

HOLY NAME HIGH SCHOOL

**ADMINISTRATOR/
FACULTY & STAFF HANDBOOK**

2010/2011 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 2010 – JUNE 2011

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

First Semester

| | | | |
|-----------------|---------------|------------|--|
| AUGUST | Wednesday | 26 | In-service |
| | Thursday | 27 | Faculty Retreat |
| | Friday | 28 | In-service |
| | Monday | 30 | School Opens for Freshmen |
| | Tuesday | 31 | All students in school |
| SEPT | Monday | 6 | Labor Day – School Closed |
| | Wednesday | 8 | Back to School Night – 6:30 |
| | Friday | 10 | Homecoming Dance – 7:00 |
| OCTOBER | Thursday | 7 | Extravaganza – School Closed |
| | Friday | 8 | Extravaganza – School Closed |
| NOV | Wednesday | 24 | Early Dismissal – 11:30 |
| | Thurs. – Mon. | 25, 26, 29 | Thanksgiving Holiday – School Closed |
| DECEMBER | Friday | 17 | Early Dismissal – 11:30 Staff Christmas Party |
| | Wednesday | 22 | Early Dismissal – 11:30 |
| | Thurs.-Thurs. | 23-31 | Christmas Holidays – School Closed |
| JANUARY | Monday | 17 | Faculty In-Service – School Closed |
| | Tue. - Thur. | 19, 20,21 | Mid-Term Examinations – Early Dismissal – 11:00 |
| | Monday | 24 | Pro-Life March |

Second Semester

| | | | |
|-----------------|---------------|----------|---|
| JANUARY | Sunday | 30 | Open House and Registration – 1:00 |
| FEBRUARY | Monday | 21 | President’s Day – School Closed |
| MARCH | Monday | 7 | In-Service - Early Dismissal – 11:30 |
| APRIL | Wednesday | 20 | Early Dismissal – 11:30 |
| | Thurs. - Mon. | 21,22,25 | School Closed – Easter Holiday |
| | Friday | 29 | Early Dismissal – 11:30 - Prom |
| MAY | Thursday | 19 | Athletic Banquet – 6:00 |
| | Thursday | 26 | Academic Banquet – 6:00 |
| | Monday | 30 | Memorial Day – School Closed |
| JUNE | Monday | 6 | Baccalaureate – 7:00pm |
| | Tuesday | 7 | Graduation – 7:00pm |
| | Thurs. – Mon. | 2,3,6 | Final Examinations – Early Dismissal – 11:00 |
| | Tuesday | 7 | Early Dismissal – 11:30 |
| | Wednesday | 8 | Last Day of School Early Dismissal – 10:30 |

Catholic Schools Week – January 30 to February 5, 2011

Telephone Extensions

School Phone: 610-374-8361
Fax: 610-374-4309
Athletic Dept: 610-374-4295
College Couns: 610-898-9252
Couns/Campus Min: 610-898-9253
Extravaganza Office: 610-374-1695

- 10 Main Office
- 11 Father Frink
- 12 Attendance/Tina Sarvas
- 13 Teresa Bonanno
- 14 Sherri Carrier
- 15 Keith Laser
- 16 Extravaganza
- 17 Cafeteria
- 18 Faculty Lunch Room
- 19 Maintenance Room
- 20 Bill Hess/Athletic Office
- 21
- 22 Nurse's Office
- 23 Tony Balistrere
- 24
- 25 Alice Einolf
- 26 Library
- 27
- 28 Faculty Lounge – 2nd floor
- 29 Men's Faculty Lounge
- 30 Women's Faculty Lounge
- 31 Copy Room
- 32 Boys' Locker Room
- 33 Girls' Locker Room
- 34 Extravaganza
- 35 Extravaganza
- 43 Karla Lewars
- 46 Josh Ditsky
- 47 Sue Kase

HOLY NAME HIGH SCHOOL 2010/2011 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

Mrs. Mary Ann Buchanan
Mr. Stephen 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
Mr. Chad Olivard
Mr. Michael Ricco
Ms. Sara Serrano
Mr. James Sparks
Mr. David Stahler
Mr. David Staub
Mr. Michael Wildoner

