

SACRED HEART JR/SR HIGH SCHOOL

FACULTY HANDBOOK 2021-2022



MISSION STATEMENT SACRED HEART JR/SR HIGH SCHOOL

The mission of Sacred Heart Jr-Sr High School is to educate the whole person--spirit, mind, and body--in Christian values in accordance with our Catholic faith tradition. Sacred Heart Jr-Sr High School is committed to providing a value-based environment that is conducive to the individual's spiritual, academic, social, and physical growth. We seek to prepare students for servant leadership in community, world, and church.

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PHILOSOPHY OF SACRED HEART SCHOOL

Catholic schools should be faithful to the Mission of the Church, which is the mission of Jesus Himself: *"Just as the Father has sent Me, so I send you."*

It is this sense of common purpose which inspires Sacred Heart School Community of strive to meet the goals set by the Catholic Bishops of the United States: *"To be communities of faith in which the Christian message, the experience of community, worship, and social concern are integrated in the total experience of students, their parents and members of the faculty."*

An environment conducive to learning in both the moral and academic areas--is a key characteristic of Sacred Hearts School. Mutual faculty and student commitment contributes to this effectiveness.

Sacred Heart recognizes that parents are the primary educators of their children. Christian values must be reinforced in both the home and school; thus both parents and staff must form a strong bond.

All who support the cause of Sacred Heart should continually strive to find ways to kindle within the schools the flame of the love of learning and the love of God--thereby serving faithfully both the Church and society.

Christian education is intended to make one's faith become living, conscious, and active, through the light of example and instruction. Sacred Heart provides a complete education where Christ's love, life, and learning are central to the child's educational experience.

GOALS and OBJECTIVES OF SACRED HEART SCHOOL

1. To make accessible to student's participation in the Liturgy, the Sacraments and prayer, which are powerful forces for the Development of personal sanctity.
2. To ensure that instruction in religious truths and moral principles are an integral part of the school program.
3. To involve parents, pastors, teachers, administrators, and students in making their school a community of faith and living out the Christian command *"Love proved by service."*
4. To maintain a sense of mission and the fostering of leadership in the Church.
5. To impress upon students, the importance of being hopeful in their attitudes about themselves and life in general, and to treat each person as a neighbor.
6. To insist on quality education for the academically able and to make suitable adaptations for those with special needs.

7. To upgrade instructional facilities and to improve teacher salaries in order to maintain a stable faculty core.
8. To periodically evaluate the effectiveness of the school's goals and objectives and thereby to ensure its continuance and improvement as a channel of Catholic education.
9. To foster respect for the fundamental concepts of respect for our country, the need for competent civic leaders, plus the incentive to strive for leadership.
10. To develop an understanding and respect for authority and a sense of social justice and responsibility.
11. To include in the curriculum, the development of individual talents, an appreciation of the fine arts, and the value of physical fitness.
12. To promote critical thinking skills necessary for a fulfilling life.

ORGANIZATION AND STRUCTURE

The Bishop

Most Reverend Gerald L. Vincke

The Bishop of the Roman Catholic Diocese of Salina in Kansas is ultimately responsible for the teaching mission of the Catholic Church in the Diocese. Therefore, he is the final authority in all matters relating to Sacred Heart Junior-Senior High School.

The Pastor Designate

Fr. Kevin Weber

The Pastor Designate of Sacred Heart Junior-Senior High School is the official representative of the three pastors of the Catholic parishes in Salina who jointly operate Sacred Heart Junior-Senior High School. In addition, he is the Bishop's delegate for Sacred Heart Junior-Senior High School and is the immediate supervisor of the Principal.

The Diocesan Superintendent of Schools

Geoff Andrews

The Diocesan Superintendent of Schools aids the Pastor-Designate and the Principal in representing the Diocese in educational matters.

The Council of Education

The Council of Education shall serve in an advisory capacity to the Pastor-Designate and the Principal in ensuring the highest possible religious and academic education for the students attending Sacred Heart Junior-Senior High School.

The Principal

Mr. John Krajicek

The Principal is responsible for the general administration of Sacred Heart Junior-Senior High School and is immediately accountable to the Pastor Designate and the Diocesan Superintendent of Schools. The Principal is responsible for all aspects of the operation of Sacred Heart High School.

***Assistant Principal
Mr. John Hamilton***

The Assistant Principal is hired by the Principal to serve in the capacity as Principal when the Principal is not present. Other duties may be delegated by the Principal.

The Teachers

The teachers include all instructional, special service and non-instructional personnel who work under the supervision of the Principal in and for the school. Some have greater, some lesser administrative responsibilities; all have important duties, which are the basis of success in meeting the aims and objectives of the school.

Office Staff

The Office Staff shall:

1. Provide both secretarial and clerical assistance to the administration.
2. Be directly responsible to the Principal and in his absence to the Assistant Principal, and serve as a member of the Principals administrative team.
3. Maintain strict confidentiality when dealing with sensitive financial and personnel matters.

Custodial Staff

The custodial staff, under the supervision of the administration, is responsible for the operation and cleanliness of the school plant and grounds. All ordinary transactions with the custodial staff should be handled through the administration.

CAPSULE DIRECTIVES

ACCIDENT. An accident or consequence (i.e. broken bones, lacerations, fall, etc.) should be reported in the office. A severe case will be handled by the Principal or delegate so you may return to your class. Any accidents of this nature must be reported to the Principal in writing by the supervising teacher by the end of the day.

ACCIDENT FORM. Teachers should file an accident report in the office on the proper form for any accident that occurs in their class or during any activity under supervision and that requires medical attention from a doctor or results in any school time lost. This report will be filed on the day the accident happened and will be kept on file in the Assistant Principal's office.

ACTIVITY FORM. Expenditures by classes or organizations must be authorized by the designated sponsor on a school purchase order form obtained from the office and approved by the Principal prior to the expenditure. Payment will be made by check through the Business office.

ASSEMBLIES. All teachers are expected to attend assemblies, including pep assemblies. Teachers are asked to sit among the students.

ATTENDANCE PROCEDURES. Attendance should be checked at the beginning of each period and recorded to PowerSchool. An absentee report should be posted even if no student is absent.

If a student is tardy in coming to class, he or she must have a pass from another teacher or from the office.

The administration will handle all matters relating to tardiness according to the tardy policy in the student handbook.

The daily bulletin should be checked for the names of students who have been reported absent.

CALENDAR. A calendar of all events is located in the Principal's office. Any activity involving SHJSHS (students or staff) must be approved by the Principal and cleared on this calendar. All events need to be cleared by the Principal at least one week in advance. No activity may be scheduled on a Sunday without the explicit approval of the Principal.

CANDY AND BEVERAGES. Candy, beverages, or snack foods are not allowed in the classroom. Beverages are restricted to the cafeteria according to the student handbook. Sunflower seeds are not allowed in the building or school vehicles at any time.

CLASSROOM RESPONSIBILITY. Teachers assigned to a class or other supervisory responsibilities are expected to be present and supervise unless other arrangements have been made in advance with the Principal or Vice Principal. Students must not be left in the classroom unattended at any time. Care should be taken to see that all materials, furniture, and facilities are used properly.

Teachers should limit their time in the office area to: before 7:50 a.m., during their planning period, and after 3:20 p.m. This administration will not make it a practice to call teachers from their classrooms, unless it is absolutely necessary. Even during those rare occasions, please have a nearby instructor watch your classes while you are not supervising. If a problem occurs in an unsupervised classroom or area, and the teacher has not provided someone to check on his or her students, that teacher will be held totally responsible for whatever has taken place.

COACHES AND CLUB/ORGANIZATION SPONSORS. All coaches, club and organization sponsors shall have on file with the Principal a copy of all rules - the written and oral - for that specific athletic team, club or organization. These rules shall be on file prior to the start of the school year or season.

