

TRINITY CATHOLIC ACADEMY

UPPER CAMPUS



FACULTY HANDBOOK

2016 - 2017

MISSION

At Trinity Catholic Academy, we are committed to maintaining the highest standards of excellence for every member of our educational environment. In a diverse, urban Catholic school community, we promote the spirit and teachings of the Catholic faith while offering a challenging academic curriculum enriched with the arts, music, technology, and athletics. We empower our students to be motivated, curious scholars of strong character who continually strive to reach their fullest human potential in the classroom and beyond.

Introduction

As a condition of employment, all staff members are obligated to adhere to Archdiocesan and school policies as stated in the Archdiocesan Policy Book and the Trinity Catholic Academy Faculty Handbook.

All staff members are required to attend the VIRTUS Program; complete a CORI; and sign the Ministerial Code of Conduct.

Professionalism

All teachers are expected to be professional in speech, manner, and dress. No facial piercings or visible tattoos are allowed. Faculty and staff must support the teachings of the Catholic Church and live a life consistent with those teachings. Faculty and staff are reminded that what they do reflects on the school and care must be taken to do nothing that would reflect unfavorably on the school.

FACULTY HANDBOOK

1. **Absent Notes** - Each teacher is to keep all letters, notes, etc., received from home. They should be dated and kept in a folder. (It would be best to keep them in chronological order.)
2. **Accidents** – Teachers are expected to fill out an accident form in duplicate if they witness an accident involving any of their students or a staff member. Reports are to be sent to the school nurse immediately for immediate attention.
3. **After School** - Children who are kept after school for extra help, to help teacher or for detention must be supervised **at all times**. Teachers are expected to offer after school help at least one day per week. Parents need notification of one or more days. **Students remain in the classroom with the teacher until the parent picks up the child**. The office will contact the room when the parent arrives in the building.
4. **Attendance Sheets** – Should be electronically posted to the office by 7:55 a.m. Do not accept a student without a tardy slip from the office. **Please give special attention to accuracy of attendance.**
5. **Audio-Visual Equipment** – All A-V Equipment including Smartboards and digital cameras will use a sign-out-system. Please recharge cameras after use.
6. **Before School Work** – Should be on the whiteboard; or papers or other materials should be ready to be passed out before you go home for the day. As soon as students enter their homeroom area and sit down they should start their before school work.
7. **Breakfast** – 7:20 – 7:40 If buses are late breakfast would be extended to 7:45. Remind students that no one should arrive before 7:20.
8. **Bullying** – a copy of the TCA Bullying Policy and Prevention Plan, and a reporting form is located in this handbook
9. **Bus Students** – No bus pupil can be kept after school unless the parent has been informed one or more days before the event. A telephone call to the parent will be

appropriate instead of a note. If a parent has been informed the day before, the responsibility to pick up the student rests with the parent.

10. **Care of Books and Equipment** – Teachers must encourage, teach, and require every student in the school to take proper care of all school books and equipment. Any texts taken home by children should be covered. **Student textbooks should be numbered.** A list of students and the book number of their texts will be kept by the teacher for each subject area and a copy should be given to the office. Please advise the students that they are responsible for replacement book costs, if the book is lost or severely damaged.
11. **Chairs** – **All chairs and stools must be taken down each morning, no exceptions.**
This is for the safety of our students.
12. **Civil Disturbances** – If any major disturbance by students or other should occur, the following procedure should be followed:
 - a. Avoid any physical confrontation, except to act in self-defense or to protect a student or staff member.
 - b. Notify the Principal of the school of any disruption in a class which, in the judgment of the teacher, constitutes civil disorder.
 - c. Observe offenders for the purpose of later identification.
 - d. After the disturbance, document the incident and submit it to the office (dated and signed).
13. **Classroom Neatness** – Please keep closets and classroom areas neat. Do not wait for December and June to have a major clean-up. Have small ones each week along the way. Children's outer winter clothing should be hung in closets or lockers daily. ***The teachers' dining room refrigerator must be cleaned by those who use it.*** Items should be kept off the floor to ensure against accidental falls by students and staff.
14. **Communications**
 - a. Positive parental communication is encouraged.
 - b. All notices or letters must be submitted to the principal prior to being sent home.
 - c. Consult with the principal before initiating any project or activity.
 - d. Courtesy requires that teachers respond as soon as possible to a parent's phone call or request for a conference. All phone calls should be returned within twenty-four hours of notification. Inform the principal and the office of conferences.
 - e. All student teacher communication must be done using Trinity Catholic Academy email. **Teachers are not permitted to contact students using a social network.**
15. **Correcting Papers** – All teachers will correct student papers neatly, carefully, and accurately. Students take their corrected papers home and parents judge the teacher, the program, and the school by what they see. Please mark the number ***right***, not the number ***wrong***. A marking system which closely approximates the report card will be better understood by both students and parents. Please do not write negative comments, such as terrible, awful, etc. Instead use comments like try harder, see me for extra help, etc. **Remember if students do work – it counts!**
16. **Cumulative / Permanent Record Folders** – Teachers must give careful attention to accuracy in making out all records, particularly permanent records, which are to be kept in the office at all times. Teachers may take these records to their room to work on them, but