Mrs. Teresa Bonanno
Mrs. Sherri Carrier
Mr. Herman deHaan
Mrs. Danielle Fowler
Mrs. Kristen Kohl
Mrs. Debra LaManna
Mrs. Karla Lewars
Miss Tina Sarvas
Mr. George Vogel

BIRTHDAYS

| | | | |
|-----------------|-----------------------|------------------|--------------------|
| January | 6 Steve Gass | July | 9 Sherri Carrier |
| | 25 Sara Serrano | | 11 Dave Stahler |
| | 26 Mary Ann Buchanan | | 23 Stephen Bujno |
| | 27 Stephanie Marmarou | | |
| February | 9 Scott Charles | August | 25 Father Frink |
| | 18 Tony Balistrere | | 30 Tina Sarvas |
| March | 10 Michael Wildoner | September | 2 Karla Lewars |
| | 11 Lora Hoffman | | 23 Heather Burt |
| | 11 Deidre McDowell | | 24 John Clauss |
| | 12 Rick Lanciano | | 30 Josh Ditsky |
| | 19 Kimberly Harpst | October | 21 Tim Garvey |
| | 23 Sue Kase | November | 8 Julie Gulling |
| | 27 Hilarie Condrack | | 10 Bill Hess |
| April | 8 Kathy Moulton | | 14 Keith Laser |
| | 19 Deb Hannahoe | | 18 Rick Keeley |
| | 20 James Sparks | December | 11 Ann Charles |
| | 28 Michael Ricco | | 17 Teresa Bonanno |
| May | 15 Paula Ogeka | | 19 George Vogel |
| June | 4 Kristen Kohl | | 22 Cynthia Morgan |
| | 11 Herman de Haan | | 25 Marie Jablonski |
| | 16 Dave Staub | | |
| | 22 Pat Murphy | | |
| | 27 Alice Einolf | | |

CLEANING OF ROOMS

| | |
|-------------------------|--------------------|
| Music Room | Maintenance |
| Room 001 | George Vogel |
| Room 002 | Richard Keeley |
| Room 003 | Heather Burt |
| T. V. Studio | Rick Lanciano |
| Room 100 | Dave Staub |
| Room 101 | Michael Wildoner |
| Room 102 | Deidre McDowell |
| Room 103 | James Sparks |
| Room 104 | Julie Gulling |
| Room 105 | Sara Serrano |
| Room 106 | Stephanie Marmarou |
| Room 107 | Michael 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 | Sue Kase |
| 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 | Rick Lanciano |
| Coaches' Office (Boys) | Bill Hess |
| Coaches' Office (Girls) | Maintenance |
| Weight Room | Maintenance |

HOMEROOM MODERATORS

| | | |
|-----|----------|-----------------|
| 12A | Room 109 | Ann Charles |
| 12B | Room 108 | Lora Hoffman |
| 12C | Room 100 | Dave Staub |
| 12D | Room 102 | Deidre McDowell |
| 11A | Room 204 | Chad Olivard |
| 11B | Room 202 | Debbie Hannahoe |
| 11C | Room 201 | Tim Garvey |
| 11D | Room 222 | John Clauss |
| 10A | Room 208 | Dave Stahler |
| 10B | Room 207 | Cyndie Morgan |
| 10C | Room 206 | Kim Harpst |
| 10D | Room 203 | Stephen Bujno |
| 9A | Room 003 | Heather Burt |
| 9B | Room 001 | George Vogel |
| 9C | Room 105 | Sara Serrano |
| 9D | Room 103 | James Sparks |

ACTIVITY MODERATORS

ACADEMIC BANQUET: Alice Einolf

ATHLETIC BANQUET: William Hess

AUDIO-VISUAL COORDINATOR: Marie Jablonski

| | | |
|----------------------|-------------------|------------------|
| <u>CLUBS:</u> | Art -- | Heather Burt |
| | BIG -- | Timothy Garvey |
| | Book-- | Hilarie Condrack |
| | Debate -- | Lora Hoffman |
| | Ice Hockey -- | Rick Lanciano |
| | Key Club-- | Chad Olivard |
| | Math Club-- | Patricia Murphy |
| | Respect Life -- | Kimberly Harpst |
| | Spiritual Life -- | Suzanne Kase |

