HOLY FAMILY 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 Holy Family Academy. Holy Family Academy is a private, Catholic school teaching in the Roman Catholic Tradition and a 501(c) (3) non-profit corporation. Holy Family Academy does not discriminate in employment opportunities or practices on the basis of race, color, sex, national origin, or age.

The primary purpose of Holy Family Academy is to assist parents in the mission entrusted to them by the Church, namely, the salvation of their children’s souls. Concerning educational principles and methodology, and correlative spiritual practice, teachers are required to follow the directives given by the Administrative Team under the direction of the Board of Trustees.

The Academy reserves the right to employ only practicing Roman Catholics who have a sincere interest in furthering the Academy's mission within the Church, and a cooperative spirit to work under the direction of the Board of Trustees. 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 all situations, in a way that supports the Roman Catholic Church and its teachings. All staff will be required to make an annual public Profession of Faith and Oath of Fidelity to the Roman Catholic Church. Serious actions contrary to the Church’s teachings (such as living with another 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. Your good example is crucial in the formation of the students in our school.

**Disclaimer:**

This personnel policy handbook is the property of Holy Family Academy. All employees will be issued a copy of the handbook as required reading. In addition, the Head of School and the Dean of Academics and Faculty will keep a current edition of the handbook, and a copy will be located in the main office 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 Board of Trustees 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 and will be required to sign a statement stating that they have received such changes. Personnel Handbook must be returned to the school at the end of employment with the Academy. Holy Family Academy is grateful for the assistance of Kolbe Academy and St. Maria Goretti Academy for the resources that they have provided us in the development of this handbook.

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### I The Mission of HOLY FAMILY ACADEMY

***Article 1***

# Mission Statement -- Ad Veritatem per Fidem et Rationem

The goal of education at Holy Family Academy is to produce “the true Christian...the supernatural man who thinks, judges and acts constantly and consistently in accordance with right reason illumined by the supernatural light of the example and teaching of Christ” (Pius XI, Divini Illius Magistri, 96).

The mission of Holy Family Academy is to educate students in grades 7–12 in the Roman Catholic classical tradition. Desiring to be found in the heart of the Church, and providing for the formation of students in an atmosphere free from dissent of its teachings, the members of the Board of Trustees and all faculty and staff of the Academy take an oath of fidelity to the Magisterium, and sign a profession of faith to the Roman Catholic Church. Holy Family Academy is dedicated primarily to serving practicing Roman Catholic families, as well as others who sincerely desire to participate in the total curriculum. The academy does not discriminate on the basis of race, color, national or ethnic origin in its policies of admissions, scholarships, or employment of personnel.

The Christian graduate must be educated in excellence. The study of that which is excellent in human attainments will bear witness to truth, and thus to God. Authentic classical education, or liberal education, informs students with the most excellent intellectual accomplishments in the order of nature (i.e. the liberal arts and sciences, the fine arts) and thus disposes them to the crowning intellectual accomplishments of those steeped in grace (i.e. sacred doctrine/theology).

# The motto of Holy Family Academy is taken from the encyclical letter, Fides et Ratio written by Pope John Paul II, when in his salutation he states; “Faith and reason are like two wings on which the human spirit rises to the contemplation of truth; and God has placed in the human heart a desire to know the truth – in a word, to know Himself – so that, by knowing and loving God, men and women may also come to the fullness of truth about themselves.” Ad Veritatem per Fidem et Rationem – to the truth through faith and reason. All to the greater glory of God!

***Article 2***

***Prayer Life***

The entire school day is dedicated to the Lord in prayer. Mass, Morning Prayer, the Angelus, prayer before and after each class. All full-time staff are required to participate in all community prayer, unless there is another task specifically assigned for that time by the administration, which makes this impossible. Preparing for classes or meeting with students are NOT reasons to miss prayer. All part-time staff who are on duty at the time of community prayer times are highly encouraged to participate in the school prayer life as much as possible.

### II Job Description

In keeping with the mission of Holy Family Academy the teacher’s primary responsibilities are three-fold: to truly live and model a life in keeping with the Catholic Faith; to be devoted to the mastery of his or her subject matter; and to provide an environment which fosters the intellectual growth and full potential of every student.

To achieve this goal, teachers must:

1. Support and exemplify in conduct both Catholic doctrine and morality in a manner consistent, in expression and example, with the teachings of the Catholic Church and shall not teach, advocate, encourage, or counsel beliefs or doctrines contrary to those teachings. The teacher should promote and teach in a positive light all the truths and disciplines of the faith.
2. Relate with the Board of Trustees, the Leadership Team, other teachers and staff, in a way that fosters mutual respect. The Leadership Team of Holy Family Academy consists of three members, the Head of School, the Assistant Head of School, and the Dean of Academics and Faculty. The Head of School oversees the entire work of the Academy under the oversight of the Board of Trustees and along with the Assistant Head of School implements policy with respect to the discipline of students, physical order, and relations with families and outside agencies. The Dean implements policy with respect to teaching, curriculum, and supervision of faculty. Teachers should establish friendly and cooperative relationships with the Leadership Team and with other members of the staff.
3. Relate with 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. It is also their duty to foster a good professional relationship with the parents of their students. Teachers should be familiar with the mission and principles of Holy Family Academy so as to be able to put these into effect.
4. Closely follow the curriculum approved for Holy Family Academy. It is expected that teachers will 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 be aware of the academic background of his or her students. Knowing the strengths and the challenges of each student, as well as the scope of the material covered in previous years by his or her students, will enable the teacher to best serve each individual and ensure that a comprehensive study of his subject matter is accomplished.
5. Make liberal and appropriate use of the Socratic method, especially in the high school years, so as to ***engage*** his or her students in the process of becoming educated, thus training students how to reason from premise to conclusion, to distinguish, to articulate well, and to persuade.
6. Maintain the established rules of the Academy for orderly participation in the classroom. Using the *Don Bosco Method,* each teacher is responsible maintaining the preventive discipline plan in his or her classroom according to the needs of the students and in keeping with the policies of the Academy. Nagging, threatening, bargaining and corporal punishment are unacceptable methods for resolving or preventing breach of order with students at Holy Family Academy.
7. All teachers are expected to maintain neat, orderly, and organized classrooms. It is the responsibility of the teacher to maintain the cleanliness and neatness of the classroom. At the end of the day, homeroom teachers will restore order to their rooms. There will be cleaning supplies in each classroom and a vacuum cleaner available. Teachers are encouraged to enlist the help of students in maintaining the classroom. The homeroom teacher is also responsible for ensuring student locker areas are tidy and in order throughout the day. Before leaving for the day, homeroom teachers are to make sure that all the windows are closed, lights, fans and electrical equipment are turned off.
8. Homeroom teachers will be present in the school by 7:40 AM and in their rooms by 7:45 PM to greet students as they arrive. Homeroom teachers are responsible for taking attendance on ALMA, the Holy Family Academy school information system. Homeroom teachers collect all student forms and/or permission slips and send them to the office. Homeroom teachers and students walk as a group to Ste. Marie’s church for Morning Prayer or Holy Mass.
9. Participate actively in all regularly scheduled meetings of the faculty. Attendance is also obligatory for short, unscheduled meetings called by the Leadership Team whenever necessary.
10. 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 Holy Family Academy.
11. Provide for appropriate and accurate student evaluation. Assignments should be clear, age and content appropriate, and have an adequate means of evaluation. Daily or weekly assignments must be posted in the classroom and on ALMA. The Dean will establish and facilitate efficient means to fulfill this responsibility for the faculty. Corrected tests and papers submitted by students should be returned within a reasonable time.
12. Maintain and record pertinent data for all official school documents and progress reports. Using ALMA, it is the teacher's responsibility is to carefully record test results, absentees, significant anecdotal information, grades, and any other school related information. The teacher must respect the right of each student to have confidential information withheld except when its release is authorized or is required by law.
13. Notify parents and the Leadership Team 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 potential causes and indications of behavioral problems.
14. Assume designated responsibilities within the school concerning maintenance, supervision of students, and proper usage of educational materials and equipment. A teacher must be diligent and alert when supervising the students, especially during recess periods, understanding that these are times when accidents are most likely to happen. Additionally a teacher must realize that he or she may be held accountable for injuries should they stem from the negligence of a supervisor.
15. Be willing to serve, when asked by the Dean, as a mentor teacher to other teachers at the Academy.
16. Be available for weekly faculty meetings, which will take place on a designated day beginning at 3:10 PM. At times faculty members might be asked to take an active role in the planning or execution of such meetings. All faculty members are expected to come to each meeting properly prepared.

