



FACULTY HANDBOOK

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Duchesne High School offers a college preparatory program with emphasis on the liberal arts. The Parent-Student Handbook contains the Academic, Behavioral, Athletic and important guidelines for the school community. They represent our expectations for our families and are essential guidelines and rules for the school. The purpose of this manual is to supplement those guidelines and further define policies, benefits and expectations for our faculty. Familiarity and adherence to the policies in both manuals is required for employment on the Duchesne faculty.

MISSION OF DUCHESNE HIGH SCHOOL

The mission of Duchesne High School is to educate the individual student as a whole person: mind, body and spirit.

- **Mind:** To provide a broad-based curriculum to enable students to function as mature, thinking, responsible adults in a changing world.
- **Body:** To instill a positive attitude of a physically healthy lifestyle.
- **Spirit:** To support the Roman Catholic influence of the home so that students will develop an internal moral structure to guide decisions.

VISION OF DUCHESNE HIGH SCHOOL

We strive to be a Catholic, co-educational, preparatory school community of students, parents, faculty and alumni.

- Where all members feel respected and valued as individuals, and where each has an opportunity to contribute their gifts; and
- Where we pursue excellence - academically, creatively, spiritually, morally and physically; and
- Where our Christ-like attitude will be recognized through a reverence for God and courageous acts of charity;
- We do this in the hope of being the compassionate presence of Jesus in our world.

WITNESS STATEMENT FOR THOSE WHO SERVE IN CATHOLIC EDUCATION

The mission of Jesus Christ and the Holy Spirit is the mission of the Catholic Church: to reveal God the Father, Son, and Holy Spirit to all people and to teach them about the fullness of His love. "Indeed the primordial mission of the Church is to proclaim God and to be His witness before the world" (GDC). Catholic education shares in a special way in the Church's mission by proclaiming and witnessing Jesus Christ and His teachings.

Catholic education, which includes education, formation, and transformation, exists in order to evangelize. Two important elements that make up the process of evangelization are proclamation and witness. It is essential therefore, that those who serve in Catholic education proclaim Jesus Christ, His life and ministry, present the Catholic faith in its fullness and be Christ's witnesses to the world.

Initially those being evangelized will be attracted to and listen to those who are good witnesses. "The Good News proclaimed by the witness of life sooner or later has to be proclaimed by the word of life" (*Evangelii Nuntiandi*). Some in Catholic education -- religion teachers, PSR catechists, educational and catechetical leaders -- are called to be explicit proclaimers of the Word. But *all* who serve in Catholic education are called to be witnesses to the life and teachings of Jesus Christ and the Catholic Church. Therefore, the following *Witness Statement* applies to all who serve in Catholic education.

All who serve in Catholic education in the parish and school programs of the Archdiocese of Saint Louis will witness by their public behavior, actions, and words a life consistent with the teachings of the Catholic Church.

Only those persons who can support this *Witness Statement* are to be employed by pastors, principals, presidents, and directors/coordinators of religious education.

All who serve in Catholic education in the Archdiocese of Saint Louis should be made aware that support of this *Witness Statement* must be reflected in their public behavior. All who serve in Catholic education should:

1. believe in God;
2. support belief in Jesus Christ;
3. engage in prayer;
4. respect ecclesiastical authority;
5. possess a basic knowledge of the Catholic Church;
6. not take a public position contrary to the Catholic Church;
7. demonstrate a public life consistent with the teachings of the Catholic Church;
8. practice respect and reverence for others and prudence with regard to confidential information related to work;
9. if Catholic, have not publicly rejected the Catholic Church;
10. be active members of the Catholic Church, or of their own Church if not Catholic; and
11. practice exemplary stewardship and ethical behavior with regard to Church property and funds.

The above is a thorough but not all-inclusive listing of the implications of this *Witness Statement*.

GENERAL FACULTY EXPECTATIONS

ATTENDANCE FOR STUDENTS

Student attendance must be taken by the teacher within the first 5 minutes of every class, study hall, and advisory session. (For substitute teachers, an up to date copy of the seating chart should be in the top drawer of every teacher's desk.) If a student is late for the any class of the day he or she must check-in at the Main Office and pick up a tardy slip to be admitted and will be marked "Tardy Unexcused" (TU) or "Tardy" (T) in PowerSchool. The teacher's tardy policy should be clearly stated in the Teacher Class Expectations. An absence list is distributed every day. **Teachers are asked to call in to the Main Office if someone on the list is in class, or if someone is absent and not on the list.**

Illness or Injury during school: Students who become too ill to remain in class must obtain the approval of the teacher before reporting to the office. If necessary, parents will be called. Medication may not be given by anyone in school.

Room Pass: A room pass must be issued when a student leaves class or any study period. Exact times and date are of special importance on the form. Only one student may be used on a pass. It is to be signed by the teacher giving permission and signed by the teacher to whom the student is reporting. This means that the student is to return to the teacher issuing the pass. If a student fails to return with the pass, this matter should be reported to the Dean of Student Services as soon as possible. During Study Hall it is advisable to keep a sign out notebook to track who has left the class.

ATTENDANCE FOR TEACHERS DURING THE SCHOOL DAY

The official school day for students runs from 7:45 a.m. to 2:50 p.m. Faculty members are expected to be at school by 7:30. If a teacher will be late or absent, they must telephone the Dean of Student Services as soon as possible. If at all possible, this should be done by 7:00 a.m. Assignments for the classes missed can be emailed. Folders with class lists, seating charts, and other information for substitutes are to be clearly marked and kept up to date and accessible in each classroom. Teachers are expected to be present for students for at least 20 minutes after dismissal (3:10 on a normal schedule day), unless there is a meeting or activity.

Teachers need to sign-in and out in the Main Office each day. If it is necessary to leave the building during the day, the teacher is to sign-out and back-in at the Main Office. The hours for the Main Office and Guidance Office are 7:30 am until 3:30 pm.

Early dismissal of any student group from school should receive the permission at least two weeks prior to the event. Athletic teams should contact the Athletic Director and Club and student organizations should contact the Dean of Student Services. Clubs and student organizations should send notification at least one week prior and a reminder one day prior to the event.

The burden for missed class time is on the students, and up to them to keep track of information or assignments that will be missed. It is the duty of a teacher to help these students, who our representing the school, to help them keep up in class.

ATTENDANCE FOR TEACHERS AT SCHOOL FUNCTIONS

Teachers are required to attend all school-time activities including liturgical services, assemblies, and pep rallies. Teachers not directly assigned to supervision of class should report to the assembly area before students are called. Teachers are to accompany their students to the assembly area and be seated among the students. Teachers must be present for Professional Development Meetings, Faculty In-service/Retreat Days and the Teacher Workdays.

All faculty members are expected to attend the following events: Back to School Night, Open House, Report Card Conference Night, Baccalaureate and Graduation. Dates of events requiring teacher attendance will normally be published at the beginning of each semester. Faculty are strongly encouraged and expected to attend a variety of school events in order to encourage and support students and colleagues.

CHANGES TO CLASSES

Each teacher is given a class schedule at the beginning of the year. Any change, such as time, room, or structure of the class is to be cleared with the Principal before they are made. If a class moves to another location temporarily during the school day, please email the Main Office of the move.

CLASSROOM EXPECTATIONS

Teachers communicate their expectations and procedures to students as clearly as possible at the beginning of each course. Available times and how to access the teacher outside of class are to be clearly stated in the published class expectation sheets given to students. Teachers are urged to communicate progress to students and parents throughout the grading period. The on-line grade reporting system should be kept up to date by the teachers for students and parents to check for progress in each course- this should not be the only means of communication with parents.

Each teacher is expected to maintain a record of lesson planning. The plan should be clear enough for another to follow should the teacher be absent for an extended period of time. The record of your planning can be a valuable tool when working with parents and/or students.

