

**HOLY NAME HIGH
SCHOOL**

**ADMINISTRATOR/
FACULTY & Staff
HANDBOOK**

**2009/2010 SCHOOL
YEAR**

PHILOSOPHY OF HOLY NAME HIGH SCHOOL

The Mission of

Holy Name High School

is to provide a genuine

Catholic Education

for young men and women

with opportunities to experience

Academic Excellence

In a Caring Community of Faith

In order to develop the whole person

Who seeks to live the Gospel Values.

HOLY NAME HIGH SCHOOL CALENDAR

AUGUST, 2009 – JUNE, 2010

(The school website is the primary calendar for the school and may override the dates listed in this calendar)

First Semester

AUGUST	Monday 24 In-service Tuesday, 25 Faculty Retreat Wednesday and Thursday, 26 and 27 In-service Monday 31 - School Opens for Freshmen
SEPTEMBER	Tuesday 1 All students in school Monday 7 Labor Day – School Closed
OCTOBER	Thursday 8 Early Dismissal – 11:30 Friday 9 Extravaganza – School Closed
NOVEMBER	Wednesday 25 Early Dismissal – 11:30 Thursday and Friday 26 to 27 Thanksgiving Holidays – School Closed Monday 30 School Closed – Faculty In-Service
DECEMBER	Tuesday 1 School Closed – Faculty In-Service Wednesday 23 Early Dismissal – 11:30 Thursday to Thursday 24 to 31 Christmas Holidays – School Closed
JANUARY	Friday 1 School Closed Monday 18 Faculty In-Service – School Closed Tuesday to Friday 19 to 21 Mid-Term Examinations

ACADEMIC CALENDAR – 2009/2010

Second Semester

Dates for/Grades/Progress Reports

JANUARY	Sunday 31 Open House and Registration			
FEBRUARY	Monday 15 President’s Day – School Closed		Begins	Ends
		<u>First Quarter</u>	8/31	11/6
MARCH	Friday 12 Early Dismissal – 11:30 Wednesday 31 Early Dismissal – 11:30			
		<u>Second Quarter</u>	11/9	1/21
APRIL	Thursday to Monday 1 to 5 Easter Holidays – School Closed Friday 30 School Closed			
		<u>Third Quarter</u>	1/22	3/31
MAY	Monday 31 Memorial Day – School Closed			
		<u>Fourth Quarter</u>	4/6	6/11
JUNE	Mon 7 to Wed 9 Final Examinations Friday 11 Last Day of School Monday 14 Faculty In-service			

Catholic Schools Week – February 1 to February 5,
2009

Mid-Term Examinations

Tuesday, January 19, 2010

Wednesday, January 20, 2010

Thursday, January 21, 2010

Final Examinations (Seniors)

Wednesday, May

Thursday, May

Friday, May

Final Examinations (Underclassmen)

Monday, June 7, 2010

Tuesday, June 8, 2010

Wednesday, June 9, 2010

2009/2010 FACULTY AND STAFF

Rev. John Frink
Mr. Keith Laser
Mr. William Hess
Mr. Anthony Balistrere
Mrs. Mary Alice Einolf
Mrs. Suzanne Kase
Mr. Josh Ditsky
Mr. Steven Gass

Mr. John Bankert
Mrs. Mary Ann Buchanan
Mr. Steve Bujno
Mrs. Heather Burt
Mrs. Ann Charles
Mr. Scott Charles
Mr. John Clauss
Miss Hilarie Condrack
Mr. Timothy Garvey
Miss Julie Gulling
Mrs. Debra Hannahoe
Miss Kimberly Harpst
Mrs. Lora Hoffman
Mrs. Marie Jablonski
Mr. Richard Keeley
Mr. Frederick Lanciano
Miss Stephanie Marmarou
Mrs. Deidre McDowell
Mrs. Cynthia Morgan
Mrs. Kathleen Moulton
Miss Patricia Murphy
Mrs. Jill O'Hara
Mrs. Paula Ogeka
Mr. Chad Olivard
Mr. Michael Ricco
Mr. James Sparks
Mr. David Stahler
Mr. David Staub
Mrs. Margaret Vance
Mr. Michael Wildoner

Mr. Joseph Berger
Mrs. Teresa Bonanno
Mrs. Sherri Carrier
Mrs. Danielle Fowler
Mrs. Kristen Kohl
Mrs. Deborah LaManna
Mrs. Karla Lewars
Miss Tina Sarvas
Mr. George Vogel

* * * BIRTHDAYS * * *

January 6 Steve Gass
 26 Mary Ann Buchanan
 27 Stephanie Marmarou

February 9 Scott
 Charles
 18 Tony Balistrere

March 10 Michael Wildoner
 11 Lora Hoffman
 11 Deidre McDowell
 12 Rick Lanciano
 19 Kimberly Harpst
 23 Sue Kase
 27 Hilarie Condrack

April 8 Kathy
 Moulton
 19 Deb
 Hannahoe
 20 James Sparks
 28 Michael Ricco

May 15 Paula
 Ogeka

June 4 Kristen Kohl
 16 Dave Staub
 22 Pat
 Murphy
 27 Alice
 Einolf

July 9 Sherri Carrier
 11 Dave Stahler
 23 Steve Bujno

August 25 Father Frink
 30 Tina Sarvas

September 2 Karla Lewars
 23 Heather Burt
 24 John Clauss
 30 Josh Ditsky

October 21 Tim Garvey
 30 Jill O'Hara

November 8 Julie Gulling
 10 Bill Hess
 12 Joe Berger
 14 Keith Laser
 17 John Bankert
 18 Rick Keeley

December 11 Ann Charles
 17 Teresa Bonanno
 19 George Vogel
 22 Cynthia Morgan
 25 Marie
 Jablonski

CLEANING OF ROOMS

Music Room	
Room 001	George Vogel
Room 002	Richard Keeley
Room 003	Heather Burt
T. V. Studio	
Room 100	Dave Staub
Room 101	Michael Wildoner
Room 102	Deidre McDowell
Room 103	James Sparks
Room 104	Julie Gulling
Room 105	Jill O'Hara
Room 106	Stephanie Marmarou
Room 107	Mike Ricco
Room 108	Lora Hoffman
Room 109	Ann Charles
Room 200	Mary Ann Buchanan
Room 201	Tim Garvey
Room 202	Debbie Hannahoe
Room 203	Steve Bujno
Room 204	Chad Olivard
Room 205	Office
Room 206	Kimberly Harpst
Room 207	Cynthia Morgan
Room 208	Dave Stahler
Room 209	Pat Murphy
Room 210	Rick Lanciano
Room 211	Marie Jablonski
Room 212	Marie Jablonski
Room 213	Kathy Moul
Room 214	Marie Jablonski
Room 221	Debbie Hannahoe
Room 222	John Clauss
Server Room	Marie Jablonski
Broadcasting Room	Dave Staub
Coaches' Office (Boys)	Bill Hess
Coaches' Office (Girls)	Maintenance
Weight Room	Maintenance

