

# FACULTY HANDBOOK

2023 – 2024



***Christ the Teacher***  
CATHOLIC SCHOOL

## I. GENERAL INFORMATION

### MISSION

Christ the Teacher Catholic School is a faith-filled school partnering with families and the community to nurture all students in the development of Catholic Identity, high academic achievement, and responsible citizenship, through service to others.

### FACULTY AND STAFF

Father César Vega	School Pastor
Merrilou Harrison	Principal
Elizabeth Armenta	Office Manager
Karen Johnson	Bookkeeper
Sara Mortimer	Director of Assessment and Intervention
Jill James	Director of Inclusive Educational Services
Sandra Wellner	Lead Teacher & Site Supervisor Pre-School
Stephanie Boyd	Pre-School
Sydney Snyder	Kindergarten
Brenda Jimenez	Kindergarten
Makena Fischer	First Grade
	First Grade
Elyse Endicott	Second Grade
Debbie Wilson	Second Grade
Allison Pfaff	Second Grade
Deborah Sandlin	Third Grade
Heather Michaels	Third Grade
Tess Klebaum	Fourth Grade
	Fourth Grade
Madeline Lemerande	Fifth Grade
Sandy Bennett	6 <sup>th</sup> -8 <sup>th</sup> Religion; K-8 Art; K-5 Music
	4 <sup>th</sup> -8 <sup>th</sup> Grade Band and Orchestra

	K-8 Spanish
Pat Ulery	MS Science; K-8 STEM
Tim Briffett	MS Math
Jill James	MS English Language Arts
Marcus Kieltyka	MS Social Studies
Greg Turcott	K-8 PE & Athletic Director
Tanya Bradley	Para-Educator
Letty Jaramillo	Para-Educator
Andrew Maicco	Para-Educator
Nathan Ponce	Para-Educator
Teryn May	Para-Educador

**Office Hours:** 7:30 am – 4:00 pm

**School Hours:** 8:00 am – 3:00 pm (Monday-Thursday); 8:00am – 2:00pm (Friday)

## II. PROFESSIONAL EXPECTATIONS

### Teacher Job Description

**Position Purpose:** To educate the whole student; nurture their spiritual, academic, and social growth, and involve students in community service.

#### **Primary Duties and Responsibilities Include:**

- Collaborate with the principal in implementing the mission of the school. This is conducted by participating in the planning, implementing, and evaluating of the school's goals and objectives.
- Assures the planning and implementation of instructional programs and activities that further the Catholic philosophy and goals of the school. The teacher ensures that the classroom atmosphere fosters knowledge of the Catholic faith.

- Assumes the selection and organization of curriculum and instructional materials. The teacher adapts methods and materials to accommodate learner differences and plans for long-term and short-term goals.
- Evaluates students' progress. This is done through the test data and monitoring of the classroom performance. The teacher uses this information to improve the quality of instruction. The teacher keeps accurate and current individual records of students' academic progress and shares that information with students and parents.
- Each faculty member will serve on at least one committee related to a school activity.

### **General Expectations**

1. To keep the parents informed about the progress of their children.
2. To keep documentation of all communication with parent/guardian.
3. To keep adequate and precise records of each student's progress.
4. To provide adequate and reasonable supervision of students.

### **Confidentiality**

All Faculty & Staff are expected to be professional in handling confidential information they experience in their service at school. All Faculty & Staff are asked to sign an Oath of Confidentiality.

### **Professionalism**

1. Follow Faculty Handbook and enforce the Family Handbook.
2. Understand and follow the Diocese of Yakima Policies and Procedures.
3. Demonstrates flexibility in various situations; teaching, scheduling, and interpersonal relationships.
4. Uses confidential information with discretion.
5. Is a positive contributor to morale and school spirit.
6. Participates in and appropriately uses time for professional purposes: e.g., faculty meetings, in-services, and professional conferences.
7. Is dependable, punctual, and prompt in meeting professional obligations.

8. Demonstrates a professional manner.
9. Furthers professional learning through periodic workshops, pertinent classes, and professional reading.
10. Uses oral and written English skillfully and correctly.
11. Maintains accurate records and grades and updates weekly.
12. Communicates effectively with the administrator.

