

Father James B. Hay Catholic School

2016-2017

Faculty & Staff Handbook



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**FJBH 2016-2017
Faculty Handbook
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Diocese of Las Cruces

Office of Catholic Schools

MISSION STATEMENT

Vital to the evangelizing and educational mission of both the Catholic church as well as the family, the domestic church, we are Christ centered communities dedicated to the education of the whole child, preparing them to live and proclaim the gospel of Jesus Christ as disciples while ensuring academic excellence.

VISION STATEMENT

As a vibrant Catholic community comprised of diverse cultures united in friendship, we welcome and inspire all students to be faithful Disciples of Christ in their local communities and throughout the world.

Governance: Unified under the leadership of the Bishop of the Diocese of Las Cruces and guided by the local pastors and diocesan superintendent.

Spiritual Growth: Truly Catholic schools, recognizing Christ as the ever-present Teacher, spiritually forming parents, faculty and students.

Academic Excellence: Academically rigorous and innovative schools that set the standard for excellence.

Family Partnerships: Committed to the mission of the domestic church by partnering with and upholding parents and guardians in their role as the primary educators of their children.

Education of the Whole Person: Seeing students in their wholeness as social beings, family members as well as career persons; and providing them with a high quality education that empowers them to achieve their potential and use their gifts to serve God and others.

Global Awareness: Forming our students to be culturally aware and empathetic to the social, economic and political situations of our brothers and sisters in our local communities and around the world.

Stewardship of God's Educational Ministry: Ensuring a vibrant, sustainable future for our schools through continually increasing enrollment, unified support and faithful management of resources.

EDUCATIONAL & CATHOLIC IDENTITY

Through caring, studying, counseling, encouragement, prayer, discipline, and love that allows each individual to respond to god's grace and grow in their sense of purpose and destiny. We will promote action on behalf of social justice and overcome obstacles in the pursuit of good and in the following of Christ. To this end we put a high priority on training so that faculty, staff, administration, students, and volunteers, can participate in the Catholic Ministry.

LEADERSHIP

The Diocese of Las Cruces Catholic Schools acknowledges the importance to empower leadership that will inspire creative thinkers, innovative and responsive to the needs of all the members of the school communities.

SCHOOL AND SOCIETY

The Diocese of Las Cruces Catholic Schools commits to open minds and hearts and doors to an increasingly diverse world, and prepare students' minds and hearts and hands to live wisely and generously in a technological, complex and interdependent world.

GOVERNANCE AND FINANCIAL

The Diocese of Las Cruces Catholic Schools seek support of the entire Catholic community, undertake comprehensive development programs and provide opportunities for all who are committed to our mission to join us in shaping our future of our schools.

PUBLIC POLICY

The Diocese of Las Cruces Catholic Schools join forces with others to advocate and promote public policies that offer all parents the opportunity to choose the school they believe is best for their children.

GOALS OF THE CATHOLIC SCHOOLS OF THE DIOCESE OF LAS CRUCES

A shared life and faith emerges when, following the doctrinal norms established by the Catechism of the Catholic Church, families, Privately Incorporated Schools, parishes and small Christian communities engage in catechesis ... giving birth to a lifestyle in which faith governs all of our actions. Each school of the Diocese of Las Cruces is fully accredited by both Western Catholic Educational Association and the New Mexico State Board of Education.

Call of the Bishops

Father James B. Hay Catholic School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program.

1. To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
2. To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and Service so that each child will grow and develop in the Christian way of life.
3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.
4. To aid students in evaluation of their own capabilities and vocational possibilities. It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his or her dignity and God-given ability, regardless of background or sex. In the early years, education is often of the utmost importance because through education and guidance the children of today become the Christian citizens of tomorrow. 2 June 2013

Father James B. Hay Catholic School

The Catholic Schools of the Diocese of Las Cruces are an integral part of the Church's mission:

- To proclaim the Good News of Jesus Christ
- To build communities of faith
- To celebrate in joy and gratitude through worship
- To serve others as brothers and sisters on a common journey

The Catholic Schools of the Diocese are committed to academic excellence, which challenges faculty and students to develop their full potential. It is the vision of the educators in the schools of the diocese that children entrusted to them will become responsible, creative, productive and generous citizens of this world imbued with a sense of justice, mercy and compassion.

Based on respect for all in the school community, however young or inexperienced, the Catholic Schools seek continual improvement and development of an instructional program that enhances both academic studies and character formation which gives form to a vision of life that is expressively godly and authentically human.

It is envisioned by Father James B. Hay Catholic School that the truly ideal educational mission, philosophy, setting, processes, and stakeholders of a Catholic school are those that will enable and require the school to:

- Promote and achieve the highest possible levels of academic excellence for all its students, as determined by widely accepted national and international standards of educational quality
- Provide all its students the strong foundation of values and virtues--rooted in the Catholic faith--that are essential for their ongoing formation both as life-long leaders of the Catholic Church and their communities, and as truly responsible citizens;
- Support and augment the parents' role as "first teachers and mentors" of their children.

PROFESSION OF CATHOLIC IDENTITY

Catholic identity is at the core of our mission at Father James B. Hay Catholic School. This means that our schools must be readily and unmistakably identifiable as Catholic schools, working hand and glove with the Church in moving children and their families toward their salvation in Christ. This identity will be evident in the following ways:

- Father James B. Hay Catholic School will be distinctly Catholic and Christ-centered and this purpose/mission will be evident in within the school.
- FJBH will work collaboratively with the parents/guardians as primary educators to ensure quality faith formation, active participation in the life of the Church through Eucharistic liturgy, prayer, and Christian service, and a sound academic education.
- The Catholic character of FJBH will reflect the beauty and tradition of the Church and her liturgy, including her sacramental life and the lives of the Saints.

- FJBH will provide programs of faith formation where Sacred Scripture, Sacred Tradition and Magisterial teachings and values will be taught and integrated into all aspects of school life.
- Catholic moral formation and moral teaching will be integrated appropriately at every grade across subject areas.
- The student population of FJBH will be required to participate in community service so that they might be given the opportunity to practice Christian charity as an integral part of their Catholic education.
- FJBH will utilize the guidance and leadership of the supporting parishes in order to ensure proper instruction of Catholic doctrine.
- The Principal/Administrator of FJBH, under the guidance of the priest members of the school board, will schedule retreats and other spiritual opportunities regularly for the faculty, staff, students, and school board members, to deepen their personal faith commitment and foster growth of the faith community within the school.
- FJBH will be an effective means of evangelization in our Catholic community and the extended Tularosa Basin community which we serve.
- The Principal/Administrator of FJBH will identify ways to maintain and strengthen meaningful connections with the home parishes of its students.
- The Principal/Administrator will seek ways to promote the mission and purpose of FJBH through appropriate avenues of communication and media in the Tularosa Basin community at large.
- The FJBH Board of Directors will support all stakeholders in the continued foundation and growth of our Catholic Identity.

MISSION STATEMENT

To develop and nurture the whole child through Gospel Teachings encompassing the family and to academically enrich children as scholars guided by Diocesan Standards.

VISION STATEMENT

The vision of Father James B. Hay Catholic School is to know, to love, and to serve God by living as witnesses of Jesus while providing an academic environment in which students are challenged, enriched and motivated to reach their full potential.

TEACHER'S CODES OF ETHICS

The success of Catholic schools in fulfilling their mission is primarily dependent on the attitudes, competence and commitment of its teachers. The school community's expectations of its teachers are described in the Code of Ethics for the Catholic School Teacher. Teachers must become familiar with this code and to internalize its ideals.

Code of Ethics for the Catholic School Teacher

Preamble by Rev. John F. Meyers, President, National Catholic Educational Association

"GO, Teach!" Christ charged His first disciples. Since the beginning of Christianity, education has been one of the most important missions of the Church. Its success depends upon the professional competence, quality, and above all, the commitment of the teacher to Christ.

This Code of Ethics for the Catholic School Teacher is a concise description of the person who is growing in faith, hope and love of Christ. It specifies the attitude and the practice of the Catholic school teacher in relation to the student, the parent, the community, and to the profession. This code offers a guide by which to live, a goal toward which to strive and a promise of lasting success.

COMMITMENT TO THE STUDENT

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

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

COMMITMENT TO THE PARENTS

As Catholic school educators we believe children are influenced by home, community, and a society in which attitudes toward Christian values are often challenged. Parents, the source from whom children and youth derive their values, entrust their children to the Catholic school to instruct, complement and intensify the education and formation begun in the home. We are called to assist these parents in fulfilling their obligation for the Christian formation and education of their child; therefore, we will:

1. Respect parents' fundamental human right to know, to understand and to share in decisions that affect the education of their child by:
 - a. Assuring parents of a commitment to ongoing education as a professional educator and informing them, upon request, of educational qualifications.
 - b. Keeping parents apprised of the curriculum and method of instruction.
 - c. Providing opportunities for parents to help shape classroom and school policies and keeping them well informed regarding all current policies.
2. Develop educational programs and activities to enhance family life as well as the home-school relationship.
3. Respect any confidential information which parents share.
4. Report to parents their child's progress regularly and as needed, in a spirit of charity, with professional accuracy and honesty.

