

ARCHANGELS CATHOLIC HIGH SCHOOL

Faculty Handbook

Working Draft 2024



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Archangels Catholic High School Faculty Handbook

This handbook is currently under review and is subject to change. Please refer to the Archangels Catholic High School Student & Family Handbook for the most current school and conduct policy information.

This handbook is provided to give information and directives to the professional staff of Archangels Catholic High School. A teacher must assume that these are expectations that must be met in order to function effectively within the Archangels Catholic High School system. The cooperation of administration personnel, professional and support staff is paramount if we are to have a quality Catholic school.

This handbook contains general guidelines only, and does not constitute a contract of employment between any employee and Archangels Catholic High School or Parish. Archangels Catholic High School reserves the right to change these policies at any time, with or without notice.

I. GENERAL INFORMATION

The primary objective of a Catholic Education is to assist the student to attain the end for which God created each individual. Christ is the reason for this school. He is the unseen but ever present teacher in its classrooms. He is the inspiration of the students and the motivation of the faculty.

MISSION STATEMENT

The mission of Archangels Catholic High Schools is to empower students to lead lives of purpose and service by growing minds in knowledge and expanding hearts in the Catholic Faith.

BELIEFS

We believe in:

- the concept that all students can learn.
- modeling and teaching Christian values and Catholic doctrines.
- fostering responsibility and respect for all.
- developing self-esteem by providing positive reinforcement, strong motivation, caring attitudes, and obtainable disciplinary policies.
- supporting families as the primary educators of their children.
- maintaining a positive learning atmosphere in the classroom.
- encouraging creativity, analytical thinking, and problem solving.
- supporting and encouraging continuous staff development.
- regularly assessing our curriculum in order to adjust and improve.
- developing effective citizens with strong Catholic values who will be prepared to live in a diverse world.
- education and Christian values as the foundation of our democratic system.
- incorporating technology in the education process.
- lifelong learning.

GRADING BELIEFS

- We believe purposeful homework demonstrates accountability of the material covered in class that aligns with standards and is weighted less than assessments.
- We believe behavior grading should be separate from academic grades (GS).
- We believe behavior attributes should be a part of eligibility (students be held accountable for their behavior) and should be documented as an academic grade (JH/HS).
- We believe that students can be allowed opportunities to be re-taught with the possibility of retakes or revisions for credit.
- We believe extra credit has to be an equal opportunity and relevant to student achievement.
- We believe zeros should be allowed in the final grade-after an acceptable opportunity to receive credit for late work has been exhausted.

SCHOOL BOARD POLICIES

Policies passed by the Archangels Catholic High School Board affecting teachers are printed and available in the Principal's Office. It is the responsibility of each teacher to be familiar with these policies.

NOTICE OF NONDISCRIMINATION

Archangels Catholic High School admits students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the Archangels Catholic High School. Archangels Catholic High School does not discriminate on the basis of race, color, national and ethnic origin and administration of their educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

JOB DESCRIPTIONS

Printed below is the General Job Description for faculty:

1. To display a Christian attitude among students and fellow teachers.
2. To evaluate pupils in terms of their academic, social, physical, and emotional needs and growth, and to develop appropriate activities and maintain desirable qualities.
3. To provide opportunities for pupils to develop the ability to solve problems, to think critically, to communicate understandably, to study effectively.
4. To establish a classroom climate conducive to effective learning study.
5. To carry out routine duties promptly and accurately.
6. To assist pupils in dealing with academic, personal, social, and vocational problems.
7. To work closely with the guidance counselor, and with other staff members in specific problems of individual students.
8. To work closely with parents in guiding growth and development of pupils.

9. To contribute to the continuous improvement of the educational program by initiating suggestions for staff consideration.
10. To engage in appropriate studies and activities to improve professional competence.
11. To serve on committees appointed to appraise and improve the curriculum
12. To promote the development of student discipline by providing appropriate supervision in the classroom, other parts of the school building, on the school grounds and at school-related activities.
13. To work with other agencies to better the welfare of the children and youth.
14. To contribute to the solution of educational problems at State and National levels.
15. To assume such other duties and responsibilities as may be assigned by the Principal.

Pastor/President

The Pastor/President is charged with the overall operation of the school. It is his responsibility specifically to administer to the needs of the students and faculty, and in trying to fulfill this function, be aware of his responsibility to the Catholic people who both send students to, and finance this school.

Principal

The Principal is to administer to the overall school program. It is the Principal's responsibility to implement the programs as directed and outlined by the Pastor/President. Specifically, the Principal is concerned with the advancement of the curriculum. It is the Principal's responsibility to see that the entire curriculum meets the needs of the students that are attending Archangels Catholic High School. The Principal relates the course offerings within given departments so that there is no overlapping. The Principal has the responsibility for constantly improving and implementing the already existing programs through faculty meetings, encouragement toward additional schooling, and any in-service training that can be developed.

Guidance Counselor

The guidance counselor is available for the K-12 students and staff. His/Her responsibility will be to coordinate the activities of the guidance program and to furnish leadership in his/her area of responsibility.

- Counseling of students who may have needs.
- Assisting of class scheduling.
- Assisting of students for post-high school needs.
- Assisting of required tests for the Archdiocese.

Secretary

The basic function of the school secretaries will be to render administrative and secretarial assistance to the Principal and faculty.

II. TEACHER AS PROFESSIONAL

Archangels Catholic High School is a private, Catholic, parochial school and as such, is a part of the entire Catholic community of Archangels Catholic High School Parish. The school system exists to make known, foster, and offer the possibilities to live the beliefs and spirit of the Catholic faith. It exists to integrate understanding, action, and love into a single package for the student. It exists as a supplemental agent to the educative process of the parents of this Catholic community.

As agents to the parents, the members of this school are to be involved in the total educative process which includes not only academic excellence for themselves and their students, but also Christian development tending towards adult maturity for themselves and their students within the framework of the Gospel message of Jesus. Each teacher shall meet requirements as established by the Nebraska Department of Education. Each teacher shall support the philosophy of Archangels Catholic High School and shall promote and teach Christian principles and ideals by work and example.

The following qualifications are the guidelines that direct the faculty to fulfill the Christian faith goals of Archangels Catholic High School.

- He/She shall be a committed Christian, practicing public worship in his/her respective Christian tradition.
- The school is to become a Catholic community with parents, teachers, and students. Each faculty member will become a part of religious activities during school time, if not by practice, at least by presence because these activities serve as the spiritual-social foundation of our school community.
- Because the school is Catholic, students are to be seen as people. The teacher shall take a personal interest in his/her students, challenging them not to be isolated or made to feel isolated from the school community. More time, effort, dedication, and care will be required in the Catholic school community because it will be the response of the Christian teacher. The student will often make more strides towards becoming human through this manner of interest and care than through the disciplinary program of the school. Students should continue to grow and mature through discipline or discipline has no value.
- Nothing shall be taught, "emphasized or de-emphasized," in the classroom which is contrary to Catholic beliefs as understood in accordance with modern theological and Biblical scholarship. The Christian educative process of the Catholic school is not to perpetuate those influences that go contrary to Catholic beliefs and attitudes.
- Modern social and moral issues continuously on the horizon in our American culture shall be discussed and answered within the Catholic Christian faith response. The religious education department of the school is available for consultation on these matters.
- The school's curriculum is essentially open-ended for the purpose of bridging the gap between the secular and the sacred. Each faculty member will assume the responsibility to inculcate Christian principles and ideals in his/her academic areas. Christianity cannot be isolated from the total academic structure of the Catholic school. It must be seen and heard by the students as flowing through the educative process of the entire scholastic program.

Archangels Catholic High School aims to create a school community that is enlivened through the Gospel spirit of freedom and charity. It aims to help students grow and mature, and to become fully human. It aims to relate all academic knowledge within the student's faith vision so that he/she can bring his/her world a new vision of Christian hope.

MEMO TO TEACHERS WITH REGARD TO THE ABOVE

1. The ultimate decision as to whether or not the guidelines are fulfilled will be made by the Pastor.
2. This faculty Christian guideline shall be reviewed on a regular basis by the Pastor, Principal, and faculty.
3. It is recommended that these be guidelines for teachers and not regulations so that both teachers and students can work together to build the school community of Archangels Catholic High School.

