

“Archbishop Bergan Catholic School
does not discriminate against employees on the basis of
race, color, disability, national or ethnic origin.”

The policies, procedures and expectations delineated within this handbook are intended for the use, guidance and adherence of all **Contracted** employees of Archbishop Bergan Catholic School. This handbook and all provisions shall not be construed to constitute a contract of employment. Archbishop Bergan Catholic School reserves the right to change any of the guidelines set forth in this handbook without notice when, in its sole discretion, Archbishop Bergan Catholic School believes it is necessary.

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<p style="text-align: center;"><u>MISSION STATEMENT</u></p> <p style="text-align: center;">“Archbishop Bergan Catholic School exists to instill a passion, as exemplified by Christ, for faith, knowledge and service.”</p>

INTRODUCTION

Welcome to Archbishop Bergan Catholic School. This institution has, as its goal, the teaching of the Gospel message of Jesus Christ. Through the efforts of the Catholic Church, St. Patrick's Parish has created this educational effort and supported its operation for nearly 100 years.

In that time, students have benefited from the focused instruction of hundreds of teachers. You are now a member of that effort. As with those before you, the challenge is to teach to the best of your ability, every student in your charge. To be a role model for this community is the greatest contribution you can make to truly "Teach As Jesus Did."

Archbishop Bergan Catholic School is undergoing changes that are part and parcel of all growing institutions. Change is a basic element of growth. Archbishop Bergan's effort to bring the most modern educational offerings to its students depends upon your efforts, your interest and your commitment. You are part of Archbishop Bergan Catholic School.

Catholic identity is integral to every concept of the school, not an added component. It is expressed in the daily experiences, teachings, and interaction of students, faculty, and administrators. It permeates the spirit and climate of the school. A culture such as this requires that all stakeholders have a responsibility, along with the children, to grow as lifelong learners.

Through its educational ministry, the school works together with the parents, who are the primary educators of their child, to assist the student in their faith journey, help them achieve a personal relationship with God, and develop his/her intellect to its full potential.

During your professional experience, we hope that you will experience growth, enjoy new friendships and develop your instructional skills.

Thank you for teaching our young people.

"The nature of the relationships among the adults who inhabit a school has more to do with the school's quality and character and with the accomplishments of its pupils than any other factor." (Barth 1984)

A PHILOSOPHY FOR TEACHERS IN CATHOLIC SCHOOLS OF THE OMAHA ARCHDIOCESE

Catholic Education in the Archdiocese of Omaha is an expression of the mission entrusted by Jesus to the Church he founded. Through education the Church seeks to prepare its members to proclaim the Gospel and to translate this proclamation into action. Especially "in Catholic schools, children and young people can experience learning and living fully integrated in the light of faith, because such schools strive to relate all human culture eventually to the news of salvation so that the life of faith will illumine the knowledge which students gradually gain of the world, of life and of mankind." (Sharing the Light of Faith, 232)

Parents are the primary educators of their children. They invite teachers in the Catholic school to share this responsibility, which includes the Christian formation of their children, as well as quality education. Teachers who accept this invitation "determine whether the Catholic school can bring its goals and undertakings to fruition". (Declaration on Christian Education, 8)

Parents rightfully look to teachers as persons whose faith is living, conscious and active: "The integration of religious truths and values with the rest of life is brought about in the Catholic school not only by its unique curriculum, but, more important, by the presence of teachers who express an integrated approach to learning and living in their private and professional lives." (To Teach as Jesus Did, 104). Teachers are expected to know the teachings of the Church and to reflect Gospel values and the Christian tradition in their lives.

The teacher in the Catholic school accepts and supports the on-going building and living of a Faith Community, not simply as a concept to be taught, but as a reality to be lived in worship, service and interpersonal relationships. He/She assumes the responsibilities that are integral to continued growth in building community within the school. The teacher also fosters an atmosphere for the development of a faith commitment by the students and leads them to a sense of mission and concern for others.

Appropriate ceremonies by which the community can express publicly its appreciation for teachers and their role in the educational ministry of the Church are encouraged.

The Catholic schools, those who teach in it and the community it serves must have an effective commitment to academic excellence. This is a sacred duty owed to the children being taught, to the parents who entrust them to the care of the teachers, and to society as a whole.

The dedication of the teacher to the profession of teaching requires continuation of study, preparation of lessons, participation in activities intended for faculty growth and acceptance of specified responsibilities in the school. The teacher demonstrates competency in his/her area of the curriculum and understands the principles of human growth and development. The administrator understands the principles of human growth and development. The administrator assists the teacher by providing professional leadership, particularly through supervision of instruction.

The Church is bound to give witness to justice. She recognizes also that anyone who speaks to people about justice must first be just in their eyes. The school community assures the right of teachers to be treated fairly. It strives, by every means possible, including principles of development, to provide teachers a livelihood appropriate to family, personal needs and professional standing.

The entire school community, working together, accepts the challenge and responsibility of providing quality Catholic education in the Archdiocese of Omaha.

"Our call now is to all who see with undimmed sight this same apostolic responsibility as their own and will join in carrying out this commitment of handing the faith to the next generation, not merely preserved, but more glorious, more efficacious, more valued by those who in their turn will take up the charge to "go and teach". (Teach Them, V).

Approved by Omaha Archdiocese Board of Education January 1981

STAFF EXPECTATION STATEMENT

The staff at Archbishop Bergan Catholic School exists to assist students in achieving success. The choices made by each staff member affect everyone's chances at experiencing success. All individuals will be held accountable and disciplined for decision making that may have a detrimental effect on the reputation, character, image, or integrity of St. Patrick's Parish and Archbishop Bergan Catholic School. It is the expectation that staff members practice sound judgment as to not commit any conduct that may be considered unbecoming of an employee of Archbishop Bergan Catholic School. The school community holds the employees of Archbishop Bergan Catholic School to a high standard of excellence.

ACTIVITY PERIOD EXPECTATIONS

Staff members are expected to supervise their assigned students during activity period/ HOUSE meeting time. Students are expected to be engaged in the following activities during this time.

- 1) HOUSE activities
- 2) Sports/ Club/ Organization meetings

If students are not at meetings or participating in HOUSE activities they must be completing one of the following:

- 1) Studying for assigned classes or completing assigned coursework
- 2) Receiving prearranged additional assistance from their instructors
- 3) Using technology in the library to support coursework

Students that are not taking advantage of Activity Period will be considered as disrupting the learning environment and will be subject to disciplinary action.

ADMINISTRATION

THE PRINCIPAL is the chief administrative and supervisory office of the school, and as such, serves as an ex-officio member of the Board of Education. The Principal is the official representative and spokesperson of the school and is the administrator primarily responsible for assuring the policies enacted by the school board and Omaha Catholic School's Office are put into action.

THE PASTOR of the parish is the official delegate of the Bishop in the “teaching mission” of the Roman Catholic Church. The Administration, Board of Education, Faculty, and Staff work under the supervision of the Pastor of the parish. The Pastor serves as an ex-officio member of the Parish Council and as ex-officio member of the parish Board of Education.

THE ARCHBISHOP BERGAN SCHOOL BOARD OF EDUCATION is an advisory committee to the Pastor and Principal. The Board of Education is responsible for the formulation and development of policies of the school. The Board of Education is comprised of ten members plus two ex-officio members. The Pastor enacts policies, and the Principal implements them. Individual matters of resolution of specific problems after the fact are not matters to be handled by the Board of Education, but are the responsibility of the Principal. We are most appreciative of the time and effort expended by these people on behalf of our school.

<p>The image of the school is projected in every printed, written or spoken word. Please be conscious of this in all publications, interviews, appearance and conversations.</p>
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Archbishop Bergan Catholic School (PreK – 12) commits to recognizing the individual learning styles and abilities of each child. As a result, the school strives to provide a program that extends beyond the State and Archdiocesan standards. A differentiated curriculum that promotes creative and critical thinking skills, increases student self-esteem, and enhances a sense of personal competence and Catholic responsibility. The core curriculum includes: Language Arts, Math, Social Studies, Science, and Theology. Teachers are expected to follow the standards and curriculum.

ARCHDIOCESE BACKGROUND CHECK AND TRAINING

Archbishop Bergan Catholic School requires all personnel and volunteers to have a background check and to have attended the Child Protection Safety Class provided by the Omaha Archdiocese for the safety of our students. You cannot be involved with students until you have the background check completed and have plans in place to take the next child protection safety class.

ASTHMA OR ANAPHYLAXIS PROTOCOL

Occasionally, a student's parent or guardian will request that the student be allowed to self-manage his or her asthma or anaphylaxis condition while at school during school-related activities. In such instances, the school will adhere to the following steps:

1. Require and receive a written request from the student's parent or guardian that the student be allowed to self-manage his or her asthma or anaphylaxis condition.
2. Develop, with the student's parent or guardian, along with the student's physician, an asthma or anaphylaxis medical management plan for the student for the current school year. This plan must:
 - a) Identify the health care services the student may receive at school relating to such condition;
 - b) Evaluate the student's understanding of and ability to self-manage his or her asthma or anaphylaxis condition;
 - c) Permit regular monitoring of the student's self-management of his or her asthma or anaphylaxis condition by an appropriately credentialed health care professional;
 - d) Include the name, purpose, and dosage of the prescription asthma or anaphylaxis medication prescribed for such student;
 - e) Include procedures for storage and access to backup supplies of such prescription asthma or anaphylaxis medication; and
 - f) Be signed by the student's parent or guardian and the physician responsible for treatment of the student's asthma or anaphylaxis condition.
3. The medical management plan must be kept on file at the school.
4. The student's parent or guardian must sign the attached Release and Indemnification form before the student is allowed to self-administer his or her asthma or anaphylaxis medication.
5. Once the medical management plan is in place, the student shall notify the Principal (or, in the Principal's absence, the School Secretary) when the student has self-administered prescription asthma or anaphylaxis medication to be used according to the plan.
6. Once the medical management plan is in place, the student shall be allowed to self-administer his or her asthma or anaphylaxis medication on school grounds, during any school-related activity, or in any private location specified in the plan.
7. If the concerned student uses his/her prescription asthma or anaphylaxis medication other than as prescribed, he or she will be subject to discipline and his/her parent or guardian will be notified; however, the method of discipline shall not include a restriction or limitation upon the student's access to asthma or anaphylaxis medication.

Students with Severe Allergies

All Schools should consider implementing procedures for student who have been diagnosed with life-threatening allergies. The specific procedures to be implemented may depend on the ages of the affected students, the severity of the allergies, and the number of students who have such allergies. Set forth below is a non-exhaustive list of guidelines which a school may want to consider in implementing its own policy for assisting students with severe allergies:

1. School personnel should be trained on proper Epi-Pen injection techniques.
2. Parents/students must provide a minimum of one Epi-Pen for school or student use.
3. Epi-Pens should be stored in a light-free location.
4. If a student is five years of age, the Epi-Pen must be stored in the school office. All staff members must be informed where the Epi-Pen is located and be able to obtain it in the event of an emergency.
5. If a student is five years of age, or older, the student may be permitted to carry an Epi-Pen provided the student has been properly trained to carry and/or administer.
6. If requested by a parent or guardian of a student, there must be an allergy-free table in the cafeteria for use by students with life-threatening allergies.
7. If requested by a parent or guardian, there must be an allergy-free computer (or more, if necessary) for use by students with life-threatening allergies.
8. The teachers in classrooms of students with life-threatening allergies should educate the other students and their parents about the allergy, should require the use of hand wipes by all students following lunch (if requested by a parent or legal guarding), and should request that all classroom treats be free of allergy-producing products.
9. A nebulizer should be available on school grounds for use in the event a student has an allergic reaction.
10. If a student has an allergic reaction, the school must first administer to the student, call 911, and then call the student's parents or legal guardian.
11. The parents or legal guardian of a student with a life-threatening allergy may be requested to provide a box of snacks free of allergy-producing products to be available in the classroom as needed.

RELEASE AND INDEMNIFICATION AGREEMENT

(Self-Administration of Prescription Asthma or Anaphylaxis Medication)

_____ hereby acknowledge that _____
(Name of Parent or Guardian) (Name of School)
(including school's employees and agents) is not liable for any injury or death arising out of the self-management by _____ of his/her asthma or anaphylaxis condition and I hereby
(Name of Student)
indemnify and hold _____ (including its employees and agents) from any
(Name of School)
claim arising from the student's self-management. In the event that _____ injures
Name of Student
school personnel or another student as a result of misuse of the prescription asthma or anaphylaxis medication or related medical supplies, the undersigned shall be responsible for any and all costs associated with the injury.

Date

Parent or Guardian

AUDIO/VISUAL TECHNOLOGY

Remember that only age appropriate movies are allowed to be shown in the classroom. DO NOT show movies, filmstrips, etc. unless they are used to enhance curriculum. Use good judgment in choice and number of selections. If any AV equipment needs to be repaired, contact the Media Specialist.

ATTENDANCE – Student

School attendance is taken during Morning Meeting for Elementary students. MS/HS attendance should be taken each period. Students arriving late to school need to check in at the office before entering the classroom. Please refer to the attendance section in the Family Handbook for the policy on student attendance and tardies.

ATTENDANCE – Teacher

Teachers are required to be in the school building by 7:45 a.m. Teachers must supervise the dismissal of students. All teachers are expected to be available in their rooms until 3:40. All teachers must remain on school premises until at least 3:45 p.m. Preschool staff is required to be in the school building by 8:00 a.m. Preschool and Elementary staff are invited to attend Morning Prayer at 7:50 a.m. in the Chapel. Preschool staff must supervise the arrival and dismissal of students and remain on school premises until at least 3:00 p.m. Permission to leave the premises during these hours must be given by the administrator. Lunch and planning times are also a part of the teacher work day. Absences during this time must be cleared with the

Administrator as well. All staff members are required to attend all school liturgies, faculty meetings, assemblies, in-services/trainings, parent teacher conferences, and any other activities which may be required by the Administration.

If a teacher is ill, ELEMENTARY TEACHERS should notify the ELEMENTARY SECRETARY and MS/HS TEACHERS should notify the MS/HS ADMINISTRATIVE SECRETARY by 7:00 a.m. The teacher should have an up-to-date sub folder that contains an explanation of classroom rules/procedures, daily schedule (elementary), class list, seating chart, lesson plans and additional class activities.

ATTENDANCE - Grading the Absent Student

Students will be given a maximum of two days to make up work for each day of excused absence. Extenuating circumstances will be considered. If a student is absent on an announced test day or quiz day, and was in attendance the previous day, the test or quiz must be made up on the day that the student returns to school unless the teacher chooses to make other arrangements.

- a. Only the teacher may extend this deadline due to extenuating circumstances (i.e. extended illness, a funeral in the family, etc.).
- b. The student is responsible for obtaining any missed notes, review sheets, etc. before returning to take the test or quiz.
- c. Students on Out-of-School Suspension may contact instructors before or after school to get assignments. Completed work may be turned in at that time.

ATTENDANCE

Attendance is to be taken by the teacher **each** period and recorded on the computer. **Lunch count is to be taken first period and entered on the computer by 8:15 a.m.** If a student is tardy for class, he/she is not to be admitted to class without a pass from the office. Students absent the previous day shall be denied admittance into first period class without a permit slip from the office.

- * Students missing class because of extracurricular participation will be listed on a group absence form that will be circulated to the staff by the activity sponsor. Students will not be allowed to participate in the activity if any teacher withholds permission.
- * Only dismiss students from your class to carry on other projects when authorized by the principal.

AWARDS

Sports awards will be handed out at the end of each sport season. A banquet for each individual season will be held at the end of the season. Other awards will be handed out at the Honor's Night at the end of

the school year (class awards and awards for organizations in the school, as well as scholarships).

ST. PATRICK'S/BERGAN Pre-K - 12 EDUCATION - a total parish effort.

The Bergan building serves all ages of young people. On Wednesdays, elementary students will use the facility. Be aware that space and materials will be used by our Religious Formation Department. All instructors and their efforts are to be treated with respect and encouragement.

BULLETIN BOARDS

Bulletin boards exist to promote our school to our students and outside visitors. Any sponsor or teacher may place articles in the boards for the good of the school. All messages should be educational and informative. Seek ways to display student projects. Teachers are encouraged to work with one or two students from their classes each month to get input from the students.

BULLETINS

MS/HS Student Daily Announcements

If an individual teacher wants an announcement made, write out the announcement in the notebook for announcements in the MS/HS office or enter the message directly through the computer. Please do so for the morning bulletin by 8:00 a.m. The bulletin will be typed by 9:00 a.m. STUDENTS SHOULD NOT BE SENT BY A TEACHER TO WRITE AN ANNOUNCEMENT.

FACULTY ANNOUNCEMENTS

All announcements for the faculty bulletin should be e-mailed to the High School Student Services secretary by 9:00 a.m. for publication that day. Teachers are encouraged to use the bulletin to inform each other of current events.

CLASSROOM SUPERVISION

According to Nebraska State law, teachers are required to be in the classroom when children are present. If you must leave your classroom, please notify a teacher near by or the principal and request that he/she supervise your students. Make-up tests, correcting tests, etc. must not lead to sending students to unsupervised areas. In the school setting, the primary responsibility for student behavior lies with the teacher. The way a student conducts himself/herself in relationship to others should, at all times, be respectful, courteous, and reflect our Catholic Christian values and morals.

CLASSROOM DISCIPLINE

Teacher's expectations will be explained to the students the first weeks of school. The classroom teacher will handle most inappropriate behaviors. Consequences will vary depending upon the frequency and

seriousness of the violation. More serious inappropriate behaviors will be brought to the attention of the Principal or Assistant Principal.

CLASSROOM MANAGEMENT

- Students are not allowed to have food, beverages, or gum in the computer labs or the library at any time. These items are not allowed in classrooms with the exception of bottled water with a lid.
- Be aware of repairs that are needed in the building and classroom. Repair requests should be made in writing and given to the custodial manager as soon as the problem is discovered.
- Speakers and visitors in the classrooms are encouraged. You must remain in the classroom with the guest. Please make the office aware of when you are planning to have a guest in the building.
- Windows are to be locked and closed, lights shut off and doors locked at the end of each day.
- Please keep in mind classrooms will be used for Religious Formation on Wednesday evenings.
- Do everything you can to help keep our buildings clean.
- Classroom rules should be posted in the room.

COMMUNICATION

- Notify parents of academic matters, positive happenings, and discipline problems.
- Work with other teachers as much as possible
- Be responsible for forms to be distributed to students and parents when required by the administration
- Communicate instructional or curricular related problems to the principal
- Complete grades, report cards, and cumulative records
- Do all that you can to emphasize and exemplify the Catholic Faith
- Represent Bergan Catholic School in a positive manner (including social networking)
- Each teacher has for his/her use a computer for educational purposes. Teachers are expected to check their e-mails/sycamore at least twice a day for messages and other information, as our computer system will be one of the main ways of communication in our school.
- Teachers are expected to respond to e-mails/pass a notes in a timely manner
- Students are to address teachers as Fr., Mr., Mrs., or Ms.
- Teachers will be expected to send out a weekly newsletter to their student's parents every Friday. This note is to go out via internet unless the parent has requested otherwise.
- All communications must be proofread for punctuation and sentence structure. All communication sent home to a group of students and/or parents must have a copy sent to the office. Teachers are

expected to use their discretion if approval from the principal is needed before sending the information home.

CUMULATIVE FILES

Teachers are responsible for all information required to update a student's cumulative record. These records are confidential and should not be viewed or updated by anyone other than the student's teacher. Please take a few minutes at the beginning of each school year to view your students' records and note any special needs. Any special testing or correspondence included should be read and recommendations noted. **IMPORTANT!** Cumulative folders should be kept in the office unless specific arrangements have been made with the office. The following pieces of information should be in the cumulative folder:

- Admissions folder
- Sacramental records
- Grade reports
- Attendance
- Personal and social development
- Photo
- Diocesan assessment / DRA / BRI scores
- Terra Nova scores
- Other information agreed upon by teachers, parent, and principal. (i.e. written paragraph)

CRISIS TEAM

Composed of counselors, staff and administration, the Bergan Crisis Team will convene in the event of an occurrence which directly or indirectly causes emotional trauma to the Bergan school membership. The functions of this team are described in detail in the Crisis Team procedure available in the administrative offices.

CRISIS PLAN

The school crisis plan is distributed by the administration. Read it carefully. Inform the administration immediately if you become aware of a crisis situation. If you are unsure of the seriousness of the situation, inform the administration.

DRUG/SMOKING POLICY

Faculty are expected to set good examples for the students and Archbishop Bergan Catholic School. This is a drug-free and smoke-free work place. Smoking or the use of any tobacco products is not permitted in

the school buildings, on school grounds or in school vehicles.

EARLY DISMISSAL PROCEDURES

If school is dismissed for any emergency situations (e.g. a snow storm), all extracurricular practices will be canceled. Only through special permission from the Administration can we deviate from this procedure.

EMERGENCY DRILLS

CODE GREEN

Upon hearing this call over the intercom, teachers and students are to exit their classroom and the building in an orderly fashion. Elementary students and staff will reunite at St. Patrick's Church. MS/HS students and staff will reunite at St. Patrick's Auditorium.

CODE RED

Upon hearing this call over the intercom, teachers are to close their class doors, retaining all students until notified by the "all clear" announcement.

Fire Drill

State law requires that the school practice fire drills.

The order for fire drills is to be posted in each classroom according to the escape plan for the buildings listed below:

Bergan MS/HS Building

LIBRARY, ROOMS 101-

Go out classroom door to the left. Exit building through the 4th Street door and proceed west (left) down the sidewalk.

ROOMS 102, 103-

Go out classroom door to the right. Exit building through the 4th Street door and proceed west (left) down the side walk.

ROOMS 104, 105, 106-

Go out classroom door to the left. Exit building through the Clarkson Street door, cross the street and proceed north to driveway.

ROOMS 200, 201, 202, 204, 205-

Go down the front stairs through 4th Street doors, and proceed west (left) down the sidewalk.

ROOMS 206, 207, 208, 209, 210, 211-

Go down the back stairs, out Clarkson Street door, across Clarkson Street.

GYM-

Exit the southeast gym door, cross 3rd Street at the Clarkson Street crossing and wait across the street south of the gym.

Elementary Building

In case of fire: Kindergarten, 1st and 2nd grade go out their wing doors to the end of the parking lot. 3rd, 4th, 5th, and 6th go out their wing doors to the end of the parking lot. Music and PE go out the back doors and around to the parking lot. Library and Preschool go out the front doors to the parking lot.

The following procedure is to be followed:

- * close windows, door and turn out lights
 - * follow the route posted in each room
 - * proceed in an orderly fashion to your assigned exit
 - * walk quickly, but do not run
 - * hold main doors open (first two out)
 - * leave the building during a drill (everyone)
 - * make special precautions for handicapped students
 - * take your grade book and check the class list to be certain entire class is out of the building
- * Please remind the students to stay off of neighborhood lawns.

CODE BLACK/ Extreme Weather/Tornado Drill

The tornado alarm will be an announcement over the P. A. System. When the alarm is sounded, students are to walk quietly to the designated shelter. Bergen MS/HS students should follow these steps: Rooms 104, 105, 106, 206, 207, 208, 209, 210 and 211 are to go immediately to the locker rooms at the North end of the gym. Rooms 104 and 105 will use the gym doors for access and the upstairs students will use the hallway by the art room. FOLLOW TEACHER INSTRUCTIONS. Students from the Media Center, rooms 101, 102, 103, 200, 201, 202, 204 and 205 are to report to the Administrative Offices. Remain in the shelters until further directions are received.

Bergen Elementary students should follow these steps: Kindergarten and 1st grade go to the K-2 girl's restroom. Combo and 2nd grade go to the K-2 boy's restroom. 3rd and 4th grade go to the 3-6 girls restroom. 5th and 6th grade go to the 3-6 boys restroom. Preschool will go to their restroom. Music, PE, Art and Library will take the students they have to their wing and the classroom teacher will meet them and go to the restroom for their class.

Bus Evacuation Drills

1. One helper should go out each exit door.
2. The helpers should offer an extended hand to steady alighting passengers. The second student through the emergency door should hold the door open as wide as possible.
3. Students should walk carefully away from the bus to a safe place clear of traffic, and remain in a group.
4. Drills will be conducted twice a year.

CODE ORANGE/ Bomb Threat

In case of a bomb threat during school hours, the following procedure is to be followed:

1. Students will be notified on the public address system to take their books with them at the fire bell signal.
2. At the fire drill signal, students should leave according to regular procedure and stand by for further information.
3. After the school building is cleared, teachers will be given notification to take the students to St. Patrick's Auditorium or to the church building.
4. Teachers are to remain with their students and supervise.
5. These instructions must not be discussed with students.

Office procedures in the case of a bomb threat:

1. Call Fremont Police (911).
2. Note time call was received.
3. Announce that students should take their books and follow fire drill procedure.
4. Send students to auditorium or church.
5. Search building.

EXAMINATIONS AND GRADES

The grading system for achievement and effort is explained on the report cards for each grade level. Teachers may use the Sycamore program for grading. Grades should be entered regularly and kept up to date. Grades viewable via Sycamore must be updated weekly.

It is understood that grade books are being kept electronically. It is expected that all staff will maintain their grade books, and keep lesson plans current and available, to be accessed by our families online. Teachers are expected to keep a backup on a weekly basis.

1. The meaning of grades should be clear and consistent from year to year and from teacher to teacher. The teacher should explain his/her method of grading at the beginning of each semester.
2. Teachers should inform students at the beginning of the course how they are being evaluated through a current course syllabus.
3. High School teachers must give a semester examination unless excused by the administration. The reasoning for semester exams is that they help prepare the students for college examinations and they aid in long term retention.
4. When a student is suspended from school he/she should be graded as follows:
 - a. For out-of-school suspensions, it will be the student's responsibility to obtain all assignments from each teacher before or after school on the days of suspension.
 - b. All work must be turned in when the student returns to class or per teacher instructions. Students on out of school suspension may contact instructors before or after school on suspension days. Assignments may be turned in at that time for credit.
5. Students will not receive a grade for work due during time missed while truant.
6. Parents and students have the right to discuss their child's academic record by appointment at any time. Parents shall be notified that their child has a failing/near failing mark.

Grading Scale

SUPERIOR

A+ (100-97)	4.0	A (96-95)	4.0	A- (94-93)	4.0
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HIGHLY SATISFACTORY

B+ (92-91)	3.5	B (90-88)	3.0	B- (87-86)	3.0
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AVERAGE

C+ (85-84)	2.5	C (83-80)	2.0	C- (79-78)	2.0
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BELOW AVERAGE

D+ (77-76)	1.5	D (75-73)	1.0	D- (72-70)	1.0
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FAILURE

F (below 70)	0.0
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Pass/Fail

Pass/fail grades may be given in those instances where the course objective is based on job or activity performance. Variable credit is allowed with administrative approval. It is the responsibility of the teacher to clearly define the course expectations and to supervise student performance. Any course graded by P/F

must be approved by the administration.

Incompletes

The student has three weeks in the next grading period to complete the work on an "I" (incomplete). If it is not completed during that period the "I" becomes an "F" and no credit is allowed unless the administration decides that there are extenuating circumstances.

- At the end of the school year, arrangements must be made, to the teacher's satisfaction, to remove any remaining incompletes within one calendar week.

EXTRA-CURRICULAR RESPONSIBILITIES

Extracurricular activities shall be defined as any school sponsored activity that involves participation in non-graded, competitions, contests, and performances. Those activities that require student participation as a partial fulfillment of academic course work expectations are not considered extra-curricular.

Supervision

1. The sponsor or moderator of an activity or organization should be present at every meeting and activity of that organization. If that is not possible, the meeting should be cancelled unless arrangements can be made for a substitute sponsor to be present.
2. The moderator of an activity must supervise any project for their group or make other arrangements with the principal.
3. At out-of-town activities, the sponsor should give students clear directions and boundaries. All students must be transported to the activity on school transportation. With written permission, they may return with their parents.
4. The school and the teacher assume the responsibility of proper supervision and are legally responsible for the welfare and safety of the students under their care.
5. The moderator is responsible for arrangements necessary for meetings or activities. This means placing the room in order afterwards. Teachers should always be the last one out of the building and should be sure doors are locked and lights out.
6. Meetings and practices should begin and end on an announced schedule. Others depend on our being prompt.
7. Supervisors should remain with their students until all are picked up by their parent/guardian.

Scheduling Activities and Professional Courtesy

1. If a group plans a special event that will require some of the facilities of the school, the office should be informed of this event sufficiently in advance to avoid conflicts. Gym activities require

ample notice. The use of St. Patrick's Auditorium needs to be scheduled through the Parish Office and the senior high gym through the Activities Director/Principal. Events not requiring school facilities must also be cleared through the Activities Director/Principal. Events in the Elementary Gym should be cleared through the Elementary Office.

2. When students are going to be absent for part of the school day in order to attend a school sponsored event/activity, a group pre-absence form with a complete list of the students participating must be turned into the office by the activity sponsor preferably one (1) week in advance.
3. When you schedule any activity which will take students out of another teacher's class, check with administration, then please use the faculty announcements to forewarn everyone.
4. All assemblies need to be approved by the administration at least two weeks in advance.

Transportation

1. If a bus or van is needed for transportation a request form must be presented to the administrative secretary no less than one week prior to the date needed. Request forms are available through the office.
2. Each bus must have a sponsor in attendance other than the driver.
3. Students should be aware of the following regulations before leaving on the bus:
 - a. Know times and location of departures.
 - b. Report to the proper authorities when student misses the bus/van (applies to student and sponsor).
 - c. Gain permission from sponsor to leave general activity area.
 - d. Make arrangements with parents concerning any necessary transportation to the home.

Student Participation

1. While extra-curricular activities exist for the good of students, undue pressure should not be placed upon students to participate. The choice should be theirs. Teachers should strive to avoid conflicts by checking the master schedule and communicating with other sponsors and the administration as far in advance as possible.
2. In case a student is participating in two or more activities and a conflict in scheduling for the student arises, the following criteria will establish priority:
 - a. Contest or performance takes precedence over practice.
 - b. The student should make the decision as to the activity in which he/she will be participating if two contests or performances are scheduled at the same time and day.

FIELD TRIPS

Field trips are intended to enhance curriculum and should be selected carefully. All field trips will need to be approved by the principal. A field trip form must be completed. Upon approval, contact the high school administrative secretary to arrange for transportation. Field trips are privileges afforded to students, not absolute rights. Students may be denied participation if they fail to meet academic or behavior requirements. Please call upon parents to chaperone when necessary. If there is room, parents may ride on the bus. Only Bergan students are allowed to ride on the bus; and attend the field trips. If a parent requests that they provide transportation for their child in their own vehicle, no other students may ride with them.

Permission slips from parents are required. The sponsor must have a cell phone with them and a list of students given to the student services office before leaving the building.

Field trips outside the state of Nebraska must be approved by the school board and the principal one month before the trip. Permission slips from parents are required to be completed and handed in. The sponsor must have a cell phone with them and a list of students given to the student services office before leaving the building.

FAMILY MEDICAL LEAVE ACT

1. Family and medical leave (or what is commonly called “FMLA” leave) is a type of unpaid leave. In accordance with federal law, Archbishop Bergan Catholic School of Fremont provides FMLA leave to eligible employees for any of the following reasons:
 - A. Because of the birth of your child,
 - B. Because a child is placed with you for adoption or foster care,
 - C. To care for your spouse, son, daughter, or parent, if he or she has a serious health condition,
 - D. For your own serious health condition that makes you unable to perform your job,
 - E. Because of a qualifying exigency arising out of the fact that your spouse, son, daughter, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation, or
 - F. To care for a spouse, son, daughter, parent, or next of kin who is a member of the Armed Forces and is undergoing medical treatment, recuperation or therapy, is in outpatient status, or is otherwise on a temporary disability retired list.

2. You are eligible for FMLA leave if all of the following criteria are met: (a) you have been employed with Archbishop Bergan Catholic School of Fremont for at least twelve months, (b) you have performed at least 1,250 hours of service for Archbishop Bergan Catholic School of Fremont during the previous twelve months, and (c) there are at least 50 employees of Archbishop Bergan Catholic School of Fremont within 75 miles of your work site.
3. Under the FMLA, you may take up to twelve weeks of unpaid FMLA leave in a twelve month period. (However, you may take up to 26 weeks of unpaid FMLA leave during a single twelve month period to care for a spouse, son, daughter, parent, or next of kin who is a member of the Armed Forces and is undergoing medical treatment, recuperation or therapy, is in outpatient status, or is otherwise on a temporary disability retired list).
4. The twelve month and 24 month periods are usually not measured on a calendar year basis, but on a rolling basis and retroactively from the date you use any FMLA leave.

Example: John doe requests FMLA leave for June 1 and June 15, 2008, under the federal law permitting twelve weeks of FMLA leave in a twelve month period. He is ineligible for unpaid federal FMLA leave on June 1 if he has taken twelve weeks of FMLA leave in the one-year period that ends June1, 2008. He is ineligible for unpaid federal FMLA leave on June 15 if he has taken twelve weeks of FMLA leave in the one-year period that ends June 15, 2008.

5. You may request FMLA leave to be taken all at once, intermittently, or through a reduced work schedule.
6. Eligibility for FMLA leave for the birth or placement of a child expires at the end of the twelve month period that began on the date of the birth or placement.
7. To assist your supervisor in arranging work assignments, we ask that you give him or her as much advance notice as practicable of your need for FMLA leave. If you request FMLA leave for medical reasons, we may ask you to provide medical certification to the Finance Office.
8. While on FMLA leave, your benefits (e.g., health insurance, etc.) continue as they do during any period of paid leave. You will continue to be responsible for your share of any insurance premiums during any period of leave. At the conclusion of a period of FMLA leave, you are entitled to be reinstated to the same or an equivalent position provided you return to work.
9. In some cases, you may use (and may be required to use) paid leave in place of unpaid FMLA leave. For example, you may use (and may be required to use) any accrued, paid annual, personal, and maternity/paternity leave in place of unpaid FMLA leave for the birth, adoption, or placement of a child. Similarly, you may use (and may be required to use) any accrued paid

annual, personal, or sick leave in place of unpaid FMLA leave if you have a serious health condition or to care for a child, parent, or spouse with a serious health condition. Under such circumstances, paid leave counts against your FMLA entitlement.

10. Your employer will not discriminate against any employee as a result of the approved use of any leave or a proper request for leave. Requests for leave, including FMLA leave, will be considered without regard to race, color, national origin, sex, age, or disability status. Employees who believe discrimination has occurred in the administration of leave should at once alert the Business Office so that appropriate action can be taken.
11. The Business Office can provide additional information and answer any other questions you may have about FMLA leave or other employee benefits.

FULL TIME EMPLOYMENT

Certificated Staff is considered full time when their assignment is equivalent to six periods per day.

FUND RAISING

Any fund raising activity which will take place within the school or outside of the school facilities will need administrative approval.

PERSONNEL GRIEVANCE

Archbishop Bergan Catholic School's Personnel Policies and Procedures are intended to promote equitable treatment of all employees. The succession of persons with whom the employee should discuss any grievance is:

- a) Principal; and
- b) President

If a complicated individual problem arises and requires more than a limited discussion with the Principal, the employee will, in writing, delineate the grievance and submit it to the Principal who will forward it to the President for a final review.

HALL DUTY

Teachers will be on Hall Duty/Dismissal Duty for a minimum of ten minutes before the start of the school day and ten minutes at the end of the school day. Be visible standing outside the doors of your classroom is a practice that is expected of all school staff.

HOMEWORK

Homework is an essential part of any school program. Appropriate homework assignments will be given according to the grade level of the student. Homework assigned will correlate with material covered in the classroom. It is important for all children to understand the importance and value of homework, however, please consider the circumstances under which the child must do his/her homework and make allowances. Homework should be collected when due, checked, and returned in a punctual manner.

If a child has been ill, the responsibility rests with the child to check with the teacher concerning assignments that have been missed.

HOT LUNCH PROGRAM

Staff members are allowed to eat at the school's cafeteria. Instructors are billed at one half the federally set price for an adult lunch. Teachers may be asked to help with lunchroom supervision. Lunch is an instructional as well as social time for students. Lunch supervisors should engage the students in appropriate conversations, encouraging them to work on speaking skills and the Keys of Excellence at the elementary level.

TECHNOLOGY USE POLICY

Archbishop Bergan Catholic School of Fremont

1. Access to the Internet must be related to the user's work responsibilities, for the purpose of education or research, and be consistent with the educational and religious objectives of the school.
2. The use of the Internet is a privilege, not a right, and inappropriate use, whether in school or outside of school, will result in a cancellation of those privileges, disciplinary action (up to and including suspension or expulsion) and/or appropriate legal action. Whether the use is considered inappropriate or violates this policy is a matter within the discretion of the Principal, and his or her decision is final.
3. Use of technology, for educational or social reasons, must be consistent with the educational and religious objectives of the school.
4. Some examples of unacceptable uses of the Internet or technology are:
 - a) Using technology for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state law;
 - b) Unauthorized downloading of software, regardless of whether it is copyrighted;

- c) Invading the privacy of individuals;
- d) Using another user's password or account;
- e) Using pseudonyms or anonymous sign-ons;
- f) Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, or sexually-oriented, threatening, racially offensive, harassing, or illegal material or other information and/or materials that are inconsistent with the objectives and/or teachings of the School.
- g) Engaging in abuse of technology. This includes communications, in or outside of school, by personal computers, social networking sites (including, but not limited to, Facebook, Twitter, and MySpace) or Electronic Communication Devices (ECD's) such as cellular telephones, BlackBerrys, Pocket PCs, SideKicks, pagers, and other similar devices which threaten other students or school personnel, violate school rules, or disrupt the educational process promoted by the school. Abusive material, graphics, photographs or other representations which communicate, depict, promote, or encourage:
 - 1. Use of illegal or controlled substances, including alcoholic beverages;
 - 2. Violence or threats of violence, intimidation, or injury to the property or person of another;
 - 3. Use of degrading language to describe or refer to another student, faculty member, or school official; or
 - 4. Lewd, offensive, sexually suggestive, or other inappropriate behavior on web pages, web sites, blogs, bulletin board systems, in e-mail communication or attachments, in discussion groups, user groups, chat rooms, or any other function of the Internet or world wide web electronic media.
- 5. Your school account and password are confidential and must remain so. Do not use another individual's account and confidential password.
- 6. Use of photograph, image or likeness of one's self or of any other employee, student, or parent on any Internet or web-based site, or in any electronic communication, is prohibited, except with the express permission of the Principal.
- 7. Using school equipment to create a web site or to transmit the likeness, image, photographer video of any employee, student, parent, or parishioner, is prohibited, except with the express permission of the Principal.
- 8. Employees are prohibited from permitting any other individual or entity from creating a

web site for the school facility, or from photographing, video graphing, or otherwise creating the likeness of any employee, student, or parent for commercial purposes, advertising purposes, or for Internet transmission or posting, except with the express permission of the Principal.

9. Employees are not permitted to allow a non-employee to use a school computer or other equipment unless the non-employee is an authorized volunteer.
10. The school reserves the right to monitor employee and student use of school computers, including an employee's Internet use and e-mail use and content. Thus, employees and students have no expectation of privacy in their use of school computers, the Internet, or e-mail.

LESSON PLANS

Teachers are expected to plan and implement effective instruction. Teachers are expected to "hand in" lesson plans; and assignments / deadlines should be posted on Sycamore. Also, lesson plans should include the standard and objective being taught. A plan for the assessment of learning the objective is also vital.

MEDIA SERVICES – LIBRARY

The primary goal of the library is to support the curriculum of the school. To achieve this, appropriate acquisitions will be made. Instruction in library use will be provided and use of library materials will be encouraged. The librarian solicits suggestions for library acquisitions. Reviews of new materials will be brought to the attention of the faculty members for their departmental consideration. The standard loan period for materials which circulate is two weeks, with renewal privileges. Non-circulating items, references, periodicals and reserves may be checked out overnight. Exceptions to this are encyclopedias and major series, which are not checked out. Faculty members may check out materials (except references) without a time limit. They will be recalled when requested by a student.

Teachers making general assignments are encouraged to place appropriate material on reserve. This will enable all students to complete work on time. Requests for material to be placed on reserve should be in the library at least one day before the assignment is made.

The library may be reserved for classes that are working on special assignments. Arrangements should be made several days in advance to allow announcements to be made, and whenever possible, placed in the faculty bulletin. When a class or group is assigned to the library, the teacher is required to accompany it and remain until the class is dismissed. The library is to be used as a resource center. If it is not

necessary for a student to use the library, please keep him/her in your classroom or study hall.

Audio-Visual Materials

Equipment and software are stored in the library. Use is restricted to faculty unless special arrangements for student use are made by a faculty member. A-V materials are to be checked out when used and returned as soon as possible. Equipment problems should be reported to the media specialist so that repairs can be made. Use the equipment with respect and care. No audio-visual materials are to be taken from the school building without prior approval of the administration.

OFFICE MACHINES

Any item that is being sent to teachers (group pre-absence) should be created from the template in the school teacher folder. They then can be circulated via e-mail or staff bulletin. Teacher computers may print to the copy machines.

PARENT TEACHER CONFERENCES

All teachers are expected to participate in Parent Teacher Conferences / Curriculum Night / Portfolio Night. Teachers are expected to arrive at the conferences on time and be prepared to discuss student progress with parents. Professional attire is expected and presents a positive image to our parents.

PASSES

If a student is going to be late to his/her next class, send a dated note to that instructor with the student.

Guidance Appointments

Students may make personal appointments with the counselor.

Out of Building Passes

Any student, unless he/she is on Open Campus, who leaves the building or grounds during the school day for any reason except lunch, regularly scheduled class, or emergency drills, must check out at the central office and have his/her parent's permission.

1. Students should be supervised at all times. In order to prevent acts of theft or damage, the locker room is to be locked when unsupervised.
2. Coaches and P.E. teachers should insist that all students leave the locker room at the same time. Do not allow students to remain in the locker room after you have gone, or to enter before you arrive.
3. Make sure all water faucets have been turned off tightly and all lights are out. Make certain that all outside doors have been closed and are properly secured.
4. In case of injury to a student, the injury report form should be filled out and turned in to the

principal. Forms are available in the main office.

5. Students who are not a part of the class should not be allowed in the gym during the time a physical education class is in session.

PLAN BOOKS

Teachers at Bergan are required to maintain weekly lesson plans on the web using Sycamore Education Software for each course. Weekly lesson plans provide organization for the unit and each upcoming week. They also provide guidelines for substitute teachers and assist in planning for the next year. They have not only become an expectation of our parents but it is a norm now in the education world. Each instructor should prepare a course syllabus to be presented to each student on the opening day of the course. Included material should be the general content to be studied and how it applies to the Nebraska Standards, terms of student assessment, expectations of student production and options for completing the required course work.

PRAYER / MASS / LITURGIES

Teachers are expected to pray at every opportunity as it works into the daily schedule. All students and teachers are expected to fully participate in Mass by singing and responding in prayer. In October, the month of the Rosary and May, the month of Mary, each elementary class will recite the Rosary. During Lent, the school body will attend Stations of the Cross.

PROFESSIONAL ATTIRE

Teachers are expected to dress professional, business casual. Teachers may wear jeans on their class retreat and track and field day. If we have a “dress down day” and the students are asked to pay a fee for dress down day, the teachers will also be expected to pay that same fee.

PROFESSIONAL DEVELOPMENT

Teachers are expected to grow professionally through in-services, peer observations, professional learning communities, continuing education, workshops, and or professional organizations. This growth is documented by means of administrative evaluations.

PROFESSIONAL EVALUATION

The evaluation and supervision policy, performance standards, and procedures will be explained at the beginning of the year in-service or the beginning date of employment.

A qualified administrator (with valid Nebraska Administrator's Certificate and trained in the system's

evaluative process) will provide an assistance program for the incoming and/or experienced teachers to include:

1. An in-service to give incoming teachers orientation to Bergan policies and procedures.
2. A conference with each teacher to set personal and professional goals for the improvement of instruction for each academic year.
3. An observation of incoming teachers each term, with one written report. Incoming teachers will be observed by an administrator a minimum of two (2) times throughout the academic year resulting in one (1) written evaluation. Experienced teachers will be observed a minimum of one (1) time during the academic year.

After the observation, a post-observation conference with a written report will be held with the instructor and the administrator. Teachers' reflections will be noted and recommendations for reinforcement, suggestions for growth and recommendations with a time line to correct deficiencies and implement suggested improvements will be made. The conference will offer the opportunity for a written response to the evaluation, from the teacher. A copy of the written report of the observation will be given to the instructor and filed in each teacher's personnel file, by the administrator. This copy will be signed by the administrator and the teacher. The professional evaluation process focuses on the following teacher abilities:

- 1. The teacher sets high expectations of achievement, such as illustrated in Bloom's Taxonomy, and Instructional Theory Into Practice (ITIP), for all students, and such expectations are consistent with Archdiocesan curriculum standards and school board goals, and the mission of the Catholic Church.**
- 2. The teacher selects student learning objective(s) at the correct level of difficulty, consistent with Archdiocesan curriculum standards, and school board goals.**
- 3. The teacher demonstrates evidence of planning, organization, and delivery of instruction relevant to the specific learning objective.**
- 4. The teacher monitors individual student learning and class progress using district data and makes appropriate adjustments in teaching strategies during instruction.**
- 5. The teacher demonstrates positive personal and professional qualities.**
- 6. The teacher demonstrates a variety of techniques of instruction relevant to the learning objective(s).**
- 7. The teacher evaluates and provides feedback on student performance by systematically using multiple methods of formative and summative assessments to measure student growth.**
- 8. The teacher maximizes student time on task.**
- 9. The teacher is competent in the subject area of instruction.**
- 10. The teacher creates and maintains a learning environment that fosters and promotes an understanding of and commitment to faith development. The teacher nurtures positive relationships and promotes active student engagement that is conducive to learning.**

In addition, teacher evaluations shall focus on the following:

1. Instructors will adhere to the guidelines as stated in school board policy, the faculty handbook, student handbook, activities handbook, and / or by administrative request.
2. Personal / professional goals will be set at the onset of each academic year as outlined between the instructor and the evaluator.
3. Instructors will adhere to the conditions of the contract between the instructors and St. Patrick's Parish and the document of "A Philosophy of Teachers in Catholic Schools of the Omaha Archdiocese".

PUBLIC RELATIONS

Teachers should remember that they represent Bergan at all times, especially while involved in or attending school or parish functions. Care should be taken to maintain a professional demeanor and appearance at all times. Those faculty members who interact with the media in regard to school activities should show the school in a positive light at all times and maintain professional standards.

PURCHASING SUPPLIES OR MATERIALS

All purchases must follow the normal procedures. Purchase orders are to be made out, submitted and signed by designated staff before the purchase is made. The following procedure is to be followed:

1. Bring your purchase request to the Principal. If approved, fill out purchase order with proper information as indicated on the form. Fill out purchase order (available from the office) with proper information as indicated on the form. General Ledger number and Department number are to be filled in.
2. Obtain needed signatures. Principal's signature should be last.
3. Once the Purchase Order is approved and signed, when ordering: send a copy to vendor or at least tell them the Purchase Order number so that it will appear on the invoice.
4. Give the Purchase Order to the secretary for processing.
5. The secretary will maintain a pending file.
6. When the invoice is received the secretary will send the invoice and a copy of the P.O. to the Finance Office for payment.

Bills received for items or materials which have not been purchased with an approved / signed purchase order cannot be paid. Department heads must keep a record of their budget including balance, purchase orders, receipts, and inventory.

RECESS SUPERVISION

Please divide the playground so there is adequate supervision for all areas. Supervise by moving around the playground at all times. Do not use this as a time to visit with colleagues. Teachers are responsible for settling minor infractions of the rules. Serious infractions should be sent to the office.

RELIGIOUS FORMATION PROGRAM

Religious formation classes are held on Wednesdays. Please vacate your rooms by 4:30 p.m. Before leaving be sure your room is in order. Teachers are expected to work cooperatively with the Religious Formation teachers.

RETENTION

A teacher may recommend retention of a student after conferring with the Principal and the parent / guardian. Reasons for retention include, but are not limited to:

Low grades

Social immaturity / inability to interact with peers

Excessive absences

Emotional immaturity

After conferring with the parent / guardians and teacher(s), the Principal will make the final decision as to the appropriate placement and / or retention of the child.

SCHOOL LITURGIES AND ASSEMBLIES

Faculty members are expected to attend all school liturgies. Teachers are expected to sit with the students during Mass and during assemblies to help maintain control and encourage appropriate behavior. Teachers must also accompany students to and from all assemblies and Masses. Periods will be shortened to gain the time needed for Mass and assemblies. Assemblies need to be approved by the administration at least two weeks in advance.

SCHOOL PREMISES

For the purpose of student discipline and conduct the school premises shall include all school/parish buildings, parking lots and activity areas extending to the streets bordering such.

SECURITY

The parish (public) assumes that any and all funds committed to Bergen are judiciously spent. This attitude includes the care and protection of all equipment, books and other materials. We may not simply dismiss this responsibility. Lock your classrooms when you are not present. Lock all doors to the facility when you leave. Do not assume that the custodians will follow your path. ALL MONEY COLLECTED FROM

STUDENTS OR FUNDRAISERS MUST BE PLACED IN THE SCHOOL SAFE DAILY. Keep your keys. It is very tempting to give keys to others. Keys can be copied quickly. To secure the building takes everyone's effort.

SPONSORS: DEPOSITING CASH TO ORGANIZATION FUND

When depositing cash, the treasurer of each organization must place the money for deposit in a sealed envelope and give it to the school book-keeper. These deposits should be made immediately after the money making activity is held.

The following information is to be included with each deposit:

- a. name of organization
- b. amount of deposit
- c. form sheet showing amount of money broken down by denomination

(These forms are available in the central office.)

STUDENT ASSISTANCE TEAM

The Student Assistance Team (SAT) is comprised of the Principal, the special needs teacher, the classroom teacher, and in some cases the Guidance Counselor. The focus of the SAT team is on the learning style of each individual student. While working with the parents / guardians, the Archbishop Bergan Catholic School SAT team strives to offer the best possible instructional program for all students with special needs. The team meets as often as necessary to review and discuss the strengths and weaknesses of students with special academic and / or behavioral needs. The team offers suggestions and strategies for classroom implementation, recommends support if needed or when necessary, and may suggest further testing by the school district the child resides in.

STUDENT ORGANIZATION FUND

All student organization monies will be kept in a common fund. The accounting of the fund will be done by the school book-keeper. Purchase orders may be obtained from the administrative secretary. These are to be filled out prior to reimbursement.

*PLEASE DO NOT USE PARISH PURCHASE ORDERS FOR ITEMS TO BE PAID FOR FROM THE STUDENT ORGANIZATION FUND.

FINE ARTS/ATHLETIC REQUISITION FORMS

These forms are to be picked up from the activities director and filled out before payment will be made. Please pick up prior to purchases.

SUBSTITUTING AND SUBSTITUTE TEACHERS

Instructors under contract will be paid \$25.00 for covering a full block class during what would ordinarily be their plan time. Half this amount will be paid for those substituting for at least half of a block.

Teachers should have an up-to-date file in the Administrative office providing the following information for substitutes:

- 1) classroom rules/procedure
- 2) seating chart
- 3) location of grade book and lesson plan book
- 4) additional class activities

Teachers and staff should treat substitute teachers as fellow professionals and provide any needed assistance.

SUPERVISORY DUTIES

When you are present on the Bergan campus, you are “on the job”. You will be expected to supervise any student who is present on site. Whether you enjoy this position of authority or not, it comes with the professional territory. Regardless of the age of the student, Bergan instructors are to provide supervisory care and management at all school functions and activities. Staff should pay specific attention to situations in and around the restrooms, hallways, lunchroom, study halls and passing time. You serve “in loco parentis”. That is, you are the “parents” of the students when they are in our school.

SUSPECTED ABUSE/MISCONDUCT OR MINORS AND VULNERABLE ADULTS (Policy # 4018)

“If you have reasonable cause to believe that a child has been abused, you are required by law to report this to the Department of Health and Human Services (1-800-652-1999) or the Fremont Police Department. You should make this report with the Principal, if possible. If the abuse is sexual in nature, and the alleged perpetrator is an employee or volunteer of Archbishop Bergan Catholic School, you should also contact the Chancellor of the Archdiocese of Omaha.”

Alleged sexual misconduct between school personnel and a minor or vulnerable adult are subject to the procedures found in the Child Protection Policy of the Archdiocese of Omaha.

Reports of sexual misconduct must be promptly investigated. Sexual misconduct will result in probation or

dismissal. An employee accused of sexual misconduct will be placed on leave with pay while the investigation is being conducted.

DEFINITIONS OF SEXUAL ABUSE/MISCONDUCT:

1. Sexual contact between school personnel and a minor or vulnerable adult. *This is defined as sexual abuse, and if involving a minor, constitutes child abuse.*
2. Sexual contact between school personnel who are counseling a person and the person being counseled. *This is defined as sexual exploitation.*
3. Unwanted sexualized conduct or language between school personnel or between school personnel and a student. This includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. *This is defined as sexual harassment and may meet the federal definition of sexual harassment.*

Legal Federal Definition of Sexual Harassment:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic achievement.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual's employment or academic standing.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

POLICY FOR REPORTS AND INVESTIGATIONS RELATIVE TO SEXUAL MISCONDUCT

(Police #4019)

An individual who has complaints of sexual misconduct should report such conduct to the principal. If an individual feels uncomfortable with bringing the matter to the principal, or if the principal is thought to be involved in the misconduct, he or she should inform the Superintendent of Schools of the Archdiocese of Omaha. Charges of sexual misconduct will be promptly and thoroughly investigated and a written report will be made concerning the results of the investigation.

If it is determined that sexual misconduct has occurred, appropriate relief for the individual bringing the complaint, and appropriate disciplinary action against the person(s) engaging in such conduct, up to and including termination, will follow. The school will not tolerate retaliation against any employee or student who makes a good faith complaint of sexual misconduct or, in good faith, provides information in connection with any such complaint.

The school will assist persons falsely accused of sexual misconduct in making known to appropriate parties, the false complaint. The school will take disciplinary action, which may include dismissal, if sufficient evidence substantiates the guilt of a person who falsely alleges sexual misconduct.

PROCEDURES FOR REPORTS AND INVESTIGATIONS RELATIVE TO HARASSMENT/OFFENSIVE CONDUCT

If you feel that you are the victim of harassment/offensive conduct, you must immediately notify the Principal of the harassment/offensive conduct, and the matter will be promptly investigated by the Principal. If the Principal is thought to be involved in the harassment/offensive conduct, you should, instead, promptly notify the pastor, who will then conduct an investigation. If harassment/offensive conduct is determined to have occurred, prompt and remedial action will be taken against the offending person or persons. Bergan will not permit any retaliation against any person who complains of harassment/offensive conduct, or who participates as a witness or in supplying information regarding a harassment/offensive conduct complaint.

TELEPHONE USE

Please handle calls with professional etiquette. When leaving a message, especially on answering machines, be aware of the laws regarding confidentiality. Simply request a return call, stating nothing about the nature of the message to be delivered.

Local phone calls and texting are allowed during your plan time. Personal long distance phone calls must also be made during your plan time and must be made with a personal calling card or cell phone. Your long distance code must be only used for school related calls. No one may make personal calls or personal texting during instructional / work time.

UNIFORM POLICY

Teachers are expected to enforce the uniform policy. If a child is out of uniform the teacher is expected to follow the proper building enforcement for the uniform violation. After repeated incidents, the teachers need to inform the principal

LABS AND INSTRUCTIONAL USE OF TECHNOLOGY

Bergan ever strives to provide teachers with current technologies. Teachers who have questions about how to incorporate technology into their classrooms should visit with the technology coordinator.

Teachers are encouraged to take their students to the computer lab(s) or the library to provide students the opportunity to use computers. Prior to moving the class the teacher should reserve the appropriate space.

Contact the Media Specialist or Library Aide to reserve the respective library, and reserve room 210 and 211 by writing the course name and time you want to reserve the lab on the calendar located on the teacher's desk in room 211. When taking a whole class into one of the computer labs, you are responsible for monitoring student behavior and computer use.

When you take a class into the computer labs, you do need to make sure students are following the rules established in each lab. First there is absolutely no food, beverages, or gum in any of the computer labs. Second, the teacher's computer in each lab is not to be used by students without prior permission from the Technology Coordinator or Head of the Computer Department. Each student has been given a network folder to save their work, therefore there should be no need to save to the My Documents folder. In order to make your time in the computer lab run smoother, make sure all students in your class know their user name and password prior to going to the lab. Students can learn their user name and passwords from either the Technology Coordinator or the Head of the Computer Department. Because the yearbook and newspaper reside on them, the computers in Room 210 are not to go onto the Internet, to do so one must bypass the computer's security program. Likewise, none of the students should use WinPop in any of the computer labs or the library, because one must bypass security to access the program. Any students found to be bypassing security will lose his/her computer privileges for a week. Report any security violations or computer problems to the Technology Coordinator as soon as possible. Each teacher will have a computer to use in his or her classroom, this computer is provided for teacher use, not student use. The only exception for this rule is if members of your class are doing presentations that require a computer. To make this process go smoother talk to the Technology Coordinator about setting up a folder on your computer for your students to save to.

VISITORS & VOLUNTEERS

Everyone, with the exception of staff and students, who comes to the school during school hours, must check in at the school office and receive a visitor's pass. This is done to ensure the safety of all students and staff. Visitors, including parents / guardians, should come in the main entrance. Other entrances will be locked during school hours. If you are planning to have a speaker in the classroom please notify the office in advance.

From time to time parents or others in the community will volunteer their time to assist with Bergan activities. When a volunteer is helping at a sporting event or other Bergan function, he/she is to be treated with the utmost respect by faculty, staff, and students. Teachers are responsible for monitoring student behavior to ensure that the proper respect is maintained.

After the event is completed, faculty members are expected to send a thank you note to those who volunteered their time to make the event a success.

It is necessary for volunteers to have received their “Safe Environment” training.

WEATHER RELATED INFORMATION

When the conditions warrant, school may be dismissed or may be called off due to weather conditions. School Beacon will be utilized to inform staff. Staff can also tune to KHUB 1340 AM, MIX 105.5 FM, or the Omaha television stations to gain information.

EMPLOYMENT STANDARDS

Section 1 – Archbishop Bergan Catholic School is a religious institution owned and operated by St. Patrick’s Catholic Church. The purpose of operating this school is to give the students a Christ-centered education. This is the main purpose of the school. The teacher is committing himself/herself to this same goal, to help give Christ-centered education as outlined in Appendix A.

FACULTY CHRISTIAN GUIDELINES

Section 2 – The teacher agrees to be governed by the policies of the Board of Education. The teaching duties to be performed by him/her under this contract shall be subject to assignment by the Administration with the approval of the Board, and further agrees to devote full time, during days of school to his/her position and in all respects, to diligently and faithfully perform the assigned duties as teacher to the best of his/her professional ability.

Section 3 – The teacher affirms that he/she is not under contract with another school board or board of education within this State covering a part or all of the same time of performance as is contemplated by this agreement. The teacher further affirms that at the beginning of the term of this contract he/she holds or will hold a NEBRASKA TEACHING CERTIFICATE, which is or will be in full force and effect for the period covered by this contract. It is understood and agreed that this contract is not valid until the Teacher Certificate, as herein listed, is signed by the Principal and that the Teacher shall not be compensated for any services performed prior to the date of registration of this certificate. (Certificate Registration subject to provisions of 79-1239, Nebraska Statutes as amended.

Section 4 – VOLUNTARY RESIGNATION PRIOR TO EXPIRATION OF CONTRACT: It is expressly stipulated between the parties that, in the event the Employee breaches this contract by voluntarily

terminating his/her employment, a full and complete report will be made to the Nebraska Professional Practices Commission. A request will be made to invalidate the teacher's professional certificate to teach. If, for professional advancement, an employee desires a release from the teaching contract, Bergan will search for an acceptable replacement. If found, the release will be granted. The employee will pay for the advertising costs.

CALENDAR AND HOURS

Section 1 – The work year for teachers will be 186 days. The work year will include days announced in the school calendar which will be published prior to the beginning of the academic year.

Section 2 – Classroom teachers will have, in addition to their lunch period, average daily preparation time of forty (40) minutes, and during that time they will not be assigned to any other duties.

Section 3 – Teachers shall be required to be in the school building at 7:45 a.m. and remain until 3:45 p.m., unless otherwise directed by the administration.

TEACHERS' EXPECTATIONS

Section 1 – The Bergan teaching contract shall conform to the regulations governing deductions with reference to withholding tax and social security. Other deductions may be withheld as agreed to by the parties to this contract.

FRINGE BENEFITS

Section 1 – All contracted staff are awarded eleven personal/sick days per year on the 1st day of in-service at the beginning of the school year, with a maximum accumulation of 45 days to begin the school year. An employee may donate all days awarded beyond the 45-day limit to the sick leave bank. For example, an employee who finished the previous academic year with 40 days of accumulated sick leave may donate four of the eleven awarded personal/sick days of the current school year to the sick bank. The donating teacher would also have an accumulation of 45 days for the current school year. This donation must be made by the end of the first full week of the school year. Sick leave may be used for the care of immediate family, to include children, spouse or parents. Any other use will require expressed administrative approval. The Bergan sick leave bank will accept member contributions until 50 days are accumulated. Any certified employee may apply for use of the days banked.

Section 2 – All contracted staff shall be entitled to two days professional leave at the discretion of the administration.

Section 3 – No leave shall be taken the day before/after a holiday or on an in-service day, or with less than

one week's notice without express permission from administration.

Section 4 – All contracted staff shall be entitled to three (3) days bereavement leave at the discretion of the administration.

Section 5 – Jury duty release time shall be granted to teachers as per policy #4411 of the Bergan Board of Education policy manual.

Section 6 – Maternity leave shall be granted to teachers as per policy #4410 of the Bergan Board of Education Policy Manual.

Request of any absence or leave shall be made to the employee's supervisor on as timely a basis as is possible using the Absence Request Form. Approval in advance shall be obtained for non-emergency health care appointments, and when possible, all other requests of absence.
See Absence Request Form for notification regulations.

Section 7 – All Full-time employees are eligible for Group Health Insurance Coverage 30 days from date of hire. If an employee leaves the Archdiocese plan, they are not automatically eligible to return to the plan.

Section 8 – Children of full-time, twelve & nine month, employees will be allowed to attend Bergan Catholic School at a reduced tuition rate. Employees receiving the tuition cost benefit discount as of 4/16/15 are eligible to receive a grandfathered rate at 75% discount per student based on the employee's parishioner status. All other full time, twelve & nine month, employees not receiving the benefit as of 4/16/15 will be eligible to receive a 50% tuition cost benefit discount per student based on the employees parishioner status.

Section 9 – St. Patrick's will reimburse up to \$200.00 per teacher per school year for any administratively approved seminar/school attended for professional advancement.

Section 10 – St. Patrick's maintains a 403(B) retirement plan for the benefit of the employees. Participation in the Plan is open to employees who have been employed for 12 consecutive months and have completed 1000 hours of service within the previous 12 months. Effective date of participation will be the first day of the payroll period commencing after satisfying service requirements.* St. Patrick's will match \$.50 per dollar (\$1.00) deferred up to a maximum contribution of 3% of pay. Employees are immediately 100% vested in all contributions. Upon termination of employment, you will need to close your account and/or roll it over.

*(Refer to the 403(b) Plan Highlights booklet for specific limits.)

Section 11 – Contracted staff members that are not considered of full-time equivalency are not entitled to a benefits package.

APPENDIX A

FACULTY CHRISTIAN GUIDELINES

Archbishop Bergan Catholic School is a Catholic, private and parochial school and as such, part of the entire Christian community of St. Patrick's.

It exists to make known, foster, and offer the possibilities to live the beliefs and spirit of the Catholic Christian faith.

It exists to integrate understanding, action, and love into a single educational experience for the child. It exists as a supplemental agent to the educative influence and process of the parents of this Christian Community.

As agents to the parents, the members of the faculty of this private and parochial school are to be involved in the total educative process which includes not only academic excellence for themselves and their students, but also Christian development tending towards adult maturity for themselves and their students within the framework of the Gospel message of Jesus of Nazareth.

Therefore, besides the academic requirements of the Nebraska State Qualifications for Teaching, each faculty member shall support the philosophy of Archbishop Bergan Catholic School and shall promote and teach Christian principles and ideals by word and example. With regard to the following qualifications, the faculty shall be appraised in accordance so that the Christian faith goals of Archbishop Bergan Catholic School may be fulfilled.

1. He/She shall be a committed Christian, practice public worship in his/her respective Christian tradition.
2. The school is to become a Christian community with parents, teachers, and students. Each faculty member will become a part of religious activities (liturgies, penitential services, retreats, etc.) during school time, if not by practice, at least by presence because these activities serve as the spiritual-social foundation of such a school community. Teachers will be expected to participate and share their talents in the various religious activities of the school, if asked.
3. Because Archbishop Bergan Catholic School is a Christian community; students are to be recognized as people. The teacher shall take a personal interest in his/her students. The student is more likely to respond in a positive manner to interest and care shown toward them, than through the disciplinary program of the school community. Discipline is for re-direction, not for punishment. Students should continue to grow and mature through consistently applied discipline, school approved efforts.
4. No tenet or philosophy shall be taught in the classroom which is contrary to Catholic beliefs as

understood in accordance with modern theological and biblical scholarship. The Christian educative process of Catholic Schools is not to perpetuate those influences which promote concepts contrary to Christian beliefs and attitudes.

5. Modern social and moral issues in our American culture shall be discussed and answered within the Catholic Christian faith response. The Religious Education Department of the high school is available for consultation on these matters.
6. The high school's academic program is essentially open ended to bridge the gap between the secular and the sacred. Each faculty member will assume the responsibility to inculcate Christian principles and ideals in his/her academic persuasion. Christianity cannot be isolated from the total academic structure of the Christian school. The faith life of the Church needs to be experienced by the students as flowing through the educative process of the entire scholastic program.

Archbishop Bergan Catholic School aims to create a school community which is enlivened through the gospel spirit of freedom and charity. The institution exists to help the child grow and mature. With the goal of forming a new vision of Christian hope, Bergan students will be able to identify the interrelationship between the academic and the sacred.

The teacher in such a Catholic Christian academic community must make these Christian expectations of the child truly his own.

Memo to Teachers With Regard to Above:

1. This Faculty Christian Guideline shall be reviewed at the end of each academic year.
2. It is recommended that these be guidelines for teachers, not regulations, so that both teacher and student can work together to build the school community of Archbishop Bergan Catholic School.

**ARCHBISHOP BERGAN CATHOLIC SCHOOL
FACULTY HANDBOOK & STUDENT/ FAMILY HANDBOOK
VERIFICATION**

I, _____
Name

staff member at Archbishop Bergan Catholic School, hereby acknowledge having received a copy of the school's 2015-2016 Faculty Handbook, Student/Family Handbook and Activities Handbook. I realize that I will be responsible for knowing, enforcing, and following procedures and regulations outlined in this handbook.

Signature _____

Date _____