## **Supervision**

### Teacher Expectations:

1. Teachers always have authority over all students anywhere and in the building and on the school grounds. This includes before and after school.
2. Faculty and staff need to monitor the behavior of all students.
3. Supervision is a mental and physical presence requiring conscious, active attention. Mental supervision means that you must be both present and paying attention. All staff have the responsibility to monitor all students within the school.
4. Classes/students must not be left unsupervised at any time. If an emergency arises, a nearby teacher can be alerted to assist.
5. Teachers and staff may not leave the facility at any time during the teaching day without checking out in the school office. That includes the lunch hour.
6. Teachers will share their responsibility in the school supervision assignments for the following: playground supervision, lunch duty, classrooms, hallways, after-school parking lot, and any other duties assigned by administration. The teacher should be prompt and should give undivided attention to the children.
7. Supervision includes responsibility for discipline procedures.
8. Teachers will eat lunch in the classrooms with their classes.
9. Teachers must verify the presence of adults on duty before sending students to the playground.
10. Teachers on duty must stay in their assigned area to fully cover the playground.

### Student Appearance Code:

All students are required to wear the school uniform:

- Shirt (Red, Blue, or White)
- Shorts, pants, skirt, or jumper
- Socks (Red, White, Black, Blue)
- Shoes

The appearance code policy is implemented on the first day of school, and every staff member oversees daily uniform checks. All shirts must be tucked in. Refer to the Family Handbook for Appearance Code requirements.

## **III. DAY-TO-DAY OPERATIONS**

### **Field Trips**

1. All field trips must be authorized by the administration at least ten days in advance, and the trip must be put on the school calendar.
2. All forms must be completed and turned in to the teacher three days before the scheduled trip.
3. Teacher must check with the office one week before the trip to determine if drivers are eligible.
4. Field trips must be within the classroom studies' educational or cultural framework.
5. Teacher must ensure the entire permission form is complete.
6. A student will not go on a field trip without a signed permission form. A faxed copy will be accepted. Telephone/verbal permission will not be accepted.
7. Chaperones/drivers are responsible for the care of the children assigned to them.
8. Chaperones/drivers will NOT make intermediary stops to/from a field trip.
9. Teachers will give the office a list of all drivers, their cell phone numbers, and a list of students in each car before departure.
10. Drivers will be given the permission slips.

## Instruction/Curriculum

### A CTCS Teacher:

1. Utilizes Washington State Standards for their grade(s) and content area(s).
2. Uses Standards Based Grading practices.
3. Provides differentiated instructions among students.
4. Uses a variety of instructional materials, strategies, and activities.
5. Gives purposeful and appropriate assignments.
6. Shows awareness of current educational best practices.
7. Uses various teaching strategies to comply with curriculum requirements.
8. Plans long-term as well as short-term objectives of instruction.
9. Incorporates peace and justice education into every curriculum area.
10. Assists students in developing their values, attitudes, and beliefs.
11. Uses management techniques that provide valid and accurate information for evaluation.
12. Movies in the classroom: Rarely show movies that are not educational in nature and do not directly relate to learning targets being currently studied. Show movies that are of no more than a PG rating. PG-13 movies may be shown with administration approval and parental permission slips.

## Daily Procedures

### Full-Time Teachers

Plan to be on campus from 7:30 am – 3:30 pm; 8 hours.

**1. Morning Announcements:** Every teacher is required to share any Morning Announcements that have been sent via email that morning or at the beginning of that week. Each class must participate in the Pledge of Allegiance, prayer, and scripture reading before starting academic study.

**2. Attendance** is taken each day by the classroom teacher on Option C. Attendance is done in each elementary class by **8:10 am** and must be taken at the beginning of each Middle School class. Teachers will keep their attendance records in addition to the office's records. If a student is tardy, they may not enter class

without reporting to the school office to receive a late slip. If a student needs to leave for an appointment, the student checks out through the school office. During the school day, the office must be notified immediately if a student is missing from the classroom.

3. **Illness:** If a student becomes ill during the school day, the teacher will send the student to the office. The office will call the parents.

