, letters of intent, employment application, resume, employment eligibility verification form, correspondence, teacher license from the DPI, religious education certificate, religious clock hour forms, salary information, yearly attendance record, leaves of absence, performance evaluations, copy of diploma, copy of transcripts, Safeguarding God's Children attendance certificate, criminal background check, signed Code of Ethical Standards and other signed local forms. All records are confidential. Employees have the right to inspect their own personnel files with advance notice to the principal or business manager. Records may not be removed from the school office and must be viewed with the principal in the room at the time. It is important that employees keep the school informed of name changes, new telephone numbers or addresses, tax deductions and emergency contacts. The Business Manager holds all records relating to payroll and withholding amounts. The Business Manager also documents days off and keeps track of accrued days electronically.

PHYSICAL EXAMINATION

All teachers new to the school must have a physical examination, including a chest x-ray or tuberculin test on file. Proof of such examination, chest x-ray or tuberculin test, taken up to ninety days prior to employment, must be given to the principal (4114.0).

PLAGIARISM

Plagiarism is defined as "stealing and passing off as one's own, the ideas, images, or writings of another" (Webster's Dictionary, 1961). Since plagiarism is an act of stealing, it is not accepted in any writing or speaking project turned in as an assignment by a student of Catholic East Elementary School. Any partial or complete act of plagiarism found in an intermediate student's assignment will result in a reduction of the grade on that assignment. Any partial or complete act of plagiarism found in a middle school student's assignment will result in an immediate failure mark for that assignment. (A score of 0% to 68% would be left to the discretion of the teacher based upon the percentage of the assignment that is plagiarized.) Students in the intermediate grades who wish to use direct quotes or paraphrase another's ideas, images or writings must follow reference guidelines established by the classroom teacher. Students in grades seven and eight who wish to use direct quotes as part of a written or oral assignment must follow the American Psychological Association (APA) style for referencing a direct quote both in the text and on the reference page. Students in grades seven and eight who wish to paraphrase a passage must provide acknowledgement as an in-text citation according to the APA style.

POSITION CLASSIFICATIONS

- Full-time (Salaried or Hourly) - An employee who works a minimum of 30 hours per week for at least eight months of the year.
- Part-time (Salaried or Hourly)-An employee who works a minimum of 20 hours per week (but less than 30) for at least eight months of the year.
- Limited Term-An employee who works for a limited number of hours per week, or a limited number of weeks per year; does not qualify them for full-time or part-time status.
- Note: Full-time, part-time or limited term status affects your eligibility for benefits. See benefit section for information.

PRAYER

Daily prayer occurs during the morning and afternoon. Students should be quiet and all should engage in prayer and the Pledge of Allegiance and Catholic East Scholar Pledge in the morning and in prayer in the afternoon. Classes are assigned to provide a prayer student every month of the school year.

PROBATIONARY PERIOD

The initial two contact years with a school are deemed to be a probation period and the contract can be terminated by the employer without cause during such period (archdiocesan policy 4112.0)

PROFESSIONALISM

All employees are expected to exhibit a high level of professionalism at all times. Employees are expected to grow educationally, technologically and spiritually while employed at Catholic East. All teachers shall complete the requirement of six semester credits at an accredited college or university. In order to receive tuition reimbursement for courses from Catholic East, the courses must be at the graduate level. A professional development plan must be completed and included in the personnel file. Teachers who lack the proper certification from the DPI or religious certification must have a study plan on file and must be pursuing the coursework necessary on an ongoing, steady basis. Employees are to treat each other with the utmost courtesy and respect. There are certain conversations that take place within the school that will require confidentiality. If a teacher is uncertain if an item should remain confidential, he/she should ask. Communication with the press must be cleared with the principal prior to the interview. Positive press coverage for Catholic East and our sponsoring parishes is encouraged. Professional conversations and actions are expected between all faculty and staff members. All employees are to view themselves as a very integral part of the marketing and recruitment efforts of the school and are to speak positively about the school, our students and fellow staff members whenever possible.

PUBLICATIONS

Teacher publications

Publications from teachers to parents should be prepared in a professional manner. They should be typed and proofread for correct grammar, spelling, and punctuation. Do not rely on a spell checker to catch all errors. The principal is always available to assist with the content of a

document, but it is not necessary for the principal to see the document prior to distribution. A copy of each publication should be given to the principal at the time of distribution.

Student publications

Publications from the students for public distribution should be prepared in a professional manner. They should be typed and proofread for correct grammar, spelling and punctuation. Student publications will be monitored by the teacher very closely for content. Student publications for public release must have the permission of the **building** principal prior to distribution. The principal has the absolute final authority over the content of student publications and must approve any such document prior to dissemination of that document.

PUPIL PROMOTION AND RETENTION

The decision to promote or retain a student is made jointly by the parents/guardians, homeroom teacher and the principal. Teachers are to follow the procedural steps in archdiocesan policy 5123b. The parents/guardians ultimately make the final decision whether to retain their child.

PURCHASE ORDERS

Prior to any purchase or request for reimbursement, a faculty or staff member must complete a purchase order form and submit this form to the principal for approval. The form then goes to the Business Manager who will place the order or offer reimbursement.