HOMEROOM MODERATORS

12A	Room 100	Ann Charles
12B	Room 103	Lora Hoffman
12C	Room 108	Deidre McDowell
12D	Room 109	Dave Staub
11A	Room 201	Tim Garvey
11B	Room 206	Kim Harpst
11C	Room 222	John Clauss
11D	Room 203	Chad Olivard
10A	Room 213	Kathy Moulton
10B	Room 207	Cyndie Morgan
10C	Room 208	Dave Stahler
10D	Room 210	Rick Lanciano
9A	Room 003	Heather Burt
9B	Room 001	George Vogel
9C	Room 107	Mike Ricco
9D	Room 105	Jill O'Hara

COLLATERAL DUTIES

ACADEMIC BANQUET: Mrs Alice Einolf

ATHLETIC BANQUET: Mr. William Hess

AUDIO-VISUAL COORDINATOR: Mr. David Staub

CLUBS:

Art --	Mrs. Heather Burt
BIG --	Mr. Timothy Garvey
Book--	Miss Hilarie Condrack
Debate --	Mrs. Lora Hoffman
Ice Hockey --	Mr. Rick Lanciano
Key Club--	Mr. Chad Olivard
Math Club--	Miss Patricia Murphy
Respect Life --	Mrs. Suzanne Kase
Spanish --	Miss. Stephanie Marmarou
Spiritual Life --	Mrs. Suzanne Kase

CHORUS, JAZZ ENSEMBLE, PEP BAND: Mr. Michael Ricco

CHRISTMAS DANCE AND JUNIOR/SENIOR PROM COMMITTEE: Miss Stephanie Marmarou

DRAMA: Mr. Michael Ricco

GRADUATION : Caps & Gowns – Mrs. Debra Hannahoe
Invitations – Mrs. Ann Charles

LITURGICAL COMMITTEE: Rev. John Frink

MODEL U. N.: Mr. Michael Wildoner

NATIONAL HONOR SOCIETY: Mrs. Kathy Moulton

PUBLICATIONS: Newspaper – Mrs. Cynthia Morgan
Yearbook – Mrs. Deidre McDowell and Miss Julie Gulling

RING DAY: Mrs. Debra Hannahoe

SACRISTANS: Mrs. Suzanne Kase

STUDENT AMBASSADORS: Mr. Tony Balistrere

STUDENT COUNCIL: Mr. Rick Lanciano

T. A. P.: Mrs. Mary Buchanan

ADMINISTRATION

The members of the Administration safeguard the religious nature of the school, uphold and update the philosophy, objectives and policies of the school in conjunction with the faculty and students, and oversee all school-related functions. The administrators meet on a regular basis to discuss and evaluate the progress of the various school programs and activities.

I. PRESIDENT

The President is responsible for the vision, Catholic identity, and direction of the school. He reports directly to the diocesan Secretary for Education.

A. Leader of the Christian Community

1. As the school's spiritual leader, provides leadership by word and example that this school strives to present the Person and Message of Jesus Christ
2. Builds a faith community with faculty, staff, students, clergy and parents
3. Maintains a Catholic identity and environment in the school
4. Provides for the regular sacramental life of the school

B. General Administration and Organization

1. Serves as the Chief Administrator of the school
2. Has overall responsibility for the school
3. Provides for long and short-range planning
4. Follows systematic processes when making decisions
5. Delegates responsibilities when appropriate
6. Cooperates with the diocesan Office of Communications in regard to press releases
7. Supports and strengthens the mission of the school
8. Leads the school's Advisory Board

C. Financial Administration

1. Raises necessary capital for capital projects
2. Provides and solicits funds to operate the school
3. Prepares the yearly budget
4. Manages the yearly budget

D. Development

1. Maintains contact with alumni, business and community leaders
2. Supervises recruitment of students and marketing efforts
3. Supervises solicitation of gifts to encourage scholarships and endowments

E. Community Relations

1. Serves as the spokesperson for the school to students, faculty, parents, the Diocese of Allentown, Office of Education and to the community
2. Maintains effective channels of communication with parents
3. Maintains effective communication with pastors and local schools
4. Cooperates with the parish community and grade school bonding program

F. Pupil Personnel

1. Provides a school climate which fosters the spiritual, academic, social and physical development of students
2. Leads student recruitment and marketing

II. PRINCIPAL

The Principal reports directly to the President. He manages the daily operation of the school. The following staff members report directly to the Principal: Director of Student Life, Director of Studies, Department Chairs, Campus Minister /Guidance Counselor, Maintenance Supervisor and secretarial staff. The Principal is in charge of the school in the absence of the President. He performs all the duties delegated to him by the President, including the following:

A. General Administration and Organization

1. Manage the daily operation of the school

2. Follow systematic processes when making decisions
3. Delegate responsibilities when appropriate
4. Establish school procedures and implement them consistently
5. Maintain and manage the physical plant, materials and equipment
6. Responsible for the monthly school calendar
7. Coordinate federal, state, and local programs
8. Coordinate the school's extracurricular activities
9. Plan in advance for all school activities
10. Inspect the school plant on a regular basis to ensure the school's cleanliness and safety of all school facilities
11. Ensure the accuracy and market appeal of the school's Internet website
12. Attend and participate in diocesan principals' workshops
13. Liaison and interact with other area public and diocesan principals.
14. Manage the school's preparation and readiness for Middle States accreditation.

B. Instruction and Curriculum

1. Provide leadership in the development and implementation of the school's philosophy and objectives
2. Exercise educational leadership through the Faculty Advisory Board
3. Develop a curriculum providing for varying abilities, needs and interests
4. Enable staff to diagnose and prescribe instructional methods to meet individual learning needs
5. Ensure necessary instructional materials are available
6. Ensure students are adequately prepared for success on all standardized tests

C. Staff Personnel

1. Responsible for systematic recruitment and the professional development of all staff and faculty
2. Maintain a supportive educational environment for staff members
3. Engage in the observation and evaluation of all classroom teachers in accordance with diocesan guidelines
4. Delineate responsibilities and job descriptions of staff members
5. Provides opportunities and aggressively encourages staff professional development
6. Ensure all faculty members are steadily progressing in the Act 48 program
7. Develop a work environment whereby all staff and faculty members treat each other charitably

D. Pupil Personnel

1. Provide a school community environment where each student is given the opportunity to reach their full potential.
2. Maintain effective interpersonal relations with students
3. Clarify the school's policies and procedures for students
4. Ensure students are observing all diocesan and school rules and regulations

E. Financial Administration

1. Prepare an annual budget for submission to the school's President that supports the school's annual program.
2. Oversee the financial program so as to responsibly meet budget demands
3. Authorize all material expenditures.