ACCIDENT REPORTS

Teachers should use their professional judgment or consult with the Principal about if a student injury is serious enough to fill out an accident report. This report protects both the teacher and the school. Parents should be notified by phone of accident if an Accident Report is warranted.

AUDIO VISUAL MATERIALS AND SCHOOL EQUIPMENT

A list of all audiovisual materials and equipment is filed with the school librarian. In using equipment or materials:

1. Return materials to their proper area.
2. Check often with librarian about materials and equipment.
3. Report any damaged equipment, or equipment needing to be replaced to the librarian.
4. If programs are to be videotaped, advise the librarian a couple of days in advance.

Equipment is not to be taken out of the building for personal use without the permission of the Principal. User will be liable for all damages.

BENEFITS

Health Insurance

United Health Care is the agreed upon carrier of the Health Insurance Plan. Vision and dental coverage are included with health coverage.

Life Insurance/AD&D

Employee Paid

Long-Term Disability

Employee Paid

Lunch

Employee receives lunch daily at no cost to employee. School is not responsible for meeting special dietary needs.

Personal Days

Employee receives 2 personal days; unused days will be reimbursed at per diem rate of pay in June.

Retirement

Employee receives 3% of gross pay after one full year of teaching.

Sick_Days

Employee receives 8 sick days; unused days over 40 will be reimbursed at \$15/day in June.

Workman's Compensation

All employees are covered by Workman's Compensation.

BUDGET

The Principal has the responsibility of making and keeping the budget accepted by the Finance Committee. Budget requests for the coming school year are made to the Principal in the spring. Teachers will use a separate budget request form for each vendor they are requesting materials.

CERTIFICATION AND ENDORSEMENT

Teachers must have a valid updated Nebraska Teaching Certificate and they must be properly endorsed. The Administration may approve non-endorsement if the teacher has a college minor in the course to be taught or is working toward endorsement. To receive a salary increase for additional hours, the hours earned must be in the teacher's endorsed area or approved by the administration.

CURRICULUM MAPPING

Teachers are required to create and/or update curriculum maps for units of study they teach. Teachers will follow the established curriculum map format and house them in the Google document created for curriculum maps.

CHILD ABUSE

If you have reasonable cause to believe that a child has been abused, you are required by law to report this to the Department of Health and Human Services (1-800-652-1999) or the Humphrey Police Department. You also should make this report with the Principal, if possible. If the abuse is sexual in nature, and the alleged perpetrator is an employee or volunteer of Archangels Catholic High School, you should also contact the Chancellor of the Archdiocese of Omaha.

CLASSROOM

Teachers are the manager of their classroom. As such, they are responsible to see that all property and materials are cared for. Required maintenance will be provided. Particular needs or repairs are to be reported to the Principal or written up on a Maintenance Request form and turned in to the Principal.

COMMUNICATION

All teachers are required to make positive contacts with parents. This may be done by phone call, Educate, or regular mail. Teachers are also required to contact the parents of all students who are earning a 'D' or below at the time grades are turned in to the office each week for eligibility purposes.

CONTRACTS

Teachers contracts shall be written on Archdiocesan approved contracts. Such contract shall contain all required information as to the contracted days, compensation, termination of contract, teacher dismissal procedures, and other terms of offer. Teachers contracts will be offered in the spring. Teachers will be given a said date to have contracts signed and returned. An extension may be granted with approval of the administration.

A copy of all contracts shall be filed in the Pastor's and the Principal's office.

CRISIS TEAM

See "Archangels Catholic High School Emergency Response Plan Standard Operating Procedures".

DOCUMENTATION

Record phone calls and personal conversations with parents concerning learning or behavior difficulties with students. Share with the Principal the details of such communications. All e-mail correspondence with parents concerning school business should be through the school issued email.

DRESS CODE

Teachers are expected to dress appropriately for their profession and their specific teaching responsibility. Personal hygiene and neatness can be a determining influence on students and their respect toward the faculty and their responsibilities. Teachers may participate in specified "Jeans Days," including but not limited to Faculty Scholarship Jeans Day, but otherwise must dress in accordance with their professional position. Supporting political parties through attire is not permissible.

Student Dress Code Policy

For Student Dress Code and Grooming Policy please reference **Article 6** in the ACHS Student/Family Handbook.

DRUG FREE ENVIRONMENT

Archangels Catholic High Schools are committed to providing an employment environment that is safe and provides appropriate motivation to ensure a creative and productive work force. To this end, the school endorses the philosophy that the workplace should be free from the detrimental effects of illicit drugs and alcohol.

It is unlawful and therefore absolutely prohibited for any employee of Archangels Catholic High School to engage in the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities. Such violation is grounds for immediate termination.

DEFINITIONS

As used in this policy, prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities shall mean, but not be limited to the following:

1. The possession, use, or distribution of any substance which is declared by the State of Nebraska or any other applicable law to be an illicit substance.
2. The possession, use, or distribution of alcohol on school premises or as a part of any of the school's activities.

As used herein, the term "school premises" shall mean any property whether owned, leased, or in other manner under the control of (deletion) Archangels Catholic High School or parish.

As used herein, the phrase "as a part of any of the school's activities" shall mean any activity or enterprise carried out in whole or in part under the auspices of the School.

DIRECTIVES

1. All employees and each new employee will receive a copy of this policy.
2. In the event the employee does not understand the terms and conditions of this policy, it shall be the duty of the employee to ask for such points of clarification of the Principal at the time this policy is distributed to the employee. If no question is directed by an employee to the Principal it shall be the legal position of the Principal to presume that the employee has understood and will abide by this policy.
3. In the event of any non-compliance by any employee with this policy, it shall be the duty of the Principal to inform any employee not in compliance about any drug and alcohol counseling and rehabilitation and re-entry programs that are available.
4. Sanctions which may be taken against an employee for non-compliance with this policy may be any one or more of the following:
 - a. A written reprimand and conference with the Principal.
 - b. Suspension with pay.
 - c. Suspension without pay.
 - d. Termination of employment as stated in contract.
 - e. Cancellation of employment.
 - f. Referral to appropriate authorities for criminal prosecution.
 - g. Mandatory enrollment in in-patient care or otherwise as a term and condition to any continuing employment.

- h. Mandatory enrollment in any training programs that are or may be provided by the Archdiocese or others relating to any of the activities prohibited by this policy.
5. Disciplinary action to be imposed by the Principal shall be carried out in accordance with the established policies of the School. However, nothing in this policy shall be construed to vest any right in any employee beyond that required by law and the manner in which each case shall be handled shall be in the sole discretion of the Principal and Pastor, provided only that such action shall be carried within the bounds of applicable law.
6. Conviction of an employee of Archangels Catholic High School of any criminal statute relating to the unlawful use, possession, or distribution of any controlled substance or alcohol, may result in disciplinary action less severe than the maximum disciplinary action that may be carried out against an employee as referred to in the immediately preceding paragraph, Archangels Catholic High School, by and through its Principal may require the employee to successfully finish a drug abuse program. As used herein, the term “drug abuse program” shall mean a drug abuse program sponsored by an approved private or governmental institution. The Principal may require the employee to provide documentation indicating the employee has successfully finished such program. If aftercare is recommended by such institution, then the Principal in his/her sole discretion may require the employee to enroll in such after program and to participate in a manner satisfactory to the provider of such after program. The Principal may require ongoing reporting of such participation as a term and condition of continuing employment by such employee at the School.
7. It shall be the policy of the School to require an employee who has been charged or convicted of a violation of any statute as hereinabove referred to in this policy to report such charge or conviction to the Principal. Any information received pursuant to this policy may be used in any lawful manner. Any employee having concerns about an admission hereunder constituting self-incrimination shall bear the burden of seeking his or her own legal advice regarding any such potential self-incrimination.

It shall be the policy of Archangels Catholic High School Board to review, biennially its entire program pertaining to the prevention of the use of illicit drugs and the abuse of alcohol by students and employees to determine the effectiveness of the program and to implement such changes to the program as are deemed needed.

