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**Faculty Handbook**

2550 Elm Street

St. Charles MO 63301

Main Office (636) 946-6767

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***Duchesne High School offers a college preparatory program with emphasis on the liberal arts. The Parent-Student Handbook contains the Academic, Behavioral, Athletic and important guidelines for the school community. They represent our expectations for our families and are essential guidelines and rules for the school. The purpose of this manual is to supplement those guidelines and further define policies, benefits and expectations for our faculty. Familiarity and adherence to the policies in both manuals is required for employment on the Duchesne faculty.***

**MISSION OF DUCHESNE HIGH SCHOOL**

Duchesne High School is a Catholic, college preparatory school that embraces each student’s unique, God-given gifts and educates the student as a whole person: mind, body and spirit.

* **Mind:** We challenge students with a rigorous curriculum and develop discerning, responsible leaders to impact a rapidly changing global community.
* **Body:** We cultivate good stewards of God’s creation by developing respect for the human body and instilling a positive approach to a healthy lifestyle.
* **Spirit:** We continue the evangelizing mission of St. Rose Philippine Duchesne—to nurture love of God and His Church, to serve others, and to inspire moral excellence.

**VISION OF DUCHESNE HIGH SCHOOL**

We strive to be a Catholic, co-educational, preparatory school community of students, parents, faculty and alumni.

* Where all members feel respected and valued as individuals, and where each has an opportunity to contribute their gifts; and
* Where we pursue excellence - academically, creatively, spiritually, morally and physically; and
* Where our Christ-like attitude will be recognized through a reverence for God and courageous acts of charity;
* We do this in the hope of being the compassionate presence of Jesus in our world.

**WITNESS STATEMENT FOR THOSE WHO SERVE IN CATHOLIC EDUCATION**

The mission of Jesus Christ and the Holy Spirit is the mission of the Catholic Church: to reveal God the Father, Son, and Holy Spirit to all people and to teach them about the fullness of His love. “Indeed the primordial mission of the Church is to proclaim God and to be His witness before the world” (*GDC*). Catholic education shares in a special way in the Church’s mission by proclaiming and witnessing Jesus Christ and His teachings.

Catholic education, which includes education, formation, and transformation, exists in order to evangelize. Two important elements that make up the process of evangelization are proclamation and witness. It is essential therefore, that those who serve in Catholic education proclaim Jesus Christ, His life and ministry, present the Catholic faith in its fullness and be Christ’s witnesses to the world.

Initially those being evangelized will be attracted to and listen to those who are good witnesses. “The Good News proclaimed by the witness of life sooner or later has to be proclaimed by the word of life” (*Evangelii Nuntiandi*). Some in Catholic education -- religion teachers, PSR catechists, educational and catechetical leaders -- are called to be explicit proclaimers of the Word. But *all* who serve in Catholic education are called to be witnesses to the life and teachings of Jesus Christ and the Catholic Church. Therefore, the following *Witness Statement* applies to all who serve in Catholic education.

**All who serve in Catholic education in the parish and school programs of the Archdiocese of Saint Louis will witness by their public behavior, actions, and words a life consistent with the teachings of the Catholic Church.**

Only those persons who can support this *Witness Statement* are to be employed by pastors, principals, presidents, and directors/coordinators of religious education*.*

All who serve in Catholic education in the Archdiocese of Saint Louis should be made aware that support of this *Witness Statement* must be reflected in their public behavior. All who serve in Catholic education should:

1. believe in God;
2. support belief in Jesus Christ;
3. engage in prayer;
4. respect ecclesiastical authority;
5. possess a basic knowledge of the Catholic Church;
6. not take a public position contrary to the Catholic Church;
7. demonstrate a public life consistent with the teachings of the Catholic Church;
8. practice respect and reverence for others and prudence with regard to confidential information related to work;
9. if Catholic, have not publicly rejected the Catholic Church;
10. be active members of the Catholic Church, or of their own Church if not Catholic; and
11. practice exemplary stewardship and ethical behavior with regard to Church property and funds.

The above is a thorough but not all-inclusive listing of the implications of this *Witness Statement*.

**SAFETY POLICY STATEMENT**

Duchesne High School believes the safety and health of our students, employees, and visitors are primary concerns. We are committed to providing a safe and healthy environment in which we can work together to accomplish our high school’s mission.

Duchesne is committed to a program that complies as completely as possible with standards recommended and recognized by those agencies which exist to secure the safety of our school community. Therefore, Duchesne High School has on file and in effect an AHERA Management Plan for asbestos, a comprehensive incident plan, and is in full compliance with recommendations of local fire and law enforcement officials and science department personnel. We also have constant radio and Internet access to emergency and weather information broadcast facilities.

All students routinely receive required disaster, safety, and evacuation instructions. All staff must fully comply with the Missouri Department of Family Services screening requirements, as defined by the policy of the Archdiocese of St. Louis.

The possession of firearms on the property of DHS, including the buildings, parking areas and other premises, is strictly prohibited. Signs are posted around the premises.

**Abuse Policy:** As a member of the Archdiocese of St. Louis, Duchesne High School is committed to the prevention of child abuse and to assisting those who are affected by incidents of child abuse. This includes a commitment to comply with legal requirement for reporting child abuse. For purposes of this policy, child abuse means physical injury, sexual abuse, or emotional abuse inflicted on a child, other than accidental means, by those responsible for the child’s care, custody and control or from persons who are agents or employees of Duchesne High School. All employees, volunteers, religious and priests working in the school, parishes and agencies of the Archdiocese of St. Louis are expected to support this Policy and to comply with the Procedures developed to implement the Policy.

Reporting of suspected abuse is mandated of all employees. Abuse by a parent/guardian, family member or other adults outside of school must be reported to the Principal and the Assistant Principal of Student Life. If the suspected abuser is an employee of Duchesne High School, the abuse must be reported to the President; likewise if the suspected abuser is a member of the administrative team, the abuse must be reported to the Superintendent of Catholic Education.

**SAFE ENVIRONMENT PROGRAM COMPLIANCE**

The Archdiocese of St. Louis strictly adheres to the Charter for the Protection of Children and Young People adopted by the United States Conference of Catholic Bishops in June, 2002, and is committed to the safety of all children involved with any Archdiocesan program. As such all employees, volunteers and interns whose work with a school, parish or agency in this archdiocese puts them in contact with children or vulnerable individuals must be in full compliance with the Safe Environment Program (SEP) that is detailed in the Charter.

The Safe Environment Program requires all adult employees and volunteers who work with or near minors and/or vulnerable adults to comply with the following policy requirements:

* Attend a Protecting God’s Children live workshop and complete continuing education when requested.
* Understand and sign the Archdiocese Code of Ethical Conduct for Clergy, Employees, and Volunteers Working in Ministry.
* View two online training modules regarding abuse reporting and relevant topics from the Code of Ethical Conduct.
* Complete a national criminal record check and agree to regular updates.

If a background screening does report criminal history an individual may be disqualified from working or volunteering around children or minors depending on the nature of the offense.

Safe Environment Program compliance should be completed in a timely fashion. For more information about the program or to register please visit PreventandProtectSTL.org or contact the Office of Child and Youth Protection at 314.792.7704.

**GENERAL FACULTY EXPECTATIONS**

**TEACHER WORK ASSIGNMENT GUIDELINES**

Full time teachers are scheduled to teach six classes or the equivalent. An average of 300 minutes per day is the maximum time for any teacher to devote to teaching, study halls, counseling, etc. Each teacher should be allowed the equivalent of a 40 minute planning period each day, 200 minutes per week. Teachers may be assigned to substitute during a portion of their planning period. Substitutions are to be honored by the teacher. Refusal to do so should be documented as unsatisfactory performance. Academic Deans, Guidance Counselors, and the Learning Consultant may devote as many as 360 minutes of the school day to their duties.

Teachers should be limited to 4 preparations. A different preparation exists when there is a different subject matter or the same subject matter with different objectives, textbook, and approach (difficulty level alone does not constitute a separate preparation). If it is necessary for a teacher to have more than 4 preparations or more than 6 classes, consideration will be given concerning reduced student load, reduced supervisions, or reduced substitutions.

The student load of any teacher ordinarily should be at least 140; ordinarily the maximum number of students should not exceed 170. Classes cannot exceed 33-35 students without serious need and the expressed approval of the teacher of the class. In certain activity classes such as physical education and music, the teacher’s load may be greater, but may not exceed 225. These classes may also exceed 40 students when necessary and when an increased number of students is not detrimental to instruction and learning.

**ATTENDANCE FOR STUDENTS**

Student attendance must be taken by the teacher within the first 5 minutes of every class, study hall, and advisory session. If a student is late to school, he or she must check-in at the Main Office and pick up a tardy slip to be admitted and will be marked "Tardy Unexcused" (TU) or “Tardy” (T) in PowerSchool. The teacher's tardy policy should be clearly stated in the Teacher Class Expectations. An absence list is distributed every day**. Teachers are asked to call in to the Main Office if someone on the list is in class, or if someone is absent and not on the list.**

**Illness or Injury during school:** Students who become too ill to remain in class must obtain the approval of the teacher before reporting to the office. If necessary, parents will be called. Medication may not be given by anyone in school.

**ATTENDANCE FOR TEACHERS DURING THE SCHOOL DAY**

The official school day for students runs from 7:40 a.m. to 2:50 p.m. Faculty members are expected to be at school by 7:30. If a teacher will be late or absent, they must telephone the Assistant Principal of Student Life as soon as possible. Teachers are expected to be present for students for at least 10 minutes after dismissal (3:00 on a normal schedule day), unless there is a meeting or activity.

Teachers need to sign-in and out in the Main Office each day. If it is necessary to leave the building during the day, the teacher is to sign-out and back-in at the Main Office. The Main Office hours are 7am-3:30pm. The Guidance Office hours are 7:30am- 3pm.

Early dismissal of any student group from school should receive the permission at least two weeks prior to the event. Athletic teams should contact the Athletic Director and Club and student organizations should contact the Assistant Principal of Student Life. Clubs and student organizations should send notification at least one week prior and a reminder one day prior to the event.

The burden for missed class time is on the students, and up to them to keep track of information or assignments that will be missed. It is the duty of a teacher to help these students, who are representing the school, to help them keep up in class.

**ATTENDANCE FOR TEACHERS AT SCHOOL FUNCTIONS**

Teachers are required to attend all school-time activities including liturgical services, assemblies, House events, and pep rallies. Teachers not directly assigned to supervision of class should report to the assembly area before students are called. Teachers are to accompany their students to the assembly area and be seated among the students. Teachers must be present for Professional Development Meetings, Faculty In-service/Retreat Days and the Teacher Workdays.

All faculty members are expected to attend the following events: Back to School Night, Open House, Report Card Conference Night, and Graduation. Dates of events requiring teacher attendance will normally be published at the beginning of each semester. Faculty are strongly encouraged and expected to attend a variety of school events in order to encourage and support students and colleagues.

