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KOLBE ACADEMY PERSONNEL POLICY HANDBOOK

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Introduction

This handbook has been developed and is provided as a reference for all employees regarding the personnel policies of Kolbe Academy, Incorporated. Kolbe Academy is a Catholic school and a 501(c)(3) non-profit corporation. Kolbe Academy does not discriminate in employment opportunities or practices on the basis of race, color, sex, national origin, or age.

The primary purpose of Kolbe Academy is to assist parents in the mission entrusted to them by the Church, namely, the salvation of their children's souls. Toward that end, Kolbe Academy follows the prime directive of St. Ignatius, which is the attainment of Christian perfection here below ordered to the greater glory of God. Concerning educational principles and methodology, and correlative spiritual practice, teachers are required to follow the directives found in the Kolbe Academy Teacher's Manual, and the administrator's and Board of Trustee's interpretation and implementation thereof.

The Academy reserves the right to employ only practicing Roman Catholics or those persons who demonstrate the following: an openness and respect for the Roman Catholic Church and its institutions, a sincere interest in furthering the Academy's mission within the Church, and a cooperative spirit to work under the direction of the administration. It should be further understood that signed acknowledgment of, and compliance with, the policies set forth in this handbook does not constitute a guarantee of continued employment.

Students learn not only by what is taught, but also by who the teachers are, what they believe, and how they act. In accepting a position in our school, you agree to act and speak in a way that supports the Roman Catholic Church and its teachings. Serious actions contrary to the Church's teachings (including, but not limited to, living together outside of marriage, engaging in sex outside of marriage, getting married outside of the Church, leaving the Catholic faith, public support of abortion, flagrant deceit or dishonest or scandalous public behavior) may result in termination of employment.

Disclaimer

This personnel policy handbook is the property of Kolbe Academy. All employees will be issued a copy of the handbook as required reading when initially hired or when granted any continuation of employment. Current editions of the handbook will be kept by the Administrator and a copy located in each classroom and department for employee referral. This Handbook contains the policies and practices in effect at the time of its publication. All previously issued handbooks are superseded. The administration reserves the right at any time to unilaterally revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this Handbook or in any other document. Any written changes to this Handbook will be distributed to all employees so that they will be aware of the new policies or procedures. No oral statements or representations can in any way change or alter the provisions of this Handbook. Employees will

be notified whenever there has been an addendum or revision to any of the policies in the Handbook.

I. The Mission of Kolbe Academy

Article 1

Mission Statement

Cooperating in the order of grace and subordinating all things to the principle of *Ad Majorem Dei Gloriam* (“to the Greater Glory of God”) through the Heart of Jesus, the Mission of Kolbe Academy is realized through the intimate and focused medium of a small school environment and highly dedicated faculty and staff to:

- Form classically educated young men and women according to the unbroken tradition and teaching of the Roman Catholic Church, the Ignatian Principles of Education, and the Spiritual Exercises of Saint Ignatius

with the purpose that each student will:

- Achieve salvation
- Deepen in intellect and character
- Grow spiritually
- Develop the ability to win others for Christ
- Perceive and elect his or her God-given vocation

This will be accomplished by developing the whole person in all of his or her capacities, through:

- Special emphasis on excellent standards
- Discipline
- Memory work
- Oral presentation
- Reception of the Sacraments
- Daily application of the Golden Rule
- Exercise of the virtues of hospitality, service, graciousness, courtesy, and good manners

Article 2

Prayer Life

The school day begins each day with Mass and prayers. The school additionally gathers at noon in the hall for the Angelus and mid-day prayers. Each class begins and ends with prayer. The entire school assembly ends each day with a prayer.

Mass is celebrated daily in the day school. The sacrament of Penance is provided frequently. First Fridays are observed at a local parish.

II. Teacher Job Expectations

In keeping with the mission of Kolbe Academy, the teacher's primary responsibility is to provide a Catholic educational environment in which the students are challenged to reach their God-given potential. To achieve this goal, teachers should:

- 1. Support and exemplify in conduct, expression, etc., Catholic doctrine and morality in a manner consistent with the teachings of the Catholic Church and shall not teach, advocate, encourage, or counsel beliefs or doctrines contrary to those teachings. They should promote and teach in a positive light all the truths and disciplines of the Faith.**
- 2. Relate with the administration, other teachers, staff, students, and parents in a way that fosters mutual respect. Teachers must deal justly and impartially with students regardless of their physical, mental, emotional, economic, social, racial, or religious characteristics. They should also establish friendly and cooperative relationships with the other members of the staff. Familiarity with the mission and principles of Kolbe Academy is needed so as to be able to put these into effect. It is also essential to fostering a good professional relationship with the parents of their students.**
- 3. Closely follow both the Kolbe Academy Teacher's Manual and the curriculum approved for Kolbe Academy and teach all the academic subjects from a Catholic perspective. Teachers should provide for individual learning needs by incorporating a variety of teaching techniques and materials in the daily program. It is the responsibility of the teacher to study the previous records of each student and to become thoroughly familiar with his/her educational background. This will help the teacher to better plan instructional techniques and also to choose appropriate and approved classroom texts and other learning materials.**
- 4. Devise and implement a rule for orderly participation in the classroom. Each teacher is responsible to initiate and utilize a preventive discipline plan in his/her classroom according to the needs of the students. Nagging, threatening, bargaining, and corporal punishment are unacceptable methods for resolving or preventing breach of order with students at Kolbe Academy.**
- 5. Maintain neat, orderly, and organized classrooms. It is the responsibility of the teacher to oversee the general neatness of the classroom. However, he/she must impress upon each student the duty to perform specific chores, e.g., emptying trash, cleaning the blackboard and erasers, keeping the shelves and storage areas in order, etc. It is also the responsibility of the teacher to report to the office any damages or items that need repair in his/her classroom.**

