



FACULTY HANDBOOK 2025-26

Corpus Christi Catholic School

2817 Corpus Christi Dr
South Bend, IN 46628
574-272-9868

ACCIDENTS

Accidents involving students or staff members are to be reported to the principal immediately and a written detailed report, using forms in the office, must be submitted by the end of the school day.

ACCREDITATION

Corpus Christi is accredited through Lumen and the Indiana Board of Education.

ALCOHOL

The use of alcohol on campus is strictly prohibited. Faculty / Staff members who bring alcohol to school face termination of employment.

From the Diocesan Employee Handbook:

While conducting official business for the Diocese, no employee may use, possess, distribute, sell, or be under the influence of alcohol, illegal drugs, or cannabidiols (CBD oils).

CELL PHONES

Cell phones should be in the off or mute position during the hours of 7:35 a.m. and 3:15 p.m. and during Faculty Meetings. If a teacher anticipates a call during the school day or during a meeting due to an emergency, he/she should notify the principal as soon as possible. At no time when teachers are in the presence of students should they be involved in texting, talking on their cell phone, or updating social media status unless directly related to the task at hand.

CLASS PARTIES

Students are permitted three class parties a year: Halloween Party, Christmas, and Valentine's Day. Room parents may assist the classroom teacher with these three parties. We request that treats be already prepared into individual servings and include ingredient labeling. There should be no homemade treats.

CHILD ABUSE REPORTING

Corpus Christi School abides by the Child Abuse Prevention, Adoption, and Family Services Act. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services. All teachers and staff are mandatory reporters of suspected child abuse. Permission from the principal is not needed to report suspected abuse or neglect. Teachers and staff need to complete the Diocesan DCS Checklist and submit that form to the principal.

Child Protective Services 1-800-800-5556

CO-CURRICULAR ACTIVITIES

Teachers moderating after school activities are responsible for all of the students who stay for that activity. Teachers should make parents aware of where and when to pick students up from school.

CONTRACTUAL RESPONSIBILITIES:

STATE CERTIFICATION: It is the professional responsibility of each teacher to maintain a current license/certification for the area that he/she is teaching. A valid certification must be submitted to the principal before a contract will be issued.

RELIGIOUS CERTIFICATION: All religion teachers are expected to complete the Foundations in Faith courses required by the Office of Catechesis.

BACKGROUND CHECK: All employees of Corpus Christi School must complete and clear a diocesan specific background check prior to the first day of employment.

CATHOLIC IN GOOD STANDING: Corpus Christi Catholic School is a Roman Catholic Institution and the faculty represent this institution. The life choices of faculty members must be consistent with the expectations of a Catholic in good standing in the Catholic Church. Faculty are expected to support the teachings of the Catholic Church. Non-Catholic faculty members should publicly support the teachings of the Church and should live their lives in a manner that would be reflective of a Catholic in good standing. For further clarification of this policy, faculty members are encouraged to consult with the principal.

MEDICAL RECORDS: Proof of a medical examination is to be filed in the school office. In addition, on a case-by-case basis, the principal may require medical confirmation that a teacher is in good physical, mental, and emotional health to fulfill teaching responsibilities.

PROFESSIONAL ETHICS requires discrete interactions with all involved in an educational community. On or off campus faculty members should maintain exemplary conduct.

Students: Academic and personal student issues must be discussed only with the immediate staff on professional terms. When a problem arises, the principal and/pastor must immediately be advised of the situation.

Faculty: The actions or teaching abilities of faculty members shall be discussed only in a professional manner. All faculty members should be considered as equally important members of the team. Interactions with colleagues should be honest and when differences occur, both parties should work toward a mutually satisfactory resolution.

Administration: Mutual respect, loyalty, and support between the administration and the faculty are required for a good working relationship. Communication must be honest and direct. The faculty must support the decisions of the administration and refrain from discussing professional differences with students or parents or posting commentary regarding the administration through social media. Any breach of professional confidence may be cause for dismissal.

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

DISCIPLINARY ACTIONS

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

DRUGS

Faculty should refer to the Diocesan Employment Handbook for information regarding the use and abuse of drugs.

From the Diocesan Employee Handbook:

While conducting official business for the Diocese, no employee may use, possess, distribute, sell, or be under the influence of alcohol, illegal drugs, or cannabidiols (CBD oils).

