



# HOLY ROSARY BILINGUAL ACADEMY STAFF HANDBOOK

2018-2019

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## HOLY ROSARY BILINGUAL ACADEMY

# SCHOOL & CLASSROOM ROUTINES

### **ACCIDENTS/ILLNESS**

#### **INJURIES**

Please use the band-aids in your classroom whenever possible. Make sure the wound is clean before covering it. Send the student to the office if you are unable to treat the problem or if you think it needs attention from office staff. Ice packs are kept in the main office freezer. First aid supplies are available in the school office.

**For a very serious injury**, administer whatever first aid may be indicated. Remain with the child. Send a messenger or call the office for help. For remaining procedures, refer to the Procedures section in the back of this handbook (page 39).

#### **ILLNESS**

If a child becomes ill in class, please send the child (or a messenger) with a note to the office. Parents will be called. By return message you will know what follow-up actions were taken. A good flow of information is necessary so that teacher/office know the treatment and whereabouts of a child. If you have not received a response from the school office, please double check.

### **ATTENDANCE**

#### **ABSENCES**

- Grade level teachers are responsible for reporting and keeping track of tardies and absences of students in their homeroom. This must be done through Renweb. **Attendance records are legal documents not to be completed by students.**
- Upon return from an absence, a written note from a parent to the teacher giving the reason for an absence is **required to be presented to the office.**
- **If a parent notifies you in advance of their child's absence, please send the note to the office, in the office folder, so the office does not call the family.**
- It is the responsibility of each teacher to determine whether or not to provide students with schoolwork when they are out sick for a number of days. **When a parent calls the office requesting work, the office will try to get this message to you as soon as possible and will call the parent back with your answer.**

## **TARDINESS**

Any child arriving (in the building) after the start of school (8:00 AM) is tardy and must receive an admit slip from the office before reporting to class.

## **VACATIONS DURING SCHOOL YEAR**

Please send a copy of any notes regarding families leaving for a vacation during the school year to the office. Homework will be given to families at the teacher's discretion, if vacations are taken outside of normal school vacation time.

## **BACK TO SCHOOL LETTER**

A "Back to School" letter should be sent home within the first week of school (preferably the first day of school) informing parents of the procedures and expectations you have of their students and how they can best support their students' academic lives. Please include the following items in your letter to parents:

- Behavior management expectations, including classroom rules and consequences.
- Homework expectations, including how to make up missing assignments and work affected by both excused and unexcused absences.
- Parameters for requesting parties at school
- Field trip requirements
- Parent Visitors & Parent/Teacher Communications
- Student Profile Form with Parent Contact information (provided by office) - please make a copy of all Parent Survey forms to be kept in a binder in your emergency backpack
- Any additional information necessary for your classroom\

## **CHILD ABUSE**

School personnel (teachers, playground aides, and office staff) are required by Washington State law (RCW 26.44.030) to report suspected child abuse or neglect **WITHIN 24 HOURS OF ASCERTAINING THE INFORMATION. The educators' role is not to investigate or verify the situation, but rather to make the report and set in motion the process of getting help for the child.**

- Reports of child abuse or neglect to CPS must be done within 48 hours of the time it is noted.
- Please check in with administration to notify the school BEFORE contacting CPS.
- Report should be telephoned in to CPS as early in the day as possible.
- The report should be made prior to contacting the child's family. It is the responsibility of the CPS worker to notify the family or the referral, unless assistance in doing so is requested by CPS.

## **CLASSROOM RULES**

**It is expected that each teacher will develop their own set of classroom rules and appropriate consequences.** Please post your rules, along with your anti-bullying contract, in a visible place in your classroom. Please refer to the section on Discipline in this handbook and the Family Handbook for more information on School Rules. **It is expected that teachers will take time during the first week of school, and throughout the year as needed, to review specific classroom rules and the school's rules/Discipline Plan (Hawks SOAR).**

## **COLLECTION OF MONEY**

Collection of money at school should be restricted to school-sponsored activities **such as field trips and should be turned in to the office in a sealed money bag.** All monies (lunch, tuition/fees, fundraising money, extended care, etc.) must be labeled with student's name, class, amount, purpose and sent to the office. Please do not ever leave money in your classroom.

## **CONFERENCES**

- Teachers should conference with a student and/or parent in open classrooms. If you are concerned about how a parent might respond in a conference, please do not hesitate to ask the principal or vice-principal to attend with you. Parent requests for conferences should be honored promptly, but at a schedule that works for both parties. Do not feel the need to conference in the hallway. Set aside some mutually agreed upon time to discuss issues privately. Teachers should also feel free to request conferences as frequently as they deem reasonable. Conferences can be done in person or on the phone.
- Parent/Teacher/Student mandatory conferences are held twice a year (Fall and Winter - see calendar). Spring conferences will be held only if the teacher or parent requests a conference.
- Teachers in grades PreK - 8 are required to send a progress report home before conferences each trimester.

## **EMERGENCY INFORMATION**

Emergency information for each family is kept in a binder in the office. Please familiarize yourself with this binder so that you can access it when the need arises. Please be aware that the information is constantly being updated. You may need to check the binder each time you need it. All information is also accessible in Renweb. Additionally, it is helpful to have family phone numbers stored in your cell phone, in the event of an emergency, in case internet cannot be accessed during that time. You should also have a binder of the Parent Surveys in your emergency backpack.