- 6. Participate actively in all regularly scheduled meetings. Attendance is also obligatory for short, unscheduled meetings called by the administration whenever necessary.**
- 7. Attend parent meetings scheduled for their students at any time during the school year. The teacher is responsible for attending the meeting and for giving an accurate assessment of the student's academic abilities and progress at Kolbe Academy.**
- 8. Provide for appropriate and accurate student evaluation. Assignments should be clear, age and content appropriate, and have an adequate means of evaluation. Corrected tests and papers submitted by students should be returned within a reasonable time.**
- 9. Maintain and record pertinent data for all official school documents and progress reports. It is the teacher's responsibility to carefully record test results, absences, anecdotal information, grades, and any other school related information on the permanent record folder and/or on any forms being released to authorized personnel, school agencies, or parents. The teacher must respect the right of each student to have confidential information withheld except when authorized or required by law.**
- 10. Notify parents and the administrator of any incidents and/or potential problems requiring special attention. The teacher must provide parents with information that will serve the best interests of their children, and be discreet with information received from parents. A teacher should have adequate insight into the causes and indications of behavioral problems.**
- 11. Assume designated responsibilities within the school concerning maintenance, supervision of children, and proper usage of educational materials and equipment. When supervising the children, especially during recess periods, the teacher must be diligent, as the teacher may be liable/accountable in the event of an accident or injury.**

III. Employment Policies

Article 1

Duties and Responsibilities

Job responsibilities may change at any time during employment. From time to time, a teacher may be asked to work on special projects or to assist with other work necessary or important to the operation of the school. Cooperation and assistance in performing such additional work is expected.

Article 2

Employment Categories

It is the intent of the Academy to clarify the definitions of employment classifications so that the employees understand their employment status and benefit eligibility.

Each employee is designated as either SALARIED or HOURLY. An employee's classification may be changed only upon written notification by administration. Teachers, department supervisors, and some regular full-time staff members come under the SALARIED classification. Additionally, teachers sign a contract or agreement of employment on a yearly basis. The right to terminate or renew a teacher's contract is retained by both the employee and the administration.

In addition to the above categories, each employee will belong to one of the following employment categories:

REGULAR FULL-TIME employees are those who are not in a temporary or probationary status and who are regularly scheduled to work in excess of thirty (30) hours per week at the day or home school.

REGULAR PART-TIME employees are those who are not assigned to a temporary or probationary status and who are regularly scheduled to work thirty (30) hours per week or less. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for other benefit programs, such as health, dental, vacation, holidays, personal leave days, etc.

PROBATIONARY employees are those whose performance is being evaluated to determine whether further employment in a specific position is appropriate. All employees are probationary for the first year. Employees who satisfactorily complete a probationary period will be notified of their new employment classification.

Probationary status may be extended beyond the anniversary date of service or may be reinstated at any time during employment at the discretion of the administration. The purpose of extending or reinstating a probationary period is to assist the employee in professional development and provide an opportunity for improvement in professional work skills necessary for the performance of the tasks assigned. It is a period offered to employees who exhibit a quality of professionalism in their work performance that meets or exceeds the standards set in the majority of criteria applied in the employee evaluation, but whose performance in one area may benefit from more experience and instruction. The employee will be notified in writing of any change in the status of employment.

At any time during a probationary period, if it is determined that attitude or performance does not meet the Academy's standards, an employee, regardless of classification, may be released without notice or further obligation.

TEMPORARY FULL-TIME employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration but in excess of thirty (30) hours per week. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for other benefit programs, such as health, dental, vacation, personal leave days, etc. They will, however, receive holiday pay while employed.

TEMPORARY PART-TIME employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration and less than thirty (30) hours per week. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for other benefit programs, such as health, dental, vacation, holidays, personal leave days, etc.

Article 3

Non-School Employment

After-school employment of all staff members must not interfere with school duties and/or faculty meetings, in-service programs, or other required activities.

Article 4

Overtime

In accordance with the Fair Labor Standards Act, regular full-time employees, classified as hourly, are eligible to receive overtime pay. Time and one-half will be paid for all work in excess of eight (8) hours per day. Any overtime worked must receive prior approval from management. Salaried employees are not eligible for overtime.

Article 5

Personnel File

Individual personnel files are kept in the Administrator's office. The records include copies of application forms, transcripts, health records, certification information, yearly contracts, and any other documents pertinent to the staff member. Written statements to or about a teacher are

reviewed by the administrator. The teacher is then allowed to correct any misunderstanding so that the statements can be withdrawn from the file if they are not justified. The personnel files are kept completely confidential and are only available to the administrator, teacher (upon request), and lawful civic and school authorities. Teachers should notify the administrator whenever any of the data tracked in the files changes.

Article 6

Termination of Employment

Employment of teachers can be terminated by the administration during the year for violation either of terms as stated in the contract or of policy as stated in the handbook. A teacher may be released at any time for cause. A teacher may be released from contract by written request and mutual consent between teacher and administration with two (2) weeks notice.

Employment of all other salaried and hourly employees may be terminated by either the employee or the administration at any time with two (2) weeks notice. Any express or implied assurances concerning the terms, conditions, or duration of an individual's employment with Kolbe Academy are not binding upon the school unless they are in writing and signed by the administrator.

All school manuals, employee handbooks, faculty handbooks, keys, etc., in an employee's possession at the time of termination must be returned before a final paycheck will be released. Vacation time taken in advance of its earned accrual shall be deducted from an employee's final paycheck in the event of termination.

Employees terminated but rehired within 30 days will have their original service date reinstated. After 30 days, if rehired, the service date will begin with the date of rehire. Insurance coverage will not be made retroactive to cover the time of separation.

Article 7

Time Keeping

Accurately recording time worked is the responsibility of every hourly employee. Federal and state laws require the Academy to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Hourly employees should accurately record the time they begin and end their work on the timesheets provided for this purpose. They should also record the beginning and ending time of any departure from work for personal reasons.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

IV. Payroll and Benefit Plan Summary

Article 1

Health and Dental Insurance: Regular Full-Time Employees

Kolbe Academy participates in the Health Insurance Plan of California (HIPC).

For regular full-time employees (see Section III, Article 2: Employment Categories), the Academy will contribute towards participation in the Academy-provided health plan after completion of one month of employment as follows:

- **Kolbe Academy will contribute up to \$300 of the employee's portion of the monthly health insurance premium. Any monthly premium in excess of \$300 will be deducted from the employee's paycheck.**

If the Health Plan option is exercised, the Academy will pay the premium for dental coverage for the employee only. If the employee elects dental coverage for any dependents or spouse, the premium for any dependents or spouse will be deducted from the employee's paycheck.