EMAIL

Email should never be considered “private.” The administration of Corpus Christi School reserves the right to read any emails generated from the school email account without prior notice to the employee.

Teachers should only use the school domain when communicating with parents or students via email. At no time should a teacher use his or her personal email account to contact parents or students. Teachers assume personal liability for any ramifications that are the result of a communication on a personal email account. Teachers should use email etiquette in all communications.

FACULTY EVALUATION

The faculty evaluation program at Corpus Christi School has the following features:

1. The development of Professional Goals by teachers.
2. A minimum of three class visits each year. A pre-visit conference is optional; a post-visit conference is required.
3. Report on professional activities.
4. Annual review of the Professional Goals.
5. A final review meeting will be held during the last month of the school year.

The program follows this pattern:

- **September:** All members of the faculty write and submit a Professional Goals on the form provided.
- Formal and informal visits for observation throughout the year.
- **May:** The Principal holds conferences with each member of the faculty, reviewing the year-to-date, and future goals.

Intensive supervision by the principal will be at the discretion of the administration for any teacher who has been placed on an Improvement Plan.

Planned and unannounced classroom visits to assess teaching skills and classroom management skills may occur at any time during the school year.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) –

The Buckley Amendment

Corpus Christi School has consciously chosen to adhere to the Family Education Rights and Privacy Act with respect to student records and academic confidentiality in the following ways:

1. Students may not grade the work of other students.
2. Children of teachers may not grade the work of students enrolled at Corpus Christi School.
3. Graded student work may not be displayed in the halls.
4. A student should never be asked to state his/her grade aloud.
5. Parent volunteers may not grade student work.
6. Parent volunteers should not tutor or work in a remedial capacity with any students.

GUM

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

HANDBOOK RESPONSIBILITIES

Because the faculty substantially determines whether our school is successful, you are vitally important to Corpus Christi School. To live your teaching vocation in faith, a positive spirit of hope should pervade Corpus Christi School. Staff, students, and parents alike should be appreciated, respected, and should feel “at home”.

To enable us to work together, all staff members are responsible for:

1. implementing the Corpus Christi School philosophy
2. knowing the material in the parent/student handbook and presenting it to the students, enforcing the policies in it, and
3. reading and following this faculty handbook.

HISTORY

HOURS OF WORK

Teachers are to be at school from **7:30 a.m. to 3:15 p.m.** Monday, Wednesday, Thursday, and Friday.

Homeroom teachers are to be in their classrooms by **7:35 a.m.** when students arrive. Repeated tardiness may result in the time being accrued toward the use of a personal day.

Teachers are expected to attend all faculty meetings and teacher planning meetings. Faculty meetings will be held on Tuesdays. Please avoid scheduling appointments on **any** Tuesdays. Meetings will end by 4:30 p.m..

Regardless of teaching schedule, full-time employees are to remain in the building for the entire workday. In the absence of teachers, other faculty members may be asked to substitute during any non-teaching periods. This practice will be used only when other alternatives have been exhausted.

INTELLECTUAL PROPERTY

All work created by teachers as part of their employment contract will remain the property of Corpus Christi School. This work will include items such as, but not limited to lesson plans, assessments, and thematic units.

LEAVING THE BUILDING

Teachers should consult with the office staff before leaving the building to run an errand, for an emergency, etc. Extended or frequent absence during the day may be considered a portion of a personal day.

MAINTENANCE OF CLASS SPACE, EQUIPMENT, AND MATERIALS

1. Valuables, Money in Classroom

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

2. Classrooms

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

Classrooms should remain free of clutter. No boxes or stacks of materials in classrooms. Consider the learning styles of **all** students. Students with ADD/ADHD cannot function in a disorderly room.

The Fire Code forbids items from being hung from the ceiling or be stacked within three feet of the ceiling.

No candles of any type should be lit in a classroom at any time. This includes the lighting of an Advent wreath or birthday candles.

No space heaters, portable air conditioners, microwaves, or mini refrigerators in classrooms.

All furniture or lamps provided by teachers should meet the UL® fire code regulations.

Teachers should not use aromatic diffusers or electronic scents as they may be an irritant to students with allergies.

3. Lockers

Lockers should be kept orderly and cleaned periodically. Locker doors should be kept closed and locked. Locker areas should be neat. Corpus Christi School is the owner of lockers and desks and reserves the right to search them at any time.