Additional resources should also be used if necessary to keep parents informed of their students' academic progress, and conduct issues (i.e. phone contact, e-mail contact). No student should receive a failing quarter or semester grade without the parent being notified of the danger. Documentation of parent-teacher communication is required before a failing grade is given.

Any requests for student accommodations for special needs will go through the Guidance Office and then distributed to the teachers. If parents contact teachers about accommodations, they should be directed to the Guidance Office. Students may choose whether or not to use these accommodations in their classes.

CLASSROOM RESPONSIBILITIES

All faculty members are responsible to maintain order, teach the approved curriculum, and provide for student safety, learning, and assessment. Students are to be engaged during the entire class period. All areas are to be left in good order after each class or activity.

Teachers are responsible for closing and locking windows, adjusting blinds, and student desks at the end of every day. Ordinarily the teacher who is in a classroom most of the day is responsible for the good order of the room. If a classroom is shared, the duties, storage space, and responsibility for good order are shared appropriately.

CONTROVERSIAL ISSUES

While teaching students the skills to deal with controversial issues, it should be clear to students why a particular issue is being discussed and what its function is in the fulfillment of the curricular goals of the class. In dealing with controversial issues, sensitivity and discretion should be used and sensationalism should be avoided.

One of the greatest tools of learning that a school can give students is the facility to research the facts, to weigh the information on all aspects of the topics, to discern the principles involved in the issue, and then to formulate a thoughtful opinion or position. In many cases, teaching students how to research and evaluate issues is far more important than the details of any particular controversial issue. In many instances, issues that become controversial must be viewed from several vantage points, and it is important that age appropriate opportunities for this be provided. Oftentimes resource persons from the community can be far more effective in providing the many sides of an issue than a single teacher.

Political Activities: Catholic schools are important settings for communicating the Church teachings on civic responsibility and on social issues. Therefore, Catholic schools should educate students about the moral principles involved in key political issues and develop their abilities to analyze issues from a moral perspective. However, as Church organizations and as tax exempt organizations, it is important to avoid any activity on behalf of or in opposition to any particular candidate for office or any specific political party. For example, educating students about the principles involved in a political issue is proper and right. However, distributing the literature of any candidate for students to take home to their parents or encouraging students to encourage their parents to vote for a specific candidate is improper and illegal. Since it is virtually impossible to ensure that all of the criteria

related to public appearances by candidates are observed, schools should avoid invitations to candidates to speak at the school within the six months prior to an election.

Societal Issues Dealing With Faith And Morals: When societal issues deal with faith or morals, the teacher in a Catholic school, by virtue of his/her position, supports the position of the Catholic Church. The reasons for the Church's position and the understanding that this is the only acceptable position as a Catholic must also be clearly presented by the teacher. Any evidence that a teacher is publicly endorsing teaching contrary to the Magisterium of the Church can be grounds for dismissal.

While it may be necessary for a teacher to deal with societal issues (e.g., abortion, sexual relations outside marriage, capital punishment, etc.) in a class discussion, it must be very clear to students what position is accepted and endorsed by the Catholic Church. No forum or "equal time" can be allowed to present an opposing viewpoint in a Catholic school. Teachers should also note that some agencies that might provide information or speakers on a particular topic are by their very nature directly opposed to Catholic theology and the philosophy of Catholic education. Inviting such agencies and/or their representatives to give presentations in the school is not permitted.

DEPARTMENT MEETINGS

Department meetings will occur when needed. All department members must be present. Minutes need to be taken, approved by the members of the department and then copies of the approved minutes are given to the members of the department, the Academic Dean and the Principal.

EMERGENCY PROCEDURES

Each teacher is to be aware of the emergency procedures. Specific evacuation routes are to be posted in each area. Teachers have a special responsibility to make sure students know how they are to report and be counted once they have evacuated the building and reached the designated meeting point. Emergency drills are practice for the real thing. Most school emergencies that occur are not scheduled or anticipated. Make every drill count.

In the event of a disaster, natural or otherwise, the President and/or Principal should be notified first. The order of notification or authorization then proceeds to the Dean of Student Services, the Athletic Director, the Counselors, and Director of Campus Ministry. When appropriate, emergency first aid should be performed. Teachers should release no information to the media unless directed by the President (or those down the chain of authorization).

In the case of a student's sudden illness or accident, teachers must call the Main Office first. Calls to emergency personnel and parents must go through the office in order to maintain continuity. At the conclusion of an incident with a student, the teacher will write an objective account, giving pertinent details, time, place, and observers. Incident Report Forms are available in the Main Office. One copy will be filed in the Principal's office and one will be put in the student's file.

A teacher's job related injuries and illnesses are covered by Workman's Compensation. Special procedures and providers are required. Workman's Compensation can be reduced up to 50% if the Safety Regulations set by the Archdiocese are not followed.

FIELD TRIPS

The principal must approve field trips **before** arrangements for the trip are made. The Field Trip Request Form can be found online. Ordinarily, trips will not be scheduled one week prior to the end of a marking period nor after May 1.

Teacher responsibilities for any school sponsored activity that takes a student out of class:

1. The teacher sponsoring the activity must notify other teachers **two weeks** before the activity of the participating students. Administrators and secretaries must also have a list before the day of the field trip for reasons of attendance verification. Cafeteria personnel should be notified also if lunch is affected.
2. Prior to the activity, each student must get approval signatures from his/her parents and teachers. Teachers must use the Field Trip Permission forms that are available on the faculty forms webpage. The student also has the responsibility of getting any assignment from classes that will be missed due to the field trip and arranging times to make up/turn in any material missed.
3. In those situations where a student is ineligible for participation in a field trip, communication must occur between the teacher of the course where the student is doing poorly and the teacher who is sponsoring the activity **BEFORE** the student is informed about his/her non-participation.

Certain procedures must be followed to insure participation in any school-sponsored field trip that takes a student out of any class. Prior to the trip, the student must complete and turn in the permission form provided by the teacher. In any case when class is missed, the student has the responsibility of arranging times to make up any material missed. Telephone calls will not be accepted in lieu of permission slips. Faxed or e-mailed permission slips may be permitted.

Faculty members considering educational travel with students during non-school times are to consult the administration.

FUND RAISING

All faculty and staff should cooperate with the students and encourage them to participate in school-wide fund raising activities. Many of our organizations required fundraising to supplement their activities, and we have limited donor group capacity. To help mitigate the strains on our families, the President must approve all fund-raising activities.

GUEST SPEAKERS

In advance, the Principal must approve any guest speakers who will be in the school. The form is available online. Upon arrival the guest needs to sign in the Main Office and secure a badge. The teacher needs to meet the person or have a student do so.

INCLEMENT WEATHER

Our primary concern is always for the safety and well-being of students and staff. Parents have similar concerns and may keep a student home when they deem the conditions warrant such action. Because our students come from many areas, conditions in one area are not always the same as conditions in the others.

In the case of overnight bad weather, we will use Power Announcer, which will allow us to notify faculty, staff and students when school is called off or we will be using a late start schedule. We will also post school closings on KMOX Radio, television Channels 4, and 5 and our website.

If the weather becomes problematic during the day, we may close school early so that students can reach home before it becomes dangerous. Again, we will use Power Announcer, the radio and television stations and our website to let families know we are closing early.

If/when school is cancelled; all on-campus games/events scheduled for that day/evening and practices are cancelled.

- If we cancel before school and by mid-day things are significantly clearer, then we may allow a contest, activity or practice to occur. Final decision will be made by the President. If we allow any contest, activity or practice to occur participation **may not** be mandatory.
- If we send students home early after school has started, the above would apply.

MAINTENANCE WORK/REPAIRS

Plant operation and maintenance is the primary responsibility of the President who works with the Facilities Manager. Cooperation from every staff member is necessary if the school building, its furnishings, and equipment are to be maintained in good condition. Maintenance needs will be prioritized according to safety, finances, and time. The goal is to ensure maintenance, security and safety needs are addressed effectively.

