

In accordance with the philosophy of Monsignor Matthew F. Clarke Catholic Regional School and in full acceptance of the commitment in each employment agreement, teachers are expected to assume all stated responsibilities and to fulfill all obligations faithfully.

ACADEMIC PROGRAM

The course of study of Monsignor Clarke School follows the guidelines of the Roman Catholic Church, the Diocese of Providence, and the State of Rhode Island. Our educational goal is based on the Christian principle “to teach as Jesus did” – with love, concern, dedication, and understanding. It provides for a full range of academic, physical, spiritual, and creative opportunities. The integrated curriculum is designed to challenge and broaden the knowledge of each child, to help develop their individual gifts and talents, and to help them recognize their own personal self-worth. The religious education curriculum conforms to the Guidelines of the Diocese of Providence. All students are to participate fully in the religious education programs both in the classroom and in all liturgical services in the school. Non-Catholic students are excused only from the reception of Holy Communion and Penance. See Parent/Student Handbook.

ACCIDENTS / ILLNESS – STUDENTS & STAFF

Although our main concern is the education of each student, we are also dedicated to the goal of keeping each student healthy and safe in our school environment. Accident insurance is provided for each registered student. **Student injury forms are available upon request from the office. When a student is injured at school, a form should be filled out by the supervising teacher.** Accidents involving students or staff members are to be reported to the principal immediately and a written detailed report, using the forms, must be submitted by the end of the school day. A copy of the accident report is sent to the Business Office and a copy is kept on file in the office. If a student should be seriously injured (broken bones, stitches, etc.) the office should notify Mr. Greg Carlson (278-4638) as soon as possible.

ACCREDITATION

Monsignor Matthew F. Clarke Catholic Regional School is accredited through the New England Association of Schools and Colleges (NEASC).

ADMISSION OF STUDENTS

Students are admitted to Monsignor Clarke School at the discretion of the administration. We do not discriminate against students on the basis of race, color, ethnic origin or handicapping conditions, with regards to admission policies, educational policies, or any other school-administered programs. See Parent/Student Handbook for criteria and process.

APPEARANCE

Faculty and Staff Dress Code

Only clothing that is reflective of professional business attire should be worn. In addition, the choice of footwear should reflect professional dress.

Faculty and staff members are expected to set a positive example for the students in the area of personal appearance. It is important to communicate that some environments require a specific standard of dress, and the positive acceptance of appropriate dress is essential to ensure students' favorable acceptance of our expectations of them.

Men shall wear dress shirts and ties or collared casual shirts (not t-shirts) dress or casual slacks, and casual or dress shoes (not athletic shoes). Facial hair must be well-groomed and neat.

Women shall wear skirts, dresses, or slacks. Tops should fully cover the shoulders and should be professional in terms of neckline (no exposed cleavage). Skirt length should be as conservative as our student policy dictates. Appropriate shoes must be chosen with safety in mind. Flip-flops are not acceptable.

Dress-down attire should reflect a slightly more casual version of the normal dress code. Jeans must be neat and free of holes or rips. Shorts are acceptable in warm weather, and should adhere to the same requirements as our student dress code.

Faculty/staff apparel for special extracurricular events shall reflect professionalism. Attire for professional days and field trips may include business casual clothing. Recreational/casual clothing may be worn on Field Day and other days designated by the administration.

Exceptions to the above guidelines require administrative approval.

ATTENDANCE – FACULTY/STAFF

All faculty and staff members are to notify the principal when they are going to be absent, coming in late or leaving school early. In the event of a sudden illness, a phone call should be made to **John Connell (401-996-9620) by 6:15 am**. Teachers must also send an email to absences@monsignorclarkeschool.org.

SICK/PERSONAL DAYS

- Every full time employee has a total of 10 days per year– 3 personal and 7 sick – that may be used without deduction in pay.
- Should the ten days be exceeded, deductions reflecting the additional absence will be made from the employee's salary.
- Personal/sick days for part time employees will be prorated according to a schedule determined by the principal.

PERSONAL DAYS

- All requests for personal days should be submitted to the principal at least one week in advance of the date requested via email to absences@monsignorclarkeschool.org. It is expected that faculty/staff will not make plans until personal day requests have been approved. Personal days may not be requested on professional development days. Personal days will not be

approved if they are requested during professional development days or on days before or after a long weekend or school vacation.

ATTENDANCE – STUDENTS

The school day begins with prayer at 8:27 am. All students should be in school by the first bell at 8:20 am, but no earlier than 8:10 am, since teachers are not on duty before this time. Classes start at 8:30 am. Attendance information is to be entered electronically by 9:00 am. A record of student attendance is to be maintained as required by Diocesan policy. A student is considered tardy if he/she is not in the classroom by 8:30 am. Students may never take attendance – only teachers or other professional staff should check attendance.

Frequent absences or tardiness should be brought to the attention of the student and parent first, then to the principal. See Parent/Student Handbook for state law regarding attendance and truancy.

