

faculty Handbook

2022-2023

Sacred Heart Catholic School

9968 Bayou Des Glaises Rd. Moreauville, LA 71355

Phone: 318-98502772 FAX: 318-985-2164

http://shsmoreauville.com

**INTRODUCTION**

As Catholic educators, we believe that professional excellence in Catholic school directly influences our Church, our country, and our world. We strive to create a Christian environment which promotes sound and professional judgment. Through our spirit of joy, our dedication and enthusiasm, we encourage others to join us in our apostolate of teaching in a Catholic school.

As Catholic school educators, we also believe that children are influenced by home, community, and a society in which attitudes toward Christian values are often challenged. Parents, the source from which children and youth derive their values, entrust their children to the Catholic school: to **instruct, to complement, and to intensify** the education and formation begun in the home. We are called to assist these parents’ fundamental human right to know, to understand, and to share in the decisions that affect the education of their child.

A Catholic school teacher is a person who is growing in **faith, hope, and love of Christ,** who realizes the **commitment** to the students, the parents, the community, and the profession.

In fulfilling our responsibilities as **ministers** of education, we are called in the following ways:

1. To proclaim the Good News as handed down by the Catholic Church.
2. To maintain professional standards by preserving the reputations of colleagues, administrators, and students.
3. To help students see the relevance of a Christian value system in their daily lives.
4. To show Christian concern about the joys and problems of each student.
5. To help students learn to relate human culture and knowledge to the news of salvation.
6. To speak with justice about students especially when called upon to discuss sensitive matters.
7. To respect confidential information concerning students and their homes.
8. To enable students to grow in a sense of self-worth and accountability by selecting activities which promote the positive self-concept as becomes a maturing Christian.
9. To report to parents their child’s progress regularly and, as needed, in a spirit of charity, with professional accuracy and honesty.
10. To be attentive and respectful of the individual needs of each student, and if needed, to provide reasonable classroom accommodations as recommended by the special needs coordinator.

***ACCIDENTS***

Accidents involving students or staff members are to be reported to the Principal immediately and a written detailed report, using forms in the office, must be submitted by the end of the school day. A copy of the accident report is sent to the Catholic Center and a copy is kept on file in the office.

#### *APPROVED BY THE LOUISIANA DEPARTMENT OF EDUCATION*

 Sacred Heart School was first approved by the Louisiana State Department of Education in 1964 and has remained approved and accredited ever since.

***ADDITIONAL CURRICULUM SKILLS***

Teachers must acquire basic and advanced computer skills. Within two years of employment, teachers must have taken a hands-on computer workshop for continuing education. Since technology is an on-going and ever-changing discipline, teachers should continue to update their computer skills to meet the technological needs of their students. The Technology Coordinator will provide In-Service opportunities for all staff.

***CELL PHONES***

Cell phones should be in the off or mute position during the hours of 7:45 AM and 3:00 PM and during Faculty Meetings. If a teacher anticipates a call during the school day or during a meeting due to an emergency, he/she should notify the Principal at the beginning of the day. At no time when teachers are in the presence of students should they be involved in texting, talking on their cell phone or updating social media status.

***CLASS PARTIES***

 School parties are limited in number and duration. Parties should not last more than 30 minutes for grades 2 – 8. School parties are allowed for Christmas and Valentine’s Day for all grades. If Valentine’s Day falls during Lent, the students in grades 2-3 may have treat bags with Valentine sent home instead of having a party. Treat bags may be given to students during the last hour of Halloween. Students in Pre-Kindergarten through grade 3 may be given during the last hour on Halloween. Students in Pre-Kindergarten through grade 3 **only** are allowed to bring birthday treats. Parties are left to the discretion of the teachers. Room parents must have the teacher’s consent before planning a party or treat. Room parents may assist the classroom teacher with these three parties. We request that treats be already prepared into individual servings and include ingredient labeling. **No peanut or peanut butter products will be allowed at school**. There should be no homemade treats unless approved by the school. All notes going out from the school must be read and approved by the principal.

 **Personal party invitations** must be sent by mail or given to ***all*** students in the class. This includes parent-sponsored end-of-the-year parties.

***CHILD ABUSE LAWS***

Sacred Heart School abides by the Child Abuse Prevention, Adoption, and Family Services Act. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

It is the law that all reports of child abuse be reported to Child Protective Services (CPS). As educators, we are legally obligated to report to Child Protective Services if there is any “cause to believe that a child’s physical or mental health or welfare has been or may be adversely affected by abuse or neglect.” CPS will then evaluate the seriousness and authenticity of the allegations.

The Louisiana Children’s Code, Article 609 states that:

“Any mandatory reporter who has cause to believe that a child’s physical or mental health or welfare is endangered as a result of abuse or neglect or that abuse or neglect was a contributing factor in a child’s death shall report in accordance with (Louisiana Children’s Code) Article 610.”

The most important class of mandatory reporters for the purpose of this article is that of ‘teaching or child care provider’ which is broadly defined by Article 603 as:

“Any person who provides training and supervision of a child, including any public or private teacher, teacher’s aide, instructional aide, school principal, school staff member, social worker, probation officer, foster home parent, group home or other child care institutional staff member, personnel of residential home facilities, a licensed or unlicensed day care provider, or any individual who provides such services to a child.”

When you have reason to suspect that a student may have been abused, you must immediately report it to the principal so that CPS can be contacted. The person making the call will get a case number and the name of the person from CPS who received the call. A copy will be retained at the school and a copy will be sent to the Superintendent.

**Louisiana Child Abuse Hotline:** 1-800-244-5373

***CO-CURRICULAR ACTIVITIES***

All teachers are expected to assume some non-teaching responsibilities. Examples of such activities include presiding during lunch or recess, carpool duty, coaching an academic or athletic team, sponsoring a school club, moderating various school activities or events which occur on an occasional basis. The administration will try to distribute such duties as evenly as possible.

***CODE OF ETHICS FOR CATHOLIC SCHOOL EDUCATORS***

The professional conduct of every educator affects attitudes about the teaching profession and Catholic education. Aware of the importance of maintaining the confidence of students, parents, colleagues, and the Church community, Catholic school educators strive to sustain the highest degree of ethical conduct.

* **PRINCIPLE I.** COMMITMENT TO THE STUDENT

As Catholic school educators, we believe that students, like ourselves, are pilgrim people, making their journey through this life with a constant focus on the next. As Christian Catholic educators, we have a specific responsibility to encourage each student to achieve his/her maximum potential. We work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals. In fulfilling our obligation to the student, we are called to:

1. Help students see the relevance of a Christian value system in their daily lives.
2. Help students learn to relate human culture and knowledge to the news of salvation.
3. Show Christian concern about the joys and problems of each student.
4. Speak with charity and justice about students even when called upon to discuss sensitive matters.
5. Work with students in preparing liturgies, paraliturgies, and other religious programs.
6. Respect confidential information concerning students and their homes.
7. Plan appropriate service projects for students that will develop their sense of responsibility to the community.
8. Enable students to grow in a sense of self-worth and accountability by selecting activities which promote the positive self-concept as becomes a maturing Christian.
9. Develop the students’ knowledge and understanding of the subject(s) for which we are responsible, without suppression or distortion.
10. Refuse remuneration for tutoring students assigned to our classes and reject any other use of our students for personal financial gain.
* **PRINCIPLE II**. COMMITMENT TO PARENTS

As Catholic school educators, we believe that children are influenced by home, community, and a society in which attitudes toward Christian values are often challenged. Parents, the source from whom children and youth derive their values, entrust their children to the Catholic school to instruct, complement, and intensify the education and formation begun in the home.

We are called to assist these parents in fulfilling their obligation for the Christian formation and education of their child; therefore, we will:

1. Respect parent’s fundamental human right to know, to understand, and to share in decisions that affect the education of their child by:

* Assuring parents of a commitment to ongoing education as a professional educator and informing them, upon request, of educational qualifications;
* Keeping parents apprised of the curriculum and method of instruction;
* Providing opportunities for parents to help shape classroom and school policies and keeping them well informed regarding all current policies.
1. Develop educational programs and activities to enhance family life as well as the home-school relationship.
2. Respect any confidential information which parents share.
3. Report to parents their child’s progress regularly and as needed, in a spirit of charity, with professional accuracy and honesty.
* **PRINCIPLE III**. COMMITMENT TO THE COMMUNITY

As Catholic school educators, we believe that the school community is both an agent of appropriate change and a preserver of basic tradition. We consider the school community an integral part of the parish whose people it serves, and a vital force for preparing future civic and Church leaders. In fulfilling our obligation to our apostolic profession, we are called to:

1. Promote the peace of Christ in the world by:

* Modeling peaceful solutions to community conflicts.
* Encouraging a spirit of cooperation and avoiding the extremes in competition.
* Developing skills that will enable students to interact with society for a better world.
* Promote the dignity of the human person. We are all created in the image and likeness of God.