### 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. All full-time teachers are expected to assume the principal responsibility for at least one approved extra-curricular activity, to collect student work for publication in the Academy newsletter and on the Academy webpage, and to contribute their own written work to the Academy newsletter and webpage.

***Article 2***

***Employment Categories***

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

Each employee is designated as either full-time or part-time. An employee's classification may be changed only upon written notification by the Leadership Team. Teachers, additionally, 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 Head of School. All first year employees are hired on a probationary basis.

Each employee will belong to one of the following employment categories:

FULL-TIME employees are those who are not in a temporary status and who are regularly scheduled to work the school’s full-time schedule. Employees are eligible for other benefit programs, such as health, dental, and personal leave days. Full-time employees may be either salaried or hourly.

PART-TIME employees are those who are not assigned to a temporary or introductory status, scheduled to work less than *40* hours per week, or teach less than 4 courses. While they do receive all legally mandated benefits (such as Social Security and worker’s compensation insurance), they are ineligible for other benefit programs, such as health, dental, or personal leave days.

TEMPORARY 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. 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 worker’s compensation insurance and Social Security), they are ineligible for other benefit programs, such as health, dental, and personal leave days.

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 by the Leadership Team.

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 Leadership Team. 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 beyond those required by law.

***Article 3***

***Non-School Employment***

After-school employment of all employees should not interfere with school duties, faculty meetings, in service programs, and any other events that teachers are expected, or asked to be present for.

## Article 4

***Personnel File***

Individual personnel record files are kept in the Assistant Head of School’s office for all faculty and staff members. The records include copies of application forms, transcripts, health records, certification information, yearly contracts, personnel information forms, and any other documents pertinent to the staff member. Written statements to or about a teacher, particularly those of an unfavorable nature, are reviewed by the Leadership Team. 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 record files are kept completely confidential and are only available to the Leadership Team, teacher (upon request), lawful civic and school authorities or when necessary by a designated member of the Board of Trustees. Teachers should notify the Assistant Head of School whenever any of the data tracked in the files changes.

***Article 5***

***Photography and Videography***

Periodically throughout the year photographs and video recordings of the staff may be taken and may be used in communications with supporters and benefactors, on the Holy Family Academy website, the Holy Family Academy Facebook page, and in promotional materials. It is assumed that the school has permission to use these photographs and video recordings as designated above. If an employee does not want to be photographed or video recorded, please notify the school in a written notification to the office at the beginning of the school year.

***Article 6***

***Termination of Employment***

The Head of School in consultation with the Leadership Team, can terminate employment of teachers during the year for violation either of terms as stated in the contract or of policy as stated in the Personnel and Parent-Student Handbooks. If a teacher wishes to be released from his or her contract, it must be by written request and with review by the Leadership Team with a thirty-day notice given.

Employment of all other employees may be terminated by either the employee or the Leadership Team at any time with preferred, but not required, two-week notice, or in accord with their individual contract of employment. Any expressed or implied assurances concerning the terms, conditions, or duration of an individual's employment with Holy Family Academy are not binding upon the school unless they are in writing and signed by a member of the Leadership Team.

All school manuals, employee handbooks, faculty handbooks, keys, and any Holy Family Academy property in an employee's possession at the time of termination are the sole possession of the Academy and must be returned immediately upon dismissal.

Health benefits cease at midnight on the last day of voluntary or involuntary termination of employment. Dental benefits cease on the last day of the month of voluntary or involuntary termination of employment.

# IV Payroll and Benefit Plan Summary

***Article 1***

***Primary Benefits:* *Full-Time Employees Only***

***Health and Dental Insurance***

Holy Family Academy participates in a group health and dental plan for those full-time employees who elect to do so. For full-time employees, the Academy will contribute towards participation in the school provided health plan beginning with the first day of the month following the effective date of employment as follows:

Holy Family Academy will pay the premium for medical coverage for the employee and family at the rate of 80%. The remaining 20% will be deducted from the employee’s paycheck. Holy Family Academy will pay 100% of the premium for dental coverage. This coverage is subject to change upon a yearly review by the Leadership Team, which for the medical insurance normally takes place in August and for the dental insurance in May. If there is a change in the provider, or a significant change in the benefits provided by the existing policy, the Leadership Team will notify employees of said changes in writing. Enrollment in the health/dental plan requires the timely filing of the properly signed forms available from the Assistant Head of School.

***Health Reimbursement Account (HRA)***

Holy Family Academy employees and their dependents enrolled in the group HMO plan are subject to a $5,000 deductible per member and a maximum $10,000 deductible per family per plan year. If eligible employees or their dependents incur a deductible event/events, they are required to pay the first $3,000 of the total deductible expenses incurred. Holy Family Academy will pay any remaining deductible up to a maximum of $2,000 per member or $4,000 maximum per family. Harvard Pilgrim deductible expenses are the only qualified expenses under this plan, dental expenses, medical co-payments and prescriptions are not eligible expenses.

***Qualified Tuition Reduction (QTR)***

Holy Family Academy provides a Qualified Tuition Reduction (QTR) program which enables the children of eligible active employees to enroll at the Academy at reduced tuition. For full time employees the tuition reduction is 80% and for part-time employees the tuition reduction is 50%.

***401(k) Investment Program***

Not currently available.

***Article 2***

***Holidays***

The school follows a ten-month school schedule. The yearly schedule of school holiday periods are published and distributed at the beginning of each school year.

***Article 3***

***Jury Duty***

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

Holy Family Academy fully supports a teacher’s compliance with jury duty. If a teacher is called for jury service on any day that prevents him or her from reporting for normally scheduled working hours, the teacher will be compensated for up to three days for the difference between his or her salary (see article nine for how this is determined) and what he or she received for jury duty. If a teacher is called but not impaneled, the teacher is expected to complete the balance of his regularly scheduled workday.

Proof of jury service, provided by the court clerk, is required.

***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 except in the case of a funeral leave as described below. Requests for leaves of absence should be discussed with the Leadership Team. The Academy may grant leaves of absence or permitted absences under the following conditions:

Funeral Leave Maternity Leave

Medical Leave Disability Leave

Family Leave Excused Absences

Personal Leave Military Leave

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

**Funeral Leave:**

If any full-time employee has need to take time off due to the death of an immediate family member, the employee should notify the Dean immediately.

Time off of up to three days, if necessary, may be granted to allow for the employee to make any necessary arrangements associated with the death and funeral. The Leadership Team must approve the period of time taken off.

The school defines "immediate family" as the employee's spouse, mother, father, sister, brother, son, daughter, paternal or maternal grandmother or grandfather.

For part-time 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:**

The Academy provides medical leaves 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 by a health care provider; and temporary medical circumstances associated with pregnancy, childbirth, and related medical conditions.

Full-time salaried employees are eligible to request medical leave as described in this policy. Employees should make requests for medical leave to the Leadership Team at least 30 days in advance of foreseeable events, and as soon as possible for unforeseeable 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 the Leadership Team. 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 24 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 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 a maximum period of six (6) months. 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 weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified. 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. The Board of Trustees, Leadership Team, 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.

For part-time 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.

**Family Leave:**

The Academy provides family leaves of absence without pay to eligible employees who wish to take time off from work duties 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 in-patient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.

Full-time employees, in good standing, are eligible to request family leave as described in this policy. Employees should make requests for family leave to the Dean at least 30 days in advance of foreseeable events, and as soon as possible for unforeseeable events. The Leadership Team must approve all leaves.

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 24 weeks of family leave within any 12-month period. Any combinations of family leave and medical leave may not exceed this maximum limit. If the initial period of absence proves insufficient, consideration may be given to a written request for a single extension of no more than 15 calendar days. Married employee couples may be restricted to a combined total of 24 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 not continue to provide health insurance benefits (if any) for the full period of the approved family leave. Vacation and holiday benefits are also 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. When a family leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

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 the Assistant Head of School 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 family leave
* Resign employment

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

* Apply for family leave
* Continue working without taking family leave
* Resign employment

For part-time 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.

***Article 5***

***Pay Periods***

All full-time and part-time employees will be paid bi-weekly on Fridays via direct deposit.

## Article 6

***Payroll Deductions***

As required by law, the Academy must make certain deductions from an employee’s paycheck for such items as federal income tax, state income tax, social security, and employee’s portion of health and dental benefits, if applicable.

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 the Assistant Head of School of any change relating to deductions or withholding status.