AUDIO-VISUAL MATERIALS

Good teaching practice dictates that video materials be used to enhance and supplement lessons. Generally, these should be clips or segments of a duration not more than about 20 minutes in length, accompanied by discussion or other informal assessment (especially on clips that approach the maximum length). Even clips of a minute or two are useful educational tools.

Any use of video that exceed the guidelines discussed here must be submitted for approval to the principal at least 5 school days prior to use.

BOOKS

All student books must be covered and marked with the proper school identification. Students will be asked to pay for a book that is lost or damaged. It is the responsibility of the homeroom teacher to number each textbook and keep a record of the assigned numbers on the classroom record form provided. Forms are available in the office, or teachers may create their own spreadsheets or record.

CELL PHONES

Cell phones are a wonderful tool for communication, but care must be taken so that they do not become a distraction in the classroom. Faculty/staff should model appropriate use, being sure to silence all devices throughout the school day. Personal calls or texts (unless emergency in nature) should never be made or answered in the presence of students—whether in the classroom, common areas, or on the playground. It is imperative that all staff members adhere to reasonable and responsible use so that parents know that we are focusing on our professional duties when at school.

CHILD ABUSE REPORTING

The Most Reverend Bishop has implemented a mandatory Diocesan Child Protection and Outreach Policy for everyone associated with the Catholic Church in

Rhode Island as a worker or volunteer. He has facilitated the development of education initiatives and policies for all parish, school and youth programs, along with continuous updating of said initiatives and policies.

Every Monsignor Clarke School employee is required to read the Policy and Procedure In Cases of Sexual Misconduct (See appendix) and to sign a statement acknowledging that the employee understands and agrees to abide by these regulations.

CHILD ABUSE INVESTIGATION

If an investigator from the Department of Children, Youth & Families (DCYF) asks to see a student for the purpose of investigating child abuse, **parents are not to be contacted.** The principal should ask to see the credentials of the investigator before allowing a child to be interviewed.

CLASSROOM APPEARANCE

A neat, clean, and attractive classroom is the responsibility of teachers, aides, and students. Decorations should be suited to the level of the classroom and seasonally appropriate and should be changed periodically. Assigning duties to the students is one way of helping to maintain orderliness, cleanliness, and neatness. Before dismissal each day, teachers should make certain that the following are done:

- ✓ floors are cleared of papers,
- ✓ boards are cleaned,
- ✓ windows are closed and locked,
- ✓ chairs are placed on desks and reading chairs stacked,
- ✓ pencil sharpener emptied,
- ✓ student desk areas cleared of books and supplies.

Sacred prayer space should be cared for reverently. One bulletin board, preferably close to the prayer space, should be used to display materials in accordance with the liturgical year.

The appearance of the teacher's desk should set the example of cleanliness and order for the classroom. Teachers' desks and classroom countertops should be dusted regularly.

In addition, a copy of the Crisis Intervention Plan should be kept in the desk where it is easily accessible to the classroom teacher, special subject teacher, and substitute teacher.

According to Diocesan guidelines for school maintenance, the routine cleaning of floors (swept or mopped, according to a schedule), and the cleaning of toilets, bathrooms, and drinking fountains by school custodians is to be done **daily**. If this is not being done, please notify the principal.

CLASSROOM REGULATIONS – HOMEROOM

Each teacher is responsible for order in his/her classroom. School regulations and classroom management procedures (entering/leaving the classroom, passing out papers, storage of book bags and personal belongings, respect for school property, going to

lockers, passing in the hall, etc.) should be reviewed by the homeroom teacher on a regular basis.

It is the responsibility of the homeroom teacher to monitor the student uniform/dress code daily. Non-compliance of proper uniform attire should be recorded on the *Uniform Notice* form. A copy of the form should be sent to the parents, to the office, and a copy kept by the teacher. This documentation will allow appropriate consequences to be imposed.

It is important that teachers understand that their role is to implement rules, even if they do not personally agree with them. Lack of agreement is not a reason to fail to enforce a rule. If a teacher cannot support a given rule or policy, that teacher can use whatever channels exist to change the rule, but until a change is made by the appropriate authority, that teacher is obligated to follow the rule. If a person cannot, in conscience, support the action required and change cannot be effected, then that person's only real choice is to leave the situation and seek other employment.

CLOSE OF SCHOOL YEAR

Every teacher is required to file a **School Closing Checklist** before the close of school on the 180th day. These will be provided at the end of each school year.

COLLECTING CORRESPONDENCE / MONEY

Forms, money, and parent correspondence should be sent to the office in an organized, separated manner (e.g. field trip forms, walkathon permission, lunch orders, daycare notes).

All school monies should be sent to the office with attendance records. Money should be sealed in an appropriately marked envelope (***name, grade, amount, and identified source of money***). Money should never be left in the classroom. For audit purposes, school/classroom expenses/bills are paid through the school's checking account. Room parents do not normally collect money for class sponsored events. That is the responsibility of the classroom teacher/teacher assistant. Only the principal can make exception to this policy.