**CHANGES TO CLASSES**

Each teacher is given a class schedule at the beginning of the year. Any change, such as time, room, or structure of the class is to be cleared with the Principal before they are made. If a class moves to another location temporarily during the school day, please email the Main Office of the move.

**CLASSROOM EXPECTATIONS**

Teachers communicate their expectations and procedures to students as clearly as possible at the beginning of each course. Available times and how to access the teacher outside of class are to be clearly stated in the published class expectation sheets given to students. Teachers are urged to communicate progress to students and parents throughout the grading period. The on-line grade reporting system should be kept up to date by the teachers for students and parents to check for progress in each course- this should not be the only means of communication with parents.

Each teacher is expected to include a schedule of lessons in their class expectation sheets. The schedule should be clear enough for another to follow should the teacher be absent for an extended period of time. A record of your planning can be a valuable tool when working with parents and/or students.

Additional resources should also be used if necessary to keep parents informed of their students' academic progress, and conduct issues (i.e. phone contact, e-mail contact). **No student should receive a failing quarter or semester grade without the parent being notified of the danger**. The Principal, Assistant Principal of Student Life, and the Guidance Counselor should be copied on the communication to the parent(s). Documentation of parent-teacher communication is required before a failing grade is given.

Any requests for student accommodations for special needs will go through the Guidance Office and then distributed to the teachers. If parents contact teachers about accommodations, they should be directed to the Guidance Office. Students may choose whether or not to use these accommodations in their classes.

**CLASSROOM RESPONSIBILITIES**

All faculty members are responsible to maintain order, teach the approved curriculum, and provide for student safety, learning, and assessment. Students are to be engaged during the entire class period. All areas are to be left in good order after each class or activity.

Teachers are responsible for closing and locking windows, adjusting blinds, and student desks at the end of every day. Ordinarily the teacher who is in a classroom most of the day is responsible for the good order of the room. If a classroom is shared, the duties, storage space, and responsibility for good order are shared appropriately.

**CONTROVERSIAL ISSUES**

While teaching students the skills to deal with controversial issues, it should be clear to students why a particular issue is being discussed and what its function is in the fulfillment of the curricular goals of the class. In dealing with controversial issues, sensitivity and discretion should be used and sensationalism should be avoided.

One of the greatest tools of learning that a school can give students is the facility to research the facts, to weigh the information on all aspects of the topics, to discern the principles involved in the issue, and then to formulate a thoughtful opinion or position. In many cases, teaching students how to research and evaluate issues is far more important than the details of any particular controversial issue. In many instances, issues that become controversial must be viewed from several vantage points, and it is important that age appropriate opportunities for this be provided. Oftentimes resource persons from the community can be far more effective in providing the many sides of an issue than a single teacher.

**Political Activities**

Catholic schools are important settings for communicating the Church teachings on civic responsibility and on social issues. Therefore, Catholic schools should educate students about the moral principles involved in key political issues and develop their abilities to analyze issues from a moral perspective. However, as Church organizations and as tax exempt organizations, it is important to avoid any activity on behalf of or in opposition to any particular candidate for office or any specific political party. For example, educating students about the principles involved in a political issue is proper and right. However, distributing the literature of any candidate for students to take home to their parents or encouraging students to encourage their parents to vote for a specific candidate is improper and illegal. Since it is virtually impossible to ensure that all of the criteria related to public appearances by candidates are observed, schools should avoid invitations to candidates to speak at the school within the six months prior to an election.

**Societal Issues Dealing With Faith And Morals:**

When societal issues deal with faith or morals, the teacher in a Catholic school, by virtue of his/her position, supports the position of the Catholic Church. The reasons for the Church’s position and the understanding that this is the only acceptable position as a Catholic must also be clearly presented by the teacher. Any evidence that a teacher is publicly endorsing teaching contrary to the Magisterium of the Church can be grounds for dismissal.

While it may be necessary for a teacher to deal with societal issues (e.g., abortion, sexual relations outside marriage, capital punishment, etc.) in a class discussion, it must be very clear to students what position is accepted and endorsed by the Catholic Church. No forum or “equal time” can be allowed to present an opposing viewpoint in a Catholic school. Teachers should also note that some agencies that might provide information or speakers on a particular topic are by their very nature directly opposed to Catholic theology and the philosophy of Catholic education. Inviting such agencies and/or their representatives to give presentations in the school is not permitted.

**DEPARTMENT MEETINGS**

Department meetings will occur when needed. All department members must be present. Minutes need to be taken, approved by the members of the department and then copies of the approved minutes are given to the members of the department, the Academic Dean, and the Principal.

**EMERGENCY PROCEDURES**

Each teacher is to be aware of the emergency procedures. Specific evacuation routes are to be posted in each area. Teachers have a special responsibility to make sure students know how they are to report and be counted once they have evacuated the building and reached the designated meeting point. Emergency drills are practice for the real thing. Most school emergencies that occur are not scheduled or anticipated. Make every drill count.

In the event of a disaster, natural or otherwise, the President and/or Principal should be notified first. The order of notification or authorization then proceeds to the Assistant Principal of Student Life, the Dean of Students, the Athletic Director, the Counselors, and Director of Campus Ministry. When appropriate, emergency first aid should be performed. Teachers should release no information to the media unless directed by the President (or those down the chain of authorization).

In the case of a student's sudden illness or accident, teachers must call the Main Office first. Calls to emergency personnel and parents must go through the office in order to maintain continuity. At the conclusion of an incident with a student, the teacher will write an objective account, giving pertinent details, time, place, and observers. Incident Report Forms are available in the Main Office. One copy will be filed in the Principal's office and one will be put in the student's file.

**FIELD TRIPS**

The principal must approve field trips **before** arrangements for the trip are made. The Field Trip Request Form can be found online. Ordinarily, trips will not be scheduled one week prior to the end of a marking period nor after May 1.

Teacher responsibilities for any school sponsored activity that takes a student out of class:

1. The teacher sponsoring the activity must notify other teachers **two weeks** before the activity of the participating students. Administrators and secretaries must also have a list before the day of the field trip for reasons of attendance verification. Cafeteria personnel should be notified also if lunch is affected.
2. Prior to the activity, each student must get approval signatures from his/her parents and teachers. Teachers must use the Field Trip Permission forms that are available on the faculty forms webpage. The student also has the responsibility of getting any assignment from classes that will be missed due to the field trip and arranging times to make up/turn in any material missed.
3. In those situations where a student is ineligible for participation in a field trip, communication must occur between the teacher of the course where the student is doing poorly and the teacher who is sponsoring the activity BEFORE the student is informed about his/her non-participation.

Certain procedures must be followed to insure participation in any school-sponsored field trip that takes a student out of any class. Prior to the trip, the student must complete and turn in the permission form provided by the teacher. In any case when class is missed, the student has the responsibility of arranging times to make up any material missed. Telephone calls will not be accepted in lieu of permission slips. Faxed or e-mailed permission slips may be permitted.

Faculty members considering educational travel with students during non-school times are to consult the administration.

**FUNDRAISING**

All faculty and staff should cooperate with the students and encourage them to participate in school-wide fundraising activities. Many of our organizations required fundraising to supplement their activities, and we have limited donor group capacity. To help mitigate the strains on our families, the President must approve all fundraising activities.

**GUEST SPEAKERS**

In advance, the Principal must approve any guest speakers who will be in the school. The form is available online. Upon arrival the guest needs to sign in the Main Office and secure a badge. The teacher needs to meet the person in the Main Office or have a student do so.

**INCLEMENT WEATHER**

Our primary concern is always for the safety and well-being of students and staff. Parents have similar concerns and may keep a student home when they deem the conditions warrant such action. Because our students come from many areas, conditions in one area are not always the same as conditions in the others.

In the case of overnight bad weather, we will use *School Messenger*, which will allow us to notify faculty, staff and students when school is called off or we will be using a late start schedule. We will also post school closings on local television stations, social media outlets, and our website.

If the weather becomes problematic during the day, we may close school early so that students can reach home before it becomes dangerous. Again, we will use *School Messenger*, social media outlets, and our website to let families know we are closing early.

If/when school is cancelled; all on-campus games/events scheduled for that day/evening and practices are cancelled.

* If we cancel before school and by mid-day things are significantly clearer, then we may allow a contest, activity or practice to occur. Final decision will be made by the President. If we allow any contest, activity or practice to occur participation **may not** be mandatory.
* If we send students home early after school has started, the above would apply.

**MAINTENANCE WORK/REPAIRS**

Plant operation and maintenance is the primary responsibility of the President who works with the Facilities Manager. Cooperation from every staff member is necessary if the school building, its furnishings, and equipment are to be maintained in good condition. Maintenance needs will be prioritized according to safety, finances, and time. The goal is to ensure maintenance, security and safety needs are addressed effectively.

All facilities exist to support the learning environment. As such, the maintenance staff take great pride in keeping areas neat and clean and in good repair. When you notice areas in need of repair, or attention, please e-mail the President or fill out the form online. The President will then pass that on to the facilities manager who organizes the daily workload of the various staff members. Please do not direct the work of staff members unless it is an emergency. Work will be completed as soon as possible, given the daily tasks needing attention and priorities.

**PERMANENT RECORDS**

These records are available in the Guidance Office and can be examined there for information regarding the past performances of students. They contain standardized test scores, semester grades, and other information. No conduct or disciplinary information is kept on these records. Counselors also have the standardized test scores and they will be glad to help interpret them.

**STAFFING MEETINGS**

The Guidance Staff or Administration may call a staff meeting for the purpose of the communication with parents regarding student progress or for the purpose of communicating with teachers about a diagnosed special need and prescribed accommodations. Each teacher is to make these meeting a priority and be responsible for any accommodations and procedures that result from the staffing. When the administration or guidance staff requests information about students, it is essential that teachers respond completely and by the designated deadline.

**PROFESSIONAL ATTIRE**

Every teacher's appearance, dress, and grooming should be appropriate to the Catholic teaching profession, and should set a positive example of good taste. At minimum, teachers' dress should be described as "business casual." Questions and concerns about professional dress will be addressed individually by the Administration.

**PURCHASE PROCEDURES AND BILL PAYMENT**

All purchases, approval for workshops, subscriptions, etc. require the prior approval of the Principal.

**Purchase Orders and Invoices:** Before any purchase, teachers verify the availability of funds in the appropriate account and get permission for their purchase from their supervisor. Teachers should then obtain a purchase order from the Business Office, complete it and submit it to the Principal for approval. Purchase orders should then be given to the Business Office for processing through COUPA or further instruction. Teachers should keep a copy. Invoices are to be reviewed for accuracy, initialed, and submitted to the Business Manager as soon as they arrive so bills are paid promptly.

**Check Requisitions (does not apply to payroll):** Requests for payment need to be turned in to the Business Manager with appropriate documentation after verifying that materials are here. Any vendor or individual to whom a check will be written must be on file prior to the request. Check with the Business Manager about providing on-file information.