At times, the Academy may be notified of an employees’ indebtedness. This is generally in the form of a garnishment or a court order to deduct a portion from the employees’ paycheck. If this should happen, Holy Family Academy will contact the employee, in confidence, to allow the employee to resolve the situation, if possible. Holy Family Academy will cooperate with any deductions ordered by the court.

Any questions that an employee may have about a paycheck or the deductions made should be addressed to the Assistant Head of School as soon as possible, preferably in writing.

***Article 7***

***Reimbursement of Expenses***

All reimbursable miscellaneous expenses incurred by an employee must have prior authorization by the Leadership Team. If approved, a completed reimbursement form accompanied by a receipt must be received within thirty (30) days of expenditure to receive reimbursement.

***Article 8***

***Salary Advancements & 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 Head of School.

***Article 9***

***Sick/Personal Days***

Employees out sick must phone in notice of their absence the evening before, if possible, or no later than 6:30 AM prior to the start of the working day. Employees are instructed to phone the Dean of Academics and Faculty at home, if he or she cannot be reached at the school. If a staff member takes a message, a message log must be provided to the Assistant Head of School for record purposes. If the Dean is unavailable, send an e-mail to the members of the Leadership Team and the school secretary.

Part-time employees are allowed two paid sick days a year, as described below. There are no personal days for part-time employees.

Full-time employees may take off up to a total of three (3) sick days and one (1) personal day per year with pay according to the following specifications. Request for a personal day must be approved by the Leadership Team. Please give as much advance notice as possible. All three (3) sick days per year **must be for illness**. Absence of any duration greater than 4 hours is equivalent to one full day sick or personal leave. Any sick pay days taken after three days per year shall not be paid and incur a pro-rated deduction from wages based on an estimated daily rate of pay. The following formula will be used to determine the deduction: yearly salary, divided by 42 weeks, divided by 5 days = daily deduction. Sick and personal pay day benefits start from the first day of employment.

Unused sick days or personal 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 for unused sick leave or personal day.

Paid sick days are to be used in the event of employee illness and, on a limited basis with the approval of the Leadership Team, in the event of illness of an immediate family member.

***Article 10***

***Social Security***

The deductions from your paycheck 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 in such an event 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 11

***Vacations***

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 final grade reports, final exams, classroom inspection, book inventory, and book order requests, if applicable, must be submitted before departing for summer break.

***Article 12***

***Workers’ Compensation***

The Academy provides Workers’ Compensation coverage. Coverage by Workers’ 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 Leadership Team, preferably in writing, 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. The Workers’ Compensation Law prescribes how and to what degree employees shall be compensated.

# V Faculty Development and Supervision

It is the policy of Holy Family 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. Additionally, all teachers will participate in ongoing mentoring/development at Holy Family Academy. The Dean is ultimately responsible for the development, supervision, and evaluation of teachers. The Head of School is responsible for the evaluation of the Administrator and the Dean.

Teacher development goals at Holy Family Academy are centered on six areas:

1. Setting Goals and Objectives
2. Mentor Pairing
3. In-services and Professional Growth
4. Classroom Observations (formal and informal)
5. A Formal Yearly Evaluation
6. Teacher Certification through NAPC\*IS

***Article 1***

# Setting Goals and Objectives

The teachers will meet with the Dean 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 their pupils, curricular or course content improvement or adaptations, pedagogical techniques, or any other areas of professional growth.

Goal and objective formation at Holy Family Academy must include:

1. Implementation of the principles and techniques of a classical education using

the Socratic method.

2. Close following of the Holy Family Academy course plans and syllabi.

3. Completing and submitting semester course plans prior to

the start of each trimester according to the Faculty Calendar.

1. Maintaining on a weekly basis a daily lesson plan to be available for periodic review by the Dean.

***Article 2***

# Mentor Pairing

Teachers at Holy Family Academy may be paired with an experienced mentor to help them understand the principles and develop the practical techniques of teaching a classical education using the Socratic or discussion based method. Under the direction of the Dean, the mentor meets with the teacher on an as needed basis to provide whatever help is necessary.

***Article 3***

# Meetings, In-services, and Professional Growth

Often based on the goals and objectives, as stated in article one, the faculty will be encouraged to expand its horizons, knowledge, and skills. Holy Family Academy has adopted a policy of actively seeking new opportunities for personal and professional growth, including in-service workshops, staff meetings, annual staff retreats, in addition to mentor pairing, evaluations and Teacher Certification through NAPC\*IS.

***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 Leadership Team. For formal observations, the Dean 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 may be provided for the teacher’s own records and personnel file.

2. Teachers are also strongly encouraged to observe each other. Such informal peer observations will not become part of the teacher’s record.

3. Teachers are encouraged to initiate conferences with the Dean 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 Yearly Evaluation

The purpose of a yearly evaluation is two-fold: to promote personal and professional growth as well as to be used as an instrument in the discernment of future employment by the Academy. The evaluation tool to be used will be given to all teachers at the first faculty meeting of the year.

1. All faculty members will be evaluated annually. This consists of a self-assessment, plus a performance review by the Dean or a delegate. In addition, this evaluation will be based on the formal and informal observations and conferences with the Dean as well as all observed interactions of the teacher with the staff, parents, students and Leadership Team. The Head of School is responsible for the formal yearly evaluation of the Dean and the Assistant Head of School.

2. The Dean will discuss this evaluation with the teacher. Both the Dean 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 Dean. It signifies neither agreement nor disagreement with the evaluation. The teacher has the right to respond to this evaluation in writing and attach additional comments if desired. The written evaluation and any response will be filed in the employee’s personnel file.

***Article 6***

# Teacher Certification through NAPCIS

Holy Family Academy participates in the teacher certification program of the National Association of Private Catholic and Independent Schools (NAPC\*IS). Registration in the certification program is permissible only with the approval of the Board of Trustees and upon the recommendation of the Dean. It is the intention of Holy Family Academy to have all of its teachers certified through NAPC\*IS. Any conferral of certification rests solely with the authority and discretion of the NAPC\*IS governing body. It is the expectation that when asked all teachers will willingly participate in the NAPC\*IS certification.

# 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 the Assistant Head of School 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.

Each employee must notify the Assistant Head of School promptly of any change in the employee's address, telephone number, or emergency contact telephone numbers.

***Article 2***

***Conduct and Behavior***

All employees are expected to perform their duties diligently and to conduct themselves according to the NAPC\*IS Standards of Excellence at all times (see Appendix A). Failure to observe the expected standards of performance and behavior may result in a verbal warning, letter of instruction to be placed in the employee’s personnel file, disciplinary action such as suspension without pay, 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 the Board of Trustees:

1. Possession of firearms or other weapons on school or work premises.
2. Violation of the school’s substance abuse policy (see Section VI, article 19–20).
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.
6. Inappropriate use of school time, equipment, or supplies for personal use. This would include leaving school grounds during school hours without permission, inordinate use of any phone to make personal calls, use of the copy machines for private business without permission.
7. Any behavior or conversation that violates the laws of the Catholic Church and/or

the principles of Christian ethics.

1. Insubordination -- failure to comply with a supervisor's instructions and/or work assignments.
2. Dishonesty, including falsification of employment application or other school documents.
3. Gambling on school premises.
4. Excessive absenteeism or tardiness.
5. Commission of a crime or any other conduct, which damages the image or reputation of the school.
6. Violation of school policies or procedures, or any action or omission that compromises the mission of Holy Family Academy.
7. Violation of Confidentiality Policy (see Section VI, Article 3).

**Disciplinary System**

The Dean is responsible for assessing the conduct and behavior of an employee in consultation with the Leadership Team. 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.

***Article 3***

***Confidentiality and Subsidiarity; Roles and Responsibilities***

**Confidentiality**

In a small school setting, like that of Holy Family Academy, one finds particular features that are a gift to those involved and that lend to an atmosphere that is more family-like than institutional. This family-like setting is a great advantage to creating a community of learners and to achieving the ends of the Academy. But this very same quality also means that the school, and the individuals within, is particularly vulnerable to being divided and hurt unless individuals and groups conduct themselves in such a way as to protect the well-being of all involved.

The purpose of this article is to define and outline some of the basic principles and proper roles involved in interpersonal and group relationships in a small school setting, so as to bring clarity to the manner in which all members and groups at Holy Family Academy will conduct themselves and to define the nature of the relationship between the Board of Trustees, parents, students, groups within the school, faculty and staff.

