

Padre Pio Academy

1923 Foxridge Drive, Kansas City, KS 66106

Faculty Handbook

TABLE OF CONTENTS

Table of Contents	Page 1	List of School Prayers	Pages 11-14
Mission Statement	Page 2	Padre Pio Prayer	Page 11
Principles of Teaching	Page 3	Morning Offering	Page 11
Educator Job Description	Page 4	Pledge of Allegiance To The Cross	Page 11
Lesson Plans	Page 5	Angelus	Page 12
Homework	Page 5	Regina Coeli	Page 13
Classroom Discipline	Page 6	Grace Before Meals	Page 13
Study Hall	Page 7	Grace After Meals	Page 13
Lunch & Recess	Page 7	Act of Contrition	Page 14
General Information	Pages 8-9	The Guardian Angel Prayer	Page 14
Textbook, Equip. & Supply Orders	Page 8		
Textbooks-Replacement	Page 8		
Faculty Meetings	Page 8		
Faculty Evaluations	Page 8		
Letters to Parents	Page 8		
Field Trip Requests	Page 9		
Housekeeping Responsibilities	Page 9		
Faculty Participation In School Functions	Page 9		
Faculty Contracts & Course Assignments	Page 9		
Grant Policy	Page 10		
Arrival of Students	Page 10		
Dismissal of Students	Page 10		

MISSION STATEMENT

The Mission of Padre Pio Academy (grades K-12), as a private school loyal to the Magisterium of the Catholic Church, consecrated to Mary, and committed to proclaiming the sacredness of all human life, is to serve, supplement, and support families in their primary mission of educating their children. In cooperation with parents, Padre Pio prepares young people for college and life through their formation as Catholics. The Academy strives to develop young Catholics rooted in truth and virtue, while inspiring them to seek intellectual, spiritual, aesthetic and physical excellence.

The goals of our mission will be accomplished by:

- Offering a Catholic curriculum permeated with Catholic philosophy.
- Providing access to Mass, Holy Communion and the Sacrament of Penance.
- The association of our Chaplain, a priest from the Fraternity of St. Peter.
- Providing and maintaining a well-disciplined environment in which real learning can take place.
- Hiring and forming a highly qualified and dedicated staff.
- Developing comprehensive sports and extracurricular programs.
- Cultivating mutually beneficial relationships with benefactors, collaborators, and the community.
- The cooperation of parents in continuing the teachings and objectives of the school in the home.

PRINCIPLES OF TEACHING

The faculty's function is to communicate the Catholic philosophy of life and education by their teaching, example, and contact with the students. As our mission states, Padre Pio Academy strives to develop young Catholics rooted in truth and virtue, while inspiring them to seek intellectual, spiritual, aesthetic and physical excellence.

The student's effort must be to cooperate with the development of his natural capacities on educational levels. His responsibility is not only to assimilate knowledge, but to organize and learn to give it effective expression in the various phases of life.

A few tips on assisting you in your class preparation:

- Lecturing is used for conveying information and admonishing the student. Most instructors lecture too much. Lecturing is also the most often misused method of teaching. The instructor thinks he is communicating; the student tries to stay attentive, but usually not much is going on. **It is not what an instructor teaches, but what the students learn that is important.**
- To know if your teaching methods are effective: ask students if they are really grasping what you want them to grasp. Lecture for a period of time. Are the students discovering the truths you want them to know by provocative discussion and probing questions, or are you giving away the whole story? Try to not over-prepare for a class by giving students all the answers and not allowing them to think for themselves. Avoid the monologue or dialogue with only one or two students.
- Work to develop class morale: the instructor must continually exhibit a true respect and love for the student as well as a realistic understanding of where the student is on the ladder to that vision. Develop a charitable and prudent plan of stimulation and guidance.
- Class time must remain within the assigned period. Students should be promptly dismissed for their next class.
- All testing must remain within the allotted class time. When a student needs additional time, a special exception may be made, which should be the exception rather than the rule. **Tests should never be sent home to complete.**

EDUCATOR JOB DESCRIPTION

The person selected for this position will be responsible for the general supervision and management of a class of students. Full-time teachers will need to arrive by 7:45 a.m. and not leave before 3:45 p.m. Part-time teachers should arrive 10-15 minutes before the scheduled class time to prepare, organize, make copies, etc. Full-time teachers should sign in and out on the daily time sheets. Full-time teachers are allowed five sick days with pay per year. Loss of pay will result if you are absent beyond those five days or not following the scheduled arrival and dismissal times. Responsibilities will include:

- Planning, supervising, and implementing the program for the class in accordance with the policies and philosophy of the school.
- Providing an organized and disciplined environment that teaches mutual dignity and respect.
- Assuming an equal share of the joint housekeeping responsibilities of the staff.
- Attending all staff meetings. Having paperwork and grades completed in a timely manner.
- Attending Mass and morning prayers, Angelus, and afternoon prayers with their class.
- All material used in the classroom must be approved before the board. All supplemental material must be in accordance with our mission statement and be submitted to the Principal for approval prior to use in the classroom. This includes any videos, books, worksheets, etc. that the teacher intends to use as supplements to the established curriculum.
- Any letters sent home to the parents must have prior approval by the Principal. All field trips must be pre-approved by the Board of Directors.
- Assist with and attend all fundraising activities, parent's meetings, school related functions (ie. Graduation, Confirmation, First Communion) without additional compensation unless an agreement is made, in advance, with the Principal or The Board of Directors.
- Men should have a clean and neat appearance with dress shirts and ties. No jeans will be permitted. Dress or casual shoes should be worn (tennis shoes are permitted during recess monitoring).
- Women must also have a clean, neat and modest appearance. They should be in skirts or dresses that are below the knee. Dress shoes or sandals should be worn with hose (tennis shoes are permitted during recess monitoring).

LESSON PLANS

All teachers are required to provide lessons plans for each week of the school year. This is to ensure that classes can continue with a substitute teacher in case of a teacher's absence due to illness, emergencies, etc. Lesson plans should be placed in the appropriate box by 3:45 p.m. Friday afternoon prior to the scheduled week. (Part-time teachers should submit these after their last class on Friday.)

HOMEWORK

Padre Pio Academy's "Homework Policy" states that, on average, the junior high school student should have one to two hours of homework a night and the high school student should have two to three hours. When students have not done their homework, the burden of carrying the class falls heavily on the shoulders of the instructor. The first thing to do is talk with the students regarding the necessity of homework.

- Emphasize the vision of a good education of which homework is a necessary part.
- Emphasize that in order to achieve that vision, a high degree of self-discipline and intellectual habits are absolutely necessary. Tell them over and over that they CAN do this.
- Begin with assignments of less than a half hour and gradually increase this based on the progress that the student is making.
- Try long range assignments with certain aspects of the assignment due at set intervals. Thus, preventing them from waiting until the last minute to do the whole assignment.
- Be sure to have a set guideline with a set consequence if the assignment is not completed. **BE CONSISTENT WITH ALL STUDENTS!**

- If a student fails to turn in an assignment, ask them why they did not prepare, but avoid spending too much time on this in class.
- If you have a student who is poorly organized or repetitiously forgetful of assignments, spend some time at the beginning of the year helping this student to be more organized. Make sure that they have written down the necessary assignments, etc.

COMMON REASONS WHY STUDENTS FAIL TO PREPARE FOR CLASS

- The student has too many subjects to prepare for the next day. With all of the part-time teachers, especially in the high school, try to be aware of what is going on in the student's other classes (ie: a term paper due, science project, a test).
- The assignment takes too long.
- Student has family or other activities.
- Fear of the pain of hard work: laziness.

- The teacher doesn't consistently collect the work.
- They didn't understand how to do the assignment.
- They forgot!

CLASSROOM DISCIPLINE

Discipline matters must be handled immediately, consistently, professionally and in conjunction with administration if necessary. When an issue cannot be settled by the instructor and the student, the matter is to be referred to the Principal.

- Faculty should read and familiarize themselves with the parent-student handbook.
- Faculty should enforce the discipline and dress code policies outlined by the Board of Directors.
- One or more demerits should be given according to the seriousness of the offense.
- Parents should be notified if the unacceptable behavior continues, or other problems arise.
- Be **CONSISTENT!** Make it clear to the students, the consequences of their actions.
- Create in the classroom the expectation that all students will arrive on time, be ready to learn, and concentrate their energies on the task at hand.
- Instructors must be prudently discreet. Other students must not be spoken about unless absolutely necessary as privacy must be respected.
- Be a listener. Recognize the needs of your students and be willing to adapt your teaching styles.
- Do not be judgmental. Moral judgements can be made when sin must be identified as such, but it is the action that is wrong, not the person.

SUGGESTIONS FOR CLASS DISCIPLINE

- "Please see me right after class." Go on with the lesson.
- Talk to the student about his own standards and expectations privately and after class.
- Do not assign punishments to be completed during class time or in the presence of other students.
- If possible, faculty should solve their own problems. However, send the disruptive student to the Principal if the issue cannot be resolved. Feel free to consult with the Principal at any time.