COMMUNICATIONS. Past experience has indicated that a key element contributing to parental satisfaction with our school is regular and prompt communication from teachers. Based on this understanding, weekly communication from teachers to parents continues to provide positive experiences of school to parents. All teachers are asked to maintain a communication log of parent/guardian contacts. This will be reviewed quarterly.

Professional communication standards ask teachers to:

- Promote student success to parents
- To contact parents, the same day if a student experiences an academic or behavior issue in the classroom that could negatively affect their child
- And to return phone calls or respond to letters and emails within 24 hours of receipt.

We are asking that all of us commit to at least one positive communication with parents once a week. These may take the form of notes, home visits, phone calls, chance meetings with parents in the community, or any other method which is effective for us as individual educators. On occasion, we need to present unpleasant news to parents about their children. If we have built a foundation of trust through positive communications, these communications of a less pleasant nature will be less stressful for parents and teachers alike.

We ask that teachers make every effort to find the best way to communicate with each parent, whether it be by note, phone, email or in person. It is okay to ask parents which communication they prefer.

COMMUNICATIONS TO/FROM NEWS MEDIA. The School Principal, Pastor-Designate and Superintendent of Schools are the primary spokespersons for Sacred Heart JR/SR High School. No other employee may discuss personnel matters or matters that pertain to the general operation of Sacred Heart JR/SR High School to the news media or any other agencies. Employees may communicate information to news media that pertains to activities that are assigned to them by the School Administration.

COMPUTER NETWORK POLICY

The St. Mary's/Sacred Heart schools offer Internet access for student use. This document is the Acceptance Use Policy for your use of the St. Mary's/Sacred Heart

Internet. This Internet system has been established for a limited educational purpose to include classroom activities, career development, and limited high quality, self-discovery activities. It has not been established as a public access or public forum and the St. Mary's/Sacred Heart schools have the right to place reasonable restrictions on the material you access or post, the training you need to have before you are allowed to use the system, and enforce all rules set forth in the school code and the laws of the State of Kansas.

Furthermore, you may not use this system for commercial purposes to offer, provide, or purchase products or services through the system or use the system for political lobbying. Access to the Internet is available through this school only with permission of the Principal or his/her designee and your parents.

The following uses of this St. Mary's/Sacred Heart system are unacceptable:

1. Personal Safety

- a. You will not post contact information (e.g., address, phone number about yourself or any other person).
- b. You will not agree to meet with someone you have met on-line without approval of your parents. Any contact of this nature or the receipt of any message you feel is inappropriate or makes you feel uncomfortable should be reported to school authorities immediately.

2. Illegal Activities

- a. You will not attempt to gain unauthorized access to this or any other computer system or go beyond your authorized access by entering another person's account number or accessing another person's files.
- b. You will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- c. You will not use the St. Mary's/Sacred Heart system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

3. System Security

- a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no condition should you give your password to another person.
- b. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not look for security problems; this may be construed as an illegal attempt to gain access.
- c. You will avoid the inadvertent spread of computer viruses by following the school's virus protection procedures when downloading software.

4. Inappropriate Language

- a. On any and all uses of the Internet, whether in application to public or private messages or material posted on the Web pages, you will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. You will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.

You will not harass another person by a persistent action that distresses or annoys another person and you must stop if asked to do so.

5. Respect for Privacy

- a. You will not report a message that was sent to you privately without permission of the person who sent you the message.
- b. You will not post private information about yourself or another person.

6. Respecting Resource Limits

- a. You will not download large files unless absolutely necessary. If necessary, you will download the file at a time when the system is not being heavily used and immediately transfer the file from the system computer to your personal computer.
- b. You will not post chain letters or engage in "spamming" (that is, sending an annoying or unnecessary message to a large number of people).
- c. You will check your e-mail frequently, delete unwanted messages promptly, and stay within your e-mail quota.
- d. You will subscribe only to high quality discussion group mail lists that are relevant to your education or career development. Any costs to belong to any group cannot be charged to the school

7. Plagiarism and Copyright Infringement

- a. You will not plagiarize words that you find on the internet. Plagiarism is taking the ideas or writing of others and presenting them as if they were yours.
- b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. If work contains language that specifies appropriate use of the work, you should request permission from the copyright owner. Direct any questions regarding copyright law to a teacher.

8. Inappropriate Access to Material

- a. You will not use the St. Mary's/Sacred Heart system to access material that is profane or obscene (pornography) or that advocates illegal acts of violence or discrimination toward other people (hate literature). A special exception may be made for hate literature if the purpose of the access is to conduct research with both teacher and parental approval.
- b. If you mistakenly access inappropriate information, you should immediately tell your teacher or other person designated by the school. This will protect you against a claim of intentional violation of this policy.
- c. Your parents should instruct you if there is additional material they think would be inappropriate for you to access. The school fully expects that you will follow your parent's instructions in this matter.

9. Your Rights

- a. **Free Speech.** Your right to free speech, as set forth in the school disciplinary code, applies also to your communication on the Internet. The Internet is considered a limited forum, similar to the school newspaper, and therefore the district may restrict your right to free speech for valid educational reasons. The school will also restrict your right to free speech on the basis of its material being contrary to Church teaching.
- b. **Search and Seizure.** You should expect no privacy of the contents of your personal files or the school's system. Routine maintenance and monitoring of the system may lead to discovery that you have violated this policy, the school COE, or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the school disciplinary code, or the law. The investigation will be reasonable and related to the suspected violation. Your parents have the right at any time to see the contents of your e-mail files.
- c. **Due Process.** The school will fully cooperate with local, state, or federal officials in any investigation related to illegal activities through St. Mary's/Sacred Heart system. In the event of a claim that you have violated this policy, the school disciplinary code, or the law in your use of the St. Mary's/Sacred Heart system, you will be given written notice of suspected violations and an opportunity to present an explanation according to school code and/or state and federal laws. Additional restrictions may be placed on your use of your Internet account.

The school makes no guarantee that the functions or the services provided by or through the school system will be error free, or without defect. The school will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or quality of the information attained through or stored on the system. The school will not be responsible for financial obligations arising from unauthorized use of the system.

When you are using the system, it may feel like you can more easily break a rule and not get caught. This is not true. Electronic footprints are imprinted on the system whenever an action is performed. Therefore, you are likely to be caught if you break the rules.

TEACHER, COACHES, AND PARENT COMMUNICATION

INTRODUCTION

Communications is an important component between parents, students and teachers. The best form of communication is a personal conference. In today's busy world that is not possible all the time. When not possible, the staff then should take advantage of using the tools the school has to offer such as email/text, text messaging, and school Webpages.

Staff is prohibited from communicating with parents and students on private social networks such as personal email, personal blogs, or text messaging. Communication outside the school system cannot contain any school related concerns.

The Salina Catholic Schools recognizes that electronic mail (e-mail) and texting is a valuable communication tool that is widely used across our society. Staff members are provided with district e-mail accounts to improve the efficiency and effectiveness of communication both within the organization and with the broader community.

GENERAL E-MAIL GUIDELINES FOR PARENT COMMUNICATION

Staff using e-mail to correspond with parents must adhere to the following:

- Staff must use a school provided e-mail account for all parent communications.
- Emails must be retained for the duration of the Academic year.
- Staff must adhere to the Salina Catholic Schools E-mail Retention Policy.
- E-mail must never be used to discuss contentious, emotional or highly confidential issues. These issues should be dealt with face-to-face or by phone.
- E-mail messages to parents should be consistent with professional practices for other correspondence. This includes grammar, format and salutation.
- All e-mails that reside on the District servers may not be confidential
- E-mails should be short and directional in nature and only include facts.
- E-mail parents only when they have agreed that e-mail is an appropriate form of communication and they have signed the Salina Catholic Schools E-mail Permission Form.
- Only communicate with parents at e-mail addresses they have listed with you or the school.