RECESS-INDOOR VS. OUTDOOR

The school secretary (or designate) checks the outside weather conditions about fifteen minutes before the start of recess (for rain, sleet, flooding or excessive ice on playground surfaces, etc.) and then checks the temperature online to determine whether or not the temperature or wind chill is at 0 degrees or below. If either of these things are present (bad or unsafe conditions either in weather or on the playground or a temperature/wind chill at 0 degrees or below) the secretary (or designate) gets on the PA system and announces to the school that there will be an indoor recess. These checks (and subsequent announcements) will occur 15 minutes before the morning recess and 15 minutes before the first lunch hour begins. The announcement is then in effect for all lunch recesses. Teachers should not make individual determinations regarding indoor vs. outdoor recess. Indoor recess takes place in the classroom, not the gymnasium or lunchroom. During this time, students can play games, cards, watch a movie, etc. Teachers should supervise their classroom during inside recess as it needs to be adequately protective of the students.

RECYCLING

Catholic East Elementary School participates in recycling. Paper that can be recycled, cardboard, plastic, tin, and aluminum will be placed in the proper container located in each classroom. Students will be taught to distinguish between what materials can and cannot be recycled and taught to practice recycling within the room.

REDUCTION IN FORCE

A reduction in force may be enforced when the school experiences declining enrollment, financial and budgetary constraints and or curriculum changes. Generally, a "RIF" will take place for a future school year, but may occur during the school year if conditions merit a reduction. A

30 day noticed will be given to all affected employees. A RIF notice is an indication that the existing or ensuing contract shall be null and void. Teachers will be reinstated to vacancies inversely to the order of reduction if certified and qualified for those vacancies. Teachers who fail to reply within 10 calendar days after receiving reinstatement notices shall lose all recall rights. If the teacher is unable to return to work on the date specified in the notice due to a serious medical condition which requires the care of a licensed physician, then that teacher will not lose recall rights for a future recall. Recall notices will be sent by Certified Mail, Return Receipt Requested to the teacher's last address on file and will be considered received on the date listed on the return receipt. Teachers will be considered on layoff and eligible for recall for 12 months. Any teacher while on layoff shall be allowed to enter into a contact with another school. In so doing, the teacher loses the recall rights. Laid off teachers shall have the opportunity to continue health coverage at full cost to the teacher for the term of the layoff or a maximum of 18 months as required by law. The following criteria will be considered and evaluated by the principal in determining staff reduction or eliminations. These criteria are listed in order of importance in determining those who will be reduced in force.

1. Certification (DPI and Religious)/Experience/Qualification
2. Professional Growth/Continuing Education
3. Evaluation of Personnel
4. Experience
5. Transferability
6. Needs of the School/Parishes
7. Seniority

RELATED POLICIES

All teachers and staff will support and enforce other documented policies of Catholic East Elementary School including the Parent/Guardian/Student Handbook and policies of the School Board and Athletic Committee. Teachers will also support and enforce all documented policies of the collaborating parishes, including but not limited to those published by the Parish Council and other parish organizations when applicable. Teachers will support and enforce the documented policies of the Archdiocese of Milwaukee. A copy of the Archdiocesan Policy Book is located in the principal's office and online at schools.archmil.org and is available for you to read at any time.

Policies and procedures need not be published in this handbook to be considered documented policies and procedures.

RELIGIOUS CERTIFICATION

All teachers are required to complete the Basic Recognition program of 40 clock hours five years after initial employment. All teachers who teach religion will be required to complete Intermediate Recognition five years after initial employment and Advanced Recognition three years after achieving Intermediate Recognition. Recognition at any level is valid for three years and must be renewed with 15 clock hours of additional course work. If the appropriate stage of Religious Education has not been attained according to the above guidelines, a written plan for completion must be filed with the principal and completed as soon as possible or the teacher contract can be deemed null and void. Teachers of religion, which occurs as a class in the middle school or in high school, must have attained advanced certification in religion. **All**

teachers must take part in the formal program in religious education offered by the school as part of their professional development.

SCHOOL CLIMATE

As educational colleagues, we come together for one common purpose: to share in the gifts and talents of one another. Just as we respect the unique qualities of each of our students, let us remember to likewise accept the individuality of our professional colleagues. Respectful communication, collaboration, consensus and mutual support should be the hallmarks of both students and staff who occupy the school premises.

Professionalism in Dress

Teachers should dress in a manner befitting the professional position held. "Jeans" (pants-blue denim) are not acceptable except on days that are designated as "Sprit Wear Days" and will be worn with "spirit wear," (Catholic East logo wear). See Teacher Dress Code.

Teacher Supervision Observation and Evaluation

Teachers will participate in their own professional assessment by setting personal and professional goals for the school year. The principal will be available to help in setting these goals. The principal will conduct administrative monitoring as an ongoing supervision of professional growth.

Administrative Monitoring and Informal Observation

The principal reserves the right to walk into any classroom at any time to observe the teaching process. This observation is informal. If the principal is just observing, it is administrative monitoring and the teacher should continue with the lesson. The principal will let the teacher know if he/she needs to interrupt the class. Informal documentation of observations will be given to the teachers as needed. These informal observations do not become part of the personnel records, however contents from informal observations can later be written into the formal evaluation.

Formal Teacher and Staff Observations and Evaluations

There will be one formal classroom observation each year. Formal observations include a process that includes a pre-conference, reflection, observation tool, written summary, both narrative and summative, and post conference that will become part of the personnel record. All evaluation procedures will follow Archdiocesan Policy 4117. Teachers and staff may request a letter of recommendation from the principal at any time.

Spirituality

Catholic East Elementary School chooses to hire qualified, certified teachers who are of the Catholic faith, but will consider other applicants of other denominations in certain situations. Teachers must model a life of spirituality within and outside the classroom. Teachers must participate in school prayer and school liturgy. Teachers should also have an active prayer life outside of school and be involved with their home parishes. Teachers who do not belong to a supporting parish should plan to attend weekend liturgies at one of these parishes a few times every year. Scripture reading should also be part of the teacher's prayer life. We teach that spirituality is a lifelong process. We must model our spirituality to the students.

