



JOY HOFMEISTER

STATE SUPERINTENDENT OF PUBLIC INSTRUCTION
OKLAHOMA STATE DEPARTMENT OF EDUCATION

MEMORANDUM

TO: The Honorable Members of the State Board of Education

FROM: Joy Hofmeister

DATE: August 22, 2019

SUBJECT: Lindsey Nicole Henry Scholarship

Christ the King School requests approval to participate in the Lindsey Nicole Henry (LNH) Scholarship for Students with Disabilities program. They are accredited through the Oklahoma Conference of Catholic Schools Accreditation Association and recognized by the Oklahoma Private School Accreditation Commission charged by the Oklahoma State Department of Education with overseeing educational quality of accredited private schools in the state.

Included is the Campus Data Survey, pages from the Parent Student Handbook for Christ the King School, and pages from the Archdiocesan School Employee Handbook. The entire Parent Student Handbook (45 pages) and the Archdiocesan School Employee Handbook (73 pages) can be provided upon request. These address particular areas of the affirmation in the LNH application.

- Note Campus Data Survey addressing fiscal soundness by having been in operation since 1949.
- Note Parent Student Handbook page 5 (1.5) statement of nondiscrimination policy complying with the particular provision of IRS 501 (c) 3 designation and 42 U.S.C. Section 2000d.
- Note Parent Student Handbook addressing state and local health and safety laws and codes on pages 7 Immunization (2.24), 14 Medical Needs (5), 26 Asbestos (11), and 41 Crisis Management Plan (25).
- Note Parent Student Handbook pages 4-5 addressing academically accountability to the parent. See objectives, philosophy and mission statement.



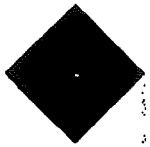
JOY HOFMEISTER

STATE SUPERINTENDENT OF PUBLIC INSTRUCTION
OKLAHOMA STATE DEPARTMENT OF EDUCATION

- Note Archdiocesan School Employee Handbook pages 12-20 addressing employment.
- Note Parent Student Handbook page 31 (16) addressing disciplinary procedures.

Finally, Christ the King School has a Supplemental Opportunities for Academic Readiness (SOAR) program available at their school for those students with special needs. This program has a special education teacher and a reading specialist that will work with the children on a one to one or small group basis. A reading specialist supports, supplements, and extends classroom teaching, and works collaboratively to implement a quality reading program that is research-based and meets the needs of each student on an individual bases. In addition, the student will be observed or worked with in their classroom, which will allow the resource team to view and analyze how the student is learning in their regular environment. Individualized goals based on the student will be set and assessed throughout the year with progress reports being made available to parents. Accommodations will be made to provide the best learning environment for each student.

JH/se



OKLAHOMA STATE DEPARTMENT OF
EDUCATION
— CHAMPION EXCELLENCE —

LINDSEY NICOLE HENRY SCHOLARSHIP PRIVATE SCHOOL APPLICATION

Christ the King School

Pre-K thru 8th grade

NAME OF PRIVATE SCHOOL

GRADE LEVELS

1905 Elmhurst

OKC

OK

73120

ADDRESS

CITY

STATE

ZIP

405-843-3909

ckschool.com

PHONE NUMBER

WEBSITE ADDRESS

Amy Feighny - Principal

SUPERINTENDENT, HEAD-MASTER OR PRINCIPAL NAME

Amy Feighny

afeighny@ckschool.com

LNH CONTACT PERSON

CONTACT EMAIL

The Lindsey Nicole Henry (LNH) Scholarship Act requires, in part, that the private school desiring to participate must demonstrate/identify certain criteria prior to being approved. The State Department of Education shall approve a private school as eligible to participate in the scholarship program upon determination that the private school meets the following:

The private school must demonstrate fiscal soundness by having been in operation for one (1) year or providing the State Department of Education with a statement by a certified public accountant confirming that the private school desiring to participate is insured and the owner or owners have sufficient capital or credit to operate the school for the upcoming year by serving the number of students anticipated with expected revenues from tuition and other sources that may be reasonably expected. In lieu of a statement, a surety bond or letter of credit for the amount equal to the scholarship funds for any quarter may be filed with the Department.

- YES** **NO** Does your school meet the financial requirements stated above?
- YES** **NO** Do you comply with the antidiscrimination provisions of 42 U.S.C., Section 2000d?
- YES** **NO** Do you meet state and local health and safety laws and codes?
- YES** **NO** Will you be academically accountable to the parent or legal guardian for meeting the educational needs of the student?
- YES** **NO** Do you employ or contract with teachers who hold baccalaureate or higher degrees, or have at least three (3) years of teaching experience in public instruction in subjects taught?
- YES** **NO** Do you comply with all state laws relating to general regulation of private schools and adhere to the tenets of all published disciplinary procedures prior to the expulsion of a scholarship student?

The private school must meet the accreditation requirements set by the State Board of Education or another accrediting association approved by the State Board of Education.

Please list all accrediting information.

Christ the King School is accredited through the Oklahoma Conference of Catholic Schools Accreditation Association.

What services and support do you offer students with disabilities?

Christ the King School has a pull-out program called SOAR for students needing assistance in one-to-one or small group learning due to learning differences. We currently employ a Special Education teacher and a Reading Specialist who provide support to students who have been recognized as having difficulty in school due to an area of weakness. Some of these learning difficulties occur because of speech concerns, hearing impairment, dyslexia, dysgraphia, attention disorders and medical conditions such as seizures.

Please list below any additional information you would like the State Board of Education to consider for adding your school to the list of approved private schools for the Lindsey Nicole Henry Scholarship.

Christ the King School is one of the few schools in the Oklahoma City Archdiocese that currently does not honor the Lindsey Nicole Henry Scholarship. We, too, would like to be able to offer prospective students this opportunity if there is a need. We feel that Christ the King School can provide many services to help children meet academic success. Our hope is that the State Board of Education will consider us for an approved private school since many other schools in the Diocese, including the Catholic High Schools, are on the list.

The information I have provided the State Board of Education is correct and complete to the best of my knowledge.

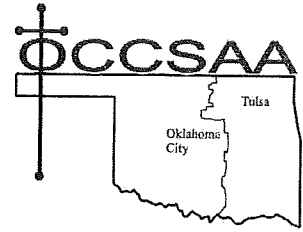
Amy L. Feighny

SIGNATURE

7/19/19

DATE

Oklahoma Conference of Catholic Schools
Accrediting Association



May 29, 2018

Mrs. Amy Feighny, Principal
Christ the King Catholic School
1905 Elmhurst
Oklahoma City, OK 73120-4719

Dear Mrs. Feighny:

The Oklahoma Conference of Catholic Schools Accrediting Association Board of Directors voted to approve the recommendation made by the Council of Commissioners to grant Christ the King Catholic School **FULL ACCREDITATION**. This status covers preschool through eighth grade.

Congratulations on a job well done and an accomplishment well deserved. Christ the King Catholic School has met proven and respected standards of quality through a complex process. All members of the school community who worked toward this goal can be very proud and share in this success.