All facilities exist to support the learning environment. As such, the maintenance staff take great pride in keeping areas neat and clean and in good repair. When you notice areas in need of repair, or attention, please e-mail or the President or fill out the form online. The President will then pass that on to the facilities manager who organizes the daily work load of the various staff members. Please do not direct the work of staff members unless it is an emergency. Work will be completed as soon as possible, given the daily tasks needing attention and priorities.

PERMANENT RECORDS

These records are available in the Guidance Office and can be examined there for information regarding the past performances of students. They contain standardized test scores, semester grades, and other information. No conduct or disciplinary information is kept on these records. Counselors also have the standardized test scores and they will be glad to help interpret them.

STAFFING MEETINGS

The Guidance Staff or Administration may call a staff meeting for the purpose of the communication with parents regarding student progress or for the purpose of communicating with teachers about a diagnosed special need and prescribed accommodations. Each teacher is to make these meeting a priority and be responsible for any accommodations and procedures that result from the staffing. When the administration or guidance staff requests information about students, it is essential that teachers respond completely and by the designated deadline.

PROFESSIONAL ATTIRE

Every teacher's appearance, dress, and grooming should be appropriate to the Catholic teaching profession, and should set a positive example of good taste. At minimum, teachers' dress should be described as "business casual." Very short, tight, form-fitting, revealing or low cut clothing is not appropriate. Some things that should be avoided are athletic wear, flip-flops, jeans, spaghetti straps, short dresses/skirts and tank tops. Dress casual shorts will be permitted during extremely warm weather. Questions and concerns about professional dress will be addressed individually by the Administration.

PURCHASE PROCEDURES AND BILL PAYMENT

All purchases, approval for workshops, subscriptions, etc. require the prior approval of the President.

Purchase Orders and Invoices: Before any purchase, teachers verify the availability of funds in the appropriate account and get permission for their purchase from their supervisor. Teachers should then obtain a purchase order from the Business Office, complete it and submit it to the President for approval. Purchase orders should then be given to the Business Office for processing through COIUPA or further instruction. Teachers should keep a copy. Invoices are to reviewed for accuracy, initialed and submitted to the Business Manager as soon as they arrive so bills will be paid promptly.

Check Requisitions (does not apply to payroll): Requests for payment need to be turned in to the bookkeeper with appropriate documentation after verifying that materials are here. Any vendor or individual to whom a check will be written must be on file prior to the request. Check with the bookkeeper about providing on-file information.

Budget Regulation: Budget allocations are determined in previous school year, and do not allow for increases within the budget period. Unspent budget amounts do not carry over from one year to the next. Keeping budget expenditures down eases the total financial burden on the school.

SAFETY POLICY STATEMENT

Duchesne High School believes the safety and health of our students, employees, and visitors are primary concerns. We are committed to providing a safe and healthy environment in which we can work together to accomplish our high school's mission.

Duchesne is committed to a program that complies as completely as possible with standards recommended and recognized by those agencies which exist to secure the safety of our school community. Therefore, Duchesne High School has on file and in effect an AHERA Management Plan for asbestos, a comprehensive incident plan, and is in full compliance with recommendations of local fire and law enforcement officials and science department personnel. We also have constant radio and Internet access to emergency and weather information broadcast facilities.

All students routinely receive required disaster, safety, and evacuation instructions. All staff must fully comply with the Missouri Department of Family Services screening requirements, as defined by the policy of the Archdiocese of St. Louis.

The possession of firearms on the property of DHS, including the buildings, parking areas and other premises, is strictly prohibited. Signs are posted around the premises.

Abuse Policy: As a member of the Archdiocese of St. Louis, Duchesne High School is committed to the prevention of child abuse and to assisting those who are affected by incidents of child abuse. This includes a commitment to comply with legal requirement for reporting child abuse. For purposes of this policy, child abuse means physical injury, sexual abuse, or emotional abuse inflicted on a child, other than accidental means, by those responsible for the child's care, custody and control or from persons who are agents or employees of Duchesne High School. All employees, volunteers, religious and priests working in the school, parishes and agencies of the Archdiocese of St. Louis are expected to support this Policy and to comply with the Procedures developed to implement the Policy.

Reporting of suspected abuse is mandated of all employees. Abuse by a parent/guardian, family member or other adults outside of school must be reported to the Dean of Student Services. If the suspected abuser is an employee of Duchesne High School, the abuse must be reported to the

President; likewise if the suspected abuser is a member of the administrative team, the abuse must be reported to the Superintendent of Catholic Education.

Anti-Harassment: The Catholic Schools of the Archdiocese of St. Louis acknowledge their continuing commitment to a work environment that is free from unlawful discrimination and any type of harassment, including sexual harassment. Each Catholic school prohibits any harassment of its employees by anyone of its employees by anyone, including any manager, director, supervisor, co-worker, vendor, student or visitor.

Harassment involves unwelcome conduct – whether verbal, physical or visual – which targets a person’s protected status, such as age, ancestry, citizenship, race, color, disability, national origin, religion, sex, veteran status, handicap or other categories protected by the law. Each Catholic school forbids harassment, because it is not in keeping with the Gospel message of Jesus Christ and the standards of the Catholic schools of the Archdiocese of St. Louis and it is unlawful and disrupts a proper working environment.

Sexual harassment deserves special mention. It involves any one or more of unwelcome sexual advances, requests for sexual favors, or other physical, verbal or visual conduct of a sexual nature in any one or more of the following circumstances:

1. An individual’s either stated or implied conditions of employment require her or his submission to such conduct;
2. The reason for an employment decision involves an individual’s submission to or rejection of such conduct;
3. Such conduct has either the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment may include any one or more of direct sexual propositions, sexual innuendo, suggestive comments, sexually orientated “kidding” or “teasing,” “practical jokes,” jokes about gender-specific traits, foul or sexually orientated language or gestures, displays of foul or sexually orientated printed or visual material, or physical contact, such as patting, pinching, or brushing against another’s body.

The policy of the Catholic schools of the Archdiocese of St. Louis also prohibits other forms of harassment that create an intimidating, hostile, or offensive work environment based on an individual’s other protected status such as race, religion, age, national origin, citizenship, ancestry, color, veteran status, or disability. Each Catholic school prohibits any offensive comments, innuendo, jokes or other activities, which target any one, or more of an individual’s protected statuses. This includes the display or distribution of offensive pictures and literature.

All Catholic school employees have the responsibility to make this anti-harassment policy effective. If you either experience or notice any harassment of any type, you must immediately discuss it with your immediate supervisor, the principal or the Associate Superintendent for Secondary Education. (If the alleged harassment involves a priest, the Vicar for Priests of the Archdiocese of St. Louis should be contacted.)

Each Catholic school investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigation and all actions taken will be shared only with those who have a need

to know. The school will furnish the employee filing the complaint with a response as promptly as possible at the conclusion of the investigation.

If, after investigation, the school determines that a supervisory or other employee has engaged in sexual or other forms of harassment, appropriate disciplinary actions, up to and including termination, will be taken against the offending individual.

The Catholic Schools of the Archdiocese of St. Louis are committed to providing a harassment-free workplace and to this end prohibit any retaliatory action against employees who file a complaint under this type of policy or who assist in the investigation of a complaint under this policy.

If after investigation, the school determines that an employee has provided false information regarding the harassment complaint, appropriate disciplinary action, up to and including termination, will be taken against the employee who furnished false information.

Tobacco/Firearms: Duchesne High School is a smoke and firearm free campus. All teachers and staff are required to refrain from smoking or chewing tobacco on the campus. No firearms are allowed on campus or stored in a vehicle on campus. Persons desiring professional assistance to stop smoking or chewing should see the President. Persons found to violate these policies may be subject to immediate termination.

Violence: Violence is inconsistent with the unity and peace which are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated in Catholic schools. Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment, assault, possession and/or use of a weapon, and theft or vandalism of property. A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school premises is not permitted.