Professional Growth

All teachers must complete the requirement of six semester credits every five years. This academic requirement must be directly related to your current position and/or licensing or an educational requirement for additional licensing in the field of education or religious studies. It is the requirement of every teacher to provide documented proof to the principal that these requirements have been met prior to being issued a contract for future employment. Any issues concerning professional growth will be referred to Archdiocesan Policy 4112.4. The principal will determine whether partial or full reimbursement can be made to teachers when their coursework is completed. This is generally a one-time per year reimbursement. The amount varies based on how many days per week the teacher is employed. If reimbursement is approved the teacher must present a completed and dated grade report to the principal before payment can be made. **In order to move up on the salary scale based on earned academic credits or to be reimbursed in part for these credits, the classes taken must be at the graduate level.**

SCREENINGS

Teachers will support and cooperate with public health officials when and if they come for the annual screening processes.

SEXUAL HARRASMENT

Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact, and/or unwelcome verbal or physical conduct of a sexual nature. Respect for the dignity of every individual is essential to the Catholic tradition. Any teacher or staff person who feels he/she has been subjected to sexual harassment will follow the grievance procedure in this handbook. It is unnecessary for the person to go through the first step of the grievance procedure in the case of sexual harassment. Any teacher or staff person who subjects another individual to sexual harassment will be subject to immediate dismissal as per Archdiocesan Policy 4116.23.

SMARTBOARDS AND OTHER TECHNOLOGY

All classroom teachers have SMARTboards in their classroom. Teachers are expected to present lessons using the SMARTboard, whenever possible, as part of a program of differentiated instruction. Please monitor your computer carefully at all times. Do not leave programs open on your computer and never give students your password. Remember to save pertinent data. Students can use computers in the room at the discretion of the teacher. Teachers must sign a telecommunications/Internet policy agreement form.

SOCIAL NETWORKING POLICIES

Social networking sites are online Web sites created so that individuals who share a commonality can communicate their interests. These sites have the ability to enhance communication between individuals as well as groups. In its most basic sense, social networking sites are a way for people to share news, information, opinions and insights by facilitating interactions using online technologies. If used discreetly and responsibly, these forms of communication can be beneficial in ministry and education. However, just as there are boundaries when engaged in face-to-face communication, there are also boundaries when using the Internet as your source of communication. When using these technologies, every

effort must be made and adhered to in order to create and maintain safe and secure environments; serious repercussions may result if behaviors are careless. Therefore, individuals must keep the following guidelines in mind when considering the use of social networking sites, especially for programs that involve youth under the age of 18.

GENERAL RULES OF VISIBILITY AND ACCOUNTABILITY

- Sites must first and foremost representative of the values of our Catholic faith and reflect the teachings of the Catholic Church.
- A clear statement of intended purpose and outcome of the social networking site should be made available.
- All appropriate individuals at the parish and/or school (pastors, principals, and staff) must be aware of and have given approval for using a social networking site for parish and/or school programs.
- When a minor has access to an adult's network of personal friends, the dynamic between minor/adult can be compromised. Therefore, any parish/school/ministry site must be completely separate from personal sites.
- The site should maintain transparency in all communications and postings.
- The administrator of the site must be an adult.
- The administrator of the site must regularly monitor all comments and postings. Any inappropriate content should be deleted immediately and it should be made known to the individual who posted it that inappropriate content is not tolerated.
- All involved should know that what is posted isn't private or temporary.
- The main purpose of the site should be for general communication, not chatting or socializing.
- A professional image should be projected, not only to minors, but also the general public.
- Keep in mind that humor and sarcasm can be easily misinterpreted and a statement or joke may seem harmless, but may be offensive to someone else.
- Mandatory reporting guidelines apply to all social networking sites.
- If any information raises suspicion that a minor has been abused/neglected/exploited staff and volunteers are obligated to report to local law enforcement officials or child protective service agencies.
- The information must be communicated to the proper authorities, documented and then removed from the site.

ESTABLISHING BOUNDARIES WITH YOUTH

- Parents must be made aware, in writing, of the parish and/or school intended use of a social networking site. Parents must be invited to have access to the site.
- Never be aggressive. There is a difference between initiating a "friend request" and accepting one. You should allow minors to request you as a "friend," do not seek them out.
- Set times you will be available on a social networking site. Minors should know that you are not available 24/7.
- All communication and interaction should always reflect your role as the adult.
- Do not communicate with a minor more than necessary on social networking sites.

- Social networking sites should be seen only as a means of communication, not a personal expression.
- Never say or do anything that wouldn't be said or be done in the classroom or in public.
- Maintaining professional relationships with students on a social networking site avoids any bias in the classroom.
- Follow all policies and procedures for posting pictures.
- Tagging pictures with names of minors or other identifiers is not permitted. This precaution will prevent them from showing up on search engines.

"STANDARDS SCORE" ONLINE GRADE REPORTING PROGRAM

The faculty will be responsible for learning, using and maintaining all features of the Standards Score online program. Homework should be posted online on Standards Score or on teacher web pages every day by 3:30 p.m. Grades are to be entered by Thursday evening at 11:59 p.m. every week. Report cards are generated electronically, as are progress reports.

STORAGE AREAS

You may store items in your room or in designated storage areas in each building. Keep in mind that you may need to take things home and rotate them back into school given that there is very little storage space in the building. Disposing of things that are no longer useful or in good condition is strongly encouraged. Personal items are never to be stored at school.