God Bless continue to bless you and your school community as you continue to minister to God's children and develop the Catholic leaders of tomorrow.

Together in Christ,

A handwritten signature in black ink, appearing to read 'Allyson Helm', is written over a light blue horizontal line.

Allyson Helm, M.Ed.
OCCSAA Coordinator

CAMPUS DATA SURVEY
OKLAHOMA CONFERENCE OF CATHOLIC SCHOOLS ACCREDITING ASSOCIATION

Date February 1, 2018		School Christ the King Catholic School	
Address 1905 Elmhurst Avenue		City/Town Oklahoma City	Zip 73120
(Arch)diocese Oklahoma City		Parish(es) Christ the King	
Superintendent Diane Floyd			
Principal Amy Feighny		Year Appointed 2017	
Pastor (if applicable) Reverend Richard D. Stansberry		Year Appointed 2007	
Grade Range Pre-K 3 to Grade 8		Year school established 1949	
Before school care? Yes _____ No <u>X</u> Extended Day Program? Yes <u>X</u> No _____			
Current Total Enrollment 525	Catholic Enrollment 445	Non-Catholic Enrollment 80	
Enrollment Last Year 20 <u>16</u> / 20 <u>17</u> 520		Enrollment Two Years Ago 20 <u>15</u> / 20 <u>16</u> 523	
Total Professional Staff 40		Total Support Staff 8	
Indicate percent of teacher attrition the last three (3) years:			
Year 20 <u>14</u> / <u>15</u> 15 %	Year 20 <u>15</u> / <u>16</u> 7.5 %	Year 20 <u>16</u> / <u>17</u> 7.5 %	
Racial/Ethnic Composition			
	% Staff	% Students	
American Indian or Alaskan Native	8	0.95	
Asian	0	1.33	
Native Hawaiian/Pacific Islander	0	0	
Black, not Hispanic	0	0.57	
Hispanic	0	0	
White, not Hispanic	92	90.47	
Multi-racial	0	6.67	
FISCAL DATA:			
Current Budget \$2,608,418	Percent of Parish Subsidy 18.6	Per Pupil Expenditure 6.240	
% of students receiving tuition assistance: 11.5		Average amount of tuition assistance received per family: \$3,166	
% of students on free/reduced lunch: N/A		% of students who are ELL: N/A	
% of students with an ISP: .003		% of students receiving Title I services N/A	

Follow this page with a brief history of the school.

Christ the King Catholic School

MISSION STATEMENT

Christ the King Catholic School is committed to upholding Catholic faith and tradition and, in partnership with their families, helping students develop academically for a life of faith, integrity and service.

MOTTO

WHERE EVERYBODY IS SOMEBODY
AND ALL LIVE FOR GOD

CURRICULUM

Religious Education
Visual Arts
Athletics
Computer Education
Foreign Language (Spanish/Latin)
Geography
Language Arts
(English, Reading, Writing, Phonics, Spelling)
Library
Liturgy
Mathematics
Music/Drama
Physical Education
Science
Social Studies

TABLE OF CONTENTS

Mission Statement
Motto
Curriculum
Standards of Excellence

	Page
1 INTRODUCTION	4
2 STUDENT ADMISSIONS	6
3 STUDENT WITHDRAWAL FROM SCHOOL	9
4 UNIFORM POLICY	9
5 MEDICAL NEEDS	14
6 TELEPHONE	18
7 LEGAL INFORMATION REGARDING STUDENTS	19
8 SCHOOL VISITORS	20
9 STUDENT DROP OFF AND AFTER SCHOOL PICK UP	21
10 STUDENT RESPONSIBILITIES	22
11 ASBESTOS	26
12 FIELD TRIPS	27
13 EXTRA-CURRICULAR SPORTS ACTIVITIES	27
14 PARTIES AND TREATS	28
15 STUDENT EXPECTATIONS	29
16 DISCIPLINE PLAN	31
17 TESTING	32
18 GRADING	33
19 ACADEMIC COMMUNICATION	33
20 EIGHTH GRADE HONORS	34
21 SPECIAL PROGRAMS	34
22 LIBRARY/MEDIA CENTER	34
23 LUNCH PROGRAM	35
24 PARENT/COMMUNITY PROGRAMS AND ORGANIZATIONS	36
25 SCHOOL POLICIES	36
26 CRISIS MANAGEMENT PLAN	41
27 RIGHT TO AMEND	41
28 CODE OF CONDUCT	41
29 SUSTAINABILITY	44

1 INTRODUCTION

1.1 WELCOME

Christ the King Catholic School -- your school -- welcomes you and your child. The Parent - Student Handbook has been prepared to serve as a guide and as a reference for information pertaining to student programs and activities.

You are joining with the total parish community in ensuring that Christ the King Catholic School continues to be Catholic, excellent and vital. By enrolling your child in this school, you are subscribing to the philosophy and agreeing to abide by the educational policies and regulations of the school and the Archdiocese of Oklahoma City. Everyone at CKCS must earnestly desire to make it a community of faith which is indeed "living, conscious, and active."

We expect parents to fully support and uphold the authority of the parish - school staff, and to become actively involved in the school and Church in order to reinforce the values and attitudes for living a genuine Christian life. It is our desire that Christ the King Catholic School become a true community of faith in which the formational efforts of Catholic families are complemented, reinforced, and extended.

1.2 PHILOSOPHY

Christ the King Catholic School exists primarily to participate in the educational mission of the Catholic Church and to respond to the mandate from Jesus Christ to teach all nations. The faculty forms a partnership with parents who are the first and foremost educators of their children.

Christ the King Catholic School is uniquely qualified to affect the lives of the young by:

- Integrating the Gospel message with all areas of knowledge;
- Striving to form a community of faith;
- Calling forth great personal commitment from all in the school community
- Faculty, students, parents, parishioners, and making prayer and liturgical celebration a regular part of schooling.

1.3 GOALS

Christ the King School goals are:

- To teach the Catholic faith;
- To build a harmonious community;
- To serve the community in a Christian manner; and
- To prepare our students for the 21st century.

1.4 OBJECTIVES

In order to meet the stated goals, Christ the King Catholic School will implement the following:

- Teach Catholic principles, provide opportunities for service and integrate Christian values in all appropriate areas of the curriculum;
- Offer experiences in Christian living and opportunities for personal commitment through the liturgy, sacramental life, prayer, guidance and example;
- Direct students to the deepening of their Catholic faith;
- Develop within the students a respect for the dignity of others;
- Expose students to values which teach moral behavior and the decision-making process based on Catholic beliefs;
- Encourage students' respect and understanding for people of all races, creeds, socioeconomic status, and cultural backgrounds;
- Guide students to accept responsibility for developing good habits of physical and mental health;
- Develop active parental and community involvement;
- Develop our students to be productive members of a global society who support the principles of American Democracy;
- Educate our students in preparation for success at the secondary level and for lifelong learning.