## **EVALUATION AND REPORTING SYSTEM**

### **PORTFOLIO ASSESSMENT**

The use of assessment portfolios, as a method of tracking student progress, is required and reflects current educational practice. Along with standardized assessments, each teacher should have a portfolio of student writing and assessments in reading and math over each of the trimester during the school year. These portfolios ARE PASSED ONTO THE NEXT YEAR'S TEACHER at the end of each academic year and should be shown to families at conferences.

### **PROGRESS REPORTS**

Write and distribute brief progress reports (see template) for all students in PK - 8th.

All parents PK - 8 should be kept informed of any difficulties students are experiencing to avoid any big surprises at report card time. Additional progress reports and conferences should be completed as needed. Submit copies of all progress reports to the principal or vice-principal for review before sending home.

### **REPORT CARDS**

Report cards are issued each trimester for all students. Parents are encouraged to confer with teachers as soon as possible after the distribution of report cards if they have a concern with any student work or if the report card itself warrants concern. Requests for a grade change need to be made directly to the teacher within seven (7) school days of the report card date. The request itself does not guarantee a grade change.

Teachers must keep an electronic or hard copy of the previous year's grade book and the previous year's lesson plans on file in the school .

### **FIELD TRIPS**

Field trips are encouraged to the extent that they are integrated with curriculum and that there is ample time for preparation. All field trips MUST be approved through the administration at least 2 weeks prior to the field trips occurring - NO EXCEPTIONS. All chaperones MUST be cleared through Safe Environment in order to attend the field trip. Teachers are asked to schedule only one field trip per trimester.

When planning a field trip, fill out the field trip Request Form (from the OCS - Seattle Archdiocese) and submit it to the principal or vice-principal for approval. Please do not send notices home until the principal or vice-principal has approved this form. All forms needed for a field trip can be found on the Archdiocesan website or in your Teacher Information Binder. Please make sure to alert the Office Manager, the Kitchen Director, and all specialists of all field trips. Permission forms

should be sent out and returned with fees at least a week prior to the trip. You will need to include in your request form the following information: the educational purpose of the field trip (associated standards), the cost, and the number of chaperones/drivers needed. Please provide the office with a copy of your driver/passenger lists at least twenty-four hours in advance of your field trip.

Leon Sanders has a bus that is free to use. Sometimes, he will drive for field trips, but he will also loan the bus to anyone who has a Class C license with passenger bus endorsement. He can be contacted at 253-377-2105. He works full time, so please be respectful and appreciative of his time and effort.

All students must bring the required permission form in advance of the field trip. No child is permitted on a field trip without written permission. VERBAL PERMISSION IS NOT ADEQUATE.

Cash or a check payable to Holy Rosary Bilingual Academy can pay for field trips and should be given to the office. To avoid any possible problems, please do not keep money, collected for any reason, in your desk or accessible in your room. The office has a safe that you may use for that purpose.

When leaving for a field trip, please be sure to take driver/passenger lists, emergency information, and a first-aid kit, as well as breakfast/lunch if appropriate.

### **HARASSMENT**

Please refer to the section on Discipline for more information on harassment. The policy on Harassment can be found in the Archdiocesan Policies and Procedures Manual.

### **HOME /SCHOOL COMMUNICATIONS**

- It is expected that teachers provide parents with a weekly newsletter (Smore or other electronic newsletter and paper, as necessary for individual parents) that will keep parents abreast of curriculum updates as well as school events and other important information. Feel free to include photos of interesting projects from your classroom, but be aware of any students who cannot have pictures published. A weekly newsletter **MUST** be sent out on either Monday or Tuesday **EACH** week.
- Planners are to be used in grades 2 - 8 to communicate homework and due dates, as well as information between the teacher and the parent(s). Please make sure to utilize this as a form of communication.
- Communication Envelopes will be sent out weekly from the office on Wednesday. Students **MUST** return them no later than Friday, or the family will be charged \$5 for a new envelope. An **ALL SCHOOL** Smore will also be sent to families on Wednesday.
- Parents will be encouraged to use email to contact you. This will also

become the primary method for interoffice communication. It will be expected that teachers will check their email at least twice a day and respond, if needed, within twenty-four hours.

- When a parent calls the school office and leaves a message for you, please return their phone calls within 24 hours of when the call was received.

### **HOMEWORK**

Teachers are encouraged to use homework in a creative way. Most parents want and expect a reasonable amount of homework each day. In this way they can have a glimpse of content and affirm their child's mastery and comfort with their daily work. Homework time should include the appropriate amount of time needed to study for tests/quizzes. Please be reasonable with the amount of work that is assigned, so that children are not spending hours on homework each night and that it is used for reinforcement of content, not introducing new ideas.

Long-term assignments are to be expected in 5<sup>th</sup> – 8<sup>th</sup> grades and may alter the usual time allotment. Ordinarily, no homework will be assigned over weekends or holidays and vacations unless assignments are missing or incomplete. Seventh and eighth graders will typically have math assignments and long-range projects that will affect their weekend schedules. This is considered to be a realistic expectation as they approach their high school years, which require more home study.

Teachers will keep parents informed of incidents of unexcused missing assignments and enlist their support for disciplined study habits. Please document these notifications. All students are required to make up any missing assignments, including those missed through absence, whether due to illness or vacation. Homework expectations, including each individual teacher's policy on missing assignments, both excused and unexcused, and credit given for late assignments should be made clear to both students and parents at the beginning of the school year.

Homework should only be assigned if it will be graded and feedback given back for students and parents to review. Homework should be sent home weekly for review.

### **HOT LUNCH**

Each morning teachers are asked to input their lunch count by 8:15 a.m. Teachers are asked to remind their students to wash their hands before going to lunch.