must return all of these records to the office before leaving the building. State regulations are very specific to the handling of student records. ***Children should not take these folders to and from the office or between teachers.***

17. **Detention** – If a detention has been assigned by the Principal the Office will provide supervision for the detention and the place where the student is to report after school. If the detention has been assigned by a teacher, ***then the teacher will provide supervision.*** No student may stay after school without parent approval. **Do not assign a detention on the day of a faculty meeting.**
18. **Daily Bulletin** - The office will create a daily bulletin of pertinent information to share with the faculty. Faculty members may submit an item electronically or by paper to be considered for submission in the bulletin. Please submit your information by 1p.m. the day before to Mary Fahey or Gayle Wilkinson. **All staff members are expected to read the daily bulletin at the beginning of each day.**
19. **Discipline Procedure** – Before referring a student to the office you should follow the intervention steps on the Discipline Referral form. Then if necessary, contact the office and send the student to the office with the Discipline Referral form, and schoolwork to do. If a child is extremely disruptive, notify the office requesting assistance on the intercom. **Any child who is sent to the office needs to have the teacher call home to inform the parent of the problem that happened in class, before the child goes home.**
20. **Dismissal Notes** – Upon receiving the note, the teacher will sign the note and send it to the office.
21. **Dismissal Procedures**—Staff members who bring bus students to the buses should exit by the front door and remain with those students until all the buses are loaded. Staff members who bring walkers should exit the building by the front door and remain with those students until they are picked up by their parents. The traffic pattern is **one way only**. This traffic pattern requires the driver to enter on Erie Avenue and exit onto Lyman Street. Students arriving by a car in the morning should be dropped off outside the area marked by cones. At dismissal and after the buses have departed, all cars should move forward in a single line to the end of the school. The designated traffic pattern must be followed at all times. **No driver is to ever cross or pass through the cones on the parking lot during school hours or while the children are in the playing area.** Lines are to be orderly with no running allowed.
22. **Duplicated Work** - Teachers should not depend on duplicated papers to do teaching. Teachers are expected to teach each lesson presented. Duplicated papers are only a tool, to be used sparingly and wisely with a wide variety of other **techniques**. **Do not send children to the office to have papers duplicated. Do not leave children unattended in order to duplicate material. Students may never use copying equipment.**
23. **EPT Referrals** – All educational referrals must be made on the proper forms, available in the school office. Questions regarding these forms should be referred to the principal.
24. **Errands for Teachers** –Students leaving the classroom should be kept to a minimum. Instruction time is important.

25. Evaluations – The process of teacher evaluations includes daily walk-throughs as well as formal classroom observation. Informal evaluations occur through the review of plan books, observance of teacher’s compliance with school policy and compliance with administrative requirements. Depending on length of service, faculty will be evaluated a minimum of 2 times per year.

