



**St. Cornelius Catholic
School
Faculty Handbook
2015-2016**

Accredited By:
Western Association of Schools and Colleges
(WASC)
West Coast Education Association (WCEA)

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2015-2016 School Year

Mission Statement

School Philosophy

Goal

Objectives

Student Learning Expectations

2015-2016 School Year

MISSION STATEMENT

St. Cornelius Catholic School, a ministry of St. Cornelius Church, instills the truths and values of the Roman Catholic Tradition. We are a K-8 elementary, co-educational and multicultural school serving families of all faiths in the urban area of Richmond, California. As a faith based community, we are committed to educating the whole child and providing a challenging curriculum in a safe and secure environment. As a school community, we work together to promote peace by celebrating diversity, pride, inclusion and respect of self, others and the environment. We motivate each student to reach his/her potential and become an individual of integrity and social awareness who is equipped to make positive contributions to society.

PHILOSOPHY STATEMENT

St. Cornelius Catholic School is dedicated to the total education of each student in a Catholic environment. We strive to encompass all facets of Christian living including: physical, spiritual, moral, intellectual, social and cultural development. Our goal is to nurture each student as a child in God's family, to present the Gospel message of Jesus, to develop a Christian community and to encourage a spirit of service to others. Families are the first educators of children and we support and encourage this role. As active partners in the continuing process of education, we rely on family involvement and support of our school policies and programs. We value and respect the cultural diversity of the school community, recognizing the dignity and unique potential of each child. We strive to send forth Catholic learners who have become extraordinary citizens focused on academic achievement and the moral and religious commitment for making a productive contribution to today's society.

GOALS for the Year:

1. Continue to develop and implement a comprehensive and engaging curriculum that will raise the academic level of all students to grade level or above
2. Provide struggling students with necessary support to improve learning
3. Write up on Catholic Identity Factors
4. Start WCEA/WASC process and write ups
5. Curriculum Map for Science

OBJECTIVES for the Year:

- Standing Objectives
 1. Strive for academic excellence through implementation of the Common Core State Standards
 2. Be an example of Christian values by serving the community

OBJECTIVES SPECIFIC to 2015-2016

- Catholic Identity Objectives

1. Review and write up of Catholic Identity factors 2 and 7 and include families in Mass, Living Rosary, Stations of the Cross
 2. Reconciliation Sacrament for all students
- WCEA/WASC Objective
 1. Revise, embrace and infuse the Mission Statement and SLEs among faculty, staff, students and parents
 - Professional Responsibilities and Academic Growth Objectives
 1. Review how using the data and targeting instruction actually impacts student learning
 2. Use data from Iowa and other forms of assessment to form instructions
 3. Update all Curriculum Maps in LA, Math and Religion to Common Core
 4. Meet regularly in grade level and cross grade level meetings to create a network of support
 5. Continue to grow professionally by meeting and collaborating with all Diocesan teachers on academic expectations, curriculum mapping and assessment strategies
 - Technology Objectives
 1. Wise use of increased availability of technology
 2. Incorporating Diocesan services such as AR, CTN, Matheletics and RAZ

STUDENT LEARNING EXPECTATIONS

We Promote Peace

Productive People

- Are independent thinkers and wise decision-makers
- Exercise common courtesy
- Are leaders and work cooperatively

Extraordinary Citizens

- Make positive contributions to our school community and society
- Are caretakers of our local and global environment
- Follow the rules and laws of our society and understand their importance

Academic Achievers

- Are motivated learners, dedicated to mastering basic academic skills
- Demonstrate an appreciation for visual and musical arts
- Actively listen, read, comprehend and follow directions
- Use critical thinking and problem solving skills to meet everyday challenges
- Learn new things all the time

Catholic Learners

- Demonstrate Gospel values by following Jesus' example
- Practice traditional, spontaneous, and liturgical prayer
- Demonstrate knowledge of Catholic doctrine

- Illustrate our moral and religious commitment by our actions in daily life
- Are compassionate and respectful of all God's creations
- Promote unity in diversity

Effective Communicators

- Actively listen and respond appropriately in all situations
- Strive to acquire proficiency in English
- Respect the opinion of others
- Utilize technology to find information and demonstrate learning

BUSINESS MANAGEMENT

Faculty Room & Meetings

Health Practices

Insurance

Money Handling

Payday

Year End Check List

BUSINESS MANAGEMENT

CHANGE OF NAME, ADDRESS, ETC.

It is the responsibility of the employee to immediately advise the office of any change in name, address, telephone number or emergency contact numbers.

CLEANING, MAINTENANCE AND SECURITY OF THE SCHOOL

An effective educational program requires clean, safe, business-like and attractive physical facilities. Staff and faculty are responsible for:

1. The “proper” use of buildings, grounds and equipment in the school. Proper means chairs put away, floor picked up, trash in the cans, no litter, clean boards, compliance with fire and safety regulations, clean/uncluttered hallways, etc.
2. Reporting to the principal any defects in the building, furniture or equipment which might prove injurious to the comfort, health or safety of teachers, students or other persons.
3. Making sure the plant is secure from vandalism, burglary, fire hazard and faulty equipment.

FACULTY MEETINGS

Faculty Meetings are scheduled on Wednesdays from 3:15 to 4:00 pm and on Noon Dismissal days. Mini faculty meetings may be scheduled on different days of the week to address immediate and urgent matters. In-services will be scheduled on some Wednesdays for professional growth opportunities and grade level collaborations. You are asked to be prompt to all Faculty Meetings and not schedule appointments during this time. All cell phones must be turned off during Faculty Meetings.

FACULTY ROOM

The faculty room is designed to be a place for faculty and staff to assemble for lunch, relaxation and socialization. **This room should not be used for/by students, parents or anyone not associated with the school staff.** Materials are displayed in this room for staff use. Everyone is responsible for keeping the faculty room clean and in good order. While in the Faculty Room, teachers and staff should refrain from making negative comments about students and colleagues.

HEALTH PRACTICES

First Aid

There are first aid kits available in each classroom. These kits are kept in the red backpack that is to be placed by the exit door. These kits should be reviewed at the beginning of each year to insure that essential supplies are available in case of an emergency. A class list should be included in your backpack. Each classroom has a supply of gloves and Band-Aids. Small scrapes and cuts should be washed with soap and water before a Band-Aid is applied. No ointment or other first aid item or medication of any kind may be applied without a written note from a doctor. Small kits with first aid supplies are available in the office for field trips. Any teacher who willfully neglects to carry out this regulation is guilty of a misdemeanor.