III. Director of Student Life

The Director of Student Life is in charge of the administration and management of the school in the absence of the Principal. He performs all the duties delegated to him by the Principal, including the following:

A. Administration

1. Work with the Principal in establishing and implementing school policies
2. Assume the responsibilities of the Principal in his absence
3. Assist in establishing a climate that provides for the best possible educational opportunity for each student
4. Plan in advance for all school activities
5. Coordinate and assign all student lockers
6. Coordinate and assign all student and faculty parking
7. Organize and supervise the arrival, dismissal, and proper behavior of students at all school assemblies and Masses

B. Supervision

1. Engage in the observation and evaluation of classroom teaching on a regular basis, while encouraging enthusiasm and confidence in the teaching-learning process
2. Participate in the annual evaluation of teachers
3. Supervise and assist teachers in any way beneficial to the teacher and/or student
4. Oversee the co-curricular activities program
5. Ensure the cleanliness of all classrooms
6. Ensure that all student lockers are properly locked
7. Attend all baccalaureate and graduation practices to ensure the dignity of each event
8. Serve as administrative representative at meetings and events as determined by the Principal

C. Discipline

1. The Director of Student Life shall serve as Disciplinarian for the school and is the Chairman of the Discipline Committee. He shall ensure that all actions of the Discipline Committee are documented in writing and that the Principal is provided a copy of the results of all committee deliberations
2. Develop and promote an atmosphere of trust and respect between faculty and students
3. Enforce the regulations of the school in a just and consistent manner
4. Discipline the student with a view of correcting a particular situation and/or attitude
5. Assist and confer with parents concerning the discipline of their child(ren)
6. Work closely with the President and Principal when dealing with serious or persistent discipline concerns
7. In general, provide an atmosphere for and encourage individual growth through the discipline program. An appropriate climate should allow both teachers and students to engage in a meaningful educational process..

D. Athletics

1. Provide and foster an atmosphere of athletic preparation and competition which instills Christian attitudes and sportsmanship
2. Coordinate the scheduling of all interscholastic contests and scrimmages with the approval of the Principal
3. Prepare game contracts and officials' contracts for approval and signature by the Principal
4. Coordinate practice schedules for all athletic programs in conjunction with the Principal
5. Procure all officials for interscholastic events
6. Supervise all home athletic events
7. Arrange transportation for all athletic events
8. Represent the school at all meetings involving athletics
9. Coordinate the work of the coaches and all others connected with the athletic program
10. Provide eligibility lists for all athletic programs
11. Coordinate physical examinations for all candidates of all athletic programs prior to their official starting date
12. Prepare financial reports for all athletic events
13. Oversee the recommendations for student athletic awards
14. Obtaining athletic inventories from each sport
15. Coordinating and reviewing the budget for each sport

E. Calendar

1. With the Principal, coordinate the official school calendar with the official Diocesan Department of Education calendar; provide a summary calendar at the beginning of the school year for school students, faculty and staff
2. Provide the Principal a detailed monthly calendar listing all school activities and functions
3. Involve the Director of Studies, the Moderator of Student Council, and appropriate faculty members in coordinating the scheduling of activities, events, assemblies and social affairs held during the school year

E. Transportation

1. Coordinate with the local school districts in providing adequate transportation of students to and from school on all school days
2. In advance, provide the school districts with a yearly calendar, listing early dismissals, free days and other data that would affect bus transportation
3. Maintain a record and listing of students who drive a car to school

4. Supervise early dismissals

F. Attendance

1. Maintain accurate files on absenteeism and lateness of students
2. Verify with parents or guardians the absence or lateness of students
3. Maintain an accurate file of all absentee, lateness and early dismissal notes, field trip, college visitation, etc. permission forms

IV. DIRECTOR OF STUDIES

The Director of Studies is the member of the Administration who is responsible for the entire operation of academic affairs. In collaboration with the Principal, Director of Student Life, and Guidance Counselor, the Director of Studies organizes and coordinates the academic activities in order to fulfill the educational philosophy and objectives of Holy Name High School. The Director of Studies assists the Principal in the administration of the school in the areas of scheduling, grade reporting, teacher substitutions, student registrations and transfers, Faculty Advisory Board and supervision of teachers. The duties of the Director of Studies are:

A. Scheduling

1. Plan Master Schedule for the school:
 - a. Assign students to classes
 - b. Assign classes to specific rooms
 - c. Assign service periods to faculty members
 - d. Collaborate with the Principal and Department Chairs to assign teachers to classes
2. Announce information for parents and students concerning choice of subjects for the coming year. This includes:
 - a. Course catalog with program of studies to be offered
 - b. Qualifications for some elective subjects
 - c. Meetings for each class to present schedule information to the students
3. Create schedule for IOWA tests, PSAT tests, mid and final exam dates, and any other required exam days.
4. Coordinate and monitor the Homeroom Monitor program
5. Coordinate and monitor the Cafeteria Monitor program with the Director of Students
6. Coordinate and monitor all Activity Moderators

B. Computer Services

1. Coordinate computer services for the school program as pertains to master schedule, rostering, and grade reporting
 - a. prepare materials to be processed
 - b. supply teachers with the necessary instruction and materials for grade (mark) input

C. Assignment of Substitute Teachers

1. Coordinate with the designated staff support member to assign available teachers to cover classes when other teachers are absent

D. Registration

1. Schedule new students after they are registered
 - a. request records of new students from former schools
2. Notify all offices and teachers of admissions and departures
3. Coordinate registration of foreign students

E. Transfers

1. Notify teachers of student transfers

F. Faculty Advisory Board

Chair meeting of Faculty Advisory Board

1. Prepare agenda
2. Record minutes
3. Distribute minutes

G. Supervision

1. Regularly visit classrooms to observe teaching-learning process

2. Encourage enthusiasm and instructional innovation through individual teacher conferences
3. Consistently communicate by attitude and action that the supervision process is one of encouraging advancement and innovation rather than a critical observance of methods
4. Guide curriculum evaluation and improvement
5. Participate in annual Diocesan evaluation of teachers by reviewing all of the teachers once a year
6. Orientate teachers about school policies and procedures
7. Ensure that all students who received failing progress report grades also received mid-quarter failure notices
8. Ensure that homeroom periods are orderly
9. Maintain a file of all school owned textbooks and material condition of them as reported at the beginning of the school year by teachers when they issue the textbooks

H. Other Responsibilities

1. Maintain student academic records
2. Oversee students' scholastic performance
3. Confer with department chairpersons and teachers about academic affairs
4. Work in conjunction with the Guidance Department and students who fail courses in finding sources for summer make-up courses
5. Serve as liaison between faculty, staff and parents concerning make-up of subject assignments for students who are absent for an extended period of time.
6. Collect lost books as found around the school. Notify students that they can be claimed in the office for \$.50 a book.
7. Maintain master lists of all textbooks issued by teachers

V. DIRECTOR OF INSTITUTIONAL ADVANCEMENT

The Director of Institutional Advancement serves as the liaison between the President and school constituencies (parents, alumni, faculty, friends, grandparents, area businesses, feeder school principals). He has responsibility for all development activities, fundraising activities, the Extravaganza, marketing, admissions, and other duties as assigned by the President or the Principal. Specific duties include:

1. Maintain close contact with the Diocesan Office of Development and the Department of Education
2. Design internal and external programs in order to build and reinforce public awareness of Holy Name High School
3. Establish a local Development Office
4. Maintain up to date records of alumni, parents of graduates and friends of Holy Name High School
5. Support alumni reunion efforts
6. Generate and oversee all promotional and information materials (alumni newsletters, brochures, annual report) and annual fund appeals and phone-a-thon; cooperate with the High School Planned Giving Program coordinated by the Diocesan Planned Giving Office
7. Accompany President or designated volunteer on personal appeal calls
8. Instruct and support auxiliary staff and volunteers in proper procedures for assigned tasks
9. Strive to involve faculty in all aspects of the development effort
10. Establish a local endowment fund
11. Initiate and maintain student recruitment activities by coordinating programs to attract students from feeder elementary schools
12. Assist with development and implementation of Capital Campaigns in conjunction with the Diocesan Development Office
13. Supervise all fundraising activities such as Extravaganza and the annual Magazine and Spring Fund Raising Drive
14. Assist Diocesan REACH efforts in attempting to enact School Choice Legislation
15. Lead the school's efforts to educate and solicit for monies for the Eastern Pennsylvania Scholarship Program.
16. Develop and distribute professional quality marketing brochures to prospective parents
17. Conduct all tours for prospective students and their families
18. Develop aggressive marketing techniques to attract and recruit students
19. Coordinate and provide oversight of all school bonding activities

VI. CAMPUS MINISTER

1. Ensure each student has completed the required number of service hours prescribed in the HN handbook.
2. Ensure that each student fulfills their retreat requirement.

3. Serve on the liturgical planning committee which considers and plans for all aspects of Liturgy from environment to selecting servers and readers for our regularly celebrated liturgies.
4. Serve as a counselor whenever necessary as a guidance and counseling resource for students in addition to resources already in place such as SAP and TAP.

FACULTY AND STAFF

I. FACULTY

The teacher will see his/her role in light of the Mission Statement. Holy Name teachers are expected to be witnesses to the Catholic faith. To do this, the teacher will communicate, by his/her general attitude, a sincere interest in each individual student he/she meets. He/She will work constantly to find a way to deal with the earnest student, the indifferent student, and even the disruptive and hostile student. He/She will encourage each student assume personal responsibility for his/her actions and accountability for his/her scholastic standing. Finally, the teacher will recognize the important role the parent plays in the work of education. Therefore, communication should flow easily between parent and teacher by way of consultation, seeking and offering advice and by any other means which would supply the binding force for mutual respect and support.

The following is expected from each Holy Name teacher:

- Arrive no later than 7:30 a.m., sign-in at the Main Office, and attend faculty prayer at 7:30 a.m. The sign-in sheet will be replaced at 7:30 a.m. with a sheet for late arriving staff members
- Remain until a half hour (normally 2:45 p.m.) after dismissal. If a faculty member needs to leave early, they are required to obtain permission from either the Principal or Director of Student Life
- To stand and pray at the beginning of each class with the students.
- To ensure accurate attendance is taken for every class
- To ensure that students entrusted to a teacher's care and supervision are never left alone. If students are left alone, a lawsuit could be filed specifically against the teacher for negligence should an injury occur to a student.
- To be in the classroom when the bell rings and remain in the classroom for the entire period. Roll should be checked at the beginning of each class, and the names of the students who are not present and not on the absentee list reported to the Main Office. Each student should be assigned a desk and this should be recorded on a seating chart. A copy of this chart for each class must be kept in the teacher's desk.
- Ensure that students are in a complete and proper school uniform whenever they are in the classroom. Students who fail to wear their uniforms properly shall be issued demerit forms
- To be present for all faculty meetings, department meetings, parent-teacher conferences, in-service days, retreats, etc., unless specifically excused by the Principal
- To be responsible for the cleanliness of the area in which they teach. Food and beverages are not permitted in the classroom at any time – only in the cafeteria.
- Last teacher in the classroom at the end of the day - ensure that the windows are closed, shades are drawn, doors are locked, trash is emptied out in the trash receptacles in the hallway, and the lights are turned off before you leave the room.
- Each teacher will have a collateral duty as assigned by the Principal and on the employment contract.
- Substitute in the absence of another teacher, if requested to do so by the Director of Studies.
- Call the Guidance Secretary by 6:15 a.m. if going to be absent so that substitutions can be made.
- Notify parents by email if a child is in danger of failing
- Maintain all MMS accounts up to date and pertinent. At no time should out of date information be posted on the site. Oftentimes this is the only interaction parents have with the school and the teacher.
- Ensure adequate progress in the professional development program to stay current with current trends in education and also the requisite ACT 48 hours are completed
- Complete lesson plans for every class period, are submitted to the Department Chair bi-weekly
- Maintain a proper pass-down established for substitute teachers
- Ensure that grades are posted on MMS by the quarterly due date established by the Director of Studies
- Ensure that all issued textbooks are inventoried at the beginning of the school year, that the students have entered their names in the front of the textbook, that the teacher has a list of the material condition of each textbook, that the teacher provides the Director of Studies and the Department Chair the completed inventory sheet for all textbooks. Books in unsatisfactory material condition should not be issued to students.
- Ensure that all textbooks have book covers

A. Department Chairpersons - have complete authority under the Principal to make decisions affecting the orderly running of their departments. They are responsible for:

1. Provide an on-going evaluation of all course offerings. Written course descriptions for all offerings should be given to the Principal and the Director of Studies.
2. Maintain a file for position papers for department, including individual faculty position papers on student expectations, testing, etc.
3. Preside at monthly department meetings and make reports of the same
4. Provide leadership in the selection of textbooks and other instructional materials
5. Requisition department supplies and equipment
6. Call attention to new ideas and development within their department
7. Help to develop and maintain a professional library
8. Developing and implementing in-service training programs for the members of the department
9. Assist in the orientation of new teachers into the system
10. Provide constructive supervision and evaluation of professional performance of members of department
11. FACULTY ADVISORY BOARD: The department chairpersons and administration form the Faculty Advisory Board. The function of the Faculty Advisory Board is to help the Principal arrive at well-informed decisions concerning the over-all well-being of the school. It will deal with all matters -- both academic and non-academic.
12. Responsible for the cleanliness and material condition of the departmental office
13. Inventory textbooks and properly discard unused books