Request for Check Reimbursement: Please note that all expenditures must be approved by the principal prior to purchase.

The details for requesting reimbursement must be followed; otherwise, no checks will be authorized and requests will be returned.

1. A 'request for funds' form must be filled out completely.
2. All receipts must be attached.
3. Completed forms are to be submitted to the office.
4. A duplicate copy of request should be kept for teacher's own records. .

Request for School Check:

Please fill out the Check Request Form one week prior to need. No checks will be issued unless paperwork and this timeline are adhered to.

Request for Ordering of Materials:

1. The order form must be filled out completely.

2. Teachers should keep a duplicate copy for their own records.
3. Completed order forms should be submitted to the Principal in a timely manner.
4. Incomplete order forms will be returned to be completed.

COMPUTERS / INTERNET USAGE

It is expected that all employees will use common sense and reasonable discretion in their personal use of social media. Unless a personal relationship exists for another reason, staff should refrain from “friending” parents on social media to avoid potential problems. Use of social media for class project must be approved by the principal.

CONFIDENTIALITY

1. **Students:** Academic and personal student issues must be discussed only with the immediate staff on professional terms. When a problem arises, the principal must be advised immediately and the situation resolved.
2. **Faculty:** The actions or teaching abilities of faculty members shall be discussed only in a professional manner. All faculty members should be considered as equally important members of our team. Interactions with colleagues should be honest and when differences occur, both parties should work toward a mutually satisfactory resolution.
3. **Administration:** Mutual respect, loyalty, and support between the administration and the faculty are required for a good working relationship. Communication must be honest and direct. The faculty must support the decisions of the administration and refrain from discussing professional differences with students or parents. Any breach of professional confidence may be cause for dismissal.

Discussions with parents must focus only on their child. Discussions regarding the behavior and attitude of every child should be objective and framed in positive language. The behavior or academic progress of other people’s children must never be discussed.

COPY MACHINES

Faculty and staff have free use of the copy machine located in the work room. Out of consideration for all who use the copy machine, each person is responsible for leaving the machine in proper running order and the area neat. **Students are not allowed to use the copy machines.** To ensure student safety and maintain a secure environment for those who have their teaching supplies stored there, please do not send children to the work room for any reason. If you need supplies which are located in the work room, please plan ahead to pick them up, or send a note to the office requesting them. Students should not be asking for copies of materials they need for class. Teachers should inform the office immediately when machines are not working properly.

CUSTODY ISSUES

If parents are divorced or separated, the school presumes that both parents have access to the children and their records unless the school is otherwise notified. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. If you become aware of any custody issues, please inform the principal.

DAILY SCHEDULE

- Teachers and staff are expected to arrive at school no later than 8:00 am.
- Teachers are expected to stay following dismissal until 3:15 pm. This time is available for planning, conferencing, and related school activities.
- In addition, all teachers must make themselves available for extra help and/or professional planning for one additional hour per week. This availability may occur on one afternoon (until 4:15 pm), or on two afternoons (until 3:45pm). A schedule must be submitted to the office by the Friday following Labor Day. After school days missed because of holiday or other school closing must be made up within a week of the missed date. Notify the office of any makeup plan. Parents should be notified in writing of your afterschool schedule so that they can make arrangements for students who need help to stay. All after school time should be scheduled with a purpose in mind. Teachers are not expected to provide childcare. Please notify the principal of any concerns you might have about student/parent use of afterschool time.

DISCIPLINE

Ordinary classroom discipline is the teacher's responsibility. Disciplinary action should be constructive. The focus of any disciplinary action whether at home or at school should be to guide the student toward more appropriate behavior rather than merely to punish the misbehavior. In the event of serious or repeated offenses, the office should be notified.

Monsignor Clarke School's behavior policy is carefully described in the Parent/Student Handbook. Teachers should be thoroughly familiar with this policy in order to use it effectively in the formation of respectful and self-disciplined children.

Removing a student from the classroom for disciplinary reasons should be used *only* as a last resort when other efforts have not been effective. The misbehaving student should never be put out of class to stand in the hall, sent to another classroom for a time out, or sent to the principal's office alone. Instead, the teacher is advised to send another student to the office with a note requesting the principal's presence in the classroom for a disciplinary intervention. Correcting a student's behavior should be done privately whenever possible.

Detention as a form of discipline for students in grades 6-8 is assigned at the discretion of the individual teacher. It is the responsibility of special subject teachers to assign detentions for infractions of school rules which occur during their classes. Parents will be notified at least 24 hours in advance of the scheduled detention and necessary arrangements for picking up the student must be made prior to the detention being served. A duplicate copy of the detention slip should be sent to the principal within 24 hours.

Summary of Diocesan Student Discipline Policies and Regulations:

Discipline is as fundamental in education as it is fundamental in life. School administrators should strive for a reasonable, self-motivated discipline among the students. In administering punishment, emphasis should be placed on the individual growth of the student rather than on retribution for misconduct of the deterrent effect such punishment has on other students. Inhuman or degrading punishment must be avoided. Corporal punishment by any member of the school staff is specifically forbidden.