Christ the King Catholic School stands as a most powerful, visible sign of the future life and capability of our Catholic faith in general and our parish in particular.

1.5 NON-DISCRIMINATION POLICY

Christ the King Catholic School does not discriminate on the basis of race, color, sex, ethnicity, national origin, or disability in the administration of its educational policies, or athletic and other school-administered programs, including student admission.”

1.6 SCHOOL ADVISORY COUNCIL

The School Advisory Council is responsible for approving school budgets and making recommendations to the Pastor and Principal concerning school policy. The members of the Council concentrate their efforts in six areas—budget and finance, curriculum, policy formation and evaluation, communications, long range planning and selection and evaluation of the Principal. Council meetings are held the third Wednesday of each month and are open to the school community.

1.7 ACCREDITATION

At the time of registration, all new students seeking admission to Christ the King Catholic school are evaluated on the basis of current standardized tests, grade-equivalent admissions tests and report cards. Requirements include the following:

- Verification of active parish affiliation
- Health records
- State Department of Health Birth Certificate (copy)
- Sacramental records-Baptism and Eucharist as appropriate(Catholic applicants only)
- Report Cards
- Standardized Test Results
- Record of Individual Educational Plan (IEP)

The above records will be reviewed to determine whether the program at Christ the King will meet the educational needs of the students. An interview with the student and parent is part of the admissions process.

All new students are accepted on a probationary status. This period is normally during the first quarter of school though the administration reserves the right to determine if more/less time is needed. If, during this period, the student is not successful and/or does not adjust well to the academic or social expectations, an alternative placement at another school will be required. Any medications/clinical testing reports must be disclosed.

2.24 **Immunization Requirements**

Oklahoma state law requires parents/guardians to present proof of immunization for diphtheria, pertussis, mumps, tetanus, rubella, rubella, poliomyelitis and hepatitis A & B before a student is admitted or enrolled in any Oklahoma school. Students advancing, entering, or transferring into 7th grade will need proof of an adolescent whooping cough booster immunization called “Tdap” to begin school. For more information, see the State Department of Health website at <http://imm.health.ok.gov>

A record provided by a licensed physician or public health authority must be presented that clearly indicates:

- Immunizations received;
- Dates they were administered.
- Signature or stamp of the physician or public health clinic that administered the immunizations or interpreted the child's immunization history.

2.25 **Vision Screening:**

school. Continued violations will be viewed as blatant disrespect for school rules and will receive disciplinary action to be determined by the Administration.

4.7 Graduation Dress Code

Because Graduation takes place as part of Holy Mass, certain dress is required to show respect for the Blessed Sacrament.

Mass Attire: All students will wear red graduation gowns during the Mass. These will be provided for the students and will be collected following the event. A few common guidelines must be observed:

No tennis shoes or flip-flops are allowed. Since this is a religious ceremony appropriate attire should be worn that reflects modesty and respect. Generally speaking Gentlemen- a dress shirt and tie are worn with a sport jacket optional (but often desired for individual pictures).

Ladies- A dress, skirt and blouse outfit or dressy pants outfit are all options that can be worn. A strapless dress or blouse is not allowed. If the dress or blouse has straps rather than sleeves the straps must be the width of at least 3 fingers.

Hair should be clean and neatly done without anything included that could be considered distracting, including anything cut or bound into the hair. Only moderate jewelry is allowed- such as a crucifix, cross, medal, or single strand necklace and simple earrings. It is expected that these guidelines, approved by the Pastor, will be followed. Students who wear attire that does not meet these guidelines will receive a diploma but will not be allowed to participate in the Graduation Mass.

4.8 No rolling backpacks are allowed.

5 MEDICAL NEEDS

5.1 Health Care

The school does not have a resident nurse.

Parents/guardians should notify the school if their child has a temporary or permanent health problem. Parents/guardians are requested to inform the school of the condition after the advice of the family physician has been obtained. Please refrain from requesting that a student be kept indoors during noon, as it is difficult to supervise the student.

5.2 Contagious Illness

Full time Students (Pre-K through grade 8)

Students are responsible for the care and safety of their own personal property. iPods, Kindles, Nooks or other tablet formats, , radios, videos and other electronic devices are not permitted at school. No toys of any kind (including sport or other entertainment cards) should be brought to school except for special school-related projects. The school is not responsible for a student's lost, stolen or damaged personal property.

10.6 TEXTBOOK RESPONSIBILITY

All students will be issued textbooks. Parents in grades 3-8 are required to provide a book cover for each book and books should remain covered at all times.

Each student should follow these simple procedures for good care and handling of books:

- No scribbling, drawing, etc. on the outside or inside of books.
- No writing in or on edges of non-consumable books.
- Turn pages correctly.
- Do not throw or deliberately drop books

Students and their parents are accountable for all issued textbooks and can be required to pay for lost or damaged books. Payment for destroyed property must be made by the end of the school year or report cards will not be released.

10.7 BICYCLE AND SCOOTER RULES

Students may ride bicycles and/or scooters to and from school. Students are to park and lock their bikes as soon as they arrive at school. The school is not responsible for lost, stolen or damaged bicycles or scooters.

10.8 LOST AND FOUND

Articles turned into the school office or the Lost and Found box will usually be disposed of at the end of each quarter. Parents are encouraged to mark the student's name on all articles of clothing and supplies. Students are reminded to check the Lost and Found box (located outside the east cafeteria door) every few weeks to see if their misplaced property has been placed there.

11. ASBESTOS

In accordance with Asbestos Hazard Emergency Response ACT (AHERA) Christ the King Catholic School has been inspected and subsequently re-inspected for the presence of asbestos as required by law. A management plan was developed for the proper management and maintenance of all hazardous materials. The School employs individuals who have had training in the implementation of the Asbestos Management Plan. These documents are on file in the school office.

- kind.
- Hazing.
- Harassment, including sexual harassment, bullying, etc.

In the event of a student's violation of local, state or federal law, the principal reserves the right to notify law enforcement authorities.

15.4 OFF-CAMPUS CONDUCT

The administration of Christ the King Catholic School reserves the right to discipline its students for off-campus behavior and/or behavior outside of school that could cause scandal and is inconsistent with the moral and behavioral expectations established by Christ the King Catholic School.

15.5 CHEATING

Cheating of any type will not be tolerated. Students who choose to cheat or assist others in cheating face a failing grade, detention, or suspension. Repeated incidents may lead to expulsion.

16 DISCIPLINE PLAN

The classroom teacher has the responsibility of maintaining discipline in the classroom. Each teacher will set her/his own classroom rules and send the rules home with her/his students for parents to review and sign. The teacher's primary objective is to define and communicate expectations. The teacher will handle minor infractions of school rules. When necessary, the teacher may refer students to Administration.

16.1 DETENTION

Detention may be issued for a breach of classroom and/or school rules. Parents will be notified by phone or in writing of a student's detention. The day, date and time of the detention are at the discretion of Administration. Detention takes precedence over appointments, practices, lessons, ballgames, etc.