The principle of confidentiality safeguards the dignity of each human person by protecting their right to confidence in personal issues and the reputation of their good name. This principle implies that a discussion of an individual’s actions and character are not the domain of casual conversation. Confidentiality takes on a special significance in a small school setting because of the intimacy of the environment and the potential harm to an individual’s reputation or to the Academy’s good name when confidence is compromised or betrayed. When a true need arises to address a legitimate concern or issue involving an individual’s actions or character then it must be done mindful of the principle of subsidiarity and with proper safeguards in place to protect the reputation of all parties involved. In all circumstances charity and prudence should prevail.

Confidentiality also protects the reputation of families and groups within the school and the reputation of the school itself. The above guidelines apply to these groups as well. Gossip (the revelation of personal or sensational facts or rumors about others) is a betrayal of confidentiality.

Confidentiality is at the heart of all professional and personal relationships at Holy Family Academy, confidentiality between Administrative Team and staff, between teacher and student and teacher and parent.

Confidentiality is the basis of all trust and honor among professionals; it is of the utmost importance for Board of Trustees, Leadership Team, faculty, and staff to understand its significance and to accept responsibility to respect and safeguard it.

Confidentiality is betrayed by gossip to individuals outside of the school or work setting. Protecting confidentiality by not participating in gossip also extends to those within the school or work setting. Confidentiality need not be betrayed when discussing matters of confidence with immediate family, such as a spouse or parent of the employee. However, charity and prudence should prevail, with safeguards in place, to protect the reputation of all parties involved.

Confidentiality between teacher and student or parent cannot extend to protection of child abuse, whether suspected or exposed “in confidence”. Confidentiality also does not extend to any circumstance in which the best interests of the school or the peaceful harmony of the school will be jeopardized if a confidence is maintained.

The final decision about the appropriateness of confidentiality regarding a particular matter is the province of the Head of School in consultation with the Leadership Team. An employee must bring to the attention of the Leadership Team any matter involving a potential threat to the well-being of the Academy, to which he or she has been a “confidant”. For example, a teacher, privy to a conversation with a parent regarding concern or dissatisfaction about the Academy, has a responsibility to inform the parent that he or she will report the concern to the Leadership Team for review and resolution. It is preferred that the parent be encouraged to address a concern directly with the Leadership Team if it is not resolved by speaking to the teacher. In all situations of serious matter, though, it is the employee’s duty to inform parents of his or her responsibility and obligation to report this information to the Leadership Team. 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 supersedes 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 Board of Trustees and the Leadership Team that any personnel, payroll, or personal matter between the Academy and an employee is considered confidential and is not discussed with anyone other than the Board of Trustees 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, or Leadership Team with the exception of the employee’s immediate family.

The areas of confidentiality between employer and employee includes classification of employment, status of probationary period, contract status, salary negotiations and schedules, evaluation of job performance, disciplinary action, and contents of personnel files.

**Confidentiality between Teacher and Student/Parent**

A teacher is obligated to follow State 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 or parent, who is revealing in a conference setting, classroom activity, etc. any information related to child abuse.

A student or 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, including sexual 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 or parent extends to school behaviors, discipline, grade records, contents of cumulative folders, tuition, etc. However, it should be clearly stated and understood that knowledge of these matters is open to the review and consideration of the Leadership Team.

While professional discussions may take place between faculty members about school, student, or 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.

**Subsidiarity**

The principle of subsidiarity is closely related to confidentiality. This principle, enshrined in Catholic teaching, directs us as to who should be the proper recipient of information, discussion, and decision making. Subsidiarity can be clearly seen when we speak of parents as the primary educators of their children. This is an example of subsidiarity and protects the parents from undue influence by others in the decision making process for their children. Subsidiarity implies that the smallest, closest circle of people who have the responsibility of decision making in the circumstances are the ones who have a legitimate right to the information that would be necessary to make a proper decision. This is especially true when such information is of a personal or confidential nature. Subsidiarity also helps to define the proper chain of command through which concerns are directed and decisions are made.

**Proper Role of Teachers in Relation to the School**

Teachers have the right and the duty to fulfill their vocation in service to the Church and in the pursuit of truth through faith and reason. They have the right to know the school's mission and vision, and how the school intends to carry out that vision through its policies. Teachers also have the right to ask questions and to receive truthful answers about policies that specifically relate to the exercise of their office. The Board of Trustees is the guardian of the school's vision and its policies, and the final arbiter concerning the interpretation of the school's vision and its policies; the Leadership Team implements the vision and policies of the school on a day-to-day basis in matters that affect the school as a whole, and the teacher implements the vision and policies of the school on a day-to-day basis in matters that affect the teacher's classroom and other assigned responsibilities. It is the teacher's responsibility to support the Leadership Team and Board in decisions which affect the school. Problems which could adversely affect the well-being or reputation of the school or any of the members of the school community must be communicated immediately to the Leadership Team. While the introduction of social media made possible through the internet allows for the rapid communication of images and ideas, this technological advance requires additional prudence on the part of the faculty of the Academy. Under no circumstances should social media (e.g. the internet, Facebook, or blogs among other social media platforms) be used to communicate negative criticism of the Academy or negative criticism of members of the Academy community. No criticism should ever be made to third parties; criticism must be communicated directly to the person involved. When this principle is violated, and a teacher is made privy to criticism of others, the teacher must not engage in gossip or encourage murmuring but must encourage the parties involved to communicate directly with each other. Communicating such issues to the Leadership Team does not violate the principles of confidentiality or subsidiarity; rather it is a proper honoring of the chain of command. The obligation to confidentiality and subsidiarity equally apply to the Leadership Team and Board in these matters. Each teacher has a right to confidence in professional issues and to the protection of his good name.

**Proper Role of Teachers in Relation to Students**

Teachers must be reliable guides for all the students of the Academy, both in the content of what they teach and in the witness of their lives. Teachers should be mindful that they are examples to their students at all times and in all places. While on school premises or attending school functions, the teacher should manifest the natural and supernatural virtues in behavior, speech, and attitude. The authority held by teachers in the educational task is similar to the authority of parents; therefore, teachers should pray for their students and seek their eternal well-being. If students have difficulties or needs beyond the scope of the school's educational task, the matter should be brought discreetly to the attention of the parents.

Teachers should always be respectful of students as made in the image of God, and refrain from anger and derision. Teachers should also observe a proper professional detachment, and avoid excessive emotional attachment to individual students and their families. Please refer to Article 9 of this section regarding guidelines for professional deportment with students.

**Proper Role of Teachers in Relation to Parents**

Teachers should respect the role of the parents as primary educators of their children. Since parents have entrusted a significant part of the educational task to the school, teachers should honor that trust by communicating accurately and regularly with the parents concerning the progress of each child. Parents need to know as soon as possible about academic or behavioral difficulties their child may be having. Scheduling a parent/teacher conference is one way of providing for such communication. Teachers should not discuss student progress or deportment in other settings, and in particular should refrain from public comments or comments on social media about individual students. Student progress and deportment may be discussed with other teachers as part of a faculty meeting or other professional discussion.

If parents express a need or desire to discuss student progress, disciplinary decisions, or other school issues with a teacher, the teacher should offer to schedule a conference at the school. Teachers should not feel responsible to give immediate answers to questions or concerns raised without notice. However, parents’ concerns must be addressed in a timely manner. Email may be an appropriate means of communicating with parents. Teachers are responsible to answer parent emails or phone calls within 24 hours.

**Proper Role of the Leadership Team**

The Leadership Team provides spiritual and intellectual leadership to the faculty and to the Academy as a whole. Any teacher may request and receive advice or guidance from any member of the Leadership Team, in informal conversation or more formally by scheduling an appointment. Similarly, any member of the Leadership Team may provide advice or guidance to any teacher, formally or informally. The Administrative Team prays with the faculty and provides direction on matters involving the faculty at regular faculty meetings. Teachers are expected to receive such advice and direction respectfully, prayerfully, and thoughtfully, aiming at the good of the whole community.

The Leadership Team serves the Academy in the role of day-to-day operation of the school, under the authority of the Board of Trustees. It is the Leadership Team’s proper role to enforce and apply the stated policies of the school when needed. The Leadership Team must protect the reputation and good name of all involved by always being guided by the principles of confidentiality and subsidiarity. It is the Leadership Team 's responsibility to make its decisions prayerfully and in the best interests of the entire school community. In matters of personnel, finances, contracts, and individual faculty responsibilities the Leadership Team is also held to strict confidentiality and the principle of subsidiarity.