SUGGESTIONS FOR GAINING A STUDENT'S RESPECT

- Love and respect them. Do not become too friendly, familiar or fun with them out of the classroom. Students may be unable to maintain proper distance from faculty.
- Never use ridicule or embarrassment, particularly in dealing with issues of peer pressure.
- Do not debate your decision with your students.
- Remain objective, professional, courteous and firm in difficult situations.

GENERAL INFORMATION

TEXTBOOK, EQUIPMENT & SUPPLY ORDERS

All requests for books being used by students must be submitted to the office for approval (in advance of any purchase). Any request for additional books during the school year must be submitted at least one month prior to the day that these books will be used.

If you need any classroom supplies (chalk, paper, etc.), please check with the Principal. All orders for special equipment or nonstandard supplies must be made through the Administration. Expenses incurred by faculty members without receiving prior authorization shall not be reimbursed.

TEXTBOOKS-REPLACEMENTS

In the event that a student reports that a textbook or other Academy owned book has been lost or stolen (or if such a book is found to be in non-usable condition), no replacement book shall be issued until the student receives written authorization from the Principal. The parents will be advised that they be charged the full cost of the replacement text.

FACULTY MEETINGS

Faculty meetings will be scheduled monthly. The Principal will send out a memo at least one week before each meeting to inform the staff of the date and time. If you are unable to attend, please let the Principal know as soon as possible. Faculty meeting attendance is required for all full-time faculty. Faculty meetings are an opportunity to discuss mutual concerns, build support and morale, evaluate

overall student performance and receive updates on Academy development. Please remember to check your mailbox on a daily basis.

FACULTY EVALUATIONS

Faculty evaluations will take place quarterly for first year teachers, and every semester for other teachers or when deemed necessary (at the discretion of the Principal). Evaluations include classroom observation, written evaluation and meeting with each full-time faculty member.

LETTERS TO PARENTS

Any letters to parents by teachers must have prior approval by the Principal. Communication is key to any successful relationship. Parents should be informed of their child's progress, problems, or any other pertinent information. Parents should be called if the situation requires more immediate attention.

FIELD TRIP REQUESTS

All field trip requests must be made, in writing to the Principal, at least one week prior to the next scheduled board meeting. The requests must include: where the trip is, how much it will cost, how long it will take, how you plan to get there (with a list of who is driving), and a copy of the permission slip you plan to send home with the students. The Principal will inform you of whether or not the field trip was approved by the Board of Directors.

HOUSEKEEPING RESPONSIBILITIES

All teachers are asked to share in the task of keeping the school neat and clean. Please make sure your students pick up all books, pencils, etc. when moving from one class to the next. Teachers are responsible for the cleanliness of their classrooms. Floors should be swept and vacuumed when necessary. Students should be assigned various tasks such as emptying trash cans, wiping chalkboards, etc. The teacher assigned to lunchroom duty should oversee cleaning of tables, sweeping of floors, disposing of trash, etc. The faculty needs to work together and, by their example, encourage the students to take pride in our school. Visitors often come to the school unexpectedly, so it is important to make a good impression.

FACULTY PARTICIPATION IN SCHOOL FUNCTIONS

- Participation in parent conferences, fundraisers and school field trips as they pertain to your class is mandatory.
- All full-time faculty are expected to attend Mass; part-time faculty are strongly encouraged to attend.
- Faculty may drive students in their cars, however, it is prudent to take at least two students when possible.
- Faculty will participate in fire and tornado drills by taking attendance and accounting for absences as well as keeping order among the student body.

FACULTY CONTRACTS AND COURSE ASSIGNMENTS

Faculty contracts expire at the end of each academic year. Faculty contracts are negotiated and signed prior to the first day of classes for the upcoming academic year. The Principal cannot guarantee that a faculty member will teach the same courses from year-to-year and the Administration will assign courses that are mutually agreeable to both parties.

GRANT POLICY

The following rules & regulations will apply to all grant applications:

- Any person is eligible to write a grant.
- All grants must be presented to the Board of Directors for approval prior to application. At this time, the person presenting the grant is responsible for informing the board of necessary criteria the school must meet in order to receive this grant. This person will be notified in writing within 2 weeks of the final presentation whether the Board of Directors has approved their grant.

- Copies of submitted materials must be given to the Board of Directors prior to submission of the grant. Copies of the work in progress must also be submitted monthly.
- The person will be given 10% of the money that Padre Pio Academy receives as payment. If these payments are made in installments (instead of a lump sum) to Padre Pio Academy, the person who filed for this grant will receive their compensation in kind (10% of the installment payment).
- The person writing the grant is also responsible for any follow up paperwork that the company presenting the grant may require.