### **LESSON PLANS**

Teachers are to use a written lesson plan for the preparation of all classes for at least the current week. These plans are to be available for the principal's perusal at anytime during the school day.

**Substitute Folder:** A substitute folder is to be in the office by the beginning of the third week of school. It should be updated by the teacher after each use by a substitute and returned to the office immediately. At a minimum, the following should be contained in this folder: 1) class list (with a notation of reliable helpers); 2) schedule; 3) fire drill and earthquake drill procedures and maps; 4) attendance and lunch count procedures; 5) seating chart or notation of where one may be found in the room; 6) duty schedule; 7) location of teacher manuals/materials; 8) a few “generic” assignments to be used as needed; 9) a substitute report to be turned into the office at the end of the day.

### **LOST AND FOUND**

Students’ belongings need to be clearly labeled. Parents are requested to oversee this throughout the year. Small, valuable items should be turned into the office.

### **PARENT VISITS**

Parents are encouraged to visit their children’s classrooms. Unless the parent is there to work, parents must notify their child’s teacher at least one day prior to the visit. It is recommended that you include this in your “Back to School” information. Parents, whether they are here to visit or volunteer, must check into the office prior to coming to the classroom and receive a Visitor’s Badge. This will provide the office with the opportunity to greet them, as well as guard against wandering strangers. Parents must be cleared through Safe Environment (attend a class, with online renewals every 3 years and pass a background check).

### **PARTIES**

In-class birthday parties for individual students are permitted. These should be kept low-key and not include gifts. The party should be held within the last 30 min of the school day (due to Federal Meals guidelines). Classroom parties for other occasions will be at the discretion of the classroom teacher. For other special days throughout the year, teachers (or room parents) are to plan and coordinate celebrations and to notify the principal. Christmas and Easter celebrations should honor the Church’s timing for celebration.

### **PAYCHECKS**

Employees of Holy Rosary Bilingual Academy are paid every two weeks. This pay represents time worked the same month. Unless you have requested otherwise, paychecks will be directly deposited into your account. In the event one of these days falls on a weekend or a holiday, the check will be deposited on the previous workday. If you believe there is an error on your paycheck, report it immediately to the school/parish bookkeeper. All hours must be entered into Ultipro by the time specified by the bookkeeper, in order to receive the proper pay.

### **PLAYGROUND**

Rules for Recess



The grade school teacher is the primary enforcer of the Rules for Recess. They are responsible for teaching these rules to their students when they take them out for recess during the school day. Teachers will be advised of any disciplinary actions that take place during recess involving any of their students so they can follow up on ensuring that students behavior is appropriate when they return to recess. Taking responsibility for these rules will result in a safer play environment and eliminate any confusion among the students regarding what is acceptable.

Please note that the smaller playground is only to be used for grades PK 3, PK 4, and Kindergarten. The larger playground is for Kindergarten through grade 8.

- Students are to be supervised by teachers at all times when at recess. This means being aware of comments and actions being displayed and taking appropriate disciplinary action when students are inappropriate.
- Please make sure to stick to your assigned times for lunch and recess.
- Physical contact during game play should be appropriate for the activity.
- Inappropriate contact is unacceptable and disciplinary action should be taken if appropriate.
- Students can enter the building during recess only with the permission of the supervising teacher.
- Recess rules are to be followed for all recess times during the school day

### **Disciplinary Infractions and Disputes**

Disciplinary incidents that occur on the playground will be handled directly by the recess supervisor. Whenever possible, students will be encouraged to solve disputes themselves. When that does not resolve the matter, monitors will be expected to help resolve the problem. Serious disciplinary incidents on the playground will be brought to the attention of the classroom teacher and/or the principal by recess supervisors. In all cases, documentation must be made of the action taken. When possible, accidents are dealt with on the playground. Whenever necessary, more serious accidents will be referred to the office. If a head injury occurs on the playground, or anywhere else on the school campus, never move the child or allow the child to move him/herself. An adult is to stay with the injured child while the office is notified by a message sent with another student. Also, an incident report must be written up by the supervising teacher before the end of the day. Please give a copy of this to the office.

The school provides Playground Equipment. Students are requested to care for this equipment so that it is not lost or damaged. No hardballs or baseball bats are permitted. Jump ropes are to be used for jumping only.

### **PRAYER AND LITURGY**

The school day should begin and end with prayer. Grace before lunch is to be prayed before leaving for the lunchroom. Students should be guided in different

forms of prayer: spontaneous, meditation, reflection, and the traditional prayers of the Church. A “prayer corner” with the Bible in a prominent place is to be in each classroom.

The entire school will attend weekly mass. Pre-K will join as the teacher determines readiness. Teachers in Grades K-8 will take turns preparing all-school liturgies with their class. The sacredness of liturgy should be reflected in students’ behavior and understanding of its value. Please take time to review the “Behavior Guidelines for Celebration of the Liturgy at Church” below before your class attends its first liturgy and as needed throughout the year.

Student behavior at school liturgies should reflect their understanding of Christ's real presence in the Eucharist in the tabernacle. The following behaviors are expected of all students when they are in Holy Rosary Parish Church:

1. Enter the church in a reverent respectful manner.
2. Genuflect or bow in a slow reverent manner when crossing in front of the tabernacle or entering a pew, as a reminder of the true presence of Jesus Christ.
3. Actively participate in singing and prayerful responses.
4. Books and kneelers returned quietly.
5. Bow and hold up CLEAN hands for communion.
6. Use bathroom for emergencies ONLY - please make sure to take children to the restroom before mass.
7. Refrain from talking and laughing.
8. Leave the church in a reverent respectful manner.