COMMITMENT TO THE COMMUNITY

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

1. Promote the peace of Christ in the world by:
 - a. Modeling peaceful solutions to community conflicts.
 - b. Encouraging a spirit of cooperation and avoiding the extremes in competition.
 - c. Developing skills which will enable students to interact with society for a better world.
2. Cooperate wholeheartedly in the continued building of parish life and spirit by:
 - a. Emphasizing the integral nature of the Catholic school within the parish and community.
 - b. Assisting communication concerning parish resources, needs and events.
 - c. Modeling active participation in one's own parish.
3. Develop student potential for constructive Christian leadership within the American democracy by:
 - a. Ensuring an adequate understanding of history and its lessons.
 - b. Providing opportunities for taking responsible moral positions on current issues.
 - c. Offering instruction and practice in leadership skills.
4. Contribute to the well-being of the area in which the school is located by:
 - a. Reflecting the philosophy of the school in one's attitudes and actions.
 - b. Manifesting respect and appreciation for the work of educators in other schools and systems.
 - c. Encouraging in students a respect for the person and property of their neighbors.
 - d. Avoiding inappropriate school activities that disturb the peace and order of the community.

COMMITMENT TO THE PROFESSION

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

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

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

Introduction

Most of the Father James B. Hay Catholic School policies and procedures are detailed in the Parent/Student Handbook. It is necessary for all FJBH employees to become thoroughly familiar with this document. FJBH faculty and staff are responsible for enforcing the policies and procedures. The following is intended to provide additional information unique to the needs of our employees.

The faculty and staff are vitally important to Father James B. Hay Catholic School as they substantially determine whether or not the school is successful. To insure that you can live all faculty and staff members can live their vocation in faith, a positive spirit of hope should pervade the school. Faculty, staff, students, and parents alike should be appreciated, respected, and should feel “at home”. To enable all to work together, all FJBH employees are responsible for:

1. Implementing and promoting the mission and vision of Father James B. Hay Catholic School as well as the Catholic Diocese of Las Cruces
2. Knowing the material in the parent/student handbook and presenting it to the students, and following this faculty/staff handbook.

Responsibilities & Expectations

PROFESSIONAL DRESS

Teachers are to dress as professional role models. Appearance should be a sign of professionalism. The expectation is that teachers will dress as professionals. It is much easier to enforce uniform policies when we adhere to basic standards of professional dress.

Although there is no uniform for teachers, they are expected to dress in the spirit of the student regulations. For example, if blue jeans are only allowed for field trips, the same is true for teachers.

Please maintain a professional image and do not wear casual attire such as jeans, leggings or jogging suits on regular school days. Since students are expected to wear dress uniforms to Mass, teachers should model this extra respect by their dress on these days. If students are in uniforms, teachers will be dressed in business casual attire. Remember, you are their role models.

No visible tattoos or non-earlobe piercing allowed. Tattoos must be covered at all times when representing FJBH in an official capacity, this includes field trips, out of school professional development, meetings with parents, etc. No unnatural hair colors are allowed (blue, green, etc.). If a teacher is deemed to be dressed inappropriately, he/she will be asked to return home to change.

Teachers are expected to see that the student uniform regulations are enforced. They are to counsel students once for inadvertent dress code infractions. Repeated or gross violations of the dress code require the student be sent to the office and an "out of uniform" notice sent home.

PROFESSIONAL ETHICS

Professional Ethics require discreet interactions with all involved in an educational community. On or off campus, faculty members should maintain exemplary conduct.

1. Students: Academic and personal student issues must be discussed only with the immediate faculty members on professional terms. When a problem arises, the Dean of Students must be advised immediately and the situation resolved.
2. Faculty: The actions or teaching abilities of faculty members shall be discussed only in a professional manner. All faculty members should be considered as equally important members of our team. Interactions with colleagues should be honest and when differences occur, both parties should work toward a mutually satisfactory resolution.
3. Administration: Mutual respect, loyalty, and support between the administration and the faculty are required for a good working relationship. Communication must be honest and direct. The faculty must support the decisions of the administration and refrain from discussing professional differences with students or parents. Any breach of professional confidence may be cause for dismissal.

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

STATE CERTIFICATION

It is the professional responsibility of each teacher to maintain a current license/certification for the area that he/she is teaching.

School Policies

ACCIDENTS OR INJURIES

Accidents involving students, faculty or staff members are to be reported to the school secretary immediately and a written detailed report, using Injury Report forms, must be completed and submitted by the end of the school day. The school secretary will ensure the appropriate protocols are followed and will inform the Principal and Dean of Students in a timely and responsible manner.

Physical injury incurred by a faculty or staff member during regular employment hours, on school property, or during school sponsored functions must be reported to the office immediately. A Worker's Compensation form must be completed within 24 hours. See the school secretary for this form, if necessary.

A child with a potentially serious injury must not be left unattended. In the case of a potentially serious injury, the supervising employee or witness must complete an accident report in the office. Another child or adult should accompany a child with a minor injury or illness to the office for medical attention.

ALL SCHOOL EVENTS

Teachers are to accompany their classes and monitor behavior at such events as weekly Mass, "all school music," assemblies and assigned extracurricular/community activities. On the days where the students are required to have lunch in their classroom, they will be supervised by their homeroom teacher. Recess will be at the discretion of the teacher.

When the student body is praying in the church, the students will remain/sit with their class and teacher.

CAMPUS FACILITIES

Schedule school day use of chapel with the school secretary via email. The Library space and Computer Lab space may be reserved using a sign-up sheet located in the rooms.

CATECHETICAL CERTIFICATION

All FJBH faculty are required to participate in the Diocese of Las Cruces Catechetical Certification Program. There is no time limit for completion of this program. With approval of the Diocesan Catechetical Office, teacher in-services or retreats may meet certain requirements. The diocesan Child Abuse workshop, Virtus, fulfills one requirement and certified teachers automatically receive six (6) credits for teaching methods. All faculty are expected to become certified as Circle of Grace Instructors and will provide this training to students once per school year.

During the first semester of employment, the professional staff shall be apprised of this program. They will be expected to track their progression towards certification which will be logged in their personnel files at the end of each semester.

CALENDAR AND SCHEDULING OF EVENTS

The annual school calendar is available in the office. Additional calendars and schedules may be added to this section. More detailed monthly calendars are distributed to parents, faculty and staff in a timely manner.

In order to schedule events such as field trips, banquets, fundraisers, etc., the master calendar in the front office must be consulted and the dates approved by the principal and recorded by the office staff.

Deviations from the calendar due to hazardous weather will be decided by the principal and reported by local radio stations. Generally, FJBH follows the determination made by the Alamogordo Public Schools.

CHILD ABUSE REPORTING

Father James B. Hay Catholic School abides by the Child Abuse Prevention, Adoption, and Family Services Act. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services and to the principal and to the Diocese of Las Cruces.

Any person who has actual knowledge of, or who has reasonable cause to suspect an incident of child abuse, neglect, or sexual misconduct committed by anyone against a child under the age of 18, must report the incident in compliance with New Mexico State Law which states that you must..."report the matter immediately to (1) a local law enforcement agency, (2) the local department office in the county where the child resides..." Children Youth & Families Department, Child Abuse and Neglect, (575)524-6400.

Faculty and Staff members must report the incident IMMEDIATELY and they DO NOT need the permission of any other faculty or staff member, to include the principal. After they have made the call, they must inform the Principal and/or Dean of Students, who will in turn, notify the Superintendent of the Diocese of Las Cruces as well as the Chancellor.

CHILDREN OF FACULTY & STAFF

Children of Faculty and Staff must report to Extended Care upon arrival at school each morning or remain with the parent. This service is provided to Faculty and Staff at no charge. Children of Faculty and Staff must be supervised at all times and are not permitted to roam the building unsupervised.

CLASSROOM FUNDRAISERS

Each teacher is free to plan a class fundraiser for a special activity or classroom materials. At an early faculty meeting, all faculty, staff and the principal should map out in-house fundraising activities and dates in order to avoid conflicts of scheduling as well as conflicts of interest with the general fundraising of the school and the Home and School Association.

COMMUNICATIONS

Teachers are encouraged to communicate regularly with parents or guardians by phone, in person, in writing, and through student folders as needed. Please give the Principal or Dean of Students a copy of

general notices or newsletters sent home. Also, please apprise the Principal or Dean of Students as soon as possible in case of “difficult” communication situations.

CONCERNS AND COMPLAINTS

Individuals with complaints need to register them with the teacher first, Principal or Dean of Students second as appropriate. If no satisfaction is reached at the building level, then individuals should pursue the “chain of command” as described in the Parent/Student Handbook.

CRISIS MANAGEMENT

Crisis management procedures and safety are to be taught to the students at the beginning of the school year incorporated into the curriculum where appropriate.

1. Fire Drills (held monthly)
 - a. Close classroom doors, outside doors, and any fire doors that may be open.
 - b. Do not close any windows that may be open.
 - c. Students walk silently in an orderly single line.
 - d. Exit following directions posted in the classroom and contained in handbook.
 - e. Once outside, students join their teacher who checks the roll.
 - f. Stay in designated spot in silence until signaled to return to building.

2. Tornado/Disaster Drill (two long bells)
 - a. Students walk silently in an orderly single line.
 - b. Exit, following directions posted in classroom for Tornado/Disaster drills.
 - c. Students join their homeroom teacher who checks the roll.
 - d. Take a position of sitting with hands covering head until signal is given for release.
 - e. Return to classroom quietly.

2. Intruder in the Building (three short bells)
 - a. Coded announcement will be given.
 - b. Check hallways and bring any students or adults into your room.
 - c. Close and lock all classroom doors; move away from doors and windows.
 - d. Place green or red under door and in window
 - e. Remain in the classroom until otherwise notified.
 - f. Do not let any student leave the room.