- 1. Rewards and encouragement are the preferred means to achieve the discipline mentioned in Policy 405-G.*
- 2. Withdrawal of privileges and removal from positions of importance are likewise acceptable methods to achieve good discipline.*
- 3. Monetary fines cannot be imposed as punishments for breach of discipline.*

Summary of Diocesan Student Expulsion Policies and Regulations:

The expulsion of a pupil from school is always a serious matter and should be exercised only as a last resort. The principal only has the right to expel a student.

- 1. Before a pupil may be expelled from school, he/she and his/her parents or guardians must be given at least one written warning.*
- 2. When the principal exercises the right to expel a pupil, the Superintendent of Schools should be notified.*
- 3. Diocesan regulations regarding the possession/use of intoxicants and narcotics shall apply to students at the elementary level.*

Summary of Diocesan Student Suspension Policies and Regulations

Suspension (temporary expulsion) is the right of the principal alone.

Suspension may be of two types:

- 1. Suspension out of class to some other supervised part of the building for a time.*
- 2. Suspension to the student's home until one or both of his/her parents or guardian return him/her to school to discuss the problem with the school's administrator.*

DOCUMENTATION

Documentation is a neutral process of recording contacts or data regarding students/parents. It is particularly important to document negative or confrontational situations. Documentation should be written legibly, proximate to occurrence, and a copy should be sent to the principal. Documentation should include:

- name, date, time
- what specifically happened
- witnesses

EARLY DISMISSAL

Extraordinary care should be taken in regard to early dismissal. Parents know that their children are under the care of the school during school hours. Early dismissal

requests by parents should first be presented to the classroom teacher in writing and must state the reason for early release. This written notification must then be sent to the office. Children are not to be released unless a parent or guardian, or properly delegated adult signs the student out.

EXTRA-CURRICULAR ACTIVITIES

Shows, sports, and other activities initiated by faculty and/or parents, offer opportunities for students to display and develop talents in areas other than academics. They provide an avenue to develop the whole person in keeping with Christian education. Current research in learning styles also supports the educational benefits of such diverse activities.

Faculty involvement in and presence at these events demonstrates concern for students as individuals and helps create a strong community of teachers, parents, and students. Support of activities moderated by other faculty members also creates strong bonds that strengthen everyone in this often demanding ministry. Refer to Parent/Student Handbook for student expectations and guidelines.

FACULTY MEETINGS

A faculty meeting will normally be held on the second Wednesday of each month, and at specified intervals as needed throughout the year. The planning of the faculty meeting is a shared responsibility. All full-time faculty members are required to attend. Part-time teachers are always invited to participate and are expected to be present if they are in school for a full day on the date of the meeting. The agenda is developed by the administrators with input from the faculty and staff.

Faculty members excused from attendance at faculty meetings are responsible for knowing and implementing any decisions made during the meeting. All faculty members are expected to attend diocesan and faculty in-service days.

FACULTY ROOM / WORK ROOM

It is the responsibility of everyone to leave the faculty room neat and clean. Two teachers/staff will share these duties bimonthly. Duties include but are not limited to:

- cleaning the coffee pot
- wiping down the table and countertops
- cleaning the microwave
- cleaning the refrigerator of spills
- emptying the refrigerator of old food (should be done every Friday)
- cleaning the workroom weekly

FIELD TRIPS

Field trips are considered a privilege and are taken to enhance the educational experiences of the students. Teachers are asked to take care to plan reasonably-priced field trips that will not exclude students due to high cost. In the case of small classes, it would be wise to coordinate with another class/grade level when planning field trips

to see if bus transportation might be able to be shared (ie. both classes go to Providence but to different locations). In most cases, only two field trips per year will be approved for students in grades K-5 and three per year for students in grades 6-8. No student will be permitted to go on a field trip without written permission from a parent or guardian. The school reserves the right to deny a student participation in a field trip for failure to meet academic and/or behavioral requirements. Students unable to go on a field trip must report to school where they will be given assignments to complete during the school day. The teacher in charge of the field trip must make arrangements for the students left behind to be supervised throughout the day.

The field trip must be adequately supervised. Chaperones are obtained at the discretion of the teacher and all must be cleared through the school in terms of background checks and training. Permission slips must be sent home at least 7 days prior to the trip. A complete listing of students and emergency contacts must be taken on the field trip by the supervising teacher. For students requiring medication, a registered nurse or the student's parent will be included in the chaperones attending the event.

FIRE DRILL PROCEDURE / LOCKDOWN DRILLS

By law we must have fifteen (15) fire drills during the school year including two (2) lockdown drills and two (2) evacuation drills.

It is the teacher's responsibility to maintain order during a fire. Teachers should be aware of and carry out proper procedures. Fire drill regulations are established by the state, and have as their purpose the safety and protection of everyone in the school. Each classroom must display a fire exit sign.

