

# FACULTY HANDBOOK

2024 - 2025



***Christ the Teacher***  
CATHOLIC SCHOOL

*Achieving Excellence Together:  
Spiritual, Academic, & Service*

## I. GENERAL INFORMATION

### MISSION

Christ the Teacher Catholic School is a faith-filled school partnering with families and the community to nurture all students in the development of Catholic-identity, high academic achievement, and responsible citizenship, through service to others.

### VISION

Christ the Teacher Catholic School is committed to all students achieving excellence in faith, academics, and service.

- By following the example of Christ
- By knowing the teachings of the Catholic church
- By sharing the good news of Christ
- By working at our highest potential
- By modeling critical thinking and problem solving
- By reflecting on our own learning
- By expressing ourselves through oral, written, and artistic communication
- By sharing our unique gifts with others as Christ asks of us
- By promoting social justice
- By striving to live a virtuous life
- By actively participating in school, local, and global community projects

### VIRTUES

Virtue is a habitual and firm disposition to do good. The goal of a virtuous life is to become like God:

- **Faith**—we believe in God and believe all that he has revealed to us and that Holy Church proposes for our belief
- **Hope**—we desire, and with steadfast trust await from God, eternal life and the graces to merit it

- **Charity**—we love God above all things and our neighbor as ourselves for love of God. Charity, the form of all the virtues, “binds everything together in perfect harmony” (Col. 3:14)
- **Temperance**—moderates the attraction of the pleasures of the senses and provides balance in the use of created goods (*moderation and restraint in our desire for created goods*)
- **Prudence**—disposes the practical reason to discern, in every circumstance, our true good and to choose the right means for achieving it (*clear thinking and reasoning*)
- **Fortitude**—ensures firmness in difficulties and constancy in the pursuit of the good (*courage, extraordinary bravery and the ability to accomplish difficult tasks for the greater good*)
- **Justice**—consists in the firm and constant will to give God and neighbor their due (*dignity, relationships. Public/private = same treatment*)

7 vices	vs	7 virtues
Pride	vs	Humility
Greed	vs	Generosity
Lust	vs	Chastity
Anger	vs	Meekness
Gluttony	vs	Temperance
Envy	vs	Love (of neighbor)
Sloth	vs	Courage/Fortitude

**Office Hours:** Monday – Friday 7:00 am – 4:00 pm

**Teacher Contract Hours:** Monday – Friday 7:30 am – 3:30 pm

**School Hours:**  
 Monday, Wednesday, Thursday, Friday 8:00 am – 3:00 pm  
 Tuesday 8:00 am – 1:30 pm

## FACULTY AND STAFF

Father Dan Dufner	Holy Family Parish Priest
Father Michael Kelly	School Chaplain
Merrilou Harrison	Principal
Elizabeth Bohorquez	Office Manager; Athletic Director
Karen Johnson	Bookkeeper
Sara Mortimer	Director of Assessment & Intervention
Sandra Wellner	Lead Teacher & Site Supervisor Pre-School
Stephanie Boyd	Pre-School
Karen Rodriguez	Pre-School
Brenda Jimenez	Kindergarten
Teryn May	Kindergarten
Makena Fischer	First Grade
Debbie Wilson	First/Second Grade
Kaitlyn Simpson	Second Grade
Sydney Snyder	Third Grade
Allison Pfaff	Third Grade
Katelyn Schell	Fourth Grade
Elyse Peralta	Fifth Grade
Jacquie Weaver	K – 8 Religion; K – 8 Art
Madeline Lemerande	K – 8 Spanish; MS Health
Pat Ulery	MS Science & Math; K-8 STEM
Marcus Kieltyka	MS Social Studies & ELA; K-8 Special Services
Andrew Maiocco	K-8 PE
Tanya Bradley	Para-Educator
Letty Jaramillo	Para-Educator
Felicity Farias	BASE Supervisor
Monica Santana	BASE
Adam Lynch	BASE
Aracely Campos	Custodian
Mel Castro	Building Maintenance

## II. PROFESSIONAL EXPECTATIONS

### Teacher Job Description

Position Purpose: To educate the whole student; nurture their spiritual, academic, and social growth, and involve students in community service.