Article 2

Holidays

Regular (and in some cases, temporary) full-time, salaried and hourly employees receive the paid holidays benefit. The yearly schedule of holidays and school holiday periods are published and distributed at the beginning of each school year. The day school follows a ten-month school schedule from August 15 through June 15.

Article 3

Jury Duty

Any employee summoned to serve as a juror or subpoenaed as a witness must notify administration of such summons or subpoena and, to the extent possible, keep in touch with administration during the time the employee is serving as a juror or subpoenaed witness.

Kolbe Academy fully supports your compliance with jury duty. If you are called for jury service on any day that prevents you from reporting for normally scheduled working hours, you will be compensated for the difference between your fee for court appearance and your normal earnings for each day you are required to serve to a maximum of eight (8) hours per day for ten (10) working days per year. If you are called but not impaneled, you are expected to complete the balance of your regularly scheduled work day.

Proof of jury service, provided by the court clerk, including a copy of your compensation check from same, is required by the administration before compensation will be made.

Article 4

Leaves of Absence/Permitted Absences

The Academy may grant a leave of absence or permit absences for limited periods of time for specific reasons. Time off is given without pay. Requests for leaves of absence should be discussed with administration or management.

The Academy may grant leaves of absence or permitted absences under the following conditions:

- **Funeral Leave**
- **Medical Leave/Disability**
- **Family Leave/Maternity Leave**
- **Personal/Professional Leave**
- **Excused Absences**

A leave of absence constitutes an additional expense to the school and is carefully controlled. Please check with administration or management well in advance of any anticipated leave.

Funeral Leave

If any salaried employee needs to take time off due to the death of an immediate family member, the employee should notify administration or management immediately.

Time off of up to five (5) days may be granted to allow for the employee to make any necessary arrangements associated with the death and funeral. The time-off period must be approved by administration or management.

The school defines “immediate family” as the employee’s spouse, parent, child, sibling; the employee’s spouse’s parent, child, or sibling; the employee’s child’s spouse; grandparents or grandchildren.

For hourly employees there are no leave benefits at this time, but the Academy reserves the right to make changes from time to time at its sole discretion.

Medical Leave/Disability

The Academy, at its discretion, may provide medical leave of absence without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include in-patient care in a hospital, hospice, or residential medical care facility, continuing treatment following a pregnancy, childbirth, and related medical conditions, etc. An employee may also be eligible for California State Disability Insurance (SDI) benefits.

All employees are eligible to request medical leave as described in this policy. Employees should make requests for medical leave to administration or management at least 30 days in advance of foreseeable events.

A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to administration or management. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Eligible employees are normally granted leave for the period of the disability, up to a maximum of 12 weeks within any 12-month period. Any combination of medical leave and family leave may not exceed this maximum limit. If the initial period of approved absence proves insufficient, consideration will be given to a request for an extension. Employees will be required to first use any unused sick days before taking unpaid medical leave.

Employees who sustain "work-related" injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Subject to the terms, conditions, and limitations of the applicable plans, the Academy will continue to provide health insurance benefits (if any) for the full period of the approved medical leave. Vacation and holiday benefits are waived during the time of medical leave.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide the school with at least two (2) weeks advance notice of the date the employee intends to return to work. The Academy is under no obligation to reinstate an employee returning from leave. However, when a medical leave ends, the Academy may at its discretion attempt to reinstate the employee to the same position, if it is available, or to an equivalent position for which the employee is qualified, if possible. If an employee fails to report to work promptly at the end of the medical leave, the school will assume that the employee has resigned.

Medical information on individual employees is treated confidentially. The Academy will take reasonable precautions to protect such information from inappropriate disclosure. Administration, management, and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Family Leave/Maternity Leave

The Academy, at its discretion, may provide family leave of absence without pay to eligible employees who wish to take time off from work to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a

serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider.

All employees are eligible to request family/maternity leave as described in this policy. Employees should make requests for family leave to administration or management at least 30 days in advance of foreseeable events, and as soon as possible for unforeseeable events.

Employees requesting family leave related to the serious health condition of a child, spouse, or parent may be required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required.

Eligible employees may request up to a maximum of 12 weeks of family leave within any 12 month period. Any combination of family leave and medical leave may not exceed this maximum limit. If the initial period of approved absence proves insufficient, consideration will be given to a request for an extension. Married employee couples may be restricted to a combined total of 12 weeks leave within any 12-month period for childbirth, adoption, or placement of a foster child; or to care for a parent with a serious health condition.

Subject to the terms, conditions, and limitations of the applicable plans, the Academy will continue to provide health insurance benefits (if any) for the full period of the approved family leave. Vacation and holiday benefits are waived during the time of family leave.

So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide the school with at least two weeks advance notice of the date the employee intends to return to work. The Academy is under no obligation to reinstate an employee returning from leave. However, when a medical leave ends, the Academy may at its discretion attempt to reinstate the employee to the same position, if it is available, or to an equivalent position for which the employee is qualified, if possible. If an employee fails to report to work promptly at the end of the family leave, the school will assume that the employee has resigned.

Procedures for applying for family leave are as follows:

- 1. An employee who becomes pregnant will notify administration or management in writing no later than four months before the anticipated birth of the child whether she wishes to:**
 - apply for family leave**
 - continue working without taking parental leave**
 - resign employment**

2. In the event of adoption, the employee will notify administration or management in writing as soon as feasible before adoption whether he or she wishes to:

- **apply for family leave**
- **continue working without taking parental leave**
- **resign employment**

Personal or Professional Leave

The Academy, at its discretion, may provide personal leave without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations.

All employees are eligible to request personal/professional leave as described in this policy. Employees should make requests for leave to administration or management at least 30 days in advance of foreseeable events, and as soon as possible for unforeseeable events.

Eligible employees may request up to a maximum of 12 weeks of personal/professional leave within any 12-month period. If the initial period of approved absence proves insufficient, consideration will be given to a request for an extension.

Health insurance benefits (if any), vacation, and holiday benefits are waived for the full period of the approved leave.

So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide the school with at least two (2) weeks advance notice of the date the employee intends to return to work. The Academy is under no obligation to reinstate an employee returning from leave. However, when a personal/professional leave ends, the Academy may at its discretion attempt to reinstate the employee to the same position, if it is available, or to an equivalent position for which the employee is qualified, if possible. If an employee fails to report to work promptly at the end of the family leave, the school will assume that the employee has resigned.

