

Saint Patrick School
Faculty Handbook

2020-2021



Mission Statement

We are a Parish School located in Bay Shore that was founded in 1921. We follow the tradition of the Sisters of Mercy which guides each child to reach his or her highest potential, academically and spiritually.

We believe that by mastering the fundamentals in all areas of the curriculum, our students will possess the strong foundation necessary to support all future learning. Guided by the Gospel's message we encourage the development of respect, courtesy, compassion and moral character through work and action. We abide by the characteristics and qualities of a Catholic School Teacher as defined in the Diocesan Handbook.

SCHOOL BELL SCHEDULE

Homeroom - 8:20-8:30

Period 1: - 8:30 – 9:10

Period 2 - 9:10 – 9:50

Period 3 - 9:50 – 10:30

Period 4 - 10:30 – 11:10

Period 5 11:10 – 11:50

Period 6 - LUNCH 1 - 11:50 - 12:10 Gr 3,4 Gr 5,6

LUNCH 2 - 12:10 - 12:30 Gr K,1,2 Gr 7,8

Period 7 - 12:30 – 1:10

Period 8 - 1:10 – 1:50

Period 9 - 1:50 – 2:30

Homeroom- 2:30-2:40

**2:40- Busers, YMCA, Clubs and After-Care released.*

Dismissal - 2:40

Please report to the gym for clubs, AC to go directly to Cafeteria

This handbook is designed to provide basic information on the school's functions, operations, and expectations. If your concerns or questions are not addressed in this handbook, please contact the principal.

It is critical to remember that employment relationship between St. Patrick Grammar School and its teachers, faculty and staff are, first and foremost, subject at all times to the ethical, canonical and religious precepts of the Roman Catholic Church as interpreted by the parish pastor, subject to the Bishop of the Roman Catholic Diocese of Rockville Centre (the "Diocesan Bishop") and applied by the

school administration. The Diocesan Bishop is the final arbiter of the application of such precepts to all aspects of employment relationships, from hiring to termination, regardless of any other provisions of this document or any Handbook. These precepts, as interpreted and applied by the parish pastor, subject to Diocesan Bishop, shall be the guiding principles and law upon which all employment terms shall be understood.

ABSENCES

Regular attendance is essential in providing our students with a high quality of instruction. Teachers should notify the principal. Please call the school as early as possible but no later than 7:30 AM. The principal and pastor will review each incident of excessive absence and may require the employee to provide medical documentation or may consider disciplinary action up to and including termination. Teachers are to record their own personal attendance including part day absences and out of building business at the bottom of the monthly attendance page in the Attendance Book.

*Vacations and medical appointments should be scheduled with the school calendar in mind. Only in emergencies should school time be used for medical appointments. **Sick days and Personal days are not allowed the first and last week of school or the day before or after a school holiday. Teachers are permitted 2 personal days. A third personal day is at the discretion of the principal. All requests for Personal days need to be submitted 72 hours in advance.***

- *In the event of a teacher absence, without the availability of substitutes, the following classes may be canceled: A.I.S., Library, Computer Lab/Spanish/Art*

Emergency lesson plans should be available. The following information should be included: Information for substitutes should contain at least 3 days of updated lesson plans.

- *A list of students with Health Problems- allergies*
- *Class Schedules*
- *Updated Seating Chart*
- *Updated Class List*
- *Ample Supply of Class Activities and Assignments*
- *Practice/Review Assignments, Clearly Written*
- *A list of Students Riding the Bus or Permanent Walkers*
- *A list of Students Receiving Resource/Band/Speech*

AFTER SCHOOL MEETINGS

*Teachers are required to remain after school for approximately **one hour** to attend each or any of the following meetings: (3:00 PM-4:00 PM)*

A. Monthly faculty meetings

September 2nd & 3rd(Professional Days) September 11th, September 17th, October 6th(Professional Day) October 15th, November 17th, December 18th, January 12th, February 5th, March 10th, March 19th (Professional Day) April 22nd, May 17th