CHORUS, JAZZ ENSEMBLE, PEP BAND: Michael Ricco

CHRISTMAS DANCE AND JUNIOR/SENIOR PROM COMMITTEE: Stephanie Marmarou

DRAMA/THEATER: Michael Ricco

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

LITURGICAL COMMITTEE: Rev. John Frink

MODEL U. N.: Michael Wildoner

NATIONAL HONOR SOCIETY: Kathy Mould

RING DAY: Debra Hannahoe

SACRISTANS: Suzanne Kase

STUDENT AMBASSADORS: Tony Balistrere

STUDENT COUNCIL: Rick Lanciano

T. A. P.: Mary Buchanan

YEARBOOK: Deidre McDowell

Bell Schedule 2010-2011

| | |
|--------------------------|--------------------|
| HOMEROOM | 7:45-7:55 |
| Period 1 | 7:55-8:40 |
| Period 2 | 8:40-9:25 |
| Period 3 | 9:25-10:10 |
| Period 4 | 10:10-10:55 |
| Period 5 | 10:55-11:40 |
| Period 6 | 11:40-12:25 |
| Period 7 | 12:25-1:10 |
| Period 8 | 1:10-1:55 |
| Period 9/Activity | 1:55-2:30 |

AUDITORIUM SEATING

| | | | |
|-----|--------|---------------------------|-----------------|
| 12A | Middle | Rows D,E,F (5 Seats in F) | Ann Charles |
| 12B | Middle | Rows F (5 Seats in F),G,H | Lora Hoffman |
| 12C | Middle | Rows J,K,L (5 Seats in L) | Dave Staub |
| 12D | Middle | Rows L (5 Seats in L),M,N | Dee McDowell |
| 11A | Middle | Rows P, Q, R | Chad Olivard |
| 11B | Middle | Rows S, T, U | Debbie Hannahoe |
| 11C | Right | Rows R,S,T | Tim Garvey |
| 11D | Right | Rows U,V,W | John Clauss |
| 10A | Left | Rows H,J,K (Chorus side) | Dave Stahler |
| 10B | Left | Rows L,M,N | Cyndie Morgan |
| 10C | Left | Rows P,Q,R | Kim Harpst |
| 10D | Left | Rows S,T,U | Steve Bujno |
| 9A | Right | Rows D,E,F | Heather Burt |
| 9B | Right | Rows G,H,J | George Vogel |
| 9C | Right | Rows K,L,M | Sara Serrano |
| 9D | Right | Rows N,P,Q | James Sparks |

All homeroom teachers must sit in a row with their alphabetic homeroom.
The following teachers will be seated in these assigned locations:

| | | |
|--------------------|---------------|-----|
| Mary Ann Buchanan: | with homeroom | 9A |
| Scott Charles: | with homeroom | 9B |
| Julie Gulling | with homeroom | 10B |
| Debbie Hannahoe: | with homeroom | 10A |
| Marie Jablonski: | with homeroom | 9C |
| Julie Gulling: | with homeroom | 11C |
| Rick Keeley: | with homeroom | 11A |
| Rick Lanciano | with homeroom | 11D |
| Stef Marmarou: | with homeroom | 10C |
| Kathy Moulton | with homeroom | 12A |
| Pat Murphy: | with homeroom | 12D |
| Mike Wildoner: | with homeroom | 10D |

Please be sure that you are with your assigned homeroom at all assemblies.