Illness

Students complaining of various minor ailments (i.e. sore throat, stomach ache, headache, etc.) should be sent to the office to rest and have their temperature taken. A student with reoccurring complaints should be sent home. Should a student become ill:

1. If it is safe to do so, he/she should be sent to the office with 2 other students.
2. If the student cannot come to the office, then call the office on the intercom and request assistance.
3. If it is serious enough, the parents should be contacted.
4. If medical attention is required, the administrative assistant shall contact the designated person and advise them (based upon the student emergency information form).

Note: Do not send non-essential problems to the office, as there is insufficient space to handle minor illnesses. Also, do not send students to the office without first calling the office to ensure staff availability.

Injury

Should a student be severely injured (but not life threatening) while you are supervising any activity:

1. Send two student runners to advise the office.
2. Request assistance dependent upon the seriousness of the injury.
3. Remain calm and provide support for the student.
4. Administer first aid and CPR, if possible or needed.
5. The administrative assistant will contact the parents.
6. The supervising teacher must prepare an injury report. It must be completed the same day as the incident.

The office is equipped with first aid supplies and can deal with most serious injuries.

Should a life threatening injury occur while you are supervising any activity:

1. Send two student runners to advise the office to call 911.
2. Please send information regarding the nature of the injury, your location, the name of the injured student, and any problems associated with the accident.
3. Request teacher/staff assistance from anyone in the immediate vicinity.
4. Administer first aid and CPR if possible or needed.
5. Remain calm and provide support for the student.
6. The administrative assistant will call 911.
7. The administrative assistant will contact the parents.
8. A staff person will be designated to accompany the injured student to the hospital.
9. The supervising teacher must prepare an injury report. This report **MUST** be completed by close of school on the day of the incident.

Medications

The school shall not furnish any medications to students. Students cannot have medications in the classroom. If a student must have medication during the school day, the following procedure is to be followed:

1. A release form signed by the doctor and parent should be on file in the office. Note: If the medication is used regularly, then a new release must be completed each school year.

2. The student is to come to the office for the medication.
3. A medication log is to be kept for each student.

INSURANCE

Diocesan Liability Insurance

All school activities, whether on or off the premises, are covered by the Diocesan liability insurance policy. All off-premise activities must be curriculum related and properly supervised, clearly explained to parents and authorized with a written permission slip.

Accidents

Accidents involving personal injury or damage to the school buildings or property must be reported immediately to the principal.

Student Insurance

All students are covered by a Diocesan insurance policy. This policy covers the difference between the parents' insurance coverage and the actual cost of medical services. Claim forms must be submitted by the parents to the Diocesan insurance company. These forms are available in the office. Parents should be instructed to discuss these forms with the principal.

Staff Insurance

All faculty and full time staff are covered under the RETA, Kaiser or Blue Cross Plans for medical and RETA for vision/dental. Reimbursement forms are available in the office.

MONEY PROCESSES

Classroom Money Collection and Reporting

Each teacher is responsible for money collection for field trips, special projects, etc. All funds must be reported as income for your class. As you spend money, the class fund is reduced to reflect expenditure.

Fund Raising

Each class may conduct various fund raising activities with the principal's approval. Each teacher is responsible for classroom fund raising activities.

Money Handling and Security

Money is not to be left in any unsecured area. All classroom income must be submitted to the office where it is counted and receipted. All purchases from class accounts must have prior approval from the principal.

PAYDAY

Contract Employees

The staff is paid on or near the 15th and 30th of every month. Staffs who opt for automatic deposit will be credited accordingly. End of the year and summer paychecks will be mailed unless other arrangements are made.

Hourly Employees

Time sheets will be submitted twice monthly for processing, and payment will be on the 15th and 30th of each month.

YEAR END CHECK LIST, DUE JUNE 30th

All teachers will be given an “End of year check list”, which they are to complete. All school keys should be returned to the office by June 30

Absence Attendance Classroom Management Communications Curriculum Daily Activities
CYO Sports Dress Code Field Trips Graduation Liturgies Student Records & Progress Supervision Safety & Security
Special Events & Activities

TEACHER RESPONSIBILITIES

TEACHER RESPONSIBILITIES

ABSENCE

Illness

Please notify principal as soon as possible when you are ill, either the night before or by 6:00am (cell phone # 708-0314). Each faculty member receives 10 sick days for the school year. Unused days are cumulative and a maximum of twenty-one days can be accumulated. If the duration of absence can be anticipated, a leave application form must be filled and approved by the principal.

Personal Days

Two of the ten sick days each year may be taken as personal business days. Dental and medical appointments are considered personal business.

ATTENDANCE

School Arrival and Departure

Faculty is expected to be in their classrooms no later than 7:25am each morning. Teachers are to be at the assembly area at the first bell at 7:55am to greet students and help with the morning assembly. Students will be allowed into classrooms at 7:50am during cold or inclement weather. In the case of an emergency and if you are unable to be at school by 7:25am, please call the office.

Faculty is expected to remain at school until 3:30 pm daily. You should be available in your classroom for both parents and students seeking extra help. Please advise the principal if you are required to leave prior to 3:30 pm on a particular day.

Attendance at Outside School Sponsored Events

Faculty members are required to attend the following activities outside of regular school hours:

1. Diocesan In-service days
2. Special liturgies which celebrate the school
 - i. Graduation Mass
 - ii. Catholic Schools Week Mass in January
3. Classroom sponsored parish masses
4. Back-to School Night
5. Open Houses
6. Parent/Teacher Conferences
7. Staff Retreat Days/Events
8. Christmas Program
9. 2 PTF Events
10. 1 Clean-up Day
11. At least one PTF and one School Board meetings
12. Grades 6-8 are expected to attend school dances held at St. Cornelius

CELL PHONES

Cell phones are for emergency purposes only. Teachers are not to talk on their phone during regular classroom time, in Church, on yard duty or during faculty meetings.