EXTENDED CARE-BEFORE AND AFTER SCHOOL PROGRAM

As a service to parents of FJBH students and other families in our neighborhoods, before and after care is offered before school starting at 6:30 a.m. and resuming after school until 6:00 p.m. Children in this program are to sign in to Extended Care if they are present on school grounds before 7:45 a.m. or after 3:30 p.m. In the afternoons, the Extended Care Program may also arrange to use some classrooms under supervision.

Generally, the children are not to arrive at the classrooms until after morning announcements. Teachers who are present in the building after 3:30 need to realize that this is and should be a more relaxed program than during school hours. Although children have more freedom to move around, they are not to run, yell, or be in unsupervised areas. Please report observed problems to the extended care staff.

HAS PARENT TEACHER ORGANIZATION

The HAS Parent Teacher Association cannot be as effective as possible without the teacher "element" present at meetings. At least one teacher will be designated as a liaison with this valuable group and be expected to represent teacher interests and to report back to other faculty and staff members. All teachers are encouraged to attend HSA meetings.

GRIEVANCE POLICY

Grievances are to first be addressed at the school level by the administrator or head teacher. If it cannot be resolved at this level, the official grievance process may be initiated by using the Grievance Form at the end of the handbook. Please also refer to the *Reconciliation Process* for a detailed explanation of the grievance process.

MEETINGS

Teachers are required to extend their day in order to attend all faculty and staff meetings, work on extracurricular activities with students, or serve on various committees. If you have an emergency, make arrangements with the administrator.

NEW TEACHERS

A beginning teacher (first two years of teaching) and teachers new to FJBH shall participate in a support program which will include being assigned an experienced teacher as a mentor.

PARENT COMMUNICATION

All emails sent to parents should be sent via Gradelink. All letters sent to an entire class must be approved by school administration prior to sending home. A telephone log of calls and notes to parents, as well as meetings with parents, should be kept (include brief info. about what is discussed). These will be kept in the office at the end of the school year.

PROPERTY DAMAGE AND THEFT

Theft or damage to school or personal property at school must be reported immediately. Insurance deductibles, as well as, issues of "due care" may preclude recompense in many situations. Make sure that valuables left in the classroom are secured. Keep in mind that school facilities may be used by the parishes for church functions.

PURCHASE PROCEDURES

All items purchased for use in the school must be approved in advance by the Principal. Only items approved in writing by the Principal will be reimbursed.

RECESS TIMES

Recess for elementary students are generally 15 minutes in duration. Teachers may share responsibilities at these times to enable colleagues to have a break. You must supervise students at all times.

RECONCILIATION PROCESS

When a conflict or a perceived injustice cannot be resolved at what would ordinarily be the appropriate level, the administrator of the School will ask the Board of Directors to intervene. The following are *Reconciliation Process* guidelines to assist in the resolution. It is understood that the three levels of intervention are used in sequence: **Conciliation _ Mediation _ Arbitration.**

1. Initial Steps:

- The appeal to the Board must be in writing and signed, with both sides of the dispute indicating their positions either individually, or in one statement.
- The disputants must understand the process in which they are asking to engage.
- An individual involved in each of the three following steps is to be designated to put the results of the level effort (Conciliation, Mediation, Arbitration) in writing.
- The Board of Directors will meet after each effort to determine if the process is to go forward.
- Confidentiality must be respected by all, including the disputants.

2. Conciliation. If the request merits intervention, the Board of Directors will appoint one individual to act as "conciliator" to meet with each party individually to provide an opportunity to

express feelings, clarify concerns and expectations concerning outcomes of the conciliation procedures. More than one session may be necessary. A conciliation session is generally no more than one (1) hour in length. If this process does not lead to resolution, either party may pursue mediation.

3. **Mediation.** The party requesting mediation must put his or her request in writing to the Board of Directors to appoint a mediator who may or may not be the same person as the conciliator. The mediator will bring the parties together in an informal setting; an outside individual with skills in facilitating settlements of disagreement may be invited to this session for which an hour is generally allotted.
4. **Arbitration.** If there is still no resolution, one or both of the parties may appeal in writing once again to the Board of Directors who will, with the mutual consent of both parties, identify a panel of objective and neutral evaluators to meet with the disputants and the Board appointees to bring the dispute to settlement. The Board of Directors reserves the right to appoint the chairperson/facilitator for this meeting. Each of the disputing parties may ask for one other individual to participate on their behalf. Before this session takes place, the disputants must agree that the majority decision of the evaluators will settle the dispute. Each party is allowed one half-hour to present his or her position. Questions for clarification may be asked by others present. Within two weeks of the final meeting with both parties, the chairperson will deliver the written recommendation of the panel to the Board of Directors. The recommendation of the panel is binding upon the disputants.
5. **Options.** If the disputing parties are still not satisfied, options may range from withdrawing altogether from the school, to taking the case to court.

RELIGION

A teacher's religious faith should be the fabric of his or her life and evident in all school classes and activities. Teachers should encourage both spontaneous and reflective prayer, and model by word and action the love and service of Jesus Christ.

In addition to the policies stated in the Parent/Teacher Handbook, teachers and staff do need to be sensitive, and not cause embarrassment or undue discomfort to the students who are not of the Catholic faith. Classes should acknowledge the works and providence of the Creator and model the love and service of the Savior.

RESTROOMS

When an entire class has a restroom break, the faculty member in charge are to check the condition of the restrooms before, during, and after the break to insure the order and cleanliness of the facility. Normally, students will be allowed to use the restroom individually as needed, but teachers must document which students are out of class in case problems occur.

SCHOOL IMPROVEMENT TEAM MEETINGS

School Improvement meetings will take place monthly with the objective to develop annual goals for school improvement, implement those goals, and evaluate progress and success. There will be two teams, one which will focus on the Catholic Identity of the School and the other on Academic excellence and staff development.

SMOKING

Father James B. Hay Catholic School is a smoke-free building and campus; therefore, smoking is prohibited in the building and anywhere on campus.

SPECIAL EDUCATION

As a private school, FJBH is not required to provide services to special education students, but in the spirit of inclusivity, we strive to serve the needs of all students to the best of our abilities. The public schools do provide a part time diagnostician to private schools. A student identified with special needs has an Individual Education Plan (IEP) developed to assist teachers in meeting his or her needs. Children with IEP's may be provided services by the public schools during the school day where practical. It is the policy of FJBH for its teachers to honor a student's IEP to the best of their abilities.

STAFF MEMOS

Weekly bulletins and emails that are intended only for faculty members should not be posted where students can read them.

STUDENT ILLNESS

All medication is sent to the office in the original container with a note from the parent and written authorization from a physician. The school office is to be notified immediately when a student becomes sick/injured at school. Always notify the Principal/secretary prior to contacting a parent. Any student injury must be documented with an injury report, which is sent home and kept in the office.

STUDENT RECORDS

Teachers are both authorized and encouraged to see the permanent records of their students. These records are confidential and are not to be removed from the office area.

STUDENT SUPERVISION

Supervision of all students at all times is the legal responsibility of all staff members. Do not leave students unattended unless absolutely necessary. If unavoidable, be sure that students know what procedures they are to follow. Ask another teacher to monitor students or call the office.

Require students to remain seated in their desks while the teacher is out of the room. Close playground supervision is especially important. Students should never be left in the building or outside on school property after school without supervision.

TECHNOLOGY USAGE

Each teacher is expected to use school technology in acceptable, ethical ways. Use of the computer and the Internet are provided for professional use only. Faculty and staff members are required to adhere to all technology policies established by the administration. This includes, but is not limited to, maintaining all software on-site, refraining from installing or downloading to school computers without permission and maintaining and using all virus protection.

TELEPHONE USAGE

The faculty/staff telephones use the same lines as the school's business phones. Personal calls must be kept to a minimum. A telephone is located in the workroom for the teacher's use. Only local calls may be made on this phone. If a conversation is a private nature, arrangements may be made with the principal to use the phone in the principal's office.

Cell phone use should be kept to a minimum. Cell phones should be available during duty times for emergency use only. Teachers and staff should not answer personal calls or text during instructional time. Personal calls/texts should be done during lunch or break times. Do not allow students to use your cell phone for any reason. Students may use the school telephones for emergencies only and with the permission of office personnel and the supervising teacher. They may use their own cell phones before and after school hours.

TITLE I

Services are provided for reading and math “in addition to” regular classroom instruction. Teachers rate student achievement annually on a nine-point scale to determine which students are tested for the program.

TUTORING

Tutoring/Remediation of one’s own students during the regular school year is an extension of regular instruction and should be provided effectively and as needed within reason; no compensation should be accepted. Teachers who are interested in tutoring at Father James B. Hay Catholic School students during the summer or students other than those they teach during the school year should submit their name to the Principal. A list of potential tutors will be given to parents who inquire.

Teachers who tutor students at school must receive permission from the Principal to provide this service at school. Those who tutor at Father James B. Hay Catholic School are a reflection of the professionalism of its teachers.

VISITORS

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

Be conscious of any unknown persons in the building. Make sure that a teacher escorts all unidentified persons to the office. All visitors are required to sign in at the office and wear a visitor’s pass.

VOLUNTEERS/PARENTS

FJBH encourages parents to assist in serving our children since it both provides the children with a sense of the importance of his or her education and builds the caring, serving Christian community. All of our parents are required to give 40 hours of service to the school each year. There are many creative ways that parents can assist. Teachers can help parents find ways to take part in class activities that will be beneficial to all. However, the instructional program may not be disrupted. Parents and other volunteers are never to be present without the teacher’s specific request and the office being informed in advance.