**Budget Regulation:** Budget allocations are determined in previous school year, and do not allow for increases within the budget period. Unspent budget amounts do not carry over from one year to the next. Keeping budget expenditures down eases the total financial burden on the school.

**SCHOOL RESOURCES**

Every effort is made to provide teachers with the resources needed to effectively fulfill the teaching mission. Teachers are asked to abide by the following guidelines to assure that the needs of all staff members are met. School equipment and maintenance materials are not to be taken from the premises or taken for personal use without written permission in advance by the President.

**Audio Visual Equipment:** The teacher is responsible for the supervision of the equipment and the location of any remote controls. If repairs are needed, send an email of the specific problem to the Technology Coordinator. Any teacher who wishes to have a particular piece of equipment in his/her room for the year should request that in writing at the beginning of the year. No one should operate any machine without knowing how to do so. If there is a problem with a piece of equipment, report it immediately. Do not ask a student to try to fix it. Also, do not continue to operate a machine that is not working properly. There are back-up pieces of equipment available.

**Computers/Tablets:** Every employee of Duchesne High School must have a current, signed, Acceptable Use Policy on file.

Devices teachers have been provided with (including the following: desktop, laptop, iPads, tablet, scientific calculator) remain the property of the school and are to be used in accordance with the most recent signed agreement. Teachers must have a device available each school day including in-service days. In-house communication including attendance notices and bulletins will be conducted via e-mail. E-mail must be checked daily to maintain accurate attendance records. Laptops and iPads may be taken home. The teacher is responsible for any device that is damaged, lost, not returned or needs to be replaced.

**E-mail Communication:** For the purpose of professional communication within our building and with families of our students, every faculty member has an e-mail account. All personnel are expected to check that account on a daily basis.

**Copy Equipment:** Students are not permitted to use copiers. A teacher should not send students to make copies. Any unusual difficulties with the copier are to be reported to the Main Office as soon as possible.

**Letterhead:** This is to be used exclusively for official business conducted in the name of the school. School stationery is never to be used for the personal business or entertainment of students or staff. Plain envelopes are available in the faculty room and in the office for personal use.

**Faculty Room:** This space is only intended for the use of the faculty and staff, students should not enter to use the microwave or refrigerator. Since it is a common area, all faculty members share the responsibility for keeping it in order. Each teacher is individually responsible to clean up after him/herself.

**SUBSTITUTE TEACHERS**

Substitutions are taken care of by the school when a teacher is out. Any special requests by a teacher to miss school, arrive late or leave early must be approved by the Principal in advance. When the request for time off does not qualify as a personal day (see section on personal days), the teacher must pay for the substitute. The teacher writes a check to DHS to cover the cost of the substitute.

**Preparing For A Substitute:** Before a substitute takes a teacher’s classes, the teacher should:

* When possible, prepare students for the time when he or she will not be there: tell them what quality of work is expected and how they will be graded. They need to know that their work will be taken seriously.
* Have an emergency set of plans that can be used if the regular work cannot be done. These plans need to be given to the Assistant Principal of Student Life by the middle of September. “Give them a study hall” or “Have them study for a test” are not acceptable assignments.

**SUNDAY POLICY**

*Keep Holy the Lord’s Day*: In accordance with the Catholic tradition to keep Sunday as a day for God and family, no practices (sports, performing arts or otherwise) or work should be scheduled. This would also include Christmas Day and The Easter Triduum (beginning at sundown on Holy Thursday through Easter Sunday). Individual moderators/coaches must ask the President to make an exception. Anyone granted an exception must present a plan and timeline for the elimination of the need for an exception.

**SUPERVISION**

All members of the Duchesne staff share responsibility for maintaining an environment conducive to learning. The faculty must conscientiously fulfill all assigned supervision responsibilities as well as being aware of and responsive to situations in which no one faculty member is directly responsible for supervision. Active supervision requires that teachers be physically present and mentally attentive to all students in their presence at all times. To look the other way when one comes upon a problem may purchase short-lived popularity, but it is unfair to other faculty who take their responsibilities more seriously.

Some areas of the school require faculty to supervise periodically throughout the day. These responsibilities should be taken seriously and could provide opportunities for teachers to interact with students in a less formal setting. No matter the room or number of students, behavior should reflect the activity and purpose of the room or area.

Faculty responsibilities for supervision include all those things which contribute to the safety and well-being of each person at Duchesne. All faculty members are responsible for maintaining order and discipline in the school. All faculty members should assume responsibility for supervision at all times and, when necessary, take action in accordance with the guidelines set forth in the Faculty and/or Student Handbooks. Teachers should be in their classrooms prior to the students’ arrival and remain until all have left.

**Classroom Management:** In the case of frequent disruption of the class, the teacher should take steps to secure cooperation, which would usually include:

1. Speaking with the student outside of the classroom situation and discussing with the student the specific disruptive behavior.
2. Issuance of some form of consequence supervised by the teacher. The teacher would contact the parents; usually via email. Teachers are encouraged to archive all email interaction with parents.
3. If the behavior continues, the teacher will speak with the Assistant Principal of Student Life and/or the Dean of Students to set up a time for a meeting to occur with the student and the teacher. At this meeting, the teacher will be prepared to discuss with the student and the Assistant Principal/Dean of Students what specific behaviors are expected of the student in the classroom. The Assistant Principal/Dean of Students will record those expectations and review them with the student in the presence of the teacher. The student will sign the expectation paper signifying that he/she understands what is being asked of him/her.

**Discipline:** Teachers are expected to deal with ordinary discipline matters within the classroom. Keep in mind that parents can be strong allies when students are treated with respect and fairness. In cases where the teacher finds that normal procedures are not adequate, assistance may be sought from the Assistant Principal of Student Life and/or Dean of Students.

Faculty should never humiliate a student in front of his/her peers or other staff members. More serious reprimands should be given quietly and in private, not in a loud or sarcastic voice. The administration should not be expected to uphold a vindictive, impossible, or humiliating consequence for a student's inappropriate behavior. No faculty member should reprimand any student in a physical manner. Such an action is inexcusable and a teacher cannot expect backing from the administration in such a case.

When the actions listed above have been taken to secure student cooperation and behavior problems continue, the student will be informed that a disciplinary referral will be issued.

When a disciplinary referral is made, the student is out of the class until such a time as the Assistant Principal of Student Life, the Dean of Students, the student, the teacher, and the parents can meet to go over the specific behavior and the expected behavior. After this meeting, the student is reinstated into the class. A second referral from the same class may result in the student being placed on a behavioral contract and removal of the student from the course for that quarter, with an academic grade of an F and a conduct grade of unsatisfactory. A second referral results in the student’s being placed on a behavioral contract.

Referrals may be appropriate in the following situations:

1. In cases of serious or continued disruption of classes and study halls, after teacher conferences with students, parents and Counselor, Dean of Students, or Assistant Principal of Student Life have failed.
2. Failure of a student to report to the Counselor, Dean of Students, or Assistant Principal of Student Life, at the assigned time *in cases where the student had to be dismissed from class or study hall.*

Teachers and coaches will be informed by the Assistant Principal of Student Life when one of their students has been suspended from school. Teachers will be informed about duration of suspension, but not the reason. If strict confidentiality is not an issue, a teacher is able to discuss the student's suspension with the Assistant Principal of Student Life. Students must complete any assignments missed while suspended. Each assignment must be completed and submitted upon returning to class. Removal from class should be a last resort. If a student has become a behavioral problem, the Assistant Principal of Student Life/Dean of Students should have been aware of at an earlier time. A call needs to be made informing the Assistant Principal of Student Life/Dean of Students that a student is on the way to their office. A account of what transpired will then need to be submitted to the Assistant Principal of Student Life/Dean of Students by the end of the day. The Assistant Principal of Student Life/Dean of Students will also contact the parents and the student will serve at least one detention.

All rules outlined in the Student Handbook are to be enforced by all faculty members. The purposeful disregard of the rules makes enforcement more difficult for the rest of the faculty.

**Classroom Maintenance:** To maintain the good condition of the building and its furnishings, teachers are expected to:

* Keep desks away from the walls
* Not allow students to write on desks or other school surfaces
* Keep papers and other items off the floors
* Close windows and blinds after the last afternoon class
* Raise blinds if an excessive breeze from opened windows threatens to damage them
* Erase the board and leave the desks clean for the next teacher
* Use no tape or putty on walls, masking tape is acceptable, (if in doubt or different needs arise, contact the Facilities Manager)
* Inform the President with a brief note if repairs are needed

**Hallway Supervision:** All teachers are responsible for the supervision of students in the hallways between classes. During the breaks between classes step outside of your classroom and supervise those students who are passing by your classroom. After school all teachers are expected to be in the hallway to help supervise students as they are at their lockers and leaving the building.

**Assemblies/Liturgies/Prayer Services:** All faculty members are expected to be at every assembly, liturgy and prayer service. All teachers are expected to sit among the students in their House.

**Communio:** Communio is a responsibility that is in essence both supervisory and instructional. The primary duties of a Communio teacher are:

* Encouraging participation and cooperation in school related activities
* Providing academic guidance and assistance
* Aiding and supervising students on class registration
* Work with students on guidance matters, i.e. Registration, House activities, etc.
* Establishing lasting bonds of community

**SUPERVISION - CO-CURRICULAR ACTIVITIES**

Each faculty member will be required to assist in supervising/chaperoning a certain number of activities during the course of the school year (typically one dance and student detentions). Supervision at these assigned events is considered part of the faculty member’s base salary responsibilities and will involve direct supervision of students, not collecting gate receipts, tickets or other non-supervisory tasks.

**Other Faculty Responsibilities:** Responsibilities may include supervision of detentions, assisting with student activities during the school day (i.e. supervision at assemblies, liturgies and days of prayer, class meetings). Faculty must report absences, tardiness to school and class and dress code violations. *It is imperative that every member of the professional staff takes responsibility to consistently enforce the school’s regulations about tardies and dress code, as detailed in the Parent/Student Handbook.*

**SUPPLEMENTAL MATERIALS**

In light of our mission and philosophy as a Catholic school we must take care that any outside materials used in our school meet specific criteria outlined below.

* Any video/audio/internet material selection must be in alignment with the curriculum goals outlined for the class.
* The video must be part of the class content, and as such be listed on the video list prepared by each department, and approved by the principal as curriculum material. This list must be submitted and approved before any video may be shown in class. Consider using clips, not the entire video whenever possible. The video should be considered as a way to enhance course content, not replace it.
* If an R-rated video is to be shown, then sending a letter home getting permission to view or offering students an alternative place to be with an equivalent assignment is necessary.
* A thorough knowledge of the video’s content and background is critical. Students should have a preparation/preset before the viewing, a handout to guide viewing or commenting by the teacher, and a follow up assignment at the conclusion.
* Objectionable parts that are not relevant must be edited out. If the video has so many objectionable parts that editing it would be a major problem, then a more suitable video for the theme must be chosen.
* A video may not be shown as a reward, as busy work for students, or for any other educationally suspect intention.
* Novels used must be listed for the course in the Duchesne High School Curriculum Guide. Any additions to the list must be approved in advance by the Principal.