CLASSROOM MANAGEMENT

1. It is the responsibility of the teacher to:
2. Provide and maintain the best possible learning environment
3. Practice preventative discipline through well-prepared lesson plans
4. Set up standards on the first day for classroom routine and conduct
5. Deal with minor disciplinary problems with the student and parent, if necessary, and utilize the principal on issues dealing with more serious infractions
6. Instruct students concerning responsibilities and privileges in the classroom, on the school grounds and on the way to and from school

COMMUNICATIONS

Homework Assignments Book

Homework is a vital link in the educational partnership between student, parent and teacher. It must be reviewed and initialed daily. Teachers should assign homework with great care for purposes of reinforcing learning that has taken place at school. Homework is also intended to foster habits of independent study. Parents are expected to initial/sign the homework assignment book as a mean of keeping themselves and the teacher informed of a student's progress. Special notes can also be included in the homework book for the benefit of the parents.

Grades K-2 could send home either weekly homework assignment packets or daily homework assignments. In grades 3-8, a homework assignment book should be kept by each student and written in daily.

1. Suggested homework time is as follows:

<u>Grade</u>	<u>Time/Night</u>
K, 1 & 2	20 minutes
3 & 4	30-45 minutes
5 & 6	45-60 minutes
7 & 8	60-90 minutes

2. Homework should be appropriate for either newly learned materials or to reinforce what has been learned previously.
3. Homework should never be busy work or assigned without purpose and intent.
4. Teachers should check homework in and return it in a timely manner.
5. Daily homework assignments must be posted on line no later than 3:30 pm everyday.

Newsletter

Either a weekly or monthly newsletters should be sent home to parents. Once a month each teacher is also expected to send home a Curriculum Review/Preview to keep parents informed on curriculum covered in the classroom, announcements, instructions and any special activities or events that are happening. A copy must also be given to the principal by the 30th/31st of each month. Please distribute these newsletters and other announcements sent to the parents to your students. They should be reminded to give them to their parents immediately. All communications sent the Principal must first approve home to parents.

Parent Appointments

Communications between parents and teachers are essential. Teachers should request meetings with parents to discuss special needs or issues for individual students. If parents wish to request

an appointment, it should meet your schedule and should not take place during normal teaching time. If the principal is required to participate, the time and date should be coordinated accordingly.

Parent Visits to the Classroom

Parents are encouraged to visit the school. They should contact you and arrange a time so that their visit does not disrupt the student learning process. **ALL** parents are required to sign in at the office and receive a visitors badge before entering the classroom. You may request a visiting parent return to the office and sign in if they do not have a badge. Teachers should not meet parents in their classrooms during class time. Parents often would like volunteering in the classroom, but their assistance should be at your discretion and direction. Teachers must enter and initial their volunteer hours in their classroom's PTF binder, so that parents receive credit toward their yearly parent hour requirement. No credit is given after the fact!

Tuesday Bulletins from the Principal

Each Tuesday parents will be advised about special events or activities. The principal will prepare these bulletins and **you should discuss them with your students** to insure that the information is given to the parents promptly. Items to be placed in Tuesdays' Bulletins should be submitted to the office no later than Friday of the previous week.

COPY MACHINE

No copyrighted material can be duplicated or copied. **Please limit the number of copies.** Students should learn to work neatly on paper rather than rely on duplicated sheets already designed and spaced. When using new paper, use both sides if possible. **Make sure reproduced work has real teaching value;** avoid busy work. When finished copying, please clean up after yourself; it is professionally inappropriate and disrespectful to leave behind a mess and expect your colleagues to clean up after you.

CURRICULUM

Instruction

All teachers should know the Diocesan standards in addition to the Common Core State Standards and course of study for their subjects and grade levels. Teachers should also follow textbook recommendations, Diocesan time allotments and other basic regulations for material as outlined in the Administrative Handbook.

Varied teaching styles and techniques are to be utilized in the classroom to cater to all the different modalities students use to learn, including but not limited to auditory, visual, and tactile. Cooperative and collaborative learning, small group instruction, journal writing, group and individual creative writing, etc. should be part of the class day. Teachers are encouraged to use cross-curricular planning in order to better integrate learning. Teachers are also encouraged to visit other classrooms and schools to do peer observation and provide support for one another, as well as, to watch for other techniques that may be useful in their own classroom.

Planning

There are specific expectations of a teacher regarding planning:

1. Each teacher is responsible to have up-to-date lesson plans

2. Lesson plans should include Objectives, SLEs, Standards and Assessment (What is being taught, why and how it is being taught and how do we know what is learned?)
3. A copy of these plans should be given to the principal no later than 8:00am Monday morning.
4. These plans should also be available for a substitute teacher's use.
5. Curriculum maps should be posted on line at Collaborative Learning.

Weekly Time Allotments

The School Department has prepared a distribution of weekly time for teaching the various subjects at each grade level.

CYO SPORTS

Teachers should encourage student participation in CYO sport activities. You should also try to attend some of the games to support your class.

DAILY ACTIVITIES

Arrival (student)

Students are not allowed on the school grounds before 7:50 am. All students should be sent to the Middle Yard for morning assembly. Students are not allowed in the school building until the morning assembly is over. Students should not have balls or play equipment before school.

Note: All classroom doors should be locked when teachers are outside for morning assembly.

Assembly Activities

The bell at 7:55am marks the beginning of school activities. The principal and student leaders begin assembly with announcements and follow with Morning Prayer and the Pledge of Allegiance. Teachers are to keep the morning assembly calm and quiet and to provide reflective time. Teachers should not be in conversation with parents or students during morning assembly.

Bell Schedule

<u>Time</u>	<u>Activity</u>
7:55am	Teachers outside, making sure students are lined up quietly
8:00am	Assembly Bell
10:30am	Recess
10:50am	End of Recess
12:30pm	Lunch
1:05pm	Line-up to Return to Class
1:10pm	Return to Class
3:00pm	Dismissal
12:00 Noon	Dismissal on Minimum Days

Classroom Opening Activities

Attendance should be taken shortly after entering the classroom. Attendance should be sent to the office via the Attendance Sheet by 8:30am. Student runners can bring items down to the office as needed.

Recess

During recess, teachers will be assigned yard duty on a rotating basis. You are expected to be on time for your assignment. Teachers are to be on time to pick-up their classes when the bell rings.