- 16.11. After a student receives 3 detentions a meeting with the child/parent/faculty and possibly administration is scheduled. Continued infractions after 3 detentions will result in-school suspension (1st infraction), at-home suspension (2nd infraction), Behavior Contract (3rd infraction). Administration reserves the right to authorize in-school suspension, suspend a child or expel a student without following the above steps if the behavior of the child warrants such action.

Detentions that were the result of minor infractions will be dismissed at semester unless the minor infraction is an on-going problem ie; chewing gum, forgetting materials for class, etc.

Detentions based on infractions for items listed in 15.3 will not be dismissed and will continue to accumulate, triggering appropriate disciplinary action listed above.

16.12 Teachers and Administration will determine if a student who receives 3 detentions will be allowed to participate in field trips throughout the year. This includes special end of the year 8th grade events.

16.2 EXPULSION

Expulsion is an extremely serious matter. Students who pose a threat to themselves or others may be expelled from Christ the King Catholic School. Students who have been expelled will not be allowed to return to the school without prior permission of the principal.

16.3 SCHOOL – HOME PARTNERSHIP

Parents and teachers must be in a partnership for the school to successfully educate the students who are enrolled. Parents can expect to be treated with respect at all times and, when concerns arise, have access to teachers and administrators at mutually convenient times.

Teachers and administrators can expect to be treated with respect at all times and, when concerns arise, have access to parents at mutually convenient times.

Parents who have a concern should first contact the teacher directly. If a satisfactory solution is not reached, then a three-way conference of parent-teacher-administrator will be scheduled. The student will be involved in most conferences and problem-solving decisions. This will enable the student to take ownership of his/her education, conduct, and choices.

A strong, cooperative partnership between home and school is an essential ingredient in effective education. The best interests and needs of the student remain paramount, yet must be balanced against the good of the community. As a partner in the process, the student is afforded the best possible educational experience.

Christ the King Catholic School recognizes the importance of the role of parents as the “first teachers” of their children. With this awareness, the relationship between student, parent and school is crucial. All parents, students and faculty members must sign the Code of Conduct found in the Appendix of this handbook.

17 TESTING

17.1 STUDENT SERVICES

Christ the King School makes no warranties of any kind, whether expressed or implied, for Internet and technology service. Christ the King School will not be responsible for any damage suffered. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via the Internet is at the user's risk. Christ the King School specifically denies any responsibility for the accuracy or quality of information obtained through its network services. Christ the King Advisory Council or the Archdiocese of Oklahoma reserves the right to amend this policy.

24.5 GRIEVANCE POLICY

Any concerns should first be addressed with the teacher or person(s) involved. Only if this does not resolve the issue, the assistant principal or principal should be consulted. If the issue remains unresolved, the pastor may be consulted but his decision in the matter is binding.

25. CRISIS MANAGEMENT PLAN

Christ the King Catholic School has a comprehensive plan to follow in the event of an emergency. Fire, tornado and lockdown drills are conducted during the course of the year in compliance with Archdiocesan requirements. Evacuation routes are posted in each classroom. Students are to move to the designated areas quickly but quietly and orderly. The tornado shelter is located in the basement of Christ the King Church. In the event of danger at dismissal time, students will not be released until the "all clear" signal is sounded.

26 RIGHT TO AMEND

Christ the King School reserves the right to amend this Handbook. Notice of amendments will be sent via newsletters and will be posted at www.ckschool.com.

27 Christ the King Catholic School Code of Conduct

This code is to be signed by all students, parents/guardians, staff, faculty, and administrators as an indication of their acceptance of and adherence to the contents written in the code and as a condition of admission to the School.

Archdiocese of Oklahoma City
Catholic School Employee Handbook

Christ the King School



“The work of teachers [in Catholic schools] is in the real sense of the word an apostolate most suited to and necessary for our times and at once a true service offered to society.”

Vatican II, Gravissimum Educationis, ¶8

“Catholic education is above all a question of communicating Christ, of helping to form Christ in the lives of others.”

St. John Paul II, Message to the
National Catholic Educational Association of the U.S., 1979

Effective 7/17/2019

Contents

SECTION 100	INTRODUCTION	9
101	Purpose of Employee Handbook	9
102	Handbook Revisions	9
103	Archdiocesan Vision and Mission	10
104	Catholic Identity	10
105	Employee Responsibility	11
106	School History	11
107	Core Values, Mission Statement, Goals and Objectives	11
SECTION 200	EMPLOYMENT	12
201	Compliance with State and Federal Laws	12
202	At-Will Employment	12
203	Nature of Employment Relationship	12
204	Hiring of Personnel	12
205	Equal Employment Opportunity	12
206	Non-Discrimination on Basis of Disabilities	13
207	Discrimination Complaints / Non-Retaliation	13
208	Service Animal	13
209	Confidentiality / Right to Privacy	15
210	Immigration Law Compliance	15
211	Pre-Employment Reference Checks	15
212	Credential Review and Verification	16
213	Employment Forms	16
214	Criminal Background Reports	16
215	Employment of Relatives / Nepotism	16
216	Employment of Minors	17
217	Probationary Period	17
218	Posting of Employment Opportunities	17
219	Verification of Employment	17
220	Rehire	17
221	Approval for Rehire	18
222	Outside Employment	18
223	Conciliation Process (Grievance Process)	18
224	Personal Appearance	18
224.1	Acceptable Work Attire – Site specific	18
224.2	Acceptable Attire for Casual Days – Site specific	18
224.3	Inappropriate Attire – Site specific	18
224.4	Perfume, Cologne, Lotion, Aftershave Lotion or Essential Oils	19
224.5	Tattoos and Piercings	19
225	Tobacco Free Campus	19
226	Drug and Alcohol Use	19
227	Solicitation and Distribution	19
SECTION 300	SAFE ENVIRONMENT	21
301	Policy Against Sexual Misconduct	21
302	The Charter for the Protection of Children and Young People	21
303	Safe Environment Protocol	21
303.1	Paper Application	21
303.2	Interview	21
303.3	Reference Check	21