STUDENT ACADEMIC AND BEHAVIORAL EVALUATION

Student progress should be viewed on line by parents/guardians. Grades are to be up to date online. Report card deadlines are requested by the principal and technology teacher, who coordinates the report card process. Comments indicating a student's area(s) of strength or weakness are expected to be included on a progress report. Comments should be factual in nature and avoid drawing conclusions. As educators, we provide a very important service to our students and their parents/guardians. Parents/guardians expect us to be able to show evidence that we know their child as a student and as a person; therefore, areas of the progress report/report card should contain comments from the teacher. Numerical assessment codes that are used in other areas of the report card may be substituted for a teacher's comments, but written comments are strongly encouraged. The principal and the athletic director review all progress reports/report cards for athletic eligibility.

STUDENT ATTENDANCE

Attendance should be taken at the beginning of the school day by 9 a.m. and entered into the online program "School Tools." **Teachers are mandated to take attendance and enter it themselves. Students are NOT to be assigned this task.** If there are any changes in attendance during the day, the online data should be changed accordingly.

Code for recording attendance:

- A-AM absence
- A-PM absence
- T-Tardy

After attendance has been taken in the morning; the attendance sheet and any parental notes regarding a child's absence will be placed in the designated envelope and sent to the office. This envelope will be returned to the teacher the following morning. All attendance records must be

kept for the entire school year. An absence of one to three hours will be counted as a half day absence. An absence of more than three hours will count for the whole day.

Tardiness

Students arriving after the bell rings are considered tardy. Teachers enter tardies on School Tools. Upon arrival at school, late students are to check in at the school office. Teachers should report chronic (five times in one academic quarter) tardiness to the principal. Tardiness only applies to late arrival in the morning.

STUDENT BOOK CLUBS

See Money

STUDENT CARE

Child Abuse, (Physical, Sexual or Emotional)

It is the responsibility of educators as mandated reporters to report suspected child abuse cases to Social Services in the county where the child resides. If you suspect a child abuse case, please inform the principal immediately.

Illness

Students need to be monitored by the classroom teacher for some sign of illness prior to being sent to the office. Students who are sick should be sent to the school office. If the child needs to be sent home, the parent/guardian will be contacted by the school secretary. The school secretary will keep a log of all students who have reported in sick. Parents/guardians will sign the student out at the school office when they come to pick up the child. Students who are ill will rest on the cot in the back area near the copier, until they are feeling better or until their parents/guardians come to pick them up. The secretary will monitor the child. Under no circumstances will a child who is sick ever be permitted to walk home.

Injury

Students who are injured are to remain where they are injured. First aid procedures are to be followed. Contact the school secretary who will contact the parents/guardians and the principal. At all times, the directives on the child's Emergency Form regarding doctors and transportation are to be followed. Any parent/guardian whose child has experienced a suspected head injury is contacted by the school secretary, no matter how serious the nature of the injury. Parents/guardians are always to be contacted before a child is transported by ambulance unless the matter involves a loss of consciousness, severe bleeding, a closed airway, or another life-threatening situation. In this case, the parents/guardians are to be notified immediately after the ambulance is called. Injuries needing the attention of the emergency room or a physician must be reported to the insurance company. Fill out an Accident Report and file it with the school secretary immediately. It is most important that the witnesses be listed.

Medication

All medications and medication forms are to be sent to the school office. The medication will be dispensed only by the school secretary in the school office unless another person is given authorization in writing by the parents and the principal. Only oral medications will be administered at school (the exception may be for anti-seizure medication). Other forms of

medication must be administered by the parent/guardians. Cough drops are not considered medication, but the classroom teacher will keep a student's cough drops in his/her desk and monitor the child when the cough drops are used to prevent choking. Lip balms are not considered medication. Students may receive special authorization to carry an asthma inhaler with them at all times or have it placed in their backpacks. A special form must be on file in the office before a child can carry an inhaler.

STUDENT PRIVACY

Searches

A student desk or a student locker is considered school property and can be subject to search at any time by the teacher or the principal. No student should be given an expectation of privacy when it comes to a school desk or a school locker. Items belonging to the student found in the locker or in the desk may be searched without cause. However, under no circumstances can a child's person be searched nor can the child be asked to remove an article of clothing so that it can be searched. Students can be asked to turn out their pockets and to place the contents on a table. The student who refuses this request cannot be searched by the teacher. Any teacher who suspects a child may be carrying an item on their person that needs to be confiscated will bring that child to the office. The child will be watched while parents/guardians are contacted to come and get the child and the local police department may be called. Unless it is an emergency, any searches should be done in collaboration with the principal. Any case of search should be documented by the person conducting the search. The Archdiocesan Policy regarding search and seizure is 5145.2.

Notebooks, textbooks, and journals

If a student is required to keep a writing journal, the teacher is required to read the journals every night, without exception. There is to be no expectation of privacy in journals, notebooks, or textbooks whether they are used for school or brought from home. Teachers must watch for pictures and writings which glorify violence, death or suicide. The principal is to be contacted immediately should such information be located. The principal will contact the parents/guardians. Teachers must watch content for any indication of child abuse. The principal is to be contacted if written contents indicate abuse. If students are given software disks for word processing on the computer, these writing disks are to be read by the teacher as well. There is no expectation of privacy when using computer hardware or software in the classroom or in the computer lab. Teachers are asked to check student notebooks and textbooks periodically for use and above normal wear and tear. All textbooks should be covered.

Student Confidentiality

A student who asks a teacher to keep something confidential before revealing information must be told that the teacher will need to use his/her own judgment based on the information that the child shares with the teacher. The teacher may not keep confidential any information that endangers the safety or potential safety of the child or other individuals.