Lunch

Students are responsible for bringing their lunch and snack every day. In case a child does not have lunch or snack, please send him/her to the office. No drop-off lunches, fast food or otherwise, are allowed. We have a lunch program for an additional cost. Kindergarten and first grade students eat their lunch in the classroom. Students in grades 2-8 will eat on the benches in their appropriate yards:

- Grades K-2 in the Primary Yard
- Grades 3-5 in the Middle Yard
- Grades 6-8 in the Main Yard

Students should be eating and not playing until the 12:45pm bell. Students should clean up their own eating areas before they are allowed to play.

Prayer

It is required that teachers and students have a prayer before lunch. It is also preferable and a good practice for students and teachers to end each day with a prayer. Students should lead these prayers.

Rainy Day Schedule

Teachers will remain in the classroom with the students during recess time.

Kindergarten: Mrs. Valentini and Primary Yard Duty Staff

First and Second: Mrs. Cohoon, Mrs. Goodreault

Third and Sixth: Mrs. Morales and Mrs. Higgins

Fourth, Fifth, Seventh and Eight Grades: Ms. Morgan, Mrs. Okada, Mrs. Vidal and Mr. Fritschi

At lunch students will eat in their classrooms and remain there under the supervision of the yard duty staff.

Kindergarten: Primary Yard Duty Staff

1st, 2nd, 3rd and 6th Grades: Middle Yard Duty Staff

4th, 5th, 7th and 8th Grades: Big Yard Duty Staff

Dismissal

Students are dismissed at 3:00pm everyday. At dismissal, all teachers must walk out their class to the Middle Yard. Students should not leave the classroom and roam the hallways. Students in grades K-3 are to be walked out of the door nearest the boys' rest room. Grade 3 and 6 are to be walked out of the door nearest the girls' rest room. Grades 5 and 8 are to be walked down the stairway near the Learning Resource Center and grades 4 and 7 are to be walked down the stairway opposite room 4 and exit to the Middle Yard through the door by the downstairs boys' rest room.

Classes are to leave quietly and are not to reenter the building once they leave. Students are not to go into the office without permission and are not to be dismissed through the school lobby. Students having practice in the gym are to wait for their coach to bring them into the gym and not wait in front of the gym. All 21st CCLC students will be picked up from the Middle Yard.

DISCIPLINARY ACTIONS

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

DRESS CODE

The faculty is expected to dress in a professional and appropriate manner at all times. It is important to remember the adults in the school community are the **role models** for the students. Casual clothing may not be worn at any time. **Low-cuts, spaghetti-straps, tops showing cleavage, miniskirts, leggings and flip-flops are not appropriate.**

FIELD TRIPS

Each class must have at least one curriculum related field trip per trimester. Field trips must be relevant and an important enhancement to the curriculum. All trips are to be approved by the principal well in advance. The process should include:

1. Plan the trip and review the plan with the principal.
2. Make sure the date, time and destination are logged on the monthly calendar in the office.
3. Prepare an announcement to be sent home with the permission slip.
4. Arrange for transportation. All drivers must have a valid, unrestricted California Driver's License and \$100,000/300,000 in automobile liability insurance coverage on the automobile to be used.
5. Secure adequate supervision for the trip (usually, one adult per 4 students). It is a Diocesan policy that all volunteers go through Safe Child Environment training and have Megan's Law clearance on file before the scheduled field trip.
6. Parent drivers are to fill out the Driver Insurance Form.
7. Parent drivers and supervisors are to be given written instructions for the trip (including directions, responsibilities and a statement of your expectations of them as your assistants.)
8. A class list, which includes student names and parent work and other telephone numbers, should be taken on each field trip.
9. The classroom first aid kit and the student emergency forms are to be taken on all trips.
10. No Free Dress on School field-trip day.

Note: No water or amusement parks.

GRADUATION

The eighth grade teacher is responsible for the graduation ceremony and awards for the eighth grade students. The principal should approve other grade ceremonies in advance.

GUM

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

IOWA TESTING

The Iowa Tests of Basic Skills (ITBS) is administered to all students in grades 2-8 in fall and spring. This testing program is used throughout the Diocese of Oakland. The test scores are used to measure a student's progress to evaluate and redefine the educational programs that best fit the students' needs. A permanent record of the scores is placed on each student's CUM folder.

LEAVING THE BUILDING

Teachers should consult with the principal before leaving the building to run an errand, an emergency, etc. Extended or frequent absence during the day will be considered as portion of personal days.

LITURGY

A liturgy schedule is given out at the beginning of the year. Teachers can decide which liturgy they would like to have their class sponsor. The principal helps the teacher plan the liturgy, if needed. Together the appointed classes, teachers and principal plan for the Church celebrations. Prayer services and masses may be planned for Back to School, St. Cornelius Day (September 16th), Thanksgiving, Christmas, Catholic Schools' Week and Holy Week. Each class is also in charge of a Parish Sunday Mass during the school year.

Teachers are to remind students that the Church is a holy place and that silence is required. You should practice with your class the mass responses and proper behavior for attending church services. Respect is the operative word at all times. Students who are not practicing Catholics may not receive Holy Communion. Teachers are expected to participate along with students. It is not acceptable for teachers to grade papers or attend to other business while in church. Teachers are expected to leave their cell phones in the classroom.

All teachers are strongly encouraged to take their students to daily mass at 8:30am in the Chapel. Tell the office if your class is attending daily morning mass so that late students will be kept at school until you return. Since daily masses are held in the Chapel, no more than two small classes should attend at one time. You should be there early and if the mass has already started, return to school without interrupting the mass. Second grade class must attend the 8:30am mass once a week.

MAILBOXES and FACULTY ROOM BLACK BOARD

Check mailboxes and faculty room blackboard at the beginning and end of the school day, more frequently whenever possible. Emergency messages will be delivered immediately. Students should never be sent to take materials from a teacher's mailbox. Mailboxes are for office messages and not storage. They should be emptied each day.

OUTSIDE EMPLOYMENT

Teachers must not engage in gainful employment that interferes with school duties. The school reserves the right to judge whether outside employment is compatible with schoolwork.

SMOKING

St. Cornelius Catholic School is a smoke-free campus located on a smoke-free church property; therefore smoking is prohibited in the building and on the campus and church grounds, including the parking lots.