Teachers are responsible for knowing and taking seriously the following directions, and making students aware of them also:

- Turn off lights in the classroom and close the door.
- Each teacher shall take the class register and absentee list so that there can be an accurate accounting of the students. Teachers are also required to take the classroom Crisis Response Plan with them.
- **Silence is required at all times during a fire drill.** Children are to leave rooms quietly, in single file lines without running or talking.
- Floating teachers without a class or teachers on a break should check the lavatories and then join students outside.
- ***All individuals must leave the building*** during a fire drill except for those individuals running the drill.

HOME-SCHOOL COMMUNICATION

Teachers are encouraged to communicate openly with all families. Emails should be brief and to the point, and must be carefully proofread to avoid errors. Emails regarding academic or behavioral concerns should be copied (cc) to the principal. All emails must be acknowledged within 24 hours (not including weekends). Actual answers (solving the issue) may take longer. Please do not answer emails while you have students in front of you. Doing so blurs the boundaries of teaching time and encourages unrealistic expectations.

Class notices/newsletters should be carefully written and proofread. A copy of all notices/newsletters must be submitted to the office prior to being sent.

HOMEWORK

Homework is an opportunity for students to gain independent practice, and as such, is an important part of the school's overall academic program. Whenever possible, homework should be differentiated to make it meaningful and useful for each and every student. Formative assessment of each student's understanding of new learning should take place prior to assigning homework to prevent the student from practicing misconceptions (getting really skilled at getting it wrong). Homework is a perfect vehicle for students reviewing and practicing skills that they need to keep sharp, for working on a draft of a final piece of writing or project, or doing independent reading. For the most part, homework assignments should be used for on-going formative assessment rather than for summative grades.

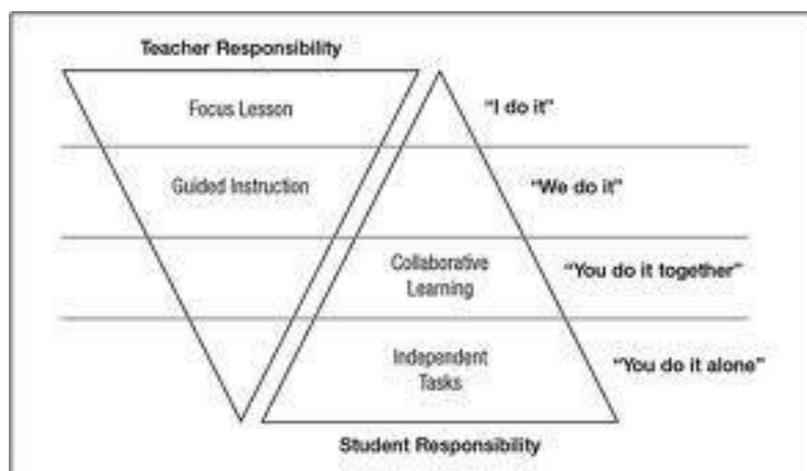
All homework assignments should be listed on the classroom website and updated daily (or for the week ahead). Whenever possible, handouts should be available on the website for students who are absent or who might have forgotten work at school.

In terms of overall homework time, the rule of thumb is ten minutes of homework for each grade level achieved. For example, a student in second grade would have no more than 20 minutes of homework per night. A student in 6th grade would have no more than 60 minutes of homework per night. This is a rough estimate (as each child is unique), but it is a cumulative amount across ALL subject areas—not a per subject guideline. Teachers must communicate with one another to avoid over-assigning homework.

Whenever possible, especially in grades 1-5, weekend and vacation homework should be avoided. In all grades, long-term assignments should never be due the day following a holiday break or vacation period. Treat your students (and their families) the way that you would want to be treated in terms of scheduling due dates.

INSTRUCTION

At Monsignor Clarke School, we teach students, not content or skills. The child and his/her learning must always remain the primary focus when planning instruction. We will NEVER say, "I taught it, but he/she didn't learn it." If it is important enough to teach a particular content or skill, it is our mission to be sure that we provide the time and support to enable our students to be successful learners of it. Therefore, lessons should be designed with the critical aspects of FIT teaching (Fisher and Frey, 2014), including the gradual release of responsibility:



Classrooms at Monsignor Clarke School should be places of active learning, supporting students with a positive classroom culture in which students are safe and supported to take academic risks that stretch their learning.

It is expected that teachers will differentiate instruction in order to meet the individual needs of students and that all lessons will include formative assessment to inform next steps in instruction. Summative assessment practices will be fair and transparent. Teachers must follow the Diocesan rubric for grading purposes.

KEYS

The keys issued to you are for your use only. They are intended to enable you to move freely throughout the school complex, giving you access to those areas which pertain to the execution of your teaching assignment or assigned duties.