#### **IV. Records**

##### **Gradebook**

1. Grade books should be kept on Option C with enough grades or progress data recorded to warrant verification of the grades given for each student's progress.
2. Teachers' specific grading criteria must be communicated to parents and students.
3. Grades are updated weekly in OptionC.
4. Grading for K-5 will use Standards-Based Grading. Middle School (6-8) will employ traditional, letter-based grading.

##### **Student Cumulative Folders**

1. These folders are kept in the school office. These folders may be checked out through the office manager.
2. These folders must be in a locked location for security.
3. These folders must not be accessible by students.
4. These may not leave the school building.
5. Must be filled out at the end of the school year.

##### **Report Cards**

1. Reports are completed in Option C and done each quarter.
2. Parent should be contacted as soon as possible should there be an academic concern determined by the teacher.



## **Plan Book**

1. Each teacher must complete and keep a plan book on their desk.
2. Plans should be made for a minimum of one week forward and available for review.
3. Plans should include goals, assignments, tests, supervision days and times, and all other pertinent information.
4. The following must also be available for the principal/substitute in the plan book:
  - A. Class list
  - B. Seating Charts
  - C. Class/Teaching Schedule

## **V. Communication**

### **Teacher/Parent Communication and Written Documentation**

All communication and written documentation must be:

1. Specific
2. Verifiable
3. A weekly newsletter posted in Teams or SeeSaw.

### **School-wide Communication with School Families**

1. All pertinent general school information will be posted on the school website.
2. Email weekly newsletters will go out on Monday afternoons.
3. If you want information added to the weekly newsletter, please ensure you get the information from the school secretary by Friday at 3:00 pm.
4. Option C text and email alerts can be used

### **Student-Parent-Teacher Conferences**

These conferences are scheduled in the fall and spring. Students are expected to be at the conference with their parents. Optional conferences are scheduled as

needed. Constant communication with parents of struggling students is required and will be documented.

### **Teacher-Parent Phone and Email Conversations**

Teachers will keep a written record of conversations and emails.

## **VI. SUBSTITUTES**

### **Substitute Teacher Folder**

This folder must be in a visible place on each teacher's desk or bookshelf, and it must be well labeled. It should contain the following information, at a minimum:

1. Seating charts for all classes
2. An appropriate, non-sequential but relevant set of emergency plans for each class.
3. Daily classroom expectations/routines
4. Health concerns for specific students
5. Teacher's schedule/duties
6. Emergency procedures
7. Contact names/extension numbers of faculty members

The teacher must provide the substitute with as much pertinent information as possible to have a successful day in the classroom.

Additional assignments with enough copies for each child are vital in helping in emergency substitute situations.

### **Procedures for obtaining a Substitute Teacher**

1. If a substitute is needed, contact the Office Manager as soon as you know you will not be able to come to school. They will call a substitute teacher for you. Please text or call the night before or no later than 6:30 am. You must contact the school

office before dismissal if you do not plan to return the following day (the sub will not automatically be hired for another day).

2. If you have arranged for your sub, please notify the school secretary before 7 am on the day you will be absent because of illness.

3. If you are planning to be away from work for personal reasons other than personal illness, you must get a form from the office and have it signed by the principal before that absence is approved and the sub is hired. Once the form has been signed, the teacher is responsible for getting their own substitute and notifying the office about who will be in the classroom and when. Teachers missing more than ten days of work per school year and those who have exhausted their accumulated sick leave will be responsible for the substitute pay for each day missed beyond the accumulated sick leave.

## **VII. Discipline**

Each teacher is responsible for fostering a positive learning environment. Teachers are expected to manage general discipline problems and ensure that all students are informed of the Disciplinary Policy outlined in the Family Handbook.

## **VIII. Personnel Policies**

Teachers and Faculty members are to follow the personnel policies in the Diocese of Yakima Policy and Procedure Manual. A copy is online and in the Principal's Office.

### **Faculty Dress Code**

It is the intent of Christ the Teacher Catholic School, through this appearance code, to ensure all faculty and staff present themselves to our students, parents, and the public in a manner which enhances their professional position. It is also the intent that all faculty and staff model for students attire appropriate for success in school and in the world of work.