SPECIAL EVENTS/ACTIVITIES

Audio -Visual Equipment

Audio-visual equipment is available for the use of the faculty and staff. We have projectors, televisions, VCRs, DVDs, tape recorders and other equipment. Please report any malfunction to the office.

STUDENT BEHAVIOR

Students must know and understand the rules for classroom behavior as stated in the Parent/Student Handbook. Additional rules established for a classroom **must be posted in the classroom**. Teachers should include guidelines for student behavior when a teacher is not present in the classroom. Students must understand the consequences for not following school rules. Actions meriting negative consequences must be explained to the student before issuance of such. The principal must be notified of all disciplinary actions and only he/she can suspend or expel students. **Detentions should be used as indicated in the Parent/Student Handbook.**

STUDENT PROGRESS/REPORTING

Grading Policy

The Administration and faculty of St. Cornelius Catholic School are seeking to educate the total student in all areas of performance: group and class work, testing, class participation, homework and when appropriate, work on special projects. Therefore, written grades are given to reflect a composite of total student performance. Teachers should keep portfolios of student work. The portfolios will help teachers and parents give a better individual assessment of progress of the student. Academic grades are based on overall scholastic achievement, and follow the grading scale recommended by the Diocese of Oakland. The scale is as follows:

A	= 95-100%	C	= 73-76%
A-	= 90-94%	C-	= 70-72%
B+	= 87-89%	D+	= 67-69%
B	= 83-86%	D	= 63-66%
B-	= 80-82%	D-	= 60-62%
C+	= 77-79%	F	= below 60%

The scale for grades K-4 is not based on this same percentage. The students do not receive A-F letter grades as indicators of performance. The students in grades K-4 have grading systems that use more grade appropriate indicators, which tell if the student is progressing satisfactorily.

Parent/Teacher Conferences

Parent/Teacher Conferences are held during the month of November. These conferences are mandatory at the first report period and are to be scheduled by each parent. Minimum days are scheduled to accommodate all parents. The conferences are designed to discuss the student's progress to date, as well as to review the results of testing, including the Iowa testing completed

in fall. Preparation for these conferences is vital. Documentation of work and tests, portfolio material and observations will enhance the success of these conferences. Additional conferences should be scheduled as requested or indicated by the student's attitude, work or progress.

Progress Reports

Progress Reports are to be sent home halfway through each trimester (see calendar for dates). The reports should indicate how the student is doing. Since Progress Reports are an official form of communication they should be done neatly and carefully. Teachers should also use this form to indicate if a student is below average or failing in a particular subject area. Progress reports should be given to the principal for review at least two days before they are given to the students.

Report Cards

Grades will be sent home for parental review three times each year. Before report cards are given to the students for parents review, they are to be reviewed by the principal. Copies of the report card are to be made each time for your file. The teacher is responsible for the return of the report cards signed or initialed by the parents. If there are any difficulties collecting the report cards, the principal is to be advised. Constructive comments should be used where appropriate. The teacher and principal must initial any and all corrections. Report Cards may be withheld from families whose financial obligations are not current.

Retention

Retention requires careful consideration. The teacher and principal must determine if retention would benefit the student. Both parents and teacher must consider the necessity for providing special assistance (e.g. tutoring, etc.) to the student. Ongoing communication must take place throughout the second trimester before retention can be considered. A case must be built showing reasons why the student should be retained. Any decision must be made after considering all the facts related to the student's emotional, physical, social and intellectual development in addition to information collected from a wide range of sources throughout the year.

Transfer

Students clearly unable to profit from the school by reasons of ability, serious emotional instability or the conspicuously uncooperative or destructive attitude of parents are urged to transfer. The final decision is to be made by the principal in consultation with the teacher and parents.

STUDENT RECORDS

Cumulative Record Files

The official cumulative record forms shall be used in all Catholic schools. All entries are to be in black ink. The record keeping process is to include:

1. Grades recorded on the file at the end of each school year
2. Attendance data
3. All important objective information (e.g. detention, suspension, expulsion, special needs testing, etc.)

Subjective material is not to be included.

Permanent Registers

All teachers shall keep daily records of attendance and the legal register must be kept on file permanently. The total number of days absent and times tardy must be entered on the permanent record each year.

SUPERVISION OF STUDENTS

Upon arrival and check-in at 21st CCLC or starting at 7:55 am each school day, the school shall assume the liability for supervision and control of students. All school employees are responsible for supervision of the students. The guidelines for “acceptable, minimum” supervision are:

1. No student or students may ever be present in a classroom without **a teacher or teacher’s aide** physically present and in a position to observe all students
2. No student or students may ever be on the school grounds during recess or lunch without **approved supervisory personnel** physically present and in a position to observe all students
3. Students are not allowed in the classroom, hallway or interior segment of the school during recess or lunch
4. Students may only be released from school during the school day at the written request of parents or guardian

Field Trip Supervision

Teachers are responsible for all students on a field trip. The adults assisting in this process should be advised of their overall responsibility and individual responsibility for supervising students at all times. No student is to be allowed out of the sight of the responsible adult.

Neglect or Child Abuse

Child abuse is any act of commission/omission that endangers or impairs a child’s physical or emotional health and/or development. The major responsibilities of the teacher are:

1. To identify incidents of suspected child abuse
2. To comply with laws requiring reporting of suspected child abuse to proper authorities. Failure to report suspected abuse may result in a misdemeanor charge punishable by fine and/or imprisonment
3. Any concerns or questions should be addressed to the principal

Personal Appearance of Students

Students are required to observe certain rules and regulations concerning dress, hairstyle and cleanliness. These regulations are indicated in the Parent/Student Handbook and are to be enforced. Students may be required to prepare him/herself for entry into class or may be sent home.

SAFETY and SECURITY

All Catholic schools in the Diocese of Oakland are to adhere closely to the State Health and Safety Code. In order to provide for the safety and wellbeing of the staff, students and school property, please keep the following information in mind at all times.

1. Check that all doors are closed and locked as you enter and leave the building.
2. Outside doors to the playground may be unlocked only during recess. The last class in from the yard should check that doors are locked after recess.
3. If a staff person has yard duty assignment, he/she must be there on time and actively watch the students.
4. The main yard gates will be chained after the morning assembly until 2:45pm. Students on the yard after 3:15 must go to 21st CCLC. If students have sports practice, coaches must sign them out of the program and back in after practice is finished.