4. Halls

Halls should be free of tables, chairs, trash, or any other objects that would interfere with emergency procedures. Corpus Christi School adheres to all safety standards. Hall displays should showcase student work, achievements, and learning. They also serve as an important vehicle of public relations for our school.

5. Books

Teachers are required to assign rented texts to students by number. A record of the rental numbers should be kept. An inventory and evaluation of the condition of these books is made by the teacher at the end of the school year.

Damaged or lost books require replacement or a fee to be paid by the student. Teachers are responsible for collecting the books for their groups.

6. Inventory

Teachers should keep an inventory of the permanent items in their classrooms. The list includes desks, chairs, computers, computer tables, all electronic devices, worktables, audio-visual equipment, rugs, and/or sacramentals, etc.

7. Library

Consult the library schedule if a need arises to use the library. Please inform the librarian ahead of time to avoid conflict with other classes and to give the librarian a chance to have materials ready. The teacher who brings a class to the library is responsible for its discipline and for leaving the room clean and orderly.

8. Faculty Lounge/Workroom

Students should not be sent into the Lounges / Workroom on errands. Please keep the faculty rooms, table, sink, refrigerator, and any other equipment clean. A soft drink machine and a snack machine are provided for faculty use.

9. Copy Machine

No copyrighted material will be duplicated or copied. Please make sure that reproduced work has real teaching value; avoid busy work. Use both sides if possible.

Teachers should not use the copy machine for personal use. Teachers should not attempt to repair the copy machine, instead, they should call the office for assistance. .

10. Mailboxes

Check mailboxes at the beginning, at lunch, and at the end of the school day. Students should never be sent to take materials from a teacher's mailbox. Mailboxes are not storage areas. They should be emptied each day.

11. Bulletin Boards

Change bulletin boards regularly. Bulletin boards in the hall are a shared duty.

12. Computers

Students using Chromebooks should be monitored continuously for appropriate use of all sites.

13. Professional Development Opportunities

Teachers who wish to attend professional development (PD) funded by Corpus Christi School must submit an application / request. The number of teachers who will be allowed to attend PD sessions on the same day will be limited due to the difficulty of contracting substitute teachers. Teachers who attend one-day PD sessions are expected to attend the entire day. Professional Development funds do not cover parking, room service, or alcoholic beverages. Attendance at national conventions will be determined on a rotating basis. Teachers who attend conferences are expected to return from the conference and share with the teachers at the next Faculty Meeting insights gained from the conference.

*South Bend Community School Corporation has required paperwork for teachers to complete.

14. Travel

All reservations for teachers who attend PD sessions that require air travel must be approved by the principal.

15. Purchase Procedures

All items purchased for use in the school must be approved by the principal in advance of the purchase.

MASS

Mass begins at 8:00 a.m. On Mass days, please begin taking classes to Mass at 7:50 a.m.

Tuesdays Grades 6-8

Wednesdays Grades 1-5

Thursdays Grades 1-8

Kindergarten will attend monthly birthday mass, Holy Days, and other special liturgies; PreK will attend Holy Days.

MISSION STATEMENT OF CORPUS CHRISTI CATHOLIC SCHOOL

We will, as the community of Corpus Christi, develop our students spiritually, morally, intellectually, and socially, supported by the doctrine of the Catholic Church and the tradition of Catholic education.

NOTIFICATION OF ARRESTS

If any school employee is arrested either on or off campus, at any point while employed by Corpus Christi School, the arrest must be immediately reported to the principal and/or the Pastor. The principal and/or the Pastor must report the arrest of any school employee to the Superintendent for further guidance and review along with any corresponding reports or documentation.

OUTSIDE EMPLOYMENT

Teachers must not engage in gainful employment which interferes with school duties. The school reserves the right to judge whether outside employment is compatible with schoolwork and with the teachings of the Catholic Church.

PHILOSOPHY

Corpus Christi School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese.

1. To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
2. To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life.
3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.
4. To aid students in evaluation of their own capabilities and vocational possibilities.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early years, education is often of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

PLAYGROUND RULES

Any class using the playground should follow the Lunch / Playground Guidelines.