TEXT MESSAGING GUIDELINES

- There is to be no personal communication via school-sponsored applications/devices between staff and students, including, but not limited to, the use of social networking sites and instant messaging or texting
- Teachers must use the text messaging system of the Salina Catholic Schools beginning in the 2012-13 Academic Year. Text messaging should be limited to short messages alerting parent or teachers of upcoming events or urgent announcements
- Care should be given when using student names. Refer to students by first name, initials or your son/daughter depending on the content. Do not discuss non-related students.

Sacred Heart Jr/Sr High School maintains e-mail accounts for teachers to facilitate parent/teacher communication and internal staff communication. The Salina Catholic Schools reserves the right to block or filter e-mail messages to staff that are not directly related to school business or to the school's educational mission.

ACCEPTABLE USE OF PARENT COMMUNICATION

- E-mail should be used for general information such as; class activities, curriculum, assignments, tests, deadlines and special events.
- To arrange for a meeting/telephone call regarding a student issue including a general description of the issue e.g. (would like to arrange a meeting to discuss your daughter's attendance.)
- Follow-up on an issue that has previously been discussed.

UNACCEPTABLE USE OF PARENT COMMUNICATION

E-mail/Text should not include:

- Any discussion related to other students.
- Personal information about other students.
- Specifics about a sensitive student issue which was not initiated by the parent or had not previously been discussed with the parent. (e.g. "I am concerned that your daughter failed the last three tests and was not at school again today.")
- Any discussion related to other staff.
- Any sensitive student information that would normally be discussed face-to-face or by phone. (e.g. "I am concerned that your daughter may have a learning disability.")

GENERIC EMAIL/TEXT RESPONSE

If a teacher believes that a topic is too sensitive for an e-mail reply, here are a few generic responses:

Thank you for your e-mail. The Salina Catholic Schools does not use email/text to discuss sensitive and/or confidential student information. In order to best address your concerns and quickly answer your questions, please feel free to call me at (insert school phone number) and I will be happy to discuss this with you further. Thank you.

Thank you for your e-mail. I feel this concern is too sensitive for email/text. I would prefer to speak in person regarding this matter. I will call you on (state the date and time) to discuss this matter further. Thank you.

Sacred Heart Jr/Sr High School

EMAIL/TEXT GUIDELINES FOR PARENTS

(To be posted in the school's website)

E-mail may be a fast and convenient way for you to send messages, but this may not be the case for many of our teachers/coaches. Some teachers/coaches read their e-mail messages in the morning before school, some read them at the end of the day, and some read them during the school day. Many teachers/coaches prefer to use the phone to speak directly to parents.

For these reasons, please remember if you choose to send an e-mail message to a member of our professional staff, you may not get an immediate reply. In fact you

may not receive an e-mail reply at all, since the staff members will determine how best to contact you: by e-mail, phone, or to schedule a personal conference.

When using e-mail:

1. Only authorized e-mail addresses will be used by Salina Catholic Schools' staff to communicate with parents.
2. Please send only non-vital messages by this medium. For example, do not use e-mail to inform a teacher that your child is not to go home on the bus. A teacher may not have time to read your message in a timely fashion. Instead use the telephone to be sure your message is received and clearly understood.
3. Your child's academic progress, learning expectations, or behavioral issues are best addressed through a telephone conversation or by scheduling a personal conference with your child's teacher. An e-mail message on these matters is not appropriate.
4. Please remember that e-mail is not necessarily confidential. Confidential information should be conveyed by phone or personal contact.
5. Please identify yourself in the subject line of your e-mail message and, if appropriate, the name of your child.
6. For all medical or health concerns, please contact the school office by phone.
7. Please keep all contacts professional. Jokes, amusing or special stories, chain letters, or commercial solicitations are inappropriate and reduce valuable teaching time.
8. Mass e-mail to the district staff must be approved by the Superintendent of Schools before sending the e-mail.

The School maintains email accounts for teachers/coaches to facilitate parent/teacher/coach communication and internal staff communication. The School reserves the right to block or filter email messages to staff that are not directly related to school business or to the School educational mission.

Remember that e-mail is a quick way to send a message, but it is not necessarily the best way to get a quick reply.

CONSEQUENCES OF NON-COMPLIANCE WITH POLICY

- The first instance of non-compliance as determined by the school administration will result in a discussion with the offender. The policy will be reviewed and the offender will be encouraged to comply.
- The second instance of non-compliance as determined by the school administration will result in further consequence including the probable suspension from the next school activity involved in the non-compliance. (A coach could be prevented from coaching the next game. A parent could be prevented from attending the next activity. A teacher could receive a letter in their personnel file.)
- The third instance of non-compliance as determined by the school administration will result in yet further consequence including the probable suspension from the activity involved altogether. (A coach could be relieved of coaching duties. A parent could be prevented from attending the activity for the remainder of the season. A teacher's contract could not be renewed.)

COPY MACHINES.

The use of copy machines in the office is for school business. Only teachers, staff, and office personnel will be allowed to operate these machines.

EMERGENCY SAFETY INTERVENTIONS POLICY per KSDE

The use of bodily force or physical restraint as a form of discipline is prohibited in a Pre-K-12 school setting. Physical restraint and seclusion should never be used as a form of punishment for misbehavior. Physical restraint and seclusion may be used for emergency situations only if a child is in danger of themselves or others. Seclusion does not include a time out or in school suspension, which is a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

An adult must supervise any student that is secluded in an enclosed area.

Use of medication to control a student's behavior is prohibited. This does not include prescribed treatments for student's medical needs or psychiatric conditions by a person appropriately licensed to issue these treatments.

Mechanical devices to restrict student's movement is prohibited unless restraint is carried out by law enforcement officials, use of seatbelts, or for protective purpose ordered by a licensed person.

All emergency safety interventions should be reported to parents and reported in the KansDis system.

DISCIPLINE.

Teachers are the primary enforcers of discipline. Minor problems are best handled by the teacher in charge. Students have more respect for their teachers if they know that they must behave in their classes.

Each teacher is expected to have and follow a discipline plan. In addition, each teacher is expected to follow the procedures described in the "Student Code" of the Student Handbook.

Major discipline problems (such as fighting, truancy, vandalism, drugs, arson, tobacco use, missing detention) and continued minor infractions will be handled by the Assistant Principal. If administrative disciplinary action is necessary, the teacher should fill out the disciplinary referral form and send the student to the office. A copy of the disciplinary referral will be sent to the parents or legal guardian.

Once a student has been sent to the office, the decision as to appropriate action and punishment becomes that of the administration. It is important that the teacher describe clearly in writing the behavior problem that warranted an office referral.

In making a decision, the administration will consider the following: (1) the seriousness of the infraction, (2) the student's past disciplinary record, (3) the conditions under which the offense occurred, (4) the effectiveness of a particular

punishment for a particular student, (5) the past disciplinary actions by the Principal for other students with the same rules violation, (6) the student's attitude and willingness to conform to the rules, (7) any conditions under which a student was admitted to the school.

The administration will use the following disciplinary possibilities:

- conferences (parents may be included depending upon
- the seriousness of the problem)
- office detention
- exclusion from an activity or event
- in-school suspension (1-5 days)
- long-term suspension (longer than 5 days)
- expulsion for the remainder of the school year.

DISCIPLINARY PROCEDURES

Students and parents have the right to be informed of expected behavior and they have the responsibility to respect and comply with the school's rules and regulations. After rules and regulations have been explained, the following procedures will take place.