The Principal shall undertake such study as is deemed appropriate to determine whether the program of the School as hereinabove referred to is accomplishing its intended goals. If the Principal determines that changes are necessary or desirable in the program, the Principal shall, on or before the regular April meeting of the Board of Education, present to the Board of Education such changes as are proposed by the administration in the program of the School.

It shall be the policy of Archangels Catholic High School Board to require the Principal to keep a statistical report of all violations of Archangels Catholic High School’s policies and programs prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol by

students and employees on the school's property or as a part of any of the school's activities. The Principal shall at least annually provide a report to the Board of Education consisting of at least the following:

1. The date and nature of any incidents of non-compliance with the School's policies pertaining to the unlawful possession, use, or distribution of illicit drugs and alcohol by students or employees.
2. The nature of any sanction carried out against any such person in violation of such policies.
3. A brief description of any treatment, counseling, or rehabilitation that any such individual in violation of any such policy shall have undertaken and whether such undertaking was voluntary or involuntary.

DUTY PERIOD

The duty period for all teachers shall be from 7:45 until 3:45 each day. It is the responsibility of each teacher to be available to students after school if a student should so request. Due to coaching assignments of many teachers, occasional exceptions to the above are reasonable.

EMERGENCY DRILLS AND DISMISSALS

See "Archangels Catholic High School Emergency Response Plan Standard Operating Procedures."

FACULTY ATTENDANCE

The specific number of sick days allowed each teacher is stated on the teacher's contract. Days accumulated from the past are kept on record in the Principal's office.

Teachers will be expected to report for school on all contracted days that are determined by the administration. Contracted days include – days before the first day of school, Parent-Teacher Conference Days, workdays following the last day of school, and scheduled in-service days.

Teachers unable to report to school due to illness are to call the Principal by 6:30. The Principal will expect the teacher to provide assignments for each period. Seating charts and class rolls should be available for the Principal.

FACULTY LOUNGE

A lounge is provided for faculty use only. Teachers are to maintain a positive and professional atmosphere in the lounge by refraining from participating in gossip and uncharitable conversations. Teachers are also expected to keep the lounge tidy, including the refrigerator, microwave, etc.

MEETINGS AND IN-SERVICE

Collaborative professional learning, faculty meetings, and in-service are a part of the teacher's job description. Attendance at all meetings is obligatory unless excused by the Principal. In-service days are contract days.

GRIEVANCE

Archangels Catholic High School's Personnel Policies and procedures are intended to promote equitable treatment of all employees. The succession of persons with whom the employee should discuss any grievance is:

- a. Immediate Supervisor;
- b. Principal; and
- c. Pastor.

If a complicated individual problem arises and requires more than a limited discussion with the Principal, the employee will, in writing, delineate the grievance and submit it to the Principal for consideration.

HEALTH AND FIRST AID

Students who are sick should be sent to the office so parents can be contacted. The school may not give out any kind of medication without written or verbal parental consent. All medications approved by parents for dispense must be kept in the office for the student to take. Students who are injured are to be administered minor first aid. Materials are kept in the office. In the case of serious injury, immediately seek the assistance of the Principal or another teacher. An accident report must be filled out for all serious injuries.

HUMPHREY HIGH SCHOOL STUDENTS

Students enrolled in Humphrey High School may attend class at Archangels Catholic High School if:

- a) Courses are not offered at Humphrey Public, or
- b) Courses are offered at Humphrey Public but a conflict develops in scheduling that prohibits the student to enroll in the course at Humphrey Public.
- c) If space is available

JURY DUTY

Any faculty member subpoenaed to appear for jury duty will be granted leave time with pay. Any compensation received by the employee during the time of jury duty shall help offset the cost of a substitute. Compensation received by the employee for mileage, meals and personal expenses will not be used to offset the cost of a substitute.

KEYS

Each teacher will be given a set of keys for their classroom and the building. Keys are to be kept in the possession of the teacher. Teachers are not to give students their school keys. Keys lost or stolen should be reported immediately to the Principal.

LEAVE

Sick

Full-time teachers will receive 8 paid sick days per year, accumulative to 40. Any unused sick days over 40 may be sold back to Archangels Catholic High School at \$15.00 per day at the

end of the school year. Any unused sick days may be sold at the end of a teacher's employment at Archangels Catholic High School. Paid sick leave may be taken for personal illness or for the illness of the teacher's immediate family. Immediate family shall be defined as: teacher, spouse, children, siblings, parents, and any others that the Principal approves.

Personal/Professional

Certified staff members shall be given two (2) personal days of leave per school year. Personal days are not cumulative. The personal day must be requested in advance and will not be allowed on a day before or after holidays, or the last two (2) weeks of the school year unless approved by administration.

Directives:

1. Request must be made one (1) week prior to the requested day.
2. Request must be made to the Principal.
3. Professional days will be granted by the Principal. Such days will not count as personal days.
4. Unused personal days will be reimbursed at a per diem rate for each day. Reimbursement will be at the end of the school year.

Maternity

Teachers may be granted any unused portion of her authorized sick leave for maternity leave with pay.

Teacher may apply to the Board of Education for extended maternity leave without pay.

When a teacher becomes pregnant, she shall be required to withdraw from her teaching assignment when:

1. Advised by her doctor.
2. When her pregnancy adversely affects her ability to perform her duties.

The school may require a written authorization to work while pregnant from the doctor of the teacher. The authorization shall include any physical limitations or restrictions, if any.

All requests for maternity leave shall be in writing. Such requests must be made at the earliest possible time. The request must include a request to return to teach following the birth.

Length of time for maternity leave will be determined by the Principal. However, unless otherwise stated, the teacher will be expected to return to work 30 teaching days (or 6 weeks) following birth. Any extension of additional time shall be made in writing and include a doctor's statement that recommends the additional time. The maximum time allowed following birth shall be 60 days.

Principal may use his/her discretion in determination of the amount of time absent from duties. Circumstances include the availability of a substitute teacher, time left in the quarter or semester. Circumstances will be based on the good of the student's academic progress.

The Principal may:

- a) Limit coaching responsibilities if he/she feels it would endanger the woman's health.
- b) Prohibit coaching responsibilities due to pregnancy.
- c) Require a doctor's permission to resume coaching.

Paternity

Teachers may use a portion of their sick leave for paternity leave.

Directive:

1. All requests for paternity leave shall be made in writing. Such requests must be made at the earliest possible time.
2. Length of paternity leave will be determined by the teacher and the Principal.
3. Length of leave will depend on the circumstance of:
 - Size of family
 - Difficulty of birth
 - Recovery of the mother
 - Amount of sick leave available.

Funeral Leave

Up to 5 days with pay will be allowed for funeral leave in the event of the death of spouse or child. Up to 3 days with pay will be allowed for funeral leave in the event of the death of parent or sibling. A teacher may request bereavement leave for all others, and with administrative approval, use personal and/or sick days. Extended leave requests may be granted with teacher reimbursing the school the daily cost of substitute.

LEAVE WITHOUT PAY

The Principal may authorize leave days without pay when, at his/her discretion, it is necessary and will not adversely affect the educational process.

LESSON PLANS

Each teacher is expected to prepare their lesson plans and keep them on file. Lesson plans are to be provided to the Principal either electronically or by hard copy. Lesson plans will follow the format provided by Administration.

LOSS OF PAY

Any teacher that has been absent without authorized permission or absent and has exhausted all professional and personal days will have the pay deducted from their next paycheck at their per diem rate for each day lost.

MAILBOX

Each teacher will be given their own mailbox in the main office. Teachers are to check mailbox for personal mail and school messages.

MAINTENANCE OF THE BUILDING

Teachers are expected to help maintain and keep the building looking neat by:

- requiring students to use wastebaskets.
- making each class responsible for the area around their desks.
- reporting needed repair work and damaged property to the Principal or maintenance supervisor.
- doing their part to keep their room looking neat and clean.