#### Primary Duties and Responsibilities Include:

- Collaborate with the principal in implementing the mission of the school. This is conducted by participating in the planning, implementing, and evaluating of the school's goals and objectives.
- Assures the planning and implementation of instructional programs and activities that further the Catholic philosophy and goals of the school. The teacher ensures that the classroom atmosphere fosters knowledge of the Catholic faith.
- Assumes the selection and organization of curriculum and instructional materials. The teacher adapts methods and materials to accommodate learning differences and plans for long-term and short-term goals.
- Evaluates students' progress. This is done through testing data and monitoring of the classroom performance. The teacher uses this information to improve the quality of instruction. The teacher keeps accurate and current individual records of students' academic progress and shares that information with students and parents.
- Each faculty member will serve on at least one committee related to a school activity.

### General Expectations

1. To keep the parents regularly informed about the progress of their children.
2. To keep documentation of all communication with parents/guardians.
3. To keep adequate and precise records of each student's progress.
4. To provide adequate and reasonable supervision of students.
5. To provide a safe and supportive environment for all students and staff.

## **Confidentiality**

All Faculty & Staff are expected to be professional in handling confidential information they experience in their service at school. All Faculty & Staff are asked to sign an Oath of Confidentiality. Adhering to this diminishes rumors that hurt people and the school.

## **Professionalism**

1. Follow Faculty Handbook and enforce the Parent/Student Handbook.
2. Understand and follow the Diocese of Yakima Policies and Procedures.
3. Demonstrates flexibility in various situations; teaching, scheduling, and interpersonal relationships.
4. Uses confidential information with discretion.
5. Is a positive contributor to morale and school spirit.
6. Participates in and appropriately uses time for professional purposes: e.g., faculty meetings, in-services, and professional conferences.
7. Is dependable, punctual, and prompt in meeting professional obligations.
8. Carries themselves in a professional manner.
9. Furthers professional learning through periodic workshops, pertinent classes, and professional reading.
10. Uses oral and written English skillfully and correctly.
11. Maintains accurate records and grades and updates them weekly.
12. Communicates effectively with the administrator.

## **Supervision**

### Teacher Expectations:

1. Teachers always have authority over all students anywhere including in the building and on the school grounds. This includes before and after school.
2. Faculty and staff need to monitor the behavior of all students.
3. Supervision is a mental and physical presence requiring conscious, active attention. Mental supervision means that you must be both present and

paying attention. All staff have the responsibility to monitor all students within the school.

4. Classes/students must not be left unsupervised at any time. If an emergency arises, a nearby teacher can be alerted to assist.
5. Teachers and staff may not leave the facility at any time during the teaching day without checking out in the school office. That includes the lunch hour.
6. Teachers will share their responsibility in the school supervision assignments for the following: playground supervision, lunch duty, classrooms, hallways, after-school parking lot, and any other duties assigned by administration. The teacher should be prompt and should give undivided attention to the children.
7. Supervision includes responsibility for discipline procedures.
8. Teachers will eat lunch in the classrooms with their classes.
9. Teachers must verify the presence of adults on duty before sending students to the playground.
10. Teachers on playground supervision must stay in their assigned area to fully cover the playground and be aware of all that is going on in the assigned area.

#### Student Appearance Code:

All students are required to wear the school uniform:

- Collared Shirt (Red, Navy, or White)
- Shorts, pants, skirt, or jumper (only middle school can wear khaki)
- Socks (Red, White, Black, Navy, Gray)
- Shoes

The appearance code policy is implemented on the first day of school, and every staff member oversees daily uniform checks. All shirts must be tucked in. Refer to the Parent/Student Handbook for Appearance Code requirements.