1. Any serious infraction warrants immediate action by the Principal.
2. For other infractions:
 - a. Verbal warning must be given stating the infraction.
 - b. After several warnings a Teacher/Pupil Conference must be held. A Disciplinary Referral Slip will document this conference. A copy is to be sent the Assistant Principal. Parents will be notified of this conference by a phone call from the teacher or a parent/teacher conference. A detention may be assigned by the teacher; in this case the parent will be notified.
 - c. After a student receives their fifth behavior detention during the course of a semester, a three-day In School Suspension will be automatically imposed. The student will also meet with the Student Intervention Team, composed of teachers and administration, during the suspension period. The team and student will draw up a behavior modification contract specific to the students' needs to assist and encourage appropriate behavior. The Student Intervention Team will keep in close contact with parents whenever their attention to a matter is necessary.
 - d. Improvement is not recognized, disciplinary action approved by the Principal or delegate will be taken. This may result in suspension and/or expulsion.

Any parents who have concerns about the methods used by teachers in disciplining their child may contact the Principal after first speaking with the teacher.

DETENTION. Detention may be assigned by any teacher, the Assistant Principal, or the Principal. Please report in writing to the Assistant Principal the name of the student receiving the detention, the reason, and the date of detention. Detention will be held from 3:30 to 4:10pm under the supervision of an assigned faculty member. The parent or legal guardian of the student receiving detention will be notified.

SUSPENSION AND PROCEDURE

Suspension is a temporary withholding of the privilege of attending class/school. Suspension may be "in school" suspension in which the student is admitted to school but not to class, or the suspension may be an "out of school" suspension.

A suspension may be imposed on a student only after giving the student oral or written notice of the charge against him/her and affording the student a hearing. However, if the presence of the student endangers other persons, or property, or substantially disrupts, impedes or interferes with the operation of the school, the Principal in consultation with the Pastor Designate may suspend the student forthwith without a hearing for a term not to exceed five (5) school days. A written notice and reasons for the suspension shall be given to the student and his/her parents or guardians within twenty-four (24) hours from the time of the suspension. A hearing shall be afforded the student no later than seventy-two (72) hours after the suspension has been imposed. Included in the notice of suspension should be the date, time and place of the hearing.

The hearing specified herein shall be conducted by the school Principal and/or Pastor Designate or designee and should include the student, parent or legal guardian and counselor whenever possible.

EXPULSION AND PROCEDURE

Expulsion is the termination of enrollment for the remainder of the current school year.

Expulsion shall be imposed only after the student has been afforded an opportunity for a formal hearing. In all cases where a student might be expelled, he/she shall be suspended first for a term not to exceed five (5) school days. A written notice of intent to expel and the charges upon which the expulsion is based shall be given to the student's parents or guardians within seventy-two (72) hours of the student being suspended. The notice shall also contain the date, time and place that the student will be afforded a formal hearing. This date shall be no later than the last day of the five (5) school day suspension. Formal hearings may be conducted by the local school council members or appropriate persons appointed by the Pastor Designate. The Pastor Designate shall make the final determination.

GROUND FORS FOR SUSPENSION/EXPULSION

A student may be suspended or expelled for:

1. willful violation of any published regulations for student conduct, which have been approved by the school administration;
2. conduct which disrupts, impedes or interferes with the operation of the school;
3. conduct, which infringes upon or invades the rights of others;
4. disobedience of an order of a teacher, school security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of the school;
5. grave immoral conduct or;
6. conduct contrary to the official teachings of the Catholic Church.

NOTICE OF SUSPENSION OR EXPULSION

Whenever any written notice is sent to the parents or guardians of a student, it shall be sufficient if the notice is sent by registered mail to the address on file in the school records. In lieu of mailing such a written notice, the notice may be personally delivered.

In certain cases, students will be admitted to SHJSHS on probation. Failure to live up to all the terms of admission under probation will result in the immediate dismissal of the student without further appeal.

DRUG-FREE WORK PLACE.

Any employee found using alcohol or a controlled substance on the premises of a Catholic school in the Diocese of Salina or at a school-sponsored activity shall be immediately suspended with pay pending an investigation by the Principal. Controlled substance or alcohol abuse may impair thought and decision-making processes that may endanger the wellbeing of students and staff.

Within thirty (30) days of a found action or any criminal drug or alcohol conviction, the following action may be enforced by the Principal:

1. the employee may be permanently terminated.
2. the employee may be given a term of suspension without pay, said term to be determined by the Principal with the opportunity for reinstatement upon application of the employee and proof provided by the employee that he/she has participated in and successfully completed an approved drug or alcohol rehabilitation program.

ELIGIBILITY

Sacred Heart Jr-Sr High School is a member of the Kansas State High School Activities Association (KSHSAA). All Sacred Heart students who participate in activities must conform to the eligibility requirements of this association.

Participation in academic eligibility requirements for extra-curricular activities for all students will be determined on a three-week basis. Students need to pass at least seven (7) subjects or its equivalency in order to be eligible for activities the following three-weeks. Eligibility will be based on the three-week progress reports.

A student must attend at least five (5) class hours of the day to participate in or attend any school related activities on that day.

Each student involved in an activity offered at Sacred Heart is recognized as an official representative of the school and its community. Conduct and sportsmanship on and off the school premises should display the highest possible standards.

TEACHER MENTORING PROGRAM

Many schools have a mentoring policy for new teachers. Mentoring is a good collaboration tool in teaming professionally with one another. In the Evaluation

Handbook we offer mentoring on the building level as a way to enhance instructional improvement regardless of a teacher's experience.

KSDE describes a new teacher as one that is in their first year of teaching receiving their first teacher licensure. This teacher should be assigned a mentor at the beginning of the school year.

An introductory in-service should be conducted by Oct 1.

The teacher and mentor should meet at least once a week to discuss issues involving policy, school culture and curriculum implementation.

The Mentor must do at least three classroom observations within the year. The Diocese of Salina has adopted AdvancED's ELEOT tool.

At the end of the school year a summative evaluation must be completed. Form 21 for KSDE must be completed at the end of the year for an upgrade of a teacher licensure based on mentoring.

Qualifications of a Mentor:

A mentor must be a licensed teacher that has at least three years of teaching experience. The mentor does not have to have the same teaching endorsement as the person being mentored. From the Diocese of Salina's standpoint, the mentor must be familiar with the accreditation process as well knowledge of the ELLEOT observation tool.

If an administrator is being mentored the mentor must have a leadership endorsement. The mentor should have at least three years of experience in a leadership position.

EVALUATION OF FULL TIME TEACHERS' PERFORMANCE

Teachers employed in the Diocese of Salina for the first and second year of service shall be evaluated at least one time per semester by their immediate supervisor not later than the date established by Kansas law on teacher evaluation (the 60th school day of the semester), except that any teacher who is not employed for the entire semester shall not be required to be evaluated.

Teachers employed by the Diocese of Salina for the third and fourth year of service and thereafter shall be evaluated at least one time each school year by the date established on teacher evaluation. The evaluation instrument adopted by the Diocese of Salina shall be used.

MISCELLANEOUS FACULTY INFORMATION

FACULTY MEETINGS. General faculty meetings will be held once a month. The Principal may schedule more faculty meetings as deemed necessary.

FIELD TRIPS. Teachers wishing to take classes on educational field trips should begin their planning with the Principal so the trip may be placed on the calendar.

Requests for field trips should be made at least one week before the trip is to occur. All students participating must have a signed parent permission slip returned to the teacher before being allowed to participate. All transportation will be in vehicles provided by Sacred Heart and driven by a qualified, licensed driver, at least 25 years of age. Students are NOT permitted to provide their own transportation.

Sponsors are to attend activities with groups they are sponsoring.

Parents may drive personal vehicles on field trips if a copy of the parent's driver's license and insurance company is on file with the office.

DVD/YOUTUBE/FILM. All video, dvd, YouTube clips shown in any class must have an educational value and must have a clear relationship to the course goals and objectives. Rental films, for classroom use or activity use, may NOT be "R" rated for any use.

FINES. Teachers may levy fines only in the amount of replacement cost of any textbook, library, or other material with the approval of the Principal. All Book fines will be collected by the Main Office.

FUNDRAISING. All school fundraising is to be approved through the Principal. This includes class fund-raisers, organization fund-raisers, and athletic fund-raisers.