An employee's use of a personal leave should take into consideration anticipated work load requirements and staffing needs during the proposed period of leave.

For hourly employees there are no leave benefits at this time, but the Academy reserves the right to make changes from time to time at its sole discretion.

Excused Absences

Absences may be granted from time to time with the advanced approval of the administration or management. In no case will an absence be approved if not granted in advance of the actual

absence, with the exception of a death in the employee's immediate family or an unforeseeable emergency.

Article 5

Paid Days Off

Faculty members and staff are privileged to be absent during all scheduled holiday periods, provided their duties and responsibilities have been met prior to their departure. All year-end forms such as report cards, classroom inventory, course evaluation, and book orders must be submitted before departing for summer break.

Article 6

Pay Periods

All salaried and hourly employees will be paid twice a month, on the 15th and the last day of the month. If a payday falls on the weekend, pay checks will be issued on the preceding Friday.

Hourly employees must maintain a timesheet. The timesheet should show the date and the number of hours worked. It should be filled in at the end of each work day. The number of hours worked should totaled at the end of each week.

The end of the pay periods are the 14th and the 29th (30th) of each month, unless the scheduled pay day falls on the weekend or a holiday. Timesheets are to be placed in the designated location at the end of the pay period. Information not received on time will be paid the next scheduled payday.

Article 7

Payroll Deductions

As required by law, the Academy must make certain deductions from an employee's paycheck for such items a federal income tax, state income tax, social security, and in some locations, state disability insurance.

At times, there may be other deductions that an employee may authorize. All deductions will be indicated on the employee's paycheck stub. In order to make sure that an employee's deductions are correctly made and updated, an employee must be certain to advise administration of any change relating to deductions or withholding status.

Any questions that an employee may have about a paycheck or deductions made should be addressed to administration or management as soon as possible, preferably in writing.

Article 8

Reimbursement of Expenses

When conditions require that an employee work at a distance from the office location and remain overnight, the Academy will reimburse reasonable lodging cost. If reservations and payment is not arranged by the Academy, a receipt must be turned in by the employee for reimbursement along with a completed reimbursement form. No charges on the lodging receipt will be reimbursed except the actual lodging plus applicable taxes and reasonable phone charges.

Employees who must use a personal credit card for expenses such as lunches, dinners, travel, etc. must turn a copy of the receipt along with a completed reimbursement form. With each receipt and reimbursement form, the Academy must have the pertinent information: name of event attended; name of school or school's guest entertained; names of other employees in attendance; business discussed, etc.

All reimbursable miscellaneous expenses incurred by an employee must have prior authorization by the administration or management, and must be accompanied by a receipt and a completed reimbursement form to receive reimbursement.

Article 9

Salary Advancements and Loans

It is the policy of the Academy not to grant salary advancements or loans to its employees. Any exceptions to this policy or special arrangements are made at the discretion of the administration.

Article 10

Sick Days

Paid sick days are to be used in the event of illness and on a limited basis in the event of illness of a family member. Employees out sick must phone in notice of their absence as soon as possible, but no later than 6:30 a.m. of the working day. Employees are instructed to phone the administrator at home if he/she is not able to be reached at the school.

For hourly employees there are no sick pay benefits at this time.

Salaried employees are allowed five (5) sick days per year. Sick day benefits start from the first day of employment. When partial absences (i.e. missing part of a day's work) occur, they are equivalent to a minimum of one-half day sick leave. Any sick days taken in excess of five days will not be paid and will be deducted accordingly from wages. Unused sick days may not be carried over from year to year. An eligible employee whose employment is terminated during a contracted period will not be paid unused sick leave.

Employees must complete a sick-day report (forms available in school office) and submit to administration or management within the first day back to work for accurate maintenance of employee payroll files.

Employees should make every attempt to schedule all doctor/dentist appointments during non-work hours (including free periods for teachers), so as to minimize the impact on other staff and the Academy. For appointments that must fall during working hours, employees should provide administration or management as much advance notice as possible.

Article 11

Social Security

Deductions from paychecks for Social Security are required by law. The Academy matches the employee's contribution to Social Security. Social Security provides income after retirement. It also provides payments in the event of permanent disability, and it supplies insurance for a spouse and children who are under the age of 18. Congress has from time to time authorized increases in Social Security contributions which are required to be deducted.

Article 12

Staffships

At the discretion of the Academy, employees may be entitled to free tuition for children enrolled in the school. All students are assessed an annual registration fee.

Article 13

Workmen's Compensation

The Academy provides Workmen's Compensation coverage. Coverage by Workmen's Compensation Insurance occurs if you are injured while on school time. This insurance is provided and paid for entirely by the Academy. An employee must immediately report an injury to the administration or management, no matter how minor it may seem at the time. In each case of injury, the Academy has the responsibility to decide what action should be taken to provide medical assistance and treatment. Exact benefits are determined by State law. In general, coverage includes hospital, medical, and surgical costs, plus a weekly income for you while you are unable to work. Specific benefits are also payable in case of loss of limb, total disability, or death from injuries sustained while on school time.

The Workmen's Compensation Law prescribes how and to what degree employees shall be compensated.

If arrangements are necessary for medical leave, these must be made with administration to accommodate any extended leave with pay and reimbursement of Workmen's Compensation benefits to the Academy for continuing salary.

U. Faculty Development and Supervision

It is the policy of Kolbe Academy to strive to attain ever greater spiritual fidelity, moral deportment, and academic success with its student body. Toward that end, all employees are required to participate in ongoing professional evaluation and mentoring/development at Kolbe Academy. The administrator is ultimately responsible for the development, supervision, and evaluation of employees.

Staff development at Kolbe Academy is centered around six areas:

- 1. Setting Goals and Objectives**
- 2. Mentor Pairing**
- 3. Weekly Meetings, In-services, and Professional Growth**
- 4. Classroom Observations (formal and informal)**
- 5. A Yearly Summative Evaluation**
- 6. Teacher Certification through the National Association of Private Catholic and Independent Schools (NAPC*IS)**

Article 1

Setting Goals and Objectives

The teachers will meet with the principal at least yearly, or more often if appropriate, to set goals and objectives. These goals and objectives will focus on how the teacher plans to develop in relation to personal faith development and the development of the faith of his/her pupils, curricular or course content improvement or adaptations, pedagogical techniques, or any other areas of professional growth.