POLITICAL/PARTISAN SUPPORT

Faculty members should be aware that they are not allowed to display visible signs of support for a political party or political candidate. This includes buttons, signs, or bumper stickers placed on a car parked in the school/parish parking lot. Political or partisan attire such as shirts and hats should not be worn to school or school sponsored activities. Political/Partisan Support should also not be included in a faculty member's social media sites.

PROFESSIONAL BOUNDARIES

Teachers should not share their personal phone number with parents or students. In addition, teachers should avoid "friending" students (or the parents of their students) on social networking sites. This can be a breach of professional boundaries.

PROFESSIONAL DRESS

Teachers are to dress as professional role models. In general, the dress code is defined as business casual.

No staff member should wear flip flops or anything that is strapless or has spaghetti straps.

PROFESSIONAL DEVELOPMENT DAYS AND LATE OPENING MEETINGS

Professional Development Days are used for professional meetings or other professional development opportunities. All teachers are expected to be in attendance for these meetings. Teachers not in attendance for Diocesan Professional Development Days must claim this day as a personal day.

PROFESSIONAL ETIQUETTE

Teachers are expected to use professional etiquette in all written and verbal communication. This includes, but is not limited to, the use of communicating through email or written expression using appropriate salutations (Mr., Ms., Mr., etc.) and grammar. Phone calls should also be made in a professional tone. Teachers should not send text messages to parents or students.

PROFESSIONAL LIABILITY INSURANCE

Corpus Christi School does not provide Professional Liability Insurance to teachers.

RADIOS (WALKIE-TALKIES)

Each teacher has been issued a radio to use during the school. Radios should be charged each day and turned on during the school day. Teachers and staff should bring the radio for recess, drills, and at dismissal.

REFRESHMENTS

Teachers may drink coffee, water, soda, or tea in a container with a lid.

SAFETY

Unsafe building or grounds conditions are to be reported to the principal or maintenance. Work orders for maintenance needs must be signed by the Principal.

SALARIES, BENEFITS

- A. **Salary Scale:** The Corpus Christi School scale is based on state teacher certification rank and years of experience.
- B. **Insurance:** Corpus Christi School offers.
- C. **Social Security and Workmen's Compensation:** Faculty/staff members are covered by the Social Security program and Workers' Compensation.
- D. **Contract Year:** Contracts with teachers are for one year. At the discretion of the administration, the contract may be renewed. Teachers whose contract will not be renewed will be notified verbally and in writing by May 1st.
- E. **Pay Period:** Remuneration is made according to contract based on a 12-month schedule. Paychecks are issued twice a month on the 15th and 30th of the month..
- F. **Personnel Records:** Change of name, address, dependents, beneficiaries, etc. should be sent to the Business Office. This information is kept confidential.
- G. **Illnesses and Personal Days:** All full-time certified faculty members are allowed 9 paid leave days (2 personal days; 7 sick days) each year. Planned personal days are to be approved by the principal. Please notify the principal, using the appropriate forms, as soon as the need for absence arises. This facilitates the hiring of substitutes.

SMOKING

Corpus Christi School is a smoke-free building; therefore, smoking is prohibited in the building and anywhere on campus. This policy includes a teacher smoking in his/her car if it is parked on school property and the use of e-cigarettes. At no time should e-cigarettes be in the school building. The battery in e-cigarettes can ignite

and cause a fire. Use of vapors is prohibited on school property. The smoking policy also pertains to smokeless tobacco products.

SOCIAL NETWORKING SITES

Any photographs or statements made on a faculty member's Social Networking Site may be cause for dismissal. This includes defamatory comments made about the school administration, other teachers, students, school parents, clergy, or the parish.

STAFF DEVELOPMENT

Faculty members are encouraged to suggest topics for staff development. A copy of a teacher's professional development record should be kept by the teacher.

STUDENT BEHAVIOR

Students must know and understand the rules for classroom behavior as stated in the Parent/Student Handbook. Additional rules established for a classroom should be posted in the classroom. Teachers should include guidelines for student behavior when a teacher is not present in the classroom. Students must understand the consequences for not following school rules. Actions meriting a consequence must be explained to the student before issuance of the consequence. Detentions should be reserved for very serious behavior infractions.

STUDENT SUPERVISION

Supervision of all students is the legal responsibility of the teacher. Supervision is both physical and mental. Students should be supervised for both their safety and learning. Do not leave students unattended. If unavoidable, be sure that students know what procedures they are to follow. Ask another teacher to monitor students or call the office. Require students to remain seated in their desks while the teacher is out of the room. Teachers should not be involved in social conversations during recess. The playground is considered a high-risk area in need of constant supervision. A teacher may be found personally liable for failure to properly supervise students.