B. Two days a month for departmental meetings and/or special group meetings

- C. *Given sufficient notice, teachers may be required to attend parent-teacher meetings and school related activities given outside of the normal school day as authorized and scheduled by the principal.*
- D. *Half days may be used for faculty meetings, level meetings, committee meetings, or paperwork. Teachers are not permitted to leave the building before 2:00 PM*

Meetings you are expected to attend during the school year include:

<i>Back to School Night in September</i>	<i>Fifth Grade Health Night</i>
<i>Two Report Card Conferences</i>	<i>Talent Show/Play</i>
<i>Sacraments in which your class participates</i>	<i>Committee Night</i>
<i>Mass and Open House in January</i>	<i>Graduation/Pin Ceremony</i>
<i>Winter/Spring Concerts in which your class participates</i>	

ANNOUNCEMENTS

If you wish to have an announcement read, it should be in the office no later than 8:00 AM. A quiet, orderly, homeroom is expected by the second bell at 8:20 AM. Teachers should have their homeroom listen quietly during announcements. During this time, pertinent information is disseminated to the teachers as well as students, therefore, students should not be unpacking, walking the halls, or moving during this time.

ARRIVAL/DEPARTURE

The faculty is required to be in the building by 7:45 AM and in their respective classrooms by 8:00 AM. Please sign in the office with the time you arrive and check your mailbox. Please greet students as they enter the building. Staff members are free to leave the building at 3:10 PM. You need to sign out with the time you are leaving the building. Since this is a legal document, you are only permitted to sign yourself in or out.

ASSEMBLIES

Assemblies are regularly scheduled part of the curriculum and as such are designed to be educational as well. Regardless of the type of program, courtesy is expected at all times. Teachers are to escort their individual classes and remain with them. If the assembly is during your prep, that teacher can fill in for you.

ATTENDANCE

*To keep accurate and up-to-date information in the office, attendance should be taken by 8:30AM and entered each day in PowerSchool. Each teacher is required to receive a written excuse from students who have been absent and they should be kept for one year. Please inform the principal **when a student is absent 8 times**, or if you suspect there are extraordinary circumstances. Please be sure to review attendance monthly for accuracy. The office will provide a roster of absences and tardiness.*

BATHROOM PROCEDURES

For primary grades K-1-line up in the hallway and proceed with Teacher or TA in attendance. Time should not be wasted in the hallway. Kindly review mental math with the students.

For upper grades-Kindly sign the student planner and allow only one student out of your class at a time, especially when returning from recess. All students should report directly to their homeroom and ask for permission.

BUILDING AND GROUNDS REQUESTS

Since we are an active and vibrant community, many groups/classes wish to use our facilities. Therefore, you need to submit a request form ASAP to reserve the gym, cafeteria, or other area.

BULLETIN BOARDS

Please be sure to change your bulletin boards four times a year: Fall, Christmas, Post –Christmas, Spring Student work should be displayed as much as possible. Bulletin boards in the hallway will be assigned on a rotating basis, no hot gluing the bricks. ALL decorations as well as backing paper must be removed in June. All decorations should be **new**. If you need ideas, there are plenty of websites devoted to bulletin boards. The following teachers are assigned the display cases.

	Primary	Second fl	Main Office	Upper	Lobby	Nurse	W. Café
Sept	101	201	106	207	Art	EF	MM
Oct	102	202	107	208			
Nov	103	203	109	209	Art		MO
Dec	104	204	106	207			
Jan	105	205	107	208		EF	MM
Feb	101	201	109	209	Art		
Mar	102	202	106	207			MO
Apr	103	203	107	208	Art		
May	104	204	109	209		EF	MM

CAFETERIA/RECESS

Teachers should supervise the students while at lunch by circulating among the tables. Kindly check EACH table before you dismiss the students to line up. **Teachers should be in opposite areas of the cafeteria or yard.**

The teacher in charge is responsible for safe play in the yard, keeping children in the designated boundaries. The teacher in charge should remain in the yard until all other classroom teachers pick up their homeroom. We need to encourage socialization – all students need to go outside for recess/lunch.