### **RAINY DAY RECESS**

This will be done at the teachers’ discretion. Recess will be held in the classroom, with the teacher or another adult monitoring the entire time.

### **REIMBURSEMENTS**

Please use the check request form in the Main Office to request reimbursement for personal expenses made. Be sure to attach a copy of your receipt. **Advance authorization must be granted for all expenses. Teachers will have a maximum total of \$300 to be used for classroom supplies each year. Supplies must be either ordered through the office or reimbursed with prior authorization and receipts.**

### **RESOURCE PERSONNEL/VOLUNTEERS AND VISITORS**

Teachers are encouraged to use informed, capable adults in our community as resource authorities on subjects under study. Teachers considering the use of such persons must secure approval from the principal before issuing an invitation. Please remember to have visitors check in with the office and receive a visitor’s pass.

## **RETENTION OF STUDENTS**

Parents will be informed as early as possible, but no later than the middle of the second trimester, if a student is experiencing difficulties which may result in retention. Reasons a student may be retained include, but are not limited to, prolonged absence, student is experiencing difficulties due to maturation and/or student is not showing adequate academic progress to be prepared for the next grade.

## **STUDENT RECORDS**

Requests by parents to review a student's permanent file must be directed to the principal. A duplicate of each year's report card (for all trimesters) is placed on file at the end of the school year. Teachers are responsible for protecting the confidentiality of student files. These files may never be taken out of the building. Please sign out files from the main office.

Teachers are requested to keep a conference file in their classroom wherein conferences, telephone conversations, behavior reports and attempts to communicate with parents have been documented. Please retain phone message slips from parents with documentation of your follow-up in this file. **It is highly recommended that before destroying these documents at the end of the year that teachers pull out the reports on students you had particular difficulty with (or their parents) and keep them in a file at home or in the office (for teachers not returning to Holy Rosary Bilingual Academy) in the event you are required to provide this information in the future.** The principal may be able to assist you in determining which records to keep.

## **STUDENT TRANSITION PROCEDURES**

*Teachers are to check, in advance, the Supervision Duty Roster for when they are assigned to before and after school supervision responsibilities.*

**7:45 AM-** Teachers should be prepared for all classes, including the day's copying needs. Teachers are assigned in rotation to supervise students before school at drop off.

**7:55 AM-** Teachers pick up their students. The gate will be closed and back door locked. Late students need to report to the front office after 8:00 am.

### **Hall Supervision**

Students should not be unsupervised in hallways for extended periods of time. Students needing to be out of the classroom should be using a individual hall pass.

## **Lunch**

Instruct students to wash their hands and pray together before being taking them to the lunchroom. The teacher then marks hot lunches on the tracking sheet.

## **Dismissal**

Teachers are responsible for the supervision of their students until the parent picks up the student(s) or the student is taken to Extended Care. All teachers go outside for afternoon pick-up. Students do not go to the Extended Care room until 3:15 pm. If it is raining 30 min before the end of the school day, teachers should notify the office of a Rainy Day Dismissal and the Office Manager will announce this on the intercom.

## **Rainy Day Drop Off and Pick-Up**

In the mornings, when it is raining, students will be sent inside (after 7:45 am) directly to their classroom.

In the afternoons, if it is a rainy day dismissal, all children in the same family (and any carpooling with the family) will be sent to the classroom of the YOUNGEST child for dismissal. A staff member will announce names when cars arrive. Teachers should have something quiet for kids to do, so that the teacher can stand in the doorway and listen for names to be announced.

## **SUPPLIES**

It is the responsibility of the school to provide a reasonable supply of materials so that teachers can perform their tasks efficiently and effectively. Teachers are asked to make their needs known. In turn, they are requested to use supplies in a spirit of responsible stewardship. For example, sheets of partially used construction paper that can be used for future projects should not be put into the classroom recycle bin, but rather stored in the classroom for another time.

General office supplies and/or smaller, special supplies can be requested through the office. Please let the office know if you have just used the last of any particular item. Requests for items over \$25 require pre-approval by the principal.

Ordinarily, requests for textbooks and instructional materials are made in June for the following school year. Requests for instructional materials not normally used must be accompanied by a rationale for their use within the year's unit plan(s).

## **TECHNOLOGY**

The effective use of technology for communication within the school, with parents and students and the integration of technology into the curriculum is vital to the success of our school. Teachers are expected to support the technology needs of the school by learning to effectively use all the technology that is available. For

students to use technology, they must have a signed Usage Agreement on file. Also, all students should be monitored with technology.

Staff should use technology for instructional purposes only, unless on break. Cell phones should not be used by staff while teaching or in charge of students.

### **UNIFORM POLICY**

It is the responsibility of the faculty of Holy Rosary Bilingual Academy to administer the school uniform policy as outlined in the Family Handbook.

## **BUILDING AND LIABILITY**

### **DESKS AND EQUIPMENT**

Desks are the property of the school and may be searched without the presence or permission of the students who use them under the direction of the principal.

Teachers are to supervise the care of desks and equipment. Desks and chairs should be damp-wiped with a weak solution of bleach water on a regular basis. Spray bottles will be supplied. Absolutely no writing or marks are to be tolerated on walls and desks. No stickers or taped material (with the exception of names tags). In the event this happens, the responsible student(s) will be expected to clean the item.

All teachers should have the equipment necessary to satisfactorily perform their duties. Any needs in this regard should be brought immediately to the attention of the principal for budget planning.

Teachers should be aware that personal equipment brought to school is not covered by Archdiocesan insurance. Please check your homeowner's policy on this subject.