Teachers who provide services to students after school must make sure that students have been picked up before leaving the building. The office closes at 3:30 p.m. and office staff cannot be responsible for students whose scheduled activity ends at 3:30 p.m. or later. Students should never be left in the building after school without supervision.

TEACHER PLANNING MEETINGS (PROFESSIONAL LEARNING COMMUNITIES)

Levels will be divided as follows: Pre-K-2, 3-5, 6-8, and Specials. Level meetings are typically held once a month. Minutes of Teacher Planning Meetings should be submitted to the principal no later than two days after the meeting.

TEACHER PROCEDURES

Academic Policies and Procedures

Testing

- Grades 3-8: ILEARN
- Grade 3: IREAD
- Grades K-2: NWEA Map and Reading Fluency

- Classroom tests: Classroom tests are used to assess subject mastery. The purpose of these tests is to provide a measure of progress toward objectives and positive feedback and to allow the teacher to gauge the success of instructional goals.
- Grades 2-8: ARK Religion Test
- K-8 Language Learners: WIDA

Reporting of Student Progress:

- The school year is divided into four quarters. Formal grades for each quarter appear on the report card. Progress Reports are sent home mid-quarter.
- Grades should be updated in PowerSchool by noon on Mondays.

The following is the Grade 3-8 Diocesan Scale:

A	93-96	B-	80-82	D+	67-69
A-	90-92	C+	77-79	D	63-66
B+	87-89	C	73-76	D-	60-62
B	83-86	C-	70-72	F	0-59

The following is the K-2 Diocesan Scale:

O	95-100
S+	87-94
S	80-86
S-	70-79
N	60-69
U	0-59

- All communication on student work should be academically focused, ensuring that the student's dignity remains intact.

Communication with Parents/Guardians:

- Contact should be frequent. Use of phone, written notes, bi-weekly progress reports, emails, and/or newsletters are encouraged.
- Take a positive approach in communication with parents. Achievement and improvement, in addition to negative behavior and failing grades, are good reasons for contact with parents.
- Letters sent to an entire class must be submitted to the office prior to being sent home. A copy of all such communication will be retained in the office.
- A telephone log of calls to parents should be kept by each faculty member
- The school administration should be copied on mass emails sent to all parents in a classroom. Teachers should never delete their "sent" file.

Reporting of Academic Progress to parents:

- Informal: See above.
- Parent/Teacher conferences.
- Report Card / Progress Reports sent home four times during the school year
- Results of standardized tests and exams.

Permanent Records:

- All information must be complete and recorded on individual student permanent records by the terminating date of teacher contracts. Lesson Plans and Grade Books are the property of Corpus Christi School and must be submitted at the end of the school year. Unofficial Cumulative Record Folders are not used at Corpus Christi School.

Student Records:

- Corpus Christi School has chosen to adhere to the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to student records. Records of students transferring to other schools will only be sent electronically or via US mail. No records will be given to parents to transport to the new school.
- Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the Corpus Christi School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.
- No records will be sent to transferring schools of students whose financial commitment is in arrears.
- In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

Parent/Teacher/Student Conferences

- Parent/Teacher/Student Conferences are held once per school year in the fall.
- All teachers are expected to be in attendance on Conference Days.
- Teachers who have no conferences are expected to be in attendance on conference day until 7:00 p.m.

Daily Class Management Procedures

Lesson plans

- Teachers are expected to be prepared for classes each day.
- Teachers are encouraged to include objective or aim, standards addressed, materials needed, procedure, and evaluation. Page numbers and titles are not adequate lesson plans, especially in the case of an emergency.
- In the event of an absence (planned or unplanned), detailed lesson plans need to be provided for the substitute. Teachers should provide clear directions for the substitute and provide for enough materials for the day or class period.

Rules of Conduct

In general, the following school procedures and expectations are to be enforced by faculty and staff.