STUDENT RECORDS

A copy of the report card is to be placed in the student's Cumulative Folder. As the instructor, you are responsible for maintaining your student's Cumulative Record. The office will be responsible for updating all standardized test results. No individual test results should be placed in the file by the classroom teacher. Attendance information must be updated annually.

Sacramental information must be provided by the teachers who prepare the students for the sacraments. All student records are confidential. These records must not leave the school office without permission of the principal and must never leave the school building. All requests to view student records by parents/guardians or professional personnel are to be referred to the principal. Likewise, the principal will be responsible for facilitating the transferring of records, but the secretary completes the actual transfer.

Records Transfer if Catholic East Should Close

In the event that Catholic East would close permanently, parents would be notified by letter.

Student records would be transferred to the Archdiocese of Milwaukee at the following address:

Name of Organization: Archdiocese of Milwaukee
Department/Contact: Office for Schools/Maureen Wurster
Address: 3501 S. Lake Drive
City, State Zip Code: Milwaukee, WI 53207-0912
Telephone Number: (414) 758-2254

These records will be kept at Archdiocese of Milwaukee indefinitely.

To ensure all parents/guardians know where their child's/children's records are stored, they would be required to sign a "Consent to Transfer Student Records" form. This signed consent form will be added to the student file, and a copy of it will be sent to the Department of Public Instruction (DPI).

STUDENT REFERRAL

If a student is experiencing difficulty in school, the following steps will be followed.

1. The teacher and parent/guardian have a conference to discuss the difficulty. The principal can be asked to join the initial meeting. A plan of action is mutually agreed upon, documented, and monitored. Assistance may be available from a sources deemed necessary by the principal.
2. If the student continues to have difficulty, a meeting may be called by the parent/guardian, teacher or the principal. This meeting involves the parent/guardian, all the teachers of the child, the principal, and possibly the child. Strategies that have been tried are reviewed and evaluated. A plan is written for future learning accommodations.
3. If deemed necessary, parent/guardian may be advised about the need to pursue testing to determine the existence of a specific learning need. This step could possibly result in an exceptional education referral through the Milwaukee Public Schools.

STUDENT RETENTION

The decision to retain a student is made by the principal in consultation with the teacher(s) directly associated with that student and the parents/guardians of that student. The guidelines of the Archdiocese of Milwaukee will be considered in making the decision as well. Any teacher considering retention of a student must notify the principal prior to the end of the second quarter and must meet with the parents/guardians at the first semester conference. The possibility of retention must be discussed and the word retention must be used as part of the

discussion. All efforts to assist the student must be documented along with all parent/guardian meetings, telephone calls, and notes between the home and school. The final decision for retaining a student is always made by the child's parents/guardians.

STUDENT SUPERVISION

One of the most important roles of the classroom teacher is student supervision. Most school accidents resulting in serious injury take place when individual students or small groups of students are not under proper supervision. The supervisor must not only be physically present but must also be mentally alert to every situation. No student may leave the school or school premises at any time without permission from the office.

Locker rooms

Teachers who allow students to use the gym locker rooms for any reason should see to the supervision of those areas.

Restrooms

When the entire class is using the restrooms the classroom teacher (or an adult supervisor) will be with the students. Children should understand that the teacher or supervisor reserves the right to enter any restroom at any time. Students desiring some measure of privacy should make use of individual stalls.

Cafeteria

Teachers are assigned to the cafeteria areas. The sole purpose of that role is to monitor students. Teachers will be conscious about chatting with others during that time. The teachers should walk around the cafeteria and not sit at the table with the students. Children are asked to raise their hands when finished with their lunch. Teachers dismiss students to the trash basket to throw away their food. **Under no circumstances should a teacher force a child to eat or drink their milk.** This is illegal. Unusual or unhealthy eating habits should be monitored and reported to the principal. Parents/guardians who come to eat lunch with their child must have the approval of the principal (this should be a rare and exceptional situation for permission to be given).

PLAYGROUND

Outdoor Recess

Teachers must meet students at their respective doors when the bell rings signaling the end of recess and escort the children back to the classrooms.

Inclement Weather

Students are not allowed to go outside if the wind chill factor is below zero degrees or if there is precipitation that would be harmful to the students. This determination is made by the principal, building designate, or school secretary prior to the recess. Teachers must prepare in advance for days in which the children cannot go outside by setting aside some board games, toys, or quiet activities for children within the classroom. Students may watch a suitable movie during indoor recess.

Student Arrival and Dismissal

The teachers meet students on the playground and escort them to their classrooms when the bell rings in the morning. Teachers will shake their scholars' hands with a greeting, upon entry to the room. Teachers then monitor the hallways and their classrooms as students enter the building. Teachers are also responsible to see that their students leave the building in an orderly and safe fashion. All classroom teachers need to meet their students on the playground in the morning near the time of the bell and also need to take their students out to the playground at the end of the day and wait until they are picked up. Any student that is not picked up by the designated time should be brought to the office by their teacher and the teacher will need to call their parents to pick them up. Teachers are assigned to morning supervision. At Catholic East we are responsible for supervision of students 15 minutes before the bell in the morning and after the bell rings in the afternoon.

Hallways

Teachers will accompany their students through the hallways. Monitor for excessive noise by pausing and waiting for silence before continuing. Teachers should practice silence in the hallways as well. Movement through the halls at all times is to be at a walking pace.

Specialist classes (Music, Art, Physical Education, Technology and Spanish)

The classroom teacher will accompany the students to and from these classes.