***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 are always appropriate for attire.

**For Women:**

During school hours or whenever acting in an official capacity as an employee of the Academy, appropriate attire for women includes dresses or skirts (at or below the knee – no denim allowed), dressy tops, and dress shoes (flats or heels; some open-toe and open-heel shoes are acceptable). Dress slacks may be worn. Hosiery is optional. Please keep jewelry and make-up light. Excessive piercing is not allowed.

**For Men:**

During school hours or whenever acting in an official capacity as an employee of the Academy appropriate attire for men is shirt and tie, sport jacket, dress shoes and socks. Hair is to be neat, trimmed above the collar and ears and well groomed. Men are to be clean-shaven or with *well groomed facial hair*. Piercing is not allowed.

**All Personnel:**

Faculty and Board of Trustee personnel, whenever acting in an official capacity as an employee or representative of the Academy, shall observe the above-mentioned dress code. The Leadership Team reserves the right to discipline or suspend any employee without pay for distasteful dress.

Physical Education 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***

The Academy will follow the City of Manchester for initial closings due to snow or inclement weather. If Manchester is closed due to a storm then Holy Family will, in most all situations, also be closed. Listen for Holy Family Academy’s own announcement. With many of our families traveling a great distance to get to school there will be occasions when, due to bad driving conditions, Holy Family Academy will have a delay even when the Manchester schools do not. Please tune in to FM 95.7 WZID, FM COOL 96.5, or AM 610 WGIR. WMUR-TV 9 can also be viewed for specific information about Holy Family Academy’s decision. In addition, school closings are listed on-line at their web site; www.TheWMURChannel.com-closings. Every effort will also be made to post a message on the school’s telephone line (603-644-7247) announcing our decision in the event of a closure or delay.

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

***Article 6***

# Fraternization Policy

Holy Family Academy maintains a policy that prohibits undue fraternization between employees and students. Undue fraternization is defined as any behavior (verbal or physical) of a sexual, illegal, or age inappropriate nature. The Academy reserves the right to determine what is appropriate. 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 New Hampshire, and common sense. As such, this policy prohibits fraternization not only during school hours and on school grounds, but also at any time or any place.

Normally, employees relate with children within the school setting. Prior consultation with the Administrative Team should take place if an employee is with a student outside the school setting.

Teachers may not baby-sit for families of Holy Family Academy students. The school is a professional environment. The Faculty serves its students and families by teaching.

***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 and hallways 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. Each employee is responsible for cleaning up after himself or herself, including washing any dishes or utensils used during meals or breaks.

An employee is responsible for maintaining his or her work area in a clean and neat condition. All work areas, including a teacher’s desk, should be tidied at the end of *each* workday. All teachers are expected to share in maintaining the cleanliness of the faculty lounge.

There should be no eating during teaching time. The drinking of hot or cold beverages is allowed for teachers in class. Food, dishes, snacks, etc. should not be left on desks, work tables, or on the faculty room table, especially at the end of the workday.

***Article 8***

***Grievances***

A grievance may be any concern or dispute that an employee judges as needing consideration of the Leadership Team, or the Board of Trustees.

The proper channel of communication of grievances would begin with the employee’s immediate supervisor depending on the nature of the issue (see II Job Description #2 for a description of responsibilities). If the matter is not resolved to the employee or the supervisor’s satisfaction, the employee or supervisor may request that it be brought to the consideration of the Head of School and subsequently the Board of Trustees for resolution. The Board’s decision is final in the settlement of grievances.

## Article 9

# Guidelines for Professional Deportment with Students

1. No staff member is to drive alone with any student unless there is a true emergency and then only when all other options have been exhausted. (Note: An obvious exception to the rule of not being alone with a student is where there is a relationship in addition to that of teacher i.e. a niece, nephew, etc.)
2. 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 their door open and with other staff present. Male staff should seek the presence of female teachers and vice versa, or the presence of a member of the Leadership Team, when initiating or engaging in prolonged conversation with a student of the opposite sex.
3. Never visit a student’s home without at least one adult there.
4. Never invite a student into your home without another adult present.
5. Never discipline using physical force or demeaning language. Physical force should only be used to protect yourself, another party, or the student who is out of control.
6. Physical displays of emotion between a student and a staff member are inappropriate.
7. Be very careful about the types of jokes, humorous stories, or potentially suggestive situations you share with students. 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 coach or a teacher.
8. A professional relationship with a student requires that you do not become their

"buddy” or confidant. As an adult, it is not appropriate to build a social life around or with youth.

1. If something strange, embarrassing or possibly compromising happens to you in your work, report it to the Leadership immediately. The Administrative Team can best help you if they can begin investigative or remedial action before a student reports something to his or her parents.
2. It is important to remember that a teacher is not a counselor. Although it is appropriate for a teacher, in the course of his professional duties, to instruct, discipline, or admonish a student, one must be careful not to be drawn into a situation that would go beyond these parameters. If a more serious situation should present itself it should be brought to the attention of the Leadership Team.
3. Teachers are prohibited from inviting students to be friends on social networking sites or agreeing to student friend requests. Teachers are also restricted from chatting, texting, e-mailing or instant messaging students. Emailing students for academic reasons is not prohibited under these guidelines.

***Article 10***

***Child Safety***

In order to insure a safe and respectful environment for everyone at the Academy, all administrators, teachers and coaches must complete the “Not on My Watch” Child Safety Program or its equivalent (“Protecting God’s Children”). A copy of the completion certificate must be on file in the Assistant Head of School’s Office. This program can be accessed at **www. nhchildsafety.org.**

***Article 11***

***Reporting Suspected Child Abuse and Neglect***

It is the policy of Holy Family Academy to comply with the laws of the State of New Hampshire in reporting suspected child abuse and neglect (see RSA 169-C). In short:

If a school employee suspects that a child has been abused or neglected, he or she will immediately make a report to DCYF and then notify the Head of School that a report has been filed.

An oral report shall be made immediately to DCYF by telephone and followed within 48 hours by a report in writing, if so requested by DCYF. Each report shall, if known, contain the name and address of the child(ren) suspected of being neglected and/or abused; the name of the parent or caregiver responsible for the child’s welfare; the specific information and/or observations indicating neglect or the nature and extent of the child’s injuries; the identity of the person(s) suspected of being responsible for such abuse and neglect; and any other information that might be helpful in the investigation or that may be required by DCYF. For more information about reporting suspected abuse or neglect please refer to the *Child Abuse and Neglect: Guidelines for New Hampshire School Employees: Recognizing and Reporting Suspected Child Abuse and Neglect* which can be found in the main office on the bookcase.

This reporting is mandatory and failure to abide by these laws is a misdemeanor and is punishable by law.

***Article 12***

***Office and Desk Inspections***

The Academy provides offices, classroom desks, and various equipment (i.e. computers) for the convenience and use of its employees, in order to conduct their official school business. Although offices, classrooms, 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, classrooms, computers, 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 the Leadership Team.

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 13***

***Operation of Vehicles***

Any employee, who, as a part of his or her duties needs to operate a motor vehicle, must hold a valid driver's license and have maintained an acceptable driving record. Having a driving record which in the opinion of the Leadership Team is unsatisfactory or one that is unacceptable to the school's insurance carrier may be grounds for dismissal if not revealed to the Leadership Team prior to use of the vehicle for any school duties. A copy of the driver’s license must be on file to be an authorized driver. In addition, any employee using his personal vehicle for school business must maintain his own liability insurance, which shall provide coverage of not less than the current applicable rate designated by the school. Each employee must provide the Assistant Head of School 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 Assistant Head of School upon the date of expiration of any policy initially presented.

In the event of a collision incurred during the course of the performance of an employee's duties, the employee must immediately notify the Head of School (Mark Gillis – 603-545-5912) or his designee and file a police report and other such reports as the school's or employee’s insurance carrier may require. Employees and their passengers are required to wear seat belts when operating or riding in any vehicle while performing duties on behalf of the school.

## Article 14

***Phone Usage***

Personal long distance phone usage on school billing charges is strictly prohibited, unless approved by the Leadership Team.

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. Any outgoing calls, except in an emergency, should only be made during a teacher’s free time. Such calls may never keep a teacher from their classroom or their assigned duties.

The office staff or teacher who takes a call for another employee will transcribe any messages and place them in faculty mail slots. Teachers are expected to check their boxes daily and reply to all messages from parents, office, or Leadership Team promptly.

For school personnel, the phone in the main office is available for use. The phone in the offices of the Leadership Team is not for use by the faculty & staff.

To assure effective telephone communications, employees should always use an appropriate greeting, identify themselves and speak in a courteous and professional manner. An appropriate greeting would be, “Good morning, Holy Family Academy. This is Mary (Miss Smith) speaking. How may I help you?”