- Students are expected to show respect for peers, faculty, guests and volunteers through words and actions.
- Students are to be in proper school uniform as detailed in the handbook.
- Students are to remain seated if the teacher must leave the room.
- All property, personal and school, must be given proper care.
- Classrooms should have an atmosphere of learning beginning at 7:50 a.m.
- Students may not run inside the building.
- Good manners are to be displayed by all students and should be modeled by everyone on the staff.
- Chewing gum at school is not permitted in the school buildings or on school property during the school day. Teachers should refrain from distributing gum to students.
- Students should consume candy given by a teacher while in the teacher's room, not in the hallways, in another teacher's classroom, or during carpool.

Presiding Duties

- Teachers are responsible and have authority in and outside of the school grounds.
- Teachers assigned to recess are expected to monitor activities with the students. Teachers should not use recess time as an opportunity to visit with one another.
- At no time is a class of students to be left unattended without direction.
- Teachers should be in control of a group when going from one location to another.
- Teachers and staff should have high expectations for appropriate student behavior and should correct inappropriate behavior of any student when witnessed.
- Non-homeroom teachers should assist homeroom teachers with supervision of students during Mass and all other assemblies.
- Teachers should not be involved in social conversations during recess supervision. The playground is considered a high-risk area in need of constant supervision. A teacher may be found personally liable for failure to properly supervise students.

Attendance Book and Attendance Report

- Each homeroom teacher completes daily attendance for his/her homeroom and submits it in PowerSchool by 8:15 a.m.
- All written statements and/or emails regarding absences should be sent to the office.
- The Grade Book and/or Class Roster should be with the teacher at all fire and disaster drills.

General Daily Schedule

7:30 a.m.	Teachers/Staff in the building
7:35 a.m.	Students report to homerooms; lower level door entry allowed
7:45 a.m.	Morning Prayer and Announcements
7:50 a.m.	School Begins; lower level entry closed
11:30 a.m.-1:00 p.m.	Lunch/Recess Rotation
2:55 p.m.	Afternoon Prayer and Announcements
3:00 p.m.	Dismissal

Student Illness

- Under State Health Department rules, a teacher cannot provide or administer medication of any kind (this includes over the counter medication) to a student. All medication is required to be held in the office in the original container with a note from the parent and/or doctor.

Student Phone Use

- A student may be permitted to use the office phone with a note from the teacher.
- Students may not use their own cell phone or the teacher's cell phone.

Homework Guidelines

- Although the amount of homework will vary within grades and on different days, a reasonable guideline is listed below. Teachers should consider the ability of the group and the assignments of other teachers when requiring homework. These guidelines do not include reading.
 - Grades K-2 15-20 minutes
 - Grades 3-4 20-30 minutes
 - Grades 5-6 30-40 minutes
 - Grades 7-8 40-60 minutes
- Homework may be assigned over a weekend if needed.
- Consideration should be given to the day of the week. For example, having tests and projects due on the day after a weekend or school break may be problematic for students.

Teacher and Teacher Assistant Absence:

- All absences should be reported to the principal as early as possible or by 6:30 a.m. on the day of an unplanned absence. Substitutes will be contacted by the administration.
 - Teachers/Staff should contact the principal and school secretary via a phone call or text.

Classroom Conduct

- Within the classroom, all ordinary discipline matters are the responsibility of the teacher. The following procedures help set an atmosphere necessary for learning:
 - At the beginning of the school year, outline expectations for student conduct and academic work.
 - Set classroom rules, post, and insist that they be followed from the first day.
 - Well-planned lessons that keep students on task decrease the time available for misconduct.
 - Be firm, fair, and consistent.
 - Be prepared, in case of an emergency, for a substitute teacher. Provide more than enough materials/work for students to complete in your absence.
- Practices which are not conducive to good discipline include:
 - Repeated loud voice usage by a teacher; yelling is professionally inappropriate
 - Threats of unrealistic punishments
 - Repeated warnings with no follow-up. - Do what you said you were going to do!
 - Inconsistent adherence to rules.
- If misconduct occurs, the following may be helpful. (Punishment should be for behavior, not for lack of scholastic performance.)
 - Talk with the student.
 - Withhold privileges.
 - Conduct that interferes with the teaching and learning process should be reflected on the report card and reported to the principal
 - Assign time out in an isolated area of the room. Do not place students in the hall for time out.
 - Students should be sent to the office for disciplinary matters only after the teacher has exhausted all possible means of dealing with the situation.
 - Notify the office of the reason(s)
 - Teachers may need to set up a conference with the parents to alert them and discuss possible ways of improvement.
 - Avoid punishments that involve the entire class. Rather, target individual student misbehavior.

