



St. John Bosco
Academy

Teacher Handbook

PART ONE
Parent-Student Handbook

The Parent-Student Handbook (current edition) is an integral part of the Teacher Handbook and as such is considered Part I and should be read first.

PART TWO
Article I – First Day of School

A special schedule will be followed on the first day of school. We will begin with a High Mass, and then teachers will report to their classes in time for the arrival of their students. Teachers should go over the rules and course goals on the first day of school with their students. Review the syllabus with the students and ensure that they have an understanding of what will be expected of them.

Article II – Textbooks

Textbooks will be selected prior to the beginning of the school year. The principal will coordinate the search for textbooks with the assistance of faculty members.

Article III – Class Discipline

When engaging in disciplinary action, remember to be fair and consistent. Discipline is necessary for communication. Enforce all rules and regulations, your own as well as those contained in the Parent-Student handbook. If the problem continues, involve the Principal, the parent, and the Chaplain. Do not punish based on hearsay.

Article IV – Class Discussions and Content

Be excited about what you are teaching; this helps the students. The class period is for your subject alone. Do not let the students drag you into discussing other areas, even religion.

Fifty minutes of class time has been allotted to each high school teacher to teach his subject. All fifty minutes should be used for that purpose. You may have to re-teach some of the subject if your class seems to generally misunderstand after an evaluation.

Do not ever excuse your students early as they will disturb other classes which are still in session.

Government and government leaders are to be discussed only in the appropriate classes: history, civics, and economics.

Article V – Gossip / Rumors

Gossiping is a sin. Teachers must set an example by never engaging in this with students or other SJBA staff; they must stifle any student gossiping they encounter in the school or at school related activities. Remember, a student may not understand that he is engaged in gossiping so you may gently point out the fact and then change the subject.

Staff members should not spread or create rumors within the community. It is important to carry all your problems to the Chaplain or the Principal. These are the people who can solve your problems or answer your questions. Discussion of school matters, teachers, students, parents or situations concerning the school with other people is counter-productive.

Article VI – Teacher-Student Relationship

A teacher is not a friend or pal, and class control should never be sacrificed for the goodwill of a student. You are responsible for your class on the school grounds and any other place under the authority of the school. Always inform the Principal of any outstanding punishment problem.

Article VII – Teacher Workday

Teachers will attend morning Mass and then report to work in time to be ready for the arrival of their students. If you need to arrive late in the morning, to leave during school, some provision must be made for a substitute for your classes and the Principal must approve.

Article VIII – Field Trips

The Principal must approve field trips in advance, even informal field trips within the Hardy / Cherokee Village area.

Students must have permissions slips signed and on file in the office for each field trip undertaken. All other field trip emergency contact paperwork must be completed.

After the Principal approves, notify the school secretary of where you will be in case she needs to find you, and when you expect to return.

Article IX – Student Attendance Record

At the beginning of every high school period, roll call should be taken and any absences recorded on the absentee slips provided. If no one is absent, write “All Present”

on the slip. Please leave these slips on the outside of the classroom door window so that the secretary may pick them up without disturbing your class.

Elementary teachers need to keep attendance information in the record book provided, as well as listing absences at the beginning of the day on the slip provided for office records.

Article X – Class Changes

The teachers should be at the classroom door during changes of classes to observe the students and see that they maintain good behavior in both the classroom and the hallway.

Article XI – Contingency Lesson Plans

All teachers are required to keep five (5) contingency lesson plans on file with the school secretary which will be used in case there is some pressing reason a teacher cannot come to school or provide daily lesson plans (i.e. serious illness, death in the family, accident, etc.).

Article XII – Substitutes

Teachers needing a substitute are asked to call the school office at 7:00 a.m. or before so that appropriate arrangements for a substitute can be made. If no one is in the school office by then, please call the Principal at home as soon as possible so that appropriate arrangements can be made.

Article XIII – Faculty Meetings

All teachers are required to attend faculty meetings. Dates and times will be announced.

Article XIV – SJBA Security Policy and Keys

The school building is to be locked at all times that school is not in session. A key register will be maintained by the Secretary, who will determine how all keys are to be issued. Keys will be issued only in accordance with need and receipted for by the individual. All keys are to be returned at year end. Keys may not be loaned out or reproduced.

Any use of the school buildings and property other than during school hours must have prior written approval of the Principal or Events Coordinator. Policies and procedures for use of the building may be obtained from the school office.

Each teacher will check his classroom at the end of the last period of the day. All windows are to be closed and locked. Classroom doors are to be locked at the end of the day and at any time the classroom is vacant.

No school equipment is to be loaned or taken out of the building without the approval of the Principal.

Any member of the staff finding the building unlocked or open when it should be locked will immediately notify the Principal or the Secretary.

Teachers' purses and valuables should be locked in the office or kept in appropriate containers.

Article XV – Copier

The copier is for the use of the faculty and the secretary only. Students are not authorized to make copies on the copier. The copier should only be used for school business.

Article XVI – Correspondence

Any school-related correspondence must be neatly typed on school letterhead and be grammatically correct. The Principal must approve all such correspondence before it leaves the building.

Article XVII – Daily Announcements and Teacher Mail

All announcements pertaining to the entire student body will be made at morning assembly. Any information needing to be imparted at that time should be submitted to the Principal in legible writing prior to the first assembly bell.