MEDIA & TECHNOLOGY POLICY

Please refer to these sections of the Archangels Catholic High School Student & Family Handbook:

**Section F.9 ACHS BRAND POLICY
Section 7.2 - SCHOOL TECHNOLOGY**

MEDICATION

Under no circumstance may teachers dispense medicine (including aspirin) to students. Each teacher has the right and responsibility to check with the office if a student is using medication.

MESSAGES

For Faculty

Only in the case of emergency will a teacher be interrupted in class for a message. The Secretary will be responsible for notifying teacher of message received. She will personally inform, send electronic notes, or leave notes in the mailbox.

For Students

Only in the case of emergency will students be interrupted from class to receive a message. The Secretary will be responsible for giving message to the students.

OFFICE MACHINES

Office machines include copy machine, color printer, secretary's typewriter, fax, and computer. If you have any questions about how to run these machines, please ask the Secretary or Principal for help.

OUTSIDE EMPLOYMENT

Teachers are contracted with Archangels Catholic High School for a designated number of teaching days. During that period of time, the school has the right to expect from the teacher a professional performance. If outside employment interferes with a teacher's daily performance, the school may require the teacher to quit the outside employment.

PUBLIC ADDRESS SYSTEM

Morning prayer will be read each morning at the 8:00 bell. Public address will be used during the day only for special announcements at the end of a period and emergency information.

PARTICIPATION IN SCHOOL EVENTS

Faculty members are encouraged to attend as many co-curricular activities as possible.

PART TIME INSTRUCTORS

Teachers employed less than full-time will not be afforded the same benefits as those employed full time, except in the case of difficulty in hiring.

Directives

1. Principal may recommend teachers for one half time or less employment.
2. Teachers contracted under such arrangements will be paid in ratio to the periods they are in school. (FTE)
3. Teachers employed half time or less will not be given insurance benefits.
4. Teachers employed half time or less will be give one half time sick leave and one personal day. Sick leave may accumulate to 10.
5. Teachers employed half time or less will be expected to attend pre-school in-service days, and in-service days scheduled during the year as may apply to their teaching area or the teaching profession.

PAY DAY

As stated on Salary Schedule, salaries will be paid by direct deposit on or before the 20th of each month.

PHONE USAGE

Phone use is limited to plan and lunch time only. Teachers will not be called out of class to receive a phone call unless there is an emergency. Personal cell phone used for calling is restricted to plan and lunch time. Teacher should not talk on cell phone while with students. Teachers should use professional discretion in using personal cell phones as simple tools such as timer, clock, stopwatch, etc. in classroom and on playground.

PRAYER

Beside Morning Prayer at 8:00, teachers are expected to pray before the start of each class. Teachers may ask students to be responsible for the prayer.

REVIVAL

Revival is intentional time spent each week reawakening Catholic fervor among our school family. Students and faculty come together in small, mixed grade-level groups to explore, develop and deepen their faith. Themes and activities are organized by the student and faculty Catholic Living Teams and carried out by faculty, administration, clergy and parent volunteers.

PRIVACY ACT/STUDENT FILES

Student Files (confidential information) – The following people may have access to individual records of students and graduates of Archangels Catholic High School:

1. Students requesting to see their records in the presence of the school principal or guidance counselor.

2. Graduates requesting to personally see their transcripts, or requesting to have a copy of their transcripts mailed.
3. Parents
4. Principal and Pastor
5. Counselor
6. Teachers

No other person may have access to a student's personal records. Individuals requesting transcripts must give the school written permission to release requested transcripts. If the individual is under the age of 18, parent's permission must be in writing. If over 18, the individual must give written permission to release transcripts.

Confidential Information Includes

1. Name, home address, telephone number, and any other personal data.
2. Mailing lists.
3. Transcripts – recorded grades and attendance.
4. Other personal records in the student's file.

PROFESSIONAL/SAFE ENVIRONMENT BOUNDARIES BETWEEN SCHOOL EMPLOYEES AND STUDENTS

Definitions:

"Grooming" means building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place;

"School employee" means a person nineteen years of age or older who is employed by a public, private, denominational, or parochial school approved or accredited by the State Department of Education. School employee also includes any person who is contracted with, or otherwise paid by the school or parish and who has access to or interaction with students, including all student teachers or interns.

Discipline for Violations:

A violation of this policy or any violation of professional/safe environment boundaries is misconduct and may result in disciplinary action, up to and including termination.

A violation of this policy by a school employee with an educator's permit or certificate may result in a referral to the State Department of Education. Consequences include suspension or revocation of the employee's permit or certification.

A violation of this policy may result in revocation of a school employee's safe environment certificate.

A violation of this policy involving sexual or other abuse will result in referral to the Department of Health and Human Services or local law enforcement.

Prohibited Activities:

All school employees are prohibited from violating professional boundaries with any student.

All school employees are prohibited from engaging in grooming behavior with any student.

All school employees are prohibited from engaging in any relationship that involves sexual behavior, sexual contact, or sexual penetration with a student while the student is enrolled at the school and for one year after the student graduates or otherwise ceases enrollment.

The following is a non-exclusive list of actions that will be regarded as a violation of the professional/safe environment boundaries that all school employees are expected to maintain with all students. **In addition, repeatedly engaging in any of these activities or a combination of these activities with the ultimate goal of engaging in sexual behavior, sexual contact, or sexual penetration with the student, regardless of when in the student's life the sexual behavior, sexual contact, or sexual penetration would take place, are examples of grooming as defined in this policy and are unacceptable:**

1. Using e-mail, text messaging, social media, or other electronic means to communicate with students on any matters or subjects that do not pertain to school or school-related activities. School or school related activities include, without limitation, student homework, in class activities, virtual instruction, school sponsored sports or clubs, or any other school-sponsored activity.
2. Engaging in any kind of behavior or communication that could be reasonably construed as a sexual advance or a response in any positive manner to a student's sexual advance.
3. Being alone with a student anywhere with a closed door without a transparency plan in effect.
4. Showing a student any inappropriate or sexually suggestive material.
5. Telling jokes to a student with sexual themes or making sexually suggestive comments.
6. Invading a student's physical privacy when the school employee's duties do not require her/him to be in that location. For example, being present in a locker room when the school employee has no duty to be there.
7. "Friending" students with a personal social media account.
8. Initiating unwanted physical contact with a student.
9. Treating one student differently from other students either by providing privileges or failing to enforce school policy or impose other disciplinary action.
10. Discussing an educator's private personal matters with a student and inquiring about a student's private personal matters when there is no basis for concern about the student's health and safety.
11. Providing rides to a student in an employee's personal vehicle unless another safe-environment certified adult is present.
12. Meeting alone with a student outside of school for any reason.
13. Giving or receiving gifts to or from one student. A gift to a class or the same gift to a group of students is not prohibited.
14. Consuming alcohol in the presence of any student when the student's parent or guardian is not present.
15. Providing alcohol or illegal drugs or unauthorized drugs or medication to a student under any circumstances.
16. Any other behavior which could exploit the unique position of trust and authority between a student and employee.

Exceptions to the above prohibited activities include:

1. Communications or actions with the school employee's own children or relatives.
2. An emergency situation that affects the student's immediate health or safety.
3. An unplanned chance encounter at a public place.

Permissible methods to communicate with students outside of school:

1. Use of the school-approved email system or educational software to ensure transparency.
2. Text messages that include at least one other school staff member or one of the student's parents or guardians.
3. Use of social media through a school-approved social media account as a coach or supervisor of a school-sponsored sport, club or activity, provided the communication is not one-to-one communication.

Permissible ways to engage with students when the employee has concerns about the student's well-being:

1. Contact the guidance counselor or school principal and ensure the student's parent or guardian is aware of your concerns.
2. Contact the student's parents or guardian if the concern does not relate to the parent or guardian.
3. If you believe the student has suffered child abuse or neglect, contact the Nebraska Department of Health and Human Services Child Abuse Hotline (1-800-652-1999) or local law enforcement.

Reporting Grooming or Professional/Safe Environment Boundary Violations:

If any school employee has reason to believe another school employee has violated this policy, the school employee shall notify the Principal of the school and the Archdiocesan Director of Victim Outreach and Prevention as soon as possible, but within 24 hours. If the Principal of the school is unavailable or is the school employee believed to have violated this policy, the school employee aware of the conduct shall report it to the Superintendent of Catholic Schools and the Archdiocesan Director of Victim Outreach and Prevention.