Children are not permitted to leave the cafeteria (or yard) except for emergencies.

If a child is not on the lunch list, **DO NOT DISTRIBUTE LUNCH.**

Lights out means silence.

Grades K-3 Children will take milk from the counter upon entering the cafeteria.

Grades 4-8 Children may purchase beverages and snacks **after** lunch.

Recess Rules

All students should play within the yellow boundary lines for their grade level. No students should congregate in the fire lane area, near entrance doors, or windows.

At no time will rough play be allowed.

No more than 12 students may play in a single game per playing field.

Football for grades 5-8 only, if play gets intense, the teacher on duty should end immediately.

No handball against the wall.

Students may **NOT** bring their own sports equipment/ trading cards/ slime from home.

Teachers on duty are responsible for distributing/collecting equipment.

CELLULAR PHONES

Cellular phones are not permitted in the presence of students. Please make sure your phone is turned off or set to silent.

Student phones are to be turned off and in their backpacks. They are not permitted for use in the yard, bathroom, hallway, etc. Please confiscate and send to the office.

CLASSROOM MANAGEMENT/ SUPERVISION

The following will need our consistent attention throughout the school year. We want fair and consistent adherence to our school rules and regulations.

- **No student/class should be unsupervised at any time.**
- It is of the utmost importance that teachers supervise their classrooms whenever students are present
- For grades 5-8 when changing classes, the teacher should be positioned in the doorway to supervise the students in the hall and in the classroom
- Students should **not** be sent into the hallway or Library for make-up work
- Please send all of the following in your brown morning envelope: Parents' Association communications, letters to principal, notes, etc.
- All monies should be in an envelope labeled with this purpose. No money or valuable personal items should be kept in the classroom overnight. We are not responsible for any lost or stolen items
- Limit the amount of seatwork/ busy work given to students
- Homework should be checked daily
- **PLEASE DO NOT SEND STUDENTS TO USE THE OFFICE PHONE FOR FORGOTTEN ITEMS: HOMEWORK, PE UNIFORM, PROJECTS, ETC.**

COMMUNICATION

Parent contact and support is the key to success with our students. Please do everything you possibly can to keep the parents of your students informed. When writing notes to parents, a copy of the note should ALWAYS be kept on file. If you feel the contents of a note might cause problems, please see me. Phone calls should be logged with date and content. Please use the Communication Form.

Please check your email daily and regularly because 99% of communication will appear in this format. Be brief when responding to an email, i.e. I will call at my prep (10:00) to discuss the issue.

Do not give the parents your home phone number, if you are on a school trip, you may use the after-care phone.

Be professional if you have a Facebook account. Do not "Friend" parents.

Be professional when communicating with parents.

CONFIDENTIALITY

Please do not discuss students, or parents in the hallway.

DAILY LESSON PLAN

Provide a detailed plan and submit by 9 am on your designated day. Please write an objective each day.

DISCIPLINE

Classroom management is different from discipline. Effectively management is an essential part of maintaining control and discipline. An effective teacher manages a classroom. The number one problem in the classroom is not discipline; it is the lack of procedures and routines.

- *It is the responsibility of the classroom teacher to manage the students in her/his class*
- *Parents should receive a guideline on the first day of school or back to school*
- *Students should be aware of your discipline plan, try incentives*
- *Treat students with respect at all times*
- *Be consistent*

*The following items are **NOT** permitted:*

- *Sitting students in the hallway*
- *Withholding snack as a punishment*
- *Administering a repetitive written assignment (i.e. I will not.....)*
- *Punishing the entire class, especially for recess.*

- *Embarrassing the child publicly in any way is unacceptable (Correct the child's behavior in private).*
- *Giving select students an opportunity to make-up a project or test . In the interest of fairness, all students should be given the opportunity to make-up a test or a project.*

Use discretion when sending students to the office. If you handle your own discipline you will strengthen your position and fewer problems will arise.