STUDENT BOOK SIGN-OUT

TEACHER NAME: _____ CLASS/Section _____

BOOK NAME: _____ ISBN #: _____

AUTHOR(s): _____ PUB DATE: _____

| Student Name | Date | Issue Condition | Book Number | Return Condition |
|--------------|------|-----------------|-------------|------------------|
| 1. | | | | |
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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 that 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. Ensure that tuition is collected in a timely manner.
2. Distribute financial aid.
3. Oversee the financial program so as to responsibly meet budget demands.
4. Authorize some 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. Serve "ex officio" as a member of the Faculty Advisory Board
4. Assist in establishing a climate that provides for the best possible educational opportunity for each student
5. Plan in advance for all school activities
6. Coordinate and assign all student lockers
7. Coordinate and assign all student and faculty parking
8. Coordinate and provide oversight of all school bonding activities
9. Coordinate the leasing of all school facilities
10. Prepare and send articles of interest on the school to the "AD Times"
11. Organize and supervise the arrival, dismissal, and proper behavior of students at all school assemblies and Masses
12. Coordinate and monitor end of year classroom and department office inspections ensuring all classrooms meet established cleanliness and standards

13. Coordinate monthly fire drills

B. Supervision

1. Supervise and assist teachers in any way beneficial to the teacher and/or student
2. Oversee the co-curricular activities program
3. Ensure that all student lockers are properly locked
4. Serve as administrative representative at meetings and events as determined by the Principal

C. Discipline

The Director of Student Life shall serve as Disciplinarian for the school and is the Chairman of the Discipline Committee.

1. 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. Ensure adequate supplies of shaving materials are on hand for male students requiring a shave before school.

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 and coordinate a program for distribution of awards
14. Obtaining athletic inventories from each sport
15. Coordinating and reviewing the budget for each sport

E. Calendar

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

F. Transportation

1. Work 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 all early dismissals

G. 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:

Scheduling

1. Plan the Master Academic Schedule for the school:
 - assign students to classes
 - assign classes to specific rooms
 - assign service periods to faculty members
 - 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 PSAT tests, AP exams, 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
 6. Coordinate and monitor all Activity Moderators

Computer Services

1. Coordinate computer services for the school program as pertains to master schedule, rostering, and grade reporting
2. Prepare materials to be processed
3. Supply teachers with the necessary instruction and materials for grade (mark) input

Assignment of Substitute Teachers

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

Registration

1. Schedule new students after they are registered
2. Request records of new students from former schools
3. Notify all offices and teachers of admissions and departure
4. Coordinate registration of foreign students

Transfers

1. Notify teachers of student transfers
2. Meet with new students and assign classes

Faculty Advisory Board

1. Chair meeting of Faculty Advisory Board
2. Prepare agenda
3. Record minutes
4. Distribute minutes

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 homeroom periods are orderly

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.

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:

ADMINISTRATIVE

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. Assist Diocesan REACH efforts in attempting to enact School Choice Legislation
14. Lead the school's efforts to educate and solicit for monies for the Eastern Pennsylvania Scholarship Program.
15. Develop and distribute professional quality marketing brochures to prospective parents
16. Conduct all tours for prospective students and their families
17. Supervise all fundraising activities such as Extravaganza and the annual Magazine and Spring Fund Raising Drive
18. Develop aggressive marketing techniques to attract and recruit students
19. Convene a board of teachers to review all applicants' academic credentials to ensure proper placement
20. Coordinate all details of the 8th Grade Open House and Registration Liaison with feeder schools to ensure complete lists of students and participants in the parish CCD programs are contacted on a regular basis
21. Coordinate adult bonding activities that familiarize parents with the school

VI. CAMPUS MINISTER/COUNSELOR

1. Ensure each student has completed the required number of service hours prescribed in the HN handbook.
2. Ensure that each student fulfills his or her retreat requirement.
3. Serve on the liturgical planning committee that 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.

DIRECTOR OF COLLEGE COUNSELING AND ADMISSIONS

The Director of College Guidance and Admissions reports directly to the Principal. Below are the responsibilities of the individual in this position:

1. Provide a customized college-search meetings/interviews with every Holy Name student and their parents.
2. Review and edit college essays, conduct simulated admission interviews and interview training, etc.
3. Provide on-going support to HN students and families engaged in the college search and application process (via meetings, phone, email, etc) as needed.
4. Educate underclassmen and families on the college process via programming individual meetings, e-mail, phone conversations for underclassmen and families.
5. Perform continued research into all facets, current trends and best practices in college admissions and financial aid; as well as new programs and updates on college campuses.