Field Trips

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

- Teachers, at their discretion, may invite parents (usually homeroom parents) to accompany the class on the trip; however, parents may not ride the bus to any field trips. In addition, all chaperones must be approved volunteers.
 - Siblings of children are **not** allowed to accompany a class on a field trip even if the parent is a chaperone.
 - Only “official” chaperones should be in attendance for a field trip.
- All plans for field trips must begin with submitting a field trip approval form to the principal. This contact should be made as early as possible since transportation will need to be secured before sending any permission slips.
- To be allowed to go on a field trip, students must turn in an official signed permission form. Teachers are responsible for collecting permission slips prior to the field trip date.
- Field trips are a privilege, not a right. Students not attending the field trip will remain at home and will be marked absent. Students must be eligible to attend any field trips.

Speakers

- Guest speakers for the various areas of the curriculum are encouraged. All arrangements should be discussed and approved by the principal ahead of time.

Visitors

- When inviting groups of parents to view special programs or projects, be sure to notify the principal and secretary of the time, program, and number expected. Visitors should be reminded to check in at the office and obtain a visitor badge from the office.
- Be conscious of any unknown persons in the building. Make sure that all unidentified persons are escorted by a teacher to the office.

Campus Facilities

- A number of campus facilities, such as the Church and the Peterson Room are available for school use; however, they are shared with others. Therefore, arrangements for reserving these facilities are to be made in advance and are subject to availability.

Daily Schedule/ Schedule Changes

- Self-contained classroom teachers should submit a daily schedule to the principal at the beginning of the school year and when changes are made.
- Middle School teachers should submit a schedule as needed.

Faculty Bulletins

- Faculty Bulletins for the following week are ordinarily sent via email on Fridays. These weekly bulletins are intended only for faculty members and should not be posted where students can read them.

Dismissal

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

All-School Assemblies

- Presiding over students at an assembly will be handled by teachers assigned to teach during that period; however, all teachers are required to attend the assembly unless otherwise noted.

Fire Drills (held monthly)

- Close classroom doors, outside doors, and any fire doors that may be open.
- Bring a class roster or gradebook to help check attendance.
- Do not close any windows that may be open.
- Students walk silently in an orderly single line.
- Exit following directions posted in the classroom.
- Once outside, the teacher takes attendance.
- Stay in designated spot in silence until signaled to return to the building.

Tornado/Disaster Drill

- Students walk silently in an orderly single line to their designated area.
- Bring a class roster or gradebook to help check attendance.
- Students take a position of sitting with hands covering head until signal is given for release. Students should not sit in front of a door or window containing glass.
- The teacher supervising the class takes attendance.
- Return to the classroom quietly.

Earthquake Drill

- Drop, cover head immediately.
- Crawl under desk or nearest table.
- Listen for further instructions.

Emergency in the Building

- Announcement will be given if possible
- Close and lock all classroom doors.
- Move out of sight for lockdown
- Remain in the classroom until otherwise notified.
- Do not let any student leave the room.

TECHNOLOGY CONCERNS

Blogs: Engagement in online blogs with students such as, but not limited to Facebook®, Instagram®, Snapchat®, TikTok®, etc. may result in disciplinary actions if the content of the teacher's blog includes defamatory comments regarding the school, the faculty, other students, parents, or the parish. Teachers should not be social networking "friends" with their students. Teachers should exercise caution prior to friending the parents of students.

Email: Teachers should only use the school domain when communicating in the official capacity of teacher at Corpus Christi School. A teacher's email on his/her school email account should not be considered private and may be read at any time by Administration.

Instagram®: Photos and captions on a teacher's Instagram® account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.

Sexting: Teachers involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face termination and civil charges. All teachers involved in sexting will be reported to law enforcement authorities.

Texting: Teachers should refrain from texting students.

TECHNOLOGY USAGE

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

TITLE IX

Corpus Christi School adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

VIDEOS

Any video other than a G rating must be approved by the principal. Parent permission will also be required after approval from the principal.

RIGHT TO AMEND

Corpus Christi School reserves the right to amend this Handbook. Notice of Amendments will be placed in teacher mailboxes.

***Any issue not covered in this Faculty Handbook is addressed on an individual basis.