5. No student may remain unsupervised on the yard after 3:15pm.
6. All visitors **must** obtain a visitor's badge at the office when coming into the school building or the schoolyard. Visitors must sign in at the office to pick-up the badge. The office should be notified of expected guest visitors to the office. Students should be trained to tell adults of visitors without badges.
7. Students **must** be supervised at all times. Students may not be left unattended in the halls, classrooms, schoolyard, Learning Resource Center, Church, gym, cafeteria or any other schoolroom at any time.
8. Doors should be locked when the room is left empty. Students should be instructed not to enter an unsupervised room or area at any time. Any student who needs to enter a classroom after dismissal can only do so if accompanied by a teacher.
9. Staff must have students practice the buddy system when using the rest room. Students in K-2 go to bathroom in groups of 3. All students out of the classroom must sign in/out on the board or teacher designated form when using the restroom during the school day. Students should be reminded the appropriate time to use the restroom is at recess and lunch.
10. During the school day, should it be necessary for you to leave the room for an emergency, please notify the office and the teacher next door. Tell the students what behavior is expected of them while you are out of the room.

Bicycles, Skates, Boards, Scooters or Shoes with Wheels

Bicycles must be walked on and off the school grounds. They must be parked and locked in the bike rack area. Law requires wearing helmets while riding a bike. Students are not allowed to bring skates, roller blades, skateboards or scooters to school. Students may not wear shoes with wheels at any time.

Emergency Care

1. All faculty members must take and be qualified in basic first-aid procedures and CPR training.
2. All faculty members are expected to take responsibility for student safety at all times.
3. Each teacher is expected to know the contents of the backpack and the first aid supplies contained in the backpack in each classroom.

Emergency Drills

Teachers should explain the importance and seriousness of drills to students and review with them the emergency procedures that are displayed by the classroom door. Teachers are to always take their backpack and class register with them upon exiting their class when the emergency bell rings.

1. Earthquake: The earthquake alarm is a series of short bells. In the case of an earthquake drill, students will be directed to duck and cover until they hear a long bell. At that time the students and teacher should walk out of the classroom and go to the assigned area in the Main Yard. Attendance is to be taken out in the yard. Please review the Emergency Preparedness/Disaster Plan for your role and responsibilities.
2. Fire: The fire alarm is a continuous of bell for one minute. Students and teacher should immediately walk out of the classroom and go to the assigned area in the Main Yard. The last person out of the class is to close the classroom door. A signal will be given when it is

time to return to class. Attendance is to be taken out in the yard. You should review the Emergency Preparedness/Disaster Plan for complete details.

3. Toxic Leak: Shelter in place will occur if we receive notification of a toxic leak or spill. Classes sit in the hallway and remain in the hallway until you are notified it is safe to leave the area. Windows and doors are to be closed in such an emergency. Richmond has a shelter in place drill on the first Wednesday of each month at 11am. Classes are to follow the procedure for a shelter in place alert as defined in the Emergency Preparedness/Disaster Plan.

Hazard Survey

At the beginning of each school year, each teacher must complete a Hazard Survey Form. This form involves the inspection and review of your classroom with the intent of identifying any potential risks or hazards.

Vandalism & Theft

Staff and teachers are responsible for reporting acts of vandalism and theft.

TECHNOLOGY USAGE

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

Websites

Teachers must maintain their own classroom web page where homework is posted daily by 3:30pm. All projects, long-term assignments, fieldtrip dates and special events must all be posted on the classroom web page.

THE MINISTRY OF TEACHING IN A CATHOLIC SCHOOL

Concept

Qualifications

Expectations of a Teacher

THE MINISTRY OF TEACHING IN A CATHOLIC SCHOOL

CONCEPT

This We Believe prepared by the Oakland Diocese School Department in 1978, states that Catholic school teachers should share a common goal: the building of a Christian faith community. We believe that:

- Good teaching is a blend of professionalism and ministry.
- Teaching is the effective communication of knowledge by means of utilization of techniques, materials and creative ideas, which enrich the student's understanding of Gospel values and provide instruction.
- Children should find Christian models in their teachers.
- Teachers are an integral part of religious education by their example.

The Catholic School issued by the Vatican Congregation for Catholic Education, 1977, states:

- The achievement of the specific aim of the Catholic school depends on the people who work there.
- The extent to which the Christian message is transmitted through education depends on the teachers.
- The integration of culture and faith is mediated by the other integration of faith and life in the person of the teacher.
- Teachers reveal the Christian message by every gesture of their behavior.

The Vatican II Decree on Education states:

- Catholic schools depend upon teachers for the accomplishment of their goals and programs.
- Teachers should bear witness to Christ, the unique teacher.
- Teachers should work as partners with parents, and work together with them in every phase of education.
- Teachers should do all they can to encourage their students to act for themselves.

QUALIFICATIONS

- All teachers are required to submit evidence of a negative tuberculosis test, based upon an x-ray of the lungs or an approved intra-dermal negative tuberculin test taken within the immediate past six months for a new teacher. For returning teachers, the evidence of freedom from active tuberculosis must be submitted every four years.
- All teachers and staff are required to be inoculated against Hepatitis B.
- All teachers are required to have a current teaching credential issued by the California State Department of Education Licensing Commission. The principal must clear exceptions.
- All teachers are expected to actively participate in the formation of the Christian Faith Community of this school.

- Teachers must have an understanding of the Catholic faith and a commitment to living that faith.
- All teachers must have Live Scan fingerprinting done through the Diocese.
- All teachers must have completed Shield the Vulnerable training.