***Article 15***

# Punctuality and Work Schedule

Employees are expected to be at work on time every day. Full-time teachers must be in their homerooms no later than 7:45 AM and will remain at school until 3:10 PM. Part-time teachers must be at school at least 15 minutes prior to the start of their classes. A member of the Leadership Team will be at school by 7:30 AM.

If leaving campus, the employee is required to let a member of the Leadership Team know that he or she is leaving and for how long.

If a teacher knows in advance that he or she will be unable to teach a scheduled class or supervise a scheduled study period, the teacher is required to find another teacher or a member of the Leadership Team to teach or supervise, or to inform the Dean that a substitute cannot be found. In either case the teacher must notify the Dean in advance of the intended absence.

Leadership Team personnel should notify a staff member upon coming and going for business appointments, as well as lunch or errands.

Employees arriving late to work with any degree of frequency may experience any of the following: a verbal warning, receiving a letter of instruction to be placed in the personnel file, being placed on probationary status, or having their employment terminated.

All teachers are expected to attend scheduled faculty meetings, conferences, in-services, retreats, graduation, occasional Open Houses, Fall Auction, Spring Benefit Dinner and evening or other special events. Many of these required events will be noted on the yearly faculty calendar that is distributed before the start of the academic year. Part-time teachers are to discuss these required duties with the Dean who will make a judgment based on the individual circumstances.

***Article 16***

***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 the Leadership Team 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 the Administrative Team 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 Leadership Team.

Lighting, heating, and other equipment necessary for occupancy should be turned on only when necessary and turned off before leaving the facility.

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 and when students are present two adults must be present. 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. Under no circumstances are students to be left alone unattended.

Staff may only transport students in an official school capacity. These include transportation to gym, drama, or school field trips. Transportation of students outside of the above mentioned official functions is the responsibility of the parents. Staff members are NOT permitted to transport students to or from other locations except and in the case of an extreme emergency or by permission of the Leadership Team. In such situations the staff member must make every effort to not be alone with a student.

Anyone seeking to enter the Academy, except parents whom are known to the employee, will be asked to identify themselves as well as the reason for their being there. If there is any doubt about the validity of the situation, verify this with the Leadership Team.

For your safety and secure well being, Holy Family Academy requires a minimum of two adults in the school during school hours and for all after school activities. ***Whenever the building is occupied the doors must be closed and locked; this includes the fire escape doors, which must remain closed and locked at all times except for an emergency.***  The exceptions to this would be that the front door may be unlocked during the drop-off and pick-up hours of the school day when students are entering and leaving the building and the fire escape door in Room 104 (ONLY) may be used during the lunch recess time. During drop-off and pick-up time assigned faculty members must be at the door monitoring this process. The doors must be locked at the first bell in the morning and at the end of pick up time at the conclusion of the day.

The proper handling of strangers and difficult persons is important in order not to endanger or disturb the students. In all cases, make these situations known to the Administrator and to the authorities, if necessary. Seek immediate aid. Do not use force except in self-defense; to do so may make you liable for any damage or injury. If you are aware of unauthorized persons loitering around or trying to enter the Academy, promptly report the presence of suspicious persons to the Head of School, or if appropriate, to the local authorities.

It is your responsibility to be aware of the current fire and disaster plans for the school, the fire drill routine, and your duties in case of fire or disaster. Please make sure that you have reviewed these procedures as outlined in the Academy’s safety manual.

***Article 17***

***Security***

It is the responsibility of every employee to ensure that proper external security measures are taken, for example, keeping exterior doors and windows shut and locked after school or business hours.

It is the further responsibility of every employee to maintain the security of all Academy information, documents, and materials comprising 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 or for Holy Family Academy are copyrighted and are the property of the Academy.

All full-time employees will be issued the necessary key(s) to access appropriate areas of the Academy. No keys may be loaned to anyone other than to the individual to whom the key was issued. No keys may be duplicated without the express written permission of the Leadership Team. Making duplicate keys without approval of the Leadership Team can be grounds for dismissal. In the event an employee loses a key(s), the employee will report the loss immediately to the Head of School. Disciplinary action may occur depending on the circumstances and any pattern of carelessness on the part of the employee.

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, friends, or family are not allowed to use any staff key, nor are they allowed to enter areas requiring supervision without the person in charge present. Homeroom teachers are responsible for checking all doors, windows, lights, and equipment in their home room before leaving. In the case of after-school activities, the supervising employee or volunteer is responsible for taking care of these items throughout the building, as well as setting the alarm before leaving.

***Article 18***

***Sexual and Other Unlawful Harassment***

1. Holy Family 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, including sexual harassment.
2. 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.
3. If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to the Head of School. If the Head of School is unavailable, or you believe it would be inappropriate to contact that person, you should immediately contact the Chairman of the Board of Trustees, Joseph Williams at 508-579-4270.
4. 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.
5. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including immediate termination of employment.
6. Holy Family Academy prohibits any form of retaliation against any employee for filing a *bona fide* complaint under this policy or for assisting in a complaint investigation. However, if, after investigating any complaint of harassment, Holy Family Academy determines that the complaint is not *bona fide* and was not made in good faith or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information.

## Article 19

***Smoking Policy***

The Academy is to be an entirely smoke free environment in all of its school buildings, grounds, work sites, and off campus activities at all times.

***Article 20***

***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, chewing tobacco, 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 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 or observable impairment in speech or activity as a result of alcohol consumption and/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.

The Academy reserves the right to require a drug/alcohol test of an employee, with due cause. Refusal can result in termination.

If approved by the Leadership Team, 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, which 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 the Leadership Team before start of employment or before taking such medication anytime during employment. The Leadership Team and appropriate medical personnel, will decide if the employee may be hired or remain at school or work, and, if so, whether any work restrictions would be necessary.

***Article 21***

***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 absolutely prohibited and the Academy will in no way be responsible for any injury or damage resulting from such unauthorized use or any defects, malfunction, or lack of maintenance upon such tools and equipment.

***Article 22***

***Technology Resource Acceptable Use***

Access to Holy Family Academy’s technology resources is provided to the school community (students, faculty and staff members) strictly in support of activities related to school and classroom learning. Access to equipment and network services is given to those members who agree to act in a responsible manner and in compliance with this Acceptable Use Policy Agreement. School community members are responsible for their behavior, actions, and communications when using personal and/or school technology resources. They are responsible for the appropriateness and content of material they store, transmit, or publish. General school rules for behavior and communication apply.

This policy, and any subsequent policies, is designed to make technology available to the school community and to promote the responsible and safe use of resources. Cooperation and adherence to this policy is a condition of access to the aforementioned resources. Violation of this Acceptable Use Policy will result in disciplinary action and may have significant legal consequences.

**ACCEPTABLE AND UNACCEPTABLE USE**

The Internet offers the capability for students and staff to access and share information on a global scale. The scholarly use of the Internet can provide our students and staff with a world-wide, diverse array of resources. Users must be aware, however, that the internet, if left unchecked, also opens the doors to services and information that are inappropriate, offensive and unsuitable for users.

School members will use the following practices and precautions to ensure that the Internet is a safe, productive, and educationally rewarding experience:

1. Students will be given permission to access the Internet for faculty-sponsored activities only. Internet activity for students is to be limited to web browsing only. Students are not allowed to utilize the internet for any form of communication (email, instant messaging, chat room, etc.), except in the case of participation in the FIRST Robotics Program, under the supervision of team leadership only.

2. Content filtering will be utilized on the Academy network for blocking subjects,

words or images that are deemed inappropriate on all computers and devices used

at the Academy that are accessing the internet through the Academy network,

regardless of ownership.

3. The user agrees to notify the school administrator if he or she views inappropriate

materials, or in any other way feels violated, harassed, uncomfortable, or accosted

through the school's computer resources.

**Users agree to the following statements regarding illegal/unauthorized activities and system security:**

1. The user agrees to access only the internet and network resources, software and/or hardware permitted by the Academy, and for express educational purposes.

2. Faculty and staff members’ school email accounts are to be used only for academic and school related purposes.

3. The user agrees never to trespass into another user's folders or files without expressed permission.

4. The user agrees never to use another user's password or account or provide user information to anyone. The user additionally agrees not to change passwords without notifying the school administrator.

5. Students are only allowed to use their student account on a computer and only with explicit permission of a faculty member. Students, under no circumstances, are allowed to use or gain access to a staff member’s account.

6. The user agrees to utilize screen locking whereby a password needs to be entered if the computer has been idle for longer than 10 minutes.