Goal and objective formation at Kolbe Academy must include:

- 1. Implementation of the principles and techniques of the Teacher's Manual**
- 2. Close adherence to the Kolbe Academy course plans and syllabi**
- 3. Completing and submitting annual course plan sheets**
- 4. Maintaining and submitting on a weekly basis the daily lesson plan book**

Article 2

Mentor Pairing

Teachers at Kolbe Academy are paired with experienced mentors to help them understand the principles and develop the practical techniques of Ignatian education. These mentors meet with the teachers on a regular basis to discuss material in a systematic way, as well as to address concerns as they arise.

Article 3

In-service Growth

Based on the goals and objectives identified in the process outlined above, the staff will be encouraged to expand its horizons, knowledge, and skills. Kolbe Academy has adopted a policy of actively seeking new opportunities for personal and professional growth.

Article 4

Classroom Observations

1. The purpose of an observation is to assist the teacher to improve classroom instruction and performance. In the course of the school year, classroom visitations (formal and informal, announced and unannounced) will be made by the administrator and/or mentor. For formal observations, the administrator will usually notify the teacher in advance and discuss the type of observation tool to be used, and also any specific elements of classroom instruction or management that may provide a focus for the visit. A post-observation conference will usually be held and a written summary of the observation provided for the teacher's own records and personnel file.
2. Teachers are also strongly encouraged to observe each other by mutual agreement and permission of the administrator. Such informal peer observation will not become part of the teacher's record.
3. Teachers are encouraged to initiate conferences with the administrator and other faculty members in order to find ways to improve and perfect classroom instruction and performance. Other educators visiting a class can become "another set of eyes" and thus help the teacher to discover new ways to grow and improve.

Article 5

Formal Summative Evaluation

1. Annually, or more frequently as necessary or desirable, the administrator will meet with the teacher to conduct a formal summative evaluation. This overall evaluation of teaching performance is based on formal and informal observations by the administration, as well as formal and informal conferences during the year, and observed interactions of the teacher with the staff, parents, students, and administration.
2. The administrator will discuss this evaluation with the teacher. Both the administrator and teacher will sign the evaluation. The teacher's signature only indicates that the teacher has read the evaluation and has had the opportunity to discuss it with the administrator. It signifies neither agreement nor disagreement with the evaluation. The teacher has the right to respond to this evaluation and any response will be filed in the teacher's personnel file.

Article 6

Teacher Certification through NAPC*IS

Kolbe Academy participates in the teacher certification program of NAPC*IS. Registration in the certification program is permissible only with the approval of the administrator. Any conferral of certification rests solely with the authority and discretion of the NAPC*IS governing body.

VI. General Procedures and Policies

Article 1

Change of Information

Upon commencement of employment, and from time to time thereafter, an employee will be asked by administration to complete various forms relating to employment and benefits. These forms will become part of the employee's personnel records maintained by the school.

It is important that these personnel records are accurate and up to date so that each employee can continue to receive uninterrupted benefits. The information is also necessary to determine the amount of deduction for federal and state income tax and to maintain emergency contact telephone numbers.

Article 2

Conduct and Behavior

All employees are expected to perform their duties diligently and to conduct themselves in a professional and courteous manner at all times. Failure to observe the expected standards of performance and behavior may result in a letter of instruction to be placed in the employee's personnel file, disciplinary action, or termination of employment.

Reasons for disciplinary action or termination of employment are subject, but not limited to, the following, and rest solely on the discretion and interpretation of administration:

1. Possession of firearms or other weapons on school or work premises
2. Violation of the school's substance abuse policy
3. Failure to comply with safety regulations
4. Fighting, making threats or engaging in disorderly conduct on school grounds
5. Stealing or unauthorized use of school's equipment or property or stealing from a cash supply
6. Inappropriate use of school time, equipment, or supplies for personal use. This would include excessive visiting with co-workers during office hours, inordinate use of the phone to make personal calls, use of the copy machines for private business without permission
7. Insubordination, including failure to comply with a supervisor's instructions and work assignments.
8. Dishonesty, including falsification of employment applications, timesheet, or other school documents
9. Gambling on school premises
10. Unexcused absenteeism or tardiness

11. Laziness or sleeping on the job
12. Commission of a crime or other conduct which damages the image or reputation of the school
13. Any action or conversation that is contrary to the laws of the Catholic Church and/or the principles of Christian ethics
14. Violation of school policies or procedures, or any action or omission that compromises or serves to discredit the mission of Kolbe Academy.

Disciplinary System

The administration is responsible for assessing the conduct and behavior of an employee. Immediate termination of employment may be considered appropriate even if no preliminary steps of correction have been taken. Any corrective action taken to encourage and maintain acceptable conduct will be determined in view of the facts and circumstances of each individual case and what is in the best interest of the school and its mission. In this regard, each incident will be considered in light of various factors, including, but not limited to, the seriousness of the incident and the employee's past conduct and performance.

Employee Evaluations

The school staff will be evaluated yearly by the administration prior to consideration of renewal of annual contracts.

Article 3

Confidentiality

Confidentiality is at the heart of all professional and personal relationships at Kolbe Academy: confidentiality between employer and employee, between teacher and student/parent, and between department staff and parents/students of the day or home school.

Confidentiality is the basis of all trust and honor among professionals. It is of the utmost importance for administration, management, faculty, and staff to understand its significance and to accept responsibility to respect and safeguard it. Confidentiality takes on special significance in the small school setting and workplace because of the intimacy of the environment and the potential for harm to an individual's reputation or to the Academy's good name when confidence is compromised or betrayed.

The final decision about the appropriateness of confidentiality regarding a particular matter is the province of the Board of Trustees. An employee must bring to the attention of administration or management any matter involving a potential threat to the well-being of the school, students, faculty or staff of Kolbe Academy, to which he/she has been "confidant". For example, a teacher, privy to conversation with a parent regarding concern or dissatisfaction about the school or administration, has a responsibility to inform the parent that he/she will report the concern to the

administration for review and resolution. It is preferred that the parent be encouraged to address a concern directly with the administration if it is not resolved by speaking to the teacher. In all situations of a serious nature, though, it is the employee's duty to inform parents of his/her responsibility and obligation to report this information to the administrator. The responsibility as an employee to represent the Academy and implement the mission and purpose of the school and to care for the well-being of the entire school population supercedes the responsibility of confidentiality to an individual student or family, or even a group of families.