All faculty and staff are expected to dress professionally. Clothing should be neat, clean, in good repair, and proper for on-the-job appearances.

- Any attire for males and females must follow the Student Dress Code for Christ the Teacher Catholic School.
  - We must model professionalism, consistency, and fairness for our students.
  - We must model adherence to the intent of the dress code.
- The Dress Code applies not only to instructors but to all personnel.
- “Business-Casual Fridays” or “Jean Day” are acceptable on CTCS during Spirit Week, as well as when students have “Free Dress Days.”
- Only physical education teachers can wear jogging/wind suits or shorts. Physical education instructors shall follow the faculty dress code for their gender on parent conference days and other occasions when not teaching PE.
- The student “free dress day” requirements are proper for teachers to model each day since it is not required to wear uniforms.
  - Pants MUST be free of patches, holes, frays, tears, etc.
  - Skirts and dresses must follow the dress code guidelines for length and size.
  - Athletic shorts are not allowed.
  - Sweatpants are not allowed.
  - Yoga pants or leggings can be worn if the hem of the shirt reaches the fingertips when standing.
  - Clothing must be the correct size, it should not be form fitting, clingy, too tight, or too loose.
  - All writing, pictures, or printing on clothing must be proper for our school.

By enacting this dress code policy, we recognize that there are occasions when individuals may need to wear specific clothing due to medical reasons or as a part of a bona fide personal religious practice. When such is the case, the employee should supply documentation to the principal of the medical necessity or their bona fide private religious practice that gives rise to the need for deviation from this dress code policy.

Any attire considered inappropriate by the principal is prohibited. The employee may be asked to return to school with the proper clothing.

### **Sick Days and Personal Days**

See the Diocese of Yakima Employee Handbook.

### **Leaving the School Grounds During School Hours**

The employee must sign out in the office if leaving the campus during school and contracted hours. The teachers must notify the principal.

## **VIII. Safety**

### **Student Drop-Off and Pick-Up**

#### **Drop-Off Procedures**

- Students will be dropped off by families between 7:00 AM-8:00 AM.
- Students will be directed to the gym until 7:45 AM when they make their way to class.
- Students will go directly to their class at 7:45 am, where the teachers will be present to prepare for the day.

#### **Pick-Up Procedures**

- Students will line up in the gym.
- Three staff members will be outside to help students get safely from the gym to their family's vehicles in the pick-up lane.

Per the drop-off protocol, staff flaggers will be on-site to ensure the safety of students during the hours of drop-off as decided by the administration. A schedule will be supplied for specific duties as needed and training for the responsibilities required for this time.

All teachers will report outside to the pick-up area for dismissal with their class by the end of school time per day and stay until each student in their class is

dismissed. Staff will help with the smooth and safe check-out of each student. A schedule will be supplied for specific duties as needed and training for the responsibilities required for this time.

### **Healthy Personal Hygiene**

- Students and staff should have regularly scheduled hand washing times with soap and water or hand sanitizer.
- Students will wash their hands when returning from outside, before and after lunch, and throughout the day.

Cleaning and Disinfecting Procedures:

- CTCS will ensure that frequently touched surfaces will be wiped down regularly.

Ventilation:

- CTCS will ensure the ventilation systems are working correctly and use open windows when weather allows to increase classroom air circulation.

Routine Cleaning Schedule:

- CTCS will set up a routine cleaning schedule with the school maintenance staff and custodian to maintain and clean areas.
- Playground equipment will be routinely cleaned.
- Carpeted areas will be vacuumed daily when students are not present.

### **Safety Drills**

Christ the Teacher Catholic School faculty and staff will adhere to the local and state emergency regulations and conform to diocesan regulations and civil code requirements. Staff will ensure the safe and smooth transition of students in their care to the designated areas per drill, including but may not be limited to fire and

threats of violence. Training and practice will be provided about the locations and expectations required for the diverse types of drills.

### **Visitors to School**

All visitors shall be required to report to and register in the school office upon arrival. If Christ the Teacher Catholic school staff notices visitors on campus not wearing a visitor tag, they will help educate and inform them of our procedures and escort them to the office to sign in.