7. The user agrees never to use the network in such a way that would disrupt the use of the network by others (e.g. sending unnecessary messages to a large number of people, distributions of unsolicited advertising, propagation of viruses).

8. The user agrees never to tamper with or vandalize the property of the school or other user including: equipment; cabling and other infrastructure; any security system that protects the school's computer resources and data. Vandalism is defined as any malicious attempt to harm or destroy data or equipment of another user, the school, our network, or any other network.

9. The user agrees never to use the school's computer resources to gain unauthorized access to another computer network (hacking).

10. The user agrees never to install unauthorized software. Any request to load software on a computer must be authorized by a school administrator or designated faculty instructor.

11. The user agrees never to use or respond to inappropriate, obscene, profane, rude, inflammatory, threatening, or disrespectful language.

12. The user agrees never to post false information or engage in personal, prejudicial, or discriminatory attacks.

13. The user agrees never to harass another person by use of any of the school's resources. Harassment is defined as any action that distresses or annoys another person. The user agrees to stop immediately any and all behavior that is construed by another as unwelcome.

14. The user agrees never to access, transmit, retransmit or respond to any pornographic material or any material that would offend the Catholic nature of the Academy.

15. The user agrees never to use technology resources to engage in any illegal, criminal activity or any behavior which is morally inappropriate and/or violates Catholic doctrinal or moral teaching. The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities.

16. The user agrees never to use the network for making commercial sales, multilevel marketing, gambling, sweepstakes, chain letters, or similar unauthorized purposes.

17. The user agrees never to plagiarize. Plagiarism is defined as taking the idea or writing of others and presenting them as one's own.

18. The user agrees to respect the right of intellectual property of other people and to respect all copyright laws (e.g. music files, e-books, etc.). Students agree that if they are unsure whether copyright law is being respected, they will bring this question immediately to the attention of a faculty member.

**Privileges and Enforcement**

The use of electronic networks and computer technology is a privilege, not a right. Access is given to users who agree to the terms of this Acceptable Use Policy Agreement. Inappropriate use or a violation of this agreement may result in the user’s access privilege being denied, revoked, or suspended. Misuse may also subject the user to further disciplinary action, up to and including dismissal, as deemed necessary by the Administration. Any violation of federal, state or local laws will be reported to the appropriate agencies.

There is no absolute right to Freedom of Speech when using the school’s technology resources which are viewed by the administration as a limited educational forum.

**Privacy**

There is no absolute Right to Privacy when using the school’s computer resources. The Academy may review files and communications to maintain system integrity and ensure that users are using the system responsibly. School administration and other authorized persons will have the right to review any and all material saved, transmitted, accessed, or momentarily in use by the user in accord with the policy set by the Board of Trustees. Users should not expect that files will be private.

**Liability**

Holy Family Academy and its employees will not be held responsible for the actions of a user who is in violation of any of the terms of this policy. This responsibility is extended to, but not limited to: loss or unavailability of data or interruptions of service, violations of copyright restrictions, the accuracy or quality of information obtained through the school's system, or any liability, damages, or financial obligations arising through the unauthorized use of the school's computer resources.

The Leadership Team reserves the right at any time to unilaterally revise, modify, delete or add to this policy. Any written changes to this policy will be distributed to all students, faculty and staff 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 policy.

*Thank you to Christ the Divine Teacher School of Latrobe, PA for giving permission to Holy Family Academy to use their Technology Resource Policy as a guide in creating our own.*

APPENDIX A

##### NAPC\*IS STANDARDS OF EXCELLENCE

As a NAPC\*IS member school, the conduct and deportment of its staff is guided by the NAPC\*IS Standards of Excellence. They are as follows:

*Your ideal of complete Christian education is very high, because its aim is supernatural formation and, consequently, the eternal destiny of the pupils entrusted to your care. It is also very vast, because it aims at making them into perfect men here below, in the intellectual, moral, scientific, social and artistic sphere of culture, according to the condition, the aptitudes and legitimate ambitions of each, so that no one may turn out to be poorly adjusted or incapable, and also so that no one may find the road to the heights closed to him. This is a magnificent and sacred duty and it requires of educators the gift of wisdom and tact, which will place them in a position to give each pupil what is suitable in the way of solid and ample knowledge. It also requires the ability to adapt one's teaching to the intelligence and capacity of the adolescent. Above all, this duty presupposes devotion, love and, to the extent of one's power,* ***a holy enthusiasm*** *which will awaken a spontaneous interest from pupils and stimulate their eagerness for work.*

--Pp. Pius XII, The Ideal of Complete Christian Education, Allocution for the second centenary of the Beatification of St. Joseph Calasanctius, Nov. 22, 1948 (bold, ours)

NAPC\*IS

*S*tandards of Excellence for Teachers

*M*agisterial Principles of Education

# Principle One: There can be no true education which is not wholly directed to man’s last end. There can be no ideally perfect education which is not Christian education. (Divini Illius Magistri, 7)

***Principle Two:*** Education belongs preeminently to the Church, by reason of the double title in the supernatural order, conferred exclusively upon her by God himself, namely: “Teacher” and “Mother”. This is absolutely superior to any other title in the natural order. (*Divii Iillius Magistri*, 15-17) Subordinately, education also belongs to the two natural societies. In the first place comes the family, instituted directly by God for its particular purpose, the generation and formation of offspring; for this reason it has priority of nature and therefore rights over civil society. The state, or civil society, is a perfect society, having in itself all the means for its particular end, which is the temporal well-being of the community. Therefore in view of the common good, it has pre-eminence over the family, but only by way of subsidiarity, for the family finds its own suitable temporal perfection precisely in civil society. (*Divini Illius Magistri*, 12)

***Principle Three:*** The subject of Christian education (that is, he who is educated) is man whole and entire, soul united to body in a unity of nature, with all his faculties natural and supernatural, such as right reason and revelation show him to be: man, therefore, fallen from his original estate, but redeemed by Christ and restored to the supernatural condition of adopted son of God, though without the preternatural privileges of bodily immortality or perfect control of appetite. There remain therefore, in human nature the effects of original sin, the chief of which are weakness of will and disorderly inclinations. (*Divini Illius Magistri*, 58)

***Principle Four:*** Good teachers make perfect schools, for they are thoroughly prepared and well-grounded in the matter they have to teach; who possess the intellectual and moral qualifications required by their important office; who cherish a pure and holy love for the youths confided to them, because they love Jesus Christ and His Church, of which these are the children of predilection; and who have therefore sincerely at heart the true good of families and country. (*Divini Illius Magistri*, 88)

***Principle Five:***  Catholics, in agitating for Catholic schools for their children, are engaged in a religious enterprise demanded by conscience. (*Divini Illius Magistri*, 85)

*S*tandards of Catholicity

**Standard One:** The teacher has knowledge of and adheres to the tenets of the Catholic Faith and moral life.

**Standard Two:** Catholic traditions, liturgy and the sacraments are promoted in word and deed.

**Standard Three:** Inquiry and study are pursued through the union of Faith and Reason.

**Standard Four:** The teacher knows, models, and instructs youth in the natural and supernatural virtues, gifts, and beatitudes.

**Standard Five:** The teacher has a signed profession of Faith to the Holy Roman Catholic Church and makes an Oath of Fidelity to the Magisterium.

*S*tandards of Professionalism and Responsibility

**Standard Six:** With due regard for the chain of command, the teacher maintains confidentiality in all circumstances, and murmuring is neither practiced nor tolerated. All grave or persistent problems are to be communicated to the administrator immediately.

**Standard Seven:** A spirit of cooperation with fellow faculty is fostered. Furthermore, fidelity and loyalty to the mission of the school and its governing body, administration, and staff are promoted and defended by the Catholic teacher.

**Standard Eight:** The teacher actively pursues communication with administration and parents. A spirit of cordiality and approachability is manifest in the daily routine. Right manners and respectful discourse are kept at all times. Fraternization with students is not appropriate.

**Standard Nine:** Curriculum materials, lesson plans, student records, classroom materials, and all other items in the possession of the teacher are safely kept, neatly organized, and readily available.

**Standard Ten:** All required functions are attended punctually, and suitable dress, worthy of the dignity of the office of teacher, is worn each day.

*S*tandards of Teaching and Evaluation

**Standard Eleven:** The teacher is prepared for the work of educating children. The subjects to be taught are mastered and the teacher knows and practices traditional pedagogy. Clear goals and distinct means are planned for the year, the quarter, the week, and the class period.