**TECHNOLOGY**

Telephones, voicemail, and e-mail are for staff uses to conduct school business. Students are not to be allowed to use school phones for personal business or without the direct supervision of a staff member. Students needing to call home due to illness are to use the phone in the Main Office under the supervision of the office staff. By using only school e-mail addresses to communicate with students and parents, teachers put themselves in a more defendable position in the event the content of e-mails is questioned. Teachers are able to access voice mail and e-mail messages off campus.

**Technology Acceptable Use Policy (AUP):** At Duchesne High School, education thrives when parents, students, and teachers work together to achieve a powerful technology-based learning environment. Computers are powerful tools, but can also present difficult distractions. We are pleased to have Internet access, as we believe it offers valuable, diverse, and informative resources to both teachers and students. The privilege of computer use is granted with high expectations of discipline. Teachers are warned that some material obtained via the Net might contain items that are illegal, defamatory, inaccurate, or potentially offensive. We have taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and some users may procure material that is not consistent with our educational goals.

The Duchesne Technology Coordinator along with Administration and Technology Committee has worked together to produce a clear Acceptable Use Policy (AUP), so that every user knows exactly what is expected. Teachers are encouraged to seek clarification if needed from the administration and the technology department. Fully understanding and abiding by this policy will give each teacher the best opportunity to maximize their teaching experience.

The Technology Coordinator generates regular reports regarding prohibited activities during the school day. Should a teacher’s name show up on these reports, appropriate disciplinary measures will be taken. Teachers will be allowed no excuses and no exceptions for being found to have conducted themselves inappropriately. These reports are automatically generated when a teacher tries several times to hit a site that is forbidden for example, (MySpace, FaceBook, YouTube, and addicting games to name a few) or tries to access outside proxies to bypass the filtering system. Reports do not differentiate between class, lunch, and study hall. It simply provides a list of offenders who have taken particular actions on school grounds. During this time, teachers are bound by all rules set forth in the Acceptable Use Policy.

When using electronic communications devices and applications, principals, teachers and other school personnel (collectively “School Personnel”) must be aware they are representing the Church and school and must exercise appropriate standards of professional and ethical conduct. The content of such communication must be consistent with the educational purposes and principles of the school and the Archdiocese.

In order to access Duchesne’s technology resources, all teachers must accept in writing the provisions set forth in the Acceptable Use Policy (AUP) and this Computer Disciplinary Code (CDC). The purpose of the CDC is to provide more specific information about common behaviors that are considered inappropriate by the Duchesne administration. This list of prohibited behaviors and consequences is not intended to be exhaustive. There are behaviors not listed that will result in sanctions according to the Duchesne AUP, but those listed constitute the most common “pitfalls” or temptations.

**Technology Disciplinary Code**

* The network is provided for teachers to conduct research and communicate with others. Access to network services is given to teachers who agree to act in a considerate and responsible manner.
* Users are expected to abide by their generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online. Harassing, stalking, bullying, insulting or attacking others is prohibited.
* Users are not permitted to use the computing resources for commercial purposes, product advertising, political lobbying, or political campaigning.
* Users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material that could potentially tarnish Duchesne’s reputation. Any school logo or uniform cannot be exhibited on the Internet without school approval.
* Physical or electronic tampering with computer resources is not permitted. Damaging computers, computer systems, or computer networks intentionally will result in a disciplinary action. Using the network to gain unauthorized access to remote systems (i.e. Hacking) is strictly prohibited.
* Users must respect all copyright laws that protect software owners, artists and writers. Plagiarism in any form will not be tolerated.
* Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem within the school's computers, network, or Internet connection, you must notify the technology coordinator. Do not demonstrate the problem to others. Using someone else's password or trespassing in another's folders, work, or files without written permission is prohibited.
* Duchesne High School makes no warranties of any kind, whether expressed or implied, for the service it is providing. We assume no responsibility or liability for any phone charges, line costs or usage fees, nor for any damages a user may suffer. This includes loss of data resulting from delays, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at your own risk. We specifically deny any responsibility for the accuracy or quality of information obtained through its services.
* All communication and information accessible via the computer resources shall be regarded as private property. However, the Technology Department may review files and messages to maintain system integrity and insure that users are using the system responsibly. Messages relating to or in support of illegal activities may be reported to the authorities.
* Willful introduction of computer viruses or any disruptive/destructive programs into the system is strictly prohibited.
* The use of outside proxies to bypass the network and or security filtering systems is strictly prohibited.
* Personal web sites are not to be visited during school hours. (i.e. Twitter, FaceBook, Bebo, addicting games etc.)

Examples of inappropriate electronic communications include, but are not limited to, communications which: (1)are a violation of State or Federal law or promote illegal activity; (2) promote or oppose a candidate for public office; (3) are intended for mass mailings, except through authorized listservs provided and maintained by the school ; (4) include home addresses, phone numbers, e-mail addresses or other personal information of students, parents or school personnel; (5)contain commercial or personal advertisements, solicitations or promotions; (6) contain photographs of students, parents or school personnel in violation of school policy; (7) are in violation of the school harassment policy;

Any violations may result in a loss of computer access, as well as other disciplinary or legal action. The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities through the school’s computer system. Users are considered subject to all local, state, and federal laws.

Access is a privilege - not a right. Access entails responsibility. Inappropriate use will result in a suspension or cancellation of Internet privileges and possible loss of employment. The administrators will deem what is inappropriate use and their decision is final. The Administrators may close an account at any time as deemed necessary. The Administration may request the technology coordinator deny, revoke, or suspend specific user accounts.

**DATA AND COMMUNICATIONS NETWORK USAGE POLICY**

All electronic data management and communications systems and all communications and information transmitted by, received from, or stored in these systems, as well as any software and business equipment, including, but not limited to facsimiles, copy machines, scanners, telephones, voice mail, computers, printers, e-mail systems, and Internet systems, are Parish/School property and as such are to be used primarily for job-related purposes.

Employees who choose to use any of the above for personal purposes do so at their own risk and with the understanding that the Parish/school monitors the use of such equipment and stored information. Improper use of the e-mail or Internet systems, including the spreading of offensive jokes or remarks in violation of the Anti-harassment Policy, will not be tolerated. Transmission of material in violation of any federal, state or local laws or regulations is prohibited.

Employees are prohibited from signing up for non-business mailing lists, downloading material not approved by their Supervisor and generating or sending unsolicited commercial e-mail. Employees are prohibited from creating, storing, transmitting, or purposely accessing pornographic, illegal, or otherwise offensive material. Using Parish/School computer systems to store personal data, gamble, shop, surf, or play computer games is not permitted.

**Employees should understand that they waive any expectation of privacy with respect to anything they create, store, send or receive in connection with their use of parish electronic and telephonic communication systems. Employees who violate this policy are subject to disciplinary action, up to and including termination.**

All access codes for e-mail, Internet or other electronic communication systems are Parish/School property. No employee may use an access code that has not been issued to the employee or that is unknown to the Parish/School. Some information stored in the Parish/School’s electronic communication system is of a sensitive nature, and access is restricted to specific employees. Employees are not permitted to access a file, retrieve any stored communication, or use any access code unless authorized to do so or unless they have received prior clearance from an authorized representative. All logins for the Parish/School facilities must comply with Archdiocesan security standards. They must follow the strength and expiration requirements implemented by Parish/School.

Through the above systems, the Parish/School may provide employee access to the Internet or any other public electronic data communications network. All Internet traffic is monitored by the Parish/School, and inappropriate sites are blocked from access. External e-mail over the Internet offers broadly similar capabilities to our internal e-mail system, except that correspondents are not employed by the Parish. Since external e-mail messages may contain information that the Parish/School would consider to be offensive or inappropriate, employees must assure that external e-mail received by them does not jeopardize Parish systems or violate Archdiocesan policies.

No equipment may be attached to the Parish/School network without prior approval from the Pastor/President. Physical security of all equipment must be managed in a manner to prevent unapproved us to gain access to business information. All commercial software in use at the Parish/School must be licensed by the individuals using the software.

Employees are expected to comply with the Archdiocesan Social Media policy available through the Office of Communications.

**WEBSITE/ANNOUNCEMENTS/NEWSLETTER**

Items for the website or announcements should be emailed to the office one day prior to appearing in the bulletin and must be signed by the faculty member sponsoring the event or activity to be mentioned. Coaches are encouraged to publicize the results of games and meets should have their information in the office by 7:15 a.m. that day or it may not make the bulletin; 9:00 a.m. for the daily announcements. The PA system is used for Morning Prayer at the beginning of school each day, for announcements at the beginning of Communio and Prayer at the end of the last class of the day. During this time, all students, faculty and staff are expected to be attentive.

Items for the newsletter should be submitted the office in electronic format by the Wednesday preceding the Friday on which the newsletter will be sent out.

**PERSONNEL POLICIES**

**EQUAL EMPLOYMENT OPPORTUNITY**

The Archdiocese is committed to providing equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws, which do not conflict with the teachings of the Catholic Church. The Archdiocese will not discriminate on the basis of religion unless religious affiliation or expertise is needed due to the nature of the position. The religious character of the Archdiocese imposes some employment conditions and work scheduling not generally found in other organizations. Some of these conditions and requirements are covered in appropriate sections of this Handbook, and some may be applicable in employment decisions made by the Archdiocese. Employment decisions by the Archdiocese will be based on merit, qualifications, and abilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

**Discrimination and Harassment Policy**

The Catholic Schools of the Archdiocese of St. Louis acknowledge their continuing commitment to a work environment that is free from unlawful discrimination and any type of harassment, including sexual harassment. Each Catholic school prohibits any harassment of its employees by anyone of its employees by anyone, including any manager, director, supervisor, co-worker, vendor, student or visitor.

Harassment is defined as unwelcome conduct -- whether verbal, physical or visual -- which targets a person's protected status, such as age, ancestry, citizenship, race, color, disability, national origin, religion, sex, veteran status, handicap or other categories protected by law which are not in conflict with the teachings of the Catholic Church. The policy of the Archdiocese of St. Louis also prohibits other forms of harassment that create an intimidating, hostile or offensive work environment. The Archdiocese prohibits any offensive comments, innuendo, jokes or other activities that target any one or more of an individual's protected statuses. This includes the display or distribution of offensive pictures, literature, or messages whether spoken, written or sent by electronic transmission.

The Archdiocese of St. Louis forbids harassment, because it is not in keeping with the Gospel message of Jesus Christ and the standards of the Catholic Church, and it is unlawful and disrupts a proper working environment.