Recess time

Children are encouraged to go outdoors during the recess times. Our policy at Catholic East Elementary School is if the child cannot go outside for recess, then he/she should not be in school. However, in the event that it becomes necessary for a child to stay in for any other reason, a teacher must always be present in the classroom.

Liturgy

Teachers will accompany their students to and from liturgy and supervise the behavior of the children in liturgy. If a child needs to leave the church during liturgy, it must be with the teacher's permission. Small children and children who appear ill should be escorted from the church by the teacher and the remaining students supervised by the remaining teachers. It is strongly discouraged to have children leaving church to go to the restroom. It distracts the service and encourages other children to copy the behavior. All children should use the restroom before going to church. If it becomes necessary to use a restroom during church, the students should use the restroom in the church entry area. Primary children can be accompanied to the restroom by their older buddy or by another child of the same gender as the younger child. Primary teachers can request student buddies from the upper grades to sit with their children at liturgies. Children wear special medals to church.

Dismissal

In order to safeguard the dismissal of students at the close of the school day, teachers are asked to report to the playground with their students without delay. Students will not be released from the classroom until prayer and clean-up has concluded and the bell rings. Under no circumstances should a child of any age be left unattended. When a teacher is on duty in the playground area, the teacher must position him/herself in an area where he/she can get a full view of the playground.

TEACHER INPUT INTO HANDBOOK

From time to time throughout the school year you may have a suggestion to improve the quality of the faculty handbook. Perhaps it is a policy that needs to be clarified or an additional policy you would like to see inserted. Write down your ideas here and turn your suggestion in to the principal prior to the last day of school. While all your ideas will be considered, the principal reserves the right to admit or exclude any policy from the handbook.

TELECOMMUNICATIONS POLICY

Each teacher, prior to using any computer with access to the Internet, must read through the Telecommunications Policy and sign the Compliance Statement for Adults. The compliance for students will be handled through the school office.

TELEPHONE SYSTEM

Teachers may use the office phone for local calls. Long distance calls are discouraged, except in the case of an emergency or school business. Teachers are discouraged from making or receiving personal calls during class time. Calls of this nature should be made during prep time, lunch or after school. If you receive a non-emergency call during class time, the secretary will transfer the call to your voicemail and you can return the call during prep time, lunch or after school. Classroom phones are in each room and each teacher has their own extension. Students are never to use classroom phones, unless directed by a teacher in an exceptional situation.

Student Telephone/Cell Phone/Electronic Devices Use

Students may use the telephone in the office with the permission of the secretary or principal. All student calls will be made from the office and will be monitored by a supervising adult. Student cell phones are to be turned into the office by the classroom teacher at the beginning of the school day and picked up by the students at the end of the day. All other electronic devices are to be turned in, as well.

TESTING

Students in grades 3, 5, and 7 take the Iowa Test of Basic Skills and the Cognitive Abilities Test according to Archdiocesan guidelines. Some years, the test will be given in all grades, 1-8. The students also take the Archdiocese of Milwaukee Religion Test. Students may also be required to take the WKCE test or the MAP test.

TERMINATION

Termination will normally occur only with good cause. What constitutes cause varies with the circumstances of each case. An employee may show unwillingness or inability to perform the requirement of their position, or may violate standards of behavior or archdiocesan policy. In other cases, there simply may be unsuitability for a position or the need for a position may have changed. Whatever the circumstances, the school will strive to ensure that every termination is based upon valid, justifiable and reasonable factors. The Archdiocesan Human Resources Office is consulted prior to any terminations. The school will make every effort to apprise you of your shortcomings in performance, behavior or other difficulties prior to termination (Performance Improvement Plan). Whenever a termination occurs, it must be handled in a professional manner that benefits all parties involved. Employees absent for three consecutive days without notifying the principal to give reasons for absence, return date, etc. will be considered as having voluntarily resigned. The effective date of resignation is the conclusion of the third consecutive

day. A minimum of two weeks written notice to the principal is requested if you plan to retire or resign. You will be given adequate notice if you are terminated due to reduction of force or position elimination. An exit interview will be conducted with the employee when terminating employment and concerns and questions regarding final paycheck, health insurance continuation and unemployment compensation will occur prior to the final day of work. Prior to issuing the final paycheck, keys and all other school property are to be returned to the principal.

THEME

Each year, a religious/academic theme is selected for the school year. This theme generally highlights the areas of Catholic values, respect, hard work, discipline, kindness and academic excellence. The theme for 2011-2012 is "Love, Learn and Lead." This focuses on Gospel values, academic achievement and high expectations. Teachers will incorporate this theme into their classrooms and hallways.

TRANSPORTATION

Cars

Teacher supervisors need to be aware of the dangers of car traffic near the school before school starts and at dismissal. Report any reckless driving on school grounds to the principal. If the driver is unknown to you, attempt to get the license number of the vehicle. Parents are responsible for the child's behavior once that child has left the building in the parent's custody. In the event a parent appears to be incapacitated to the point where driving would be unsafe, make every attempt to detain the parent without drawing attention to your concern about their driving. If this fails, take the license number and report it to the principal immediately.

Walking

Students who walk home or ride bicycles will be dismissed in the same way as other students. They should be instructed to go straight home. Children who linger in front of the school or on the playground will be reminded once to go home and then reported to the principal and sent to Kids Campus.

Teacher/Staff transportation

Under no circumstances will a teacher or staff person transport a child to or from school in his/her own personal vehicle unless that teacher has legal custody of that child or the teacher is a designated chaperone for a group of students on a school sanctioned field trip or extra-curricular activity and has completed all the qualifications for being a driver for that event.