Teacher Procedures

The first bell rings at 8:00 a.m. and the tardy bell rings at 8:05 a.m. Students not at their place in the classroom at 8:05 a.m. are marked tardy. At this time, all hall traffic stops and all students must be in their classrooms. The day begins with morning announcements, scripture reading, the recitation of the Pledge of Allegiance to the flag, the pledge to the State of New Mexico and the FJBH School Pledge.

ATTENDANCE REPORTING:

1. Each teacher will complete daily attendance for his or her classroom by 8:15 AM.
2. All written statements regarding absences should be noted and then given to the secretary who will call the home of the child if the parent has not contacted the school regarding absences by 10:00 a.m. each morning.
3. Teachers should assist in monitoring and tracking absences. If a child displays chronic absences or tardiness, the Dean of Students should be notified via email after the third absence and the fifth tardy.

If a student misses 2 or more hours of the school day, a.m. or p.m., he/she will be marked ½ day absent. If a student attends fewer than 2 hours, he/she is a complete day absent. Each 5 unexcused tardies equals an official absence. Unexcused tardies are those not accompanied by a note from a doctor or dental appointment. Traffic, accidents, trains, etc. are generally not considered excuses for tardiness to school. The principal has the authority to determine excused absences due to unforeseen weather or traffic incidents.

An Attendance Roster should be with the teacher at all fire and disaster drills.

CLASSROOM CONDUCT

Within the classroom, all ordinary discipline matters are the responsibility of the teacher. The following procedures help set an atmosphere necessary for learning:

1. At the beginning of the school year, outline expectations for student conduct and academic work.
2. Set classroom rules, post, and insist that they be followed from the first day. Remember, do it right at the beginning of the year or you will be doing it all year.
3. Well-planned lessons that keep students on task decrease the time available for misconduct. Avoid a lot of “free” and unstructured time.
4. Ensure that students are actively ENGAGED.
5. Be firm, fair, and consistent—do not be sarcastic and do not yell at the students. Modeling respectful behavior is critical.
6. Set HIGH EXPECTATIONS for students and refuse to lower the bar.
7. Communicate well-defined expectations and procedures in order to reduce the possibility of misbehavior.

Practices that are not conducive to good discipline include:

1. Repeated loud voice usage by a teacher – yelling and /using disrespectful language towards students is professionally inappropriate.
2. Threats of unrealistic punishments.
3. Repeated warnings with no follow-up. - Do what you said you were going to do.
4. Inconsistent adherence to rules.
5. Using prayer/beginning prayer as an attention-getter

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

1. Talk with the student.
2. Contact the parents.
3. Withhold privileges.

4. Assign time out in an isolated area of the room. Do not send the student to another teacher for discipline. Do not place students in the hall for time out. Students must be supervised by an adult at all times. Students should be sent to the office for disciplinary matters only after the teacher has exhausted all possible means of dealing with the situation. Teachers must communicate with parents on a regular basis through email and personal conferences in order to alert them and discuss possible ways of improvement.
5. Student Support Team may be utilized for chronic behavioral issues.
6. Disciplinary notices must be entered into Gradelink and sent home by teacher to parents.

DAILY CLASS MANAGEMENT PROCEDURES:

1. Lesson plans are expected of every teacher on a daily basis. Lesson plans must be complete enough to be followed by a substitute.
2. Rules of Conduct as stated in the Parent/Student Handbook, are expected to be enforced by faculty and staff. School Rules include the following:
 - a. Students are expected to show respect for peers, faculty, guests and volunteers through words and actions.
 - b. Students are to be in proper school uniform as detailed in the handbook.
 - c. Students are to remain seated if teacher must leave the room. See #3 below.
 - d. All property, personal and school, must be given proper care.
 - e. Students may not run inside the building.
 - f. Good manners are to be displayed by all students and should be modeled by everyone on the faculty/staff.
 - g. Chewing gum at school is not permitted in the school buildings or on school property during the school day without the supervising teacher's explicit permission.

DISMISSAL

At the end of the last class of the day, the teacher is responsible for the physical condition of a room. Students must remove all trash from desks and the floor in the classrooms, bathrooms, and hallways.

All equipment is to be kept clean and in order. Boards should be cleaned daily. Desk tops should be cleared with teacher's desk straightened. Furniture, including student desks and chairs, should be regularly cleaned/washed. Chairs should be stacked on the desks at the end of each day.

PRESIDING DUTIES:

1. Teachers are responsible and have authority wherever they are.
2. Teachers assigned to recess are expected to oversee all students at all times. Cell phone should only be used in emergency situations, not for casual calls while supervising students outside.
3. At no time is a class of students to be left unattended. If a true emergency occurs, students should know what to do, having been given specific instructions in this case. The office and/or another teacher or staff member will be notified as soon as possible.

4. Teachers should be in control of a group when going from one location to another.
5. Teachers and staff should have high expectations for appropriate student behavior and should correct inappropriate behavior of any student when witnessed.
6. No student should be sent from one classroom to another without first determining that an adult is there to supervise.

TARDY LOG

After 5 (Five) unexcused tardies a \$10 fine will be given and will be expected to be paid within five days.

Teacher Absence

Allowable absences for illness and personal reasons are specified in the faculty or staff member's contract. Salary for days taken beyond the allowable will be deducted in the next pay period.

Jury duty is an allowable absence without pay deduction.

1. For faculty members, payment for Jury Duty shall be turned in to the school.
2. For staff members, local practice requires the employer to pay the employee one-half of the usual salary for time missed, and the staff person may keep payment for the Jury Duty served.

Leave time may not be taken by any faculty or staff member on in-service days, days before holidays, holiday weekends, or holiday weeks nor during the last week of school. Pay will be deducted. All days taken outside the contracted days are considered as unpaid leave.

PROCEDURES FOR PROCUREMENT OF A SUBSTITUTE TEACHER

Teachers must provide an updated substitute folder to be kept in the office by the end of the second week of school. This folder should include general instructions for the substitute teacher, such as: schedules, a summary of routines, location of materials, reliable students, and an appropriate emergency lesson plan. See below for more details on the substitute folder.

1. Unanticipated or emergency absences: All employees are required to call the school secretary as soon as possible before 10:00 p.m. or by 6:00 a.m.

If the school secretary cannot be reached, call the Director of Administrative Services or the principal. Upon return, the employee is responsible for the completion of the "Application for Absence from work" form.

2. Anticipated leave: All employees are required to complete the "Application for Absence from work" form at least one week prior to the absence and submit to the principal for approval.

Teachers may request and obtain a particular substitute, but only with prior approval of the principal.

Brief absences from the building during the workday require that the faculty and staff member sign out and in at the office.

SUBSTITUTE FOLDER

Plans should be written so a substitute teacher can easily understand them. If you are in a position where a substitute teacher would be hired when you are absent, you need to submit a substitute folder ready to the Dean of Students by the end of the second week of school. This folder should contain the following:

1. General instructions and locations of materials
2. List of homeroom students
3. List of other students you see
4. Daily schedule
5. Seating chart (if applicable)
6. Who is on medication regularly
7. Who are exceptionally responsible students (2 or 3)
8. Who is “team teacher”
9. Acceptable alternative activities
10. Emergency procedures
11. Lunch/recess duty
12. Copy of lesson plans and an emergency lesson plan
13. Any other information that would help a substitute be as successful as possible

Once the file has been checked, it will be returned and a copy will remain in the school office. Put the original on your desk in a highly visible place so that the substitute may find it. Also, please submit updates following the same procedures.

Duty Schedules and Supervisory Responsibilities

All faculty and staff members are considered to be “in charge” whenever they are in the presence of children who need correction or adult visitors that need assistance. Minor incidents witnessed need to be reported to the classroom teacher or the supervisor on duty. Major incidents are to be referred to the office.

A weekly duty rotation schedule is posted each semester. If you are absent and/or unable to complete your duty it is your responsibility to find a replacement. The following is a general description of commonly assigned duties:

BEFORE SCHOOL

Direct traffic as needed; assure the safety of students as they leave the parking area and wait for the first bell; make certain that all students enter the building with their teachers.

AFTER SCHOOL

Direct traffic; assure that students are picked up at the curb or cross the parking area with an adult; insure that students only leave with a pre-designated adult; see that all students remaining at 3:20 check into the after school care program.

LUNCH ROOM

Monitor the lunch line and seating of students; assure the polite conduct of students as they eat; see that trash is properly disposed of and that the room is in order; say an appropriate “grace after meals” with students; dismiss students to the playground supervisor.

**Note: Preschool children require an escort to and from their classroom by their parent or designated adult.*

PLAYGROUND DUTY

Assure the safety and well-being of all students; promote fairness and kindness in play; limit and monitor students' entry to the building; evaluate injuries or misbehavior before sending students to the office. (See "Playground Rules" in the Parent/Student Handbook)

PRAYER

The day begins with all school morning prayer and a scripture reading. Prior to going to lunch, a prayer must be recited in the classroom. Prayer of the week and scripture of the week will be implemented in each class. At the end of the day, there is an all school prayer.

TEACHERS' COMMON AREAS

Be sure that food is not left out and that the coffeepot is turned off and rinsed out at the end of the day. Make sure common areas are neat and orderly each day. Once during the week, check the refrigerator for abandoned or spoiling food.