GRADE BOOKS. Each teacher is required to keep a grade book documenting each student's attendance and work in each class.

GRADE CARDS. Grade cards will be mailed out at the end of each grading period unless there is a parent/teacher conference at which the cards will be given to the parents.

GRADING SYSTEM. Grading system in the high school will be consistent with the junior high grading system.

- A -- 94% to 100%
- B -- 87% to 93%
- C -- 78% to 86%
- D -- 70% to 77%
- F -- 0% to 69%

GUEST SPEAKERS. All faculty members wishing to have an outside speaker must clear this with the Principal prior to a presentation to students.

HALL SUPERVISION. Teachers are expected to supervise the hallways from 7:40am, during passing times between classes, and after school from 3:20pm to 3:30pm.

INVENTORIES. Each teacher, coach and club sponsor will keep an inventory of equipment, materials, and supplies. An entry should be made on the inventory sheet for each piece of equipment that is new and has a value

of \$10.00 or more or any groups of smaller items that total \$300.00 or more. Care should be taken to add new purchases and to delete equipment that has been discarded.

KEYS/ACCESS CARDS/FOBS. Each teacher will be issued the necessary keys/Access cards/fobs to complete assigned duties. Teachers shall never loan school keys to a student or non-school personnel. Teachers not returning for the next school year should turn in their keys/access cards/fobs to the Principal upon completion of contractual obligations.

LESSON PLANS. Lesson planning is necessary for effective use of time and resources. Teachers are expected to keep plans in enough detail to be of value to themselves and to a substitute should the need arise. Lesson plan books are available in the office.

LIBRARY. Teachers should not bring classes to the library without arranging this in advance. The teacher must remain with the class at all times in the library.

MAIL. Each staff member has been assigned a mailbox in the office area. It should be checked at least once each day.

MAKE UP POLICY. It is the responsibility of each student to make up any and all work missed as the result of an excused absence. The make-up work responsibility begins with the student contacting the teacher to determine the assignments that were missed. For all excused absences not falling under pre-arranged absence designation (see below), students are given the same number of days to complete assignments as days absent plus one extra day. For instance, if a student were absent for two days, students would have three days to complete the assignments. In addition, any work due the day a student returns from an absence should be turned in that day if they were present the day it was assigned. Any exceptions to this policy are made by the classroom teacher.

MEDICATION. Law dictates that no teacher may be responsible for the administration of any medication, including aspirin and cough drops. If a student becomes ill, he/she should be sent to the office. It will be the responsibility of the school office to make proper arrangements for his/her dismissal.

Any medication that is to be administered must be sent to the office with an accompanying note from the physician as to the reason, time to give, etc.

MEETINGS. All organization meetings and practices should be scheduled through the Principal at least by the Friday of the week prior to the requested date.

MONEY. Money collected by teachers for any reason should be turned into the Business office for deposit. Money should not be left in your classroom.

OFFICE PROCEDURE. The primary duty of the school office and staff is the accounting of students and maintaining the school; they cannot provide secretarial services for teachers.

PAYROLL PROCEDURE. Payroll checks will be issued the last day of each month or on the Friday preceding the last day should that be a Saturday or Sunday.

PLANNING PERIOD. Teachers are expected to use their planning period for planning of classes. Leaving the building during this time should be kept to a minimum. However, if there is a need to leave the campus, the teachers are to sign out at the Main Office. Teachers are to sign in upon their return.

PEP ASSEMBLIES. No more than one pep assembly per level will be scheduled during any week. Spirit leaders will be allotted periods for use as pep assemblies during the school year. All teachers are expected to assist in seeing that students go to the gym or assigned area. All pep assemblies must be scheduled at least one week in advance.

POWER SCHOOL PARENT PORTAL ACCESS. Parents can access their child's grades and attendance records through the Parent Portal connection of Power School student data system. User ids and passwords must be obtained in person through the Main Office. Parents can access period attendance and grades for assessments recorded in the database grade book. Teachers can be contacted through the portal via email. Teachers are strongly encouraged to maintain up-to-date grade books in PowerSchool. Power School Grades should be updated weekly, at the very minimum.

PRACTICES. (Regarding athletic or school related activities):

The following rules must be strictly enforced;

- Morning practices on school days may not start prior to 6:00am nor extend beyond 7:30am, if students must shower and change. If no shower or change of clothes is needed, such practice may extend to 7:45 am.
- No single practice for any one individual team member may last longer than 2 1/2 hours on any given day. Two-a-day practices may not exceed 4 hours for any one individual in one day.
- Practice includes practice outside, activities in the gym, required team meetings, voluntary/activities, and watching films.
- No practices or activities may be scheduled for a Sunday without the explicit approval of the Principal.

PRAYER. Prayer is encouraged at the beginning and/or end of each class period.

PROGRESS REPORT POLICY

The academic year consists of two semesters. Student's progress reports will be sent home to parents on a three-week basis. Semester grades are used to calculate a student's cumulative grade and rank in class. Only semester grades will be placed on a student's permanent record.

PURCHASE ORDERS. All supplies and materials that are to be paid for by the school must have a purchase order. No staff member will be allowed to order or charge items to the school without a signed purchase order. Unauthorized charges will become the personal responsibility of the person who charged it. These purchase orders are available in the office and must be completed prior to purchase and approved by the Principal. All purchase orders, signing of bills of sales,

contracts, or any conducting of official business transactions must be approved and signed by the Principal.

REFERRAL PROCEDURE. Who can refer a student? The parents/guardians are the only ones who can make a referral. Teacher, Principal, Assistant Principal, counselors, physicians, mental health agencies, and the student may suggest a possible referral.

The following procedure outlines the steps involved to get assistance from the Special Ed Coop for those students who are in need:

1. The teacher or referral source discusses the problem with the parents, Principal, counselor, and Coop staff member(s).
2. The Principal or designee convenes a "Pre-Assessment" team among staff involved with the student. This process includes gathering data from teachers and school records as well as meeting with necessary personnel to discuss and plan classroom interventions.
3. Pre-Assessment team meets again. If documented classroom interventions have been ineffective, a referral form for a comprehensive evaluation is completed.
4. The referral form is given to the Principal for approval and the parents are contacted to indicate that a referral to the school psychologist has been recommended.
5. The counselor contacts the parent(s), provides relevant information and explains procedures, and secures written permission for the evaluation.
6. The comprehensive evaluation begins upon receipt of written permission and may include: Psychological evaluation, achievement testing, screening, hearing screening, vision screening, developmental and educational history, and parents' report. The need for medical, neurological, physical therapy, occupational therapy, shall be considered.
7. A multi-disciplinary team staffing is scheduled to discuss the evaluation, determine eligibility for special education services and to discuss recommendations.
8. Results of the comprehensive evaluation are shared with parents/guardians.
9. If the student is eligible and special education services are recommended, the Individual Education Plan (IEP) will be written and implemented with parental input and approval.

RELIGIOUS PRACTICES. Teachers who are members of the Catholic faith are required to attend Sunday liturgies at the parish to which they belong. Non-Catholic teachers are also encouraged to attend Sunday worship of their faith.

SCHOOL DAY. The school day shall start at 8:00am and end at 3:20pm.

SCHOOL PRACTICES AND ACTIVITIES. In keeping with Church tradition, school practices and activities will normally not be allowed on Sundays. Exceptions must be explicitly approved by the Principal.

SCHOOL MASSES. Each teacher's attendance is expected at school Masses. Part-time teachers are expected to attend school Masses that occur during their "duty day". Teachers are expected to accompany their classes to school Masses and sit with their classes.

SCHOOL SPONSORED ACTIVITIES. Coaches and sponsors will be required to post a Trip List no later than two days before the scheduled trip for any out of town school sponsored activity which students will be attending. This list should include the name of each student, each adult, coach, and sponsors for whom transportation will be provided.