2. Cooperate wholeheartedly in the continued building of parish life and spirit by:

* Emphasizing the integral nature of the Catholic school within the parish and community.
* Assisting communication concerning parish resources, needs, and events.
* Modeling active participation in one’s own parish.

3. Develop student potential for constructive Christian leadership within the American democracy by:

* Ensuring an adequate understanding of history and its lessons.
* Providing opportunities for taking responsible moral positions on current issues.
* Offering instruction and practice in leadership skills.

4. Contribute to the well-being of the area in which the school is located by:

* Reflecting the philosophy of the school in one’s attitudes and actions.
* Manifesting respect and appreciation for the work of educators in other schools and systems.
* Encouraging in students a respect for the person and property of their neighbors.
* Avoiding inappropriate school activities that disturb the peace and order of the community.
* **PRINCIPLE IV**. COMMITMENT TO THE PROFESSION

As Catholic school educators, we believe that professional excellence in Catholic schools directly influences our Church, country and world. We strive to create a Christian environment which promotes sound moral and professional judgment. Through our spirit of joy and enthusiasm, we encourage others to join us in our apostolate of teaching in a Catholic school.

In fulfilling our responsibilities as professional educators, we are called to:

1. Maintain professional standards by
* Preserving the reputations of colleagues, administrators, and students.
* Safeguarding the exchange of confidential information.
* Refusing to use the classroom to further personal needs through the sale of any goods, products or publications.
* Refraining from using the school as a platform for one’s own beliefs that are not in accord with the school philosophy or Church teaching.
* Overseeing the duties of non-professionals, making sure that they assume only those responsibilities appropriate to their role.
* Assisting in the orientation of educators new to a position and/or school.
* Considering the obligations of the teaching agreement as binding in a most serious manner, conscientiously fulfilling the agreement.
* Terminating unexpired agreements only because of serious reasons, with the consent of both parties, and after sufficient notice.
* Upholding the authority of the school when communicating with parents, students, and civic community.
* Presenting honest, accurate professional qualifications of self and colleagues when required for professional reasons.
1. Seek and encourage persons who live a life consonant with Gospel value and Catholic Church teachings to pursue the apostolate of teaching by:
* Modeling the faith life and witnessing to the Faith Community on the parish, diocesan, national, and world levels.
* Exemplifying the teachings of Jesus Christ by dealing with children and adults in true love and justice.
* Exhibiting knowledge of the Church documents, especially “To Teach as Jesus Did,” “Sharing the Light of Faith,” and “The Catholic School.”

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###### AGREEMENT RESPONSIBILITIES:

***STATE CERTIFICATION*:** A State Provisional or Standard Certificate is required. It is the professional responsibility of each teacher to maintain a current license/certification for the area that he/she is teaching. This certification must be submitted to the Principal before the first day of the contract year.

***BACKGROUND CHECK:*** All employees of Sacred Heart School must complete a diocesan specific background check prior to the first day of employment and re-checked every 5 years. In addition, other background checks may be required for individuals who have fiscal responsibility.

***CATHOLIC IN GOOD STANDING:*** Sacred Heart Catholic School is a Roman Catholic Institution and the faculty represents this institution. The life choices of faculty members must be consistent with the expectations of a Catholic in good standing in the Catholic Church. Faculty is expected to support the teachings of the Catholic Church. Non-Catholic faculty members should publicly support the teachings of the Church and should live their lives in a manner that would be reflective of a Catholic in good standing. For further clarification of this policy, faculty members are encouraged to consult with the principal.

***MEDICAL RECORDS*:** Proof of a medical examination is to be filed in the school office. In addition, on a case-by-case basis, the Principal may require medical confirmation that a teacher is in good physical, mental, and emotional health to fulfill teaching responsibilities.

***PROFESSIONAL ETHICS*** requires discreet interactions with all involved in an educational community. **On or off campus** faculty members should maintain exemplary conduct.

**Students**: Academic and personal student issues must be discussed only with the immediate staff on professional terms. When a problem arises, the Principal, Assistant Principal, or Pastor must immediately be advised and the situation resolved.

**Faculty**: The actions or teaching abilities of faculty members shall be discussed only in a professional manner. All faculty members should be considered as equally important members of the team. Interactions with colleagues should be honest and when differences occur, both parties should work toward a mutually satisfactory resolution.

**Administration**: Mutual respect, loyalty, and support between the administration and the faculty are required for a good working relationship. Communication must be honest and direct. The faculty must support the decisions of the administration and refrain from discussing professional differences with students, parents, other faculty members, or posting commentary regarding the administration through social media. Any breach of professional confidence may be cause for dismissal.

When speaking with parents, on or off campus, in person or online, there should be no criticism of administrators, faculty members, parents, or students. Discussions with parents must focus **only** on their child. Discussions regarding the behavior and attitude of every child should be objective and framed in positive language.

***DISCIPLINARY ACTIONS***

Sacred Heart Catholic School is a Roman Catholic Institution and the faculty represents this institution. The life choices of faculty and staff members must be consistent with the expectations of a Catholic in good standing in the Catholic Church. Any conduct inconsistent with the teachings of the Roman Catholic Church shall be grounds for disciplinary action, as the Principal shall deem appropriate, including the termination of the agreement of employment.

***E-MAIL***

E-Mail should never be considered “private.” The administration of Sacred Heart School reserves the right to read any e-mails generated from the school e-mail account without prior notice to the employee.

Teachers should only use the school domain when communicating with parents or students via email. At no time should a teacher use his or her personal email account. Teachers assume personal liability for any ramifications that are the result of a communication on a personal email account. The school’s risk management insurance company will not cover the communication of a teacher who chooses to use a personal email account. Teachers should use email etiquette in all communications.

###### FACULTY EVALUATION

The faculty evaluation program at Sacred Heart School has the following features:

 1. The development of a Professional Development Plan by teachers including at least 12 hours of professional development.

 2. A minimum of two class visits each year (one or more may be via video camera). A pre-visit conference may be required where objectives for the observation will be established. A post-visit conference is required so that performance according to specified objectives can be discussed.

 4. Annual review of the Professional Development Plan.

 5. A final appraisal will be held during the last month of the school year with each

 certified teacher.

The program follows this pattern:

 • **September:** All members of the faculty write and submit a Professional Development Plan on the form provided. A meeting with the administration will be scheduled.

 •Formal and informal visits for observation throughout the year.

 • **May:** The Principal holds conferences with each member of the faculty, reviewing the year-to-date and future plans. A written Final Appraisal will be given to each teacher at this time.

Intensive supervision by the Principal will be at the discretion of the administration for any teacher who the administration deems necessary for professional improvement.

Planned and unannounced classroom visits to assess teaching skills and classroom management skills may occur at any time during the school year.

***FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) – The Buckley Amendment***

Sacred Heart School has chosen to adhere to the Family Education Rights and Privacy Act with respect to student records and academic confidentiality in the following ways:

* 1. Students may not grade the work of other students.
	2. Children of teachers may not grade the work of students enrolled at Sacred Heart School.
	3. Graded student work may not be displayed in the halls.
	4. A student should never be asked to state his/her grade aloud.
	5. Parent volunteers may not grade student work.
	6. Parent volunteers should not tutor or work in a remedial capacity with any students.

***GUM***

**Teachers should not chew gum** when interacting with students or parents at school.

#### *HANDBOOK RESPONSIBILTIES*

Because the faculty substantially determines whether our school is successful, you are vitally important to Sacred Heart School. To live your teaching vocation in faith, a positive spirit of hope should pervade Sacred Heart School. Staff, students, and parents alike should be appreciated, respected, and should feel “at home”.

To enable us to work together, all staff members are responsible for:

 1. implementing the Sacred Heart School philosophy

1. knowing the material in the parent/student handbook and presenting it to

 the students, enforcing the policies in it, and

1. following this faculty handbook.

***HISTORY***

Sacred Heart School in Moreauville, Louisiana was opened in 1899 and staffed by the Daughters of the Cross Sisters. The convent and the school were dedicated to Saint Francis de Sales, Founder of the Daughters of the Cross Sisters.

Tragedy struck Sacred Heart Church on Christmas Day in 1908 when fire burned everything: Church, school, convent, and rectory. The people of the parish readily answered to the call of the pastor, Father Gimbert, to rebuild the entire parish plant. By the end of November, 1910, the Church, the school, convent, and rectory were completed.