B. Moderators

1. Homeroom Moderators
 - a. Homeroom moderators shall be in their homerooms by 7:40 a.m.
 - b. All students must be in their respective homerooms by the time the second bell rings at 7:45 a.m. Students coming later are not to be admitted without an admission slip from the Main Office. Once in homeroom, all students must remain until the end of homeroom period. No students are to go to their lockers at this time.
 - c. As soon as the signal is given for prayer, all are to stand and pray. The prayer is followed by the Pledge of Allegiance.
 - d. The students are to listen attentively and silently to the announcements.
 - e. Roll call will be taken each morning immediately after the announcements. Attendance will be taken online at the MMS.
 - f. Moderators are to see to it that students are seated -- no loud talking or disruptive actions are to be tolerated.
 - g. Homeroom moderators are to accompany and remain with their homeroom during all assemblies.
 - h. Report to the Director of Maintenance any material deficiencies in the classroom
 - i. At the end of the school year, classrooms should be prepared for the summer per the instructions promulgated by the Director of Student Life
2. Service Periods
 - a. Cafeteria Moderators
 - 1) Cafeteria Moderators should be prompt for duty and remain in the cafeteria at all times. They are responsible for every student assigned to the cafeteria period. Prayers are to be said after each lunch period.
 - 2) Ten minutes before the end of the period, the tables should be cleaned. Moderators are asked to check the general condition of the cafeteria before leaving it. The following rules should be announced to students on the first days of school:
 - a) Students must keep the cafeteria clean. Pick up any papers or food which may have fallen from the tables and discard items in the receptacles provided.
 - b) The only lavatories to be used are the ones on the basement floor.
 - c) No student is to leave the cafeteria without the moderator's permission and a pass.
 - d) No tables are to be moved for any reason.
 - e) Students are not to be dismissed from the cafeteria before the dismissal bell. Students shall be in the cafeteria no later than five minutes after the change of class bell. Please do not admit any student after this time period to the cafeteria without a late slip

- f) Five minutes before the end of the period ensure the students clean up and that the moderator leads prayer.
 - b. Study Hall Moderators
 - 1) Only one student may go to the lavatory at a time.
 - 2) The student must have a Hall Pass and must return it to the moderator upon his/her return. The student may not go beyond the corridor on which the study is located.
 - 3) No eating or drinking
 - 4) Cards, tape recorders, MP3 players, CD players, and radios are permitted during a study period with the moderator's permission. No card or game playing is allowed during study hall.
 - c. Substitute Teachers
 - 1) Teachers are called upon at times to substitute for an absent teacher. The substitute, always maintaining a professional attitude, checks the seating chart, supervises the class and administers the assignment prepared by the regular teacher.
 - 2) If at all possible, substitutions will not be assigned during a teacher's preparation period. However, this may be necessary at time.
 - 3) Teachers shall check their in boxes no later than 7:30 a.m. to see if there are any instructions for substituting
- 3. Service Periods
 - a. Guidelines
 - 1) Activity moderators are to inform the Director of Student Life of meeting dates at least one month in advance.
 - 2) Activity moderators may schedule club meetings any day after school. A copy of the meeting schedule should be given to the Director of Student Life.
 - 3) A list of the organization memberships should be submitted to the Director of Student Life within one week after the first meeting of an individual club or organization.
 - 4) The secretary of each club or organization will submit, through the moderator, a copy of any recorded minutes of meetings, a list of projects in which the students will engage and all pertinent information concerning that organization during the school year to the Director of Student Life
 - b. Responsibilities
 - 1) Submit Activity Form to the Director of Student Life concerning practices and actual performances or special events. These times and dates are not to conflict with another event that has already been scheduled.
 - 2) Moderators are to remain with students at all times. Moderators are responsible for supervision of students before and after events until all students leave school property.
 - 3) Moderators are to make arrangements for:
 - a) Publicity
 - b) Ticket Sales
 - c) Decorations
 - d) Seating
 - e) Programs
 - f) Chaperones
 - g) Security
 - h) Maintenance and clean-up
 - 4) Submit a financial report to the Principal's Office within one week of the event.
 - 5) Clear all expenditures for the events with the Principal.

II. DIRECTOR OF GUIDANCE

The Guidance Department provides guidance in career and college services to our parents, teachers and school administration. The Guidance Counselor, in conjunction with the administration, coordinates academic, career development and college placement services and other information for students and parents. The essential functions of this position include the following fundamental duties:

1. Conduct career and college counseling program
2. Provide counseling to assist students with academic problems
3. Assist the students in dealing with academic problems related to school failure
4. Attend meetings related to career and college programs such as BACA, Career Education Consortium, Career Fair and Youth Day

5. Perform job-related duties as requested by the Assistant Director of Pupil Services and Career Education of the Intermediate Unit
6. Assist in issues of student welfare
7. Lead the service program
8. Lead the Student Assistance Program

III. TECHNOLOGY COORDINATOR

The Technology Coordinator is the main point of contact for all technology related hardware and software. Repairs or issues with equipment that is beyond the Technology Coordinator's level of expertise will be referred for repair to a contracted vendor. The Technology Coordinator is responsible for the following:

1. Selection, installation and maintenance of technology hardware and software.
2. Provide network management oversight.
3. Coordinate computer training for faculty and staff.
4. Oversee the daily operation of the student computer labs.
5. Assist in the implementation of a technology plan.
6. Serve as coordinator of the school's Internet site (Webmaster). Ensure that all links and information are kept up to date and accurate at all times.
7. Serve as head of the Technology Committee.
8. Ensure an adequate supply of printer cartridges and accessories are on-hand.
9. Be familiar with all in-house educational software to ensure that it is being used effectively throughout the school.
10. Serve as the point of contact for all outside technical support issues

SUPPORT STAFF

I. SECRETARIAL STAFF

A. School Secretaries

1. General Duties:
 - a. Correspondence for President, Principal, Director of Student Life, Director of Studies, and the Director of Institutional Advancement
 - b. Work with the Director of Student Life on the school activities which are published bi-monthly in a newsletter format.
 - c. Take care of the distribution of lists and memos to teachers
 - d. Keep up-to-date files on students' names, addresses, parents' names, parishes, school districts, etc.
 - e. Type teacher contracts and teacher evaluations
 - f. Answer telephones
 - g. Provide service as needed to the teachers, students and visitors who visit the Main Office
 - h. Attend to the cleanliness and good order of the office
 - i. Maintain an accurate date file of all parent/guardian email addresses
2. Financial Duties:
 - a. Count money and prepare bank deposit slips
 - b. Arrange for cash boxes for athletic and other extracurricular activities
 - c. Handle petty cash disbursements
 - d. Process all requisitions and type purchase orders when needed for faculty and staff
Coordinate all aspect of the tuition collection program

B. Guidance/Studies Secretary

1. Handle administrative duties in the absence of the School Secretary
2. Coordinator of all bulk mailings
3. Guidance Responsibilities --
 - a. Arrange daily appointment schedule for Guidance Director
 - b. Set up schedule for college recruiters
 - c. Coordinate requests for records of students, both entering and leaving Holy Name
 - d. Collate all scholarship and awards information
4. Studies Responsibilities --

- a. Assist in coordinating information for Iowa and PSAT Testing
- b. Coordinate information on summer school and records of students who attend summer school
- c. Coordinate the assignment of all substitute teachers as required