### **INCIDENT (injury, theft or loss) REPORTS**

Please inform the principal of any incidents involving personal injury, theft, or loss to employees, students or volunteers. When such incidents do occur, please fill out a report form available in the main office. Please note that at no time should you indicate to anyone admission of liability or that the school/parish has such insurance. Appropriate follow-up to incidents is the responsibility of the principal and when appropriate, the parish administrator, therefore, it is important that incidents are reported in a timely manner. In the event the principal and vice-principal are not in the building, please inform the office manager of the incident and he or she will decide whether to contact the principal.

### **INVENTORIES**

At the end of the school year teachers are expected to update the inventory sheet for their classrooms. The principal will put your sheet in your box as the end of the

year draws near. The inventory includes a list of furnishings and equipment in the room. Please record the make, model and serial number of any new equipment each year. Please re-check serial numbers of previously inventoried equipment. In the event a teacher will not be returning in the coming year, the classroom inventory should also include textbooks and instructional materials that belong to the school.

### **KEYS**

Each teacher is provided with keys for entrance to the building, classrooms and workrooms. At no time is a teacher to give keys to students or non-employees to use in an unsupervised situation.

Teachers are responsible for the security of the building when entering the building after school hours. **This includes securing all windows and doors.** Please do not leave doors propped open, or unlocked during these periods. If you are bringing materials in, it is strongly recommended that you use your key each time. It is highly advisable to have a companion when entering the building after hours. As a courtesy and security precaution, please notify anyone to be left alone in the building that you are leaving. When you leave, please make sure all the doors and windows you opened are closed.

Lost keys should be reported to the principal immediately, especially if theft is suspected. Please do not leave keys in the main office. Lost keys may result in the need to change locks and may be done at the expense of the staff member who lost their keys.

### **MACHINERY/EQUIPMENT**

Each school employee has a copier code. Please do not share your number with anyone not on staff. Please plan for your copying needs in advance. The principal will monitor the number of copies made.

Proper use and care of machinery and equipment is the responsibility of all staff that uses them. Please make use of manuals when unfamiliar with equipment. Please report needs for repair or replacement of toner to the school secretary immediately. Great care should be taken by all school staff and users of equipment to follow copyright laws.

### **MAINTENANCE REQUESTS**

Please submit all maintenance requests to the Office Manager.

### **RESPONSIBLE USE AGREEMENT**

All teachers will annually be asked to read and sign the Archdiocese of Seattle's Responsible Use Agreement indicating understanding and acceptance.

## **SUPERVISION OF STUDENTS**

It is very important that all students be properly supervised at all times. (Mental as well as physical presence of the supervisor is necessary.) Supervision is both conscious and active.

**STUDENTS ARE NEVER TO BE LEFT ALONE ANYWHERE IN THE SCHOOL.** If you see them somewhere where they are not supposed to be, please address the child(ren) directly and/or let the principal know and he/she will talk with the responsible student(s) and adult(s).

If it is necessary to leave the classroom for an emergency, please ask a neighboring teacher, office staff or the principal to come to your classroom to supervise your students. Please take time at the start of the school year and throughout the year, as needed, to review with your students your expectations for them in the event you do need to leave your classroom for an emergency.

All students are to be walked to and from recess, lunch, and specialist classes by a teacher or classroom assistant (teachers may wish to set up a schedule where the teacher dropping off his/her class would also pick up the class leaving). In consideration of those classes in session and staff working in their offices, there is to be no talking in the hallways. When walking in the building, please ask your students to stay to their right. Please be prompt to pick up your students from other teachers.

While on the playground, supervisors/teachers are not to visit with each other or with volunteers. Please move about the yard while on duty. In the classroom, supervision of students must be active. If you are working at your desk, even with students, it is expected that you will get up and walk around the classroom as part of your supervision duties,

Classroom doors are to be locked during recess if you are not in your classroom. Please position yourself with full view of all your students while at Mass, assemblies, and at your desk when helping students. Please do not ask parents to supervise students for you.

## **TEXTBOOKS/CLASSROOM NOVELS**

All textbooks/classroom novels are to be stamped with the school stamp on the inside cover. The stamp is available in the office. Books that are assigned to students for the year should be numbered and a record kept of these numbers as assigned. Notify the office manager when parents need to be billed for lost or damaged books at the end of the year.

Book covers are REQUIRED for all hardbound textbooks at all times. Plain brown (grocery bag) covers are acceptable. Please encourage appropriate writing only on covers including student's name, subject, and grade.

## **TEACHERS**

### **TEACHER ATTENDANCE**

- Teachers are expected to be in the building between 7:30 a.m. and 3:30 p.m., including early dismissal days (unless otherwise noted). Teachers are being asked to arrive earlier and/or stay later than expected. Teachers are also expected to be present for the entire day on all Archdiocesan in-service days, unless excused by the principal in advance.
- Between 7:30 and 7:55 am, teachers are expected to be preparing for the day ahead, or completing other duties in their classrooms. Teachers are expected to be outside by 7:45 am.
- 7:55 am ready to greet their students.
- Each year, full time employees receive ten (10) sick days that can be carried over from year to year up to a maximum of 90 days. If you become ill during the day, please inform the principal or the school office. Teachers are to arrange for their own substitutes, unless the nature of the illness makes this impossible, or if after considerable effort a substitute cannot be found. This is done online through AESOP.
- On the day of absence, the teacher should contact the principal (or his/her administrative assistant if the principal is not available) before 2:00 p.m. to notify him/her of continued absence for the next school day so your substitute can be asked if they are available for another day. Obviously, if the number of days absent has been previously arranged, there is no need to call.
- A teacher may use two paid days for personal leave if needed for personal business or family needs, from October 1<sup>st</sup> through April 30<sup>th</sup>. Whenever possible, please give at least one week's notice for this. Personal leave days may not be taken to precede or to extend holiday and vacation breaks, or for absence during a job search. The paid personal day is over and above annual sick leave. Personal days cannot be carried over from year to year.
- In the event of an emergency, additional unpaid personal leave can be granted at the discretion of the principal.
- Within 24 hours of return after an absence, teachers MUST complete an Absence Report Form and leave it in the principal's mailbox for signature. The original is forwarded to the office manager for sick leave records and a copy is left in the teacher's box. In the event an Absence Report Form is not completed, the absence will be counted as unpaid leave. This form is not required when a teacher has been absent due to a workshop or a professional visit to another school.
- At the end of the year, all teachers will be asked to review their Personnel Attendance Record for accuracy and sign off on the record. A copy will be