If any school employee has reason to suspect that another school employee is grooming a student or has repeatedly engaged in the above prohibited activities, the school employee shall report the conduct to the Principal and the Archdiocesan Director of Victim Outreach and Prevention.

After making the report to the Principal, the school employee and Principal shall co-report the grooming or repeated engagement in prohibited activities to the following:

1. The Nebraska Department of Education;
2. The Nebraska Department of Health and Human Services; and
3. Local law enforcement.

Records Retention:

The school employee shall document the reporting to each of the above entities by recording the date and time the report was made and the person to whom the report was given. The school employee shall provide a copy of her/his documentation of the above reports to the Principal of the School and the Archdiocesan Director of Victim Outreach and Prevention. The

Principal shall keep such reports electronically or in hard copy so that they are readily available to any investigative authority.

Relationship to Omaha Archdiocesan Safe Environment Policies:

This policy does not alter or replace the Omaha Archdiocesan Safe Environment Policies which remain in effect and are applicable to school employees.

NOTICE: Nothing in this policy should be construed to replace or alter a school employee's legal obligation to report suspected child abuse or neglect pursuant to Neb. Rev. Stat. § 28-711.

Reprisal or retaliation for good faith reports made by students or school employees is strictly prohibited.

PUBLIC RELATIONS

As a teacher, a professional, you are a public relations official for the school. How you talk about the school, how you act with students, parents, or in the public, sends a very clear public relations message. Conversations and/or acts that disgrace or otherwise discredit Archangels Catholic High School Church or School may be grounds for suspension, dismissal, or other disciplinary action.

Please refer to these sections of the Archangels Catholic High School Student & Family Handbook:

**Section F.9 ACHS BRAND POLICY
Section 7.2 - SCHOOL TECHNOLOGY**

PURCHASE ORDERS

Two types of purchase orders are provided in the office:

1. School materials and equipment
2. Extra-Curricular Activities

Teachers are required to get administrative approval before ordering classroom materials. Each teacher will submit "budget request" in the spring of the year. These materials will be ordered for the teachers if approved. All other requests during the school year must be formally requested in writing.

Purchases are to be made only with the authority of the Principal. The school will not pay for unauthorized purchases.

Purchase orders are available in the Principal's office. If an order is placed by phone, a purchase order must be completed.

REFERRAL PROCEDURES

For Student Disciplinary Procedures please reference **Article 8** in the ACHS Student/Family Handbook.

Faculty Detention Duty

To ensure a consistent process when handling student discipline, a detention procedure is in place at Archangels Catholic High School. Detentions will be determined by a point system and issued by the office. Faculty will be on a rotating schedule to serve detention duty.

- A list of students serving detention will be posted in the Faculty bulletin each day.
- Detentions will be 15 minutes long and served from 3:30pm - 3:45pm the day following the issuance of the detention from the office unless an exception is granted by administration. If a student is late, the detention will be served the following day.
- Detention may be study time, retraining for acceptable behaviors, or assisting faculty with classroom chores.

SALARY SCHEDULE

The salary schedule and benefits approved by the Board shall be binding from the first day of employment of one year to the first day of employment the following year.

SCHEDULE OF CLASSES

Each year a schedule of classes will be made according to the needs of the student and endorsements of teachers.

SCHOOL PROPERTY

The Pastor/President and Principal have the overall control and responsibility of school property and school equipment. No school property shall be removed from the school without the permission of the Pastor/President and/or the Principal.

SCHOOL VEHICLES

Persons listed on the school insurance and who have taken the Be Smart-Drive Safe Defensive Driving Course (as recommended by Catholic Mutual) will have access to drive school vehicles. Request to use school vehicles is to be made through the Principal's office. The school secretary will maintain a reservation calendar. Keys will be kept in the Principal's office. The faculty member using the vehicle will be responsible for cleaning, reporting any damages, and for returning the vehicle full of gas. In charging the gas bill, make sure you sign the receipt and indicate which group is to be billed.

SECURING BUILDING

Teachers are responsible for:

1. Closing all windows in their room.
2. Locking classroom door after leaving for the day, or if room will be left unattended for a long time.
3. Locking building, if last person out.
4. Turning off all lights.
5. Teachers are to be aware of securing all doors before leaving the gym.
6. No student is to be left in the building or gym without supervision.

SEXUAL HARASSMENT

Sexual harassment is defined as: unwelcome sexual advances, requests for sexual favors, verbal, visual, or physical conduct of a sexual nature initiated by an employee or supervisor.

Procedures for reporting and investigating sexual harassment are as follows:

1. The employee should clearly indicate to the initiator that the unacceptable behavior is unwelcome.
2. The employee should then file a written complaint with the Principal, or, if the Principal is the alleged perpetrator, to the Pastor. The Pastor, upon receipt of the written complaint, shall present the report of alleged sexual harassment to the one so charged and request a written response to the allegations within 48 hours.
3. The principal shall conduct an investigation, interview witnesses (if necessary), and make a determination of whether sexual harassment has occurred.
4. If it is determined that sexual harassment has occurred, appropriate relief for the individual bringing the complaint and appropriate disciplinary action against the person engaging in such conduct (up to and including termination) will follow.

SEXUAL MISCONDUCT

Archangels Catholic High School will follow the current Omaha Archdiocesan Policy on reporting instances of sexual abuse. All certified and non-certified personnel employed by the Archdiocese of Omaha are required to submit to a background check and attend Safe Environment training.

SMOKING

Medical research indicates that smoking and secondary smoke are hazardous to a person's health. Archangels Catholic High Schools support such research and is a smoke-free campus.

SPIRITUAL DEVELOPMENT

The entire faculty is responsible by their lifestyles for the spiritual development of the faculty and students. A campus minister will be appointed by the administration to promote and organize activities that help faculty and students alike in their spiritual development. Faculty is to attend the School of Faith sessions scheduled throughout the year.

Faculty Organization Involvement

In order to uphold our mission of ***empowering students to live lives of purpose and service*** and to emulate the core values of our school family of: ***Christ Centered Faith; High Faculty, Staff, Administration, Coach & Parent Standards***; and ***Engaged & Faith Filled Students***, faculty and student-led organizations have been established at Archangels Catholic High School.

Because the Faculty at Archangels Catholic High School is the backbone of student learning and faith development, it is the expectation that our faculty serve within school organizations to

model faith-filled Catholic leadership. For this reason, faculty are required to serve in at least one of the following organizations at ACHS: Catholic Living Team, Service Team, Social Club.

Catholic Living Team

Purpose: To form intentional disciples who are able to lead those around them into a deeper relationship with God in their daily lives.

Responsibilities:

- Support the Student Catholic Living Team and assist with spiritual development activities throughout the year including but not limited to Revival, liturgies, prayer services, retreats, rosaries and Eucharistic processions, Catholic Schools Week activities
- Develop and maintain the EMHC & Lector preparation and mandation process.
- Assist with organizing, promoting and creating awareness of Faith Building activities outside of the classroom such as Totus Tuus, J.C. Camp, TEC, Quest, and Search.

Service Team

Purpose: To instill in the hearts of those in our school family the value of emulating Christ and living lives of purpose and service.

Responsibilities:

- Plan days of service (Ex: cemetery or school clean-up days, service projects for our community and family of parishes)
- Create and execute a community outreach process (Ex: communicating to the community and all parishes about availability of help; maintaining a list of projects or people that need help and advertising them on the daily student bulletin for our students so they can pick up service hours as needed, be a true presence of Christ-like service within our community and family of parishes)
- Track and recognize student service hours and award students that have outstanding achievement at awards night

Social Team

Purpose: To engage our faculty, staff and students and create a welcoming, Christ-centered environment within our school.

Responsibilities:

- Plan staff holiday activities/parties/recognition days
- Arrange gifts for Funerals/ Weddings/ Showers/New Faculty
- Plan student/family social activities throughout the year
- Work with the Student Council on social activities

STUDENT ATTENDANCE

Refer to Article 3 in the Archangels Catholic High School Handbook for the most current Student Attendance Policy.