303.4	Code of Conduct.....	21
303.5	Safe Environment Training	21
303.6	Criminal Background Check	21
304	Child Abuse Defined.....	22
304.1	Physical Abuse	22
304.2	Sexual Abuse.....	22
304.3	Neglect.....	22
304.4	Emotional Abuse.....	22
305	Mandated Reporter of Child Abuse or Neglect	22
306	Reporting Suspected Child Abuse or Neglect.....	22
306.1	Statewide Child Abuse Reporting Hotline	22
306.2	Information Needed for Reporting	23
306.3	Suspected Abuse by School Employee or Clergy	23
306.4	Notification of Supervisor	23
306.5	Notification of Catholic Schools Office	23
306.6	DHS Visit to the School	23
307	Threatening Behavior by a Student.....	24
307.1	Threatening Behavior Defined	24
307.2	Reporting Threatening Behavior	24
307.3	Notification of Catholic Schools Office	24
307.4	Police Visit to the School	24
308	Good Faith Reporting	25
309	Safe Environment Curriculum	25
309.1	Parent Opt-Out.....	25
310	Volunteers	25
311	Sexting	25
SECTION 400 PROFESSIONAL CONDUCT AND ETHICAL BEHAVIOR		26
401	Standard of Conduct	26
402	Policy Against Harassment, Discrimination, and Retaliation	27
402.1	Reporting and Complaint Procedures.....	28
403	Non-Fraternization.....	28
404	Conflict of Interest Policy.....	28
405	Business Conduct and Ethics	29
406	Whistleblower Policy.....	29
407	Confidentiality	29
408	Defamation of Character.....	30
409	School Business	30
410	Political / Partisan Support.....	30
411	Public Relations	30
412	Money Collected.....	30
413	Travel.....	30
414	Use of School Property / Facilities	31
415	Investigations and Searches	31
416	Alcohol at School.....	31
SECTION 500 Classification & Categories of Employment		32
501	Regular Full-Time.....	32
502	Part-Time	32
503	Temporary Full-Time.....	32
504	Occasional Part-Time.....	32
505	Fair Labor Standards Act.....	32

505.1	Non-Exempt Employees.....	32
505.2	Exempt Employees.....	32
SECTION 600	PERSONNEL RECORDS.....	33
601	Changes in Information.....	33
602	Job Descriptions.....	33
603	Performance Evaluation.....	33
603.1	Preparation of Performance Evaluation.....	33
603.3	Employee Signature.....	33
603.2	Distribution.....	33
604	Personnel File.....	33
605	Inspection of Personnel File.....	34
SECTION 700	SALARY ADMINISTRATION.....	35
701	Promotions, Transfers, and Demotions.....	35
702	Wage Increases.....	35
SECTION 800	HOURS OF WORK AND COMPENSATION.....	36
801	Method of Pay.....	36
802	Payroll.....	36
803	Paydays and Pay Periods.....	36
804	Work Schedule.....	36
804.1	Standard Workweek.....	36
804.2	Work Hours.....	36
804.3	Basic school hours.....	36
805	Compensation and Overtime.....	36
805.1	Approval.....	36
805.2	Calculation.....	36
805.3	Non-Exempt Employee Volunteer Work.....	36
805.4	Exempt Employees.....	38
805.5	Compensatory Time Off.....	38
806	Meal and Rest Periods.....	38
807	Timekeeping.....	38
808	Direct Deposit.....	39
809	General or Standard Deductions.....	39
810	Garnishment of Wages.....	39
811	Attendance.....	39
811.1	Punctuality.....	39
811.2	Reporting.....	39
811.3	Reasons.....	39
811.4	Return from Major Illness/Surgery.....	39
811.5	Failure to Report to Work – Job Abandonment.....	39
SECTION 900	BENEFITS.....	40
901	Dates of Coverage.....	40
902	Eligibility.....	40
903	Open Enrollment.....	40
904	Employer Paid Benefits.....	40
904.1	Health insurance.....	40
904.2	Dental Benefits.....	40
904.3	Basic Life and AD&D Insurance.....	40
904.4	Long Term Disability (LTD).....	40
905	Optional Employee Paid Benefits.....	41
905.1	Vision Benefits.....	41

905.2	Supplemental Life Plan	41
905.3	Short-Term Disability Plan (STD)	41
905.4	Accident Insurance	41
906	Benefit Election Changes.....	41
907	Retirement Plans	41
907.1	403(b) Plan	42
907.2	TIAA-CREF	42
908	Workers' Compensation	42
908.1	Reporting Requirements	42
908.2	Benefits	43
908.3	Payment Workers' Compensation.....	43
908.4	Integrated Benefits.....	43
909	Unemployment Insurance	43
SECTION 1000 TIME AWAY FROM WORK		44
1001	Documentation	44
1002	Paid Vacation	44
1003	Sick Leave and Personal Leave	44
1004	Bereavement	45
1005	Holidays.....	46
SECTION 1100 LEAVES OF ABSENCE.....		47
1101	Family and Medical Leave (FMLA).....	47
1101.1	Eligibility.....	47
1101.2	Qualifying Events.....	47
1101.3	Starting Period and Duration.....	47
1101.4	Intermittent Leave	47
1101.5	Maintenance of Health Benefits.....	47
1101.6	Military Member Provisions	48
1101.7	Employee Notice.....	48
1101.8	Recertification	48
1101.9	Procedure for Requesting FMLA Leave	48
1101.10	Designation of FMLA Leave	48
1101.11	Outside Employment.....	48
1101.12	Intent to Return to Work from FMLA Leave.....	49
1101.13	Reinstatement.....	49
1102	Unpaid Leave of Absence	49
1103	Military Duty Leave.....	49
1104	Jury Duty.....	50
1105	Court Appearances.....	50
1106	Time Off to Vote.....	50
1107	Closure for Inclement Weather/Emergencies	50
1200 TERMINATION OF EMPLOYMENT		51
1201	Reduction in Staff	51
1202	Voluntary Resignation by Employee	51
1203	Involuntary Termination or Dismissal	51
1204	No Call In / No Show.....	51
1205	Unavailability for Work	51
1206	Retirement.....	52
1207	Exit Interviews	52
1208	Termination of Benefits	52
1208.1	Medical / Dental / Vision Insurance / Life Insurance	52

1208.2	Vacation	52
1208.3	Sick Leave	52
1208.4	Employee’s 403(b) or TIAA-CREF	52
1209	Return of School Property	52
COMMUNICATION SYSTEMS and SOCIAL MEDIA		53
1301	Communication Systems	53
1302	Property of School	53
1303	Online Social Media Policy	53
1304	Internet Use	54
1304.1	E-mail Communications	54
1305	Right to Access	54
1306	Responsibility to Conserve Computer Resources	54
1307	Software Usage	55
1308	Installation of Personal Software	55
1309	Computer Use Policy	55
SECTION 1400 SAFETY		56
1401	Workplace Violence	56
1401.1	Fights	56
1401.2	Intoxicated Parent/Guardian	56
1401.3	Weapons	57
1402	Driving Records	57
1403	First Aid	57
1404	Reporting of Accident / Incident	57
1405	Emergency Drills	57
1406	Work-Related Injuries	58
1407	Communicable Disease Prevention / Universal Precautions	58
1408	Infectious Disease Control	58
1409	Air Fresheners and Candles	58
1410	Keys / Access Cards	58
1411	Visitors in the Workplace	58
1412	Appliances	59
1413	Dangerous Substances	59
1414	Locked Doors / Windows	59
SECTION 1500 INFORMATION FOR TEACHERS		60
1501	Academic	60
1501.1	Curriculum	60
1501.2	Lesson Planning and Preparation	60
1501.3	Classroom Environment	60
1501.4	Instruction	60
1501.5	Assessment	61
1501.6	Professional Responsibilities	61
1501.7	Homework	61
1501.8	Field Trips	61
1501.9	Guest speakers	62
1501.10	Promotion / Retention	62
1501.11	Grading	62
1501.12	Grading Scale Preschool	62
1501.13	Grading Scale Kindergarten	63
1501.14	Grading Scale – Elementary	63
1501.15	Grading Scale – High School	63