Confidentiality between Employer and Employee

It is understood by the administration and management that any personnel, payroll, or personal matter between the Academy and an employee is considered confidential and is not discussed with anyone outside of the Board of Trustees and/or directly with the employee.

It is expected that the employee will honor the confidentiality of personnel, payroll, and personal matters related to work and not discuss such issues with anyone outside of the Board of Trustees, administration, or management with the exception of the employee's immediate family.

The area of confidentiality between employer and employee includes classification of employment, status of probationary period, salary negotiations and schedules, evaluations of job performance, content of personnel files, etc.

Confidentiality between Teacher and Student/Parent

A teacher is obligated to follow California law with regard to child abuse reporting. This means that a teacher may not accept, under any circumstances, a confidence that involves suspected or actual child abuse. A teacher cannot promise confidentiality to a student/parent who reveals in a conference setting, classroom activity, etc., any information related to child abuse.

A student/parent asking to speak in confidence to a teacher must be told the strict restrictions that the law places on a teacher with regard to child abuse and the necessity of reporting even suspected abuse. Severe penalties result for any failure to comply with the child abuse laws.

Confidentiality between teacher and student/parent extends to school behaviors, discipline, grade records, contents of cumulative folders, tuition, parent hours, etc. However, it should be clearly stated and understood that knowledge of these matters is open to the review and consideration of the administration and the Board of Trustees.

While professional discussions may take place between faculty members about school/student/parent issues for the purposes of affecting the harmony of school life, they should always be motivated by charity and mindful of protecting the confidentiality of the student or parent.

Confidentiality between Department Staff and Clients

The confidentiality of all communication between staff members and clients must be respected. This communication includes phone, letter, book orders, registration, etc. Account records, school records, quarterly reports must be protected in confidence. Professional discussions may take place between proctors, for example, but only for the benefit and well-being of the family being served—always in charity and with the intention to serve the family.

Article 4

Dress Code

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image of the school. We are role models for the students and, therefore, are required to present ourselves in the manner we expect the students to maintain. As a general rule, all employees are expected to wear properly laundered and pressed clothing and have a neat appearance. “Dress” rather than “casual” style and material is always appropriate attire.

For Women

During school hours, while in the performance of duties as teacher in the classroom, appropriate attire for women include dress or skirt (below the knee or longer), dress shoes (flats or heels; some open-toe and open-heel shoes are acceptable), and stockings. Please keep jewelry and make-up light, including any use of finger (toe) nail polish.

For Men

During school hours, while in the performance of duties as teacher in the classroom, appropriate attire for men is shirt and tie, dress shoes and socks. Hair is to be neat and well-groomed.

All Personnel

Faculty and administration personnel are not to wear blue jeans, T-shirts, tank tops, shorts, ball caps, sweats, sneakers, casual sandals, slippers, mini-skirts, or mini-dresses for the classroom.

Administration reserves the right to suspend any employee without pay for distasteful dress. Duration of suspension shall be determined by the Board of Trustees.

P.E. exceptions: Teachers are allowed to wear modest attire appropriate to the level of exercise, i.e. shorts or sweats, tennis shoes and T-shirts. T-shirts (or caps) should have no logo or advertising inappropriate or offensive to the mission of the school

Article 5

Emergency Closings

At times, emergencies such as severe weather, power failures, equipment failure, etc., can disrupt school operations. In extreme cases, these circumstances may require the closing of the school.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be unpaid to hourly employees. The wages of salaried employees are not affected by school closures.

Article 6

Fraternization Policy

Kolbe Academy maintains a policy that prohibits undue fraternization between employees and students. Non-permissible fraternization is defined as any behavior (verbal or physical) of a sexual, illegal, or age inappropriate nature, i.e., as deemed inappropriate for a particular child by the administration of Kolbe Academy. This policy pertains not only to engaging in such behaviors, but also to the suggestion, threat, or invitation toward such behaviors.

The relationship between employee and student must always be one of adult to child, governed by the moral standards of the Church, the legal standards of the State of California, and common sense. As such, this policy prohibits fraternization not only during school hours and on school grounds, but at any time or place. Normally, employees relate with children within the school setting. Prior consultation with the administration should take place if employee is with a student outside the school setting.

Article 7

Good Housekeeping

The Academy recognizes the importance of making work surroundings as comfortable, convenient, and pleasant as possible. To this end, constant efforts are made to provide adequate workspace and equipment, and to keep work areas clean and safe. Good housekeeping improves the appearance of the facilities and provides a safe environment preventing fires, accidents, or personal injuries.

Housekeeping is not one employee's sole responsibility. It is to be shared by everyone as a team effort. An employee is responsible for maintaining his/her work area in a clean and neat condition. All work areas should be tidied at the end of each workday. Each employee is responsible to clean up after him/her self, including washing any dishes or utensils used during meals or breaks. Eating should be restricted to the kitchen or lounge areas. Food, dishes, snacks, etc. should not be left on desks or work tables, especially at the end of the workday.

Article 8

Grievances

All employees are encouraged to communicate to supervisory staff, management, or administration any grievance regarding personnel matters, school or work policies, or procedures. A grievance may be any concern or dispute that an employee merits as needing consideration of management, administration, or the Board of Trustees.

The proper channel of communication of grievances would begin with the employee's immediate supervisor. If the matter is not resolved to employee's or supervisor's satisfaction, it would be brought to the attention of the manager or the administrator depending on the employee's work assignment. If the matter is not resolved on this level, the employee, manager, or administrator may request that it be brought to the consideration of the Board of Trustees for resolution. The Trustees' decision is final in the settlement of grievances.