Any student representing SHJSHS in a school sponsored activity in which school time is missed must inform each of his or her teachers in order to receive the assignments for the time missed. This work must be made up within the allotted time or the student will make up the assigned work after school.

The sponsor of each organization is responsible for the proper functioning of the groups. Meetings should be held in accordance with the meeting schedule. A copy of the constitution of the organization, list of officers, organization members, and minutes of the meetings should be kept in typewritten form by the student secretary. A copy of the constitution of the organization, lists of officers and organization members would be on file in the office.

All groups, organizations, and activities of SHJSHS must be in accordance with the official teachings of the Roman Catholic Church.

SCHOOL ACTIVITIES. School activities are an important part of the public relations program and faculty members are encouraged to attend. Teachers are also encouraged to attend graduation ceremonies and honors night. Often the school is called upon to cooperate with community organizations, area schools, and area and local school officials.

SEMESTER TESTS. All students at Sacred Heart Jr-Sr High School are required to take semester exams at the end of each semester. However, those students who have accumulated two or less absences (16 class periods) during the course of the semester will be excused from the final exams. Final exams may account for up to 20% of the final semester grade. School sponsored absences will not be counted in the two absences. Excused or unexcused absences do not apply to school sponsored activities. Students who have a 94% semester grade average or higher in a class on the Friday before semester finals begin are excused from taking the semester exam in that class regardless of attendance.

STUDENT PASSES. Any student who must leave the school building or grounds must obtain permission from the administration and sign out in the office in advance of leaving the school.

"Hall Passes" are used by students to go to the library or conference with a teacher or counselor. Students who wish to visit the counselor or another teacher should secure a signed pass from the teacher in advance. Passes shall not be given to students to "look for" a teacher. It is the prerogative of the teacher to whom the student is assigned to determine whether the student will be permitted to leave the classroom during that period.

STUDENT RECORDS. The permanent records of any student, including test results, are available to teachers that have the student during the academic year only. Confidential records of counseling and special education will be kept in the

counselor's office. These are available only to the guidance counselor and the Principal or his delegate.

SUPPLIES. The supply cabinet is located in the office area and generally is unlocked. If what is needed is not available a request to purchase it should be made.

TEACHER ABSENCE. The Principal or his designee will make all necessary arrangements for substitutes. Request forms for Personal Days should be submitted at least one week in advance.

Faculty members may be asked to substitute in another faculty member's classes during the planning period. Every effort will be made to insure that these "requests" for help are distributed equally among the staff.

TEACHER DRESS. As professionals and role models for young people, teachers are expected to dress professionally. Except for special occasions, teachers should refrain from wearing blue jeans, T-shirts, and other clothing meant for recreational or gym wear. At official functions appropriate attire is expected. Student uniform is considered the minimal dress standard.

TEACHER REPORTS. Teachers will be asked from time to time to complete reports necessary for the operation of the school. Cooperation in completing these reports in a timely fashion is expected and appreciated.

TEACHER WORK DAY. The working hours for the high school professional will be as needed to complete assigned duties. At a minimum, this is considered 15 minutes after the teacher's last class or teaching assignment. If a teacher is going to be late arriving in the morning or must leave before 3:30pm, he/she is to contact the Principal so that any needed arrangements can be made.

TELEPHONE. Teachers will not be called from class or duty for phone calls. Messages will be placed in your mail boxes. During school hours, students should not be allowed to make phone calls except in emergency situations. During the school day, the office phone is not to be used by students unless they are conducting school business or an emergency situation exists.

TEXTBOOKS. Textbooks that are checked out to students should be recorded on the Textbook Record Sheet. This sheet should contain the student's name, textbook number, and condition of the textbook.

SMOKING/VAPING – TEACHERS/STAFF/ADMINISTRATIVE EMPLOYEES.

As stated elsewhere in this handbook, Sacred Heart High School expects all teachers, staff and administrative employees to be role models for our students and represent Sacred Heart High School in a professional way. Smoking and use of tobacco products is not permitted anywhere on school grounds, in school buses or other school vehicles, or at school-related events. In addition, smoking and use of tobacco products is not permitted on any property surrounding school grounds where such

property is accessible to and/or can be seen by our students and parents. This policy also applies to electronic cigarettes, also known as e-cigarettes, e-sigs, digital cigarettes, alternative cigarettes and "vaping." All teachers, staff and administrative employees who utilize e-cigarettes or vaping paraphernalia on school grounds may also be violating Sacred Heart High School Drug and Alcohol Policy if such vaping device includes any type of mind-altering substance, such as marijuana.

TEACHER EVALUATION AND OBSERVATION

The core of the Principals personnel responsibilities is the improvement of instruction through the supervision and evaluation of personnel.

Diocesan directives require teachers to be evaluated. The purpose is to provide for a systematic method for improvement of school personnel in their job and to improve the educational system of the Diocese.

Formal evaluation conferences will be held between the teacher and Principal normally after a minimum of at least two and preferably three formal or informal observations have been completed. Formal evaluation of teacher performance will be based on the information gathered during observation, as well as observation of teacher performance in other school-related assignments and settings. Teachers will receive at least two written evaluations during their first two years of employment and at least one every year thereafter.

The original copies of the evaluation will be placed in the official personal file of the teacher for a period of three years. This procedure follows current Diocesan policy. The Principal may assign some of the evaluation duties to the Assistant Principal.

I. MINIMUM PERFORMANCE EXPECTATIONS

An integral part of staffs' employment at Sacred Heart is continuous appraisal of their ability to meet minimum performance expectations. As appropriate to the various jobs performed by faculty members, the minimum performance expectations include, but are not necessarily limited to, the following:

1. Meets and instructs students at designated locations and times.
2. Develops and maintains a classroom environment commensurate with the teacher's style, building norms, building program, appropriate to the classroom activity, and within the financial limits provided by the school.
3. Prepares for assigned classes and shows written evidence of preparation and implementation on request of the Principal.
4. Encourages students to set and maintain acceptable standards of class behavior.
5. Provides an effective program of instruction based on the needs and capabilities of the individuals or student groups involved. This should include, but is not limited to:
 - a. Review of previously taught material, as needed.
 - b. Presentation of new material.
 - c. Use of a variety of teaching materials and techniques.
 - d. Evaluations of student progress on a regular basis.
6. Correlates individual instructional objectives with the philosophy, goals, and objectives stated for the school

7. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
8. Maintains records as required by law, school policy and administrative regulations.
9. Assists in upholding and enforcing school rules and administrative regulations.
10. Makes provisions for being available to students and parents for education related purposes outside the instructional day when necessary and under reasonable terms.
11. Attends and participates in faculty, department and diocesan meetings.
12. Cooperates with other members of the staff in planning instructional goals, objectives and methods.
13. Assists in the selection of books, equipment, and other instructional materials.
14. Works to establish and maintain open lines of communication with students, parents and colleagues concerning both the academic and behavioral progress of all students.
15. Establishes and maintains cooperative professional relations with others.
16. Performs related duties as assigned by the administration in accordance with school policies and practices.

The appraisal of these minimum expectations will typically be made through the daily contact and interaction with the faculty member. When problems occur in these areas, the faculty member will verbally be contacted by the Principal to remind the staff member of minimum expectations in the problem areas and to provide whatever assistance might be helpful. If the problem continues or reoccurs, the Principal, at his or her discretion, may prepare and issue to the staff member a written notice setting forth the specific deficiency with a copy to the teacher's file.

In the unlikely event that serious, intentional, or flagrant violations of the minimum performance expectations occur, the Principal, at his or her discretion, may put aside the recommended procedure and make a direct recommendation for more formal and immediate action.

PERSONNEL POLICIES

CERTIFICATION. All teachers except religion teachers are required to be licensed by the State of Kansas.