The Work Day

Teachers are to be at school from 7:45 a.m. – 3:45 p.m. Monday through Friday. Repeated tardiness may result in the time being accrued toward the use of a personal day. These hours change for parent/teacher conference days. Occasionally, faculty and staff members are expected to be on campus outside of these hours for faculty or committee meetings and special events.

Teachers are authorized a 30-minute lunch break. While they may leave the campus for lunch, they shall not exceed 30 minutes without prior authorization from the principal or Director of Administrative Services. All teachers must be prepared to receive their students after lunch recess. Failure to do so may result in the time being accrued toward the use of a personal day.

During planning periods or when teachers do not have duty, they shall remain student focused and work on lesson plans or preparing for future lessons. Thursdays are reserved for meeting days and teachers are expected to attend staff meetings on those days after hours.

Doctor appointments and personal appointments should be made after school hours to avoid interrupting the work day. If this is not possible, teachers must notify the principal at least two weeks in advance and make arrangements to have their class covered.

Teachers are expected to attend all faculty meetings, staff development activities, and teacher planning meetings, even though they may fall past normal school hours. Teaching assignments may vary daily. In the absence of assigned teachers, other faculty members may be asked to substitute during any non-teaching periods. This practice will be used only when other alternatives have been exhausted.

ATTENDANCE AT MEETINGS

Professional staff will participate in scheduled faculty meetings, in-service days, retreats and other *ad hoc* meetings as called by the principal, unless excused by the principal for serious reason.

Faculty members are expected to attend, as members, of the monthly meetings of the HSA Parent Teacher Organization to promote partnerships with parents and guardians.

All faculty members expected to participate with the students in the Celebrations of the Holy Mass and other liturgical services held at the school or at special locations.

To show support for their colleagues, teachers are encouraged to attend the programs their peers are presenting with their respective classes.

EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES

All teachers are expected to assume some non-teaching responsibilities. Examples of such activities include presiding during lunch/recess, Before School Care, moderating various school activities or events, attending HSA meetings, development activities, and school-sponsored events.

Faculty members may also be asked assist with continuous improvement and serve on committees as directed by the principal. The administration will try to distribute such duties as evenly as possible.

EXTRA-CURRICULAR ACTIVITY SPONSORSHIP

Coaching and sponsorship of such ongoing activities as Student Council and Yearbook may carry an extra stipend depending on the teacher's schedule, the budget, and school need. However, any volunteer time the faculty and staff can give for special projects is greatly appreciated and is in the spirit of service the school wishes to promote for all members of the community.

LEAVING THE BUILDING

Teachers will consult with the Principal before leaving the building to run an errand, for an emergency, etc. The teacher must also sign in and out when leaving the school campus during working hours.

SCHEDULE CHANGES

There are times when special events call for a change in schedule. The initiative to adjust to meet the necessary schedule changes should be initiated by the faculty and staff and discussed among all teachers involved. A reasonable decision should be made.

In all cases, Reading, Religion, and Math, should be given first priority in scheduling. Before schedule changes occur, they should be discussed with the principal and the change should be documented through email.

SPECIAL ASSIGNMENTS

Every teacher shall be a member of at least one of these school committees during the year: admissions screening, technology, student assistance, and liturgy.

Teachers are responsible for coordinating or help to coordinate school wide activities during the school year. These activities include, but are not limited to:

Student Council
Parade Float
Spelling Bee
Christmas Concert

Fall Festival
Christmas Extravaganza
Kindergarten Graduation
Spring Concert

Science Fair
Newsletter
Field Day

Curriculum

Father James B. Hay Catholic School uses the Archdiocese of Santa Fe's Standards and Benchmarks, which have been officially adopted by the Diocese of Las Cruces. These standards, while covering the core subjects, exceed the common core standards and the standards of the New Mexico State Department of Education. Each teacher is given the appropriate curriculum guides for the subjects and/or grade level(s) taught. It is to be understood that these are (1) minimum guides, (2) continually and systematically being improved (3) the responsibility of the teacher to adapt and deliver to students, and (4) not a prescriptive method nor an impediment to the teacher's creative energies.

STANDARD CURRICULUM: CORE STUDIES (TAUGHT DAILY):

Religion, Reading/Language Arts, Mathematics, Social Studies and Science

STANDARD CURRICULUM: OTHER LIFE SKILLS (DOCUMENTED IN LESSON PLANS):

In addition to the above, the following topics need to be integrated into appropriate curricular areas:

Art	Computer	Health Education
Library Skills	Music	Physical Education
Spanish	Virtues in Practice	

Other areas to be integrated into the curriculum at FJBH include peace and justice education with active social service components; environmental education; and career awareness.

CLASS SCHEDULES AND LESSON PLANS

A teacher's weekly class schedule is to be posted outside his or her classroom. These may be done on computer, but a grid or table program should be used for visual clarity.

A teacher's lesson plan shall include:

1. The anticipated outcome of the lesson
2. The instructional activity to be pursued
3. The key materials to be used
4. The relationship of the activity to the mission of FJBH
5. The formative and summative assessment methods which will be used to verify student learning

FIELD TRIPS

The purpose of a field trip is to enrich and foster knowledge of the community, and to develop and refine student behavior appropriate to a variety of social situations. Field trips are encouraged if they are an integral part of the development of the subject studied. They should be well planned, and students should view them as class outside the classroom, not as a day of play.

The teachers who prepare the students usually accompany their class on a field trip. Teachers, at their discretion, may invite parents to accompany the class on the trip. Siblings of children are not allowed to accompany a class on a field trip even if the parent is a chaperone.

All plans for field trips must begin with submitting a field trip form to the school secretary who will seek approval from the Director of Administrative Services or the principal. This form supports the purpose of the field trip. The teacher must secure written field trip permission slips from the custodial parent slips for each student before any student may be taken on the field trip. A copy of signed Field Trip Permission Slips must be left in the office while the class is on the field trip. The originals must be held by the teacher in charge.

NOTE: A FAX of the original permission slip is acceptable, but e-mail or a phone call is not. The teacher must retain field trip permission slips for one year. The day of the trip the teacher must leave at the office a roster of which students are traveling in each car, and cell phone numbers of drivers, as available.

Field trips are a privilege, not a right. The office will assign a faculty member to preside with students not attending a field trip for any reason, or they may remain home (absent).

GUEST SPEAKERS

Guest speakers for the various areas of the curriculum are encouraged. Teachers must take special care to be sure that all speakers portray the teachings of the Catholic Church in all aspects of their presentations.

Grading and Assessment

The primary purposes of grading and assessment is to report the student's academic progress to families, and to provide the teacher with information needed to better meet the needs of the students. Grades, therefore, are never to be punitive.

ALTERNATIVE ASSESSMENTS

Keeping in mind that students express their developing knowledge and skills through many channels, teachers need to utilize a variety of formative and summative assessment methods, which may include but are not limited to:

Direct Observation	Interviews with Students	Terra Nova Testing
Portfolios	Competency Mastery Records	Student Self-Assessments
Teacher-designed tests	Student Oral Presentations	Student Projects
Written Assignments	Group Interactions	Class Participation

Teachers are expected to keep up-to-date records of student achievement (an average of two entries per week, per grade in major subject areas). Records should reflect the variety of assessment methods and not rely on percentage data. A regular broad evaluation of a child's progress provides the teacher with information needed to better communicate with individual students and their families. Rubric scoring is strongly recommended.

EXCUSED ABSENCES

Teachers will allow makeup work and test when students have excused absences. Examples: illness, doctor or dentist appointment, death in the family, family emergency, etc.

GRADING SCALE

The grading scale presently used can be found in the Parent/Student Handbook.

HOMEWORK ASSIGNMENTS

The purpose of assigning homework is to develop student responsibility, independent work habits and to provide additional practice with material taught in class. Homework is not required but encouraged to be assigned. However, no more than the appropriate daily time requirement for homework is:

1. Early Learning Center: no more than 15 minutes per day
2. Grades K-2: no more than 30 minutes per day
3. Grades 3-5: no more than 45 minutes per day
4. Grades 6-8: no more than 60 minutes per day

As a general rule, homework should not be assigned over long holidays and on Fridays. However, students completing make-up work and advanced study students may be assigned homework over the weekend.

HONORS

Teachers are expected to keep a file of student work that reflects a child's academic growth and development. Such a file will not include everything a child does.

At each quarter report card, all teachers are to forward to the principal the names of students who will be recognized for their outstanding work in Math, language arts, outstanding virtue development as well as most improved student.

Teachers are further encouraged to find ways to honor and celebrate the uniqueness of each student as all are loved children of God. There are many things teachers and staff can do to both develop a child's self-respect and ability to love and honor others, and to reward his or her achievements on a daily or weekly basis.

INTERIM REPORTS

These are due after the first four weeks of the nine-week term. The forms are distributed to teachers prior to this time as a reminder. Their function is to inform parents of cases of student progress in order to establish better home/school communication and assist the student in making the needed improvements before the end of the grading period. Because many parents consider slipping from an "A" or "B" to a "C" as unsatisfactory, contact by the teacher between interim reports is good practice. This is done in person or by telephone.

QUARTERLY REPORT CARDS

After a conference with students as needed, these are presented to parents. They are sent home with students at the end of each quarter.

Student Discipline

On all occasions of student correction or disciplinary action, the dignity and worth of each child involved is to be respected. Children learn more from the way in which we handle a situation than from any words or consequences we apply. The goal of discipline is to teach Christ-like behavior and enable a child to become more self-disciplined. Corporal punishment and humiliation are never to be used at school.