II. EXTRAVAGANZA OFFICE MANAGER

In conjunction with the Director of Institutional Advancement and the General Chairmen, the Extravaganza Office Manager oversees this entire fund raising project. The manager shall:

1. Coordinate all of the various committees functioning from the kick-off to the close of Extravaganza.
2. Coordinate all information for the computer database concerning donors (businesses, parents, alumni, non-parents, etc.), invitations, reservations, etc.
3. Coordinate processing, labeling and storing of all gifts received
4. Arrange for auctioneer and all his/her accommodations for Extravaganza
5. Coordinate lists of volunteers that are submitted to various committee chairmen
6. Coordinate all fiscal transactions including the depositing and recording of all income and the paying and recording of all expenses in preparation for the final report at the close of Extravaganza.
7. Coordinate the preparation of supplies for the night of Extravaganza (catalogues, flashlights, receipts, cash boxes, etc.)
8. Be available the night of Extravaganza to assist in the resolving of any problems which may arise
9. The day after Extravaganza, coordinate payment for an pick-up of items which were stored overnight
10. Present final financial report at the wrap-up meeting of all chairpersons and to assist in making recommendations for the following year.

GENERAL INFORMATION

Each faculty member is asked to maintain a consistent support of the administration and its policies so that the ultimate goals of the Diocese and the school can be fulfilled. Each faculty member is fully responsible for the knowledge of and the implementation of school policies. By this cooperation, the school will be able to function at a maximum level of accomplishment.

ANNOUNCEMENTS

Only those announcements that apply to the general school interest will be announced. All other announcements are to be placed on the bulletin board located in the cafeteria. Coaches and moderators should remind the members of their specific activity to refer to this board each day. All announcements should be in good taste and be presented in an intelligible form. The administration reserves the right to reject any item failing to follow these guidelines.

Morning announcements must be submitted to the Director of Student Life on the day before or by 7:30 a.m. Afternoon announcements may be made only in the case of necessity and should be submitted by the end of 6th period. If you need a student during homeroom period, please fill out a pass slip and place it in the Broadcast Room. Do not have an announcement made for students to report to your room in the morning.

ASSEMBLIES

Teacher presence at assemblies helps ensure proper student behavior. Teachers shall accompany their classes to the auditorium or gym, help seat them, and be seated with their students to encourage their proper behavior. Teachers not assigned to a homeroom will be assigned an area to be present to assist homeroom teachers.

ATTENDANCE

Should a faculty member know in advance that he or she will be absent from school on a given day, the Guidance Secretary should be informed and the Director of Studies, the Principal, and in his absence the Director of Student Life, the Main Office and the Department Chairperson should be notified immediately. Substitutions will be made by the Director of Studies.

Personal leave should be requested of the Principal at least 24 hours in advance.

AUDIO-VISUAL EQUIPMENT

Staff members only who need AV equipment or materials are required to notify the AV Moderator one day in advance. AV equipment may not be given to another teacher without informing the AV Moderator in writing. AV equipment will be delivered by the AV Department in the morning. Staff members must return the equipment no later than one half hour after dismissal to the AV Room. AV equipment and materials are restricted to classroom use

only. Any defects or problems with the equipment must be indicated in writing and returned with the equipment or placed in the AV Moderator's mailbox.

CLASSROOMS

Homeroom moderators are responsible for the cleanliness of their respective homerooms. Students are to assist the moderator in the proper care of the room. The following are minimum standards of cleanliness expected in all classrooms and shall be followed by all Homeroom Moderators:

1. Trash must be off the floors
2. Trash cans shall be emptied at the end of the school day. Liners shall be installed in each trashcan
3. Floors shall be swept at the end of each school day so that the students report to a neat and clean room home room
4. Smudges and marks on walls shall be removed
5. Whiteboard trays should be periodically cleaned so that they do not become filled with marker residue
6. In the classrooms equipped with SMART Boards, the boards and the projectors should be turned off at the end of the day, and the special SMART Board erasers and markers should be stored in the teacher's desk drawer
7. Any marks on the floors shall be removed
8. Desktops should be kept clean
9. Nothing shall be placed on top of the classroom ventilators
10. Science classrooms and storerooms should be kept neat. Sinks are to be kept clean. All chemicals in the chemical storerooms shall be inventoried and neatly stowed on the appropriate shelves or in proper safe storage devices

Posters should be attached to cork strips or bulletin boards. The use of E-Z clips and Fun Tack on walls is required.

There will be no eating or drinking in any classroom. This policy must be strictly adhered to because of the potential medical issues.

There will be no burning of candles or incense in classrooms.

COMPUTER CARTS

Three computer carts are available for classroom use. They may be reserved and checked out from the school librarian.

COMPUTER USE

Every staff member has access to a personal computer. Every staff member must sign an "Acceptable Computer Use Policy" form that specifies the responsibilities of any staff or faculty member who uses a school provided computer. The consequences for violating this policy may include dismissal. Faculty and staff are strongly urged not to use their personal emails to correspond with students. They should use their school provided email address to contact parents or students. Faculty and staff are strongly discouraged from having student buddies on their personal social network sites.

CONFIDENTIALITY

All messages, memos, marks and minutes of meetings are confidential or professional information and must be treated as such. Professionalism dictates that staff members do not enter into discussions with students or other staff members that could jeopardize the relationship of staff members. Faculty meetings, comments with or about staff members, professional notices, and administrative notices, must not be discussed with students. Violations of this can cause grave harm and are to be considered serious breaches of professional ethics.

COPY ROOM

The Copy Room is to be utilized only during lunch, prep and before and after school as long as it does not interfere with the supervision of classes or homerooms. No homeroom moderator may be in the Copy Room from 7:45 a.m. until the end of homeroom period.

When copying, adhere to copyright laws.

DRESS CODE

Students: All teachers must be aware of the regulation uniform and should penalize students who do not adhere to it. A teacher who is lax in enforcing rules is unfair to those teachers who insist that students meet the standards set by the school. Any student not in proper school dress shall be given a Demerit Form. If a student continues to flaunt the regulations, he/she should be referred to the Director of Student Life.

Faculty: The dress code for faculty members is in effect from 7:30 a.m. until 2:45 p.m., unless the day is shortened for late arrival or early dismissal. Fridays are “faculty dress down days” and the approved shirt is a blue HN shirt and appropriate pants or skirt. The following are established dress code requirements for administration, faculty, and secretarial staff:

1. All male faculty members must wear a tie each day. Long shirt sleeves shall not be rolled up. Dress shoes not sneakers shall be worn. Facial hair is permitted as long as it is neat and well groomed. Strong after-shave shall not be worn since some members of the staff and student body may be allergic to it.
2. All female faculty members must dress professionally and modestly (shoulders covered, appropriate skirt length, no T-shirts, no flip-flops). Perfume shall not be worn since some members of the staff and student body may be allergic to it.