### **Recess Procedures**

Recess duty staff will be mentally and physically present on the playground and surrounding areas to ensure the safety of all students, and a schedule and training will be provided for specific duties. Per student-to-staff ratio codes, recess staff will always have a visual on each of the 2-3 sections of the playground. Teachers must verify the presence of the adult on duty before sending students to the playground to ensure that an adult is present outside and ready to supervise. Students needing to use the restroom during recess will be taught and follow the procedures outlined by CTCS. Only in an emergency may a teacher leave their assigned students. The closest available teacher must be notified that the students are temporarily unsupervised. Recess duty staff and teachers must explicitly teach their students the behavior expectation if they are temporarily absent.

### **Reporting Child Abuse or Neglect:**

All professional school personnel having reasonable cause to believe that a child has suffered abuse or neglect must report such incidents pursuant to RCW 26.44.030.1.

- **RCW Chapter 26.44** – Abuse of children and adult dependent or developmentally disabled persons.
- **RCW Chapter 26.44.30 – Reports – duty to notify** – When any professional school personnel has reasonable cause to believe that a child has suffered

abuse or neglect, they shall report such incidents, or cause a report to be made, to the proper law enforcement agency. The report shall be made at the first opportunity, in no case longer than forty-eight hours. After there is reasonable cause to believe that the child has suffered abuse or neglect, the report shall include the identity of the accused, if known.

**RCW Chapter 26.44.40 – Reports – oral and written.** – An immediate oral report shall be made by telephone or otherwise to the proper law enforcement agency or the+ department of social and health services and, upon request, shall be followed by a report in writing.

## **X. All School Responsibility**

### **Recess and Lunch Supervision**

#### **CTCS Lunch:**

CTCS students may bring their own lunches for the 2023-2024 school year. Sack lunches that do not require any microwave warming will be asked of each family.

Hot Lunches will again be available from West Valley School District for \$6.00 per lunch.

Lunches will be eaten within the classroom or outside. Proper cleaning will take place after lunch.

Teachers will share their responsibility in the school supervision assignments for the following: lunch duty in the classrooms, after-school parking lot, and any other duties assigned by administration. The teacher should be prompt and should give undivided attention to the children.

### **Work Room**



Teachers are responsible for cleaning up after themselves when using the paper cutter, copy machine, etc. Notify the secretary at once should there be a problem with any equipment in the workroom. Common courtesy and respect for this room and others should always be maintained.

### **Faculty Room**

All staff members handle cleaning their eating area and utensils. Out of courtesy and respect for others, be liable for wiping out the microwave should food produce a splatter or spill. Common courtesy and consideration of this room and others should be consistently maintained.

### **Mailboxes and Email**

To help communication, mailboxes, and email must be checked daily. No student's name should be used in the subject line for confidentiality. Please use a title such as "Student Concern" in the subject line.

Please check your email before school each day to learn of any messages that need to be shared with the students that day.

### **Attendance at Meetings and Other School Events**

#### **1. Teacher Attendance:**

- a. Teacher will be on campus from 7:30 am-3:30 pm
- b. The time from dismissal until 3:30 pm is reserved for teaching responsibilities, parent meetings, collaboration with peers, and other meetings.
- c. If an appointment must be made during these hours, the teacher must have pre-approval from the principal.

#### **2. Staff Meeting:**

- a. Staff meetings will be scheduled every Friday from 2:20-3:30 PM. Various meetings will be held during that time (i.e., PLC, Grade Level groups, etc.)
- b. Attendance is mandatory unless excused by the principal. Please make appointments for any other day to allow you to be present.

3. After School Events at which teacher attendance is required include, but are not limited to:

Parent Curriculum Night

The Diocesan Teacher In-Service Day

Christmas Program at Holy Family

All Schools Mass during Catholic Schools Week

Spring Open House

Assist with Mom's Day and Dad's Day

Eighth Grade Graduation

iPad Orientation

All school-sponsored activities are encouraged.

## Faculty and Family Handbook Contract

I have read the 2022-2023 Christ the Teacher Catholic School Faculty Handbook and the Family Handbook. I agree to abide by and uphold these books' expectations, policies, and practices.

I understand that the Christ the Teacher Catholic School Faculty Handbook and the Family Handbook are part of my contract with the school.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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