### III. DAY-TO-DAY OPERATIONS

#### Field Trips

1. All field trips must be authorized by the administration at least ten days in advance, and the trip must be put on the school calendar.
2. All forms must be completed and turned into the teacher three days before the scheduled trip.
3. The teacher must check with the office one week before the trip to determine if drivers are eligible.
4. Field trips must be within the classroom studies' educational or cultural framework.
5. The teacher must ensure the entire permission form is complete.
6. A student will not go on a field trip without a signed permission form. A faxed copy will be accepted. Telephone/verbal permission will not be accepted.
7. Chaperones/drivers are responsible for the care of the children assigned to them.
8. Chaperones/drivers will NOT make intermediary stops to/from a field trip.
9. Teachers will give the office a list of all drivers, their cell phone numbers, and a list of students in each car before departure.
10. Drivers will be given the permission slips.

#### Instruction/Curriculum

##### A CTCS Teacher:

1. Utilizes Washington State Standards for their grade(s) and content area(s).
2. Uses Standards Based Grading practices.
3. Provides differentiated instructions among students.
4. Uses a variety of instructional materials, strategies, and activities.
5. Gives purposeful and appropriate assignments.
6. Shows awareness of current educational best practices.
7. Uses various teaching strategies to comply with curriculum requirements.



8. Plans long-term as well as short-term objectives of instruction.
9. Assists students in developing their values, attitudes, and beliefs.
10. Uses management techniques that provide valid and accurate information for evaluation.
11. Movies in the classroom: Do not show movies that are not educational in nature and do not directly relate to learning targets being currently studied. Show movies that are of no more than a PG rating. PG-13 movies may be shown with administration approval and parental permission slips.

## Daily Procedures

### Full-Time Teachers

Plan to be on campus from 7:30 am – 3:30 pm; 8 hours.

1. **Morning Announcements:** Every teacher is required to share any Morning Announcements that have been sent via email that morning or at the beginning of that week. Each class must participate in the Pledge of Allegiance, prayer, and scripture reading before starting academic study.
2. **Attendance** is taken each day by the classroom teacher on OptionC. Attendance is done in each elementary class by **8:10 am** and must be taken at the beginning of each Middle School class. Teachers will keep their attendance records in addition to the office's records. If a student is tardy, they may not enter class without reporting to the school office to receive a late slip. If a student needs to leave for an appointment, the student checks out through the school office. During the school day, the office must be notified immediately if a student is missing from the classroom.
3. **Illness:** If a student becomes ill during the school day, the teacher will send the student to the office. The office will call the parents.

## **IV. RECORDS**

### **Gradebook**

1. Gradebooks should be kept on Option C with enough grades or progress data recorded to warrant verification of the grades given for each student's progress.
2. Teachers' specific grading criteria must be communicated to parents and students.
3. Grades are updated weekly in Option C.
4. Grading for K-8 will use Standards-Based Grading.

### **Student Cumulative Folders**

1. These folders are kept in the school office.
2. These folders must be in a locked location for security.
3. These folders must not be accessible by students.
4. These may not leave the school building.

### **Report Cards**

1. Reports are completed in Option C and done each quarter.
2. Parents should be contacted as soon as possible should there be an academic concern determined by the teacher.

### **Plan Book**

1. Each teacher must complete and keep a plan book – digital or hard copy.
2. Plans should be made for a minimum of one week forward and available for review.
3. Plans should include goals, assignments, tests, supervision days and times, and all other pertinent information.
4. The following must also always be available for the principal/substitute in easy access:
  - A. Class list
  - B. Seating Charts
  - C. Class/Teaching Schedule
  - D. Current weekly plan

## V. COMMUNICATION

### **Teacher/Parent Communication and Written Documentation**

All communication and written documentation must be:

1. Specific
2. Verifiable
3. A weekly newsletter posted in **Class Dojo** for K- 5 students and in **Remind** for Middle School students.

### **School-wide Communication with School Families**

1. All pertinent general school information will be posted on the school website.
2. Email with weekly schoolwide newsletters will go out on Monday afternoons.
3. If you want information added to the weekly newsletter, please ensure you get the information to the Office Manager by the Friday before 3:30 pm.
4. Option C text and email alerts can be used

### **Student-Parent-Teacher Conferences**

These conferences are scheduled in the Fall and Spring. Students may be at the conference with their parents if wanted or needed by request of Teacher and Parent. Constant communication with parents of struggling students is required and will be documented.