The school continued to operate until 1920, when it had to close due to the dropping of enrollment. The low number of children and the insufficient funds caused the Daughters of the Cross Sisters to withdraw. Shortly after the departure of the Sisters, the old building was sold to the public school system and moved out.

Twenty-eight years later, in 1947, Father DeKeurver asked the Daughters of the Cross Sisters to return to Moreauville to reopen the school. Since the old building had been sold, Father DeKeurver and the people of Moreauville had to build a new school building.

In 1953 a new pastor came to Moreauville, Father John Peeters. He stayed until 1956. During his time, the school was enlarged by extending the auditorium and adding a rear wing with two additional classrooms.

Monsignor John Timmermans was named pastor of Sacred Heart on November 19, 1959. Under his leadership the restoration and repairing of the fifty year old Church was completed.

In the spring of 1963, the Daughters of the Cross Sisters announced that, due to the shortage of Sisters in the congregation, they would no longer staff the school. In the fall of 1963, Sacred Heart School came under the direction of the Congregation of the Sisters of Our Lady of Sorrows. This congregation has served the diocese of Alexandria since their arrival from Italy in 1947.

Sacred Heart School was granted state approval for the first time during the 1964-1965 school year. It has remained approved and accredited by the state ever since.

The 70’s brought many changes to Sacred Heart School. Due to the closing of St. Paul School in Mansura in 1970, the enrollment increased considerably, and two classrooms had been added. In 1972, a new cafeteria was built and the old one was remodeled and converted into a comfortable library.

Sacred Heart School expanded by the addition of a large gymnasium. A Kindergarten classroom was also added, in addition to a storage room and a concession facility. In August 1983 the school was air-conditioned.

The curriculum has been enriched with the addition of a computer lab.

In June, 1993, Monsignor John Timmermans retired and Father Joseph Montalbano was appointed pastor of Sacred Heart Parish.

In the summer of 1995, the Science Lab was added. This addition enabled to centralize the Science material to make it available to all teachers.

Also in the summer of 1995, the office area of the school was remodeled. The renovation consisted of an office for the Principal, Secretary, First Aid room, and a work room with copy machines and filing cabinets for the school’s files. The Library was also completely remodeled.

In 1995, Sr. Martina Bernabe, then principal, was replaced by Sr. Anthony Castellani, Our Lady of Sorrows Sisters.

In July, 1999, Father Joseph Montalbano retired and Father George Krosfield was appointed pastor of Sacred Heart Parish.

In the summer of 2003, the existing Science Lab was moved into the main building in connection with the Computer Room. The Science lab has been remodeled and made into a Pre K room with an additional classroom added on for the Kindergarten class.

June, 2006, Father George Krosfield was transferred by order of the Bishop and Father Marc Noel was appointed pastor of Sacred Heart Parish.

In 2007-2008 Sacred Heart began expanding the school by adding a second class to the Pre Kindergarten section, adding one (1) additional grade each year thereafter.

In the summer of 2008 a new building (Renzi Building) with four (4) classrooms (Kindergarten and First Grade) bathrooms, kitchenette, workroom, and janitor’s room was completed.

In 2008-2009, the school computerized the library, upgraded the Accelerated Reading program, added School Reach program that enhances efficient communication to parents, and designed a school website which makes homework, grades, etc. available to parents via RenWeb school management program.

In the summer of 2009, the seating area of the cafeteria was expanded to accommodate the additional students.

During the summer of 2010, an additional four classrooms were added to the existing Renzi Building. The addition allows for 2 sections of 2nd and 3rd grade.

The former principal, Sr. Anthony Castellani, OLS, was replaced by

Sr. Sandra Norsworthy, OLS.

The four outside restrooms were remodeled during the summer of 2011.

The main building was remodeled during the summer of 2012. It houses offices for the principal, the assistant principal, the secretary, development director, and the registrar. The teachers’ lounge and workroom are located in the main building, as well as 2 classrooms each for fourth, fifth, and sixth grade. The first capital campaign was completed in the fall of 2012. During the school year, the outside basketball court was expanded to have 2 covered junior high sized courts.

In the spring of 2013, we began the Advancing toward a Greater Future campaign to raise funds to build the Sr. Marisa Ricci. In the fall of 2015, we opened the Sr. Marisa Ricci Junior High and Media Center, This state of the art building houses 2 sections of 7th and 8th grade, new restrooms, and a state of the art library/media room.

During the academic year of 2015-2016 a new playground was installed with the help of the Knights of Columbus and several fund raising activities. The school also began a 1:1 chromebook initiative with the junior high grades with plans to include the 6th grade during the 2016-2017 school year.

Sacred Heart School extended its student entry level in 2019 by opening its first Pre-Kindergarten for 3 year olds. During the 2018-2019 school year, we also began our first junior basketball program which allowed children in grades 1 to 4 to be on basketball teams, learn the basic skills of playing basketball and how to work as a team.

During the summer of 2019, Sacred Heart School renovated the gym by installing a new ceiling, floors, and bleachers. The gym was also repainted.

Currently, Sacred Heart School operates under the direction of Father Brian Seiler and the Congregation of the Sisters of Our Lady of Sorrows.

The curriculum, athletic program and extracurricular activities continue to remain strong.

We are pleased with our faculty and student body and consider all as a family. In fact, many of our students currently enrolled are children (and grandchildren) of former students. This confidence shown is surely a tribute to Sacred Heart School and to all who have contributed to its growth.

***HOURS OF WORK***

Teachers are to be at school from **7:15 AM to 3:30 PM**, Monday through Friday. Homeroom teachers are to be in their classrooms by **7:45 AM** when students arrive. **Teachers must sign in upon arrival each day and sign out as they leave the building at the end of the day. Repeated tardiness may result in the time being accrued toward the use of a personal day**. Teachers should sign in and sign out each day. Students should not sign in a teacher. The Sign-In/Sign-Out Sheet an “official” record of attendance. This book is also the official log utilized by the Police/Fire Department in the event of an emergency.

Teachers are expected to attend all faculty meetings and teacher planning meetings. General faculty meetings usually will be held the second Wednesday of each month. Please avoid scheduling appointments on **any** Wednesdays. If at all possible, the meetings will end by 4:30 PM. The school day consists of 8 hours. These may all be teaching periods and lunch and may include one or more special assignments. Assignments may vary daily. Regardless of teaching schedule, full-time employees are to remain at school for the entire workday. In the absence of teachers, other faculty members may be asked to substitute during any non-teaching periods. This practice will be used only when other alternatives have been exhausted.

***INTELLECTUAL PROPERTY***

All work created by teachers as part of their employment contract will remain the property of Sacred Heart School. This work will include items such as, but not limited to lesson plans, assessments, and thematic units.

***LEAVING THE BUILDING***

Teachers should consult with the Principal before leaving the building to run an errand, for an emergency, etc. Teachers should complete an absence form for any time that they are away from the building. Teachers are paid for an eight hour work day which includes lunch and planning periods. Extended or frequent absence during the day may be considered a portion of a personal day.

## *MAINTENANCEOF CLASS SPACE, EQUIPMENT, AND MATERIALS*

1. **Valuables, Money in Classroom**

 Students should not bring valuables to school. If teachers collect money, it should be sent to the school secretary in a marked envelope. **The teacher is responsible for any money collected and left in the room during the day or overnight.**

2. **Classrooms**

Each teacher takes personal responsibility for the physical condition and appearance of the classroom. This includes the preventing of marking on desktops; sitting with chairs against walls or in a tilted position; putting feet on the desks or walls; chewing gum; or scratching floors by dragging furniture. Stickers should not be adhered to desks. Book shelves, table tops, window seals should be dusted on a regular basis. This can be a class chore done by students. Repair requests should be submitted to the Office by means of a Work Order.

 No stickers, nametags, or tape should be placed on painted or wooden surfaces. No tape or ticky-tack on painted hallway walls or doors. **Classrooms should remain free of clutter with no boxes or stacks of materials in classrooms, especially on shelves near the ceiling, or cameras**. Consider the learning styles of all students. Students with certain learning disabilities cannot function in a disorderly room.

 **The Fire Code forbids that items be hung from the ceiling.**

 No candles of any type should be lit in a classroom at any time. This includes the lighting of an Advent wreath or birthday candles. You may use candles with batteries.

 No space heaters, portable air conditioners, microwaves, coffee makers in classroom.

 All furniture or lamps provided by teachers should meet the UL® fire code regulations.

 Teachers should be aware that the use of aromatic diffusers or electronic scents may be an irritant to students with allergies.