Article 9

Guidelines for Ministering to Youth

The following are general principles to employ when working with children:

1. Whenever possible, avoid accompanying children into restrooms. If you must go with them, try to have another adult present.
2. Avoid driving alone with a child on a regular basis or any distance from child's home. (Note: An obvious exception to the rule of not being alone with children is where there is a relationship in addition to that of minister to youth, i.e. a niece, nephew, etc.)
3. Though the occasion to speak with a student in private may sometimes occur as situations and prudence dictate, employees must practice utmost vigilance to never be alone in a room with a student, particularly when discussing matters of discipline. Whenever possible, employees are to conduct private conversations with the door open and with other staff present. Male staff should seek the presence of female teachers or the administration when initiating or engaging in prolonged conversation with students.
4. Never visit a child's home without at least one adult there.
5. Never invite a child into your home without another adult present.
6. Never discipline using physical force or demeaning language. Physical force should only be used to protect yourself, another innocent party, or the child who is out of control.
7. Be careful of physical displays of emotion, i.e. hugging of children. Keep in mind the age of the child, the situation, the setting, and your relationship with that child. A hug could have different connotations to an elementary student than a junior high student of the opposite sex.
8. Never go on overnight trips with children without at least two adults, permission slips from the parents and the approval of the administration.
9. Be very careful about the types of jokes, humorous stories, or potentially suggestive situations you share with children. While children may hear jokes and off-color stories

from their friends, it has a different impact if it is coming from a role model such as a teacher.

10. Effective ministry requires that you do not seek to become a student's "buddy". As an adult, it is not appropriate to build a social life around/with youth.
11. If something strange, embarrassing, or possibly compromising happens to you in your ministry, report it to your supervisor immediately. Administrators can best help you if they can begin investigative or remedial action before a child reports something to his/her parents.
12. Do not attempt counseling unless you are trained as a counselor. If you do, know your limitations. Avoid counseling in any setting that might suggest dating or other social interaction.
13. Provide for your own physical, psychological, and spiritual self-care, as well as recreational time, etc. Keeping a healthy, balanced life will reduce the risks of developing unhealthy personal relationships with those to whom you minister. Engage your supervisor to periodically review with you critical situations which you may encounter. Maintain regular contacts with colleagues to use a "sounding board" where appropriate.

Article 10

Office and Desk Inspections

The Academy provides offices, desks, and various equipment (such as vehicles and computers) for the convenience and use of its employees. Although offices, desks, and other equipment are made available for the convenience of employees while at work, all of these items remain the sole property of the school. The Academy reserves the right to open and inspect offices, desks, vehicles, and any contents of the above, with or without advance notice or consent, whether or not the items are locked or unlocked, at the school's sole discretion. Such an inspection may be conducted before, during, or after working hours by administration or management.

Prohibited materials, including weapons, explosives, alcohol, or other controlled substances may not be placed in school offices, desks, vehicles, or other equipment. Perishable items also should not be stored in such locations or left for prolonged periods.

If requested, employees who fail to cooperate in connection with any inspection or who otherwise are found to be storing prohibited materials on school property may be subject to disciplinary action, including suspension or termination of employment.

The Academy is not responsible for any personal articles that are placed or left in an office, desk, vehicle, or other equipment that are lost, damaged, stolen, or destroyed.

Article 11

Operation of Vehicles

Any employee who, as a part of his/her duties is required to, or has need to operate a school vehicle, must hold a valid driver's license and have maintained an acceptable driving record. Having a driving record which in the opinion of administration is unsatisfactory or one that is unacceptable to the school's insurance carrier may be grounds for dismissal, if not revealed to administration prior to use of the school vehicle. A copy of the driver's license must be on file to be an authorized driver.

Any employee, who as part of his/her duties is required or has need to operate his/her own vehicle, must hold a valid license and must maintain his/her own liability insurance which shall provide coverage of not less than the current applicable rate designated by the Academy. Each employee must provide the administration with satisfactory evidence of insurance within five business days of his commencement of employment. The employee must also provide evidence of insurance renewal to the administration upon the date of expiration of any policy initially presented.

A school vehicle is to be used only for school related business. Employees are required to wear seat belts when operating or riding in a school vehicle or in a personal vehicle while performing duties on behalf of the school. Employees are required to reserve the use of the school vehicle with the administration.

In the event of a collision involving a school vehicle or in the event of a collision incurred during the course of the performance of an employee's duties, the employee must immediately notify administration and file a police report and other such reports as the school's or employee's carrier may require.

The school vehicle should remain parked at the Academy after work is completed for the day. In some cases, however, permission may be granted for the vehicle to be driven home.

Article 12

Phone Usage

Personal local phone calls made and received while at work should be kept to a minimum. Teachers will not be called from class except in the case of an emergency. Personal long distance phone usage on school billing charges is strictly prohibited, unless approved by administration or management. For school personnel, the phone in the kitchen is available for use.

To assure effective telephone communications, employees should always use an appropriate greeting and speak in a courteous and professional manner. An appropriate greeting would be, "Good morning. Kolbe Academy. This is _____. How may I help you?"

Article 13

Punctuality and Work Schedule

Employees are expected to be at work on time every day.

If an employee must leave the work premises for lunches, he/she should make certain to be back at the required time. If leaving campus, the employee is required to let a designated staff person know he/she is leaving and for how long.

Administration and management personnel should notify a staff member upon coming and going for business appointments, as well as lunch or errands. This will help eliminate callers holding while being transferred to an office line where there is no one to take a call.

Employees arriving late to work or returning late from lunch or free period with any degree of frequency without prior notification to administration will be subject to disciplinary action, up to and including termination, as deemed appropriate by administration.

All teachers are expected to be on duty fifteen (15) minutes before the first bell and remain one-half hour after school ends. Any teacher who takes a private tutoring assignment may not begin tutoring until at least one-half hour after school is dismissed.

All teachers are expected to attend scheduled staff meetings, conferences, in-service retreats, and evening or other special events.

Article 14

Safety

The Academy makes every effort to provide working conditions of the highest standard in order to provide an employee with maximum safety and comfort. However, it is each employee's responsibility to promote safety and prevent accidents from occurring by being safety conscious.

An employee should report immediately to administration or management the existence of any unsafe or hazardous condition. In the case of an accident involving personal injury, or damage to property, however slight, an employee should notify administration or management immediately. Failure to report an accident can result in a violation of legal requirements, and delays can lead to difficulties in processing insurance and benefit claims.

The use of portable heaters, burners, candles, and corrosive toxic materials are only permitted with approval of the administration.

Proper attention to necessity and cost should be employed when utilizing lighting, H/AC, and other equipment necessary for occupancy.