made for you and the original will be kept in your personnel file in the principal's office.

### **ACCIDENT ON THE JOB**

Teachers are reminded to observe basic safety procedures in their daily work activities, including the proper lifting of heavy objects, using handrails, and avoiding wet-mopped areas. In the event of an accident on the job, please report it immediately to the principal, or the administrative assistant in the principal's absence.

The Archdiocese is self-insured for workers' injuries. Please fill out the necessary forms and make sure that you have your claim number and physician's report form before going to the doctor. An accident on the job is an unpleasant possibility and hopefully will not happen to you. If it does, however, you are entitled to good medical care and an appropriate amount of time to recover.

### **BENEFITS**

Employees who work 20 or more hours per week are entitled to employer-paid medical, dental, vision, life, disability, and pension benefits. Questions regarding enrollment, deductions for dependents, etc. should be referred to the principal. Questions regarding eligibility and policy should be directed to the principal. It is the responsibility of the employee to meet deadlines regarding open enrollment, additions (including spouses, newborns), and deletions and to notify the bookkeeper of any beneficiary changes.

### **CATHOLIC WITNESS**

As educators in a Catholic School, each of us is expected to uphold the teachings of the Catholic Church. Failure to do so may result in dismissal.

### **COMPENSATION**

The teacher salary schedule in use for the current school year reflects 92% parity with the previous year's Washington State Teacher Allocation schedule. By Federal definition, teachers are classified as "exempt" employees and are therefore not entitled to compensation for overtime.

### **DRESS**

Faculty dress and grooming should set a good example for students. Modest and professional standards are expected for all staff. Jeans are not to be worn, with the exception of Thursdays, and as appropriate, Field Trip days. Overly casual clothing is not appropriate on school days.

### **DUTIES**

**Before School:** Teachers are to be available in their classrooms by at least 7:30 am each morning.

**Classroom:** Teachers are requested to keep their classrooms clean and orderly. Please direct students to clean their desktops regularly with disinfectant and clean out their desks weekly. The teacher's desk and work area should model this expectation.

**Lunchroom/Recess:** There may be a lunchroom aide available to supervise students during their lunch periods. When you arrive with your class record which students will be getting milk and/or hot lunch, monitor your students as they go through the hot lunch line and continue supervising the lunchroom until the next teacher arrives. Be sure that you do not allow students to leave the lunchroom early, as there may not be supervision available on the playground. In addition, this can inadvertently encourage students to not take the time to eat their full lunches.

**Presence:** In addition to all contracted days, teachers' presence is required at the following events: "Back to School" Night, Parent-Teacher Conferences, the Christmas Program, Open Houses (TBA), Auction, and Graduation. School staff members receive a complimentary ticket to the auction and their guest will receive a ticket at half price. The principal and/or pastor reserve the right to require attendance at other meetings/events that may come up during the year, given advance notice.

Extra Duty: Each teacher will be assigned a space to monitor for organization and cleanliness. Examples include the stage, attic, faculty room/bathroom, entrance, and copy room/faculty bathroom.

### **EMERGENCY CLOSURE**

In the event of emergency closure or late start due to inclement weather, teachers will be notified through group text and email, but should also follow the school Facebook page. If the school remains open, but you cannot make it to work due to the weather, please inform the office immediately. For employees not on benefits, this will be considered a day without pay.

### **EMERGENCY INFORMATION**

An emergency information form for each employee is kept in the main office. Please return requested information as soon as possible. Please notify the office of any changes.

### **FACULTY/ALL STAFF MEETINGS**

Staff meetings are held once a week. Please schedule this as a regular weekly appointment and avoid any other commitments at this time. **The day/time will be made based on group consensus before the school year begins.**

## **GRIEVANCE PROCEDURES**

It is expected that when a problem arises teachers will deal directly with that person or persons involved. Concerns regarding school personnel policy/practice should be directed to the principal. The Archdiocese of Seattle offers a Problem Solving Procedure, which can be found in the Archdiocesan Policies and Procedures Manual.

In the event the principal is unable to assist a staff member in resolving a problem or the grievance/problem is with the principal and it is not resolved to the satisfaction of the employee(s), staff members are encouraged to contact the pastor or his delegate.

## **LEAVING SCHOOL GROUNDS**

Due to unforeseen emergencies/events that can happen during the day, teachers are asked not to leave school grounds during school hours. If something comes up during the day and you need to leave, please check with the principal **prior** to leaving. This should not be done routinely.

## **PERSONNEL POLICIES**

Teachers are expected to follow the personnel policies in the CATHOLIC SCHOOLS POLICY AND PROCEDURES MANUAL in addition to those set forth in this manual.

## **PHONE**

Teachers are welcome to use the phone in the staff room. Please respect the office staff's workspace and due to privacy issues, teachers are asked to refrain from using the phone in the main office. For sensitive conversations, teachers may request the use of the phone in the principal's office.

Cell phone use in the classroom by teachers is prohibited during the school day while students are present or under the teacher's supervision. Please use discretion when using a cell phone to both ensure your privacy and maintain a professional image. Teachers are asked to not visibly wear their cell phones; please keep them in a pocket, purse, or behind a shirt/jacket, etc.

## **PROFESSIONALISM**

Teachers in fulfilling their obligations to the profession:

1. Endorse the principle that the profession must accept responsibility for the conduct of its members and understand that their conduct will be regarded as an example both in and out of school of the quality of the profession.
  - a. Understand that each teacher represents Holy Rosary Bilingual Academy on all occasions and that what he/she says may be

- construed as school policy or someone's perception of Holy Rosary Bilingual Academy.
- b. Be prepared to answer criticism and to interpret questions on methods and procedures; and direct the questioner to the proper source(s) or offer to get the necessary data.
  2. Respect the relationships of other teachers and their students.
  3. Keep official correspondence and conversation among teachers and staff CONFIDENTIAL.
  4. Please be aware of information and views posted on social media and other avenues. It is best to maintain privacy and not be friends with parents (and definitely NOT students) on any social media pages.
  5. Cooperate in the establishment and support of school policy.
  6. Be wise to the technique used in supporting members of the profession.
  7. Attempt constantly to improve the effectiveness of their teaching, classroom management and the conditions of the school.

### **STAFF AND FAMILY BULLETINS**

It is expected that all faculty will read the weekly school newsletter every week and check their school email at least twice daily. Frequently there is important information that you need to be aware of, or may be asked about by a parent.

### **STAFF ROOM AND RESTROOMS**

The staff room is for the exclusive use of teachers and staff. Please assist in keeping it in good order by removing personal articles by the end of the day. Please remove perishable foods from the refrigerator before the weekend.

### **SUPERVISION AND EVALUATION**

Please refer to the Archdiocesan Policies and Procedures Manual for a detailed description of supervision and evaluation policies. All teachers are under the supervision of the principal who is under the supervision of the pastor or his delegate. The principal and vice-principal conduct evaluation of teachers.

Formal observations will occur annually. Teachers do have the opportunity to respond in writing to their formal evaluation. It is requested that this be done within 5 working days of receiving the evaluation. Copies of only formal evaluations, including teacher comments, are kept in a teacher's permanent file.

Informal drop-in observations will occur on a regular basis throughout the year. As frequently as possible, the principal will share insights and suggestions from these visits either verbally or on a brief feedback form.

### **TEACHER FILES**

Teacher files in the Principal's office contain the original application packet to the Archdiocese that includes, a copy of your Teaching Certificate, Background

Clearance, Employee Disclosure Statement Form, Writing Sample (if done), Catechetical Certification (when completed), College transcripts and any additional coursework that determines salary. Also kept in the Principal's file are teacher contracts for the current and previous school years, and copies of observation and evaluations while serving at Holy Rosary Bilingual Academy. Files for teachers transferring to another Catholic School in the Archdiocese are not forwarded to the new school, so a teacher may be asked to complete some of this paperwork again. Teachers receive duplicate copies of any observation and supervision forms upon completion.

## **PROCEDURES**

### **ASSEMBLIES**

- 1) Teachers (or classroom assistants) lead their classes to the auditorium and direct them to their designated places. It is important that everyone is there and ready to begin by the time the assembly is scheduled to start.
- 2) Students are expected to enter the hall quietly.
- 3) Polite attention and applause (only) are expected from students.
- 4) Classes will be dismissed one at a time by classroom teachers. Students are expected to leave the hall respectfully and orderly.

### **EARTHQUAKE**

Earthquake response procedures:

- 1) After an earthquake occurs or after the teacher commands, "EARTHQUAKE DRILL", students and adults are to DROP, DUCK, COVER, AND HOLD until the earthquake has subsided (45 seconds in a drill).
- 2) Students and staff immediately take a protective position under desks or furniture with their backs toward windows. \*\*\*In the event students and adults are outside during an earthquake or drill, they are to DROP, DUCK, COVER, AND HOLD away from buildings and other structures. Students/adults should remain outside, unless told otherwise by the principal/pastor or administrative assistant/parish administrator in the principal's/pastor's absence.
- 3) When an earthquake occurs or during a whole school exit drill, the principal will give the "all clear to exit" signal, letting students/adults know they exit the building as directed. Classes should report to their assigned spot on the playground unless directed to do otherwise. ALL teachers are to take their emergency clipboard for their classroom. The clipboard is to have your attendance book and extra sheets of blank paper.
- 4) Once outside the building and in the designated area, the teachers will take roll immediately and hold up their green/red card so that the administrative assistant can see it. Green means everyone (students and any adults in your classroom) is accounted for, red means someone is missing.
- 5) Students/adults are to wait at the designated area for further instructions.

- 6) Notify principal of any injuries and/or hazardous damage.
- 7) Return to the building in silence when the signal is given. Students are to remain quiet as you return to class.

Evacuation route maps are to be posted by the door in your classroom. New maps will be distributed during opening workdays, as needed.

### **EVACUATING THE BUILDING**

In the event we need to evacuate the building, the principal will announce the evacuation procedure over the intercom. We will follow the same procedures for exiting the building as outlined below for Fire Drills. Once evacuated, it is expected that support staff not assigned to a specific class will divide themselves between grades to assist the teachers.