- Do not give your keys to anyone or allow anyone into locked areas without express permission from the administration. Never give your keys to the students.
- Do not have additional keys made or ask the custodial staff to have them made for you. In order to protect school personnel individually or collectively, we must maintain strict control over who has access to our building.
- Classroom teachers are asked to lock their rooms and closets every night. Support staff is asked to secure their areas every night.
- If you find yourself locked out of an area to which you need to gain access, please check with the office.
- Your assistance is appreciated in checking all outside doors (middle school entrances, gym, playground, cafeteria, etc.) as you go about your daily routine. If you find any open, please close them and report the incident to the office.
- If a key is lost, please let the office know immediately. It is less costly to replace one key than to have the whole building re-keyed.

LAVATORIES

Students may use the lavatory at times established by the teacher. The teacher is responsible for monitoring lavatory privileges at all times. Only one student at a time should be allowed to leave the classroom. Groups of students should never be sent to

the lavatory without adult supervision. Classes or individuals must always be quiet in the corridor and in the lavatories so as not to disturb other students.

LENGTH OF SCHOOL YEAR / DAY

The school year is 180 days for students with an additional five professional days for staff.

All staff must be present in their assigned classroom or duty space by 8:10 am each morning. Anyone who anticipates a late arrival must notify the office as soon as possible so that arrangements may be made for coverage until arrival.

The school day continues for teachers until 3:15 pm.

In addition, each teacher is required to provide one additional after school hour per week in their classroom for students to get extra help, make up work, work with classmates on an assignment or project, or meet with parents. This time may be done on one day (until 4:15pm), or on two days (until 3:45 each day). By the end of the first week of school, each teacher must notify the office of his/her regular afterschool schedule for the late day(s), and must update the plan to account for short weeks, holidays, or school cancellations. In other words, if your regular “late day” is on Monday, you must have a plan in place to make up the time on another day during the holiday week). Teachers who are coaches must plan around the coaching schedule to provide the late time for students each week. Teachers must stay regardless of whether or not students are present, and can use the time for professional planning.

No staff member may leave prior to their official end time without the permission of the principal. Anyone leaving early with permission must notify the office at the time of their departure.

LESSON PLANS

A plan book is a necessary part of a teacher’s program and must be kept up to date. Advance planning assures thoughtful continuity and preparedness. Plan books and grade books are legal documents and are collected and stored at the end of the year.

It is expected that each teacher will keep a plan book that serves as a planning guide for all lessons and units throughout the school year. The principal may ask to see your plan book at any given time, so please be sure that it is up-to-date and within reach.

Good teaching dictates that students should always know what they are expected to learn in each lesson (often an “essential question”) and WHY they are learning it. To this end, an agenda must be displayed for each lesson so that each student and visitor to the classroom will know what the topic and purpose is for the lesson being taught. Use of chart paper, a white board, or chalk board are all appropriate ways to display this information.

LIBRARY

Use of the library should be encouraged by all members of the faculty. Proper library procedures and behaviors will be taught and emphasized. Teachers who bring their classes to use the library are responsible for leaving the room clean and orderly.

LITURGY

We celebrate the Eucharist together normally once each month, and at other appropriate times during the year. Children should be encouraged to celebrate Sunday Liturgy with their families. Whenever possible, teachers are encouraged to attend special family and seasonal liturgies and sacramental celebrations to support and reemphasize with their presence the tremendous importance of worship in their own personal lives.

From time-to-time teachers will be asked to plan liturgies or other religious celebrations for their classroom, grade-level, or the entire school community. Support and assistance will be available as needed.

LOCKERS – SEARCHING OF LOCKERS

Lockers should be kept orderly and cleaned periodically. Locker doors should be kept closed and locked at all times. Locker areas should be neat at all times. The school is co-tenant of lockers and reserves the right to search lockers at any time without notice if there is a reasonable cause for such a search.

MEDICATION

Medical concerns (illness, injury, medication, etc.) must be directed to the attention of the school nurse.

Student Medication Policy:

All medication to be taken during school hours must be:

- brought to the school office by a parent/guardian.
- accompanied by the appropriate school medication form (prescription v. non-prescription), which can be found on the school website.
- in a pharmacy labeled (or original over-the-counter) container.
- administered by the school nurse, with the exception of self-administered epi-pens and/or inhalers (when specifically directed by the physician in writing).

OFFICE FOLDERS

A large envelope is provided to each homeroom teacher for the purpose of sending tuition, notes, and other business to the office each morning. Teachers are asked to return the envelope with information and monies organized and separated. Mail, messages, and notes will be placed in faculty mailboxes. Teachers and support staff are expected to check their mailboxes every morning before their school day starts, at lunchtime, and

every afternoon prior to leaving for the day. Teachers are expected to check their email daily and to respond to administrative messages when requested.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences for grades K-8 should be offered to all parents following the first progress report. Teachers should also be available to confer with parents when there is concern over changes in a child's attitude or work, or in response to a parent's request for a meeting. Copies of a child's work should be saved to serve as concrete examples during academic conferences. The teacher should take notes at the meeting and follow up with the parent by email to create a record of the conference. Teachers should inform administrators of any concerns which arise as a result of conferences or parent communication. Administrators should be kept informed about students experiencing academic or behavioral difficulties.