3. **Lockers**

 Lockers should be kept orderly and cleaned periodically. Locker doors should be kept closed and locked at all times. **Locker areas should be neat at all times. Sacred Heart School is the co-tenant of lockers and desks and reserves the right to search them at any time.**

4. **Halls**

 Halls should be free of tables, chairs, trash or any other objects that would interfere with emergency procedures. Sacred Heart School adheres to all safety standards. Hall displays should showcase student work, achievements and learning. They also serve as an important vehicle of public relations for our school. The Fire Marshall requires a three foot hallway clearance at all times.

5. **Books**

 Hardback books that belong to the school should be always becovered. Teachers are required to assign textbooks to students by roll book number. An inventory and evaluation of the condition of these books is made by the teacher at the end of the school year.

 Damaged or lost books require replacement or a fee to be paid by the student. Teachers are responsible for collecting the books for their groups.

6. **Inventory**

 Teachers will prepare a Master Inventory of the permanent items in their classrooms. The list will include: desks, chairs, computers, computer tables, all electronic devices, work tables, audio-visual equipment, rugs, and/or sacramental’s, etc.

7. **A-V Equipment**

 All A-V equipment is to be checked out of the library and returned at the end of the day unless arrangements have been made with the librarian. If there is any operational difficulty, attach a note to the equipment. DO NOT ATTEMPT TO USE any equipment until you have checked with the librarian.

8. **Library**

 Use by small groups or a total class: Please inform the librarian ahead of time to avoid conflict with other classes and to give the librarian a chance to have materials ready. If a teacher brings a class or club to the library outside of their regular library time, he/she is responsible for its discipline and for leaving the room clean and orderly.

9. **Faculty Lounge/Workroom**

 The teacher lounge is set aside for the faculty use. Students should not be sent into the teacher lounge or the Workroom on errands. Please keep the faculty rooms, table, sink, refrigerator, and any other equipment clean.

10. **Copy Machine**

 **No copyrighted material will be duplicated or copied**. Please limit the number of copies. Students should learn to work neatly on paper rather than rely only on duplicated sheets already designed and spaced. When using new paper, use both sides if possible. **Make sure that reproduced work has real teaching value**; avoid busy work. When requesting class copies, place your request at least 2 days ahead of time. Teachers should not attempt to repair the copy machine, but should call the office for assistance. Attempting to repair the copy machine has caused the need for costly repairs from a trained technician. There will be one person assigned to make copies in the Renzi Building and in the Office, otherwise, the teachers may use the copier in the Ricci Building and Work Room to make individual copies.

11. **Mailboxes and Faculty Bulletin Boards**

 Check mailboxes and In-Boxes at the beginning and end of the school day, more frequently whenever possible. Emergency messages will be delivered immediately. Students should never be sent to take materials from a teacher’s mailbox. Mailboxes are not storage areas. They should be emptied each day.

12. **Bulletin Boards**

 Keep bulletin boards updated and changed according to your units or seasons.

13. **Computers**

 Make arrangements with the Technology Coordinators in advance of bringing a class or sending a small group to the library. Students using wireless computers or desktop computers should be monitored closely and continuously for appropriate use.

**14. Tutoring**

 Teachers may tutor students that they are not presently teaching and may charge the universal fee for this service. Teachers who are interested in tutoring Sacred Heart School students during the school year or during the summer should submit their name to the Principal. A list of potential tutors will be given to parents who inquire. Teachers who tutor students at school must receive permission from the Principal to provide this service at school. Teachers will follow guidelines regarding the tutoring process. All expenses for tutoring are the responsibility of the tutor. Teachers who tutor at Sacred Heart School reflect the professionalism of its teachers. Tutors should dress according to Sacred Heart School dress code while tutoring.

15. **In-service/Professional Development Opportunities**

 Teachers who wish to attend in-services funded by the Sacred Heart School must submit an application and may be required to share the experiences of their in-service with the

 faculty. The number of teachers who will be allowed to attend in-services on the same day

 will be limited due to the difficulty of contracting substitute teachers. Teachers who attend one-day in-services are expected to attend the entire day. Professional Development funds do not cover parking, room service or alcoholic beverages. Attendance at national conventions will be determined on an individual basis. Teachers who attend conferences are expected to return from the conference and share with the teachers at the next Faculty Meeting insights gained from the conference.

 \*Itemized receipts should be submitted along with a check request to the principal for reimbursement within ten days of returning from a conference.

17. **Purchase Procedures**

All items purchased for use in the school must be approved by the Principal prior to purchase. Only items approved in writing by the administration will be ordered.

18. **Petty Cash**

Reimbursement may be made from petty cash for items not totaling more than $25.00. Items of more than $25.00 necessitate a check request. All check requests should be filed with the Administrative Assistant.

***MISSION STATEMENT OF SACRED HEART CATHOLIC SCHOOL***

*Sacred Heart School Mission is to provide an excellent opportunity for spiritual and intellectual growth of the students. Here, the students are prepared to further Christ’s mission with vision, compassion, and zeal. Sacred Heart School is diligent in upholding its values, and its strong, extensive curriculum. The primary concern of the school is to integrate truth, knowledge, and values in the everyday life of the students and in the surrounding communities.*

***Goals***

* To experience and encounter God who is love in each other and our students.
* To be a good example and role model of love of self, others and God.
* To leave a lasting, enduring impression through the students’ formation.
* To create a loving, caring, and family environment for each other and our students.
* To create a Christian, loving environment where our students can flourish academically, spiritually, intellectually, emotionally, psychologically, and physically.

***Motto***

***“Grow in Knowledge and Wisdom”***

***OUTSIDE EMPLOYMENT***

Teachers must not engage in gainful employment which interferes with school duties. The school reserves the right to judge whether outside employment is compatible with schoolwork and with the teachings of the Catholic Church.

### *PHILOSOPHY*

Sacred Heart School Community is an integral part of the Church and as such we are called to share the educational mission of the Church with the families of our students and to further the Kingdom of God. We believe in helping each other to attain the Gospel values of holiness, truth, love, peace, and justice.

The integration of curriculum with faith and worship is essential to the development of the whole person. Under the guidance of the Holy Spirit, we believe it is vital to instill and promote the authentic teaching of the Catholic faith and to advance the cause of ecumenism in our world.

Even though Sacred Heart School endeavors to offer to each student the opportunities needed to take his/her place successfully in society, we also believe that each individual student has an obligation to himself/herself as a human being and to the society in which he/she lives.

We believe that the family has the primary responsibility for all phases of a child's growth and that the school assumes varying degrees of responsibility for each of these phases at different times in the student's life. Therefore, we welcome parental involvement in the education of the children.

We believe that our mission is to help prepare each individual to freely and responsibly choose his value system with knowledge, passion, and zeal for the Kingdom, so that these values, enhanced by positive Christian attitudes, will help him to determine his principles of conduct in order to live a good Christian life on this earth and to enjoy God's presence for all eternity.

***POLITICAL/PARTISAN SUPPORT***

Faculty members should be aware that they are not allowed to display visible signs of support for a political party or political candidate. This includes buttons, signs, or bumper stickers placed on a car parked in the school/parish parking lot.

***PROFESSIONAL BOUNDARIES***

Teachers should not share their personal phone number with students or parents of the students. In addition, teachers should not “friend” their students or the parents of their students on social networking sites. This can be a breach of professional boundaries.

***PROFESSIONAL DRESS***

Teachers are to dress as professional role models. No tops/blouses/sweaters should be worn that are low-cut or immodest. Appearance should be a sign of professionalism**.** Slacks are to be fully tailored, without any jean-type styling. **Teachers may not wear shorts,** leggings, jeggings, yoga pants, **jogging suits (except the P.E. teacher)**. Jeans are not appropriate professional attire for diocesan workshops or conferences. Teachers should not display visible tattoos or multiple facial piercings. Teachers who choose to not follow the dress code will be sent home from school and the day will be considered an unpaid absence.

***PROFESSIONAL DEVELOPMENT DAYS AND LATE OPENING MEETINGS***

Professional Development Days are used for professional meetings or other professional development opportunities. **ALL STAFF MEMBERS ARE EXPECTED TO BE IN ATTENDANCE FOR THESE MEETINGS**. **Absence requires permission from the Principal**. **Teachers not in attendance for Professional Development Days must claim this day as a personal day. If personal days have been exhausted, then this will be an unpaid day.**

***PROFESSIONAL LIABILITY INSURANCE***

Sacred Heart School does not provide Professional Liability Insurance to teachers. Teachers are encouraged to acquire such a policy through NCEA, another professional organization, or the teacher’s renters or homeowner’s insurance company.

***REFRESHMENTS***

Teachers may drink coffee, water, soda, or tea in a container with a lid. **Teachers should not have cans or bottles on their desk**. Teachers should not eat or chew mints or gum during class.

***SAFETY***

Unsafe building or grounds conditions are to be reported to the Principal or other appropriate person. Work orders for maintenance needs must be signed by the Principal.