On school dress down days, faculty members are urged to participate, however, ripped or tattered clothing is not acceptable, unless it is in keeping with the “theme” of the day.

FACULTY LUNCHROOM

The faculty shall confine their eating to the Faculty Lunchroom. The use of the stove, refrigerator and microwave are for the staff’s convenience. Staff members are asked to clean up after themselves after they have finished, and to put all dishes away -- don't leave them in the drain board. The maintenance staff has been instructed to clean out the refrigerator each Friday afternoon. If a staff member desires something be saved, please remove it before the end of the day on Friday.

FIELD TRIPS

The field trip is a legitimate instructional method that can serve a great value. They may be organized with the approval of the Principal according to the following guidelines:

1. Approval by the Department Chairperson and Principal at least one month before the trip.
2. Publish a list of students involved at least one week before the trip and distribute the list to all faculty members.
3. The list should include the teacher's name sponsoring the trip.
4. Faculty members who object to a student's participation should discuss this with the teacher.
5. Parental permission, in writing, is necessary for all students participating. Permission forms are available in the Main Office.
6. An adequate number of chaperones for the size of the class (one chaperone for every 20 students) shall accompany the students.
7. An accurate absentee check is to be kept.
8. Students on the field trip are to observe the school dress code.
9. Field trips are not to be scheduled after May 1.
10. Faculty members conducting a field trip are responsible for securing bus drivers, transportation, etc.

FINANCIAL BUSINESS

All money, which is deposited in the Main Office, should be clearly marked with the name of the person or organization depositing the money and the purpose for which the money is collected.

The following procedures must be followed:

1. Give at least one week’s notice should an individual or organization require a cash box for an event.
2. This notification must be given on a requisition form.
3. You will then be issued a check and will have to cash it at the bank since we do not keep a large supply of cash in the school.
4. All checks for D. J.'s, speakers, etc., must be requisitioned at least one week in advance, even if you are turning in the money to cover these checks.
5. Individual fund raising activities are not permitted unless initiated or approved by the Principal.

FIRE DRILLS

All faculty and staff shall ensure that they are familiar with the procedures for fire drills and actual fire procedures.

1. Ensure that students know the route to be taken when evacuating the building.
2. be sure that students are aware that they are to leave the building QUICKLY, IN SINGLE FILE AND IN SILENCE.
3. Ensure that your classroom is secure. All classroom and office doors are to be closed to contain the fire and the smoke.
4. When evacuating the building, students should go to the extreme ends of the driveways or parking lots. They are not to congregate in groups close to the building.

5. Faculty members are to take their roll books with them in order to run a quick check that all students in their class are accounted for.
6. When students return to the building, they are to return in the same manner in which they left the building.

FUNERAL ATTENDANCE

We have a very large extended school community. Oftentimes funeral services are held on the days that school is in session and we feel obligated out of the respect for the living to attend the services. However, our first priority must be our students. Therefore, the principal will ensure that the school is adequately represented at these services. If a faculty member desires to attend a service and will miss any class time, then they are required to take a “personal day” to attend the service.

GENERAL SUPERVISION

Students must be under authorized adult supervision at all times. The only legal excuses a teacher has are in case a teacher has an emergency or must use the lavatories. Teacher, and especially moderators and coaches, are never relieved of their responsibility regarding students until the last student in any one activity has left the building. Teachers are reminded that many problems in the classroom will be avoided if the teachers arrive on time. All homerooms, offices and locker rooms are to be locked by the teacher or moderator in charge when the activity has been concluded. This responsibility is not to be given to a student or custodian. Keys are not to be given to any student.

LEAVING THE BUILDING

On some rare occasions a teacher might have to leave the building during the school day. If that is required, then the principal must immediately be informed.

LESSON OBJECTIVES

The teacher will ensure that the objective for every lesson is written on the white board in the classroom prior to the start of every class. This should be used as a lead-in introduction to the lesson and then lead to a summary at the end of the class.

LESSON PLAN BOOKS

All faculty members are to keep a weekly plan book of the course(s) they are teaching. This will enable classes to continue without interruption even though the teacher may be absent. Lesson plans will be submitted to Department Chairs on Thursday, their plans for the next two weeks. Included in the lesson plans will be the objective for the lesson and what assessments will be used to ensure that the students understand the material.

LOCK DOWNS

If there is ever a reason requiring that the school be locked down, an announcement will be made over that intercom system that the school is immediately in a lockdown and the intruder is either in or outside the school. Faculty members shall immediately close and lock their classroom doors. They are not to open their classroom doors for any reason once locked, except to allow the principal or a uniformed law enforcement officer to enter the classroom. The easiest way to do this is to have the door locked at all times and a magnet placed in the door that will allow the door to lock when the magnet is removed. Students shall be lined up on the wall adjacent to the hallway and out of sight of anyone looking in the door. If the intruder is announced to be in the building, then the blinds shall be open. If the intruder is announced to be outside the building then the curtains are all to be closed so that the rooms can't be looked into. Students are allowed to use their cell phones to contact their parents, but the use of cell phones must be judicious and monitored by the adult responsible in the room. Green “all safe” signs will be posted in windows if all the students are accounted for and safe in the room.

MAIN OFFICE

There is a mailbox for each teacher in the Main Office. These boxes can also be used by staff members to route messages and information to other faculty members. Faculty members are asked to check their mailboxes each morning and each afternoon before leaving school and take the materials out so that there is room for mail, etc.

MAINTENANCE

All staff members and particularly homeroom moderators and activity moderators are responsible for assisting to keep the classrooms and gymnasium in such a condition that is conducive to a teaching and a learning atmosphere. If any teacher notices a need for maintenance, a report should be filled out immediately in order that repair work may be scheduled. These reports should be brought to the Principal to be given to the person who can handle the repairs.

PARKING

Faculty and staff members are asked to park in the lot to the rear of the school building, in the reserved numbered spaces. Each faculty member will be issued a parking sticker that must be displayed.

PROGRESS REPORTS

A grade lower than 60 is not to be awarded for a quarterly or an examination grade... Please be careful regarding the grades. For the first semester, freshmen and students new to Holy Name should not receive a grade lower than a 65. This may help in their adjustment to high school.

PROGRESS REPORTS TO PARENTS

Parents have the primary responsibility for the education of their children. As such, they are entitled to receive from the school a report of the progress or lack of progress made by their children. This notification can come from a personal call to the parents from the teacher or by an email to the parents. The following guidelines are to be followed:

1. All parent-teacher conferences should be held at times other than during the teacher's class period.
2. Should a parent request a conference, the teacher must schedule an interview within a week.
3. Warning of possible failure must be sent three weeks prior to the end of the marking period.
4. Reports will be issued on a quarterly basis.
5. Should a teacher believe that a student should fail a given subject after the failure warnings have been issued; the teacher must inform the Principal of the circumstances before a failing grade on a Progress Report may be issued.
6. Comments on report cards are required
7. Parents/guardians must be informed by a written failure warning before any student is given a failing grade for a quarter, semester, or for the year.