6. Maintain and develop professional network of college admissions officers and secondary school counselors via phone, meetings, professional development workshops and seminars, professional electronic list-serve, professional journals and websites, etc.
7. Improve upon and develop new educational programming for Holy Name students and families.
8. Maintain College/Career Counseling webpage on HYPERLINK <http://www.gohnhs.org>. Create and distribute electronic newsletter. These primary communication tools are designed to keep HNHS students and families informed as to current trends, deadlines, scholarships and visit opportunities and other information pertinent to the college search process.

VII. LIBRARIAN

The librarian is a faculty position. The librarian is directly accountable and responsible to the Director of Studies. Below are the responsibilities of the individual in this position:

1. Organize all books and periodicals in accordance with proper library procedures.
2. Assist students as required with their research.
3. Ensure appropriate research databases are available for the faculty and the students.

FACULTY AND STAFF

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 that would supply the binding force for mutual respect and support.

The following is expected from each Holy Name teacher:

1. Arrive no later than 7:30 a.m., sign-in at the Main office and attend faculty prayer at 7:35 a.m.
2. Remain fifteen minutes (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.
3. Stand and pray at the beginning of each class period with the students.

4. To ensure accurate attendance is taken for every class and the names of the students who are not present and not on the online absentee list.
5. 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.
6. To be in the classroom when the bell rings and remain in the classroom for the entire period. 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.
7. 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 demerits.
8. To be present for all faculty meetings, department meetings, parent-teacher conferences, in-service days, Baccalaureate, graduation, retreats, etc., unless specifically excused by the Principal.
9. 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.
10. 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 into the trash receptacles in the hallway and the lights are turned off before you leave for the day.
11. Each teacher will have a collateral duty as assigned by the Principal and on the employment contract.
12. To substitute in the absence of another teacher, if requested to do so by the Director of Studies.
13. To call the Guidance Secretary by 6:15 a.m. if planning on being absent so that substitutions can be made.
14. Ensure that all failing progress report grades are preceded by a failure warning to the parent/guardian of a failing student. Teachers are encouraged to call parents/guardians or email them to inform the parents of their child's progress and to enlist their support in ensuring that the students passes the course.
15. All MMS student online grade books shall be kept 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. This should be updated a minimum of two times a week. Homework assignments shall be included in the online grade book information.
16. Ensure they are making adequate progress in their professional development program to stay abreast with current trends in education and also to ensure they have the requisite ACT 48 hours.
17. Ensure they have complete lesson plans for every class period and that the plans are submitted to the Department Chair.
18. Ensure there is a proper pass-down established for substitute teachers to include an up to date seating chart.
19. Submit all report card data to the Director of Studies on the due date as established on the school calendar. Comments shall be included for every student.

20. 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.
21. Ensure that all textbooks have book covers.
22. Teachers must return parent phone calls/e-mails within 24 hours.
23. Ensure that classrooms are quiet when any announcements are made on the school's public address system.

A. Department Chairpersons

Department Chairpersons report directly to the Director of Studies and have complete authority under 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 to the Director of Studies and the Principal.
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. Develop and implement 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. Responsible for the cleanliness and material condition of the departmental office.

12. Inventory textbooks and properly discard unused books
13. Review and approve mid term and final exams for all members of the department.
14. FACULTY ADVISORY BOARD: The department chairpersons, the principal, the Director of Studies, and the Campus Minister form the Faculty Advisory Board. The function of the Faculty Advisory Board is to help the Principal arrive at well-informed decisions concerning the overall well-being of the school. It will deal with all matters -- both academic and non-academic. This board meets monthly.

Homeroom Moderators

1. Proctors must be in the hallway at 7:40 to monitor the locker areas.
2. Ensure that the students are in the room when the bell rings. All other students are to be considered late and will require a pass from the main office.
3. Students are to be seated and attentive for prayers/announcements.
4. Attendance is to be entered on the computer, please wait several minutes before entering attendance:
 1. Sign into MMS teacher portal.
 2. Click on the attendance tab.
 3. Record absences*.

*Students who enter after attendance is taken must have a slip from the office where their attendance will have been recorded. If you make a mistake with attendance, you must notify the main office so that they can correct the error. Errors can only be corrected in the main office.