Students must know and understand the rules for classroom behavior as stated in the Parent/Student Handbook. Teachers must also know these rules and expectations and consistently and fairly enforce them. Classroom rules should be posted in the classrooms.

Teachers should include guidelines for student behavior in emergency cases when a teacher is not present in the classroom. Students must understand the consequences for not following school rules. Teachers and supervising staff should handle minor infractions as they occur in the classroom and on the playground.

Teachers are to document disciplinary issues in Gradelink. This will enable us to keep notes on individual offenses, their dates, times, locations, and the action taken. This serves to document repeated or escalating problems and gives the administrator more complete information should an office referral become necessary.

Referrals to the Dean of Students and/or the principal should be reserved for serious behavior infractions or chronic misbehavior and must be documented. It is critical that teacher classroom rules are consistent and followed in all cases. Major disciplinary problems must be referred to the office immediately.

BULLYING

Every reported bullying behavior must be documented with an Incident Report.

CLASSROOM DISCIPLINE PLAN

Each teacher is to have a discipline plan on file with his or her substitute folder and in the administrative offices. This plan gives Rules of Conduct (generally no more than 5) and Consequences that are in accord with school policies. Refer to the Parent Student Handbook for guidance in developing individual plans. The plan is to be clearly posted in the room and communicated to students and parents.

Human Resources

EMPLOYEE BENEFITS

Employees are entitled to the following benefits:

- **Licensed teachers** are paid according to a salary schedule based on training and experience.
- **Paid leave days:** All employees receive a total of 10 days leave (personal or sick) per contract year unless otherwise stated in the contract. Unused leave may be accumulated up to 20 days. All days outside the contracted 185 days are considered as unpaid leave.
- **Health insurance** is available to all full-time employees. (Dependent insurance available at the employee's expense)
- **Worker's Compensation** is given for on-the-job injuries. Benefits take effect seven (7) days after injury if the employee is still not able to work.
- **Sick Leave Bank:** Employees may donate 2 days of unused leave to a bank of days to be used by co-workers who have depleted their leave days. The sick leave bank decision will be made by a staff committee.
- **Disability Coverage** is given for injuries or illnesses that occur outside the workplace. Benefits take effect after the employee is continuously off work for three months.
- **Professional Development Opportunities** Budget permitting, compensation may be received in the form of registration fees and per diem with the permission of the principal.
- **Retirement** The Diocese of Las Cruces offers a comprehensive retirement plan. Employees may make voluntary contributions through payroll deductions into a 403(b). Deferred Annuity is matched to employee's contribution up to \$1,000 annually.

CONTRACT YEAR

Contracts with teachers are for one year. At the discretion of the administration, the contract may be renewed. Teachers whose contract will not be renewed will be notified in writing. The negotiation for a contract begins prior to the conclusion of the academic year with a letter of intent. A contract for the subsequent school year is to be signed by all parties on or before July 1. Even if a contract for the subsequent

school year is signed by all parties on or before July 1, the teacher understands and agrees that unacceptable conduct and/or unacceptable job performance that happens after July 1, or becomes known for the first time after July 1, even though it occurred earlier, may serve as grounds for the principal to summarily terminate the renewed teacher's contract.

EMPLOYMENT REQUIREMENTS

The following items must be on file at the school before the first paycheck is issued:

- Original completed application
- Finger prints
- Police report
- New Mexico State License
- Official copies of transcripts
- Three letters of recommendation
- Verification of past employment
- Verification of attendance at an approved Sexual Misconduct workshop
- Verification of training in the transmission of blood borne pathogens

*Note: It is the responsibility of the licensed personnel to pursue their re-licensure as it becomes due. When forms are submitted, the Superintendent of Instruction will forward them to Santa Fe with his or her signature.

ILLNESSES AND PERSONAL DAYS

All full-time faculty members are allowed 10 paid personal days each year. Planned personal days are to be approved by the principal. Please notify the principal as soon as possible when the need for an absence occurs. This facilitates the hiring of substitutes. The principal or designee will hire the substitute.

PAY SCHEDULE

Remuneration to full-time employees is made according to contract based on an 11 month schedule with 24 pay periods. Part-time employees are paid during the period of work only. All employees shall be paid by direct deposit or physical check in **bi-weekly installments** and be subject to deductions for income tax, social security, workers' compensation, or other legally required or agreed upon purposes, and after all verified experience and transcripts have been received.

Pay dates will be on Friday beginning within the first pay cycle the employee has begun, a Bi-Weekly Pay Periods schedule will be given to employees upon employment. If the pay date falls on a non-working day, the check shall be issued on the Friday before the non-working day. If the pay day falls within a school holiday period, checks will be disbursed early but will be postdated to the scheduled pay day.

PERSONNEL RECORDS

Faculty and Staff personnel records are confidential and may only be seen by authorized persons who must first sign in order to examine them. An individual may see his or her own personnel file in the presence of an administrator.

Change of name, address, dependents, beneficiaries, etc. should be sent to the Director of Administrative Services. This information is kept confidential.

RE-EMPLOYMENT

Letters of intent to re-employ will be issued to faculty and staff no later than May 15th.

SALARY SCALE

The Father James B. Hay Catholic School scale is determined in reference to state teacher certification rank, years of experience, diocesan pay scale and enrollment.

Attendance, Punctuality & the Progressive Discipline Policy

Timely and regular attendance is an expectation of performance for all FJBH employees. To ensure adequate staffing, positive employee morale, and to meet expected standards of excellence, employees will be held accountable for adhering to their workplace schedule. In the event an employee is unable to meet this expectation, he/she must obtain approval from the administrator in advance. This approval includes requests to use appropriate accruals, as well as late arrivals to or early departures from work. The administrator has discretion to evaluate extraordinary circumstances of a tardy, absence or failure to properly document time and determine whether or not to count the incident as an occurrence.

ABSENTEEISM

Absenteeism becomes a challenge when an employee is unavailable for work as assigned/scheduled and such time off was not scheduled/approved in advance as required by department notification procedure or when absences become an undue burden on the school administration, faculty and/or staff.

TARDINESS

Tardies can create many workplace challenges and burden on other employees. Each employee has a contracted time to begin and end work and, unless otherwise approved by the administrator, the employee is marked tardy when he or she is not ready to work by that appointed time. The employee would also be marked tardy if he or she left work prior to scheduled work time without administrator approval. Furthermore, taking an extended meal or break period without administrator approval is also considered a tardy.

FAILURE TO PROPERLY DOCUMENT TIME

Employees are required to follow established guidelines for recording their actual hours worked. Failure to accurately and timely report time worked, and failure to document meal breaks are considered violations of this policy.

NOTIFICATION PROCEDURE

Employees are expected to promptly notify the administrator if they will be late for work, will not be at work, or are requesting planned time away from work. Employees must request in advance and in accordance with school policies if they wish to arrive early or leave early.

At the time of notification/call, the employee must notify the administrator when an absence is due to a documented/approved leave of absence (e.g. Military Leave, FMLA) in order to ensure appropriate tracking of leave utilization and absenteeism.

An employee who fails to call in and report to work as scheduled for three consecutively scheduled work days may be viewed as having abandoned their position and employment may be terminated. The administrator will consult with Human Resources if this situation occurs.

Incidents of not following the departmental notification procedures, including No-Call/No-Show, will be addressed in accordance with the Progressive Discipline policy.

PROGRESSIVE DISCIPLINE POLICY

The director of administrative services will monitor employees' attendance on a regular basis and address unsatisfactory attendance in a timely and consistent manner. If the administrator notices a pattern of unscheduled usage of accrued time off, they should discuss this concern with the employee.

When an employee has been previously counseled under the Progressive Discipline Policy, the totality of the circumstances will be assessed when determining further action. For situations involving suspension or termination of employment, the supervisor should consult with the principal and/or Human Resources prior to implementing disciplinary action.

Timely and regular attendance is a performance expectation of all FJBH employees. Consequently, those employees who have exhibited unsatisfactory attendance which resulted in disciplinary action (written or final) during the course of the year may have the behavior documented in their annual evaluation.

OCCURRENCES

An occurrence is documented as an absence or tardy. While an absence refers to a *single* failure to be at work, an occurrence may cover *consecutive absent days* when an employee is out for the same reason.

The following grid is designed to provide guidelines when addressing the total number of occurrences from July 1 through June 30 of each year, provided that the reason for an occurrence is not protected under FMLA.

	Occurrences/Days	Discipline Step & Action
Occurrence 1 Occurrence is equal to: <ul style="list-style-type: none"> • 1 Absence or • 2 Tardies 	4 Occurrences	Step 1: Verbal Warning
	6 Occurrences	Step 2: Written Warning
	8 Occurrences	Step 3: Final Written Warning
	10 Occurrences	Step 4: Termination
Total # of Days Absent <ul style="list-style-type: none"> • Consecutive or non-consecutive • Does not apply to tardies 	6 Days	Step 1: Verbal Warning
	9 Days	Step 2: Written Warning
	12 Days	Step 3: Final Written Warning
	15 Days	Step 4: Termination
Single day of No Call / No Show	1 Day	Step 1: Written Warning
	2 Days	Step 2: Final Written Warning
	3 Days	Step 3: Termination

Professional Development and Performance Evaluations

The policies of the Catholic Schools of the Diocese of Las Cruces, as well as, those of the State Department of Education require that all faculty and staff be provided opportunities for professional development. To this end, FJBH has reserved calendar dates and planned activities that are appropriate to the school mission. In addition, individuals must also take the responsibility for his or her own continued professional development. All external professional development requests must be submitted to the principal and authorized prior to attendance. If not approved by the principal, the day will be counted as a personal leave day.