SCHOOL RESOURCES

Every effort is made to provide teachers with the resources needed to effectively fulfill the teaching mission. Teachers are asked to abide by the following guidelines to assure that the needs of all staff members are met. School equipment and maintenance materials are not to be taken from the premises or taken for personal use without written permission in advance by the President.

Audio Visual Equipment: The teacher is responsible for the supervision of the equipment and the location of any remote controls. If repairs are needed, send an email of the specific problem to the Technology Coordinator. Any teacher who wishes to have a particular piece of equipment in his/her room for the year should request that in writing at the beginning of the year. No one should operate any machine without knowing how to do so. If there is a problem with a piece of equipment, report it immediately. Do not ask a student to try to fix it. Also, do not continue to operate a machine that is not working properly. There are back-up pieces of equipment available.

Computers/Tablets: Every employee of Duchesne High School must have a current, signed, Acceptable Use Policy on file. All computer equipment, including laptop computers issued to the individual faculty member, desktop computers, printers, scanner and LCD projectors, are expected to be used for educational purposes only. Internet usage is provided for professional use.

Teachers have been provided with (this could include any of the following: desktop, laptop, iPads, tablet, scientific calculator). These computers remain the property of the school and are to be used in accordance with the most recent signed agreement. Teachers must have a device available each school day including in-service days. In-house communication including attendance notices and bulletins will be conducted via e-mail. E-mail must be checked regularly to maintain accurate attendance records. Laptops and iPads may be taken home. The teacher is responsible for any device that is damaged, lost, not returned or needs to be replaced.

E-mail Communication: For the purpose of professional communication within our building and with families of our students, every faculty member has an e-mail account. All personnel are expected to check that account on a regular basis. Please see Appendix for the Archdiocesan Policy for all schools.

Copy Equipment: Students are not permitted to use copiers outside the library. A teacher should not send students to make copies. Any unusual difficulties with the copier are to be reported to the Main Office as soon as possible.

As the school moves towards a paper-less educational process and costs continue to rise, teachers are asked to maximize their use of on-line drop boxes and tools to minimize the use of paper. Teachers are requested to consider printing only assessments. Student handouts should be limited to just a page or two – teachers are asked to consider electronic delivery methods for longer documents.

Letterhead: This is to be used exclusively for official business conducted in the name of the school. School stationery is never to be used for the personal business or entertainment of students or staff. Plain envelopes are available in the faculty room and in the office for personal use.

Faculty Room: This space is only intended for the use of the faculty and staff, students should not enter to use the microwave or refrigerator. Since it is a common area, all faculty members share the responsibility for keeping it in order. Each teacher is individually responsible to clean up after him/herself.

SUBSTITUTE TEACHERS

Substitutions are taken care of by the school when a teacher is out. Any special requests by a teacher to miss school, arrive late or leave early must be approved by the Principal in advance. When the request for time off does not qualify as a personal day (see section on personal days), the teacher must pay for the substitute. The teacher writes a check to DHS to cover the cost of the substitute.

Preparing For A Substitute: Before a substitute takes a teacher's classes, the teacher should:

- When possible, prepare students for the time when he or she will not be there: tell them what quality of work is expected and how they will be graded. They need to know that their work will be taken seriously.
- Keep seating charts up to date and on the top of the desk or in the top drawer of the desk of each room used.
- Have an emergency set of plans that can be used if the regular work cannot be done. These plans need to be given to the Dean of Student Services by the middle of September. "Give them a study hall" or "Have them study for a test" are not acceptable assignments.

SUNDAY POLICY

Keep Holy the Lord's Day: In accordance with the Catholic tradition to keep Sunday as a day for God and family, no practices (sports, performing arts or otherwise) or work should be scheduled. This would also include Christmas Day and The Easter Triduum (beginning at sundown on Holy Thursday through Easter Sunday). Individual moderators/coaches must ask the President to make an exception. Anyone granted an exception must present a plan and timeline for the elimination of the need for an exception.

SUPERVISION

All members of the Duchesne staff share responsibility for maintaining an environment conducive to learning. The faculty must conscientiously fulfill all assigned supervision responsibilities as well as being aware of and responsive to situations in which no one faculty member is directly responsible for supervision. Active supervision requires that teachers be physically present and mentally attentive to all students in their presence at all times. To look the other way when one comes upon a problem may purchase short-lived popularity, but it is unfair to other faculty who take their responsibilities more seriously.

Some areas of the school require faculty to supervise periodically throughout the day. These responsibilities should be taken seriously and could provide opportunities for teachers to interact with students in a less formal setting. No matter the room or number of students, behavior should reflect the activity and purpose of the room or area.

Faculty responsibilities for supervision include all those things which contribute to the safety and well-being of each person at Duchesne. All faculty members are responsible for maintaining order and discipline in the school. All faculty members should assume responsibility for supervision at all times and, when necessary, take action in accordance with the guidelines set forth in the Faculty and/or Student Handbooks. Teachers need to be in their classrooms prior to the students' arrival and remain until all have left. **Students should not be left in a classroom, in the building, or on the grounds at any time without faculty or other adult school employee supervision.**

Classroom Management: In the case of frequent disruption of the class, the teacher should take steps to secure cooperation, which would usually include:

1. Speaking with the student outside of the classroom situation and discussing with the student the specific disruptive behavior.
2. Issuance of some form of consequence supervised by the teacher. The teacher would contact the parents; usually a phone conversation would suffice. The teacher is encouraged to keep a phone log of parent contacts.
3. If the behavior continues, the teacher will speak with the Dean of Student Services and set up a time for a meeting to occur with the student, the teacher, and the Dean. At this meeting, the teacher will be prepared to discuss with the student and the Dean what specific behaviors are expected of the student in the classroom. The Dean will record those expectations and review them with the student in the presence of the teacher. The student will sign the expectation paper signifying that he/she understands what is being asked of him/her.

Discipline: Teachers are expected to deal with ordinary discipline matters within the classroom. Keep in mind that parents can be strong allies when students are treated with respect and fairness. In cases where the teacher finds that normal procedures are not adequate, assistance may be sought from the Dean of Student Services.

Faculty should never humiliate a student in front of his/her peers or other staff members. More serious reprimands should be given quietly and in private, not in a loud or sarcastic voice. The Dean of Student Services should not be expected to uphold a vindictive, impossible, or humiliating consequence for a student's inappropriate behavior. No faculty member should reprimand any student in a physical manner. Such an action is inexcusable and a teacher cannot expect backing from the administration in such a case.

When the actions listed above have been taken to secure student cooperation and behavior problems continue, the student will be informed that a disciplinary referral will be issued.

When a disciplinary referral is made, the student is out of the class until such a time as the Dean of Student services, the student, the teacher, and the parents can meet to go over the specific behavior and the expected behavior. After this meeting, the student is reinstated into the class. A second referral from the same class may result in the student being placed on a behavioral contract and removal of the student from the course for that quarter, with an academic grade of an F and a conduct grade of unsatisfactory. A second referral results in the student's being placed on a behavioral contract

Referrals may be appropriate in the following situations:

1. In cases of serious or continued disruption of classes and study halls, after teacher conferences with students, parents and Counselor or Dean of Student Services have failed.
2. Failure of a student to report to the Counselor, Dean of Student Services, Principal at the assigned time *in cases where the student had to be dismissed from class or study hall.*

Teachers and coaches will be informed by the Dean of Student Services when one of their students has been suspended from school. Teachers will be informed about duration of suspension, but not the reason. If strict confidentiality is not an issue, a teacher is able to discuss the student's suspension with the Dean of Student Services. Students must complete any assignments missed while suspended. The each assignment, test, quiz, or other graded work may only receive a maximum score of 69. Removal from class should be a last resort. If a student has become a behavioral problem, the Dean of Student Services should have been aware of at an earlier time. A call needs to be made informing the Dean of Student Services that a student is on the way to their office. A written account of what transpired will then need to be submitted to the Dean of Student Services by the end of the day. The teacher is also responsible for calling the parents and explaining the situation, before they leave school that day. The Dean of Student Services will also contact the parents and the student will serve at least one detention.