Supervision is required of all activities at the Academy. This includes all student activities in the classroom, hall, and playground and all extra-curricular events, student or adult. There must be a designated person in charge who is a responsible adult. The person in charge of the activity must remain with the group during the building use and is in charge in case of an emergency.

Article 15

Security

It is the responsibility of every employee to ensure that proper external security measures are taken, e.g., keeping exterior doors and windows shut and locked after school or business hours or ensuring that a school vehicle is locked with the windows rolled when not in use.

It is the further responsibility of every employee to maintain the security of all Academy information, documents, and materials compromising the confidential proprietary or private information of the Academy. This should be done in accordance with the policies and procedures described in the various school policies regarding the issue of confidentiality.

All of the materials designed by Kolbe Academy are copyrighted. These include those used in the day school, the home school, and School Start. Any information concerning the development and operation of these programs, as well as any and all client lists, are confidential materials/information belonging to Kolbe Academy and may not be shared beyond the professional and legal scope of the Academy.

Every regular full-time employee will be issued the necessary key(s) to access appropriate areas of the Academy. In the event an employee loses a key(s), the employee will report the loss immediately to administration or management. If the loss of a key breaches the school's security to the extent that locks have to be replaced, any expense involved may be borne by the employee, depending on the circumstances and any pattern of carelessness on the part of the employee. Making duplicate keys without approval of administration or management can be grounds for dismissal.

Keys are for use only by the staff member to whom they were originally issued. Staff members may be liable for any consequential injuries, damages, or theft resulting from misuse of those keys. Students and friends are not allowed to use any staff key, nor are they allowed to enter areas requiring supervision without the person in charge present. A supervising adult is responsible for checking all doors and windows in the used area before leaving the building.

The home school facility is protected by an alarm system. All regular home school employees will be trained in the use of the system.

Article 16

Sexual and Other Unlawful Harassment

Kolbe Academy is committed to providing a work environment that is free from all forms of harassment on the basis of any condition or characteristic protected by federal, state, or local law. In addition, Kolbe Academy prohibits sexual harassment.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes sex-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- 1. Unwanted sexual advances;**
- 2. Offering employment benefits in exchange for sexual favors;**
- 3. Making or threatening reprisals after a negative response to sexual advances;**
- 4. Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons, or posters;**
- 5. Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes;**
- 6. Verbal sexual advances or propositions;**
- 7. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations;**
- 8. Physical conduct that includes touching, assaulting, or impeding or blocking movements.**

These types of activities constitute sexual harassment when: (1) submission to such conduct is made whether explicitly or implicitly a term or condition of employment; (2) submission or rejection of such conduct or communication is used as a basis for making employment decisions; or, (3) the conduct or communication has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the next person in line of authority to that supervisor.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected. When the investigation is completed, you will be informed of the outcome of the investigation.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

Article 17

Smoking Policy

The Academy is to be an entirely smoke free environment in all of its school buildings, grounds, and work sites during school and business hours. Exceptions to the policy during special events and off-hours will be observed only on school grounds. Exceptions do not extend to buildings and work sites.

Article 18

Substance Abuse Policy

The Academy recognizes a responsibility to help provide a safe and productive workplace for its employees. To this end and to safeguard the Academy's property, protect the health and safety of the general public, and to set a positive example for the community in which the Academy does business, the Academy has adopted a Substance Abuse Policy. Compliance with this policy is a condition of initial and continued employment with the Academy.

It is the policy of the Academy to maintain a drug-free workplace. The Academy prohibits the manufacture, distribution, dispensation, possession, concealment, use, sale, or transfer of alcohol, inhalants, drugs, or controlled substances during school or work hours, or on school or work grounds. The Academy also prohibits the possession of drug-related paraphernalia or literature promoting the use of illegal drugs, as well as oral discussions promoting the use of illegal drugs while at school or work, or on school or work grounds.

The Academy also prohibits the presence of any person on school or work premises or grounds while under the influence of alcohol, inhalants, drugs, or controlled substances. "Under the influence" means a .08 or greater alcohol concentration in a sample taken; observable impairment in speech or activity as a result of alcohol consumption; or having a detectable level in the person's body of drugs, inhalants, or controlled substances, regardless of when or where it may have been consumed.

If approved by the administration, the moderate use of alcoholic beverages at school-sponsored events is not prohibited under this policy. However, even if use of alcohol is approved, no employee may be under the influence as defined above.

Compliance with this policy is a condition of initial and continued employment. Disciplinary action, up to and including termination, may be taken against any employee who violates the policy.

Prescription drugs prescribed by a licensed medical practitioner for the person using or possessing them and over-the-counter medications are generally not prohibited by this policy, provided they are legally obtained and are not consumed at a frequency or quantity greater than the dosage prescribed or otherwise recommended on the medication's label.

An employee taking a prescription or over-the-counter drug or medication that is known or advertised as possibly affecting or impairing judgment, coordination, or other senses, or which may adversely affect a person's ability to perform work in a safe and productive manner, must notify administration before start of employment or before taking such medication anytime during employment. The administrator in consultation with the Board of Trustees and appropriate medical personnel, will decide if the employee may be hired or remain at school or work, and, if so, if any work restrictions are necessary.

Article 19

Tools and Equipment

All tools and equipment belonging to the Academy are to be utilized exclusively for school business. Personal use of school tools and equipment is allowed only with the express consent of the administration or management of the Academy and with a full acceptance of liability. The Academy will in no way be responsible for any injury or damage resulting from such use or any defects, malfunction, or lack of maintenance upon such tools and equipment.

Article 20

Trips and Field Study

Students in grades 4-12 may attend up to three field trips a year. Students in grades 1-3 may attend up to four field trips a year. These trips should be related to the curriculum studied in class.

Acknowledgment of Employee Handbook

My signature below indicates I have read and fully understand the Personnel Policy Handbook of Kolbe Academy.

Further, I agree to abide by the procedures set forth therein throughout the term of my employment. I understand that I will be notified in writing of any amendment to the stated policy.

The guidelines are subject to change, modification, or elimination at any time, as the Academy finds it appropriate to the conduct of its business.

Employee signature

Employee name printed

Date

PLEASE NOTE:

This page is to be returned to the administrator, signed and dated within one week after receiving the Personnel Policy Handbook to review. This form becomes a permanent part of an employee personnel file.