#### *SALARIES, BENEFITS*

A. **Salary Scale:** The Sacred Heart School scale is based on state teacher certification, merit, and years of experience and approved by the executive members of the school council.

B. **Insurance:** Sacred Heart School offers a cafeteria arrangement of benefits.

C. **Social Security and Workmen’s Compensation:** Faculty/staff members are covered by the Social Security program and Workers’ Compensation.

D. **Agreement Year:** Teaching Agreements with teachers are for one year. At the discretion of the administration, the agreement may be renewed. Teachers whose agreements will not be renewed will be notified as soon as possible.

E. **Pay Period**: Remuneration is made according to contract based on a 12-month schedule. Paychecks are issued at the end of the month.

F. **Personnel Records**: Change of name, address, dependents, beneficiaries, etc. should be sent to the Church Parish Office. This information is kept confidential.

G. **Illnesses and Personal Days:** All full-time certified faculty members are allowed 10 paid sick days each year. Part-time classified and certified employees will receive 1 (one) day of paid personal leave for each day that they are employed per week. For example, a Teacher Assistant who works 3 (three) days a week would receive 3 days of paid leave a year. Planned personal days are to be approved by the Principal and communicated to the Principal one week prior to the date of absence. Please notify the Principal, using the appropriate forms, as soon as the need for absence arises. This facilitates the hiring of substitutes. Absence in excess of accumulated days will result in the loss of one day’s salary for each day over paid leave.

***SMOKING***

Sacred Heart School is a smoke-free campus; therefore, smoking is prohibited in the buildings and anywhere on campus. This policy includes a teacher smoking in his/her car if it is parked on school property and the use of e-cigarettes. At no time should e-cigarettes be in the school building. The battery in e-cigarettes can ignite and cause a fire. Use of vapors is prohibited on school property.

***SOCIAL NETWORKING SITES***

Any photographs or statements made on a faculty member’s Social Networking Site may be cause for dismissal. This includes defamatory comments made about the school administration, other teachers, students, or the parish.

***STAFF DEVELOPMENT***

Faculty members are encouraged to suggest topics for staff development. A copy of a teacher’s professional development record is kept by the faculty member. Professional development records should be submitted to the Principal at the end of the year. Each faculty and staff member is required to have at least 12 hours of professional development per year.

***STUDENT BEHAVIOR***

Students must know and understand the rules for classroom behavior as stated in the Parent/Student Handbook. Additional rules established for a classroom **must be posted in the classroom**. Teachers should include guidelines for student behavior when a teacher is not present in the classroom. Students must understand the consequences for not following school rules. Actions meriting punishment must be explained to the student before issuance of punishment. **Detentions should be reserved for very serious behavior infractions**.

***STUDENT SUPERVISION***

Each faculty member will be assigned supervision responsibilities for the school year. Teachers and staff must report to their assigned places **on time.**

Supervision of all students is the **legal responsibility** of the teacher. Supervision is both physical and mental. Students should be supervised for both their safety and learning. Do not leave students unattended. If unavoidable, be sure that students know what procedures they are to follow. Ask another teacher to monitor students or call the office. Require students to remain seated in their desks while the teacher is out of the room. **Teachers should not be involved in social conversations during recess**. The playground is considered to be a high-risk area in need of constant supervision. **A teacher may be found personally liable for failure to properly supervise students.**

Teachers who provide services to students after school must make sure that students have been picked up before leaving the building. The office closes at 3:30 PM and office staff cannot be responsible for students whose scheduled activity ends at 3:30 PM or later. **Students should never be left in the building after school without supervision.**

#### *TEACHER RESPONSIBLITIES & DUTIES*

**TEACHER JOB DESCRIPTION, RESPONSIBILITIES & DUTIES**

***TEACHER JOB DESCRIPTION***

The Teacher is responsible for providing an educational atmosphere where students have the opportunity to fulfill their potential for intellectual, emotional, physical, spiritual, and psychological growth. The teacher chooses and varies the teaching style, strategy, and methodology to guide each child. The teacher is responsible for organizing and implementing an instructional program that will result in students achieving academic success in accordance with Sacred Heart School policies. The teacher’s primary duty is to prepare the student to give himself/herself to God; to serve his neighbor in a Christian way; and to take his place in society as a good citizen.

**I. Community of Faith**

**A. Supports and implements the mission/philosophy of Catholic education and the school:**

1. Supports the formal religious education program;
2. Respects the cultural diversity unique to the school and actively works to reduce biases stereotyping.

**B. Gives evidence of lived Gospel values:**

1. Gives evidence of the importance of prayer and worship through active participation in planning and celebrating liturgical prayer, prayer services, faith-sharing activities, and other forms of prayer with the faculty, students, and parents (i.e., school community);
2. Speaks, acts, and instructs students in a manner that is consistent with the teachings of the Church on issues of faith and morals;
3. Integrates religious attitudes and values into secular subjects and into life both inside and outside of school;

4. Models an attitude of service and plans appropriate service projects with students;

5. Exemplifies a sense of mercy and justice in dealing fairly with students and parents;

6. Demonstrates a respect for all forms of life at all its stages.

**C. Participates in building faith community:**

1. Contributes to a cooperative spirit within the school community;
2. Demonstrates a willingness to plan, encourage, and participate in community-building activities (religious, social, and educational);
3. Welcomes all members to the community with a Christ-like spirit of openness, acceptance, and helpfulness;
4. Demonstrates a spirit of reconciliation when participating in problem situations affecting the faith community.

**II. Instructional Process**

**A. Demonstrates evidence of prior planning and preparation:**

1. Follows curriculum guidelines and time allotments as established by the diocese and the school;
2. Reflects the school philosophy in the instructional process;
3. Designs lessons in a clear, logical, and sequential format that implements stated grade level goals and objectives;
4. Demonstrates knowledge of the subject matter.
5. Has high, yet attainable, expectations for student performance.
6. Shows evidence of long- and short-range planning;
7. Has needed materials and equipment readily available;
8. Provides lesson plans for a substitute when absent.

**B. Presents classes clearly and effectively:**

1. Builds upon interest, abilities, and previous learning experiences of the students;
2. Communicates learning objectives clearly to students;
3. Employs a variety of teaching techniques;
4. Develops thinking skills through use of appropriate questions and activities which provide opportunities for problem solving;
5. Continually monitors students' application of skills and concepts and checks for comprehension;
6. Promotes development of good study skills;
7. Provides closure for each lesson;
8. Uses instructional time efficiently and effectively.

**C. Evaluates student progress effectively:**

1. Uses evaluation techniques which support school philosophy and relate to curriculum guidelines;
2. Provides prompt feedback of test results and assignments;
3. Uses evaluation of student progress as a continual guide in planning and modifying instruction when necessary;
4. Maintains students' records consistently, accurately, and neatly;
5. Uses a variety of evaluation techniques: (for example, pre and post testing, textbook tests, teacher- made tests which include oral and written projects, and standardized testing);
6. Uses a variety of techniques for communicating student progress in a timely manner: (for in and example, progress reports, report cards, parent conferences, and portfolios).

**D. Provides for individual differences:**

1. Addresses various learning styles of children by utilizing multi-sensory teaching strategies;
2. Provides activities and materials that are appropriate for the development levels of the student and re-teaches as needed;
3. Groups students appropriate to each learning activity.

**E. Demonstrates ability to motivate students:**

1. Provides a variety of activities which encourage and promote maximum student involvement;
2. Encourages creativity, critical thinking, and problem-solving skills;
3. Challenges students and enthusiastically communicates expectations and purposes for learning;
4. Gives constructive feedback to students;
5. Elicits and responds to student questions;
6. Encourages students to participate in discussions;
7. Plans activities which relate to current situations within and outside the school.

**F. Maintains an atmosphere conducive to learning:**

1. Physical Environment:

1. Establishes efficient classroom routine;
2. Provides a physical environment which is conducive to good health and safety: adequate light, heat, air, and seating arrangements;
3. Maintains an attractive, orderly room with functional bulletin boards;

2. Learning Atmosphere:

1. Supports school discipline plan;
2. Establishes and clearly communicates expectations and consequences for student behavior, involves students in establishing rules and consequences for classroom behavior;
3. Is respectful, fair, and professional in relating to students;
4. Promotes self-discipline in students while reinforcing appropriate behavior;
5. Anticipates and corrects disruptive behavior constructively and consistently;
6. Is considerate of other staff members when implementing projects.

**G. Knows and uses technology appropriately:**

1. Personal Competencies:

1. Has basic computer skills;
2. Has word processing competencies;
3. Creates multimedia presentations;
4. Generates grades electronically.