Professional Development Days are used for the purpose of professional meetings or other professional development opportunities. **ALL TEACHERS ARE EXPECTED TO BE IN ATTENDANCE FOR FULL WORKING DAYS ON ALL PROFESSIONAL DEVELOPMENT DAYS.** Absence requires permission from the principal and will only be granted in cases of emergency. Personal appointments should not be made during these working days and hours.

Faculty members are encouraged to suggest topics for staff development. The faculty member keeps a copy of a teacher's in-service record. Professional development records should be submitted to the principal to be added to professional files.

Teachers who wish to attend in-services funded by the Father James B. Hay Catholic School may be required to share the experiences of their in-service with the faculty. The number of teachers who will be allowed to attend in-services on the same day will be limited due to the difficulty of contracting substitute teachers. Teachers who attend one-day in-services are expected to attend the entire day. The principal will determine attendance at national conventions as funds become available.

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

TEACHER EVALUATIONS

The evaluation and supervision of teachers and staff are the primary responsibility of the administrator. These individuals have free access to classrooms at any time, but will make an effort not to disrupt the teaching/learning activities in progress. One or more formal and informal observations will be made each year for all employees. For at least one formal observation, the teacher will meet with the evaluator prior to and within two working days following the observation.

Their immediate supervisor together with the administrator will evaluate educational assistants.

The faculty evaluation program for experienced teachers at Father James B. Hay Catholic School has the following features:

1. Self-Assessment
2. Development of a 5-year and an annual Professional Growth Plan
3. Formal and informal observations to assess standards based on four domains (Planning and Preparation, Classroom Environment, Effective Instruction, Professional Responsibility)
4. Ongoing informal discussion of performance

5. Summative evaluation in year five

Experienced teachers with less than satisfactory performance will be given an assistance plan by administration. If at any time, a teacher's stated performance is less than satisfactory in a domain, the administrator may initiate a plan to address deficiencies. The purpose of the plan is to enable experienced teachers the opportunity to seek assistance with any component of the framework for effective teaching and provide a structured process for a teacher who may benefit from additional support. It also provides the administrator the opportunity for disciplinary action if necessary.

Classroom visits to assess teaching skills and classroom management skills may occur at any time during the school year and may be formal or informal "snapshots."

The Professional Development Plan (PDP) is an integral part of the evaluation processes. Through this instrument, the employee and administrator collaboratively agree on desired areas of professional growth and development. It is the employee's responsibility to document progress towards his or her goal.

TEACHER PLANNING MEETINGS

At least twice per year, each grade will meet with the grade below and the grade above to discuss the progress of students in their classes. These "vertical" meetings will serve as a way to continually check to see that students are adequately meeting the expectations of each grade level. Meeting agendas should include, but not be limited to, the following:

1. Ways to integrate instruction across the curriculum
2. Ways to integrate technology into lessons
3. Special event plans
4. Methods to meet individual student needs/Differentiation
5. Strategies for enhancing/improving academic outcomes/scores
6. Collegial support
7. Differentiated education
8. Student support

Minutes of all meetings must be maintained and submitted to the principal. These minutes become documentation of ongoing school improvement.

Disciplinary Actions

Father James B. Hay 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 and/or Pastors shall deem appropriate, including the termination of the contract of employment.

In the presence of students, parents and members of community, teachers and staff are to conduct themselves in a manner that exemplifies Christian leadership. They should refrain from idle gossip and inappropriate language that could be detrimental to others. They must avoid any verbal abuse or actions that could be construed as harassment of a student or colleague. They should recognize the boundaries of their role as an adult who is not a student's parent by advising, but deferring to parental wishes in raising their children. They should avoid ingratiating themselves into a student's family by the invasion of their privacy with frequent telephone calls or visits.

All employees should avoid physical contact such as "horseplay," "tickling," lap sitting, and expressions of affection with students as well as with co-workers. As a protection for both the employees and student, doors are to remain open and the employee visible when it is necessary to be alone in a room with a student.

Maintenance of Class Space, Equipment, and Materials

Each teacher takes personal responsibility for the physical condition and appearance of the classroom. This includes the preventing of marking on desktops; sitting with chairs against walls or in a tilted position; putting feet on the desks or walls; chewing gum; or scratching floors by dragging furniture. Maintenance requests should be submitted to the Principal who will distribute to the custodian.

BOOKS

Classroom teachers provide an inventory of their text books to the office at the end of each school year. Books remain on the inventory for at least six years when new materials become available. Books that are disposed of in other ways must also be accounted for in the school's report.

Ordinarily, replacement and new books are ordered before the last week of the April in order to assure delivery for the fall semester.

BULLETIN BOARDS

Teachers are expected to change bulletin boards monthly. Display student work as often as possible. There should always be one board in the classroom that carries a religious theme relative to the subject matter being taught. Bulletin boards should always respect the liturgical rather than secular season. At least one bulletin board section will be reserved for Faith Formation.

CLASSROOM MATERIALS

Basic starter supplies (chalk, pens, paper, grade and plan books) are provided to teachers at the beginning of the school year. As items are needed, teachers may request supplies from the director of administrative services.

CLASSROOM REPAIRS

Minor classroom repairs are to be requisitioned using the appropriate form. Teachers need to remember that it is the administration's responsibility to assign duties to the maintenance and custodial staff. Please do not place custodians in an awkward position by making personal requests.

COMPUTER EQUIPMENT

All faculty and staff members should direct questions about computer equipment to administration. Computer equipment is for school business only. Teachers using computers with a class **MUST** closely supervise student use of the equipment throughout the class period.

FACULTY LOUNGE/WORKROOM

A room is set aside for faculty use. Students should not be sent into the lounge or the workroom on errands. Please keep the faculty room, table, sink, refrigerator, and any other equipment clean. Please check the refrigerator once a week for old food. Unmarked containers will be discarded on Fridays if not claimed.

HALLS

Halls should be free of tables, chairs, trash or any other objects that would interfere with emergency procedures. Father James B. Hay Catholic School adheres to all safety standards. Hall displays should showcase students work, achievements and learning—avoid grades and other information on these displays that would violate student privacy. They also serve as an important vehicle of public relations for our school.

LIBRARY

Use by small groups or a total class: Please use the sign-up sheet and inform the librarian ahead of time to avoid conflict with other classes and to give the librarian a chance to have materials ready. The teacher who brings a class to the library is responsible for its discipline and for leaving the room clean and orderly.

MAILBOXES

Check mailboxes and In-Boxes at the beginning and end of the school day, and more frequently whenever possible. Phone messages will be written and left in the teacher's mailbox. Emergency messages will be delivered immediately. Mailboxes are not storage areas. They should be emptied each day.

VALUABLES, MONEY IN CLASSROOM

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

TELECOMMUNICATIONS USE AGREEMENT

The Diocese of Las Cruces provides technology resources to enhance an individual's ability to advance the mission of the Church. All data stored on technology provided by the Diocese of Las Cruces to clergy, employees and volunteers is the property of the Diocese and may be accessed by authorized Diocesan representatives for review. The Chancery, parishes and schools also reserve the right to audit or track communication transmissions via technology that is the property of the Diocese of Las Cruces.

Employees should not assume a right to privacy or confidentiality relating to electronic communications over the Diocese of Las Cruces' systems. Authorized Chancery, parish and school personnel have a right to inspect, monitor, disclose, disseminate and delete any and all electronic communications, data files or documents.

Employees may not access, use or disclose non-public personal or confidential information without appropriate authorization, in writing, from their supervisor and must take necessary precautions to protect confidentiality or non-public personal or confidential diocesan information in the performance of their duties.

The Diocese of Las Cruces strives to maintain a workplace that is free of harassment and sensitive to the diversity of our employees. Therefore, we prohibit the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale.

It is prohibited to knowingly display, download, or email sexually explicit images, messages, and cartoons. Other examples of unacceptable computer usage include (but are not limited to) ethnic slurs, racist comments, offensive jokes, or anything that may be seen by another person as harassment or disrespectful.

Clergy, employees and volunteers may not use email to solicit others for commercial ventures or political causes.

Clergy, employees and volunteers should notify their supervisor, the Human Resources Directory or any member of management if they learn about a violation of this policy or discover inappropriate material being stored or transmitted by Diocesan technology. Employees who violate this policy are subject to disciplinary action, up to and including termination of employment.

Right to Amend

Father James B. Hay Catholic School reserves the right to amend this Handbook. Notice of Amendments will be communicated via email.

Forms

The use of forms helps to streamline and track all requests and/or reports to administration. Please use the following forms for all requests and reports. Please complete the forms to the best of your ability.

Accident/Incident Report Form: This form is used to report either a student or employee accident on the school campus or while on a field trip.

Check Request Form: This form must be approved prior to any expenditures if the employee will seek reimbursement.

Facility Request/Reservation Form: This form is used to reserve commonly used areas such as the Chapel and Cafeteria.

Field Trip Information Form: This form is used to request to take class(es) on a field trip and provide information necessary for the permission slips and school records.

Grievance Form: This form is used when an employee believes that he or she has been unjustly treated and would like to initiate the formal grievance process with the school board.

Maintenance Request Form: This form is used to report both interior and exterior maintenance concerns.