All rules outlined in the Student Handbook are to be enforced by all faculty members. The purposeful disregard of the rules makes enforcement more difficult for the rest of the faculty.

Cafeteria: Supervisors should move around the cafeteria during the period. This will allow us to better see what is going on and it also provides the opportunity for interaction with the students.

- Only 8 students per table. Also, no moving chairs into the main aisles.
- Students may use the restroom at any time. They do not need to ask permission. However they must use the restrooms near the cafeteria just off of the main lobby and return to the cafeteria.

- Students may bring lunches from home or buy food in the cafeteria. No food is to be delivered to school.

When the lunch period has ended, make sure that students have cleaned up after themselves. They need to push in their chairs when they leave.

Classroom Maintenance: To maintain the good condition of the building and its furnishings, teachers are expected to:

- Keep desks away from the walls
- Not allow students to write on desks or other school surfaces
- Keep papers and other items off the floors
- Close windows and blinds after the last afternoon class
- Raise blinds if an excessive breeze from opened windows threatens to damage them
- Erase the board and leave the desks clean for the next teacher
- Use no tape or putty on walls, masking tape is acceptable, (if in doubt or different needs arise, contact the Facilities Manager)
- Inform the President with a brief note if repairs are needed

Computer Lab: This requires that the supervisor maintain an atmosphere of research and study in the room. If a student is not using a computer, they may be asked to leave the room to allow others the opportunity to use it. The supervisor is also responsible for monitoring what the students might be doing on the computer. The computer use policy is outlined in the Student Handbook and needs to be followed at all times. If a student is caught on inappropriate web sites, or in any way breaking the computer use policies, the Dean of Student Services needs to be informed right away.

Hallway Supervision: All teachers are responsible for the supervision of students in the hallways between classes. During the breaks between classes step outside of your classroom and supervise those students who are passing by your classroom. After school all teachers are expected to be in the hallway to help supervise students as they are at their lockers and leaving the building.

Assemblies/Liturgies/Prayer Services: All faculty members are expected to be at every assembly, liturgy and prayer service. All teachers are expected to be sitting with the grade level that they are responsible for supervising.

Communio: Communio is a responsibility that is in essence both supervisory and instructional. The primary duties of an advisory teacher are:

1. Reading special announcements to the students
2. Posting special schedules
3. Checking dress code violations
4. Having students pay attention to announcements
5. Work with students on guidance matters, i.e. Registration, House activities, etc.

The Communio teacher acts as the liaison between the students and the school. The teacher must oversee all business transactions relative to the homeroom. The teacher is also tasked with encouraging participation and cooperation of the students in school related activities. Teachers can pick up Communio information from their mailboxes before school. Finally, students depend on their Communio teacher for guidance and assistance in many ways. The teacher should realize this and be ready and willing to act whenever necessary.

SUPERVISION - CO-CURRICULAR ACTIVITIES

Each faculty member will be required to assist in supervising/chaperoning a certain number of activities during the course of the school year (Typically one dance and two other sporting or performing arts events). Supervision at these assigned events is considered part of the faculty member's base salary responsibilities and will involve direct supervision of students, not collecting gate receipts, tickets or other non-supervisory tasks.

Faculty members will be given an opportunity to submit their preferences for supervision. The Dean of Student Services will make the final assignments for the supervision duties. The Dean will provide specific times and duties for each supervision.

Other Faculty Responsibilities: Responsibilities may include supervision of detentions, assisting with student activities during the school day (i.e. supervision at assemblies, liturgies and days of prayer, class meetings). Faculty must report absences, tardiness to school and class and dress code violations. *It is imperative that every member of the professional staff takes responsibility to consistently enforce the school's regulations about tardies and dress code, as detailed in the Parent/Student Handbook.*

SUPPLEMENTAL MATERIALS

In light of our mission and philosophy as a Catholic school we must take care that any outside materials used in our school meet specific criteria outlined below.

- Any video/audio/internet material selection must be in alignment with the curriculum goals outlined for the class.
- The video must be part of the class content, and as such be listed on the video list prepared by each department, and approved by the principal as curriculum material. This list must be submitted and approved before any video may be shown in class. Consider using clips, not the entire video whenever possible. The video should be considered as a way to enhance course content, not replace it.
- If an R-rated video is to be shown, then sending a letter home getting permission to view or offering students an alternative place to be with an equivalent assignment is necessary.
- A thorough knowledge of the video's content and background is critical. Students should have a preparation/preset before the viewing, a handout to guide viewing or commenting by the teacher, and a follow up assignment at the conclusion.
- Objectionable parts that are not relevant must be edited out. If the video has so many objectionable parts that editing it would be a major problem, then a more suitable video for the theme must be chosen.
- A video may not be shown as a reward, as busy work for students, or for any other educationally suspect intention.
- Novels used must be listed for the course in the Duchesne High School Curriculum Guide. Any additions to the list must be approved in advance by the Principal.

TECHNOLOGY

Telephones, voicemail, and e-mail are for staff uses to conduct school business. Students are not to be allowed to use school phones for personal business or without the direct supervision of a staff member. Students needing to call home due to illness are to use the phone in the Main Office under the supervision of the office staff. By using only school e-mail addresses to communicate with students and parents, teachers put themselves in a more defensible position in the event the content of e-mails is questioned. Teachers are able to access voice mail and e-mail messages off campus.

Technology Acceptable Use Policy (AUP): At Duchesne High School, education thrives when parents, students, and teachers work together to achieve a powerful technology-based learning environment. Computers are powerful tools, but can also present difficult distractions. We are pleased to have Internet access, as we believe it offers valuable, diverse, and informative resources to both teachers and students. The privilege of computer use is granted with high expectations of discipline. Teachers are warned that some material obtained via the Net might contain items that are illegal, defamatory, inaccurate, or potentially offensive. We have taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and some users may procure material that is not consistent with our educational goals.

The Duchesne Technology Coordinator along with Administration and Technology Committee has worked together to produce a clear Acceptable Use Policy (AUP), so that every user knows exactly what is expected. Teachers are encouraged to seek clarification if needed from the administration and the technology department. Fully understanding and abiding by this policy will give each teacher the best opportunity to maximize their teaching experience.

The Technology Coordinator generates regular reports regarding prohibited activities during the school day. Should a teacher's name show up on these reports, appropriate disciplinary measures will be taken. Teachers will be allowed no excuses and no exceptions for being found to have conducted themselves inappropriately. These reports are automatically generated when a teacher tries several times to hit a site that is forbidden for example, (MySpace, FaceBook, YouTube, and addicting games to name a few) or tries to access outside proxies to bypass the filtering system. Reports do not differentiate between class, lunch, and study hall. It simply provides a list of offenders who have taken particular actions on school grounds. During this time, teachers are bound by all rules set forth in the Acceptable Use Policy.

When using electronic communications devices and applications, principals, teachers and other school personnel (collectively "School Personnel") must be aware they are representing the Church and school and must exercise appropriate standards of professional and ethical conduct. The content of such communication must be consistent with the educational purposes and principles of the school and the Archdiocese.

In order to access Duchesne's technology resources, all teachers must accept in writing the provisions set forth in the Acceptable Use Policy (AUP) and this Computer Disciplinary Code (CDC). The purpose of the CDC is to provide more specific information about common behaviors that are considered inappropriate by the Duchesne administration. This list of prohibited behaviors and consequences is not intended to be exhaustive. There are behaviors not listed that will result in sanctions according to the Duchesne AUP, but those listed constitute the most common "pitfalls" or temptations.