FAILURE WARNINGS

Teachers are encouraged to contact parents/guardians via email or by telephone if they have concerns about whether a student will pass their class. Normally no student shall fail a course if the parents/guardians have not been notified that the student is in jeopardy of failing a class. Teachers should normally contact the Director of Studies if the teacher is having trouble with a student not doing their work or in danger of failing.

PURCHASING PROCEDURES

The following guidelines govern the school's purchasing procedures:

1. Department Chairpersons and Activity Moderators who wish to make purchases in the name of the school must complete a requisition and submit it for approval at the Main Office.
2. When the requisition has been approved by the Principal, the secretary will type a Purchase Order and mail it to the vendor.
3. Before invoices are paid, the staff member familiar with the order will be asked to certify by an initialed OK on the invoice that the goods or services described have in fact been received.
4. Absolutely no invoices will be accepted for payment by the school unless they are based on purchased orders signed by the Principal.
5. If a faculty member needs to make a purchase locally and the cost is under \$10, a receipt should be placed in the Secretary's mailbox. It should clearly state what items were purchased and how they will be used. You will then receive reimbursement from petty cash. If the items are over \$10, you will need to complete a requisition for reimbursement.
6. Reference texts needed by teachers should be requisitioned through the Main Office. They will be ordered by and made available through the Library.
7. Requests for additional library books and periodicals for student use should be submitted by Department Chairpersons to the Librarian.

Requisitions for the purchase of all new equipment and for the annual order of special supplies are to be made by the head of each department and presented to the Principal by March 1 for the following school year.

SCHOOL SECURITY

Faculty members play an important part in the maintenance of security at Holy Name High School. All teachers, especially homeroom moderators, activity moderators and coaches, are to make sure that all classrooms, locker rooms, etc., are closed and locked during all assemblies and practices.

Activity moderators are to be sure that all students are out of the building before they, faculty moderators, leave the building and that all windows are closed and locked.

No faculty member is to give any keys, for any reason, to students which will allow access to offices, classrooms, closets, etc. Faculty members who must borrow keys from the Main Office must personally pick them up in the

Main Office and return them promptly. Do not give these keys to another teacher; always return them to the Main Office yourself.

SERVICE

An important aspect of accepting the responsibility to serve as a high school teacher is the acknowledgement that high schools are unique in that there are so many activities that require adult supervision and involvement. Our school depends heavily on the contributions of time and talent that our staff makes to enrich the lives of the students. Per the faculty employment contracts, faculty members are expected to give a minimum of 10 hours of service to the school and the students, outside of normally contracted school hours. Service can include chaperoning at a dance, serving as timers at track and cross country meets, collecting tickets at sporting events, moderating after school clubs, etc. If a faculty member has a question as to what constitutes acceptable service, the principal should be consulted. Since this is a contracted obligation, failure to comply with this requirement may jeopardize continued employment.

SMOKING

Holy Name High School is a smoke free campus.

STUDENT CRISIS ASSISTANCE MANUALS

Every classroom shall have an up to date copy of the Diocese of Allentown Student Crisis Assistance Manual. They are not to be posted on walls or on desks. They should be kept in the top right drawer of every teacher's desk. Procedures listed in the manual must be followed for the situations listed in the manual.

STUDENT MESSENGERS

No student should be out of homeroom without a pass.

While it is permissible to use students from the classroom as messengers, within the school, and since students are not employees of the school, no faculty member is permitted to use students to run errands which involve travel outside of the school, even though it may involve school business.

SUPPLIES AND SERVICES

Teachers are welcome to use school supplies and equipment to duplicate tests and other papers for their classes. Special facilities have been established to permit faculty members to duplicate their own work.

REMEMBER -- copyright material requires the permission of the author.

If you need supplies, please complete the proper requisition, which is available in the Main Office. Place this requisition in the Secretary's mailbox, and you will receive the requested supplies within a day. If you need something that is not available in the school, complete a purchase requisition and submit it through the proper channels.

TEACHER EVALUATIONS

Since the quality of instruction depends on the professional capabilities of the staff members, the Principal, along with the Director of Studies and the Department Chairperson will organize a schedule for teacher supervision.

The following guidelines are to be followed:

1. A teacher evaluation is to be made at least once each semester by either the Principal or the Director of Studies. Department Chairs are also urged to observe the teachers in their department.
2. The evaluation is to be made in accordance with the guidelines established by the Superintendent of Education for the Diocese.
3. The evaluation should be followed by a conference between the respective teacher and either the Principal, Director of Studies and/or Department Chairperson.
4. The Diocese of Allentown details procedures that will be followed should the principal have concerns about a teacher's performance in the classroom. Those procedures will be followed.

TELEPHONE

Faculty members are asked to receive and make all telephone calls on the phones located in the faculty lounges or departmental offices. Please make your calls short as there are only two lines. Due to the nature of calls and for privacy reasons, faculty members are not to use the phone on the counter in the Main Office.

Teachers should not answer their cell phones when teaching a class.

Long distance calls must be placed through the Main Office. Please make these as short as possible. Long distance calls should be made only for official school business. If this business can be handled by a letter, please write

instead of calling. If it is necessary to make a personal long distance call, please tell the Main Office that it is personal. You will be billed for this call.

TELEVISION AND DVD/VCR USAGE

All non-school owned videos and/or movies must be pre-approved by the Principal.

To insure maximum use of equipment, the following must be adhered to: If you request a tape to be made, it should be clearly labeled in terms of title, length and permanence. All tapes must be stored in the school library. A listing of all holdings will be made available and kept current.

TESTS

It is recommended by the Department of Education of the Diocese of Allentown that a minimum of four marked tests per quarter be given. Holy Name mandates that a teacher administers a minimum of four marked tests per quarter.

Teachers are requested to keep the final exam for two weeks in case students and/or parents request to see them.

A written or oral check-up or quiz (covering the materials of the previous day's class) may be given every day. Copies of all major tests are to be submitted to the Department Chairperson to keep on file with minutes of department meetings. A quiz is one that takes less than half of the class period and is so recorded in the roll-book.

TEXTBOOKS

Teachers are responsible for issuing students textbooks. All textbooks shall be numbered and the teacher shall ensure that the material condition of the book is printed in the front of the book and on a sheet that is annotated by the teacher and turned in to Director of Studies once the textbooks are issued.

VISITORS

Visiting lecturers and observers should be cleared with the Principal before extending the invitation. Staff members should also notify the Main Office if you are expecting a visitor at any time.

ACKNOWLEDGEMENT OF RESPONSIBILITIES

I acknowledge that I have read, understand, and agree to comply with all the responsibilities that I have that are listed in this handbook. I understand that failure to do so on my part may result in disciplinary action and could potentially jeopardize my continued employment at Holy Name High School.

This signed form is to be returned to the principal and will be kept in the principal's office.

Printed Name

Signature

Date