Teachers are expected to be available during the hours of 12:30 – 3:30 with one day being an offering of evening conferences for working parents. The late conference day hours for the teachers will be 12:30 – 6:30 pm.

### **Teacher-Parent Phone and Email Conversations**

Teachers will keep a written record of conversations and emails.

## VI. SUBSTITUTES

### Substitute Teacher Folder

This folder must be in a visible place on each teacher's desk or bookshelf, and it must be well labeled. It should contain the following information, at a minimum:

1. Seating charts for all classes
2. An appropriate, non-sequential but relevant set of emergency plans for each class.
3. Daily classroom expectations/routines
4. Health concerns for specific students
5. Teacher's schedule/duties
6. Emergency procedures
7. Contact names/extension numbers of faculty members

The teacher must provide the substitute with as much pertinent information as possible to have a successful day in the classroom.

Additional assignments with enough copies for each child are vital in helping in emergency substitute situations.

### Procedures for Obtaining a Substitute Teacher

1. If a substitute is needed, contact the Office Manager as soon as you know you will not be able to come to school. You are responsible for obtaining a substitute teacher for your class. Please text or call the night before or no later than 6:30 am. You must contact the school office before dismissal if you do not plan to return the following day (the sub will not automatically be hired for another day).
2. When you have arranged for your sub, please notify the Office Manager before 7:00 am on the day you will be absent because of illness.
3. If you are planning to be away from work for personal reasons other than personal illness, fill out the online form and have it sent to the principal

before that absence is approved. Once the form has been signed, the teacher is responsible for getting their own substitute and notifying the office about who will be in the classroom and when. Teachers missing more than ten days of work per school year and those who have exhausted their accumulated sick leave will be responsible for the substitute pay for each day missed beyond the accumulated sick leave.

## **VII. DISCIPLINE**

Each teacher is responsible for fostering a positive learning environment. Teachers are expected to manage general discipline problems and ensure that all students are informed of the Virtue-Based Restorative Disciplinary Policy and Plan outlined in the Parent/Student Handbook.

## **VIII. PERSONNEL POLICIES**

Teachers and Faculty members are to follow the personnel policies in the Diocese of Yakima Policy and Procedure Manual. A copy is online and in the Principal's Office.

### **Faculty Dress Code**

It is the intent of Christ the Teacher Catholic School, through this appearance code, to ensure all faculty and staff present themselves to our students, parents, and the public in a manner which enhances their professional position. It is also the intent that all faculty and staff model for students attire appropriate for success in school and in the world of work.

All faculty and staff are expected to dress professionally. Clothing should be neat, clean, in good repair, and proper for on-the-job appearances.

- Any attire for males and females must follow the Student Dress Code for Christ the Teacher Catholic School.
  - We must model professionalism, consistency, and fairness for our students.

- We must model adherence to the intent of the dress code.
- The Dress Code applies not only to instructors but to all personnel.
- “Business-Casual” or “Jean Day” are acceptable at CTCS when students have “Free Dress Days.”
- Only physical education teachers can wear jogging/wind suits or shorts. Physical education instructors shall follow the faculty dress code for their gender on parent conference days and other occasions when not teaching PE.
- The student “free dress day” requirements are proper for teachers to model each day since it is not required to wear uniforms.
  - Pants MUST be free of patches, holes, frays, tears, etc.
  - Skirts and dresses must follow the dress code guidelines for length and size.
  - Athletic shorts are not allowed.
  - Sweatpants are not allowed.
  - Yoga pants or leggings can be worn if the hem of the shirt reaches the fingertips when standing.
  - Clothing must be the correct size, it should not be form fitting, clingy, too tight, or too loose.
  - All writing, pictures, or printing on clothing must be proper for our school.

By enacting this dress code policy, we recognize that there are occasions when individuals may need to wear specific clothing due to medical reasons or as a part of a bona fide personal religious practice. When such is the case, the employee should supply documentation to the principal of the medical necessity or their bona fide private religious practice that gives rise to the need for deviation from this dress code policy.