2. Instructional Competencies:

1. Utilizes technology in research projects;
2. Utilizes technology in the lesson delivery;
3. Develops student assessment with technology component;
4. Fosters the use of email;
5. Encourages and uses the Internet in the lesson.

**III. Interpersonal Relationships**

1. **Works cooperatively with administration**
2. Supports and enforces the diocesan and school regulations;
3. Avoids discussing disagreements with administration/faculty in the presence of students/parents/other staff;
4. Keeps principal informed of activities, problems, and communications;
5. Demonstrates openness and cooperation in working with the principal;
6. Informs principal of student with special needs.
7. **Works positively with colleagues and support and parish staff:**
8. Works cooperatively with colleagues;
9. Makes appropriate use of support staff services;
10. Shows appreciation for unique contributions of each staff member;
11. Avoids idle and unprofessional talk about school personnel, students, and parents;
12. Collaborates with others in planning and implementing projects.
13. **Demonstrates positive interpersonal relations with students:**
14. Promotes a positive self-image in students;
15. Encourages students’ self-discipline;
16. Responds to students ideas and opinions positively;
17. Interacts with each student in a mutually respectful and just manner;
18. Is reasonably available to students during the school day;
19. Maintains professionalism when relating to students;
20. Uses discretion in handling difficult situations.
21. **Maintains positive interpersonal relations with parents;**
22. Respects and cooperates with parents as co-educators;
23. Provides a climate which initiates and invites communication with parents;
24. Communicates clearly, accurately, and consistently with parents;
25. Gives serious consideration and appropriate action to parental comments and criticism;
26. Participates actively in school-sponsored parent meetings and programs.

**IV. Other Professional Responsibilities**

1. **Maintains a professional manner in the classroom and other related settings:**
2. Displays emotional stability, sensitivity, appropriate humor, flexibility, good judgment, and a positive attitude;
3. Dresses professionally and in accordance with school guidelines;
4. Uses oral and written English correctly;
5. Complies with all policies stated in the Employee Agreement and Teacher Handbook.
6. **Demonstrates a sense of professional responsibility and leadership:**
7. Maintains a reasonable record of attendance and punctuality (see guidelines);
8. Refrains from entering into an agreement with any other school which would conflict with the Employment Agreement currently in effect;
9. Maintains accurate student attendance records;
10. Participate in school’s self study and evaluation activities.
11. **Reports any knowledge or suspicion of child abuse as required by law.**
12. **Willingly accepts extra assignments and supervisions (e.g. lunch, playground, and/or dismissal).**
13. **Attends all faculty meetings, in-services, and other meetings as specified by the principal, unless excused by the principal prior to the meeting.**
14. **Is responsible for the care and use of instructional materials, equipment, and school facilities.**
15. **Reviews fire and tornado drills and emergency procedures and practices with students regularly.**
16. **Provides necessary documentation for personnel file.**
17. **Follows directives regarding collection of monies.**

**V. Professional Growth**

1. **Keeps abreast of developments in curriculum and methodology.**
2. **Interacts with colleagues to further professional growth.**
3. **Takes advantage of opportunities for professional improvement.**
4. Actively participates in the teacher evaluation process;
5. Accepts constructive criticism positively;
6. Corrects areas noted for growth;
7. Participates in school, diocesan, parish, or other in-services in consultation with the principal.
8. **Completes necessary work toward obtaining and/or maintaining a valid license.**

The teacher is subject to the principal in all school matters and is obligated to observe conscientiously all regulations of the Diocese of Alexandria Catholic School’s Policy as well as Sacred Heart to which he/she is assigned.

It shall be the duty of the teacher to:

1. Observe the Code of Professional Ethics (NCEA).
2. Seek to understand and implement the educational philosophy of the diocesan system and of the local school.
3. Read and become familiar with the policy handbook for parents and students.
4. Instruct students in assigned subjects, directing and guiding students’ learning throughout the day.
5. Attend to related duties such as planning lessons, preparing materials, helping individual students, reading professional literature, attending regularly scheduled faculty meetings, and conferring with the administrator on instructional and disciplinary problems.
6. Participate in all faculty meetings and all prescribed in-service training opportunities.
7. Join with other staff members to see to it that the students are properly supervised and that discipline is maintained on the premises at all times.
8. Be present when classes are scheduled to begin and not leave the classroom during class periods except for urgent reasons.
9. See that students are never allowed to remain in the classroom unsupervised.
10. Have a general knowledge of each student’s needs and a particular understanding and care for special needs.
11. Secure the prior approval of the administrator before sending home communications to the parents.
12. Encourage responsibility on the part of students in their conduct and behavior with each other and with adults.
13. Contribute to the advancement of the physical well-being and wholesome mental attitude of students.
14. Make appropriate and regular reports concerning the academic growth and development of the students.
15. Work together with the parents, thereby assisting them in discharging their solemn obligation to see to it that their children receive a proper Catholic education.
16. Conference with the parents at least once a year, for the purpose of discussing constructively each student’s progress in academic as well as in other matters of mutual concern, conferring even more often when appropriate.
17. Perform tasks assigned by the administrator in a cheerful competent manner, cooperating with other staff members.

#### *TEACHER PROCEDURES*

**A. Academic Policies and Procedures**

1. **Testing**

 a. Grades 3-8: A standardized test is given in the Spring of each year.

1. Classroom tests: Periodic classroom tests are used to assess subject mastery. The purpose of these tests is to provide a measure of progress toward objectives and positive feedback and to allow the teacher to gauge the success of instructional goals.

2. **Reporting of Student Progress:**

 The school year is divided into four quarters. Formal grades for each quarter appear on the report card. Progress Reports may be sent using Renweb.

 Homework, quiz, test, and participation grades should be updated on Renweb each week by 3:30 PM Friday.

The following code is a general guide to grading:

 ***A = 94 – 100***

 ***B = 86 – 93***

 ***C = 76 – 85***

 ***D = 70 – 75***

***F = 69 or below***

 • All communication on student work should be academically focused, ensuring that the student’s dignity remains intact.

* Teachers should submit to the Principal, at least once during the school year, one set of graded papers for each subject and grade level taught. Additional papers may be requested by the Principal.

3. **Communication with Parents/Guardians:**

 a. Contact should be frequent. Use of phone, written notes, bi-weekly progress reports, and/or newsletters are encouraged.

 b. Take a positive approach in communication with parents. Achievement and improvement, in addition to negative behavior and failing grades, are good reasons for contact with parents.

 c. **Grades of “D” or “F” must be reported to parents prior to a formal report card grade.** Keep the administration informed as well so that students can be helped.

 d. All letters sent to an entire class must be submitted to the office prior to sending home. A copy of all such communication will be retained in the office. This eliminates problems that a teacher may encounter and provides for another set of eyes to review the content.

1. A telephone log of calls to parents with documentation of what was discussed should be kept.
2. The school administration should be copied on e-mails sent to all parents in a classroom. Teachers should never delete their “sent” file.

**4. Reporting of Academic Progress to parents**:

 a. Informal: See #3.a. above.

1. Parent/Teacher/Student (P.T.S.) conferences.
2. Report Card sent home four times during the school year.
3. Results of standardized tests and exams.
4. Parents of students receiving a D or F on the report card must receive a phone call from the teacher prior to the reception of the report card.

5. **Permanent Records:**

 All information must be complete and recorded on individual student permanent records by the terminating date of teacher contracts. Records may not be taken out of the main school office. Lesson Plans and Grade Books are the property of Sacred Heart School and must be submitted at the end of the agreement year. Unofficial Cumulative Record Folders are not used at Sacred Heart School.

1. **Student Records:**

Sacred Heart School has chosen to adhere to the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

 Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the Sacred Heart School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

 **No records will be sent to transferring schools of students whose financial commitment is in arrears.**

In the **absence of a court order** to the contrary, non-custodial parents have the right to receive records about their child’s academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

1. **Parent/Teacher/Student Conferences**

Parent/Teacher/Student Conferences are held during each year. All teachers are expected to be in attendance on Conference Days. Teachers who schedule conferences prior to the official days, should submit a conference schedule to the Principal prior to the scheduled conference days. Teachers who have no conferences are expected to be in attendance on Conference Days as well.

**B. Daily Class Management Procedures**

1. **Lesson plans**, expected of every teacher, are to be uploaded onto Renweb 1:00 PM of the **first day of class for the week**. Plans must include **goals, objective, means and evaluation. Page numbers and titles are not adequate lesson plans**. Teachers of Pre-Kindergarten (3 and 4) and Kindergarten should have their lesson plans books ready for review by 1:00 P.M. of the first day of class for the week. It is recommended for all teachers that you have 2 weeks of lesson plans prepared at all times.