PRAYER

Since Monsignor Clarke School is a Catholic school, prayer is an important part of the school day. The day begins and ends with prayer. Appropriate prayers of the Church will be taught.

Spontaneous prayer and time for reflection will provide added depth for the students. During the months of October and May, devotion to the Blessed Mother is encouraged, particularly in the recitation of the Rosary. During Advent and Lent, seasonal devotions and ceremonies such as the Advent Wreath and Stations of the Cross are provided within the classroom setting. It is the privilege of all teachers, not only those responsible for teaching religion, to provide opportunities for prayer and reflection which enhance the Catholic climate of our school.

PROFESSIONAL DEVELOPMENT

Professional reading and continuing education are a part of the teaching profession. Teachers are expected to maintain and improve their professional skills.

PROFESSIONAL ETHICS

Professional ethics requires discreet interactions with all involved in an educational community. On or off campus, faculty/staff members should maintain exemplary conduct and complete confidentiality. Any teacher/staff member engaged to teach/work in a Catholic school of the Diocese must be united in philosophy and objectives with Catholic values.

- **Students:** Academic and personal student issues must be discussed only with the immediate staff on professional terms. When a problem arises, the principal or school counselor must be notified immediately so the situation might be addressed in a timely manner.
- **Faculty:** The actions or teaching abilities of faculty members shall be discussed only in a professional manner. All faculty members should be considered as equally important members of our team. Interactions with colleagues should be

honest and when differences occur, both parties should work toward a mutually satisfactory resolution.

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

When speaking with parents, on or off campus, there should be no criticism of our administrators, faculty members, parents, or students. Discussions with parents must focus on their child only. Discussions regarding the behavior and attitude of every child should be objective and framed in positive language. When in doubt, treat every child like he/she was your own, and every parent the way that you would want to be treated.

RECESS

Recess is an important outlet for children in terms of meeting both physical and social needs. The playground is an extension of the classroom and should be treated as a learning environment. Students in grades K-5 will use the main playground. Students in Pre-School and Pre-Kindergarten will use the playground adjacent to their classroom.

Recess guidelines are as follows:

- MCS CARES Recess Rules must be enforced at all times.
- Faculty/staff on recess duty must divide the entire area and station themselves so that they have a sweeping view of the area to which they are assigned.
- Walkie-talkies will be used for communication while on recess duty on the main playground.
- **Recess may not be taken away from any child for any reason without the permission of the principal.**
- Indoor recess will be held in the case of a rain/snow storm, when temperatures/wind chill fall below 25° F, or when conditions on the playground are unsafe due to snow, ice or other issues. The office will make the call when conditions are marginal.
- Any balls that go over the fence are out of play for the duration of the recess period.
- Lack of sportsmanship or arguing during a game will result in the immediate suspension of the game for the duration of the recess period. Consistent issues with a group of students playing a game will result in the suspension of the game for consecutive recess periods until the supervising faculty/staff determine that the children can play safely.
- All games are **non-contact**. No pushing, shoving, or other aggressive physical behavior is acceptable.
- The principal should receive a report in writing regarding any student or group of students who consistently fail to observe safe and fair behavior during recess.
- Students should not be sent into the office during recess unless there is an immediate safety concern that the adult supervisors cannot handle outside. Walkie-talkies should be used to communicate with the office in case of a problem.

RELIGION CERTIFICATION PROGRAM

Summary of Diocesan Religion Teachers Policies and Regulations:

Religion teachers in Catholic Schools shall be practicing Catholics, who have completed or are in the process of completing Diocesan religion teacher certification.

All administrators and teacher in Catholic schools shall participate in programs of spiritual formation and professional development, especially those sponsored by the Catholic School Office.

All teachers in the Diocese of Providence are required to continue their religious education and spiritual formation, as well as their academic skills. A program of studies is outlined by the Diocese, and teachers are asked to avail themselves of Diocesan in-service religion workshops and on-line courses at Providence College (CORE) offered throughout the year. During the year, all teachers teaching religion will be assessed for certification and a plan will be designed for meeting the Diocesan requirements.

REPORT CARDS/PROGRESS REPORTS

Report cards are distributed three times a year in grades pre-k through 8.

- Parents, principal, and relevant staff should be made aware of learning difficulties as soon as they occur.
- Appropriate action should then be initiated.

Formative assessments will be used to determine student understanding and skill levels so that teachers can plan appropriate lessons to meet the learning needs of each child. Because of this, not every assignment will be graded, nor will all graded assignments be given the same weight.

On summative assessments that contribute to the report card grades, each teacher must grade students in a way that accurately indicates what he/she knows and is able to do, guided by the appropriate content standards/goals. The teacher must be able to explain their grading system to students and parents in a clear, logical, and transparent manner.

All students in grades K-8 will receive interim progress reports three times a year, in the middle of each trimester as marked on the school calendar. They are to be signed and returned to the school in the same manner as the trimester reports.