Please keep your boxes clear by picking up your mail, keeping what you want, and throwing out what you will never use. Do not use your school mailbox for a storage place.

Article XVIII – Accidents

Any accident taking place on school grounds involving either a teacher or a student must be reported to the Principal immediately. Please file a completed school accident report (forms with the school secretary) within 24 hours.

Article XIX – School Records Policy

Educational records for the student are in two categories: Permanent and Cumulative. The Permanent record will consist of personal and family background, attendance record, achievement awards, school activities such as sports or clubs and any standardized test results.

The Cumulative record will consist of personal and family information, health background, educational and psychological evaluations, parent-teacher conference reports and correspondence regarding the student.

These records are open for the parents or students to see upon request at the direction of the Principal. They may obtain a copy the records by paying copying fees. The parents and student also have the right to challenge accuracy of a record or the appropriateness of anything contained therein.

These records are not for anyone else. Only the Chaplain, Principal and the secretary have access to these files except in the case of one of the following situations:

1. Transfer of these records to another school which has submitted the appropriate executed release forms.
2. A student's application for financial aid.
3. Emergency situations requiring immediate health information.

Anytime these records are transferred the parent or the student must be informed.

Article XX – Use of the Telephone

The SJBA phone is for office and school business use only. Please inform the school secretary every time a long distance charge is incurred and record the call information in the telephone log.

Article XXI – Faculty Listing

A list of faculty members, their full names, addresses and phone numbers, and spouse's names will be provided to the teachers early into the school year.

Article XXII – Emergency Evacuation Procedures

A map of the school showing appropriate emergency evacuation procedures to be used in case of fire or tornado or other emergencies, will be posted in the school at various locations and provided to the teachers early into the school year.

In general, for fire drills, rooms 2 – 4 will exit the building through the north door. All other rooms will exit through the west door. For tornado drills, all personnel move to the respective tornado shelters (restrooms).

Each teacher has a responsibility to strictly enforce the safety procedures before, during and after all drills.

Article XXIII – Class Preparation

Teachers are required to keep weekly lesson plans which are subject to review from time-to-time by the Principal. Weekly plan books have been provided by the school for that purpose.

Teachers should utilize visual aids whenever possible (i.e. maps, books, pictures).

Article XXIV – Class Record Books

Class Record books have been provided by the school; they should be kept neat and orderly, such that the recorded information can be easily read by anyone and so that grades can be distinguished.

Grades should be recorded as percentages for 4th – 12th grades. Grades for 1st -3rd are to be pass/fail.

The Class Record books remain the property of SJBA and become a permanent record if an individual student's records are lost.

Article XXV – Supply / Copy Requests

Students should not be sent to the office for supplies, photocopying, etc. Anything like this should be taken care of by the teacher either before school or at a break in class time.

Article XXVI – Classroom Appearance

Teachers should ensure that their own classrooms are neat and clean before they leave for the day. The students shall be asked to help with maintenance by emptying trash cans, sweeping, and doing other school chores.

Article XXVII – Teacher Comportment / Appearance

A professional and business-like manner is expected of all teachers. They should be well-groomed, exhibit good manners, and speak using correct English.

Male teachers are expected to wear ties during the school day (exceptions: P.E., field day, etc.).

Female teachers should dress modestly according to Catholic standards. See Appendix E of the Parent-Student Handbook.

Teachers should not scream, yell at, or use sarcasm on a student to discipline him.

Article XXVIII – Student Appearance, Work and Comportment

Students must maintain a good sitting and standing posture at all times. Teachers will kindly remind them to stand up straight and to put their feet flat on the floor.

A student wishing to be called upon must raise his hand. Waving, calling out, or any other lack of respect should be disciplined.

Neatness and accuracy in all written assignments is to be encouraged. Teachers should insist that students use correct spelling and good penmanship for written assignments. If necessary, extra writing assignments should be given to those deficient in penmanship skills. Teachers should not accept written assignments on any piece of paper that is torn or excessively wrinkled.

Article XXIX – Student Discipline

In general, student discipline will be handled by the teachers in the classroom. However, students showing severe disrespect, or using profanity of any kind should be reported to the Principal as soon as possible.

Refer to Section Three – Student Conduct and Section Four – Discipline in the Parent-Student Handbook for specific discipline policies.

Hallways are not meant for punishments. Students requiring this much attention should be sent to the Dean of Students.

Article XXX – Homework

Currently classes meet every Monday, Tuesday, and Wednesday with an additional day of homework to be completed the following Thursday or Friday. Teachers should be diligent in ensuring that homework assignments are completed, as the homework constitutes the fourth weekly day of class.

Article XXXI – Exams / Tests

There should be exams for all academic subjects taught in the upper school (grades 7-12). Teachers are responsible for their own semester exams, copies of which should be maintained on file. The first and second semester exams will be given on the last three days of each semester.

Article XXXII – Classroom Supervision

Anytime a student is in the classroom, the teacher is responsible, therefore, do not leave your class unsupervised.

Article XXXIII – Non-Classroom Duty Assignments

Teachers will also be assigned to supervise non-classroom activities throughout the school day. For example: supervision of breakfast break, lunchroom, recess, detention, clean-up, etc.