Sexual harassment deserves special mention. It involves any one or more of unwelcome sexual advances, requests for sexual favors, or other physical, verbal or visual conduct of a sexual nature in any one or more of the following circumstances:

1. An individual’s either stated or implied conditions of employment require her or his submission to such conduct;
2. The reason for an employment decision involves an individual’s submission to or rejection of such conduct;
3. Such conduct has either the purpose of effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment may include any one or more of direct sexual propositions, sexual innuendo, suggestive comments, sexually orientated “kidding” or “teasing,” “practical jokes,” jokes about gender-specific traits, foul or sexually orientated language or gestures, displays of foul or sexually orientated printed or visual material, or physical contact, such as patting, pinching, or brushing against another’s body.

The policy of the Catholic schools of the Archdiocese of St. Louis also prohibits other forms of harassment that create an intimidating, hostile, or offensive work environment based on an individual’s other protected status such as race, religion, age, national origin, citizenship, ancestry, color, veteran status, or disability. Each Catholic school prohibits any offensive comments, innuendo, jokes or other activities, which target any one, or more of an individual’s protected statuses. This includes the display or distribution of offensive pictures and literature.

All Catholic school employees have the responsibility to make this anti-harassment policy effective. If you either experience or notice any harassment of any type, you must immediately discuss it with your immediate supervisor, the principal or the Associate Superintendent for Secondary Education. (If the alleged harassment involves a priest, the Vicar for Priests of the Archdiocese of St. Louis should be contacted.)

The Archdiocese and Duchesne investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigation and all actions taken will be shared only with those who have a need to know. The school will furnish the employee filing the complaint with a response as promptly as possible at the conclusion of the investigation.

If, after investigation, the school determines that a supervisory or other employee has engaged in sexual or other forms of harassment, appropriate disciplinary actions, up to and including termination, will be taken against the offending individual.

The Catholic Schools of the Archdiocese of St. Louis are committed to providing a harassment-free workplace and to this end prohibit any retaliatory action against employees who file a complaint under this type of policy or who assist in the investigation of a complaint under this policy.

If after investigation, the school determines that an employee has provided false information regarding the harassment complaint, appropriate disciplinary action, up to and including termination, will be taken against the employee who furnished false information.

**Tobacco:** Duchesne High School is a tobacco free campus**.** All teachers and staff are required to refrain from smoking or chewing tobacco on the campus. Persons desiring professional assistance to stop smoking or chewing should see the President. Persons found to violate these policies may be subject to immediate termination.

**Violence:** Violence is inconsistent with the unity and peace which are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated in Catholic schools. Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment, assault, possession and/or use of a weapon, and theft or vandalism of property. A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school premises is not permitted.

**CERTIFICATION**

Every teacher shall be certified by the State of Missouri or willing to work toward such certification. Certification for religion teachers is described below. The responsibility for getting proper certification from the State Department of Education rest with the person hired.

Every teacher in a Catholic school is a catechist, participating in the primary mission of the school, “to share the light of faith” with our students. However, some are called to the more specific role of teaching religion classes.

All teachers of religion must meet the certification standards established by the Catholic Education Office. To be certified as a secondary teacher of religion, full-time or part-time, a person must be a Catholic, hold a bachelors degree in theology or religious education, or the equivalent, and have the specified credits in catechetics and education. A person holding state teaching certification whose degree is in another field may work toward religious education certification by taking thirty hours, in specific areas, from a Catholic college, university, or pontifical institute such as Paul VI.

**TEACHER RATING AND EVALUATION**

Educators in the Archdiocesan high schools will be evaluated using the Faculty Formation Program for Secondary Schools. The primary goal of the teacher evaluation process is to enrich the quality of education provided at the local school by providing for the continuous professional growth and accountability of the professionals responsible for implementing the instructional program.

**PROFESSIONAL DEVELOPMENT**

Professional development is an ongoing shared responsibility between the educator and the school. Educators will need to devote a reasonable amount of personal time on their own professional development above what is provided by the school. Educators should continue to engage in the appropriate professional development to ensure sufficient growth to continually provide a quality Catholic Education.

Staff Development activities are a high priority and all professional staff are to attend. Funds for teacher development activities may be available through Title II if the planned activities are consistent with Duchesne's high quality professional development plan. Consult the Principal regarding funding.

All faculty members are accountable for fulfilling the descriptors included in the Professional Development program. Choosing a target area for special attention does not exclude the other areas of responsibility.

To ensure that our students get the best education possible, opportunities are provided for faculty to stay abreast of current educational topics and pedagogy. Throughout the school year Professional Development times may be scheduled to work on Cognia, our school improvement program and Professional Learning Teams. Attendance at all professional development time is mandatory.

Duchesne High School recognizes the need for everyone involved in education to improve themselves in an on-going professional formation and updating. The formal development must consist of at least 1.5 CEU's per academic year. Professional growth activities equal to 1.5 CEU's will be provided by each school and offered on school time during normal faculty hours.

Staff members who do not fulfill the professional growth requirement could be frozen at the dollar amount of their salary as of the end of the contract period. When the requirement is completed, the teacher will advance one step on the salary scale for the next academic year.

Failure to update can be cited as a factor contributing to unsatisfactory performance through the already established procedures for documenting unsatisfactory performance and for commenting on professional growth and suggestions for future improvement.

Definitions:

1. A "continuing education unit" (CEU) is defined as "10 contact hours of participation in an approved continuing education experience." Fractional CEU's (.1 per contact hour) may be earned if workshops are approved and involve at least 5 contact hours.
2. An "approved continuing education experience" is one which:
   1. is sponsored by a school, professional association, or other approved organization;
   2. has as its purpose the professional updating of a target clientele;
   3. provides instruction by qualified personnel; and
   4. provides verification of satisfactory completion.
3. The following activities do not meet the above criteria for "approved continuing education experiences" unless an exception is granted by the Administration:
   1. programs which give earned college or university credit (audited courses would qualify);
   2. orientations, welcomes, announcement times, committee meetings, business or policy sessions, and other non-educational portions of conventions, such as socials, meals, etc.;
   3. non-educational travel, cultural performances, and recreational activities;
   4. work experience; and,
   5. independent research, reading, study time, writing, etc.

For the purpose of professional updating and advancement on the salary scale, college and university courses and CEU workshops must focus on the following areas:

* the educator's field(s) of certification. related fields. or attaining an additional field of certification
* the educator's co-curricular or extra-curricular activity areas
* religious education
* health education
* adolescent psychology
* educational theory and practice
* technology training

**Tuition Reimbursement Policy**

To encourage professional advancement and improve instruction, each Archdiocesan High School and the Office of Catholic Education and Formation (OCEF) will provide tuition assistance for successful completion of graduate work at the master’s or educator specialist’s level for full-time employees who have completed one year of employment and are in good standing. The reimbursement through this program (capped at $5,000 per year) is shared equally between Duchesne and the Office of Catholic Education and Formation.  The number of reimbursement opportunities for a particular school will be based on the number of total faculty members at that given school.

The building Principal/President must pre-approve the degree program prior to beginning courses if reimbursement is sought. Some local universities offer tuition discounts to teachers in Catholic schools; teachers are required to apply for these in order to receive tuition assistance.  Upon successful completion of the coursework at the end of the semester, the faculty member will submit official transcripts to the local High School and the Office of Catholic Education and Formation for reimbursement under this policy.

If an employee leaves employment from the Archdiocesan school where they are employed, either voluntarily or non-voluntarily, within 12 months of any reimbursement for professional advancement or certification, the employee will be required to reimburse the local high school/OCEF 75% of the total cost reimbursed.  If the employee leaves during the second year of employment after receiving reimbursement for professional advancement or certification, the employee will be required to reimburse the local high school/OCEF 50% of the total cost reimbursed.  If the employee leaves during the third year of employment the employee will be required to reimbursement the local high school/OCEF 25% of the total cost reimbursed.

Determination for tuition assistance is based on the following criteria:

* Degree sought.
* Potential of continued employment by the school.
* Length of service at the school.
* Applicability of the degree to the job and/or future positions in the school.
* Statement from the candidate regarding purpose, intentions and personal commitment.

If tuition assistance is approved for a degree program the following criteria applies:

* Tuition assistance is for tuition only and is capped at $5000 per academic year.
* Course must meet requirements for preapproved master’s program, educational specialist program or certificate program.
* Successful completion of the coursework would be verified through an official transcript from the university attended.

 Non-degree programs: Individual courses outside of a degree program will be reviewed on a case-by-case basis and are restricted to courses that directly relate to your present position or to prepare for another specific position in the school.  Such cases as this will be determined at the local school level.

Applying for Tuition Reimbursement under the above plan:  Within 30 days of completing the class, the pre-approved Tuition Assistance Request must be submitted to the school President or their designate.  The following information must be attached:

* Official grade reports or transcripts.
* Verified statement of cost for tuition or adequate receipts.

**Documentation For Professional Development:** Documentation consists of official transcripts from colleges and universities and letters or certificates of attendance for CEU workshops. It is the teacher’s responsibility to ensure that the schools or organizations through which credits or CEU’s are earned send the necessary transcripts or verification of attendance to DHS. Documentation of completion is to be turned in to the Principal.

**Financial Penalty:** Staff members who do not fulfill the professional growth requirement will be frozen at the dollar amount of their salary. When the requirement is completed, the teacher will advance one step on the salary scale for the next academic year.

Failure to update can be cited as a factor contributing to unsatisfactory performance through the already established procedures for documenting unsatisfactory performance and for commenting on professional growth and suggestions for future improvement.

**Faith Formation:**   
In a Catholic School, all faculty and administrators are responsible for the religious formation and instruction of students. All those involved in Catholic Education participate in the ministry of the Church and should support the religious instruction of the school in accordance with the principals of the Gospel and the *Catechism of the Catholic Church*.

All teachers and administrators need to be knowledgeable about the Catholic faith and supportive of Church teachings. Therefore, it is the responsibility of the school President and Principal to provide faculty members with adequate opportunities for spiritual and theological formation that is allotted for within the school calendar. Additionally, individuals should devote an adequate amount of personal time to enhance their own faith formation.

Note: Professional Development opportunities in Faith Formation should go above and beyond opportunities that are already encouraged as part of Catholic School Identity (i.e., praying as a faculty before or after school on a regular basis, opening/closing prayers before meetings, gathering for Mass, praying in the classroom, etc.)