ARRIVAL OF STUDENTS

Full-time teachers should be in their homerooms when their students arrive in the morning, and where students should stay until the bell rings. When the 8:10 a.m. bell rings, teachers should escort their students in a quiet, orderly manner to the chapel area. Teachers should provide all of their students with rosaries and missals, and remain with their class. They should remind their students to kneel and display proper reverence. Prayers and responses during Mass should be well heard. Teachers should convey their love for their Faith, by fully participating in the Mass and prayers, and by example, inspire their students to do the same. After Mass and the Rosary, students should return to their classrooms quietly.

DISMISSAL OF STUDENTS

When the bell rings at 3:10 p.m., all students should reassemble in the chapel area in the manner noted above. After prayers, students should return to their homerooms to collect books, coats, etc. Teachers are then to accompany their students out of the building and remain with these students until they are picked up by their parents. Students should not be allowed to reenter the school building after dismissal. If a parent is late, the teacher is responsible for taking that student back to their classroom to wait until the parent arrives.

PADRE PIO PRAYER

O Jesus, full of grace and charity, Victim for sinners, so impelled by love for us that You willed to die on the Cross, I humbly beseech You to glorify in heaven and on earth your servant of God Padre Pio of Pietrelcina, who generously participated in your sufferings, who loved You so much and laboured so faithfully for the glory of your heavenly Father and for the good of souls.

With confidence I beseech You to grant me, through his intercession, the grace of all the intentions of our school which I ardently desire.

Glory Be to the Father (3 times).

MORNING OFFERING

O Jesus, through the Immaculate Heart of Mary, I offer Thee all my prayers, works, joys and sufferings of this day, for all the intentions of Thy Sacred Heart, in union with the Holy Sacrifice of the Mass throughout the world, in reparation for my sins, for the intentions of all our associates, and in particular for the intentions of our Holy Father and for the poor souls in purgatory.

Most Sacred Heart of Jesus, have mercy on us. (three times)

PLEDGE OF ALLEGIANCE TO THE CROSS (sung)

I pledge allegiance to the Cross of Christ and to the Faith for which it stands, one Church, Holy, Catholic and Apostolic with grace and salvation for all.

ANGELUS

V: The Angel of the Lord declared unto Mary.

R: And she conceived of the Holy Spirit.

Hail Mary.....

V: Behold the handmaid of the Lord.

R: Be it done unto me according to Thy Word.

Hail Mary.....

V: And the Word was made Flesh. (genuflect)

R: And dwelt among us.

Hail Mary.....

V: Pray for us, O holy Mother of God.

R: That we may be made worthy of the promises of Christ.

Let us pray

All: Pour forth, we beseech Thee, O Lord, Thy grace into our hearts that we to whom the Incarnation of Christ, Thy Son, was made known by the message of an angel, may by His Passion and Cross be brought to the glory of His Resurrection. Through the same Christ Our Lord. Amen.

REGINA COELI

(Said during Paschaltime instead of the Angelus)

V: Queen of Heaven, rejoice. Alleluia.

R: For He Whom you deserved to bear. Allelulia.

V: Has risen as He said. Allelulia.

R: Pray for us to God. Allelulia.

V: Rejoice and be glad, O Virgin Mary. Alleluia.

R: For the Lord is truly risen. Alleluia.

Let us pray

All: O God, Who by the Resurrection of Thy Son, our Lord Jesus Christ, vouchsafed to give joy to the whole world, grant, we beseech Thee, that , through the intercession of the Virgin Mary, His Mother, we may attain the joys of eternal life. Through the same Christ our Lord. Amen.

GRACE BEFORE MEALS

Bless us, O Lord, and these Thy gifts which we are about to receive from Thy bounty, through Christ Our Lord. Amen.

GRACE AFTER MEALS

We give Thee thanks Almighty God for all Thy benefits Who lives and reigns forever. Amen. May the souls of the faithful departed, through the mercy of God, rest in peace. Amen.

ACT OF CONTRITION

O My God, I am heartily sorry for having offended Thee, and I detest all my sins because I dread the loss of heaven and the pains of hell, but most of all because they offend Thee, My God, Who art all good and deserving of all my love. I firmly resolve, with the help of Thy grace to confess my sins, to do penance, and to amend my life. Amen.

THE GUARDIAN ANGEL PRAYER

Angel of God, my guardian dear, to whom God's love commits me here, ever this day be at my side to light and guard, to rule and guide. Amen.