5. If students need to see other teachers or go the library, they need a written note/pass, or you need to call the other teacher to confirm.
6. A dress code check should be done every morning... when students stand for prayers is a great time.

9th Period Activity/Club or Study Hall Moderators

Activity moderators and study hall proctors shall be in their rooms/hallway by 1:55 p.m.

1. All students **must** be in their respective rooms by 1:55. Once in the activity room/study hall, all students must remain until the end of the activity period. No students are to go to their lockers during this time.
2. Students are to listen attentively and silently to announcements and prayers.
3. Roll should be taken at the beginning of the activity/study hall period and any students missing should be reported to the main office.
4. Moderators are to make sure that students are seated or actively engaged in an activity. No loud talking or disruptive actions are to be tolerated.
5. Students in study hall are permitted to use their I-pods or MC3-players.
6. No student is to be dismissed during 9th period without a written pass or a phone call from another adult.

Cafeteria Proctors

- A) Cafeteria Moderators should be prompt for duty and remain in the cafeteria at all times. Cafeteria proctors are responsible for every student assigned to the cafeteria period. Proctors are to circulate throughout the cafeteria making sure that students are well behaved and not bullying others.
- B) The following rules should be announced to students on the first days of school: **Students are to be in the cafeteria no later than five minutes after the change of class bell. Please do not admit any student to the cafeteria without a late slip after this time.**
1. Students must keep the cafeteria clean. They must pick up any papers or food, which may have fallen from the tables and discard items in the receptacles provided.
 2. The only lavatories to be used are the ones on the basement floor.
 3. Students may not leave the cafeteria without the moderator's permission.
 4. Students may not go to the library or any other place in the building without a written pass.
 5. Students are to sit at assigned tables and they must remain there.
 6. 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 to make sure that all trash has been removed and that the shades are at "half-staff."
 7. **Prayers are to be said 5 minutes before the end of each lunch period. Here is a suggested prayer:**

*We give You thanks, Almighty God,
for these and all Thy benefits,
Who lives and reigns forever, and
May the souls of the faithful departed,
through the mercy of God, rest in peace. Amen*
 8. ***Students are to remain seated and are not to be dismissed from the cafeteria before the dismissal bell rings. This must be everyday.***
 9. When dismissed, students should make sure their area is clean and they should push in their chair.
- C) After the first week of school, students' table choices should be final and the proctors should make a seating chart.
- D) Please be vigilant and get control from the start. This will set the tone for the entire year.

If you are the moderator, please set a deadline and adhere to it.

Responsibilities:

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. 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. Moderators are to make arrangements for:

Publicity
Ticket Sales
Decorations
Seating
Programs
Chaperones
Security
Maintenance and clean-up

Submit a financial report to the Principal's Office within one week of the event.
Clear all expenditures for the events with the Principal.

SUPPORT STAFF

TECHNOLOGY COORDINATOR

Reporting Functions: Reports to the principal

Job Function: To provide training and technical expertise in support of the school's technology program.

Duties and Responsibilities:

1. Assume a leadership role in developing and implementing the school's plan for instructional use of computers.
2. Instruct no more than two computer courses daily.
3. Work with teachers, and others who will help implement the school's technology plan.
4. Develop a school technology resource center to be used by school level technology leaders, teachers, and students. The resource center may contain hardware, software, courseware, and instructional support materials such as books, periodicals and journals, films, and videotapes. This center can also be a repository for specialty equipment which cannot be afforded for each teacher, classroom, or building.
5. Develop, implement, and periodically evaluate a school technology oriented in-service plan. The goal should be to help all teachers and school administrators become functionally computer-literate and learn their roles in accomplishing the school's technology plan. A school in-service plan needs to take into