SUBSTITUTE TEACHERS

Teachers should have a prepared sub folder which includes:

- Detailed lesson plans
- A class schedule for the day
- Supervisory responsibilities
- Procedures for all daily routines
- Designated student helpers
- Seating charts
- Lists of children who go to Speech, Resource, Title.

Substitute teachers hired one (1) day at a time shall be paid at the rate recommended by the School Board.

Substitute teachers hired for more than ten (10) consecutive teaching days will be paid by either of the criteria:

- Standard substitute pay
- Substitute will be placed on the salary schedule as if they were full time
- Placement on the schedule will be determined by experience and education
- Substitute cannot earn a higher daily wage than the lowest paid contracted teacher
- Salary will be divided by the number of contract days
- Substitute will be paid the 20th of the month
- Substitute will be paid a daily rate

SUPERVISION

Classroom

Each teacher is responsible for their own classroom. Teachers are not to leave their room unattended without notifying administration or teacher next door. Teachers are to be in their classroom when the bell rings and not leave before the end of a period.

Halls

All teachers are responsible for students in the hallways.

Cafeteria

Teachers will be placed on a rotating supervision schedule. This responsibility will include both the cafeteria and the gym/outdoors after students are done eating lunch.

Study Halls

Teachers are to treat Study Hall like their own classrooms. The proper atmosphere and conditions for effective study can be maintained only through the cooperation of the entire faculty. The following regulations are written for study hall supervisors:

1. Assign seating arrangements.
2. Student may not be dismissed without written permission of teacher requesting to see a student.
3. Students may be dismissed to the library after roll. Students are not to be dismissed to the library when the Librarian is out of the building.
4. Library schedule will be arranged each year.
5. Study halls are to be a quiet area of study.

6. Students are to come to study hall prepared to study.

Lavatories

Occasionally, teachers are to check the lavatories.

Supervisory Teacher Schedule when Humphrey Public is not in session

When Humphrey Public School is not in session, ACHS students must be supervised by a faculty member/s at Archangels' Catholic High School. A schedule of supervising faculty/staff will be issued by the office at the beginning of each new semester. Students are not to leave the supervising faculty classroom during the class period. This includes congregating in the Library or other hallway or classrooms unsupervised.

SUSPENSION AND EXPULSION

Refer to **Article 8** of the Archangels Catholic High School Student & Family Handbook for the most current conduct policy.

SUPPLIES

Necessary supplies for implementing instruction are available to the teachers. Materials are stored and are to be requested through the school secretary. Supplies are purchased once a year in the spring for the following school year. Teachers are not to send students to supply room for supplies.

TECHNOLOGY USE

Refer to **Article 7 Section 2** of the Archangels Catholic High School Student & Family Handbook for the most current technology policy.

Please reference **Article 8** in the ACHS Student/Family Handbook for Personal Device Policy.

Summary of policy:

USE OF PERSONAL TECHNOLOGY ON SCHOOL PROPERTY

Smart phones or other electronic devices (including, but not limited to, smartphones, tablets, laptops, smart watches, wireless earbuds, etc.) must be turned off and stored in lockers during the school day unless given permission by administration. Students may check their phones at their locker during passing time only. Use **or possession of** personal electronic devices at any other time or place during the school day will result in a 1 Point infraction and the confiscation of the device. These items may be retrieved from the office at the end of the school day. The student must report to the office after school to retrieve these items.

The school system assumes no responsibility for personal devices brought to school.

TERMINATION

The Employee contract may be terminated or altered by mutual agreement between Employee and Employer. Furthermore, the contract may be terminated immediately, without

notice or hearing, in the event of overt conduct in violation of Catholic Church doctrine, marriage in violation of Catholic Church doctrine, or any other conduct which reflects grave discredit upon the school or the parish. Due process is outlined in the teacher contract.

Faculty Disciplinary & Accountability Guidelines

To ensure professional standards, disciplinary action may be required for any infraction violating policies including, but not limited to those outlined in the Archangels Catholic High School Handbooks, personnel contracts or any other policy that is set forth by the Principal and/or Pastor.

The School reserves the right to impose any disciplinary sanction, at any time, and to begin the disciplinary process with any disciplinary sanction deemed appropriate under the circumstances, including termination of employment.

In general, the following steps will be followed at the discretion of the Principal/Pastor:

- Verbal Warning: Informal conference with supervisor—no record of conference will be placed in the employee's personnel record.
- Written Warning: Formal conference with supervisor—written summary of conference, signed by employee and supervisor will be placed in employee's personnel file.
- Final Warning: Disciplinary conference with supervisor—written summary of conference, with problem and corrective action noted, will be signed by employee and supervisor, and placed in employee's personnel record.
- Dismissal: Supervisor provides a letter of dismissal to employee, specifying the last day of employment. A copy will be placed in the employee's personnel file. This policy does not modify an employee's at-will status or create an expectation of continued employment due to a single warning and/or violation.

USE OF BUILDING OUTSIDE REGULAR TEACHING HOURS

Use of High School Gym

Pastor/President shall have control over the use and rent of Archangels Catholic High School Auditorium. School activities will take a priority over rental of the gym for public and parish use. Activities and use of gym shall be scheduled in such a manner that there will be no interference or competition with scheduled school activities.

Supervision of High School Gym for Rental

Written guarantee must be given that adequate supervision be provided by parties using the gym, and that any damage be the responsibility of the renting party.

USE OF PHYSICAL RESTRAINT AND SECLUSION

Physical restraint and seclusion of students for behavior management shall be used in circumstances and under conditions that are in the best interests of students.

Physical restraint is appropriate when a student is displaying physical behavior which presents substantial imminent risk of injury to the student or others, and the student is demonstrating the intent and the ability to cause injury within a matter of seconds or minutes. The degree of physical restriction employed should be in proportion to the circumstances of the incident, the size and condition of the student, and the potential risks for injury to the student or others. Physical restraint does not include: (a) taking away a weapon; or (b) breaking up a fight.

Seclusion is appropriate when a student is displaying physical behavior that presents substantial imminent risk of injury to the student or others, and the threat could be diminished if the student were placed in a safe environment away from other students and staff. Seclusion should only be used as long as necessary and should be discontinued when the student is no longer a threat to himself/herself or others. Time out procedures which do not constitute seclusion are permitted in school.

Immediately after the student has restored emotional and behavioral control following the use of physical restraint and/or seclusion, a staff member not involved with the incident shall examine the student to ascertain if the student has sustained any injury. The Principal (or Head Teacher) will verbally notify the parent/guardian as soon as possible (no later than the end of the school day in which the physical restraint or seclusion occurs).

All use of physical restraint or seclusion must be documented in a memorandum within one school day of the incident. The Principal (or Head Teacher) will send a copy of the memorandum to the parent or guardian within two school days following the use of the restraint or seclusion.

VISITORS IN CLASS

Teachers may allow visitors in class if students have contacted you in advance that they would like to bring a guest, and approval has been given from the office.

III. ACADEMICS

ALTERNATIVE GRADING

1. Alternative Grading will be available to students in grades 7-12
2. Alternative Grading will be a method of grading students using 60% as a passing grade.
3. Alternative Grading will use a letter grade to distinguish it from regular grading which is numerical.
4. Alternative Grading will not be counted in the student's Grade Point Average.
5. Alternative Grading will be counted fully toward graduation requirements.
6. Students approved for Alternative Grading cannot be recommended for a four-year college.
7. Criteria to be used for students on Alternative Grading:
 - a. Evidence of academic difficulty
 - b. Student is below 50% on ITBS Achievement Tests
 - c. Student is recommended for Alternative Grading by the faculty
 - d. Student's parents sign approval form
 - e. Student will be tested by the school psychologist should difficulty arise concerning eligibility for placement in the program.
8. Alternative Grading will utilize the following grading scale:
 - A – 90-100
 - B – 80-89
 - C – 70-79
 - D – 60-69
 - Below 60% will be failing.