### **FIRE DRILLS**

Fire drills will be held monthly. A fire alarm is the signal for all students to rise immediately and to exit in silence in a single file.

- 1) ALL teachers are to take their emergency clipboard and the green/red card for their classroom. This clipboard is to have an attendance report on it or attendance book) and extra sheets of blank paper.
- 2) When exiting the room, turn off the lights.
- 3) The last student out closes the door.
- 4) Students are to walk in silence to your exit and designated place on the playground. STUDENTS ARE NOT TO RUN AND ARE EXPECTED TO STAY IN LINE AND REMAIN QUIET.
- 5) If your exit is blocked, go calmly to the nearest exit.
- 6) If students are away from the room at the beginning of the drill, they are to leave from the nearest exit and rejoin their class outside.
- 7) Once you are lined up in your designated area, be sure all your children are accounted for. Hold up your green/red card so that the administrative assistance can see it. Green means everyone (students and any adults in your classroom) is accounted for, red means someone is missing.
- 8) Return to the building in silence when the signal is given. Students are to remain quiet as you return to class.

Evacuation route maps are to be posted by the door in your classroom. New maps will be distributed during opening workdays, as needed.

### **LOCKDOWN**

In the event we need to “lockdown” the building(s), the principal, or administrative assistant in his/her absence, will announce “Code Red” or “Code Yellow”.

At that point, teachers are expected to:

- 1) Shut and lock their classroom doors, close their windows and shut their blinds. Students should be sheltered in place away from windows and doors.
- 2) If student(s) are on the playground when a lockdown is called, the playground supervisor will be notified. This will signal the need for them to blow their whistle, bring the students back inside and take them to their classrooms, unless directed otherwise by the principal, or administrative assistant in his/her absence.
- 3) Staff without a specific workspace should divide themselves among classrooms to assist the teachers.
- 4) In the event a student needs to use the bathroom, an adult (if an extra adult is not in the classroom, please contact the office and ask for assistance) will need to escort them to and from the bathroom.
- 5) The "lockdown" will continue in place until the principal, or administrative assistant in his/her absence, announces otherwise.
- 6) If the school is still in lockdown mode during carpool, parents will be directed to park their cars and enter the building to pick up their children. If an adult other than the child's parent comes to pick up the child and you have not received notice from the office, please send the adult to the office where verification can be made. Once verification has been made, the adult will be sent back to the classroom.
- 7) The Principal and Extended Care Director will determine what to do with the remaining students and inform the teachers over the intercom.

For a Code RED, stop teaching and remain absolutely silent in the classroom. This means the threat is imminent. For a Code YELLOW, teachers can continue teaching, but should remain in the classroom with doors locked and windows covered, and should NOT go out to recess.

### **LUNCHROOM**

- 1) Playground equipment is to be stored in the portable basket in your classroom.
- 2) Students are to wash hands before eating their lunch.
- 3) When students finish their meal they are to put their silverware in the proper place, scrape their tray and stack it putting garbage in the can, recycling cans in the bin, picking up after themselves; checking the floor and table and return to their seats until they are dismissed.
- 4) On the way to recess students are to put their lunch boxes in the designated area
- 5) Once outside, students may not re-enter the building without the permission of the recess supervisor.
- 6) Designated table monitors are responsible for wiping tabletops and benches before getting permission to leave.

## **MASS AND COMMUNION**

Before your first celebration of the liturgy each year, please review appropriate Mass behavior with your students (located in the Prayer/Liturgy section). Teachers should continue to review this behavior as needed.

## **OPENING OF THE SCHOOL YEAR**

Care should be taken to ensure a successful opening of the school year.

Before students arrive:

- 1) The room should be prepared. Books, supplies, etc. should be ready.
- 2) Attractive bulletin boards should be prepared. All bulletin boards should be covered with paper before attaching decorations.
- 3) Materials should be obtained from the supply room.
- 4) A careful examination of the room should be made. Requests for needed repairs should be sent to the office on the maintenance/work order form. Please note that requests made in August may not be completed until after the start of the school year.

### **The first week:**

Review school behavior guidelines, classroom, lunchroom, playground, and assembly policies, our school's anti-bullying policy, the uniform policy, lining up, entering the building after recess, specialist classes, etc., changing of classes, carpool procedure, etc., the Back to School Letter, in addition to the fire and earthquake drill/procedures.

## **SERIOUS INJURY**

- 1) If there is a serious injury requiring additional help during recess, the staff playground supervisor will send for help by sending a student inside the building to request help.
- 2) Either the principal or the administrative assistant will go outside to help. Other teacher or staff members may be asked to come outside to take control of students on the playground and move them away from the injured child.
- 3) Injured students are not to be moved or allowed to move themselves until the emergency staff, the principal or designee, when the principal is out of the building, assesses the situation.
- 5) If a call to 911 is needed, one of the adults outside will return to the office and call. The office should be notified whenever 911 is contacted.
- 6) When necessary, someone will notify other staff members if more help is needed.
- 7) One teacher/staff member will be asked to go to the front of the building and direct the aid car. Any students present in the front of the building will be directed away from the emergency.
- 8) If the principal is away from the building, he/she is to be notified immediately of any medical emergency.



9) All staff working with students should be familiar with where emergency information is located for students in the main office.

# HOLY ROSARY BILINGUAL ACADEMY

## Staff Handbook

My signature below confirms I have read a copy of the Holy Rosary Bilingual Academy's staff handbook, and I will discuss any questions with the principal. I understand that employees should become familiar with the material in this handbook. Violations of the policies in this handbook may result in disciplinary action.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Staff member

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Principal