26. Faculty Meetings – Meetings will be held on the First Monday of each month beginning at 2:35 p.m. There are a few exceptions. Consult the faculty calendar for information. **Please schedule personal appointments accordingly.**

27. Field Trips – Any class planning a field trip must notify the principal prior to booking the trip. Before announcing a field trip a teacher should first obtain the principal’s permission. A minimum of **two weeks** notice is necessary to make arrangements for buses and lunches. **Please contact Angela Miller with the details of the trip two weeks in advance.**

One teacher from each grade is to be in charge of the trip. Students, staff and chaperones must depart on the same bus they arrived on. The teacher in charge needs to check each bus before leaving the field trip location. All volunteers must attend the VIRTUS program and pass a CORI check **before** they can supervise a field trip, **no exceptions.**

28. Fire Drills – will be held periodically. Procedures are listed for each room in the building. Please follow the plan outlined for you. Remind the children that every drill is important. **Talking is prohibited.** All windows and doors must be closed. Teachers should lead their classes out of the building to safety and bring their class roster. Once outside teachers should quickly count the number of children before going through taking attendance.

Fire Drill Maps – These should be placed near the main egress of each classroom and must show the regular route as well as an alternate route.

29. Food – Never have a child carry hot beverages for you. Clean up any food carefully, as food attracts mice and insects.

30. Homework – Homework is assigned to all grade levels and is integral to any academic program. It provides opportunities to reinforce, review, and master information introduced in class and is a valuable enrichment tool. Unless a teacher specifies that the assignment is a group project, students should do their own homework. Copying another’s homework is cheating, nullifies the benefits of assignments, and will result in a zero for both students. Assignment notebooks are required and enable parents to check that work is done. It allows for communication between teacher and parent. **Teachers please check that students write the assignments in their agenda books.** Parents are encouraged to arrange a quiet place and a regular time for their child to complete homework.

When a student is absent, he/she should meet with each teacher to arrange make-up work. If a student is absent for several days parents may contact the teacher to request assignments. In all circumstances the student is responsible for all material covered during his/her absence. Trips/Vacations are strongly discouraged while school is in session

Minimum Home Work Time

Grades 4 – 6:	30 - 60 minutes
Grades 7 – 8:	60 - 90 minutes

Teachers are encouraged to keep a binder with all assignments by date.

- 31. Instructions to custodians, cafeteria workers, etc.** – Only the principal will give instructions to the aforementioned personnel. If you have any concerns about any member of the staff, inform the principal.
- 32. Late Staff** – Staff members arriving late (**after 7:20 a.m.**) are expected to notify the office where a record will be made and the reason noted. ***If you know that you are going to be late, please call the school and let us know*** (508) 583-6225. It is important that all of our children have proper supervision at all times.
- 33. Lighting** – Use only the amount of light required and put out all lights when an area is not in use and when you go home each day
- 34. Lost and Found** – There is a lost and found box outside the 1st floor girls room.
- 35. Mail Boxes** – There is a mail box in the lobby for each teacher. Either you or a reliable student should pick up mail. Be aware that there may be confidential information in the boxes.
- 36. Money** – Under ***NO*** circumstances are teachers or children to leave their money on tables, in desks, etc. The school isn't responsible for money left unattended.
- 37. Non-Teaching Duties** – All teachers are expected to attend or participate in regular school functions, including but not limited to: faculty meetings, parent-teacher conferences, back-to-school night, professional development, open house, and Catholic School Week Activities.
- The faculty is also asked to participate in some Parent Association sponsored events during the course of the year. The principal reserves the right to require attendance at other meetings in the course of the year. Advanced notice will be given for such meetings or events.
- 38. Notes to Parents** – Written communication to parents is appropriate and encouraged. **All notes should be reviewed by the Principal before they are sent home.** Copies of these notes should be placed in the child's attendance folder.
- 39. Official Notices / Memos** – Memos and notices are to be kept and filed for the year. Faculty and in-service meeting information should be kept and filed in your faculty notebook.
- 40. Opening Exercises** – Weather permitting children will assemble outside when the 7:45 bell rings. Children will be greeted and enter the building. Opening exercises will include a prayer, the Pledge of Allegiance, and morning announcements at 7:55 daily.
- 41. Outerwear** – Outerwear for cold or inclement weather should be removed as soon as children enter. Outerwear should be neatly placed in closets or lockers. Boots are not to be worn in the building.
- 42. Passes** – All students must utilize a pass when they are traveling throughout the school by themselves. Teachers should keep a log that indicates the time when a child leaves their classroom and when they return.