Remember.... The tone of your voice is important when communicating with students. As Dr. Marvin Marshall shared in his book titled, "Discipline without Stress, Punishments or Rewards", it doesn't matter what the verbal communication is if the tone is one of anger. In addition to tone, non-verbal body language is equally important. Gestures, facial expressions, movements, and posture show all signs of communication

DISMISSAL

Teachers should start preparing students for dismissal before the bell rings. Classes should begin to be dismissed from homeroom at the bell. Kindly lead your class. Do not leave any students in the classroom packing up. Ensure that everyone is outside on time for dismissal. It is the place where we need the most supervision, so be at your bus line supervising the students. "Change in dismissal" for students should be marked in powerschool each morning. Please make sure the students head to their proper place.

DRESS CODE

*We are role models for our students. Staff members are expected to present a professional appearance at all times. We set the tone and example for students. T-shirts, nylon jogging clothes, spaghetti straps, ugg boots or undergarments showing, is not appropriate for regular workday. Extremely short or tight clothing, skirts with large slits, torn clothing, or outdoor scarves are not professional dress codes. Staff members may wear jeans (no shorts), sweatpants, t-shirts and sweatshirts on Dress Down Days and Field Trips. Shorts are permitted on Beach Days only, but they need to be to the knee, no short shorts. Sandals (with back straps) are required. Special permission has been granted not to wear pantyhose during the fall and spring months. Once the students are required to wear their winter uniform, pantyhose is required. Failure to follow these directives will result in **your privilege being revoked.***

Eating, chewing gum and drinking beverages during instructional times are considered unprofessional and therefore, unacceptable in the classroom. Please drink your coffee before school, during your prep or at lunch.

EARLY DISMISSAL/ NO CLUB/NO AFTERCARE

On early dismissal days, the homeroom teacher should verify with students how they will go home and record in Powerschool.

FIELD TRIPS *See chaperoning guidelines in Parent/Student Handbook

Field trips should be a learning experience that supplements the curriculum. Teachers will include the trip in their lesson plans and will provide an introductory and summary lesson.

*Parents, who are chosen as chaperones, must have completed the **Virtus Training given by the Diocese of Rockville Centre** and have an appropriate background check. Please check in the office prior to the selection process. **Parents who are non-chaperones may not attend the field trip. Please give***

out a copy of Chaperone Responsibilities in the School Handbook prior to the trip and have parents sign it.

Signed permission slips from guardians or parents must be submitted for the student to participate.

*Please check in the office for the transportation company that has been approved by the Diocese. **Keep cash to tip the driver.***

GRADING

Tests, quizzes and project outlines should be submitted to the office prior to being given. Graded papers should also be submitted with the tracking form. Rubrics should be given out in advance. While the students are taking a test, the classroom teacher should be circulating the room. Since the grades will be posted online for parents to view, kindly make sure that you have at least three test grades, three quiz grades, and a project. Label the date the test was given. Return graded papers within a week.

PROJECTS -only one per trimester, and they should maintain the high standard (higher thinking skills questions/tasks) that we use for grading. Rubrics should be given in advance and attached to the project. Projects should NEVER inflate a grade a whole number, especially when given at home. You should have more tests, and quizzes than projects.

HALF-DAYS

Teachers are required to remain until 2:40 PM even if the students are only present until 11:15 AM. This includes half-days in the beginning and the end of year.

HOUSEKEEPING

The most effective teaching happens in a well-organized, clean classroom. Too much clutter or a trashy environment is an obstacle to learning. Please have the students pick up after themselves at the end of the day. These bonus lessons that students learn will become habits that should remain with them the rest of their lives if we apply these expectations consistently.

Windows should be closed and shades drawn to the halfway mark at the end of the day.