In the area of professional development for faith formation, opportunities provide by the school may include but are not limited to:

1.      Faculty retreats/days of prayer and reflection

2.      Allowing time, especially for the theology department and campus ministers to attend seminars, workshops, and presentations that would enhance their own faith development to more effectively perform their ministry

3.      Providing spiritual reading or presentations for teachers highlighting religious thought and practice as promulgated in the Catholic Church today, including, Church documents such as, but not limited to *The Catechism of the Catholic Church, The General Directory for Catechesis,*the*National Directory for Catechesis*, the *Directory for Catechesis* (2020), the *Compendium of the Social Doctrine of the Church,*the *General Instruction of the Roman Missal*

4.      Forming faith-sharing groups that meet on a regular basis to study & discuss Catholic beliefs and faith practices such as: Catholic Social Teaching, The Liturgical Year, Healthcare Ethics, the relationship between Faith and Science, The Mass & Sacramental Life, Respect for Human Life & Dignity of the Person (abortion, euthanasia, suicide, death penalty, just war, etc.), study of sacred/religious art, Catholic prayers/spirituality/devotions, etc.

5.      Providing opportunities for faculty to do service or work on a service project together

6.      Providing for the continued religious education certification of teachers through accredited institutions or coursework approved by the Office of Catholic Education and Formation

In the area of spiritual growth, individual faculty members should seek ways to enhance their personal prayer life and relationship with the person of Jesus Christ. This may be done by:

1.      Finding time each day to spend some quiet time in prayer

2.      Reading and developing their own personal prayer style based on the spiritual practices of the saints

3.      Cultivating a renewed appreciation for the Scriptures and their application to the life of a Catholic teacher

4.      Staying updated on current Church documents and pastoral letters as they are promulgated, such as, but not limited to: *The Catechism of the Catholic Church, The General Directory for Catechesis,*the*National Directory for Catechesis*, the *Directory for Catechesis* (2020), the *Compendium of the Social Doctrine of the Church,*the *General Instruction of the Roman Missal*

5.      Developing their understanding of Church doctrine, the sacraments, morality, and social teaching by reading the original texts and commentaries by respected experts in the field

**ATTENDANCE**

**Sick Day:** Sick time is paid only for days on which the employee would otherwise have worked a regular schedule. Archdiocesan high school educators are granted 10 sick days per school year and can accumulate up to 184 total sick days. If a teacher has at least 10 years of continuous service at an Archdiocesan high school, unused accumulated sick time is payable at a rate of $50 per day. This payment is made with the June 15th payroll.

**Personal Days:** All full-time *teachers* are entitled to two personal days. Whenever possible, no more than two teachers at any one school may take personal days on the same day. Local administration may exclude some days from use as personal days. Teachers are able to bank unused personal days (2) or convert them to unused sick days.

If a teacher knows in advance of an absence he/she needs to inform the Assistant Principal of Student Life of this absence and student work needs to be left for a sub. If the absence is not known in advance, the employee needs to call the Assistant Principal of Student Life the night before, if possible, or call early in the morning and leave a voice message and then **e-mail student work** for the sub to the Assistant Principal of Student Life. It is always the responsibility of the teacher to leave work for the students. In the case of tardiness at the beginning of the day, an employee should notify the school.

**FAMILY AND MEDICAL LEAVE (FMLA):** The Archdiocese of St. Louis complies with the Family and Medical Leave Act of 1993 (FMLA) and will grant up to 12 weeks of leave during a 12-month period to eligible employees (or up to 26 weeks of military caregiver leave).

**Eligibility**: To be eligible for leave under this policy, employees must have been employed for at least 12 months and have worked at least 1,250 hours during the previous 12-month period. **Reasons for Leave**: To qualify as FMLA leave under this policy, the leave must be for one of the following reasons:

* The birth of a child or placement of a child with the employee for adoption or foster care.
* To care for a spouse, child or parent who has a serious health condition.
* For a serious health condition that makes the employee unable to perform the essential functions of his or her job.
* For any qualifying exigency arising out of the fact that a spouse, child or parent is a military member on covered active duty or on call to covered active duty status.
* To care for a covered service member with a serious injury or illness.

**Amount of Leave:** An eligible employee can take up to 12 weeks of FMLA leave during any 12-month period. The Archdiocese will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the company will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA military caregiver leave during a single 12-month period. For this military caregiver leave, the company will measure the 12- month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

Eligible spouses who both work for the Archdiocese may only take a combined total of 12 weeks of leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition. Both may only take a combined total of 26 weeks of leave to care for a covered injured or ill service member (if each spouse is a parent, spouse, child or next of kin of the service member).

**Intermittent Leave or a Reduced Work Schedule:** Employees may take FMLA leave in one consecutive block of time, may use the leave intermittently or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member) in a 12-month period.

The Archdiocese of St. Louis may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the Archdiocese and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced-hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the Archdiocese’s operations.

**Special Rules for Instructional Employees:** Special rules apply to certain employees of schools. The special rules affect the taking of intermittent leave or leave on a reduced leave schedule, or leave near the end of an academic term, by instructional employees. “Instructional employees” are those whose principal function is to teach and instruct students in a class, small group, or individual setting.

**Rules for Leave, Intermittent Leave, or Leave on a Reduced Schedule:** If an instructional employee needs intermittent leave or leave on a reduced leave schedule to care for a family member with a serious health condition, to care for a covered service member, or for the employee’s own serious health condition, and the leave that is foreseeable based on planned medical treatment, and the educator would be on leave for greater than 20% of the total number of working days over the period during which the leave would extend, then the President may require the educator to elect either: (1) to take leave for periods of a particular duration, not greater than the duration of the planned treatment; or (2) to transfer temporarily to an available alternative position offered by the President for which the educator is qualified that has equivalent pay and benefits, and which better accommodates recurring periods of leave than the regular position of the educator.

**Rules for Leave Periods near the Conclusion of Academic Term:** The following rules shall apply to instructional employees with respect to periods of FMLA leave beginning near the conclusion of an academic term: 1. Leave more than five weeks prior to end of term: If the educator begins FMLA leave of any type more than five weeks prior to the end of the academic term, the President may require the educator to continue taking leave until the end of such term, if the leave is of at least three weeks duration, and the return to employment would occur during the three week period before the end of such term. 2. Leave less than five weeks prior to end of term: If the educator begins leave for the birth of the educator’s child or the placement of a child with the educator for adoption or foster care, or to care for a spouse, child, or parent who has a serious health condition, or for Military Caregiver Leave during the period that commences five weeks prior to the end of the academic term, the President may require the educator to continue taking leave until the end of such term, if the leave is greater than two weeks duration; and the return to employment would occur during the two week period before the end of such term. 3. Leave less than three weeks prior to end of term: If the educator begins leave for the birth of the educator’s child or the placement of a child with the educator for adoption or foster care, or to care for a spouse, child, or parent who has a serious health condition, or for Military Caregiver Leave during the period that commences three weeks prior to the end of the academic term and the duration of the leave is greater than five working days, the President may require the educator to continue taking leave until the end of such term. If an educator is required to take leave until the end of an academic term, only the period of leave until the educator is ready and able to return to work shall be charged against the educator’s FMLA entitlement.

**Employee Notice Requirement:** All employees requesting FMLA leave must provide written notice of the need for leave to the department manager and the Office of Human Resources at loa@archstl.org.

When the need for the leave is foreseeable, the employee must provide the company with at least 30 days' notice. When an employee becomes aware of a need for FMLA leave fewer than 30 days in advance, the employee must provide notice of the need for the leave either the same day the need for leave is discovered or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the company's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

Within five business days after the employee has provided this notice, the HR Manager will complete and provide the employee with a Notice of Eligibility and Rights and request a medical certification or other supporting documentation as necessary.

**Designation of FMLA Leave:** Within five business days after the employee has submitted the required certification or other documentation, the HR Manager will complete and provide the employee with a written response to the employee's request for FMLA leave using the FMLA Designation Notice.

**Employee Status and Benefits During Leave:** The Archdiocese of St. Louis will continue an employee's health benefits during the leave period at the same level and under the same conditions as if the employee was continuously at work. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of insurance premiums. While on unpaid leave, the employee must continue to make this payment, either in person or by mail via check. The payment must be received by the 18th day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave.

The company will provide 15 days' notification prior to the employee's loss of coverage.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the company will require the employee to reimburse the company the amount it paid for the employee's health insurance premium during the leave period.

**Employee Status After Leave:** An employee who takes leave under this policy may be asked to provide a fitness for duty release from a health care provider. This requirement will be included in the company's response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one that is virtually identical in terms of pay, benefits and working conditions. The company may choose to exempt certain key employees from this requirement and not return them to the same or similar position when doing so will cause substantial and grievous economic injury to business operations. Key employees will be given written notice at the time FMLA leave is requested of his or her status as a key employee.

**Use of Paid and Unpaid Leave:** An employee who is taking FMLA leave must use all paid sick, personal and vacation time prior to being eligible for unpaid leave. Paid leave will run concurrently with FMLA leave.

**Intent to Return to Work from FMLA Leave:** On a basis that does not discriminate against employees on FMLA leave, the company may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

**Definitions  
Serious health condition** means an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider. This can include conditions with short-term, chronic, long-term or permanent periods of incapacity.  
**Spouse** means a husband or wife as defined or recognized in the state where the individual was married and includes individuals in a common law or same-sex marriage. Spouse also includes a husband or wife in a marriage that was validly entered into outside of the United States, if the marriage could have been entered into in at least one state.  
**Child** means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and "incapable of self- care because of a mental or physical disability" at the time that FMLA leave is to commence. **Parent** means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a child. This term does not include parents "in law."  
**Qualifying exigency** includes short-notice deployment, military events and activities, child care and school activities, financial and legal arrangements, counseling, rest and recuperation, post- deployment activities, and additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

**Covered active duty** for members of a regular component of the Armed Forces, means duty during deployment of the member with the Armed Forces to a foreign country. For a member of the Reserve components of the Armed Forces, means duty during the deployment of the member with the Armed Forces to a foreign country under a federal call or order to active duty in support of a contingency operation, in accordance with 29 CR 825.102.  
**The next of kin of a covered service member** is the nearest blood relative, other than the covered service member's spouse, parent or child in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. **Covered service member** is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is receiving medical treatment, recuperation or therapy, or is in outpatient status or on the temporary disability retired list for a serious injury or illness.

**Serious injury or illness** is one that is incurred by a service member in the line of duty on active duty that may cause the service member to be medically unfit to perform the duties of his or her office, grade, rank or rating. A serious injury or illness also includes injuries or illnesses that existed before the service member's active duty and that were aggravated by service in the line of duty on active duty.

**PARENTAL LEAVE FOR BIRTH OF A CHILD OR ADOPTION**

Supportive of the Church’s Respect-Life position, employees who have worked for an Archdiocesan entity for at least 1000 hours in the past twelve (12) months, are eligible for twenty (20) paid leave days upon birth of a child or adoption by the employee or the employee’s spouse. This benefit begins with the birth of the child or adoption event and is available each fiscal year (July 1 - June 30). Observed holidays and breaks that occur during the twenty (20) paid days are not applied or paid in addition to the paternal leave benefit. This paid leave will not come out of current plan year vacation or sick days. This policy applies to all qualified employees, men or women.