AWARDS

An Achievement Night will be held each spring honoring 9-12 students who have achieved academically and in extra-curricular activities. Teachers who plan to give awards as part of their instructional program are to make the requirements known to all the students the first week of school. Students should have the opportunity to work toward the awards. The top 3 G.P.A.'s in each curriculum area will be recognized with the top G.P.A. also receiving a Pin.

During the 3rd quarter, the Principal will request from each teacher the number of awards to be presented.

Sponsors and Coaches of extra-curricular activities are expected to have a printed copy of their rules for awards available for administration, students, and parents.

An Achievement Night will also be held for the 7th and 8th grades to recognize the top three G.P.A.'s in each curriculum area as well as those students who competed in extra-curricular activities.

COURSE DESCRIPTION HANDBOOK

A Course Description Handbook containing the course syllabus will be updated each year. Included with the course syllabus will be the name of the textbooks used, copyright and year purchased.

DROPPING COURSES

Once registered for a course, a student may not drop a course without parent, counselor, and teacher approval. Students' schedules are final on the first day of school.

EARLY GRADUATION

The School Board does not encourage early graduation. However, if the need exists, and the applicant can comply with the directives as printed below, early graduation may be permitted at the individual's request.

Directives:

1. Application must be made by the conclusion of the first semester of the student's Junior Year.
2. Conference with the principal, counselor, and parents.
3. Teachers are advised as to students applying for early graduation in order that they might recommend or not recommend for early graduation.
4. Final approval will rest with the Principal. Matters may be referred to the board if circumstances are not clear, or if parents request more information.
5. Requirements:
 - a. All credits must be completed by the end of the 1st semester of the senior year.
 - b. NO required credits may be carried over into the 2nd semester or be completed by correspondence during 2nd semester of the senior year.
 - c. Religion requirements are to be completed by special arrangement with Administration and Religion teacher.
 - d. Accumulative GPA must be 2.5 or better.
 - e. Student must have definite plans for employment or education.
 - f. Parents must have a conference with the Principal regarding implications and requirements of early graduation before application is approved.
 - g. If application is approved and requirements are completed, the student will officially graduate and no longer be a member of the Archangels Catholic High School Student Body. The student may, if he/she desires, participate in formal commencement ceremonies.

FIELD TRIPS

The Principal shall be responsible for determining the educational value of all field trips. Field trips shall not be taken without approval from the Principal. The value of each field trip shall be based on the following criteria:

- a. Does it meet the philosophy and objectives of the school?
- b. Does it support the objectives of the subject being taught?
- c. Is the trip supported by Archdiocesan standards?

Request for field trips are made in writing using a Field Trip form.

The sponsor of approved field trips must have a signed parental consent before allowing students to participate in field trips. Forms must be turned in to the Principal's office the day of the field trip. Students must travel to and from such trips in school-approved transportation.

Teachers planning field trips with their class must:

1. Make arrangements with the Principal at least 3-4 weeks prior to the trip.
2. Have the Principal's approval.
3. Make financial arrangements with the Principal by filling out Field Trip form.
4. Have written permission of parents one day prior to the trip. The permission slips should explain destination, means of transportation, cost of the trip (gas, food, lodging, extra spending money), time of departure and return. The permission slips are to be kept by the individual teacher for 1 week after trip before being destroyed.
5. Make sure that all adult chaperones have attended Safe Environment Training.

FINAL EXAMS

Teachers are encouraged to give a comprehensive exam at the end of 1st and 3rd quarters and required to give comprehensive exams at the end of 1st and 2nd semesters. A special schedule will be arranged for semester tests and should be strictly adhered to.

G.E.D.

Students unable to meet the academic requirements may make application to the school board through the Principal, to remain in school and take the G.E.D. The student making such application must:

1. Maintain a full academic load (54 hours per year)
2. Follow discipline policies as established in the Student Handbook.
3. Complete G.E.D. tests by May 1 or his/her graduation class.

If all requirements are fulfilled, the student will be allowed to graduate with the class.

GRADING

93-100	=	Superior
86-92	=	Above Average
78-85	=	Average
70-77	=	Below Average
Below 70	=	Failure
Incomplete		

The grade 93-100 is distinctly an honor grade and represents work of definite superior quality. In order to obtain a 93-100, student must (1) have all assignments completed on time and in a creditable manner, (2) make a real contribution in class, (3) have a good record of attendance, (4) have all written work neatly done, (5) evidence ability to apply principles.

The grade 86-92 represents work of excellent quality. It is given to those who do work which is clearly above average grade level. A student receiving a mark 86-92 must (1) show mastery of a major portion of assigned work, (2) contribute regularly in class, (3) have all

written work neatly done, (4) evidence ability to apply principles, (5) require no urging to have work done on time.

The grade 78-85 represents work of average grade level and is given to students who do work that is considered average for their grade level. An honest effort in attempting to meet the requisites of the class and having work done on time will merit this grade.

The grade 70-77 is a danger signal, but passing. Work is regarded as passing according to the minimum requirements of the course.

The "I" mark means incomplete and indicating that the student has been doing passing work, at least earning a grade of 70, but still must meet certain requirement before his/her grade can be determined. The "I" is given when a student has been absent from an examination or when some important assignment has not been handed in before the grades are turned in to the office.

When an "incomplete" is turned in for any student for a grade report period, that mark will appear on the report card submitted to the parents. The responsibility for removing the "incomplete" rests with the student. A student who received such a grade in any subject must see his/her instructor within a week after the report and arrange to earn a passing grade. The student has 2 weeks to change the "I" to a passing grade. If not removed in 2 weeks, the grade becomes an "F".

Only semester grades are recorded on a student's permanent record. The semester grade is an average of the preceding 2 quarters.

GRADUATION REQUIREMENTS

All students shall meet the minimum graduation requirements established by the Board of Education. Any student who does not meet the minimum graduation requirements either through "regular instruction" or "instruction through approved correspondence" shall not receive a diploma.

Under certain circumstances the Board may, at its discretion, opt to waive a specific requirement. Having a waiver must be approved by a majority vote of the Board at a regular monthly meeting.

Minimum Graduation Requirements

1. Have accumulated at least 250 credit hours of high school instruction. Of the 250, the following hours are required.

Religion	40
English	40
Math	40
Science	30
Social Studies	30
World Languages	20
Business	10
P.E.	15
Fine Arts	10

HONOR ROLL

1. Honor Roll – In an effort to recognize the high level of scholastic achievement, an Honor Roll will be published at the end of each 9-week grading period.
2. Determining Honor Roll:
There will be 1 Honor Roll with 3 divisions:
 - “A” Honor Roll: Student earning all A’s with no B’s. Average must be 93 or above.
 - “A” Average Honor Roll: Student earning A’s and B’s with no C’s. Average must be 93 or above.
 - “B” Average Honor Roll: Student earning A’s and B’s with no C’s. Average must be between 86-92.
3. The grades in the following classes are not averaged in the Honor Roll:
 - Junior High – Art, Music, PE
 - Senior High – PE, Lifetime Fitness, Weight Training, Chorus (after 1st time taken for credit)Students must pass all classes to be on the Honor Roll.

INSTRUCTIONAL HOURS

As the regular school day shall commence at 7:55 AM and end at 3:30 P.M. it will include not less than 420 minutes daily, except where early dismissal is noted for in-service. The calendar shall include provisions for 170-175 full instructional days, and shall provide for no less than 1080 hours of instruction annually,

High school staff shall not be absent in excess of 52 hours by reason of activity sponsorship or coaching.

INSTRUCTIONAL PROGRAM

The Archangels Catholic High School Instructional Program shall be based upon the educational philosophy and objectives as approved by the Archangels Catholic High School Board. Archangels Catholic High School Board shall establish a school term which offers a high school program of not less than one thousand eighty (1080) hours of instructional time.

The secondary instructional program shall consist of all activities and experiences that are directly related to the instructional philosophy and objectives of Archangels Catholic High Schools. Such activities and experience may include, but not be limited to:

- a. Student liturgies
- b. Academic achievement contests
- c. School approved field trip
- d. Achievement testing
- e. County Government Day
- f. School Assemblies
- g. Class meetings
- h. Class pictures
- i. Health exams
- j. Organizational meetings administratively approved

The required instructional program shall not include time used for lunch, but shall include passing time between classes. The required hours shall be exclusive of any service. Hours missed by reason of cancellation of any type shall be added as necessary to meet the 1080-hour requirement.