PHYSICAL EXAMINATION. All employees new to the school system who come into regular contact with pupils are required to submit a certification of health signed by a licensed physician. The certification shall include a statement that there is no evidence of physical condition that would conflict with the health, safety, or welfare of the pupils; and that freedom from tuberculosis has been established by chest x-ray or negative tuberculin skin test. If at any time there is a reasonable cause to believe that any person is suffering from illness detrimental to the health of the pupils, the Principal may require a new certification of health.

ORIENTATION. The Principal and other local administrators shall conduct orientation days for all teachers each year before the opening of school. Such orientation shall include a review of the personnel procedures, local trends and school expectation.

RESPONSIBILITIES, DUTIES, CODE OF ETHICS. Diocesan schools shall maintain a Diocesan Policy handbook for personnel specifying duties, responsibilities and expectations. This manual shall be made available to teachers prior to the signing of contracts. It shall be reviewed annually by the Principal and staff. Matters not covered in the local manual, but which are included in the Diocesan Policy Handbook are binding on teachers.

TEACHER IN-SERVICES. Teachers are required to attend all in-service days as scheduled.

EMPLOYEE EXPENSE REIMBURSEMENT POLICY. Sacred Heart Jr/Sr High School may reimburse full-time or part-time employees for the below referenced expenses. Reimbursement of expenses by the school is at the sole discretion of the school. Reimbursement of expenses may hinge upon whether the expense was budgeted, whether there is a benefit to the school, and or, whether the school has money available to pay for the expense. Employees are highly encouraged to submit contemplated expenditures for the coming year well in advance so that the planned expenditures can be included in the budget. This will greatly increase the likelihood that the expenses may be reimbursed. Contemplated expenses not budgeted will also be considered for reimbursement). Budgeted or not, employees should obtain prior written approval by the Principal for reimbursement of a set dollar amount.

Continuing Education – Approval for reimbursement will also be dependent upon the course and its relevance to the employee's current or future potential position. Eligible reimbursement costs may include course registration, travel and or lodging.

Reasonable expenses incurred as a result of the school requiring an employee to travel on such trips as school sponsored trips and school required training; will likely be reimbursed by the school and or school sponsored fundraising.

Reimbursement will be reduced by any other financial aid that does not have to be repaid (such as scholarships or grants).

EMPLOYEE EXPENSE REIMBURSEMENT POLICY PROCEDURE.

Complete an Expense Reimbursement Form.

- Complete the expense reimbursement form with full detail. We are required to comply with IRS procedures.
 - Location of the expense.
 - School reason for the expenses or the school benefit derived by Sacred Heart Jr/Sr High School.
- Attach appropriate receipts with organization's name, date of expenditure and amount to be honored printed on the receipts. A listing of credit card statement is not adequate (a receipt must be attached).
- Attach a copy of the Principal's written approval.
- Have the reimbursement form signed by the Principal and submit to the Business Office.
- **NO RECEIPT, NO PAYMENT**

GRIEVANCE PROCEDURE. Proper procedures for the resolution of problems or complaints regarding separation are as follows:

1. The grievance or complaint should first be submitted to the employee's immediate supervisor (Principal) in writing, within five (5) days after the particular problem arises. If the matter is not settled within five (5) days thereafter, then,
2. The grievance or complaint may be presented within a period of five (5) days thereafter, in writing, to the Pastor Designate, and if the grievance is not settled within five (5) days thereafter, then,'
3. The grievance or complaint may be presented within a period of five (5) days thereafter, in writing to the Diocesan Superintendent of Schools, whose decision in line with the evidence presented and which may include an interview with the employee, shall be considered final in the matter.

The inclusion of time limits in this procedure is for the purpose of insuring prompt actions. In those circumstances where the employee does not pursue the next step of this grievance procedure within the time period specified, the grievance or complaint shall be considered as having been settled to the satisfaction of all concerned.

DISMISSAL OF A TEACHER. A teacher may be dismissed for serious default under the contract. Outlines given in the Diocesan Handbook will be followed in such case. Such defaults include specifically the following:

1. Failure to be or remain qualified under the laws of Kansas, to perform the prescribed duties of the contract, or failure to have a currently valid Teacher's Certificate pursuant to Article 13 Chapter 72 of Kansas Statutes Annotated.
2. Failure or refusal to complete the Term of Employment or to perform the prescribed services for all or part of the school year.
3. Failure to abide by the requirements of the contract or handbooks referred to in the contract after reasonable warning given by the school administration.
4. Involvement in the commission of any serious crime, public scandal or conduct substantially impairing the teacher's portrayal of an example for pupil emulation, or promulgating teachings inconsistent with established Catholic teachings or openly adopting a way of life inconsistent with Catholic moral standards.

Upon any such default, the school Principal and the Pastor Designate may, at their sole discretion and without advance notice, suspend the teacher with pay for a period not to exceed seven days pending immediate notice thereof to the Principal which shall promptly grant a hearing to the teacher with not less than three days advanced notice in writing. The Principal shall determine whether such suspension shall be lifted, and if lifted, under what condition, if any, or whether the suspension should be made permanent and the contract canceled for cause. In the latter event, the teacher shall be liable for the cost of a replacement teacher to the extent such cost exceeds the teacher's rate of compensation.

SUBSTITUTE TEACHER. Substitute teachers must be certified according to the teacher certification requirements of the State of Kansas.

SOCIAL SECURITY. All lay employees of the Salina Diocesan Schools are covered by the provisions of the Social Security Act and Workmen's Compensation.

PROFESSIONAL DECORUM. Teachers and staff should never be disrespectful or argumentative to another teacher, staff member or administration in the presence or

hearing of a student (the entire faculty, staff and administration should be mutually supportive).

If a teacher has a "problem" or disagreement with another teacher, the teachers are expected to discuss the matter with each other in private. If the problem cannot be resolved it should be brought to the attention of the Principal.

If a teacher has a problem or disagreement with an administrator the teacher should discuss it directly with the administrator and not discuss it in or out of school.

RENEWAL OF TEACHER'S CONTRACT.

The Principal shall inform the local school council regarding the proposed contracts at its regular April meeting.

If a teacher's contract is to be renewed, he/she will be notified by the Principal and salary arrangements will be made.

All teachers' contracts are one-year contracts.

If a teacher's contract is not to be renewed, he/she will be notified by the Principal by registered letter prior to April 15th.

The teacher and Principal shall cooperate to determine by April 15th of each year whether the teacher will be employed for the next school year. If no definitive written contract is completed and signed by April 15th, it shall be presumed that the parties will not contract for the next school year.

To secure a release from a signed contract, the following charges will be assessed in proportion to full-time equivalency:

- After May 1st \$500
- After June 1st \$1,000
- After July 1st \$1,500
- After August 1st \$2,500

After August 1st, an employee will only be released upon the hiring of an acceptable replacement and the receipt of liquidated damages.

TEACHERS/SCHOOL EMPLOYEES-MANDATED REPORTERS

Any teacher or school employee who has reason to suspect that a child has been harmed as a result of physical, mental, or emotional abuse or neglect or sexual abuse, is considered a mandated reporter by the State of Kansas. Such reports are statutorily required to be made by the teacher, employee, and/or administrative staff to the Department for Children and Families (DCF) 1-800-922-5330. When DCF is not open for business, the appropriate law enforcement agency shall be notified or call 911. While the teacher, employee, and/or administrative staff is required to immediately inform the principal, superintendent, and chancellor of suspected abuse, communication to the principal, superintendent, and chancellor does not relieve the teacher, employee, and/or administrative staff of the duty to report to DCF or law enforcement (See K.S.A. 38-2223). For more information regarding mandated reporting and child abuse please go to www.dcf.ks.gov.

TEACHER LEAVE POLICIES

All teachers must have a written contract.

All lay teachers are covered by a workman's compensation policy on the job, if accidentally injured.

Teachers should have a minimum of 25 minutes for lunch each day (duty free). Full time teachers are provided one planning period each day and part time teachers according to their contract.