- 43. Physical Restraint** – Under no circumstances is any teacher ever to restrain a child except to prevent injury to himself / herself or to protect another. This is a written policy of the Trinity Catholic Academy and also a state law. **Any teacher involved in a restraint of a child must complete a written report and submit it to the office.**
- 44. Plan Books** – Plan books must be kept by **all** teachers. They should be passed in each week on Monday for the following week. For those teachers who have switched to electronic plan books, please e-mail these on Thursday for the following week. The principal will examine them and they will be returned to you on Friday afternoon. All plans must be blue or black ink. Plans may be changed or altered as needed to be current.
- Please indicate in your plan book any child's name that might have a special schedule or may need special attention for medical or other reasons. Please indicate duties you might have for that week. Your plan book should include a list of students indicating whether they ride the bus, walk, or take a van, etc. Substitutes must have that information readily available. Lesson plans should reflect the content of the lesson, name of text, pages, objective, type of presentation, assessment and homework assignment.
- 45. Playground Equipment** – Equipment will be provided by the school to be used on the playground. Balls should not be bounced against the school building.
- 46. Playground Duty** – Please make sure that you are circulating throughout the play area during recess and morning duty. This ensures better supervision and safety of our students. All teachers are expected to be on the playground for morning duty promptly at 7:30 a.m. each morning. During inclement weather, students will be sent to the classroom at 7:30 a.m.
- 47. Public Relations** – Each teacher in the building has a responsibility in the public relations of the school. As you all know, a successful public relations program requires constant work and the cooperation of everybody.
- 48. Report Cards** – Report cards will be completed three times per year. Please be sure you have marks to support each grade.
- 49. Schedule** – All staff are expected to adhere to the schedule. The schedule is designed to optimize instructional time. Students are expected to pass from classes at the regular times and to arrive promptly for their next class.
- 50. School Cancellations and Delays** – During inclement weather, parents are advised to listen to WXBR radio, or TV Channels 4, 5, or 7. For convenience, an automated telephone system will call each student's home to indicate that school will be cancelled. Ultimately it is the parent's decision as to the advisability of sending their child to school in the case of inclement weather. Please note: If Trinity Catholic Academy is in session, all classes including Preschool, Pre-K and Kindergarten will be held.
- 51. School Nurse** – Please use the ***Health Referral Slip*** when a pupil is sent to the Nurse's office. Send any notes or letters regarding medical information to the nurse's office. All oral medications will be administered by the nurse, and only if appropriate medical forms are completed by parent and physician.

52. Sexual Harassment – Sexual Harassment of students or staff is not tolerated. Refer to Student/Parent Handbook for a complete explanation of the policy.

53. Student Responses – Make every effort to respond to children’s questions *in complete sentences and require that they do the same.*

54. Substitutes – All staff will call Mr.Giuggio at 508-944-1820 up to 9:30 p.m. the day before or between 5:45 and 6:15 a.m. on day of the absence, if they are going to be out ill so that a temporary replacement can be provided. Lesson plans should be on your desk and all materials readily accessible. At least three days of emergency lesson plans should be kept up to date in the office.

55. Substitute Teachers:

Two of the major factors in insuring efficient substitute teacher services are:

- Creating a favorable attitude toward the substitute teacher, and providing the substitute with adequate information regarding his/her duties, including the philosophy of the school, and the rules and regulations of the school.
- A direction sheet for substitute teachers providing the following information that should be readily available and visible to them:
 - Reminder to report to the office at the beginning and the end of the day
 - Location of plan books, texts, tests and materials (plan books should be on your desk)
 - Class schedule including specialists
 - Class lists, seating charts, answer keys (if needed)
 - Directions for attendance counts and procedure for lunch
 - Class rules and contact person if there is an unusual situation
 - Out of class duties or responsibilities
 - Rules for students leaving the room
 - Fire and emergency procedures
 - Bus lists

56. Supervision of Students - Each teacher is responsible for every member of his/her class. The teacher must be physically and mentally present with their students at all times, the cafeteria, the schoolyard and the changes of class. Teachers should be prompt for classes and supervisory duties. **Students should not be left unattended at any time.** Please remember that the younger the child chronologically the greater the standard of care. If it is necessary to leave an assigned duty or class, a teacher should ask a colleague to supervise in his/her absence. When asking another teacher to supervise his/her class, directives concerning behavior should be clearly communicated to the students.