Technology Disciplinary Code

- The network is provided for teachers to conduct research and communicate with others. Access to network services is given to teachers who agree to act in a considerate and responsible manner.
- Users are expected to abide by their generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online. Harassing, stalking, bullying, insulting or attacking others is prohibited.
- Users are not permitted to use the computing resources for commercial purposes, product advertising, political lobbying, or political campaigning.
- Users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material that could potentially tarnish Duchesne's reputation. Any school logo or uniform cannot be exhibited on the Internet without school approval.
- Physical or electronic tampering with computer resources is not permitted. Damaging computers, computer systems, or computer networks intentionally will result in a disciplinary action. Using the network to gain unauthorized access to remote systems (i.e. Hacking) is strictly prohibited.
- Users must respect all copyright laws that protect software owners, artists and writers. Plagiarism in any form will not be tolerated.
- Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem within the school's computers, network, or Internet connection, you must notify the technology coordinator. Do not demonstrate the problem to others. Using someone else's password or trespassing in another's folders, work, or files without written permission is prohibited.
- Duchesne High School makes no warranties of any kind, whether expressed or implied, for the service it is providing. We assume no responsibility or liability for any phone charges, line costs or usage fees, nor for any damages a user may suffer. This includes loss of data resulting from delays, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at your own risk. We specifically deny any responsibility for the accuracy or quality of information obtained through its services.
- All communication and information accessible via the computer resources shall be regarded as private property. However, the Technology Department may review files and messages to maintain system integrity and insure that users are using the system responsibly. Messages relating to or in support of illegal activities may be reported to the authorities.
- Willful introduction of computer viruses or any disruptive/destructive programs into the system is strictly prohibited.
- The use of outside proxies to bypass the network and or security filtering systems is strictly prohibited.
- Personal web sites are not to be visited during school hours. (i.e. Twitter, FaceBook, Bebo, addicting games etc.)

Examples of inappropriate electronic communications include, but are not limited to, communications which: (1) are a violation of State or Federal law or promote illegal activity; (2) promote or oppose a candidate for public office; (3) are intended for mass mailings, except through authorized listservs provided and maintained by the school ; (4) include home addresses, phone

numbers, e-mail addresses or other personal information of students, parents or school personnel; (5) contain commercial or personal advertisements, solicitations or promotions; (6) contain photographs of students, parents or school personnel in violation of school policy; (7) are in violation of the school harassment policy;

Any violations may result in a loss of computer access, as well as other disciplinary or legal action. The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities through the school's computer system. Users are considered subject to all local, state, and federal laws.

Access is a privilege - not a right. Access entails responsibility. Inappropriate use will result in a suspension or cancellation of Internet privileges and possible loss of employment. The administrators will deem what is inappropriate use and their decision is final. The Administrators may close an account at any time as deemed necessary. The Administration may request the technology coordinator deny, revoke, or suspend specific user accounts.

WEBSITE/ANNOUNCEMENTS/NEWSLETTER

Items for the website or announcements should be emailed to the office one day prior to appearing in the bulletin and must be signed by the faculty member sponsoring the event or activity to be mentioned. Coaches are encouraged to publicize the results of games and meets should have their information in the office by 7:15 a.m. that day or it may not make the bulletin; 9:00 a.m. for the daily announcements. The PA system is used for Morning Prayer at the beginning of school each day, for announcements at the beginning of advisory and Prayer at the end of the last class of the day. During this time, all students, faculty and staff are expected to be attentive.

Items for the newsletter should be in to the office in electronic format by the Wednesday preceding the Friday on which the newsletter will be sent out.

PERSONNEL POLICIES

ATTENDANCE

Sick Day: Sick leave shall be taken by a teacher because of actual illness necessitating absence from teaching duties or because of necessary recuperation from an accident or operation. Sick leave without diminution of pay shall be given to the teacher at the rate of ten (10) *school days* per *school* year, and unused sick leave may accumulate and be carried over from year to year to a maximum of the instructional *days* and faculty *days* of one school year (184 *days*). Unused sick leave beyond 184 days shall be compensated at \$50.00 per day, with payment made on June 15. Sick leave is not to include time off for any other causes except that mentioned in the first sentence of this section. In any case of extended illness or repeated absence on account of illness, the principal or the Office of the Superintendent of Catholic Education may require satisfactory proof of illness as a condition of eligibility for paid sick leave.

Personal Days: All full-time *teachers* are entitled to two personal days. Whenever possible, no more than two teachers at any one school may take personal days on the same day. Local administration may exclude some days from use as personal days. Teachers are able to bank unused personal days (2) or convert them to unused sick days.

If a teacher knows in advance of an absence he/she needs to inform the Dean of Student Services of this absence and student work needs to be left for a sub. If the absence is not known in advance, the employee needs to call the Dean of Student Services the night before, if possible, or call early in the

morning and leave a voice message and then **e-mail student work** for the sub to the Dean of Student Services. It is always the responsibility of the teacher to leave work for the students. In the case of tardiness at the beginning of the day, an employee should notify the school.

The Family and Medical Leave Act of 1993 (FMLA): Any staff or faculty member may take an extended unpaid medical leave for the person's own health condition, the need to care for immediate family because of a serious health condition, the birth of a child to the person or the person's spouse, or the placement of a child with the person for adoption or foster care.

Leave for birth or placement of a child may not be intermittent. If the leave for a teacher's own health condition or the serious health condition of a family member results in the person being on leave for more than 20% of the working days during the time the condition exists, the administration may require that the person take complete leave during that time period.

Paid medical leave is available only to the extent that the teacher has medical leave days accumulated. Paid medical leave for a teacher's own health condition may not exceed 175 days (roughly one year of teaching days). Upon recuperation, the teacher must immediately return to work. Paid medical leave for reasons other than the teacher's own health condition may not exceed sixty days regardless of the number of medical leave days accumulated.

A member of the immediate family is defined as spouse, parent, step-parent, parent-in-law, child, or other relative or dependent living in the teacher's home. Employees requesting leave due to the illness of their children are expected to make arrangements for sharing this responsibility with their spouses.

The administration may require that any leave based on the serious health condition of the teacher or of a member of the teacher's family be certified by the attending health provider. The certification must contain the date on which the serious health condition began, the probable duration of the condition, and the nature of the condition. If the leave is due to the teacher's own serious health condition, the certification must include a statement that the teacher is unable to perform his/her teaching duties. If the leave is due to a family member's serious health condition, the certification must include a statement that the teacher is needed to care for the family member and an estimate of the amount of time required for the care.

Funeral Leave: A leave of absence of up to three (3) school days without diminution of pay shall be provided to each teacher in the event of a death in his or her immediate family. The "immediate family" is defined as the spouse, children, parents, step-parents, brother, sister, mother-in-law, or father-in-law of the teacher. Such leave of absence will begin with the day of death and end with the day following the funeral. A one day leave shall be given for the purpose of attending the funeral of brother-in-law, sister-in-law, and grandparents. Decisions for exceptions necessitating leaves for deaths of other relatives or variance in interpretation of "immediate family" are made by the President at local school with possible consultation with the Catholic Education Center. Funeral leave is not to be considered a part of any allowable sick leave or other leave provided in this contract.

Leaving Campus: To ensure student safety and supervision, it is essential to have teachers available during the entire school day. Occasionally teacher may need to leave campus during the school day need. In such cases, permission must be received by the Principal and teachers need to sign out in the office. Upon returning, the teacher needs to sign back in. The school needs to know who is on campus at all times in case of an emergency situation or drill.

Teachers with free periods at the end of the day are expected to stay until the end of the school day unless permission to leave is granted by the Principal.

CERTIFICATION

Every teacher shall be certified by the State of Missouri or willing to work toward such certification. Certification for religion teachers is described below. The responsibility for getting proper certification from the State Department of Education rest with the person hired.

Every teacher in a Catholic school is a catechist, participating in the primary mission of the school, “to share the light of faith” with our students. However, some are called to the more specific role of teaching religion classes.

All teachers of religion must meet the certification standards established by the Catholic Education Office. To be certified as a secondary teacher of religion, full-time or part-time, a person must be a Catholic, hold a bachelors degree in theology or religious education, or the equivalent, and have the specified credits in catechetics and education. A person holding state teaching certification whose degree is in another field may work toward religious education certification by taking thirty hours, in specific areas, from a Catholic college, university, or pontifical institute such as Paul VI.