LIBRARY

Library Policy

**New policies for the library and review of library materials have been put in place in 2024.

For Library Policy and Procedures please reference **Article 7 Section 1** in the ACHS Student/Family Handbook.

Teachers may request special use of the library and are to coordinate with the library media specialist. Closure of the library will be communicated by the library media specialist and/or noted in the weekly or daily bulletin. Teachers must supervise students that they take to the library for class work.

MOVIES/VIDEO IN THE CLASSROOM

Teachers will use their professional judgment when choosing to show video for the purpose of instruction. All videos shown to students will be of educational value, unless permission is granted by the administration. Any video with questionable content, rated 'PG-13' or 'R' requires administrative approval. If any part of an 'R' rated movie is approved to be used, written notification to the parents is required.

MULTICULTURAL EDUCATION

The Archangels Catholic High Schools shall provide for the implementation of multicultural education. The purpose of the multicultural education is to instill in students and faculty an awareness and knowledge of the important part the great variety of ethnic groups and cultures have had in contributing to the greatness and heritage of our country and Church.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are held twice a year during the first and third quarters and they are contracted days for the teachers. The schedule of starting and ending time will be determined by the administration. During conferences, teachers will be expected to have samples of tests and student data that will help make the conference as informative and authentic as possible.

PROGRESS REPORTS AND REPORT CARDS

Mid-quarter progress reports and end of the quarter report cards are collected, placed in a family envelop, and given to the youngest in family with the exception of Parent-Teacher Conferences. On the progress report is recorded the grade and space provided for any comments by the teachers. A signature from a parent/guardian is required on the family envelop to verify receipt of reports with the exception of the end of the school year.

RANK IN CLASS

Beginning with the 1998-99 school year, rank in class will be determined by the total cumulative average a student receives after each semester. Pass/fail courses will not be included in determining a student's G.P.A. and class rank, nor will students on alternative grading.

REGISTRATION

Each spring, the counselor will register students for the coming school term. The counselor will meet with each class and hand out a registration form. Teachers will be asked to cooperate in registration by recommending and not recommending students for various courses. Following registration, students will be scheduled and given a copy of their schedule.

ROTATING STUDY HALL

Rotating study hall is designed for students to visit with teachers from which they need more direct assistance. Passes will be given at the discretion of the teachers. All class and organizational meetings will take place during this time. Procedures will be communicated clearly and failure to comply may result in a detention.

EDUCATE INFORMATION SYSTEM

Educate is the school information system at ACHS. It is used for academic processes, documentation, and communication within our school family. The Principal will provide detailed expectations for information required to be handled through Educate. These items will be subject to change as the system evolves.

TESTING

During the last week of each quarter (recommended) and semester (required), a comprehensive test is to be given over all the material covered during the quarter and semester. Archangels Catholic High School provides the following tests for the students:

- | | | | |
|----|--|----------------------------|----------|
| 1. | STAR Reading and Math (Norm-referenced) | Grade 7-8 | Fall |
| 3. | ACRE | Grade 9, 12 | Fall |
| 3. | ACT | Grade 11 | Spring |
| 4. | PSAT test | Grade 11 | Fall |
| 5. | ASVAB Test | Grade 11 | Fall |
| 6. | Teacher-made tests (Formative Assessment) | Grades 7-12 | All Year |
| 7. | Archdiocesan Standards Assessments (Criterion-referenced): | | |
| | Religion | Grades 9, 10, 11, 12 | |
| | Math | Grade 7, Algebra, Geometry | |
| | Science | Grade 8, Biology | |
| | Language Arts | Grade 8, 10, 11 | |
| | Social Studies | Grade 8, Am. History | |
| | World Language | Grades 10, 12 | |

Career testing is sponsored by Northeast Community College and arranged through the counselor.

TEXTBOOKS AND TEXTBOOK LOAN

Textbook Loan will be the first option for ordering student textbooks. Orders will be placed early second semester after viewing Humphrey Public's list of available student textbooks. It is recommended that textbooks be covered at all times. At the conclusion of the school year, the books are to be stored on the proper shelves provided in the book room or in the teacher's classroom closet space. Teachers will be expected to keep an inventory of all their books.

IV. STUDENT POLICIES

See "Archangels Catholic High School of Assisi Catholic School-High School Family Handbook".

V. STUDENT ACTIVITIES

**A new handbook has been developed in 2024 for all policies regarding Activities, Coaches, Sponsors and Participants.

For all policies regarding Activities, Coaches, Sponsors and Participants please see the **Archangels Catholic High School Activities Handbook**.

ELIGIBILITY – ACADEMIC PERFORMANCE

Please refer to Section 4.3 - ACADEMIC PERFORMANCE STANDARDS in the Archangels Catholic High School Student & Family Handbook

TRANSPORTATION

All students traveling to and from out-of-town school sponsored activities must be transported in school-approved transportation with an adult driver. If a parent wishes to take their child home after an activity, a note must be given to the sponsor of the activity and a verbal verification given before the child will be released. A student participating in a school sponsored event may not drive themselves to or from the event unless both parent and administration grant permission.

TEACHER RESPONSIBILITIES FOR ACTIVITIES

Junior Class

Prom

Parents Responsibilities: Parents of Class Officers meet in January or February to determine Banquet Preparation.

Sponsors Responsibilities:

1. Meet with Class Officers and Class to select theme (in school).
2. Approve all orders – use school requisition.
3. Actual decorations not to exceed \$500.00. Includes invitations, napkins, programs, souvenir gifts, theme decorations
4. Chaperone decorating.
5. Approve DJ. Chaperone determines cost and selling of tickets, which should cover the cost of the music.
6. Arrange for two contact chaperones – Junior class officer’s parents or other Junior class parent.
7. Arrange time for cleanup the following morning.
8. Check with officers to see that all borrowed materials are returned and proper thank you notes are written to donors.
9. Keep record of expenses and return copy to Principal.
10. Make arrangements with local law enforcement to administer P.B.T.
11. Provide parents with a courtesy call when student leaves dance early.

Other Dances

1. Approved through Student Council and Administration.
2. Must have Faculty sponsor.
3. Approve admission which must cover expenses for DJ.
4. Arrange for parent sponsors.
5. Provide parents with a courtesy call when student leaves dance early.

Homecoming

High School Student Council – Grades 9-12

Sponsor: Student Council Advisor

Parent Responsibilities: Chaperone

Sponsor Responsibilities:

1. Meet with members 1st month of school.
2. Select Theme and decorations.
3. Approve expenditures approved by administration.
4. Money used from student account.
5. Selection of DJ
6. Price of admission to cover cost of Band.
7. Count ballots for Royalty.
8. Arrange lineup for Grand March.
9. Chaperone all decorating sessions.
10. Arrange for cleanup for the following day.
11. Make arrangements with local law enforcement to administer P.B.T.
12. Provide parents with a courtesy call when student leaves dance early.

Graduation

Responsibilities: Senior Class Sponsors and Principal and Campus Minister

1. Principal:
 - a. Arrange practice sessions for Mass and Graduation.
 - b. Practice Commencement.

- c. Emcee Commencement.
 - d. Arrange order of diplomas, caps and gowns.
- 2. Senior Class Sponsor:
 - a. Approve with administration – Commencement speaker.
 - b. Approve Graduation Announcements.
 - c. Practice Baccalaureate with Campus Minister.
 - d. Practice Commencement with Principal.
- 3. Campus Minister:
 - a. Arrange Liturgy with Senior class for Mass.

Class Meetings

All class meetings are to be scheduled in school during Rotating Study Hall with sponsor supervision.

VI. HANDBOOK SIGNATURE PAGE

Archangels Catholic High School Faculty are required to read the handbook and sign this page of the handbook which indicates your acknowledgement of the provisions herein and the authority of Archangels Catholic High School administration to enforce these regulations.

Employee

Date