2. **Rules of Conduct** as stated in the Parent/Student Handbook are expected to be enforced by faculty and staff. School Rules include the following:

 a. Students are expected to show respect for peers, faculty, guests and volunteers through words and actions.

 b. Students are to be in proper school uniform as detailed in the handbook.

 c. Students are to remain seated if teacher must leave the room. See #3 below.

 d. All property, personal and school, must be given proper care. Textbooks should always be covered.

 e. Classrooms should have a **quiet** atmosphere beginning at 8:00 AM.

 f. Students may not run inside the building.

 g. **Good manners** are to be displayed by all students and should be modeled by everyone on the staff.

1. Chewing gum at school is not permitted in the school buildings or on school property during the school day. Teachers should refrain from distributing gum to students.
2. Students should consume candy given by a teacher while in the teacher’s room not in the hallways, in another teacher’s classroom, or during carpool.

3. **Presiding Duties**

* 1. **Teachers are responsible and have authority in and outside of the school grounds.**
	2. **Teachers assigned to recess are expected to participate in activities with the students**. Teachers should not use recess time as an opportunity to visit with one another.
	3. **AT NO TIME IS A CLASS OF STUDENTS TO BE LEFT UNATTENDED.**
	4. **Teachers should be in control of a group when going from one location to another.**
	5. Teachers and staff should have high expectations for appropriate student behavior and should correct inappropriate behavior of any student when witnessed.
	6. Non-homeroom teachers should assist homeroom teachers with supervision of students during Mass and all other assemblies.
	7. Teachers should not be involved in social conversations during recess supervision. The playground is considered to be a high risk area in need of constant supervision. A teacher may be found personally liable for failure to properly supervise students.

4. **Attendance Book and Attendance Report**

Each homeroom teacher completes daily attendance for his/her homeroom and uploads the attendance into Renweb 8:15 AM. All written statements regarding absences should be sent to the office. Each teacher who teaches a student virtually, will take attendance for each class, letting the homeroom teacher know if any student is absent. The Grade Book/Attendance Roster should be with the teacher at all fire and disaster drills.

5. **Daily Schedule**

 7:15 AM Teachers in the building or on duty.

 8:00 AM Prayer and Homeroom business.

 8:10 AM Classes begin.

 2:45 PM Closing announcements. Prayer.

 3:00 PM Dismissal using iDismiss.

 (Homeroom routine: Prayer, check and record attendance, send any information to office that needs to be sent)

6. **Student Illness**

 A teacher cannot provide or administer medication of any kind (this includes over the counter medication) to a student. All medication is sent to the office in the original container with a note from the parent. Follow CDC Guidelines for pandemic crisis.

7. **Student Phone Use**

A student may be permitted to use the office phone with a note from the teacher. Students may not use the teacher’s cell phone.

8. **Homework**

 Although the amount of homework will vary within grades and on different days, a reasonable guideline is listed below. Teachers should consider the ability of the group and the assignments of other teachers when requiring homework.

Grades PK – K 15 minutes

 Grades 1-2 20 minutes

 Grades 3-4 40 minutes

 Grades 5-6 60 minutes

 Grades 7-8 90 minutes

 Grades PK-8 may be assigned homework Monday through Thursday.

 Tests should not be given to students on the first day of school for the week. If the first day of school for the week is a Tuesday, no test should be administered on that day.

 Projects should not be due to be submitted by students on the first day of school for the week. If the first day of school for the week is a Tuesday, no project should be due on that day. Teachers who are departmentalized should work with each other in order not to have multiple tests on a single day for the students (No more than 2 major subject tests per day).

9. **Teacher and Teacher Assistant Absence:**

All absences should be reported to the Principal as early as possible or by 6:30 AM on the day of an unplanned absence. Substitutes will be contacted by the administration. **Teachers should not just leave a text or a voice message on the Principal or secretary’s cell phone.** This practice does not allow ample time for the administration to contact a substitute for the day. Teacher Assistants should contact the Principal to report an absence. It is not sufficient to just notify one’s supervisory teacher. On planned absences, approval must come first from the Principal, then scheduling for a substitute with the secretary.

10. **Classroom Conduct**

 Within the classroom, all ordinary discipline matters are the responsibility of the teacher.

 The following procedures help set an atmosphere necessary for learning:

1. At the beginning of the school year, outline expectations for student conduct and

academic work.

 b. Set classroom rules, **post**, and insist that they be followed from the first day.

1. Well-planned lessons that keep students on task decrease the time available for misconduct.
2. Be firm, fair, and **consistent**.
3. A formal Substitute Teacher Folder should be submitted to the Principal

 by September 4, 2023.

 **Practices which are not conducive to good discipline include:**

 a. Repeated loud voice usage by a teacher - yelling is professionally inappropriate.

 b. Threats of unrealistic punishments.

 c. Repeated warnings with no follow-up. - Do what you said you were going to do.

1. Inconsistent adherence to rules.
2. Threatening with other teachers.

 If misconduct occurs, the following may be helpful. (Punishment should be for behavior, not for lack of scholastic performance.)

 a. Talk with the student.

1. Withhold privileges.
2. Conduct that interferes with the teaching and learning process should be reflected on the report card.
3. Assign time out in an isolated area of the room. Do not place students in the hall for time out. Students should be sent to the office for disciplinary matters **only after the teacher has exhausted all possible means of dealing with the situation**. Teachers may need to set up a conference with the parents to alert them and discuss possible ways of improvement.

 e. Avoid punishments that involve the entire class. Rather, target individual student misbehavior.

11. **Field Trips**

 The purpose of a field trip is to enrich and foster knowledge of the community, and to develop and refine student behavior appropriate to a variety of social situations. By the time a student graduates from Sacred Heart School, they should have a well rounded foundation, prepared for high school. Field trips help with the application of lessons learned to real life.

 Field trips are encouraged if they are an integral part of the development of the subject studied. They should be well planned, and students should view them as class outside the classroom, not as a day of play. Homeroom teachers or the teachers who prepare the students usually accompany their class on a field trip. Teachers, at their discretion, may invite parents (usually homeroom parents) to accompany the class on the trip. Siblings of children are **not** allowed to accompany a class on a field trip even if the parent is a chaperone. Only “official” chaperones should be in attendance for a field trip.

 All plans for field trips must begin with submitting a field trip approval form to the Principal. This contact should be made as early as possible, at least 6 to 8 weeks in advance, to be placed on the monthly calendar for parents.

 To be allowed to go on a field trip, students must turn in an official signed and notarized permission form that was distributed at the beginning of the year and a classroom permission slip made by the teacher. Teachers should submit this form to the Principal for approval before making copies of the form. Signed slips should be returned to the teacher at least one week prior to the trip.

 **NOTE:** No student is permitted to call home for permission to go on a field trip. A FAX of the original permission slip is acceptable, but e-mail or a phone call is not. Field trip permission slips must be retained in the school office for **one year**.

 Field trips are a privilege, not a right. Students not attending the field trip will remain at home and will be marked absent. (Field trips are on hold until further notice)

12. **Speakers**

 Guest speakers for the various areas of the curriculum are encouraged. All arrangements should be discussed and approved by the Principal ahead of time. Arrangements for speakers should be made a month in advance to be noted on the monthly calendar.

13. **Visitors**

 When inviting groups of parents to view special programs or projects, be sure to notify the administration and the secretary regarding the time, program, and number expected. Visitors should be reminded to sign-in in the office and to obtain a VISITOR badge from the office.

 Be conscious of any unknown persons in the building. Make sure that all unidentified persons are escorted by a teacher to the office.

14. **Children of Faculty & Staff**

 The presence of children of faculty members (who are not students of Sacred Heart School) on regular school days or professional development days will be determined at the discretion of the Principal.

 Children of Faculty and Staff must report to the After School Care during any faculty meetings in which the parents are attending. This service is provided to Faculty and Staff at no charge. **Children of Faculty and Staff should not remain in the classroom or the classroom office before or after school or during Faculty Meetings.** Please let the After School Care staff know that your child will be attending for that day.

15. **Campus Facilities**

 A number of campus facilities, such as the Church and the Lacour Hall are available for school use; however, they are shared with other programs on campus. Therefore, arrangements for reserving these facilities are to be made through the Parish Administrator who will check the availability of date and time.

16.**Daily Schedule/ Schedule Changes**

Before schedule changes occur, they should be discussed with the Principal. School schedule changes are notified through School Messenger.

17. **Faculty Bulletins**

 Faculty Bulletins are ordinarily disseminated via e-mail as needed. These bulletins are intended only for faculty members and should not be posted where students can read them.

18. **Dismissal**

 At the end of the last class of the day, the teacher is responsible for the physical condition of a room. Students must remove all trash from desks and the floor. You will have an “End of the Year Checklist” to complete

19. **All-School Assemblies**

 Presiding over students at an assembly will be handled by teachers assigned to teach during that period.