CONTRACTS

The School Personnel Office will issue teacher contracts for the following school year in April or after the salary schedule has been determined. Where signed contracts are not returned within 30 days of being issued, that teaching position shall be considered open. The first three years of a teacher's service in the Archdiocesan high school system are considered a probationary period. There is no obligation to renew a teacher's contract at the end of any of the first three years. A teacher, whose contract is not being renewed for any reason will be notified by March 25.

A teacher who does not honor a contract after one is signed will not be rehired into a Catholic school at a future date. No recommendations will be given to other employers.

Changing Lanes On The Pay Scale: Ordinarily, once an administrator/teacher has enough credits to change lanes, an official transcript is needed for that contract change. In order for the contract to be changed for the first semester the official transcript must be in by September 10th. For second semester the official transcript is needed by February 10th. If an administrator/teacher is changing lanes for the second semester the salary calculation is as follows: If a teacher at 9 BA (\$30,982) is changing to 9 BA+15 (\$31,469) at second semester, the salary would be: $\frac{1}{2}$ of 9 BA = \$15,491 and $\frac{1}{2}$ of 9 BA+15 = \$15,734, the total salary for the year would be \$15,491 + \$15,734 = \$31,225.

Any teacher who is frozen and wants to be unfrozen must have the paperwork in no later than June 30th

Salaried/Stipend Positions: Athletic coaching assignments and other salaried/stipend positions are determined by the President. The change or elimination of these assignments is not subject to the appeal outlined for non-renewal of teaching employment. The amounts for these assignments are normally established with the teachers’ contract scales and are to be included in salary checks.

Serious Obligation To Honor A Signed Contract: Both the high school and the teacher are legally and morally bound to honor a signed contract. A penalty may be imposed upon a teacher for breaking a contract except for in cases of medical disability, caring for a seriously ill family member, spouse

transferring out of the area, or resignation due to unsatisfactory performance. If imposed, the penalty would be as follows: prior to June 1, \$300; June 1-July 1, \$500; after July 1, \$1,000.

Paying of this penalty does not constitute a license or permission to break a contract, which is legally and morally binding unless the employee is voluntarily released for the above mentioned or other similar and accepted reasons.

DISCIPLINE, DISCHARGE, TERMINATION

Probation: A three-year probationary period is applied to all teachers new to Duchesne High School. The school has no obligation to renew a contract at the end of any of the first three years.

Reduction in Force: Reduction in Force (RIF) is not considered a non-renewal of a contract. If a decline in student enrollment or financial constraints of the school eliminates the need for the services of a particular teacher or if the circumstances will cause a teacher to be reduced from full time to part time, the teacher needs to be notified in writing at the time contracts are distributed to the faculty. The School Personnel Office needs to be contacted within five days of notifying the teacher.

If a teacher is not offered a contract or offered a less than full time contract because of a need to reduce the staff in a department, reduction will be determined based on the following criteria in this order:

- Teachers who have received Interventions or Improvement Plans and have not yet achieved satisfactory improvement will be considered first for reduction.
- A teacher must be qualified to teach the courses that are open. Teachers need a current or lifetime Missouri teaching certificate in the subject area or must meet the certification standards established by the Catholic Education Office of teaching Theology or they must meet the requirements of AdvancED/North Central which are 18 hours in education and 24 hours in the subject area.
- Consideration will be given to the retention of teachers who contribute to the total school program by participation in co-curricular activities and those with special academic skills.
- If the first three criteria are equal, seniority at Duchesne High School will then be used.

Performance-Related Deficiency Leading to Non-Renewal of Teacher Employment: After the three-year teacher probation, termination or non-renewal of teacher employment because of performance-related deficiencies requires good and sufficient cause. Prior notification in writing of said deficiency(ies) should have been given to the teacher, along with a prescribed plan for improvement and a reasonable timeline for the improvement plan. The procedure used can be found in the manual, *A Challenge To Excellence: A Program For Teacher Development and Evaluation*.

Immediate Suspension (pending termination): If a teacher is accused of a serious direct violation (or violations) of the school's Christian Witness Statement, grossly insubordinate actions, or some illegal activity, he/she may be suspended immediately with or without pay, as directed by the Archdiocesan Catholic Education Office.

EARLY RETIREMENT INCENTIVE

Teachers choosing to take the early retirement incentive will receive one and one-half the salary and be compensated for unused sick days at \$40 a day. These amounts will be paid over the next three school years.

If taking early retirement, the teacher will still be able to receive a tuition grant for his/her children while their children are in the school system.

Eligibility

Teachers who wish to participate in Archdiocesan health insurance plan must be at least 55 years old with 10 years of continuous service in Archdiocesan high schools; age and years of experience in archdiocesan education must equal 80. One's status in health insurance plan is maintained at one's own expense.

Teachers who do not wish to participate in Archdiocesan health insurance plan must have 10 years of continuous service in archdiocesan high schools; age and years of experience in archdiocesan education must equal 80.

Election of benefit must be made prior to March 15. If a contract is not offered or offered as a conditional contract and the teacher is eligible for early retirement, then the deadline for this teacher to elect early retirement will be April 30 in the year early retirement is offered.

Early retirement option is one and one-half of the teacher's last year's salary. Accumulated unused sick days will be compensated at \$40 a day, over 3 years.

If a teacher, with at least 10 years of continuous service in the archdiocesan high schools, decides to retire but is not eligible for early retirement, the teacher will receive compensation for unused sick days at \$40 a day. The compensation will be made in one payment at the end of the school year in which the teacher *retires*.

INSURANCE

Health insurance: Full-time employees may choose United Health Care Standard or Premier plan. A person also needs to select the type of coverage: employee, employee + 1, or employee + family. Rates are dependent upon the insurance carrier you choose and upon the plan selected. Information regarding the coverage and the rates is available from the bookkeeper. The insurance plan year and rate is effective July 1 through June 30.

Medical Premiums: The school pays 85% for individual coverage and 75% of the premium for employee + 1, and employee + family.

Life Insurance: The employee's salary is terminated on the date of death. The beneficiary will receive an amount equal to the employee's current year's base salary rounded up to the next \$100.00.

Long Term Disability: A long-term disability benefit is available for full-time employees. Details of coverage can be obtained from the bookkeeper. Employees become eligible on the first day of the month that follows the completion of one year of service.

PROFESSIONAL DEVELOPMENT

Staff Development activities are a high priority and all professional staff are to attend. Funds for teacher development activities may be available through Title II if the planned activities are consistent with Duchesne's high quality professional development plan. Consult the Principal regarding funding.

All faculty members are accountable for fulfilling the descriptors included in the Professional Development program. Choosing a target area for special attention does not exclude the other areas of responsibility.

To ensure that our students get the best education possible, opportunities are provided for faculty to stay abreast of current educational topics and pedagogy. Throughout the school year Professional Development times may be scheduled to work on AdvancED, our school improvement program and Professional Learning Teams. Attendance at all professional development time is mandatory.

Duchesne High School recognizes the need for everyone involved in education to improve themselves in an on-going professional formation and updating. The formal development must consist of at least 1.5 CEU's per academic year. Professional growth activities equal to 1.5 CEU's will be provided by each school and offered on school time during normal faculty hours.

Staff members who do not fulfill the professional growth requirement could be frozen at the dollar amount of their salary as of the end of the contract period. When the requirement is completed, the teacher will advance one step on the salary scale for the next academic year.

Failure to update can be cited as a factor contributing to unsatisfactory performance through the already established procedures for documenting unsatisfactory performance and for commenting on professional growth and suggestions for future improvement.