EXPECTATIONS OF A TEACHER

The teacher's primary responsibility is to the student. Duties include:

1. Knowing, teaching and acting consistently in accordance with the philosophy, objectives and policies of the school as well as Diocesan policies and regulations
2. Striving to teach Christian virtues by personal example as well as by explicit instruction
3. Performing teaching duties in a competent, professional and Christian manner
4. Carrying out the diagnosis, instruction, guidance and assessment which will provide students with an opportunity and an environment conducive to steady academic, social and moral growth and development
5. Teaching in accordance with the Diocesan course of study as implemented by the school
6. Striving to promote an awareness and appreciation of varied ethnic backgrounds in the American democratic way of life
7. Assuming responsibility for continued professional growth as required by Diocesan regulations
8. Participating in religious formation opportunities
9. Participating in faculty meetings
10. Cooperating in school-related meetings, activities and projects
11. Maintaining accurate records and reports
12. Conferring with parents when necessary and/or appropriate
13. Acting responsibly with respect to children's rights (e.g. regarding suspected child abuse.)
14. Conferring with the principal about all unusual occurrences and all serious disciplinary problems and actions
15. Communicating regularly with the principal and staff in the spirit of building a faith community
16. Securing the principal's approval for all communications and/or any correspondence sent from the school
17. Maintaining a controlled classroom environment appropriate for maximum student learning; cooperating with the principal in providing control and supervision in buildings and on school grounds
18. Having facility in the arts of written and oral expression
19. Being regularly available before and after school in accordance with school policy
20. Performing such other duties consistent with the work of a teacher as the principal may from time to time designate
21. Participation in significant events in the parish community

PROFESSIONAL GROWTH

PROFESSIONAL GROWTH

GENERAL INFORMATION

Each teacher will engage in programs of religious and professional growth.

- Teachers must meet Diocesan Professional Growth Requirements, or be in the process of meeting said requirements, for re-employment.
- All full-time teachers employed in the schools of the Oakland Diocese are required to earn at least six semester units or equivalent every three years in order to advance under the salary classification schedule.
- 12 hours of attendance at in-service workshops or seminars equal one unit.

FORMATION IN RELIGIOUS EDUCATION

All teachers in the Oakland Diocese are expected to avail themselves of opportunities to help maintain/or increase the necessary competencies for fulfilling their ministry in a Catholic school.

- Some courses or workshops in the area of religion shall be a part of each teacher's professional growth plan.

COMPUTER LITERACY

Technology competency is expected of all teachers employed within the Oakland Diocese.

IN-SERVICE

Faculty and staff are encouraged to do on-going in-services during the year. The Diocesan in-service Manual is developed in the spring for the upcoming school year. Each staff member can access the calendar via oakdiocese.org. The administration provides in-service opportunities at meetings throughout the year. Staff members are encouraged to suggest ideas for in-services to the administration. In-service opportunities from other sources are posted in the staff room and announced at staff meetings. Staff is reminded that step increases are dependent upon professional growth.

PROFESSIONAL MEMBERSHIPS

Teachers are encouraged to belong and participate in appropriate professional organizations. St. Cornelius Catholic School is currently a member of:

- National Catholic Education Association
- Western Catholic Education Association: We are accredited by this organization.
- Western Association of Schools and Colleges: We are accredited by this organization.
- Association for th
- National Association for the Education of Young Children
- Association of Middle School Teachers
- National Association of Science Teachers
- National Association of Math Teachers

Please discuss any additional organizations that you would like to participate in with the principal.

TEACHER EVALUATION

The principal and vice-principal shall evaluate teachers. The principal will supervise the professional growth of the faculty. The evaluation process will include:

- Consultation with each teacher
- Classroom observation
- Documentation of the above

Abuse Attitudes & Actions Books Diocesan Discipline Policies St. Cornelius Discipline Policy Disputes with Staff
Playground Rules Smoking Student Absence/Attendance Supervision Telephone Use/Uniforms Visitors
Written Work

SCHOOL POLICIES

SCHOOL POLICIES

ABUSE

The State of California requires any teacher who suspects from observation that a child may be a victim of neglect or abuse must report such suspicions to the principal and then report to the proper local authorities. Suspected cases must be reported within 36 hours of the suspected incident.

ATTITUDES & ACTIONS

Respect will characterize the tone of St. Cornelius Catholic School in all areas. Everyone is expected to demonstrate common courtesy, manners, a sense of respect and integrity for oneself and others, and maintain an attitude of acceptance and respect for property. The essence of a St. Cornelius community member will be to live and act as Jesus did and as He wants us to continue living. Put downs, name calling, rudeness, interruptions, sexual innuendoes, physical and emotional abuse, etc. will not be tolerated. This type of behavior will be addressed immediately.

St. Cornelius, although surrounded by society's problems should not be a mirror of those problems, rather, it should be a haven for staff, students and families. Appropriate language is expected at all times. Swearing or other means of inappropriate language will not be tolerated. A concerted effort will be given to the use of Standard English. Modeling the use of Standard English is expected.

Modeling is expected of all staff members, so as to teach an attitude of respect, responsibility and accountability. Follow-through is important as is sensitivity and an atmosphere of respect at all times. The expectation is that the "Adult-in-charge" will be active in addressing unacceptable behavior.

Noise in hallways must be kept to a minimum at all times especially during any movement to and from classes. Entrance and dismissal should be conducted quietly and orderly.

BOOKS - TEXTBOOKS

Textbooks should always be treated with great care. If a book is lost, please send a note to the office requesting that an invoice be sent to the parents.

Students should be given texts in sets. The sets should all be numbered and the student should receive the same number. A student is responsible for the set of books for the entire year. Students should be reminded that any marking in or damage to the books is for their financial responsibility.

ST. CORNELIUS DISCIPLINE POLICIES

Student's actions and attitudes should always reflect a Christian ethic and their behavior should be in accordance with the moral and religious expectations as outlined by St. Cornelius Catholic School in our philosophy and goals. Discipline in the Catholic school is to be considered an aspect of moral guidance and not a form of punishment. The purpose of discipline is to:

- Provide a classroom situation conducive to learning.

- Educate students to an appreciation of the importance of developing responsibility and self-control.
- Build a sense of Christian community.

The principal should be used as a last resort. A note must accompany a student when he/she is sent to the principal explaining the reason for being sent out of class. Teachers should always stay in contact with the parent of students who are not following our code of conduct.

Maintenance of Discipline

Effective discipline is maintained when there is:

- An appropriate atmosphere conducive to learning.
- Positive correction of faults.
- Reinforcement of desirable conduct.
- Firm, kind, and fair treatment of all children.
- Avoidance of all corporal punishment.
- Avoidance of self-motivation for learning.
- Avoidance of undue regimentation.
- Evidence of desire for self-discipline.
- Respect for the learning rights of each student.