20. **Fire Drills** (held monthly)

 a. Close classroom doors, outside doors, and any fire doors that may be open.

 b. Do not close any windows that may be open.

 c. Students walk silently in an orderly single line.

 d. Exit following directions posted in the classroom.

 e. Once outside, students join their homeroom teacher who checks the roll.

 f. Stay in designated spot in silence until signaled to return to building.

21.**Tornado/Disaster Drill**

 a. Students walk silently in an orderly single line to their designated area.

 c. Students take a position of sitting with hands covering head until signal is given for release. Students should not sit in front of a door or window containing glass.

 d. The teacher supervising the class checks role.

 e. Return to classroom quietly.

#  Designated Areas

 PK 4 In the Bathrooms and Kitchenette of the PK Building

 PK 3 – 4th Hall of the Renzi Building

 5th ELA classroom

 6th:-8th Ricci Bldg. Hallway

 Art and Gym Hallway by concession room

 Cafeteria in Pantry

22. **Intruder in the Building**

 a. Coded announcement will be given.

 b. Close and lock all classroom doors.

 c. Remain in the classroom until otherwise notified.

1. Do not let any student leave the room.

***TECHNOLOGY CONCERNS***

**Blogs:**

Engagement in online blogs with students such as, but not limited to Facebook®, Instagram®, Snapchat®, etc. may result in disciplinary actions if the content of the teacher’s blog includes defamatory comments regarding the school, the faculty, other students, parents, or the parish. Teachers should not be social networking “friends” with their students. Teachers should exercise careful scrutiny and consideration prior to friending the parents of students.

**E-mail:**

Teachers should only use the school domain when communicating in the official capacity of teacher at Sacred Heart School. A teacher’s email on his/her school email account should not be considered private and may be read at any time by School Administration.

**Instagram®:**

Photos and captions on a teacher’s Instagram® account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.

**Sexting:**

Teachers involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face termination and civil charges. All teachers involved in sexting will be reported to law enforcement authorities.

**Texting:**

Teachers should refrain from texting students. If a student needs to receive a text message from a teacher, the teacher will also include the principal in the communication via Google classroom.

**Any photos or activities of students in classroom, fieldtrips, and special events should be sent to the administrator of the School Website and/or Facebook to be posted, no pictures of students or school should be posted on individual teacher’s social media’s account**.

***TECHNOLOGY USAGE***

Each teacher is expected to sign an Acceptable Telecommunications Policy agreement and enforce this policy with his/her students (see Agreement at the end of this Handbook). Use of the computer and the Internet are provided for **professional use only**. **The use of the Internet to send jokes, forwarded e-mail messages, checking in to social mediator other communication not related to the professional duties to which you are assigned is strictly prohibited.** Transmission of such material may result in loss of computer privileges or termination of employment.

***TITLE IX***

Sacred Heart School adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

##### *RIGHT TO AMEND*

Sacred Heart School reserves the right to amend this Handbook. Notice of Amendments will be placed in teacher mailboxes.

TELECOMMUNICATIONS USE AGREEMENT

Telecommunications Use Agreement

*Adapted from NCEA’s From the Chalkboard to the Chatroom.*

As a technology user, I agree to follow the rules and code of ethics in all of my work with computers while attending Sacred Heart School:

1. I recognize that all technology users have the same right to use the equipment; therefore, I will not use the technology resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, flash drives, and discs that are provided by the school. When I am using an electronic device, I will keep my work area clean and free of food and liquids.

2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, or games from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.

3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for technology equipment; I will not use technology systems to disturb or harass other technology users or use inappropriate language in my communications.

4. I will honor my school’s procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the server.

5. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network resources must comply with the appropriate rules for that network or resource.

6. As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

7. Parents must realize that their students may encounter material on a network that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.

8. The use of school technology resources is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously

***Faculty Signature Page***

I have read the 2022/2023 Faculty Handbook and agree to follow the school policies and procedures as stated.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher signature Date

### SIGNED FORM DUE TO SR. SANDRA NORSWORTHY AUGUST 10, 2023.

\*This form will be attached to the Employment Agreement and placed in the Teacher’s Personnel File.

|  |
| --- |
| Sacred Heart School9968 Bayou Des Glaises, Moreauville, LA 71355 |
| **Personal/Sick Day Request** |
| Request to be out needs to be in writing at least 48 hours prior to the need to be out. It must be approved by the Principal, first, then put on the calendar and acquire a substitute teacher. In case of an emergency absence, fill out this form as soon as you return to school.  |
| Faculty/ Staff Name: |  |
| Grade/Subject: |  |
| Date of Request: |  |  |
| I am requesting:□sick leave□personal leave |  | day(s) on the following date(s): |
| For the following reason: |
| Teacher’s Signature: |  | Date: |  |
| Principal’s Signature: |  | Date: |  |
| My substitute will be: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

OFFICE USE ONLY:

Called in sick at on and spoke to

 (time) (Date) (Person)

Work for the substitute was given to .

**Work Order/ Maintenance Request Form**

**Sacred Heart School**

Section I of this form is to be completed prior to submitting to your principal/ or delegated person. In the event an emergency arises and you are unable to contact the principal, please call someone in the Administration Building (Secretary, Receptionist, Development and Stewardship Coordinator).

**SECTION I**

 \_\_\_\_\_\_\_\_\_\_\_\_

Person submitting request Date

Location of Needed Work or Repair:

Describe the Work/Repair Needed (use the back of the page to provide additional information or drawing:

**SECTION II**

To be completed by the Principal/or Delegate Personnel: PRIORITY: □Immediately

□Within 2-3 days □Next Week □Routine □Next Summer

Estimated cost:

 Principal’s Signature/ Date

**SECTION III**

To be completed by the Maintenance Staff: Can the project be completed by SHS Staff? \_\_\_\_\_\_

Estimate time to complete:

Estimate expense to complete:

List of materials needed:

Date Completed: Date Referred Back if Not Completed:

Recommendation if not completed:

Signature of the Maintenance Staff: Date:

**TECHNOLOGY REPAIR/REQUEST FORM**

**Teacher: Grade:**

**Date: Please circle: Laptop, Chromebook, Interactive Board,**

 **Document Camera, Other**

**Model # Serial #**

**Problem or Request: (Brief description of problem)**

**For School Tech Personnel only:**

**Date Given to Tech Personnel:**

**Brief Description of what was wrong and what intervention or repair was made:**

**Equipment under warranty?**

**Problem solved by:**

**Date sent back to teacher:**

Professional Development Log

Faculty/Staff: School Year:

|  |  |  |  |
| --- | --- | --- | --- |
| Professional Development Activity | Date | Time | Evidence of Satisfactory Completion Received |
|  |  |  | □Certificate□Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  | □Certificate□Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  | □Certificate□Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  | □Certificate□Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  | □Certificate□Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  | □Certificate□Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  | □Certificate□Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  | □Certificate□Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  | □Certificate□Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  | □Certificate□Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  | □Certificate□Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Sacred Heart School Field Trip Permission Form

Dear Parent or Guardian,

Your child is going on a field trip. Please read the information at the top of this form, then sign and return the permission slip at the bottom of this form by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Field Trip Information:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please send **cash** to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Means of Transportation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Leave school: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Arrive back at school: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special Instructions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Save this part of the form for future reference.*

*Cut here*------------------------------------------------------------------------------------------------------------------*Cut here*

*Sign this part of the form and return it in an envelope to your child's teacher.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has permission to attend a field trip to

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Enclosed, please find cash in the amount of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to cover the cost of the trip.

I give my permission for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to receive emergency medical treatment. In an emergency, please contact:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DIOCESE OF ALEXANDRIA

CHILD NUTRITION PROGRAM

REQUEST FOR PREPARATION OF FIELD TRIP LUNCH

**THIS REQUEST MUST BE RECEIVED BY THE CAFETERIA MANAGER** THREE **WEEKS PRIOR TO THE DATE OF FIELD TRIP.**

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Field Trip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Food Preparation: Milk Requested:

­­\_\_\_\_\_\_\_\_\_ Sack Lunches \_\_\_\_\_\_\_ Fat Free Chocolate

\_\_\_\_\_\_\_\_\_ Sack Brunches \_\_\_\_\_\_\_ Skim

\_\_\_\_\_\_\_\_\_ In-house Lunches \_\_\_\_\_\_\_ 1% Low Fat

\_\_\_\_\_\_\_\_\_ In-house Brunches

Number of Children Eating: \_\_\_\_\_\_\_\_\_\_ Number of Adults Eating: \_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Teacher Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Principal Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Cafeteria Manager Date Received