**Please note:** A policy limitation of a cumulative total of twenty (20) paid days per fiscal year to each qualified employee, or to **each couple**, if entities of the Archdiocese employ both individuals, will apply. This leave is not deferrable nor can it be accrued.

Any Parental Leave granted under this policy shall be included and run concurrent with the leave granted under the Family and Medical Leave Policy, if applicable, and shall not be in addition to Family and Medical Leave.

**UNPAID LEAVE OF ABSENCE:** A regular employee who has completed one year or more of service for the Archdiocese may request an unpaid leave of absence. Granting an unpaid leave of absence will depend upon the feasibility of the request and the mutual agreement of employer and employee.

**MILITARY LEAVE:** A military leave of absence will be granted to a full-time or part-time employee to serve in the uniformed services of the United States for a period of up to five years. Employees who return from service will retain certain rights with respect to reinstatement, seniority, layoffs, compensation, and other benefits as provided by applicable federal or state law. A notice of your rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA) is posted in your workplace.

**EMPLOYEE BENEFITS:** New benefit eligible employees are given 31 days from their date of employment or status change to enroll in or waive the health insurance, flexible spending account (FSA), and the voluntary life insurance. If a new employee or newly eligible employee waives the benefit for the health insurance and/or FSA, he/she would be restricted to a **qualifying event or open enrollment period to elect the benefit at a future date.**

**Funeral Leave:** For purposes of mourning and attending a funeral, a regular full-time or part-time employee shall be granted up to three (3) regularly scheduled consecutive work days of leave with pay upon the death of any of the following: spouse, child, parent, parents, brother, sister, brother- in-law, sister-in-law, parent-in-law or grandparent. High School Presidents may grant permission for bereavement leave for deceased persons other than the aforementioned after discussion of circumstances that may necessitate the presence of the employee at the funeral.

**JURY DUTY**

The Archdiocese recognizes an employee's civic obligation to serve as a juror. Educators should consider the impact of their absence on the educational process and are encouraged to consider asking for jury duty at a time outside of the school year.

When employees are selected for jury duty, they receive time off with pay to serve. The Archdiocese will continue to pay the employee based on the gross income the employee might have expected to receive for work performed during normal work hours while on jury duty.

Immediately upon selection for jury duty, the educator shall notify his/her supervisor and provide them a copy of the jury summons. The educator shall report for jury duty each day as instructed by the court. The employee may keep the fee paid by the court for jury duty services.

**TIME OFF TO VOTE**

The Archdiocese of St. Louis encourages employees to fulfill their civic responsibility by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their non-working hours, up to 2 hours of paid time off to vote will be allowed.

Employees should request time off to vote from their supervisor at least two working days prior to the Election Day. Advance written notice is required so that necessary time off can be scheduled at the beginning or end of the work shift; whichever provides the least disruption to the normal work schedule.

**Leaving Campus:** To ensure student safety and supervision, it is essential to haveteachers available during the entire school day. Occasionally teacher may need to leave campus during the school day need. In such cases, permission must be received by the Principal and teachers need to sign out in the office. Upon returning, the teacher needs to sign back in. The school needs to know who is on campus at all times in case of an emergency situation or drill.

Teachers with free periods at the end of the day are expected to stay until the end of the school day unless permission to leave is granted by the Principal.

**TEACHER ATTENDANCE RECORD**

The President is responsible for record keeping regarding teacher attendance. At the end of each year all teachers will be informed by the local school of status of the accumulated sick leave. At the end of each school year the President or their delegate is responsible for completing the Accumulated Sick Leave Days form and returning it to the Education HR Office.

**EMPLOYMENT CLASSIFICATIONS**

All employees will hold one of the following designations of employment classification according to the Federal Fair Labor Standards Act (FLSA). It is the intent of the Archdiocese to clarify the definitions of employment classifications, so that each employee understands his or her employment status and benefit eligibility. These classifications do not guarantee employment for any specified periods of time or in any way alter the at-will employment relationship.

**Exempt**: Employees who meet the FLSA duties test of executive, administrative and professional are exempt from receiving overtime pay. Exempt employees must be paid a minimum salary as required by the FLSA before the position is eligible for exemption from overtime. To be paid on a salary basis means that, except as provided by law, an exempt employee receives a fixed amount without regard to variations in the quantity of work performed.

**Non-Exempt:** Employees who perform work other than exempt work as defined by the FLSA and must receive compensation for overtime (hours worked over 40 hours in a work week) at a rate of time and one-half as legally required.

The Office of Human Resources of the Archdiocese in conjunction with the department director shall make the determination of which positions are exempt or non-exempt. In addition to designation as an exempt or non-exempt employee, each employee will belong to one of the following employment status:

**EMPLOYMENT STATUS  
Regular Full-time:** Employees who are regularly scheduled to work a minimum of thirty-five (35) hours per week. Generally, they are eligible for Archdiocesan benefits subject to the terms, conditions and limitations of each benefit program. School year, contracted and non- contracted employees who work a minimum of 35 hours per week shall be regarded as Regular Full-Time.

**Regular Part-time:** Employees who are regularly scheduled to work less than thirty-five (35) hours per week or who are scheduled to work in a position that is needed only during a portion of the year. Regular part-time employees, including school year contracted and non-contracted employees who work at least 1000 hours per year are eligible for Archdiocesan benefits on a part-time basis, subject to the terms, conditions and limitations of each benefit program.

**Temporary/Seasonal/PRN:** Employees who are hired as interim replacements to supplement temporarily the work force or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary or seasonal employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits including workers’ compensation insurance and social security, but they are not eligible for any of the other benefit programs of the Archdiocese.

**EMPLOYEE SELF-SERVICE**

The Archdiocese of St. Louis uses an Employee Self-Service (ESS) system to provide employees access to personal, address, paystub and insurance benefit information. Upon hire, employees are provided with their own username and password to access this system during the employment with an Archdiocesan related organization. Common uses for ESS is to retrieve pay stub information, update address or beneficiary information and to elect insurance options at open enrollment. Employees should contact their supervisor if they need assistance accessing this information. Changes made via the ESS process will be considered to have an electronic signature that is the equivalent authorization to your physical signature.

**MOBILE DEVICE/CELL PHONE USE**

Employees shall comply with all federal, state, and local laws and regulations regarding the use of Archdiocesan issued mobile technology devices including cell phones. Employees shall not use Archdiocesan issued mobile technology devices while operating a vehicle for incoming or outgoing calls and sending or reading text messages and e-mails. The cellular phone voicemail feature should be on to store incoming calls while driving and all message retrievals and calls should be made after the vehicle is safely parked. This prohibition also applies to the use of employee owned mobile technology devices for conducting any Archdiocesan business. Failure to follow this policy may result in disciplinary action, including and up to termination.

**NURSING MOTHERS**

For one year after the birth of a child, a nursing mother will be granted reasonable paid breaks, up to twenty minutes each, to express milk for her infant. The employer will provide a private and suitable location.

**SUBSTANCE ABUSE**

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace or while on duty. Further, the use of alcohol in the workplace or while on duty is prohibited unless authorized in the course of a social or

fundraising event. In these instances, employees are expected to exercise moderation and good judgment.

The Archdiocese reserves the right to have employees tested for illegal substances subsequent to any work related incident that results in injury to any person, and in any other circumstances that it may deem just and appropriate. Employees who violate this policy will be subject to discipline up to and including termination.

The Archdiocese reserves the right to have an employee tested for alcohol or controlled substances where there is a reasonable suspicion that the individual is intoxicated or under the influence.

The term “controlled substance” refers to all illegal drugs and to legal drugs used without a physician’s order. It does not prohibit taking prescribed medication under the direction of a physician.

Employees experiencing substance-dependency problems, including alcohol dependency, are encouraged to seek assistance regarding rehabilitation.

**PAYROLL DEDUCTIONS AND GARNISHMENTS**

All deductions from an employee's wages shall be in accordance with applicable law and, when required, the employee's written consent. Deductions not taken for any pay period may be carried over to succeeding pay periods and deducted from the wages due in the succeeding pay period to the extent allowed by law.

Employees must consent in writing or via electronic systems enrollment to the following deductions:

* Charitable contributions, including contributions to the Annual Catholic Appeal
* Employee health, dental, prescription and vision plan premium
* Employee contributions to the retirement plan
* Flexible spending account deduction
* Voluntary life insurance

Employees shall be required to complete all applicable forms necessary for deductions as may be required by law; such forms include the federal and state W-4 forms and the Employment Eligibility Verification form I-9.

**SAFE HARBOR POLICY**

The Archdiocese is committed to ensuring no improper deductions from pay occur. Therefore, employees should promptly review their pay stub to ensure it is accurate. Steps to follow:

* Report any problems or questions concerning deductions to Human Resources or Payroll;
* all concerns reported will be fully investigated and corrective action taken where appropriate; and
* there will be no retaliation against individuals who report violations and cooperate with investigations.

**WHISTLEBLOWER POLICY**

It is contrary to the values of the Archdiocese of St. Louis for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of the Archdiocese of St. Louis. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

**WORKERS’ COMPENSATION**

It is the policy of the Archdiocese to aid any employee whose injury or illness is determined to be compensable under the provisions of the Missouri Workers’ Compensation Act. The Archdiocese pays for all costs associated with providing this coverage, and the insurance carrier will make all payments and decisions pertaining to compensable illnesses or injuries.

An employee injured at work must immediately notify his or her supervisor. Medical benefits and other rights that an employee may have could be lost if an injury is not promptly reported.

**UNEMPLOYMENT INSURANCE NOTICE**

Due to its religious exemption under the Missouri Employment Security Law, the Archdiocese of St. Louis does **not** participate in the Missouri unemployment benefit program. Wages earned by employees for services performed for the Archdiocese will not be used to determine insured worker status of unemployment benefits. Former employees are **not** eligible for unemployment benefits through the State of Missouri.

**LIABILITY COVERAGE**

The Archdiocese provides comprehensive liability insurance coverage for all employees while in pursuit of their responsibilities as employees within the terms of the self-funded Risk Management Program of the Archdiocese.

**WEAPONS POLICY**

In order to ensure a safe environment for employees, visitors and clients, all employees are prohibited from possessing weapons of any type at any time during the course and scope of performing job duties on behalf of the Archdiocese of St. Louis. This prohibition includes the possession of any weapons in Archdiocesan buildings or vehicles regardless of whether they are on Archdiocesan property. In addition, employees are prohibited from bringing concealed firearms on the property of the Archdiocese. Archdiocese of St. Louis property includes all property owned by or operated by the Archdiocese including buildings and surrounding areas such as sidewalks, walkways, driveways and parking areas.

The Archdiocese reserves the right to search employees who are suspected of violating this policy. Such searches may include but are not limited to the employee’s clothing, offices, desks, lockers, purses, bags, briefcases or vehicles while on Archdiocesan property. Employees violating this policy will be subject to disciplinary action up to and including immediate termination.