**Standard Twelve:** The teacher uses effective and proven instructional methods, including preview, exposition, discussion/application, and review, all of which are ordered to the goal of mastery.

**Standard Thirteen:** Adequate time for student work is built into lesson plans which allow youngsters to wrestle with the material to be mastered.

**Standard Fourteen:** The teacher develops pupils into self-learners and encourages student-initiated activities where appropriate.

**Standard Fifteen:** Assessment of learning and teacher effectiveness is gauged through written and oral examination, oral presentation, annual assessments keyed to the curriculum, and where appropriate, standardized achievement tests.

*S*tandards of Mentoring and Motivating

**Standard Sixteen:** The master teacher seeks both to train the mind and form the will of the student.

**Standard Seventeen:** The classroom environment is carefully planned to maximize the learning potential of students.

**Standard Eighteen:** The master teacher consistently challenges students with noble ideas, and cultivates wonder and anticipation in the student.

**Standard Nineteen:** When instructing a student, the teacher will have him reproduce what he has been given.

**Standard Twenty:** The teacher will foster engaging projects and inspiring competitions.

*S*tandards of Discipline and Classroom Management

**Standard Twenty-one:** There is a plan for the engagement of the students at all times.

**Standard Twenty-two:** Clear rules are posted and regularly reviewed.

**Standard Twenty-three:** The teacher follows school policies and seeks the support of the administrator for their implementation in the classroom.

**Standard Twenty-four:** The teacher has a two-plan policy: be prepared for anything, and always have a backup.

**Standard Twenty-five:** Immediate consequences follow the violation of order. Threats are not made.

#### APPENDIX B

#### HFA Organizational Flowchart

Board of Trustees

Head of School/Leadership Team Member

Assistant Head of School/Leadership Team Member

Office Manager

Athletic Director

Special Assistant Admissions and Alumni Relations

Dean of Academics and Faculty/Leadership Team Member

Faculty

##### 

##### APPENDIX C

**Holy Family Academy Anti-Bullying Policy**

Holy Family Academy is committed to creating and sustaining a school community in which all – students, teachers, administrators, and parents – are treated with dignity and respect according to the Gospel and the norms of social justice.

As Catholics, we believe that everyone is created by God and loved by God. As followers of Jesus, we are called to value other people’s dignity and to treat them with respect just as Jesus did. Bullying of any kind goes against our call to be like Jesus, and it is never acceptable.

Holy Family Academy is committed to providing all students with a safe school environment in which all members of its community are treated with respect. The school believes that protecting against and addressing bullying is critical for creating and maintaining a safe, secure and positive school climate and culture; supporting academic achievement; increasing school engagement; respecting the rights of others; and upholding our Christian values.

The Head of School is responsible for ensuring that the Anti-Bullying Policy is implemented.

1. **Definitions**

Bullyingmeans a single, significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

* Physically harms a student or damages the student’s property; or
* Causes emotional distress to a student; or
* Interferes with a student’s educational opportunities; or
* Creates a hostile educational environment; or
* Substantially disrupts the orderly operation of the school.

Cyber bullyingmeans bullying conduct (as defined above) that is undertaken through the use of electronic devices. Electronic devicesinclude, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, electronic readers, video games, and websites.

1. **Statements of Prohibition**

Bullying and cyber bullying shall not be tolerated and are hereby prohibited.

Holy Family Academy reserves the right to address all forms of prohibited conduct and, if necessary, impose discipline for such misconduct that occurs on or is delivered to school property or a school-sponsored event on or off school property; or occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil’s educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

False Reporting - A student found to have knowingly made a false accusation of bullying may face disciplinary or remedial action within the discretion of the Head of School.

Retaliation- Retaliation or false accusations against a victim, witness, or anyone else who in good faith provides information about an act of suspected bullying or cyber bullying is prohibited. Any student found to have engaged in retaliation against those described above shall be subject to disciplinary action.

If an alleged victim or any witness expresses to the Head of School or other staff member that he or she is fearful of retaliation, the Head of School shall develop a plan to protect that student from possible retaliation.

1. **Reporting Incidents of Bullying**

Note: The identity of the reporter will be protected unless otherwise required by State or Federal law.

**Reporting by Students-**

Any student who believes that he/she has been the victim of bullying should report the act immediately to a teacher or to any other school employee.

Any student who has knowledge of or observes bullying of another student is encouraged to report the bullying to a teacher or to any other school employee. If a student is unsure whether an incident learned of or observed may constitute bullying, the incident should be discussed with a teacher or another school employee.

**Reporting by Parents and School Volunteers-**

Any parent or school volunteer who suspects, has witnessed, received a report of, or has information that a student may have been subjected to bullying is encouraged to promptly report such incident to a teacher, a school employee, or the Head of School.

**Reporting by School Employees-**

Any teacher, staff member, or school employee, who suspects, has witnessed, received a report of, or has reliable information that a student has been subjected to bullying or suspected bullying as defined above shall promptly report such incident to the Head of School.

1. **Response to Reports**

Investigation

The Head of School shall promptly (within 2 school days) initiate an investigation into any report of bullying or suspected bullying.

Initial Notice to Parent

The Head of School shall promptly (within 2 school days) notify the parents of the reported victim of bullying and the parents of the reported perpetrator of bullying of the incident. Such notification may be made orally or in writing.

Timeline for Investigation

The investigation will usually be concluded within 5 school days.

Notification to Parents upon Completion of Investigation

Upon the conclusion of the investigation, the Head of School shall promptly report the findings of the investigation to the parents of the reported victim of bullying and the parents of the reported perpetrator of bullying. Such notification may be made orally or in writing. The notification must comply with school policy and rules of confidentiality.

Written Record

A written record of any substantiated act of bullying shall be maintained by the school.

1. **Disciplinary Action for Substantiated Bullying**

If an investigation concludes that a student has engaged in bullying conduct prohibited by this policy, the Head of School shall determine the consequences on a case-by-case basis. Bullying behavior can take many forms. Accordingly, there is no single, appropriate response to substantiated acts of bullying.

When acts of bullying are identified early and/or when such acts do not reasonably require a severe disciplinary response in the judgment of the Head of School, students should be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying.

While bullying as defined above will generally warrant disciplinary action against the student responsible for the bullying, whether and to what extent disciplinary action is required is a matter for the discretion of the Head of School. The goal is for the child responsible for the bullying to receive redemption, learn, and refrain from bullying others in the future. Any disciplinary or remedial action shall be designed to correct the problem behavior, prevent future occurrences of such behavior, protect the victim, provide support and assistance to the victim and perpetrator, and prevent the likelihood of retaliation.

Nothing in this policy prevents the school from taking disciplinary action against a student for conduct that does not meet the definition of bullying or cyber bullying but nevertheless is inappropriate for the school.

1. **Notification**

Handbooks - Holy Family Academy will provide notice of this Policy to students, staff, parents, and volunteers via the Parent-Student Handbook and the Personnel Policy Handbook.

Training

Students: shall participate in education programs which set forth expectations for student behavior and emphasize an understanding of bullying, the school’s prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and shall lead to discipline.

Parents: Periodically, the Head of School shall provide parents with information about bullying.

Faculty, Staff, and Volunteers: The Head of School shall develop appropriate methods of discussing with staff and volunteers the meaning, substance, and application of this policy and the importance of promoting a positive school climate to minimize the occurrence of bullying.

**Parental Concerns**

From time to time, parents might have a need to discuss concerns about a student with the teacher or Head of School. Holy Family Academy faculty encourages parents to make an appointment as soon as possible so that the student can be helped and any problem resolved. Most concerns can be dealt with through a parent-teacher meeting; however, if additional insights are needed, the teacher or parent or both may ask the Head of School to join the next meeting. Ordinarily, these meetings will be sufficient to plan a method to help the student and to involve the parent.

On some occasions, either the parent or teacher might invite a specialist to be present for the discussion if it is appropriate. The main objective of all meetings and discussions of this type is to be certain that the student is appropriately engaged in the learning process and is exhibiting behavior that is consistent with the expectations for the student’s grade level.

#### Acknowledgment of Employee Handbook

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

Further, I agree to abide by the procedures set forth therein throughout the term of my employment. I will be notified in writing of any amendment to 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. The Board of Trustees is the final arbitrator and interpreter of all policies within this handbook.

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Employee signature

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Employee name printed

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

***PLEASE NOTE:***

***This page is to be returned to the Assistant Head of School signed and dated within one week after receiving the Personnel Policy Handbook to review. This form becomes a permanent part of an employee’s personnel file.***