SICK LEAVE POLICY

10 days sick day leave
2 personal days

Employees shall earn sick leave on the basis of ten (10) per year employed, regardless of the number of years employed. The ten (10) days would be retroactive so no pay would be lost if no more than ten (10) were used per year. The current annual sick leave shall accumulate at the rate of one day for each full day not so used. The rate shall continue to accumulate to a maximum of thirty (30) days. The sick leave policy shall apply to maternity cases. There is an additional ten (10) days granted for maternity leave. The employee shall be credited with any unused portion of his/her current sick leave as of June 1 each year.

This sick leave shall pertain to:

1. Employee's own illness
2. Death and illness of spouse, children, siblings, parent, in-laws, grandparents, grandchildren, aunts, and uncles.
3. Special appeal to the administration for administrative approval. (Leave for death and illness of friends of employee.)

Part-time teachers will receive sick leave/maternity leave on a prorated basis.

For absence other than the above mentioned, deductions may be made from the teacher's salary at the rate of 1/180 of the contract salary for each day of unexcused absence. The unused portion of sick leave may accumulate from one year to the next up to a maximum of 30 days. Transfer of sick leave from one school to another within the Catholic school system of the Diocese is permissible.

Up to five paid days of leave will be allowed for a staff member to be on jury duty per year. Any additional days will be taken from the teacher's sick leave.

PERSONAL LEAVE

This type of leave pertains to the following:

1. Personal business activities
2. Community interest
3. Family interests

Two (2) days shall be granted annually under this type of leave. It shall leave the teacher's pay schedule intact and the substitute shall be paid by the school. Unused personal days will be reimbursed at \$100.00 per day.

Personal leave will not be granted the day before or after a vacation or in the first and last weeks of the school year.

PROFESSIONAL LEAVE

This type of leave should be used by teachers to attend professional meetings, workshops, clinics, etc. Two (2) days shall be granted annually under this type of leave. It shall leave the teacher's pay schedule intact and the substitute shall be paid by the school. The teacher must notify the Principal in writing at least one week prior to the date of absence. The professional leave must be approved by the Principal.

Professional leave will not be granted the day before or after a vacation or in the first and last weeks of the school year.

FAMILY LEAVE ACT

Sacred Heart Jr/Sr High will comply with the Family Leave Act when applicable. A copy is available in the office.

EMPLOYEE BENEFITS

Employees are considered full time if they work a minimum of 30 hours a week. Full time employees qualify for the following benefits:

- 10 days sick day leave
- 2 personal days
- Enrollment in Life Insurance Program
- Enrollment in Health Insurance Program (Single Plan)
- Enrollment in 401K Retirement Program (Eligible after 9 months of employment)

RETIREMENT/OTHER BENEFITS

Teachers in this system are covered by Social Security in accordance with Federal Regulations. Sacred Heart employees may participate in the Cafeteria Plan, which is offered to full time employees. Employees who are full time or working more than 1,000 hours per year are eligible to participate in a 401K Program.

Cafeteria Plan. All salaried employees of Sacred Heart Jr-Sr High School are eligible to participate in an approved Cafeteria Benefits Plan. The Cafeteria Plan allows employees to use tax-free dollars to pay for certain kinds of expenses that are normally paid with out-of-pocket, taxable dollars. Medical Health care, Child care, and Insurance Premiums are all expenses that may be paid with cafeteria dollars.

401K Plan and Trust. Sacred Heart Jr-Sr High School has established a retirement plan to supplement employee income upon retirement. All employees who complete 1000 hours of service are eligible to participate in the 401K Plan. For plan details contact the Administration Office.

TEACHER RECORDS

The teacher is responsible for having the following on file in the Principal's office:

1. An up-to-date transcript of all college credits.
2. A current, valid Kansas teaching certificate with teaching fields up-to-date.
3. A health report (Teachers are required to have a TB test and physical examination every third year.
4. A certificate of health is required of all new employees upon employment.)

The above will be kept in the teacher's file along with current performance evaluations.

SEXUAL HARASSMENT

I. Policy

A. It is the policy of Sacred Heart Jr/Sr High School to provide a learning and working environment that is free from harassment. No employee or student of the school shall be subjected to sexual harassment nor shall any employee or student of the Diocese be subject to harassment on the basis of race, color, creed, religion, or sexual orientation. All employees and students of the Diocese are expected to act in a manner consistent with the teachings of the Catholic Church.

B. It shall be a violation of this policy for any member of Sacred Heart Jr/Sr High School to harass another staff member or student through conduct of a sexual nature or with respect to race, color, creed, religion, national origin, gender, disability, age, marital status, or sexual orientation. It shall also be a violation of this policy for students to harass other students or staff through color, creed religion, national origin, gender, age, disability, marital status, or sexual orientation.

C. The Principal shall be responsible for promoting, understanding and acceptance of, an assuring compliance with, state and federal laws and board policy and procedure governing harassment within his or her school or office.

D. Violations of this policy or procedure will be cause for disciplinary action up to and including expulsion or dismissal.

II. Definitions

- A. Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:
1. submission to such conduct is made wither explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities;
 2. submission to or rejection of such conduct be an employee or student is used as the basis for decisions affecting the employee or student;

3. such conduct has the purpose or effect of unreasonably interfering with an employees or student's performance or creating an intimidating or hostile working or learning environment.
 4. Sexual harassment, may include, but is not limited to the following:
 - a. Verbal or written harassment or abuse
 - b. Pressure for sexual activity
 - c. Repeated remarks to a person with sexual or demeaning implication
 - d. Unwelcome touching
 - e. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.
- B. Harassment on the basis of race, color, creed, religion, national origin, gender, age, disability, marital status or sexual orientation means conduct of a verbal or physical nature that is designed to embarrass, harr, distress, agitate, disturb, or trouble persons when:
1. submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities;
 2. submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting the employee or student;
 3. such conduct has the purpose or effect of unreasonable interfering with an employees or student's performance or creating an intimidating or hostile working or learning environment.
 4. Harassment, may include, but is not limited to the following:
 - a. Verbal, physical, or written harassment or abuse
 - b. Repeated remarks of a demeaning nature
 - c. Implied or explicit threats concerning one's grades, job, etc.
 - d. Demeaning jokes, stories, activities directed at a student or employee

III. Procedure

- A. No Diocese employee shall be sexually harassed or shall be sexually harassed or shall sexually harass others. Additionally, no Diocese employee shall fail to refer for investigation or, if appropriate, fail to investigate a complaint of sexual harassment. Initiation of a complaint of sexual harassment will not adversely affect the job security or status of an employee. Sexual harassment by employees will be promptly investigated and resolved. Any report not made in good faith or made with malice is a violation of this policy. Violation of this policy shall result in disciplinary action, up to and including termination, against any employee.
- B. If there is a complaint to be filed against any person at Sacred Heart Jr/Sr High, the person must file a written complaint to the Principal or designate. The procedure will follow the normal grievance policy as outlined in this school handbook.

CHANGES TO THIS POLICY MANUAL

The Pastor Designate and/or Principal may amend this policy manual after consultation with the Council of Education.

DIOCESE OF SALINA

DISCLOSURE FORM FOR MINISTERS TO CHILDREN AND YOUTH

This form will be made available only to persons in positions of responsibility for specific diocesan and/or parish programs in which the undersigned seeks to become involved.

NAME: _____ **HOME**
PHONE: _____

STREET
ADDRESS: _____

CITY/STATE
ZIP: _____

MINISTRY IN WHICH YOU SEEK TO SERVE: teacher-coach-staff-
other

Have you been convicted of a crime against persons involving morals, alcohol, or drugs? _____ Yes _____ No

My signature below verifies the truthfulness of the information contained above.

All teachers, staff, and volunteers involved with students at Sacred Heart Jr/Sr High School will fill out a disclosure form as per diocesan policy.