While this policy is intended to guide our employees as to the restrictions placed upon their otherwise lawful possession of weapons, the possession, transportation or storage of any type of weapon which is not in accordance with federal, state or local laws remains prohibited, and violation of any such laws could result in automatic discharge.

**VIOLENCE PREVENTION**

The welfare of employees and the security of our facilities require that every individual be constantly aware of potential security risks. All potentially violent situations will be taken seriously and all threats of violence against any person will be reported to the appropriate authorities immediately. Any employees who experience or witness any act or threat of violence must report it immediately to their Supervisor, Director, or the Office of Human Resources. The possession of firearms or dangerous weapons on Archdiocesan premises is prohibited.

C**ONTRACTS**

The Education HR Office will issue contracts for the new school year based on the information provided by the local school President on the Contract Worksheet that originates with the Education Human Resources Office. New contracts may be offered on March 1st. If the teacher does not accept and return the contract by March 15, the contract shall be considered rejected and the teaching position shall be considered open.

**PAYROLL YEAR AND EMPLOYMENT AGREEMENT YEAR**

Pay periods are defined by each organization. Please contact your supervisor for the applicable pay schedule. If a holiday should fall on a regularly scheduled payday, employees will be paid on the preceding business day. Direct deposit of paychecks is mandatory for all employees.

**Compensation/Salaries**

All Compensation paid to faculty members are to be paid in accordance with applicable salary scales.

**Salaried/Stipend Positions:** Athletic coaching assignments and other salaried/stipend positions are determined by the President. The change or elimination of these assignments is not subject to the appeal outlined for non-renewal of teaching employment. The amounts for these assignments are normally established with the teachers’ contract scales and are to be included in salary checks.

**Changing Lanes On The Pay Scale:**  Ordinarily, once an administrator/teacher has enough credits to change lanes, an official transcript is needed for that contract change. In order for the contract to be changed for the first semester the official transcript must be in by September 10th. For second semester the official transcript is needed by February 10th. If an administrator/teacher is changing lanes for the second semester the salary calculation is as follows: If a teacher at 9 BA ($30,982) is changing to 9 BA+15 ($31,469) at second semester, the salary would be: ½ of 9 BA = $15,491 and ½ of 9 BA+15 = $15,734, the total salary for the year would be $15,491 + $15,734 = $31,225.

Any teacher who is frozen and wants to be unfrozen must have the paperwork in no later than June 30th

**SCHOLARSHIP FOR TEACHERS’ DEPENDENTS**

All children of Archdiocesan high school lay teachers who are enrolled in a member high school shall attend on a full-tuition scholarship. In addition, fees termed "general fees" will be waived. All other fees will be covered by the teacher/parent. Children must be in attendance at the time the teacher is employed full time or the teacher is in Early Retirement status.

All children of Archdiocesan high school lay teachers who have 10 or more years of service in a member high school shall be able to attend schools in said system with the same financial consideration described above should the teacher-parent die or become disabled. The disability provision applies only in cases of permanent disability which precludes permanent employment.

Teachers who have completed 10 or more years of service in a member high school and who are released due to reduction in force will receive tuition and general fee scholarships for their children if:

1. Within a five-year period a former teacher's child is ready to enter high school; and
2. The teacher has not secured a job with greater pay than his/her salary step at the time of termination. If the former teacher secures a job with a greater salary than the step at the time of termination, the difference of the salaries will be subtracted from the tuition credit. Children that come under the guardianship of a teacher after the time of termination are not eligible for this benefit.

**Serious Obligation To Honor A Signed Contract:** After a contract has been signed by the teacher and the President both parties have a legal and professional obligation to fulfill it. A teacher requesting release from a contract must present valid reasons in writing to the President giving as much advance notice as possible. When such a release of contract would seriously impair the efficient operation of the school, a teacher may be asked to stay until a suitable qualified replacement is found.

If a contract is broken by an educator for reasons other than medical disability, birth or placement of a child, caring for a seriously ill family member, or moving out of the area due to one's spouse being transferred, it is considered a breach of contract**.** If the teacher terminates the agreement by June 1st the liquidated damages of $1000 will be assessed and taken out of the teacher’s final paycheck. If the teacher terminates the agreement after June 1st the liquidated damages of $2000 for an assessed and taken out of the teacher's final paycheck.

Information that a contract has been broken will be placed in the person's permanent file.

**DISCIPLINE, DISCHARGE, TERMINATION**

**Probation:** A three-year probationary period is applied to all teachers new to Duchesne High School. The school has no obligation to renew a contract at the end of any of the first three years. Teachers whose contracts are not being renewed will be notified by March 1st.

**Reduction in Force:** Reduction in Force (RIF) is not considered a non-renewal of a contract. If a decline in student enrollment or financial constraints of the school eliminates the need for the services of a particular teacher or if the circumstances will cause a teacher to be reduced from full time to part time, the teacher needs to be notified in writing at the time contracts are distributed to the faculty. The School Personnel Office needs to be contacted within five days of notifying the teacher.

If a teacher is not offered a contract or offered a less than full time contract because of a need to reduce the staff in a department, reduction will be determined based on the following criteria in this order:

* Teachers who have received Interventions or Improvement Plans and have not yet achieved satisfactory improvement will be considered first for reduction.
* A teacher must be qualified to teach the courses that are open. Teachers need a current or lifetime Missouri teaching certificate in the subject area or must meet the certification standards established by the Catholic Education Office of teaching Theology.
* Consideration will be given to the retention of teachers who contribute to the total school program by participation in co-curricular activities and those with special academic skills.
* If the first three criteria are equal, seniority at Duchesne High School will then be used.

**Performance-Related Deficiency Leading to Non-Renewal of Teacher Employment:** After the three-year teacher probation, termination or non-renewal of teacher employment because of performance-related deficiencies requires good and sufficient cause. Prior notification in writing of said deficiency(ies) should have been given to the teacher, along with a prescribed plan for improvement and a reasonable timeline for the improvement plan. The procedure used can be found in the manual, *Faculty Formation Program.*

**Immediate Suspension (pending termination):** Any employee may be temporarily suspended by the President for insubordination, misconduct, immorality, inefficiency, or for other reasons which, in the opinion of the President, seriously impair the ability of the employee to function effectively in the school. The suspension could be for such time as may be necessary for investigation.

**REVIEW PROCESS IN THE EVENT OF TERMINATION/NON-RENEWAL OF EMPLOYMENT**

(excludes moral/criminal offenses and reduction in staff due to decreased enrollment)**:**

If, after the first three years of employment at Duchesne High School, a professional staff member’s (hereinafter referred to as “teacher”) employment as a teacher is terminated in mid-contract or not renewed for the following year for performance-related reasons, the teacher may utilize the following review process.

1. In the event of a notification of termination or non-renewal, as promptly as possible but no later than 20 working days after the notification, the teacher must present to the President of Duchesne a request for review stating the reasons why the review is requested and what action the teacher wants the President to take. Promptly, and whenever possible within five working days of the written request, the teacher, who may be, but shall not be required to be, accompanied by another teacher currently employed by Duchesne, will meet with the President and the Principal to present the request orally and discuss the matter. The President will respond to the teacher’s request in writing within five working days of the conference (or longer if written agreement is given by the teacher).
2. If the teacher believes the process has not been followed, he/she may appeal to the Associate Superintendent for Secondary School Administration. The Associate Superintendent will only determine if Duchesne High School has appropriately followed the recommended Archdiocesan and local policies and procedures surrounding the decision, not judge the decisions which flow from the recommended policies and procedures. Notification of the intent to pursue this appeal must be given in writing to the Associate Superintendent within ten working days of the receipt of the President’s written response. The Associate Superintendent will meet, as soon as convenient, with the teacher currently employed by Duchesne to review the matter. The Associate Superintendent will respond to both the teacher and the President in writing and whenever reasonably possible, within five working days after the time of the review. If the Associate Superintendent determines that the policies and procedures have been followed, then the decision of the President is final.

**EMPLOYMENT RECORDS**

Upon written request, employees may inspect the documents in their employment file in the presence of an Archdiocesan representative at a mutually convenient time. No employee is permitted to remove any item from this file.

The Archdiocese will restrict disclosure of personnel files to authorized individuals. Disclosures to outside parties about employees will be limited to dates of employment and position held. The Archdiocese will provide other information to outside parties, including wages or salary, only if authorized in writing by the employee. However, the Archdiocese will cooperate with requests from authorized law enforcement agencies or as legally required.

**RETIREMENT**

Teachers will remain in the Social Security System. Full-time employees will be provided the opportunity to participate in the 403b annuity defined contribution plan, or a similar vehicle provided by the Archdiocese. Employees become eligible to participate on the first day of the month that follows the completion of one year of service. Employer contribution is 5% of compensation for employees. Voluntary contributions may be made by employee according to the current schedule available from the bookkeeper.

**INSURANCE**

**Health insurance:** Full-timeemployees may choose United Health Care Standard or Premier plan. A person also needs to select the type of coverage: employee, employee + 1, or employee + family. Rates are dependent upon the insurance carrier you choose and upon the plan selected. Information regarding the coverage and the rates is available from the bookkeeper. The insurance plan year and rate is effective July 1 through June 30.

**Medical Premiums:** The school pays 85% for individual coverage and 75% of the premium for employee + 1, and employee + family.

**Life Insurance:** The employee’s salary is terminated on the date of death. The beneficiary will receive an amount equal to the employee’s current year’s base salary rounded up to the next $100.00.

**Long Term Disability:** A long-term disability benefit is available for full-time employees. Details of coverage can be obtained from the bookkeeper. Employees become eligible on the first day of the month that follows the completion of one year of service.

***The Administration of Duchesne High School reserves the right to revise this handbook at any time during the school year to correct an error or to address an unforeseen circumstance. The revision will be published and disseminated to all professional staff in writing through the normal means of communication. The change will go in effect within a reasonable amount of time*.**

**DUCHESNE HIGH SCHOOL**

**FACULTY HANDBOOK AND TECHNOLOGY AGREEMENT ACKNOWLEDGEMENT**

I acknowledge that I have received a copy of the Duchesne High School Handbook. I understand that it contains important information about Duchesne High School’s general personnel policies and about my privileges and obligations as an employee. I further acknowledge that I have read and understand Duchesne High School’s policies and agree to adhere to these policies.

I have received this Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this Handbook and any revisions to it.

I acknowledge that I have read the Technology Acceptable Use Policy. I agree to the following rules contained in these policies. I understand that if I violate the rules my account can be terminated and I may face other disciplinary measures. I hereby give my consent to Duchesne High School to search both school and my personal property located on school premises including monitoring, accessing, retrieving or deleting any information on school computers and/or voice mail systems in a manner consistent with Duchesne High School business interests.

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Employee Name (Printed)

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Employee Signature Date

***Please remove this page from the Handbook, sign and date it, and return it to the President so that it may be placed in your personnel file.***