Detention

An acceptable disciplinary measure is detention. Behavior difficulties may be dealt with by detention. Students may not be detained for more than one hour after school and parents should be notified. Detention can also occur during recess and lunch. Lunch detention may be held in a designated classroom. Teachers take turns supervising this activity. Teachers may also be assigned to supervise after school detention. Review the Student/Parent Handbook for details on the student responsibilities.

Suspension

Suspensions should be used when other means of correction fail to bring about proper conduct. Teachers should recommend suspensions when other means of correction fail to bring about proper conduct. There are two forms of suspension:

In-School Suspension:

- A student may be removed from the normal classroom and:
 - Placed in another classroom for the balance of the day.
 - Place in the office under the principal's supervision.
- The principal makes all decisions regarding suspension.

Out of School Suspension:

- A student that is to be suspended from school shall be sent to the principal's office and the situation discussed with the teacher and student.
- No student shall be suspended from school for more than five (5) school days at one time.
- The suspended student must be given the opportunity to "make-up" work that would be given had the student been in class.
- The principal makes all decisions regarding suspension.

In cases where the absence of immediate disciplinary action (suspension) would pose a real threat to the health and welfare of another student, or the students in general, the principal may

remove the student from class, or the yard, etc. and contact the parent or legal guardian as soon as possible.

In all other cases where suspension is necessary, but no real or immediate danger to the health and welfare of another student or the students in general exist, the following minimum guarantees of due process must be followed and should be implemented by the principal:

- a) NOTICE
- b) EVIDENCE
- c) HEARING
- d) PARENTAL CONTACT
- e) RIGHT OF APPEAL
- f) A WRITTEN RECORD

Expulsion

Expulsion is sometimes a necessary disciplinary measure for the common good. The following offenses are reasons for expulsion:

- Continued willful disobedience/consistent violation of school rules
- Open, persistent defiance of the authority of any school employee
- Habitual profanity or vulgarity
- Smoking or possession of Tobacco
- Use, sale, possession or distribution of habit-forming substances
- Use, sale, possession or distribution of any alcohol for beverage purposes on or near school premises
- Vandalism to school property
- Assault or battery or any threat of force or violence directed towards any school personnel or students
- Possession and/or assault with a deadly weapon and/or any object which can be used to cause harm to another
- Theft

A conference with parents, student, teacher and principal must take place to inform all parties of the severity and basis for the expulsion. The principal, in consultation with the DCS and the Pastor, makes all decisions on expulsion.

In no case shall a teacher on his/her own authority attempt to expel or suspend a student.

The following disciplinary measures are not allowed:

- Corporal punishment
- Language which is sarcastic or abusive on the student his/her parents/ legal guardians, background, etc.
- Sending a student to any place outside the classroom where supervision is absent
- Using religious actions or important class assignments as punitive measures
- Bizarre or unusual punishments
- Withholding or altering rightfully earned academic marks

DISPUTES WITH STAFF/ADMINISTRATION

Problems with other staff members are to be discussed with the staff member. If the problem needs further discussion, then the principal should be involved. If a resolution is not reached with the principal, then the pastor will become involved. The next step beyond the pastor is the Diocesan school department. The school department will seek resolution before moving on to Conciliation, Mediation and Arbitration. The Diocesan school department is the only authority that has jurisdiction for any disputes with the principal.

PLAYGROUND RULES

Students are to respect all adults, yard duty supervisors and each other. They are to stay in their designated play areas at recess and lunch. Equipment is to be treated carefully and if lost or broken should be reported to the yard supervisor. No fighting or abusive conduct is allowed at any time on the yard, nor is any rough play allowed. No profanity, foul language or cursing will be tolerated. Students are to remain on the benches during lunch until they are dismissed by the yard supervisor for play (usually after about 15 minutes). All yards must be free of trash at the end of the morning and lunch recesses. When the bell rings, students move to their lines and wait for their teacher. All play should stop when the first bell rings. Students are not allowed to go outside of the fenced area at any time.

STUDENT ABSENCE

An accurate record **must** be kept of students' absences and tardies. The attendance register is a legal document and is often used in courts of law to verify attendance. This record must be kept in black ink only. If a student is to be out of school due to a vacation or other reason, the parents are to notify, in writing, the principal and the teacher about the time and duration of the absence. It is the parent's responsibility to see that missed work is completed. When a student is ill and homework is requested, it may be picked up by the parent in the office at the end of the school day.

STUDENT ATTENDANCE

Attendance information should be sent to the office by 8:30 am each day. Unless they have called in, the office will contact parents by 9:00 am to notify them that their child is not at school. In case of a medical/dental appointment or needing to leave early, students will be called to the office when the parent is present to pick them up. Each student must be signed out at the office by a parent or guardian. The parent or guardian will also sign the student back in when they return from an appointment.

SUPERVISION

It is prohibited to leave students unattended and unsupervised in the classroom. At any time when students are at school or on a school sponsored outing, they must be supervised at all times.

TELEPHONE USE

Students may use the office phone in the case of an emergency, with authorization from the teacher and the office staff. Students may not use the phone to call home for forgotten homework or lunches.

UNIFORMS

Students are expected to be in complete uniform except on days specifically designated as “Free Dress” days. The principal designates Free Dress days for special occasions and for earned awards. Hats, caps and bandannas are not to be worn on the school campus at any time. Leg warmers and thermal underwear are appropriate in K-2 grades only. The Parent/Student Handbook has more complete student dress code information. The principal determines what acceptable free dress is. Each teacher should conduct a daily uniform check before the students enters their classrooms each morning. Students not in uniform should be sent to the office to call home for different clothes and/or be given a detention. Students who are consistently out of uniform will be given a Conduct Referral. **Unaddressed uniform issues reflect poor classroom management.**

VISITORS

Parents, guardians or visitors must have a visitor’s badge that is visible in order to be in the school building. If anyone does not have a badge, ask him or her to report to the office and sign in.

WRITTEN WORK

Papers must be neat and not torn out of a binder or notebook. Schoolwork should have a standard heading as outlined below:

Student Name	Date
Subject	Grade
SLE	

This heading is to be used on all papers in grades 3-8. Students are to be reminded that their written work is a reflection of their person and quality work exemplifies a quality person striving for excellence.