

**St. Michael's Academy
Teacher's Handbook**

Society of St. Pius X

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St. Michael's Academy - Teacher's Handbook

Our Mission

The teacher, knowing that our Lord is the great Teacher, his Model, will see himself as an instrument of the One Who is the Light of all intellects. He will have frequent recourse to Him for the success of his teaching. He will derive from the Holy Sacrifice of the Mass the graces he needs for fruitful teaching. According to Pope Pius XII, "A true teacher could never be able to remain, completely and willful assurance, faithful to his vocation and to the dignity of his profession without a strong interior life, fed by the Sacraments he will receive frequently, and by this he will give an example to the children. Thus the children will not see in the Sacrament of Penance a burden to get rid of but the joyful and peaceful meeting of the soul with God. Without a delicate sense of duty, without that moral strength which Catholics draw from the richest and most inexhaustible of all sources, the example and grace of Our Lord." The teacher will strive to nurture the souls of their students rather than "propagate sterile information." They will from their words, but more important by the example of their life.

Teaching is "the art of arts," says St. Gregory Nazianzen. The art of teaching produces its effect knowledge in the student in the manner of a farmer planting seeds in a field. The teacher gently leads the intellect of the child to contemplate truth instead of cramming information that is to be learned and forgotten later. A teacher must not view teaching in a mechanical way and will always bear in mind that he is dealing with living minds and not with machines. Teaching should lead to the development of the life of the intellect, our noblest faculty.

At the beginning of the academic year, the teacher must emphasize what will be expected of each student and how this achievement is to be attained.

General Teaching Norms

A. Records and Recordkeeping

1. Teachers are to make themselves familiar with the Student/Parent Handbook and govern themselves accordingly.
2. Teachers are to have weekly lesson plans available for inspection by the Principal throughout the year.
3. Teachers must use the textbooks and lesson plans assigned to each course of study. If the teacher wishes to introduce material other than that specified, the

teacher must present it to the headmaster and receive authorization from the headmaster prior to implementation.

4. Teachers are required to keep an accurate record of attendance for each student along with achievement grades.
5. Grades on the grade sheets should be labeled in a manner comprehensible to anyone other than the teachers who record the grades. In other words, if the school administration were to look at the grade records, they must be able to distinguish between grades for classroom/homework, weekly tests, and quarterly exams.
6. All grades are to be recorded in percentages according to the grading scales for St. Michael's Academy. Letter grades for Phys. Ed. can be used in all grades.
7. Copies of exams must be kept on file along with their answer key.
8. The title and condition of textbooks are to be recorded in the teacher's record book for each student.
9. Exam marks must be determined and recorded within one week after completion of exams.

B. Classroom Rules

1. Teachers must obtain written permission from the parents at least three days in advance of a field trip or any outings outside the school premises.
2. Planned field trips must be submitted to the headmaster for approval prior to making any commitments.
3. Teachers must not leave classes unsupervised. If absolutely necessary, before the teacher leaves the room, he or she will arrange with one of the other teachers to obtain temporary supervision.
4. Photocopies should be made either before or after school hours, at recess, at lunch, or when the teacher has a free period.
5. Teachers are responsible for ensuring that their respective classrooms are neat, clean, and in order at all times.
6. Teachers are responsible for making an attractive classroom and should attempt to decorate bulletin boards appropriate to the grade levels and subject taught.
7. Teachers shall ensure that all windows are closed after the last class taught at the end of the day.
8. Students in grade 3 and up are to be required to accurately record their daily homework assignments, whether written or study, in their memo pad. Teachers will record homework in grades K-2.
9. With rare exception, homework should be assigned every night as stated in the Student/Parent Handbook. However, children should not be overburdened with homework and thus end up with an excuse to dislike school, but they should also be challenged to greater effort.

10. Teachers will use their discretion in keeping children inside during recesses, lunch breaks, and Phys. Ed. classes if they are not dressed appropriately for weather conditions.