Any attire considered inappropriate by the principal is prohibited. The employee may be asked to return to school with the proper clothing.

## **Sick Days and Personal Days**

See the Diocese of Yakima Employee Handbook.

## **Leaving the School Grounds During School Hours**

The employee must sign out in the office if leaving the campus during school and contracted hours. The office must be able to find you throughout the day.

## **VIII. SAFETY**

### **Student Drop-Off and Pick-Up**

#### **Drop-Off Procedures**

- Students will be dropped off by families between 7:00 AM-8:00 AM.
- Students will be directed to the gym until 7:50 AM when they make their way to class.
- Students will go directly to their class at 7:50 am, where the teachers will be present to prepare for the day.

#### **Pick-Up Procedures**

- Students will line up in the gym.
- Three staff members will be outside to help students get safely from the gym to their family's vehicles in the pick-up lane.

Per the drop-off protocol, One staff flagger along with a selected student will be on-site to ensure the safety of students during the hours of drop-off as decided by the administration. A schedule will be supplied for specific duties as needed and training for the responsibilities required for this time.

All teachers will report outside to the pick-up area for dismissal with their class by the end of school time per day and stay until each student in their class is dismissed. Staff will help with the smooth and safe check-out of each student. A

schedule will be supplied for specific duties as needed and training for the responsibilities required for this time.

### **Healthy Personal Hygiene**

- Students and staff should have regularly scheduled hand washing times with soap and water or hand sanitizer.
- Students will wash their hands when returning from outside, before and after lunch, and throughout the day.

Cleaning and Disinfecting Procedures:

- CTCS will ensure that frequently touched surfaces will be wiped down regularly.

Routine Cleaning Schedule:

- CTCS will set up a routine cleaning schedule with the school maintenance staff and custodian to maintain and clean areas.
- Playground equipment will be routinely cleaned.
- Carpeted areas will be vacuumed daily when students are not present.

### **Safety Drills**

Christ the Teacher Catholic School faculty and staff will adhere to the local and state emergency regulations and conform to diocesan regulations and civil code requirements. Staff will ensure the safe and smooth transition of students in their care to the designated areas per drill, including but may not be limited to fire and threats of violence. Training and practice will be provided about the locations and expectations required for the diverse types of drills.



## Visitors to School

All visitors shall be required to report to and register in the school office upon arrival. If Christ the Teacher Catholic school staff notices visitors on campus not wearing a visitor tag, they will help educate and inform them of our procedures and escort them to the office to sign in.

## Recess Procedures

Recess duty staff will be mentally and physically present on the playground and surrounding areas to ensure the safety of all students, and a schedule and training will be provided for specific duties. All personnel who are outside of their classroom must carry their radio. Per student-to-staff ratio codes, recess staff will always have a visual on each of the 2-3 sections of the playground. Teachers must verify the presence of the adult on duty before sending students to the playground to ensure that an adult is present outside and ready to supervise. Students needing to use the restroom during recess will be taught and follow the procedures outlined by CTCS. Only in an emergency may a teacher leave their assigned students. The closest available teacher must be notified that the students are temporarily unsupervised. Recess duty staff and teachers must explicitly teach their students the behavior expectation if they are temporarily absent.

## Reporting Child Abuse or Neglect:

All professional school personnel having reasonable cause to believe that a child has suffered abuse or neglect must report such incidents pursuant to RCW 26.44.030.1.

- **RCW Chapter 26.44** – Abuse of children and adult dependent or developmentally disabled persons.
- **RCW Chapter 26.44.30 – Reports – duty to notify** – When any professional school personnel has reasonable cause to believe that a child has suffered abuse or neglect, they shall report such incidents, or cause a report to be made, to the proper law enforcement agency. The report shall be made at the first opportunity, in no case longer than forty-eight hours. After there is

reasonable cause to believe that the child has suffered abuse or neglect, the report shall include the identity of the accused, if known.