Lights should be shut and classrooms should be locked.

IEPs and 504s

Some students have an IEP (individual educational plan) because they have been diagnosed with a learning disability that inhibits the child from working up to his/her potential. This IEP has been designed with the assistance of the classroom teacher, psychologist, and special education consultant, to give those students ample conditions so that they perform to the best of their ability. The objectives are written with each individual student in mind. Since it is a legal document, classroom teachers need to review and adhere to each student's IEP to allow for maximum learning.

504s are usually granted for medical reasons, but nonetheless, have certain objectives the classroom teacher must follow.

At times the classroom teacher will be requested to give his/her clinical observation of the student. Please prepare for Annual Reviews with Educational terminology.

LITURGIES

Please take attendance when leaving the school building, when you arrive at Church, and when you line up to return to school.

Teachers will lead their class out the rear of the school building, up the walk to the crosswalk. No one is permitted to leave through the front door. Each teacher should sit with his/her class. Each class is responsible for hosting a school Mass. The Special teachers will assist the classroom teachers by crossing the students, and sitting with a class with a substitute.

LEVEL MEETINGS

To keep the lines of communication open, teachers on each grade level will meet at 7:45 AM with the principal on the following dates:

Kindergarten – 9/17, 1/7, 3/18

First Grade – 9/24, 1/14, 3/25

Second Grade -10/1, 1/21, 4/15

Third Grade –10/8, 1/28, 4/22

Fourth Grade – 10/15, 2/4, 4/29

Fifth - 10/22, 2/11, 5/6

Sixth Grade- 10/29, 3/4, 5/13

Seventh/Eighth Grade - 11/5, 3/11, 5/20

**For the last trimester I would like to plan vertically so I set up the following grades for level meetings.*

LEAVE EARLY REQUEST

Please keep in mind that one hour is the maximum amount of time that can be granted for an early release from campus, whether or not you have a prep period. Otherwise, you will need to use sick time.

MOVIES

Movies, when used properly, can enhance or support the curriculum, but should not be used more than once a trimester.

PREP PERIODS

Please note that DRVC mandates teachers should receive four prep periods a week. At St. Patrick School, I try to schedule five preps, especially so that you can use prep periods for lunch. This is the time set aside for teachers to plan, grade, or work on their web page, communicate to parents, do committee work, etc. PLEASE DO NOT DECORATE YOUR HALL WHEN YOU HAVE A CLASS.

Please do not sit at your desk doing paperwork while the students are doing seat work. If the work you assign to students is important then you should be assisting the students by circulating around the room, answering questions, etc.

PROFESSIONALISM

There is a fine line being professional and being overly friendly with parents. Parents should address you by your last name. Parents should not cross boundaries at events (Field day, Beach day), using email (only respond during school hours).

PROGRESS REPORTS

Progress Reports are to be sent home for all students in danger of failing. It is best to be proactive in informing parents. It will give the student some time to achieve a better grade. Special teachers are required to see the homeroom teacher and provide progress reports for those students who are in danger of failing. Remediation teachers are to supply progress reports to their parents. It is the homeroom teacher's responsibility to make sure they are returned with a parent signature.

Any student in grades 4-8 failing Math or ELA must take a summer course or provide tutoring documentation.

REMOTE LEARNING

Teachers are required to provide Remote Learning to students who requested it. The students must be in uniform and logged in with their face for the duration of the "meet". Attendance must be taken after five absences, kindly inform the office after contacting the parent. If work has not been turned in notify the office after contacting the parent.

SPEECH ASSEMBLIES

More information will be provided prior to the speech date. No parents/visitors are permitted to attend the assemblies.

TEACHERS' ASSISTANT

Assistants are assigned to provide help with the students. Upon completion of the school year, they should report to the office.

TUTORING

Tutoring of your students is not permitted. Tutoring on school grounds is not permitted.

WEB PAGE-

Teachers must update their weekly web page by Monday morning.