Parking for Teachers/Staff

Parking can be very difficult to come by in the areas around the two campuses. Teachers/Staff may park next to the church or on Bradford Street (there is no time limit on Bradford) at the SS. Peter and Paul Campus or on the street or designated area on the playground at Holy Rosary Campus.

WEDNESDAY FOLDER

Many times correspondence between the school and the home is sent with the children. At Catholic East Elementary School, most items of this kind are sent home in what we call the "Wednesday Envelope." The school secretary puts together items that are to go home that

week and it is the teachers' responsibility to pick up the folders prior to dismissal on Wednesdays. Children need to understand the importance of seeing that these communications reach the parents. If you need to put something in the folder for communication purposes, please see that it is given to the secretaries at each building by 3 p.m. on the Monday prior. **Mail addressed to parents is not to be opened by students. This policy includes the opening of report cards.**

SUMMARY OF BENEFITS PROVIDED FOR EMPLOYEES

Catholic East Elementary School will provide the following benefits to all full-time employees (Employees), except as noted below. Employees who normally work 30 or more hours per week for 8 or more consecutive months per year are considered full-time employees. *Employees who work fewer hours or months than that are considered part-time and are not eligible for benefits.*

1. Health and Dental Insurance.

Employees are offered health and dental insurance coverage under the school group plans. The school will pay 85% of the monthly premiums for a single plan and 75% of the monthly premiums for a family plan; the remaining portion shall be paid by the Employee via payroll deductions. If the Employee elects not to accept the health and dental insurance coverage offered by the school, a waiver must be signed to that effect.

2. Life Insurance.

After thirty days of full time employment, the school will provide life insurance coverage under the school's group plan in an amount equal to the Employee's contracted annual salary (excluding any overtime or other additional pay). The total cost of this life insurance coverage will be paid by the school and terminates upon your termination or resignation. *This benefit is not available to part time employees.*

3. School Hours. Teachers shall report to work 15 minutes before the start of the school day and shall remain 25 minutes after the school day closes. Teachers (both full and part-time) are to attend all parent conferences, concerts, graduation and any school activities or in-services deemed necessary by the school principal as part of their professional responsibility and as part of their salary.

5. Vacation.

- More than six months completed, but less than one year completed-One week
- One year completed but less than five years completed-Two weeks
- Five years completed but less than ten years completed-Three weeks
- Ten years or more completed-Four Weeks
- Principal-40 days (includes school breaks)

The scheduling of all vacation shall be subject to the approval of the Employee's supervisor. Vacation must be taken during the fiscal year, and unused vacation may not be carried over to the next fiscal year, except under unusual circumstances and then only with the written approval of the Employee's supervisor. If the Employee terminates employment prior to the

end of the fiscal year, the number of vacation days will be pro-rated based on the portion of the year worked, and there will be an adjustment on the Employee's final paycheck for any unused vacation or excess vacation taken. See the Business Manager for more detailed information.

NOTE: Unless otherwise stated in their contracts/work agreements, school faculty, custodial staff, secretarial staff and kitchen personnel may not qualify fully for this benefit because of the nature of their work schedules.

6. Paid Holidays.

Employees shall be entitled to time off with pay on the following days: New Year's Day, Good Friday, Memorial Day, July 4, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve and Christmas Day. If the holiday falls on a Saturday, you may take off on the prior Friday or following Monday with approval of the supervisor. When an Employee is required to work on one of the above days, a substitute day may be taken with the approval of the Employee's supervisor.

NOTE: Unless otherwise stated in their contracts, school faculty, secretarial staff and kitchen personnel may not qualify for this benefit because of the nature of their work schedules.

7. Sick and Personal Leave.

Employees shall be permitted 6 total days of general leave per fiscal year (part-time employees' sick/personal leave days are prorated based on percentage of FTE, i.e. only one day may be taken as person leave). **All six may be taken for illness, but only two may be taken for personal reasons** (except for part-time employees, only one day may be taken as personal leave). Catholic East requires a doctor's certification for more than three days taken in a row. Unused sick days accrue. *For all employees, full and part-time, including teachers, unused sick leave may be accumulated up to a maximum of 30 days at the end of a contract year, or fiscal year, to be used in the event of a prolonged period of illness or disability in the future and remaining sick days carry over from one year to the next. Employees will not be paid for unused personal Leave days.*

NOTE: The annual and cumulative number of Sick Leave days permitted may be modified for some Employees, as specifically noted in their individual contracts. Teachers will be subject to a 1/190 pay deduction according to contractual terms.

8. Maternity Leave. Maternity leave consists of 6 weeks of unpaid leave. However, teachers may use their unused sick leave and personal days as part of the six week leave and receive payment for those. A substitute teacher is hired during those six weeks and teachers will return to school following that six week period. Notice of leave and expected date of return should be given to the principal as soon as possible prior to the leave.

9. FMLA (Family Medical Leave Act)

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or

- For a serious health condition that makes the employee unable to perform the employee's job.

10. Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status

11. Funeral Leave.

Employees shall be permitted up to 3 working days off with pay as needed to arrange for and/or attend the funeral of an immediate family member. For the purposes of this benefit, "an immediate family member" is defined as the parent, grandparent, spouse, child, grandchild, brother or sister of the Employee or the Employee's spouse. Employees *will* be permitted one working day off with pay to attend the funeral of a relative or friend, subject to the approval of the Employee's supervisor. *All employees are expected to notify their supervisor prior to taking funeral leave.*

13. Other Leave.

For any other circumstances necessitating paid or unpaid leave, the School will follow the School Policies and Regulations of the Archdiocese of Milwaukee.