- consideration workshops and courses available from a variety of sources, including those available online, from the Berks IU, and from local colleges.
6. Bi-weekly conduct after school technology in-service seminars for faculty members.
 7. Help the school to develop and implement plans for the acquisition and maintenance of hardware and software. Acquisition will likely involve going out for bids for necessary equipment at least once per year. The acquisition plan should take into consideration current use and availability of equipment at each of the schools to determine if relocation of equipment will provide a more efficient use of technologies.
 8. Perform maintenance to include routine preventive maintenance as well as more general repair and replacement.
 9. Ensure that the computers in all computer laboratories are turned off at the end of the school day.
 10. Ensure that security updates are completed on a minimum monthly to each school computer.
 11. Ensure that up to date email addresses are entered into the system for every faculty and staff member and all current students.
 12. Ensure the Server Room is kept clean and orderly. Old software should be properly discarded and unserviceable hardware should be properly recycled.
 13. Prepare certificates as needed for end of year banquets.
 14. Prepare the slideshow presentation for the Extravaganza.
 15. Establish an "effective life" for hardware and software, so that hardware and software that is no longer appropriate to use can be removed from service.
 16. Disseminate technology-related information to the faculty and staff.
 17. Work with faculty members to develop lesson plans and activities involving use of technology. Inform teachers of new technologies or software which may assist in developing concepts of content specific materials. Be aware of technology trends and possible futures of the field of computers in education.
 18. Remain technically competent. Continue to grow as a professional technology educator and as an educational leader. Be professionally active at regional or higher level meetings. Subscribe to technology-oriented educational publications and schedule regular time to read them. Keep apprised of changes in the technologies available and directions of future technology development.
 19. Manage the school's eRate program.
 20. Assist faculty and staff in dealing with minor technical issues in order to maintain a positive attitude among educators about use of technologies and avoid frustrations and fear of technologies by those teachers unfamiliar with them.
 21. Develop a cadre of student technology leaders who will help maintain the school's computer systems.
 22. Ensure Maintain a supply of spare parts to include one light bulb for each of the two different projectors in the classrooms.
 23. Hardware and Software Inventory. Maintain an accurate inventory of computer hardware and software that belongs to the school. Every piece of technology in the school should have an inventory code on it and it should be maintained in a database.

SECRETARIAL STAFF

School Secretaries

General Duties:

1. Correspondence for President, Principal, Director of Student Life, Director of Studies, and the Director of Institutional Advancement
2. Work with the Director of Student Life on the school activities which are published bi-monthly in a newsletter format.
3. Take care of the distribution of lists and memos to teachers.
4. Keep up-to-date files on students' names, addresses, parents' names, parishes, school districts, etc.
5. Type teacher contracts and teacher evaluations
6. Answer telephones
7. Provide service as needed to the teachers, students and visitors who visit the Main Office
8. Attend to the cleanliness and good order of the office
9. Maintain an accurate date file of all parent/guardian email addresses

Financial Duties:

1. Count money and prepare bank deposit slips
2. Arrange for cash boxes for athletic and other extracurricular activities
3. Handle petty cash disbursements
4. Process all requisitions and type purchase orders when needed for faculty and staff
5. Coordinate all aspect of the tuition collection program

Guidance/Studies Secretary

1. Handle administrative duties in the absence of the School Secretary
2. Coordinator of all bulk mailing

Guidance Responsibilities

3. Arrange daily appointment schedule for Guidance Director
4. Set up schedule for college recruiters
5. Coordinate requests for records of students, both entering and leaving Holy Name
6. Collate all scholarship and awards information

Studies Responsibilities

7. Assist in coordinating information for Iowa and PSAT Testing
8. Coordinate information on summer school and records of students who attend summer school
9. Coordinate the assignment of all substitute teachers as required

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 by 2:00 p.m. of the day before the announcements are made. 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 homeroom to the auditorium or gym, help seat them, and be seated with their students, in their assigned seating, to encourage the students proper behavior. Teachers without a homeroom will be assigned to sit with a homeroom during assemblies.

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 notified immediately. Substitutions will be made by the Guidance Secretary under the guidance of the Director of Studies.

In the case of illness, teachers must call the Guidance Secretary before 6:15 am to report that they will be absent. Additionally, they must e-mail the daily assignment to both the guidance secretary and the Director of Studies before 6:45.

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

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:

- Trash must be off the floors

- Trash cans shall be emptied at the end of the school day. Liners shall be installed in each trashcan

- Floors shall be swept at the end of each school day so that the students report to a neat and clean room homeroom

- Smudges and marks on walls shall be removed

- Whiteboard trays should be periodically cleaned so that they do not become filled with marker residue

- In the classrooms equipped with SMART Boards, the boards and the projectors should be turned off at the end of the day.

- Any marks on the floors shall be removed

- Desktops should be kept clean

- Nothing shall be placed on top of the classroom ventilators

- 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.

All computers shall be locked to the teacher's desk

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.

Due to the hazard of fires, there will be no burning of candles or incense in classrooms.

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 should be very careful about communicating with students online. Including students in a faculty member's Facebook, or online community website is not professional, leaves the faculty member open to legal action, and is strongly discouraged.

CONFIDENTIALITY

All messages, memos, marks and minutes of meetings are confidential and 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. Information regarding students is confidential and should only be discussed with personnel who may need information about that student.

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. Do not have students make copies. When copying, adhere to copyright laws.

DRESS CODE (Faculty and Students)

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. The following are established dress code requirements for administration, faculty, and secretarial staff:

All male faculty members must wear a tie each day. Dress shoes not sneakers shall be worn. Strong after-shave shall not be worn since some members of the staff and student body may be allergic to it.

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 Fridays teachers may opt to wear a school polo shirt. Dress shoes and khaki pants shall be worn during these Friday dress down days. Blue jeans are not permitted. On student dress down days, blue jeans are not permitted.

FACULTY LUNCHROOM

The faculty shall confine their eating to the Faculty Lunchroom. The use of the stove, refrigerator television, and microwave are for the staff's convenience. Staff members are asked to clean up after themselves 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:

Approval by the Department Chairperson and Principal at least one month before the trip.

Publish a list of students involved at least one week before the trip and distribute the list to all faculty members.

The list should include the teacher's name sponsoring the trip.

Faculty members who object to a student's participation should discuss this with the teacher.

Parental permission, in writing, is necessary for all students participating.

Permission forms are available in the Main Office.

An adequate number of chaperones for the size of the class (one chaperone for every 20 students) shall accompany the students.

An accurate absentee check is to be kept.

Students on the field trip are to observe the school dress code.

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:

Give at least one week's notice should an individual or organization require a cash box for an event.

This notification must be given on a requisition form.

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.

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.

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.

Ensure that students know the route to be taken when evacuating the building.

Be sure that students are aware that they are to leave the building **QUICKLY, IN SINGLE FILE AND IN SILENCE**

Ensure that your classroom is secure.

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.

Faculty members are to take their roll books with them in order to run a quick check that all students in their students are accounted for.

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. Teachers, 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 Thursdays, 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.

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 or greater than 100 is not to be recorded as a final quarter or exam 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. Special notices are to be sent to the parents to warn them of possible failures. The following guidelines are to be followed:

All parent-teacher conferences should be held at times other than during the teacher's class period. Should a parent request a conference, the teacher must schedule an interview within a week. Warning of possible failure must be sent three weeks prior to the end of the marking period. Reports will be issued on a quarterly basis.

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. Comments on report cards are required. Parents/guardians must be informed by a written failure warning via e-mail before any student is given a failing grade for a quarter, semester, or for the year. Teachers must return parent phone calls/e-mails within 24 hours.

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 MESSENGERS

No student should be out of homeroom without a pass.

While it is permissible to use students from the classroom as messenger within the school, and since students are not employees of the school, no faculty member is permitted to use students to run errands which that 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:

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.

The evaluation is to be made in accordance with the guidelines established by the Superintendent of Education for the Diocese.

The evaluation should be followed by a conference between the respective teacher and either the Principal, Director of Studies and/or Department Chairperson.

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 or make calls 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 an email, 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 before they are shown in class.

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.

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.

Copies of all mid-term and final examinations shall be given to the department chair for review and approval a minimum of 5 working days before each test is administered.

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. If at the end of the school year the teacher decides that a textbook has been destroyed by a student, the teacher shall immediately inform the principal and he will make a decision as to whether the student will be required to reimburse the school for the damaged book.

VISITORS

Visiting lecturers and observers should be approved by 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