Pest Sighting Form: This form is used when insects, mice or other such pests are observed in the school.

Request to Attend Professional Conference/Employee Development: This form is used to attend a conference or professional development. Attendance such conferences will not affect the employee's allotted leave days if the conference is during normal school.

School Assembly Form: This form is used to request an all school assembly.

Substitute Request Form: This form is used to request a substitute teacher for planned time off.

Supply Request Form: This form is used to request supplies.

Time Off Request Form: This form is used to request time off. Please note that employees cannot request time off on in-service days, before or after long weekends or before or after school breaks.

Diocese of Las Cruces

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Las Cruces, NM 88005
Main: 575.523.7577
Fax: 575.524.3874

www.dioceseoflascruces.org
bhatley@dioceseoflascruces.org

ACCIDENT/INCIDENT REPORT

Please complete the form and mail, fax or email this to our office

Date: _____

Parish/School/Office reporting accident/incident: _____

Address: _____

Contact Name: _____ Email: _____

Tel: _____ Fax: _____

Section 1: Injured Person

Name _____ Age _____

Home Telephone _____

Address _____

If minor, name of parent or guardian _____

Evening Phone _____ Day Phone _____

Relationship to injured person _____

Section 2: Location of Accident/Incident

Place of Incident _____ Location _____

Event _____

Persons attending _____

Exact site of accident/incident (for example, playground, gym, movie theater, etc.) _____

Section 3: Type of Accident/Incident

Date of Accident/Incident _____ Time of incident _____ AM PM

Nature of injury (please describe in detail) _____

Part of body injured (please be specific) _____

Degree of injury:

- Non-disabling
- Temporarily disabling
- Permanent impairment
- Death

Description of how accident/incident occurred _____

Section 4: Immediate Action Taken

By whom? _____

Describe action taken _____

Person contacted _____ Relationship(s) _____

Type of contact _____ Phone call _____ Written message _____ Personal conference

Person responsible for contact _____

Comments/decisions made during contact (if applicable) _____

Was the person sent home? Yes No

Method of Transportation _____

Transported by whom? _____

Relationship to student _____

Call made to 911? Yes No If yes, by whom? _____

Section 5: Witness(es) to Accident/Incident (Attach additional sheet if more space is required)

Name	Address	Phone

Person in charge at time of incident _____

Role or Title _____

Was this person present at the time of the incident? Yes No

Section 6: Follow Up Information

Final Diagnosis _____

Father James B. Hay Catholic School
Check / Deposit Request Form

Deposit: \$ _____

Check: \$ _____

Name: _____

Date: _____

Complete this section for CHECK Requests ONLY

Return to Requester Send to Vendor

If Vendor, Name: _____

Address: _____

Account*:	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

*Account: If a deposit, please indicate source of money (i.e. field trip money, lunch money, fundraiser, donation received, etc).
 If a check to be paid, please indicate general use of money (i.e. supplies, paper, books, travel reimbursement, etc).
 Please note that you must have permission prior to spending any money. If you do not have permission prior to spending, you may be responsible for your purchases.

Notes: _____

Office Use Only

Approval: _____ Date: _____

Date Paid/Deposited: _____ Initials: _____

Father James B. Hay Catholic School
Facility Request/Reservation Form

Please submit this form at least one week in advance along with a copy of your lessons/instructions to students.

Teacher(s): _____

Room(s) Requested: _____

Date(s) and Time(s) Needed: _____

Number of Students: _____

Materials Needed: _____

Purpose: _____

Signature

Date

Father James B. Hay Catholic School
Field Trip Information Form

Field Trip Location: _____

Date(s) of Field Trip: _____

Departure Time: _____ Return Time: _____

Describe Field Trip Activity: _____

Curriculum goal(s) which this activity supports: _____

Describe in-class preparation before the trip: _____

Describe follow-up work in class and/or homework: _____

Number of Students: _____ Student/Adult Ratio: _____

Teachers Attending: _____

Method of Transportation: _____

If transportation is to be provided by private vehicles, ensure that the driver(s) and vehicle(s) are approved through the Diocese of Las Cruces to transport children.

Any additional information or recommendations: _____

When do you want permission slips to go home: _____

Name of teacher making request

Date

Principal Signature

Date

Father James B. Hay Catholic School
Grievance Form

Instructions: Faculty and staff may use this form to file a grievance as per the grievance guidelines adopted by the FJBH School Board in November 17, 2014. The first step in this process is to orally report the grievance to the administrator within 20 working days from the date the faculty or staff member knew of the occurrence giving rise to the grievance.

If the grievance is not resolved at the school level, the employee shall submit this form to the school board. **The appeal to the school board must be in writing and signed, with both sides of the dispute indicating their positions either individually, or on one form.** Please refer to *Addendum PER-437: The Reconciliation Process* for an explanation of the grievance process that will be engaged by submitting this report. Use additional pages if necessary.

Employee Name: _____ Date: _____

Position in School: _____

Statement of Grievance: _____

Statement of facts upon which the grievance is based, including dates: _____

The issues involved: _____

The contract provision involved: _____

The oral grievance was reported to the administrator on: _____

The administrator/principal responded to the oral grievance on: _____

Action taken by administrator: _____

Employee Signature

Date

Father James B. Hay Catholic School
Maintenance Request Form

Computer Related Property Maintenance Custodial

Person Making the Request _____ Date: _____

Location of Maintenance Issue: _____

Emergency High Priority Low Priority

On-going since: _____

Description of Maintenance Issue: _____

Signature of the Principal

Date

Repair Report

Completed by: _____ Date: _____

Comments: _____

Father James B. Hay Catholic School
Pest Sighting Form

Date of Sighting: _____

Person(s) Making Report: _____

Location of Sighting: _____

Description of Pests: _____

Signature of the Principal

Date

Action Report

Completed by: _____ Date: _____

Action Taken: _____

Follow Up (if necessary): _____

Father James B. Hay Catholic School
Request to attend Professional Conference/Employee Development

A copy of this approved form must be attached to requests for registration, travel arrangements and travel advances.

Name: _____

Name of Conference _____
or Event _____

Sponsoring Organization: _____

Location: _____ Date/Dates: _____

Work time or days attending: _____

Estimated Cost of Trip:	Transportation	\$	_____
	Lodging	\$	_____
	Meals	\$	_____
	Registration Fee	\$	_____
	Other	\$	_____
	TOTAL	\$	_____

Reason for attending conference/event (attached program if available): _____

Signature of Requester

Date

Supervisor

___ Approved ___ Disapproved

Principal

___ Approved ___ Disapproved

School Board President (if out of state)

___ Approved ___ Disapproved

Comments: _____

**All out of state conferences must be approved by the School Board President.*

Father James B. Hay Catholic School
School Assembly Request Form

Person Making Request: _____

Purpose of Assembly: _____

Date of Assembly: _____ Time: from _____ to _____

Are permission slips needed: Yes No Date to send home: _____

Describe Assembly Activity: _____

Curriculum goal(s) which this assembly supports: _____

Describe in-class preparation before the assembly: _____

Describe follow-up work in class and/or homework: _____

Do you require any equipment set-up or specific seating arrangement? _____

Any additional information or recommendations: _____

Name of teacher making request

Date

Principal Signature

Date

Father James B. Hay Catholic School
Substitute Teacher Request Form

Please turn the completed form in to the school office. The principal or secretary will make substitute arrangements.

Teacher's Name _____ Today's Date _____

Grade(s)/Subjects _____

I need a substitute teacher on _____ through _____

Time _____ to _____
(Actual time the substitute should report.) (Actual time the substitute will finish.)

Additional substitute duties for day of absence (i.e. lunch or playground duty, specials, etc.):

Please check reason for absence from classroom:

_____ Professional Development	_____ School Activity	_____ Sick Leave
_____ Personal Day	_____ Funeral-Family <small>(Sick Leave Deduct)</small>	_____ Funeral-Other <small>(Personal Day Deduct)</small>
_____ Other (Please explain) _____		

Describe location of sub folder and lesson plans: _____

Office Use Only

Substitute Name: _____ Contact: _____

Principal's Signature: _____ Date: _____

Father James B. Hay Catholic School Supply Request Form

Name: _____ Date: _____

Item	Description	Qty	Dept.

Additional Comments: _____



Office Use Only

Principal's Signature: _____ Date: _____

Secretary's Signature: _____ Date: _____

Notes: _____

Father James B. Hay Catholic School
Time Off Request Form

Name: _____ Date: _____

Date(s) requested: _____ Classes to Cover: _____

Is this time Scheduled or UnScheduled?

Type of Leave Requested:

Personal Day Request at least 5 days in advance except in cases of emergency

Sick Time Please specify if sick time is for self or family

Conference or Workshop Please submit with 'Request to Attend Professional Conference / Employee Development' Form

Leave of Absence with Pay Comp time, School Business, IEP, Athletics, Birthday

Leave of Absence without Pay Reason: _____

Will you require a substitute? Yes No If yes, please complete the Substitute Request Form

If no, what arrangements will you make for your class? _____

Additional Comments: _____

Signature of Person Making Request

Date

Office Use Only

Days Used: _____ Days Remaining: _____

Request for Time off is: Approved Denied

Notes: _____

Principal's Signature: _____

Date: _____

Faculty Signature Page

I, _____, have read the 2016/2017 Faculty Handbook and agree to follow the school policies and procedures as stated.

Teacher signature

Date

Signed Form Due To Principal by September 1, 2016