14. Pension Plan.

After 12 consecutive months of full time employment, employees are automatically enrolled in the Archdiocese of Milwaukee Lay Employee's Pension Plan. Pension benefits will be provided as stipulated in Providing For Tomorrow...Your Archdiocesan Pension Plan. Employees will be provided with more specific information about the plan upon enrollment. The entire cost of this benefit is paid by the school. *Part-time employees do not participate in the pension program.*

15. Academic Credit Reimbursement

All teachers are required to obtain six academic credits every five years in their teaching area. Tuition reimbursement will be provided with a designated amount per school year for graduate level coursework only. Payment will be made upon the completion of the course with an academic grade of a "B" or higher. Courses must be taken at the graduate level in order to be eligible for movement in the pay scale and reimbursement. Part-time teachers may receive pro-rated reimbursement with the approval of the principal. Teachers need to submit to the

principal the grade report for the class for which they are seeking reimbursement in order to received the funds.

16. Religious Certification

All teachers are required to complete the Basic Recognition program five years after initial employment. All teachers who teach religion will be required to complete Intermediate Recognition five years after initial employment and Advanced Recognition three years after achieving Intermediate Recognition. Recognition at any level is valid for three years and must be renewed with 15 clock hours of additional course work. If the appropriate stage of Religious Education has not been attained according to the above guidelines, a written plan for completion must be filed with the principal and completed as soon as possible. A program of religious education/certification offered by the St. Claire Center, Cardinal Stritch University, is included in the professional development program of our school and is how teachers are able to achieve the required certification. Teachers must attend these planned sessions on scheduled non-school days or on make-up days if they are ill on the regularly scheduled day. This is non-negotiable.

17. Criteria for Reduction in Force

A reduction in force is a legal procedure for terminating the employment of contracted employees. Reduction in force differs from non-renewal or discharge for cause because affected teachers usually have the right to reappointment or recall when conditions again warrant staff increase. Declining enrollment, reduced school budget, and/or curriculum changes are conditions that necessitate reduction in force. Please note the enclosed policy for criteria in reduction in force. Should the lay-off occur during the school year, an attempt will be made to give thirty days notice in writing. If the lay-off is to be effective for the new school term, notice will be given by March 15th if possible. Otherwise thirty days notice will be given. Reduction in force can take place up until the third week of the new school year.

18. Worker's Compensation

All employees of the school are covered under provision of the Wisconsin Worker's Compensation Act. The law provides for payment of medical expenses and wage loss incurred as a result of illness attributed to work or injury occurring in the course of work activities. Any work-related illness or accident must be reported to the principal immediately. There is no cost to the employee. Premiums are paid by the school.

19. Church Unemployment Pay Program

This program provides eligible employees with a temporary pay continuation plan while they seek new employment if their job is terminated for certain unavoidable reasons. Contact the Business Manager for eligibility and benefit information.

20. Matters not covered or disputed matters

Catholic East Elementary School will follow the Parish Personnel Guidelines or the School Policies and Regulations of the Archdiocese of Milwaukee.

Policies and procedures need not be published in this handbook to be considered documented policies and procedures.

NOTES:

AUGUST	
15	Regular Office Hours Resume
15-26	Faculty and Staff On Deck for Move and Professional Development Days
23, 24 and 25	Orientation for Faculty/Staff and Professional Development Days
29	Welcome Back Day and Evening for Parents/Guardians and Students Two Sessions: 2-4 p.m. and 5:30-7:30 p.m. <i>Open House/Meet the Teachers/Drop Off Supplies/Socialize with Other Families</i>
30	First Day of School!
SEPTEMBER	
2	No School/Professional Development Day for Faculty
5	No School-Labor Day
30	First Quarter Midpoint
OCTOBER	
13 and 14	No School-Local Teachers Convention/ Religious Education for Faculty
NOVEMBER	
4	Eighth Grade Catholic High School Placement Testing and End of the First Quarter
10	First Quarter Report Cards Sent Home (Thursday Envelope)
16	2:00 p.m. dismissal-Parent Conferences <i>Conferences mandatory for parents/guardians and students from 5-8:00 p.m.</i>
17 and 18	No School-Parent Conferences <i>Conferences mandatory for parents and students from 1-4:00 p.m. and 5-8:00 p.m. on Thursday, 11/17 and from 8:30 to Noon on Friday, 11/18.</i>
23	No School/Professional Development Day for Faculty
24 and 25	No School-Thanksgiving Vacation
DECEMBER	
9	Second Quarter Midpoint
12	All School Christmas Program 1:00 and 6:30 p.m.
22	No School-Christmas Vacation Begins
JANUARY	
2	School Resumes
16	No School/Professional Development Day for Faculty
20	End of the Second Quarter
26	Second Quarter Report Cards Sent Home (Thursday Envelope)
29	Catholic Schools Week Begins/Mass and Open House
FEBRUARY	
8	2:00 p.m. dismissal; Requested Conferences: Conferences from 5-8:00 p.m.
21	Third Quarter Mid-Point
24	No School-Faculty and Staff Spiritual Retreat Day
MARCH	
5-16	Grades 1-8 Take Iowa Test of Basic Skills: <i>Please do not schedule student appointments during testing</i>
23	Third Quarter Ends
29	Third Quarter Report Cards Sent Home (Thursday Envelope)
APRIL	
6-15	No School-Easter Vacation
16	School Resumes
MAY	
4	Fourth Quarter Midpoint
25	No School-Professional Development Day for Faculty
28	No School-Memorial Day
JUNE	
4	Eighth Grade Graduation 6:30 p.m.
5	Field Day
6	K 5 Graduation 6:30 p.m.
7	Last Day of School-Report Cards Sent Home- Dismiss following mass