Definitions:

1. A "continuing education unit" (CEU) is defined as "10 contact hours of participation in an approved continuing education experience." Fractional CEU's (.1 per contact hour) may be earned if workshops are approved and involve at least 5 contact hours.
2. An "approved continuing education experience" is one which:
 - a. is sponsored by a school, professional association, or other approved organization;
 - b. has as its purpose the professional updating of a target clientele;
 - c. provides instruction by qualified personnel; and
 - d. provides verification of satisfactory completion.
3. The following activities do not meet the above criteria for "approved continuing education experiences" unless an exception is granted by the Administration:
 - a. programs which give earned college or university credit (audited courses would qualify);
 - b. orientations, welcomes, announcement times, committee meetings, business or policy sessions, and other non-educational portions of conventions, such as socials, meals, etc.;
 - c. non-educational travel, cultural performances, and recreational activities;
 - d. work experience; and,
 - e. independent research, reading, study time, writing, etc.
4. Incentive -- In addition to the professional updating derived, CEU's earned can be applied towards partial movement to the AB+15, AB+30, MA+15, and MA+30 salary lanes. The ability to use CEU's for this purpose provides the educator with a wider range of activities and generally at lesser costs than college or university credits alone.

- a. Only 1/2 of the credits needed for moving to the AB+15, AB+30, MA+15, and MA+30 lanes can be obtained through CEU's; the remainder must be obtained through earned college or university credits.
- b. For the purpose of moving from one salary lane to the other, two (2) CEU's would be considered equivalent to one college credit.

For both the purposes of professional updating and advancement on the salary scale, college and university courses and CEU workshops must focus on the following areas:

- the educator's field(s) of certification. related fields. or attaining an additional field of certification
- the educator's co-curricular or extra-curricular activity areas
- religious education
- health education
- adolescent psychology
- educational theory and practice
- technology training

Tuition, fees and books shall be reimbursed at 50% up to the maximum per academic year of \$1,500 for approved courses and workshops.

Faith Formation: As a Catholic school, we provide Faith Formation opportunities for our Faculty and Staff.

Documentation For Professional Development: Documentation consists of official transcripts from colleges and universities and letters or certificates of attendance for CEU workshops. It is the teacher's responsibility to ensure that the schools or organizations through which credits or CEU's are earned send the necessary transcripts or verification of attendance to DHS. Documentation of completion is to be turned in to the Principal.

Financial Penalty: Staff members who do not fulfill the professional growth requirement will be frozen at the dollar amount of their salary. When the requirement is completed, the teacher will advance one step on the salary scale for the next academic year.

Failure to update can be cited as a factor contributing to unsatisfactory performance through the already established procedures for documenting unsatisfactory performance and for commenting on professional growth and suggestions for future improvement.

REVIEW PROCESS IN THE EVENT OF TERMINATION/NON-RENEWAL OF EMPLOYMENT

(excludes moral/criminal offenses and reduction in staff due to decreased enrollment): If, after the first three years of employment at Duchesne High School, a professional staff member's (hereinafter referred to as "teacher") employment as a teacher is terminated in mid-contract or not renewed for the following year for performance-related reasons, the teacher may utilize the following review process.

In the event of a notification of termination or non-renewal, as promptly as possible but no later than 20 working days after the notification, the teacher must present to the President of Duchesne a request for review stating the reasons why the review is requested and what action the teacher wants the President to take.

Promptly, and whenever possible within five working days of the written request, the teacher, who may be, but shall not be required to be, accompanied by another teacher currently employed by Duchesne, will meet with the President and the Principal to present the request orally and discuss the matter. The President will respond to the teacher's request in writing within five working days of the conference (or longer if written agreement is given by the teacher).

If the teacher believes the process has not been followed, he/she may appeal to the Associate Superintendent for Secondary School Administration. The Associate Superintendent will only determine if Duchesne High School has appropriately followed the recommended Archdiocesan and local policies and procedures surrounding the decision, not judge the decisions which flow from the recommended policies and procedures. Notification of the intent to pursue this appeal must be given in writing to the Associate Superintendent within ten working days of the receipt of the President's written response. The Associate Superintendent will meet, as soon as convenient, with the teacher currently employed by Duchesne to review the matter. The Associate Superintendent will respond to both the teacher and the President in writing and whenever reasonably possible, within five working days after the time of the review.

If the Associate Superintendent determines that the policies and procedures have been followed, then the decision of the President is final.

RETIREMENT

Teachers will remain in the Social Security System. Full-time employees will be provided the opportunity to participate in the 403b annuity defined contribution plan, or a similar vehicle provided by the Archdiocese. Employees become eligible to participate on the first day of the month that follows the completion of one year of service. Employer contribution is 5% of compensation for employees. Voluntary contributions may be made by employee according to the current schedule available from the bookkeeper.

SCHOLARSHIP FOR TEACHERS' DEPENDENTS

All children of Archdiocesan high school teachers who are enrolled in a member high school shall attend on a full-tuition scholarship. Teachers will be required to pay the registration fee and other fees. However, all other fees will not exceed \$200.00 for underclassmen or \$400.00 for seniors. Children must be in attendance at the time the teacher is employed full time.

TEACHER WORK ASSIGNMENT GUIDELINES

Full time teachers are scheduled to teach six classes or the equivalent. An average of 300 minutes per day is the maximum time for any teacher to devote to teaching, study halls, counseling, etc. Each teacher should be allowed the equivalent of a 40 minute planning period each day, 200 minutes per week. Teachers may be assigned to substitute during a portion of their planning period. Substitutions are to be honored by the teacher. Refusal to do so should be documented as unsatisfactory performance. Academic Deans, Librarians, Guidance Counselors and the Learning Consultant may devote as many as 360 minutes of the school day to their duties.

Teachers should be limited to 4 preparations. A different preparation exists when there is a different subject matter or the same subject matter with different objectives, textbook, and approach (difficulty level alone does not constitute a separate preparation). If it is necessary for a teacher to have more than 4 preparations or more than 6 classes, consideration will be given concerning reduced student load, reduced supervisions, or reduced substitutions.

The student load of any teacher ordinarily should be at least 140; ordinarily the maximum number of students should not exceed 170. Classes cannot exceed 33-35 students without serious need and the expressed approval of the teacher of the class. In certain activity classes such as physical education and music, the teacher's load may be greater, but may not exceed 225. These classes may also exceed 40 students when necessary and when an increased number of students is not detrimental to instruction and learning.

TEACHER RATING AND EVALUATION

Teachers shall be evaluated by the school's administration according to the procedure outlined in the Evaluation instrument adopted for use for all schools in the Archdiocesan system. Teachers will be presented with completed evaluation forms prior to the end of the year. The teacher will sign the form and have an opportunity for writing a rebuttal before the document becomes part of the teacher's permanent file. A copy of the final evaluation form will be given to the teachers for their own files. No teacher shall receive an unsatisfactory rating on the final evaluation without prior written notification of unsatisfactory performance at the time of occurrence.

The Administration of Duchesne High School reserves the right to revise this handbook at any time during the school year to correct an error or to address an unforeseen circumstance. The revision will be published and disseminated to all professional staff in writing through the normal means of communication. The change will go in effect within a reasonable amount of time.

**DUCHESNE HIGH SCHOOL
FACULTY HANDBOOK AND TECHNOLOGY AGREEMENT ACKNOWLEDGEMENT**

I acknowledge that I have received a copy of the Duchesne High School Handbook. I understand that it contains important information about Duchesne High School's general personnel policies and about my privileges and obligations as an employee. I further acknowledge that I have read and understand Duchesne High School's policies and agree to adhere to these policies.

I have received this Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this Handbook and any revisions to it.

I acknowledge that I have read the Technology Acceptable Use Policy and the Inspection Policy. I agree to the following rules contained in these policies. I understand that if I violate the rules my account can be terminated and I may face other disciplinary measures. I hereby give my consent to Duchesne High School to search both school and my personal property located on school premises including monitoring, accessing, retrieving or deleting any information on school computers and/or voice mail systems in a manner consistent with Duchesne High School business interests.

Employee Name (Printed)

Employee Signature

Date

Please remove this page from the Handbook, sign and date it, and return it to the President so that it may be placed in your personnel file.