57. Supplies – The Principal will be in charge of supplies and their distribution. Please contact her if you have questions

58. Teacher Work Day – Routine duties constitute an important part of a teacher’s work and professional responsibility. Well organized routine must be in operation in every area in this school, if students are to learn. Students must be in the cafeteria, gym, computer lab etc., on time and must return promptly to their work. It is very important that instructional time be used to the fullest extent, with daily school work planned so that children can transition from one learning experience to another as efficiently as possible. This is equally true with lunch and buses. Teachers should be with the lines going to and from both locations.

- 59. Telephone Use by Students** – Children are to use the office telephone for ***emergencies only***. Students must have a phone pass completed and signed by a staff member before coming to the office to use the phone.
- 60. Telephone Use by Teachers** – Personal calls, outgoing, should be made on the phone located in the teachers' lounge. Personal calls, incoming, should be restricted to emergency situations. ***Teachers should not use cell phones in front of the students.*** Exceptions to this must be approved by the Principal. ***Notes regarding non-emergency calls will be placed in your mailboxes during the school day.***
- 61. Uniforms** – Teachers are expected to check uniforms daily and to enforce school uniform policy according to the Student/Parent Handbook. Students not in proper uniform should receive a verbal warning and a note home. Chronic abuse of the uniform policy should be brought to the attention of the administration and may result in disciplinary action. Consistent and cooperative enforcement of the uniform policy is absolutely necessary and expected of all teachers.
- 62. Warning or Progress Notices** – All students make progress; therefore all students will receive a mid-term progress notice. Copies of these notifications must be saved.
- 63. Windows and Doors** – If you do open windows, be sure they are closed and locked at the end of the day. Blinds should be adjusted to an open position.
- 64. Writing Folders** –The Principal will review the folders several times a year.

ROLE OF THE SPECIALIST TEACHER

The role of the specialist in our school is an integral one to the curriculum as a whole. Teachers of art, music, technology, library, and physical education are part of our team of staff members who provide professional instruction and other learning opportunities for each student. A schedule for these specialists will be provided for you at the beginning of the school year. Students should not be deprived of attending specialists' classes.

Specialist time provides teachers with prep time every week to plan and prepare materials for their classes. Specialists are required to submit lesson plans to the principal.

ALL SPECIALISTS MUST CHECK IN / OUT ON A DAILY BASIS

EMERGENCY PLAN

An emergency is defined as any event which threatens to, or actually does, inflict damage to people or property. Large disasters include hurricanes, floods, explosions, toxic chemical releases, nuclear attack, tornadoes, and hazardous waste emissions.

1. In the event of an emergency, the Principal of the building will immediately notify the Fire Department and/or Police Department and then contact the Regional Director.
2. Administrators should make certain that their secretaries are aware of their whereabouts at all times. Communication during an emergency can be facilitated by the use of two-way radios.
3. In order that all necessary personnel are notified in the event of an emergency the above procedures must be strictly followed. Principals and administrators shall notify their secretaries and other personnel as to the contents of this memorandum. A copy shall be posted in the Main office and on the secretary's desk.
4. Trinity Catholic Academy has developed and implemented a comprehensive Emergency Response Plan.

EMERGENCY RESPONSE TEAM

Whenever an emergency involving students and staff occurs, an immediate assistance response is required. The following Emergency Response Team has been established to deal with all emergencies at Trinity Catholic Academy Upper Campus.

John Giuggio – Principal
Theresa Ballard – Teacher (Library – 2nd floor)
Philip Kent – Teacher (Room 104 – 1st floor)
Meghan Cusick – School Nurse
Umaru Alves - Custodian

EMERGENCY RESPONSE TEAM PROCEDURES

1. Whenever there is an emergency that requires the involvement of the Emergency Response Team, an all call will be made directing the team to a particular location.
2. When it is a medical emergency, a **CODE BLUE** medical alert will be made with the building location of where the Emergency Response Team is to respond. Any further instructions will be announced and there should be no class changes or movement through the school. All classes will remain in place regardless of the bells ringing.
3. For all other non-medical emergency situations, a **CODE RED** emergency alert will be made with the building location of where the ERT is to respond and there should be no class changes or movement through the school. All classes will remain in place regardless of the bells ringing. Instructions will be given over the PA.
4. All ERT alerts should be made by the person in charge of the office at the time of the emergency.
5. All staff members have an important role in every emergency.