It is expected that teachers will notify parents and administrators whenever a student's grades or behavior decline.

SEXUAL MISCONDUCT AND HARASSMENT POLICY

The Most Reverend Bishop has implemented a mandatory sexual abuse and misconduct reporting policy for everyone associated with the Catholic Church in Rhode Island as a worker or volunteer. He has facilitated the development of education initiatives and policies for all parish, school and youth programs, along with continuous updating of anti-sexual harassment policies.

Every Monsignor Clarke School employee is required to read the Diocesan Policy and Procedure In Cases of Sexual Misconduct and to sign a statement acknowledging that the employee understands and agrees to abide by these regulations.

SMOKING POLICY

The “*Smoking Restrictions in Schools Act*” prohibits the use of any substance or item which contains tobacco, including but not limited to cigarettes, cigars, pipes, or other smoking tobacco, or the use of snuff or smokeless tobacco. It also prohibits having in one’s possession a lighted cigarette, cigar, pipe, or other substance or item containing tobacco.

Tobacco product use is prohibited in all areas of non-residential school buildings (K-12), public or private. This includes, but is not limited to, all school playgrounds, school administration building, indoor school athletic facilities, school gymnasiums, school locker rooms, school buses, other school vehicles, and other school buildings whose use is not primarily residential. In addition, tobacco product use is prohibited in all outside areas within twenty-five (25) feet of any school building.

SUBSTITUTE PLANS

Teachers should create a folder with the following items:

- ✓ a copy of the class seating plan,
- ✓ a copy of the teacher’s schedule as well as the schedule for the students,
- ✓ clear instructions for all assigned duties that must be covered (morning, recess, lunch, dismissal)
- ✓ meaningful lessons and assignments that can be used if actual daily lessons are not provided due to an emergency
- ✓ important student emergency information (i.e. nut allergies, Epi-pen needs, diabetes protocol, etc.)

The emergency handbook, red emergency folder, and emergency laminated cheat sheet should be available in the top drawer of the teacher’s desk in the classroom.

SUPERVISION OF STUDENTS

Homeroom teachers are expected to be in their homerooms by 8:20 a.m. In order to ensure an orderly transition to the lunchroom, teachers must personally escort their students to the cafeteria where they will turn them over to the person assigned to monitor them during lunch. Teachers are also expected to meet their class promptly at the conclusion of lunch and to lead them into the classroom or recess, thus ensuring a calm return to the afternoon class schedule. Elementary teachers will personally escort their classes to and from recess or any special area classes. Out of consideration for the classes which are in session, students are expected to enter the building and pass in the halls in silence.

Supervision of all students at all times is the legal responsibility of the teacher. In the event of an emergency, a teacher must ask another teacher to monitor students or call the office; students are required to remain seated at their desks while the teacher is out of the room. The monitoring teacher, watching two classrooms, must be positioned in the connecting doorway. Teachers should not be involved in social conversations during recess or while monitoring students at their lockers or in the halls.

Security at dismissal must be the concern of every teacher. Under no circumstances should students be left unattended. Teachers who provide services to students after school

must make sure that students have been picked up or are signed into the Extended Day program before leaving the building.

TERMINATION OF TEACHERS / SUMMARY DISMISSAL

As a consequence of the religious nature of Catholic schools, in all cases, the lifestyle, philosophy, and beliefs of an applicant will be considered and are expected to be consistent with the teachings and beliefs of the Catholic Church. In addition, all Catholic faculty/staff are expected to be in good standing with the Church: e.g. Roman Catholic teachers not married according to the laws of the Roman Catholic Church are not eligible to teach in a Catholic school. A change in status that results in any of the previous situations will result in dismissal of the teacher.

TRANSPORTATION OF STUDENTS

The faculty and staff of Monsignor Clarke School are not to transport students in their vehicle. This restriction includes travel to and from school or to and from school sponsored events before, during or after school such as sporting practices and events and dances and socials held at school in the evening.

TUTORING

The faculty of Monsignor Clarke School may provide tutoring services to students in areas in which they are certified. The faculty of Monsignor Clarke School may not tutor a student currently enrolled in their class or an incoming student to their class. All tutoring for payment must take place outside of school hours and off of school premises.

UNIFORMS

Monsignor Clarke School takes pride in the appearance of its students. The way a student dresses and appears often has an effect on behavior and learning.

The Parent/Student Handbook outlines the school policy and code for uniform and personal appearance, and should be reviewed with students at the beginning of the school year. The policy and regulations exist as they are written and are not open to interpretation by parents, students, or teachers. Exceptions must be referred to the principal who reserves the right to excuse for just cause.

VIOLENCE

Any action by any member of the school community that disrupts the peace of the community is unacceptable. Therefore intimidation, harassment, threats of violence, and actual violence of any kind in any form, including use of email, by any member of the school community or to an outsider, subject an individual to sanctions by the school. All threats of violence will be taken seriously. Excuses such as, "I was just kidding" are not acceptable. Threats of violence and acts of violence will be reported to the police when appropriate.