1501.16	Progress Reports.....	63
1501.17	Report Cards.....	63
1501.18	Standardized Testing.....	63
1502	Supervision	64
1502.1	Classroom.....	64
1502.2	Recess.....	64
1502.3	Duties as Assigned.....	64
1503	Student Conduct.....	65
1503.1	Discipline	65
1503.2	Bullying / Harassment / Hazing	66
1503.2	Corporal Punishment.....	66
1503.3	Suspension.....	66
1503.4	Expulsion.....	66
1503.5	Searches.....	66
1503.6	Due Process.....	67
1504	Buckley Amendment	67
1504.1	Student Records	67
1504.2	Release of Student Records.....	67
1505	Parent Communication.....	67
1505.1	Conferences with Parents/Guardians	68
1506	Student Well-Being.....	68
1506.1	Attendance.....	68
1506.2	Student Check-out.....	69
1506.3	Administering Student Medication	69
1506.4	Journals	69
1506.5	Service Animal.....	69
1506.6	Concussion	69
1506.7	Suicide Intervention	70
1506.8	Drug Use	70
1507	Teacher Responsibilities.....	70
1507.1	Confidentiality.....	70
1507.2	Staff Development / In-Service.....	70
1507.3	Faculty Meeting	71
1507.4	Cell Phone Use.....	71
1507.5	Tutoring.....	71
1507.6	Copyrighted Materials.....	71
1507.7	Classroom Care	72
1508	Contract.....	72
1509	Faculty Lounge	72
1510	Accreditation.....	72
1511	Title IX.....	72

SECTION 200 EMPLOYMENT

201 Compliance with State and Federal Laws

The School complies with all applicable state and federal laws and statutes to the extent the teachings of the Catholic Church allow.

202 At-Will Employment

Many employees of the School are employed “at-will,” which means that the terms of employment may be changed with or without notice, with or without cause, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, and location of work. There is no agreement expressed or implied between the School and its employees for continuing or long-term employment. At-will employees may terminate employment with the School at any time, with or without notice, and with or without cause. Likewise, the School has the right to terminate employment of an at-will employee at any time, with or without notice, and with or without cause, so long as there is no applicable violation of federal, state, or local law.

Many teachers and school administrators are offered and accept contracts. To the extent that such contracts are consistent with this Handbook, the Code of Conduct, and other Archdiocesan policies and procedures, they are binding on the relationship between employer and employee. No employment contract carries with it an expectation of continued employment beyond the contract period, and there is no agreement expressed or implied between the School and these employees for continuing or long-term employment.

203 Nature of Employment Relationship

The policies and procedures set forth in the Handbook are not intended to create an express or implied contract of employment between the School and any of its employees, nor does acceptance of this Handbook imply that an employment contract for a specific duration exists between the School and the employee.

204 Hiring of Personnel

The School makes employment decisions based upon factors such as performance, abilities, talent, effort, credentials, education, and results. The School is committed to the utilization of the capabilities and productivity of all employees without unlawful consideration of personal characteristics.

205 Equal Employment Opportunity

The School is an Equal Opportunity Employer. The School complies with all applicable local, state, and federal laws and regulations governing fair employment practices that are not inconsistent with the faith or moral teaching of the Catholic Church. To the extent that local, state, and federal laws and regulations are inconsistent with the faith and moral teaching of the Catholic Church, the School claims a religious exemption to such laws pursuant to the First Amendment to the U.S. Constitution and other applicable local, state, and federal laws and regulations.

Recruitment, employment, transfer, promotion and administration of personnel policies will be done without regard to race, sex, color, national origin, citizenship, age, veteran status or mental or physical ability where the individual with a disability, with reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires. The School retains its right to consider religion as a factor in employment-related decisions.

206 Non-Discrimination on Basis of Disabilities

It is the policy of the School to comply with all applicable provisions of the Americans with Disabilities Act (ADA) and state law. This act protects “qualified” individuals who have (or are perceived to have) a physical or mental impairment that substantially limits one or more major life activities. To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the School will make reasonable accommodations pursuant to federal and state law for the known physical or mental limitations of an otherwise qualified individual with a disability unless “undue hardship” as defined by federal or state law would result. Applicants or employees who require accommodations in order to perform the essential functions of the job should contact their immediate supervisor to request such an accommodation. Equal employment opportunity will be extended to qualified persons with disabilities in all aspects of the employer-employee relationship, including recruitment, hiring, training, promotion, transfer, discipline, reduction in force, and termination of employment.

207 Discrimination Complaints / Non-Retaliation

Any employee who believes that he/she has been subjected to any form of discrimination should immediately advise the appropriate supervisor, who will take the report and encourage the employee to make a written statement. The employee’s statement should include the specific complaint, including the name(s) of the individual(s) involved, and the name(s) of witnesses, if any, so a meaningful response may be provided. Supervisors receiving discrimination complaints are required to notify the Superintendent of Catholic Schools (superintendent) and Archdiocesan Director of Human Resources within one working day.

A timely and thorough investigation will be conducted to attempt to resolve the situation. If it is determined that inappropriate conduct has occurred, effective remedial action will be taken commensurate with the severity of the offense. If an employee does not believe the supervisor has taken appropriate action, he/she is to contact the Archdiocesan Director of Human Resources directly. The Archdiocese strictly prohibits retaliation by management, employees or co-workers against an employee for filing a discrimination complaint. Every effort will be made to maintain confidentiality; however, in the course of the investigation some individuals may be involved on a “need-to-know” basis.

208 Service Animal

The Catholic Schools of the Archdiocese of Oklahoma City are committed to providing support for students or staff who require the assistance of a service animal to aid with their major daily living activities that are substantially limited by a physical or mental impairment. It is the intent of these procedures that Administration, Principal and school staff work in partnership with parents/guardians should a student or staff member with a disability require a service animal. However, there is no right of universal access to all service animals. The allowance of a service animal may be denied based upon an individualized, objective assessment of the associated hazards and risks. (*See infra* for a list of the main factors that will be included in such an assessment.)

Service Animal Defined by Title II and Title III of the ADA

A service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Tasks performed can include, among other things, pulling a wheelchair, retrieving dropped items, alerting a person to a sound, reminding a person to take medication, or pressing an elevator button.

Emotional support animals, comfort animals, and therapy dogs are NOT service animals under Title II and Title III of the ADA.

Other species of animals, whether wild or domestic, trained or untrained, are not considered service animals either. The work or tasks performed by a service animal must be directly related to the individual's disability. It does not matter if a person has a note from a doctor that states that the person has a disability and needs to have the animal for emotional support. A doctor's letter does not turn an animal into a service animal.

Examples of animals that fit the ADA's definition of "service animal" because they have been specifically trained to perform a task for the person with a disability:

- Guide Dog or Seeing Eye® Dog¹ is a carefully trained dog that serves as a travel tool for persons who have severe visual impairments or are blind.
- Hearing or Signal Dog is a dog that has been trained to alert a person who has a significant hearing loss or is deaf when a sound occurs, such as a knock on the door.
- Psychiatric Service Dog is a dog that has been trained to perform tasks that assist individuals with disabilities to detect the onset of psychiatric episodes and lessen their effects. Tasks performed by psychiatric service animals may include reminding the handler to take medicine, providing safety checks or room searches, or turning on lights for persons with Post Traumatic Stress Disorder, interrupting self-mutilation by persons with dissociative identity disorders, and keeping disoriented individuals from danger.
- SSigDOG (sensory signal dogs or social signal dog) is a dog trained to assist a person with autism. The dog alerts the handler to distracting repetitive movements common among those with autism, allowing the person to stop the movement (e.g., hand flapping).
- Seizure Response Dog is a dog trained to assist a person with a seizure disorder. How the dog serves the person depends on the person's needs. The dog may stand guard over the person during a seizure or the dog may go for help. A few dogs have learned to predict a seizure and warn the person in advance to sit down or move to a safe place.
- Diabetic Alert Dogs that are trained to alert diabetic owners in advance of low (hypoglycemia) or high (hyperglycemia) blood sugar events before they become dangerous.

Procedures:

Decisions regarding the implementation of the use of a service animal into the school environment are made on a case by case basis in consultation with all Stakeholders (e.g. Principal, Classroom teachers, and parents/guardians). A protocol will be developed at the school level to address the staff, student's, school's, and the service animal's needs. Issues to be addressed would include the responsibility for handling, toileting and clean up, feeding, and transportation of the service animal to and from school. The protocol will also address the integration of the animal into the school system, the education of the staff and student body as to the role and expectation of the service animal and balancing the needs of the student or staff seeking the use of the service animal and the needs of students or staff who have animal hair allergies or who exhibit fears of animals. A service animal will be excluded if it is a breed of animal prohibited by law.

Responsibilities:

1. The provision of a certified professionally trained animal is the financial responsibility of the parents/guardians.

2. The provision of a fully trained animal handler is the financial responsibility of the parent if an animal handler is required.
3. The provision of all food, water, and waste clean-up/disposal materials is the responsibility of the parent/guardians.
4. The immunization of the animal against diseases is the financial responsibility of the parent/guardians. Parents/guardians must provide to the Board/school proof that the personal assistant animal's vaccinations are current.
5. The parents/guardians will provide the school with up-to-date vaccination and health records.

The school can require the removal of the service animal if the animal is out of control and the animal's handler does not take effective action to control it, the animal is not housebroken, or the presence of the animal poses a direct threat to the health or safety of others. A non-exhaustive list of factors that may be considered under this element are that the service animal:

- is unclean, not well-groomed or has an offensive odor.
- urinates or defecates in inappropriate locations.
- solicits attention, visits or annoys students or school personnel.
- vocalizes unnecessarily; i.e., barking, growling, or whining.
- shows aggression towards people or other animals.
- solicits or steal food or other items from the students or school personnel.
- interferes with the educational program of any student.

If the service animal is removed, the individual with a disability shall be provided with the opportunity to participate in the service, program, or activity without the service animal.

The owner or handler of the service animal is responsible for any damage to school property or injury to personnel, students, or others caused by the animal.

209 Confidentiality / Right to Privacy

Information obtained in the course of employment (that is not generally available to the public) is considered confidential and should not be disclosed to anyone who does not have an actual "need-to-know." Access, authorized or not, does not confer any right to disclose information. The confidentiality policy is motivated by concern and respect for an individual's right to privacy. The School acts to protect the privacy of information about employees, students, and volunteers to the best of its ability, in accordance with prevailing legal requirements.

210 Immigration Law Compliance

It is the policy of the School to hire only those individuals who are and continue to be eligible to work in the United States. All new employees must, as a condition of employment, provide proof of identity and eligibility to work in the United States and comply with all archdiocesan policies, and federal rules and regulations. Upon employment each employee is required to complete a U.S. Immigration and Naturalization Form (I-9) to verify eligibility for employment in the United States.

211 Pre-Employment Reference Checks

Pursuant to the requirements of the Safe Environment policy of the Archdiocese, three references will be checked on all prospective employees. A written record of all reference checks will be maintained in the personnel file of each employee. The School will honor the request of referents regarding confidentiality, and employees will not have access to the written record of reference checks. A written release (given on

the application for employment) will be obtained from the applicant prior to checking references. If written references are provided, additional clarification may be sought via personal or telephone interviews upon completion of a signed release from the applicant.

212 Credential Review and Verification

The candidate, at the time of application, is responsible for making available to the School verification of education and professional licenses and certifications, as well as a copy of their current driver's license and car insurance verification where it is an occupational requirement.

It is the teacher's responsibility to maintain a current license/certification for the area he/she is teaching. The latest certification must be submitted to the principal.

213 Employment Forms

Prior to employment, the applicant must complete the background check form required by the Archdiocese as well as forms required by licensing or accrediting agencies. Failure to complete the requisite forms may result in disqualification or termination of employment. Falsification of information on the application or other employment forms is grounds for immediate termination or disqualification from employment consideration.

214 Criminal Background Reports

Criminal background checks are required and will be run on all prospective employees and volunteers of the School. Persons convicted of crimes, including but not limited to, crimes against children or other vulnerable populations, crimes of violence, use of weapons, illegal possession of weapons, distribution of illegal drugs, or alcohol or drug related convictions may not be hired as employees or approved for volunteer service.

Employees and volunteers have a duty to self-report arrests or convictions occurring after the initial criminal background check for crimes, including but not limited to, crimes against children or other vulnerable populations, crimes of violence, use of weapons, illegal possession of weapons, distribution of illegal drugs, or alcohol or drug related convictions. Failure to self-report in and of itself is grounds for discipline, including termination of employment or discontinuance as a volunteer.

The Archdiocese automatically runs criminal background checks every three years on current employees and volunteers without notification to them. If the new background check indicates that an employee or volunteer has been convicted of crimes against children or other vulnerable populations, crimes of violence, use of weapons, illegal possession of weapons, illegal distribution of drugs, or alcohol or drug related crimes, the conviction or the failure to disclose such conviction will be grounds for discipline, including termination of employment or volunteer service.

215 Employment of Relatives / Nepotism

In the interest of maintaining the professionalism and integrity of relationships among staff and others, any situations in which actual or perceived conflicts of interest may exist are to be avoided. Therefore, the School will attempt to refrain from any assignments of relatives or others that may potentially lead to problems of supervision, safety, security, conflict of interest, or employee morale. For the purpose of this policy, relatives include spouses, children, parents, in-laws, grandparents, grandchildren, siblings, aunts/uncles, nieces/nephews, cousins, and step relationships. The policy is not limited exclusively to relatives and it also applies to other situations or personal relationships, including living in the same

household, in which the School, in its sole discretion, believes may result in an actual or perceived nepotism or conflict of interest.

The School reserves the right to take whatever action it deems appropriate where it believes such a situation exists, including transfer, reassignment, or termination of employment. All situations involving the employment of related persons are to be approved in advance by the Archdiocesan Director of Human Resources; under no circumstances can an offer of employment be extended by a relative to a related party as defined above. This Policy does not apply to temporary positions. Any questions regarding nepotism should be directed to the principal or Archdiocesan Director of Human Resources.

216 Employment of Minors

The School fully complies with the child labor provisions of the Fair Labor Standards Act and applicable state law which govern the employment of minors. The school will not employ youths younger than age 16.

217 Probationary Period

Per the Lay Teacher Contract during the first three (3) months of employment, the new employee is in a probationary period. The purpose of this period is to allow the employer to evaluate the employee's performance and to provide an opportunity for the employee to assess whether the School provides a suitable setting for his/her professional interests.

Notwithstanding during the probationary period, employees may terminate employment with the School at any time, with or without notice, and with or without cause. Likewise, the School has the right to terminate employment at any time with or without notice, and with or without cause.

If the School determines that the probationary period is not enough to allow a thorough evaluation of the employee's performance, the probationary period may be extended by the supervisor for a specified period.

218 Posting of Employment Opportunities

When practical, employment opportunities may be posted internally and on the Archdiocesan website or newspaper.

219 Verification of Employment

It is the policy of the School to verify only dates of employment and position held. Any request for salary information must be in writing with the employee's signed authorization to release such information.

220 Rehire

Former employees may be considered for rehire if the employee's record indicates good performance, behavior and attendance during their prior employment and if their termination/resignation occurred under favorable circumstances.

If an employee has terminated his/her employment with the School and is rehired, and the duration of the separation is fewer than 60 days, the employee shall retain his/her original anniversary date, and the accrual rate for vacation and sick leave (if applicable) will remain at the rate in effect upon termination of employment. Employees rehired after a separation in excess of 60 days will establish a new anniversary

and benefit-eligibility date unless the separation was an approved leave of fewer than 120 days. Exceptions to this policy requires the approval of the Archdiocesan Director of Human Resources.

221 Approval for Rehire

All transfers or rehires at a new location requires the advance approval of the superintendent.

222 Outside Employment

Employment by the School generally does not prevent employees from engaging in additional lawful employment or volunteer service. However, an employee may not engage in any employment or volunteer activity that would result in a conflict of interest with the employee's position or the policies of the Archdiocese or School; that would in any manner bring disrepute upon the Church; constitute scandal, or otherwise conflict with the moral and theological teachings of the Catholic Church; or that detrimentally impacts the employee's job performance. Employees are asked to report any external employment and volunteer activity to their supervisor to determine whether a conflict of interest exists.

223 Conciliation Process (Grievance Process)

Communication builds community. Relationships can often suffer because people fail to communicate with each other. When problems occur between members of the school community, they should be solved as close to the source as possible. The School believes that work-related issues, questions, or complaints can best be resolved by frank and prompt discussion between the employee and supervisor. If an employee has a work-related issue that needs resolution, the employee should discuss the issue privately with his/her immediate supervisor. If, after discussion between the individuals involved, the conflict cannot be resolved, a meeting with the persons involved and the principal should be held. The principal will act as mediator. If these two steps fail to bring about a satisfactory resolution, the pastor will be asked to mediate. The superintendent, in consultation with the pastor, will be the final decision maker if all local attempts to reach a consensus fail.

Employees shall be able to address employment-related issues with administration without fear of retribution.

224 Personal Appearance

The School expects employees to have a professional appearance. The professionalism of employees of the School includes the wearing of clothing appropriate to the employee's position both as a professional and as a minister of the Catholic Faith, in addition to speech and behavior which is befitting these positions. Employees are requested to be conscientious of their personal hygiene, neatness, and the cleanliness of their attire. Clothing and appearance should ensure modesty and sex-appropriateness, reflecting the Church's teaching on the dignity of the human person as well as the unique dignity of each sex. All employees should comply with the following personal appearance standards:

224.1 Acceptable Work Attire – Site specific

<begin typing here>

224.2 Acceptable Attire for Casual Days – Site specific

224.3 Inappropriate Attire – Site specific

224.4 Perfume, Cologne, Lotion, Aftershave Lotion or Essential Oils

Site specific (sample one below)

If perfume, cologne, lotion, aftershave lotions or essential oils are used, moderation should be exercised in consideration of others, as students and co-workers may be sensitive to fragrances.

224.5 Tattoos and Piercings

Site specific (sample one below)

Visible tattoos that contain language, symbols, or images that may be considered obscene, harassing, or discriminatory, and body piercings (other than earrings) must be covered up during working time.

225 Tobacco Free Campus

The School is a tobacco-free campus in order to provide a safe environment for all students, employees and visitors. This ban on smoking, chewing, or use of all tobacco products (cigarettes, cigars, pipes and tobacco, and any other kind/form of tobacco including electronic cigarettes and vapor products with or without nicotine, or products packaged for smoking or the simulation of smoking) is in effect 24 hours a day, 7 days a week. The policy applies to all students, staff, and visitors to the School, while on school property, and at all school sponsored activities. The policy also applies to everyone providing service to the School and to all vehicles used by the School for transporting students, staff, visitors or other persons.

Any employee who suspects or finds a student using or in possession of drugs, alcohol or tobacco products must immediately report such findings to the principal.

226 Drug and Alcohol Use

All employees are expected to arrive at work fit for duty, and to remain so for the remainder of the work period. No employee may enter the school while under the influence of, or have in his/her possession, any intoxicating beverage or behavior altering drug of any kind. Likewise, the use, sale, transfer or possession of alcohol, illegal drugs (as defined under state or federal law), or controlled substances on the job, on School property, in School vehicles, or in personal vehicles while on School business is prohibited. (Employees using medication prescribed by a licensed physician may be required to provide administration with proof that such medication is safe to take while the employee is on duty and will not adversely affect employee's job performance. Administration will have sole discretion as to whether it will be safe for those employees to remain on duty.)

Employees are strictly forbidden from consuming any intoxicating beverage or behavior altering drug of any kind during work time, break times, or meal periods, nor may they return to work after such breaks or meal periods under the influence of such substances. The use, sale, possession, or being under the influence of marijuana, whether prescribed or recreational, during working time, while on School property, or while performing School business is prohibited.

Failure to comply with these work rules may lead to disciplinary action, up to and including termination.

227 Solicitation and Distribution

In order to avoid disruption of School operation, employees may not solicit or distribute literature during working time. Non-employees may not solicit or distribute at any time on School property. Working time includes the working time of both the employee doing the soliciting and distributing and the employee to whom the soliciting or distributing is being directed. Working time does not include break periods, meal

periods, or any other specified periods during the workday when employees are not engaged in performing their work tasks.