



## **Components of Faculty Handbook**

### **EMPLOYEE COMMITMENT TO SCHOOL**

### **MISSION STATEMENT**

### **CORE BELIEFS & VALUES**

### **CONTRACT & COMPENSATION PRACTICES & POLICIES**

- Contracts
- Termination
- Non-Renewal of Contract
- Reduction In Force
- Teacher Licensure
- Teachers of Religion – Certification
- Standards for Educators in Catholic Schools Parishes and Schools

### **ACCREDITATION**

### **ACCIDENT REPORTING**

- Student
- Employee

### **ATTENDANCE**

- Teacher
- Student

### **BUILDING ACCESS AND KEYS**

### **CONFLICT OF INTEREST POLICY**

### **DAILY SCHEDULE(S)**

### **DISCIPLINE OF STUDENTS**

### **INSTRUCTION, ASSESSMENT, GRADING, AND REPORTING POLICIES**

- Specific instructional local policies: i.e., lesson plans, learning targets, alignment grids / curriculum mapping, etc.
- Specific assessment, grading, and reporting local policies: i.e., rubrics, homework, retesting, progress reports / updating electronic grade book
- Students with special needs

- Field trips
  - Collecting and handling money
- Guest speakers
- Standardized Testing

#### **LEARNING RESOURCES**

- Classroom supplies
  - Ordering
  - Employee reimbursement
- Learning software
- Textbooks

#### **EXTRACURRICULAR ACTIVITIES**

#### **MAINTENANCE REQUESTS**

#### **PARENT / TEACHER CONFERENCES**

#### **PARENT AND STAFF RELATIONS**

#### **PROFESSIONAL DEVELOPMENT AND GROWTH**

- Archdiocese of Milwaukee requirements
- School / Network requirements
- Faculty meetings

#### **PROFESSIONALISM:**

- Commitment to know and perform your job
- Teacher work day
- Dress code
- Classroom care
- Faculty lounge

#### **PROMOTIONA / RETENTION OF STUDENTS**

#### **PUBLICITY AND MEDIA CONTACTS**

#### **SCHOOL CALENDAR**

- Teacher days
- Student contact days

#### **SOCIAL MEDIA**

#### **STUDENT RECORDS**

#### **SUBSTITUTE TEACHERS**

#### **SUPERVISION OF STUDENTS**

**TEACHER EVALUATION**

**TECHNOLOGIES**

**TRANSPORTATION OF STUDENTS**

**WORSHIP**

- Daily Prayer
- All-school Mass
- Prayer services

**DISCLAIMER & ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK**