

Expectations for Teachers: Policies and Procedures

The following items are from [your](https://www.cathdal.org/Handbook_of_Policies_and_Procedures_for_Elementary_and_Secondary_Schools.pdf) Employment contract for Teachers. Read 1 (a orb whichever applies to you) through 8 below and answer the questions at the end of each section.

1**a.** **Elementary** Teacher Contract.

Standards—Teacher agrees to discharge his or her educational duties in accordance with the Vision and Mission Statements, and the policies set forth in the “Handbook of Policies and Procedures for Elementary and Secondary Schools” all as published by the Roman Catholic Diocese of Dallas (“Diocese”). In addition, Teacher agrees to provide education meeting the standards of academic and religious quality established by the Diocese, maintaining accreditation with the Texas Catholic Conference Education Department. Teacher understands and agrees that School is a ministry of the parish Church with which School is affiliated (the “Parish”), that Teacher is considered part of the ministry of the faith of the Catholic Church and is required to perform religious duties through and throughout his/her daily activities at School, and that Teacher’s essential functions at School include teaching the faith and beliefs of the Catholic Church to students of School and carrying out the Catholic Church’s mission of ensuring the formation of faith and intellectual development illumined by Gospel message to students through School. Teacher further agrees to serve as a teacher of the Catholic faith and integrate such teachings in the course curriculum throughout the lessons of the school day, to lead the class in prayer when appropriate and regularly attend Church services at School with the Students.

**b. Secondary** Teacher Contract.

Standards—Teacher agrees to discharge his or her educational duties in accordance with the Vision and Mission Statements, and the policies set forth in the “Handbook of Policies and Procedures for Elementary and Secondary Schools” all as published by the Roman Catholic Diocese of Dallas (“Diocese”). In addition, Teacher agrees to provide education meeting the standards of academic and religious quality established by the Diocese, maintaining accreditation with the Texas Catholic Conference Education Department. Teacher understands and agrees that School is an extension of the ministry of the Diocese, that Teacher is considered a part of the ministry of the faith of the Catholic Church and is required to perform religious duties through and throughout his/her daily activities at School, and that Teacher’s essential functions at School include teaching the faith and beliefs of the Catholic Church to students of School and carrying out the Catholic Church’s mission of ensuring the formation of faith and intellectual development illumined by Gospel message to students through School. Teacher further agrees to serve as a teacher of the Catholic faith and integrate such teachings in the course curriculum throughout the lessons of the school day, to lead the class in prayer when appropriate and regularly attend Church services at School with the Students.

* **A teacher is considered part of the ministry of the faith of the Catholic Church. What are the requirements of this ministry?**
* **The teacher is expected to integrate the teachings of the Catholic faith in the course curriculum throughout the lessons of the school day. What are some ideas about how each of you can accomplish this goal in your class?**

2. **All Teacher Contracts**.

Conditions Precedent. Employment shall not commence under the terms of this Employment Contract until all the required documentation to verify eligibility for employment has been received by the School and validated by the Catholic Schools Office of the Diocese of Dallas. This includes, but is not limited to, a completed diocesan employment application form, official college transcripts, applicable certifications, service records and a clear criminal background check.

* **What could happen to your contract if the diocese and school have not received your official transcripts/certifications, completed application, etc?**

3. **All Teacher Contracts**

Confidential Information -- Throughout Employee’s term of employment, he/she may be provided with and may acquire confidential information regarding School and/or Diocese, their employees, students and students’ parents. This confidential information may include, but is not limited to, personal information regarding students and their parents, education records, personnel records, and information relating to the financial and business practices. Employee hereby acknowledges the confidential and sensitive nature of such information. Employee further acknowledges that the disclosure of such information could cause irreparable harm to School and/or other individuals to whom the confidential information relates. Employee therefore agrees that he/she will not, without the written consent of School, disclose or make use of any such confidential information except as may be required in the course of rendering services under this Contract. Employee acknowledges and agrees that this prohibition on the disclosure of confidential information shall remain in effect even after Employee’s employment with School has terminated.

* **How can you remind a child that it is time for them to go to the office to get their ADD medication? Does it maintain his medical information confidential?**
* **In a parent meeting while talking about Joey’s behavior, they ask you about another student’s behavior. What can you tell them about the other student? What are examples of appropriate responses?**

The following items are from [the Handbook of Policies and Procedures for](https://www.cathdal.org/Handbook_of_Policies_and_Procedures_for_Elementary_and_Secondary_Schools.pdf) [Elementary and Secondary Schools](https://www.cathdal.org/Handbook_of_Policies_and_Procedures_for_Elementary_and_Secondary_Schools.pdf)

# 4. 4202.1 Paid Time off for Lay Contract employees

a) **Full Time Lay Contract Teachers and Assistant Principals**

Full time lay contract teachers and assistant principals follow the official school calendar and enjoy school holidays off as well as time off during the summer.

These groups will be front-loaded 64 hours (8 days) of PTO every year. The maximum PTO balance carryover each year is 240 hours and the maximum balance at any time is 304 hours (240 + front load of 64 hours).

Unused PTO may carry over from one fiscal year to the next provided:

* that the maximum PTO carryover is 240 hours;
* that there is no financial remuneration for unused accumulated PTO; and,
* that it may not be carried from one school to another.

All PTO balances are calculated according to the school’s fiscal year, which begins July 1 and ends June 30.

# c) Part-time Lay Contract Teachers

Part-time lay contract teachers follow the official school calendar and enjoy school holidays off as well as time off during the summer.

Part-time Lay Contract teachers working 20-29.99 hours per week (and a minimum of 1000 hours) will be front-loaded PTO prorated based on scheduled work hours.

Unused PTO may carry over from one fiscal year to the next provided that:

* + the maximum balance of PTO will never exceed the prorated maximum allowed hours based on their work hours\*;
* there is no financial remuneration for unused accumulated PTO; and,
* PTO may not be carried from one school to another.

All PTO balances are calculated according to the school’s fiscal year, which begins July 1 and ends June 30.

*\*Example: Teacher’s contracted work hours are 24/week. To calculate: 24/40\*64= 38 hours prorated PTO for the year. Maximum carryover is 24/40\*240=144-hour max carryover each June 30.*

When PTO is depleted, a day’s salary is deducted for each additional day’s absence. To calculate a day’s salary: annual rate/contracted number of days scheduled to work= daily rate.

All PTO requests must be approved in advance and submitted in the Exponent HR system. Extensive PTO must be avoided around major holiday periods.

PTO must be taken in whole hour increments.

PTO for contract employees hired after the school year has begun shall be prorated and front-loaded for the remainder of the school year.

Employees absent for three (3) days or more due to illness must submit a doctor’s note.

Should an employee go out on Short Term Disability, a doctor’s release will be required in order to return to work. See Handbook Policies 4214 and 4215 regarding FMLA and Short-Term Disability.

* + **A teacher has used all of their paid leave days by May 1st. What happens if in the middle of May if the teacher stays home because they are sick or need to stay home with a sick child?**
  + **A teacher is home with the flu for four days, what must they do before returning to work?**
  + **A teacher leaves one Catholic school after working there for 10 years to start at another Catholic school, will their accrued PTO follow them?**
  + **An unvaccinated teacher was exposed to COVID and needs to quarantine. Do these days count as PTO days?**

**5. Policy 4501**

**f. *Code of Conduct***

Employees shall notify the chief administrative officer within three calendar days of any arrest, indictment, conviction, no contest of guilty plea, or other adjudication of the employee.

* + **What does this policy require teachers to do if they are arrested for a DWI/DUI, even though they have not gone to court yet?**

**6. Policy 5156**

**.2 *Medications***

The parent of any student on a continuing medication regimen to be taken during school hours shall inform the school nurse or designated school official. If necessary, with parental consent, the school nurse or designated school official may communicate with the prescribing physician/nurse practitioner regarding the prescribed use, potential side effects and emergency procedures as indicated.

The school nurse or designated school official shall only administer medication(s) prescribed or directed for use by the specified student. Prescription medications must be in pharmacy- labeled prescription bottle or packaging, including student’s name, dosage and directions for use. Non-prescription over-the-counter (OTC) medications must be in original packaging including directions for use and clearly labeled for the specified student.

A consent form to administer all prescription (physician/nurse practitioner-signed) and OTC (parent-signed) medications must be obtained, in accordance with TCCB-ED policy.

The following procedures will be implemented when receiving and dispensing medications:

1. All student medications with appropriate forms must be given to and verified by the school nurse or designated school official, and recorded in student’s health record. Medications will be stored in a secure, locked location; with no more than a 1-month supply retained at school.
2. Medications should be administered per label/package directions; or as otherwise directed in writing by the prescribing physician/nurse practitioner.
3. Medications will be administered by the school nurse or designated school official and recorded in the student medication log. Students are not allowed to administer their own medications.
4. At their discretion, the school nurse or designated school personnel may assist with reminding the student beginning a new medication regimen, until the student becomes familiar with the routine. However, parents should be informed that the school nurse or designated school personnel are not required to remind the students to take prescribed or as-needed medications.

* **Can a student bring Advil to school and self-medicate because they feel ill?**
* **What is the protocol to take OTC medication such as Advil?**

**7. 5161 SUPERVISION OF STUDENTS**

The chief administrator or designee is responsible for providing adequate supervision of students during the entire time they are on school buses and school premises or engaged in school-sponsored activities. All school staff share this responsibility with the administration. Effective supervision of students during the recess and lunch period is required so that discipline may be maintained and student conduct regulated. Students are never to be left unsupervised in a classroom.

Students are never to be sent on errands outside the school campus. They may leave the school grounds or be released from school only at the written request of the parent.

A parent or legally responsible adult must consent to transportation of a student to or from school-sponsored events using a form approved by the Catholic Schools Office.

**Which of the following are considered effective supervision? What is the concern with the others?**

* 1. **Reading emails on your phone while on duty (lunch, car line, recess).**
  2. **Leaving your straight A honor roll student in charge of the class while you run to the restroom.**
  3. **Asking the front office to send a teacher to your room while you run to the restroom.**
  4. **Allowing a varsity, division I college-bound athlete to use the weight room without supervision from faculty/staff/coach.**
  5. **Walking around the playground/lunch room while on duty.**

**8. 5174 CORPORAL PUNISHMENT**

Corporal punishment including, but not limited to: spanking, shaking, slapping, pinching, hair pulling shall not be permitted in the Catholic schools of the Diocese of Dallas.

* **What will happen if you shake a preschool child to behave because they will not sit still?**