**RCW Chapter 26.44.40 – Reports – oral and written.** – An immediate oral report shall be made by telephone or otherwise to the proper law enforcement agency or the+ department of social and health services and, upon request, shall be followed by a report in writing.

## **X. ALL SCHOOL RESPONSIBILITY**

### **Lunch Supervision**

1. CTCS students may bring their own lunches for the 2024 - 2025 school year. Sack lunches that do not require any microwave warming will be asked of each family.
2. Hot Lunches will not be offered for the 2024-2025 season. There will be special occasion lunches offered for all students.
3. Lunches will be eaten within the classroom or outside. Proper cleaning will take place after lunch.

### **Recess Supervision**

1. Every staff member will be in rotation to help cover recess duty. A schedule will be posted.
2. All personnel who are outside of their classroom must carry their radio.
3. Per student-to-staff ratio codes, recess staff will always have a visual on each of the 2-3 sections of the playground.
4. Teachers must verify the presence of the adult on duty before sending students to the playground to ensure that an adult is present outside and ready to supervise.
5. Students needing to use the restroom during recess will be taught and follow the procedures outlined by CTCS.
6. Only in an emergency may a teacher leave their assigned students. The closest available teacher must be notified that the students are temporarily unsupervised.

7. Recess duty staff and teachers must explicitly teach their students the behavior expectation if they are temporarily absent.

### **Work Room**

Teachers are responsible for cleaning up after themselves when using the paper cutter, copy machine, sink, etc. Notify the Office Manager at once should there be a problem with any equipment in the workroom. Common courtesy and respect for this room and others should always be maintained.

### **Faculty Room/ Sink Area**

All staff members handle cleaning their eating area and utensils. Out of courtesy and respect for others, be liable for wiping out the microwave should food produce a splatter or spill. Common courtesy and consideration of this room and others should be consistently maintained.

### **Classroom Clean-up**

Due to the budget cuts and lack of janitorial help, every teacher will be responsible for:

1. Sweeping their classroom each day after school
2. Taking the trash bag out of the trash can, tie the top of the bag, and place outside the classroom door
3. If there are area rugs within the classroom, the teacher is responsible for vacuuming and cleaning their own area rugs.
4. The students can help with all the classroom clean-up each day just as they would be expected to help clean their own homes.
5. The janitorial staff will clean the Restrooms and Mop the floors. The mopping will take place as the janitorial staff sees the need (not every day).

### **Mailboxes and Email**

To help communication, mailboxes, and email must be checked daily. No student's name should be used in the subject line for confidentiality. Please use a title such as "Student Concern" in the subject line.

Please check your email before school each day to learn of any messages that need to be shared with the students that day.

### **Attendance at Meetings and Other School Events**

#### 1. Teacher Attendance:

- a. Teacher will be on campus from 7:30 am-3:30 pm
- b. The time from dismissal until 3:30 pm is reserved for teaching responsibilities, parent meetings, collaboration with peers, and other meetings.
- c. If an appointment must be made during these hours, the teacher must have pre-approval from the principal.

#### 2. Staff Meeting:

- a. Staff meetings will be scheduled every Tuesday from 1:45 -3:30 PM. Various meetings will be held during that time (i.e., PLC, Grade Level groups, etc.)
- b. Attendance every Tuesday is mandatory unless excused by the principal. Please make appointments for any other day to allow you to be present. If you do miss a meeting, you are responsible for finding out any important information or details that you missed.

#### 3. All school sponsored activities are encouraged. Below are After School Events at which teacher attendance is required, but are not limited to:

- Parent Curriculum Night
- The Diocesan Teacher In-Service Day
- Christmas Program at Holy Family
- All Schools Mass during Catholic Schools Week
- Spring Open House
- Assist with Mom's Day and Dad's Day
- Eighth Grade Graduation
- iPad Orientation

## Faculty and Family Handbook Contract

I have read the 2024-2025 Christ the Teacher Catholic School Faculty Handbook and the Family Handbook. I agree to abide by and uphold these books' expectations, policies, and practices.

I understand that the Christ the Teacher Catholic School Faculty Handbook and the Family Handbook are part of my contract with the school.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_