6. A lockdown will be called a lockdown. . Any further instructions will be announced and there should be no class changes or movement through the school. All classes will remain in place regardless of the bells ringing or schedule.

BUILDING EVACUATION PLAN

1. It is most important that all personnel be prepared at all times to conduct a successful evacuation. All teachers must be knowledgeable of the exit directions of each room they occupy.
2. Exit directions should appear above or near the entrance door of every classroom.
3. In case of fire, teachers should notify the office immediately.
4. At the sound of the alarm, everyone must evacuate the building. Do not stop for clothing, books or valuables.
5. Before vacating the classroom, all windows must be shut and all lights and electrical appliances must be turned off.
6. Students must exit orderly, quickly and silently in single file led by the teacher.
7. When the primary evacuation route is blocked or congested, the secondary evacuation route must be used.
8. All corridor fire doors and exit doors must be left closed at all time.
9. Teachers must have their rank book or class list with them. **Teachers must take attendance outside and report any missing student to the supervisor in charge immediately.**
10. Once out of the building, students must be led away from the exits in order to give clearance to fire department personnel and equipment.
11. After all students and staff have exited the building, administration and custodians must check the building to ensure total evacuation.
12. Flexibility and cooperation are keys in dealing with every emergency.

PARENT TEACHER ORGANIZATION

The Trinity Catholic Academy P.T.O. is an organization made up of parent volunteers with the purpose of fundraising as well as establishing and maintaining working relationships between home and school. Some objectives of the PTO are to cooperate with teachers to develop and enhance educational, recreational and social extra-curricular activities. **This is not a policy making organization.**

The PTO meetings will usually be at **6:00 p.m. on the First Monday of each month.** The first meeting will be at the Upper Campus. The meetings will alternate between the upper campus and the lower campus in terms of location. Teachers are encouraged to attend.

REQUIRED STUDENT HAND-OUTS

Each homeroom student should be given one copy of the following hand-outs.

1. Emergency Form & Emergency Procedure Card
2. Lunch Form
3. Nurse Practitioner Forms:
 - a. School Health Service Information Letter (side 1)
Health Services Enrollment Form (side 2)
 - b. Permission to Disclose Allergies (side 1)
Permission to administer Over the Counter (OTC) Medication (side 2)
4. Parent/Student Handbook/ Media Release Form/ Medical Release Form (Regis College)

The ***Emergency Form and Emergency Procedure Card*** must be completed and signed by a parent/guardian as soon as possible. Please stress to the students that this is a must as we need to have emergency contacts available for all students. Please send all completed Emergency forms to the office in alphabetical order as soon as possible.

Lunch form - This form needs to be completed by a parent/guardian whether or not they qualify for a free or reduced lunch. **If they know they will not qualify, they should write their child's name on the form and note N/A (not applicable) in the center of the form.** Please stress that whether or not they were receiving either a free or reduced lunch last year, they need to re-file for this year. This should be returned as soon as possible also. Please forward all completed forms to the office as soon as possible.

Parent/Student Handbook - Each student should go over the content of the booklet with their parent/guardian on the internet at www.tcabrockton.org

1. ***Parent/Student Handbook / Media Release Form/ Medical Release Form*** - Each student should have a parent/guardian complete the media release portion of the form and also sign that they have read and understand the Parent/Student Handbook. Please send all forms to the office.

A list will be generated of students who do not have parent's/guardian's permission to be photographed and distributed to staff.

**Trinity Catholic Academy
Discipline Referral Form**

This form should accompany the student when he/she is referred to the Principal

Student's Name: _____ Date: _____
H.R. _____ Subject: _____ Time/Period: _____

Interventions

Verbal warning__ Moved seat__ Spoke to student in private__
Moved student to cooperating teacher's room__
Assigned detention__ Parental conference__ Sent to office__

Please state the reason for this referral

Teacher's Signature _____

Called home: Parent reached _____ Parent not reached _____

Principal's response

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Principal's response