C. Teacher Compartment

1. All teachers are expected to conduct themselves in a professional manner. It is important to maintain a proper balance between being too severe and not demanding enough. Teachers should strive to make the classroom a happy place to be
2.
 - a. Male teachers must wear a tie and also a jacket, vest or cardigan at all times during the academic day (except for athletics). In the warmer months, just as the boys may remove their sweater so the teacher may remove his sweater.
 - b. Female teachers are expected to dress with elegance according to the Catholic standards of modesty ¹ giving the young ladies of the school an example to which they may look up. They will avoid jean-type materials in their wardrobe, slit-skirts and any other modern fads that happen to be prevalent.
3. Teachers are expected to be well-groomed at all times.
4. Teachers are expected to use and teach proper manners and proper English.
5. Teachers should not yell at or berate students in a demeaning voice. They must try to maintain patience while reprimanding or correcting a student and should refrain from using a tone of voice that is marked with irritability and exasperation. It is important to remember that patience is a virtue.
6. Teachers shall not administer corporal punishment in any manner.
7. Teachers must not discuss matters concerning other teachers, students, parents, or school situations in front of students, parents, or anyone whom it does not concern.
8. Teachers must be prudent in reprimanding or disciplining another's class or student. Courtesy dictates that the teacher concerned should be informed of any such matters before or certainly right after the incident.
9. Teachers shall stand or sit in front of their class, yet they are encouraged to walk between the desks to help the students and examine their work.
10. In addressing the students, nicknames should be avoided.
11. Teachers must see that students maintain good posture during class — no slouching, no sitting on feet, holding one's head with one's hands, etc.
12. Teachers must demand that students address priests, sisters (when Divine Providence will send them to us), teachers, staff, parishioners, etc. by their proper title and name and always in a respectful manner. This applies even when the students are the children of the teachers.
13. Teachers must see that students stand to greet all adult visitors who enter the classroom.

¹ The length of the women teachers' skirts ought to be at least two inches below the knee, and to completely cover the knee while sitting. Tight fitting dresses or skirts must be avoided. A high neck line is also the rule: no more than two fingerbreadths below the collar bone.

14. Teachers must encourage neatness, promptness, accuracy, and pride in all student work.
15. Students must be instructed to respect the person and property of fellow students, teachers, and others on the school/church premises.
16. Teachers must demand that students raise their hand and be recognized if they wish to speak. Students must never snap fingers, call out to the teacher, or make any other noises to attract the teacher's attention. Teachers are not to permit, at any time, more than one student to ask a question or give an answer.
17. A student entering the classroom late must be instructed to obtain a tardy slip addressed to the teacher explaining the reason for his tardiness.
18. Teachers are to ensure that, when called upon, all students are to stand in an upright position feet together (never using their desk as a means of support) with hands at their side. Sitting on desks or art tables is not permitted.
19. Teachers shall report to the Principal all incidents of flagrant disrespect of the rules or profanity in word, gesture, and deed, on the part of the student.
20. Teachers must insist upon neatness, correct spelling, and penmanship in all written assignments (upper grades especially).
21. Teachers must not accept written assignments and tests that are dirty, torn, unduly folded, annotated, or mutilated in any way.
22. Teachers should write all homework assignments on the board throughout the day.
23. Teachers shall adequately prepare themselves for class by reviewing beforehand lessons to be taught the next day/week. Teachers are to review teachers' manuals and instructions that are provided. Teachers are responsible for providing reviews to students for exam preparation, the preparation of all tests and exams, and the marking of tests and exams.
24. Homework must be checked the next morning; assignments, homework and classroom work should be graded and returned to the student as soon as possible.
25. Teachers will instruct all students to take proper care of their books to prevent damage. The student will write his name and subject on the cover of all notebooks. No further annotation or decorations are permitted.
26. Visual aids are to be employed whenever possible. Objects, pictures, maps, books, displays, etc. help in the teaching-learning situation.
27. Teachers must dismiss their students promptly at the bell for recess, lunch, and end of day.
28. Teachers must inform all other teachers of strangers near the classroom, school, or playground areas when students are in the vicinity. If a teacher feels at all uncomfortable about the presence of anyone, whether stranger or not, he or she should inform all other teachers.
29. On leaving their positions, teachers must leave at the school all school records, lessons, lesson plans, exams, answer keys, or other material used in the curriculum.

30. When a teacher has requested a change(s) to the curriculum, the teacher will be responsible for implementation, documenting, and updating the lesson plans for the approved change(s).
31. When the headmaster requests a change(s) to the curriculum, the teacher responsible for the grades affected by the change(s) will be responsible for implementation, documenting, and updating the lesson plans for the approved change(s).