

Faculty Handbook



**Christian Brothers Academy
Syracuse, New York**

Revised July 2019

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WELCOME TO CHRISTIAN BROTHERS ACADEMY

Dear Faculty,

Christian Brothers Academy is part of a world-wide network of institutions that have been influenced by St. John Baptist de La Salle. It is our Lasallian heritage that distinguishes us and provides the basis for our educational Mission within the Catholic Church. Lasallian pedagogy and spirituality calls forth some basic operative commitments that are rooted on foundational Lasallian convictions and manifested in consistent practices.

- **Lasallian Schools Are Centered on the Life of Faith**
Lasallian faculty members readily share their faith life with their students, both in their zeal for education and in their daily personal encounters. God's presence gradually becomes an evermore living and appreciated reality.
- **Lasallian Schools Trust God's Providence**
Lasallian faculty members share their trust in God's loving providence by recognizing His face in every student and in every classroom situation. Self-sufficiency is not the final voice. The work is God's work, first and foremost.
- **Lasallian Schools Operate with Creativity and Fortitude**
Lasallian faculty members demonstrate the creativity of God's love through their daily resourcefulness and resilience, imagination and determination, ingenuity and persistence. In a Lasallian school the continual pursuit of innovative educational programs is the rule, not the exception.
- **Lasallian Schools Cooperate with the Action of the Holy Spirit**
Christ's life is brought into the school by Lasallian faculty members who are animated by the Spirit and willing to act accordingly. In a Lasallian school, the challenging, unpredictable, hidden life of the Spirit is given attention and heeded.
- **Lasallian Schools Strive to Be Practical**
Lasallian faculty members prepare students for their vocation and profession, for their personal life commitments, and for service to society and the Church. Lasallian schools are realistic in their approach, methodology, and goals.
- **Lasallian Schools Are Devoted to Accessible and Comprehensive Education**
Lasallian faculty members affirm that education consists of more than facts, figures and skills; that true education forms a person towards Christian maturity and responsible character. Lasallian schools intentionally educate a diverse range of students and provide a broad and comprehensive curriculum.

- **Lasallian Schools Are Committed to the Poor**

De La Salle's primary concern was always for the disadvantaged, the neglected and the overlooked. Lasallian faculty members give greater attention to the neglected, to the marginalized, and to the less appealing students. Service projects and outreach programs bring the voice of the poor into the lives of students. Lasallian schools are schools where programs that address the educational needs of the poor are an evident, clear priority.

- **Lasallian Schools Work in Association**

Lasallian faculty members come together as brothers and sisters associated with bonds of mutual respect, cooperation, generosity, patience, humor, and humility. Lasallian schools are not autonomous schools but operate in collaboration with others to accomplish their common ministry of education.

Each of the qualities identified above are integral to our success in the year ahead. As we begin our year together, I invite you to re-commit yourself to these essential principles of our school. It is by embracing each of them that we are together able to fulfill our Lasallian mission and address the dedicated educational community. With God's help and guidance, I look forward to another fruitful year. Know that your kindness, commitment, and support are greatly appreciated.

Sincerely,

Brother Joseph Jozwiak, FSC
President

SECTION ONE: INTRODUCTION

A WORD ABOUT THIS HANDBOOK

The Faculty Handbook contains information that you may find helpful to understand your responsibilities as a member of Christian Brothers Academy faculty. We encourage you to use your good judgment and common sense in everything you do. Christian Brothers Academy recognizes that changes in the law, government regulations, etc., do occur from time to time. Therefore, Christian Brothers Academy will, with consultation of faculty members and administrators, periodically review the Faculty Handbook and necessarily reserve the right to change, modify, delete or add to its provisions as may be deemed necessary or advisable.

Nothing contained in this Handbook should be construed to create contractual obligations with respect to any matters it covers. The policies in this handbook are not intended to infringe on the employees' rights to engage in any activity protected under Federal, State or Local law.

We hope you enjoy your job at Christian Brothers Academy. We pride ourselves on teamwork, supporting each other, and, above all, listening and reacting to your suggestions to improve Christian Brothers Academy and the LaSallian education we provide. I encourage you to participate as an active, thinking, proud member of the Christian Brothers Academy Team.

OUR LASALLIAN HERITAGE

The Brothers of the Christian Schools

The Brothers of the Christian Schools are a Roman Catholic congregation of lay religious men. It is the largest such group in the world today. Begun in 1680 by St. John Baptist de La Salle to serve the needs of the children of the poor and marginalized of France, the Brothers grew in numbers and now, aided by thousands of Lasallian partners, carry the vision of their Founder to hundreds of education-related works in over 80 countries throughout the world. This world-wide community of Brothers, numbering about 5,000 today, is headquartered in Rome, Italy. Approximately 600 Brothers are part of the United States/Toronto Region who serve in three Districts (i.e. District of Eastern North America (DENA), Midwest District and the San Francisco/New Orleans District).

The Brothers in the Lasallian Region of North America (RELAN) serve in 30 states, in Toronto, and in the international missions of Africa, the University of Bethlehem in the Middle East and Asia. They are assisted by more than 5,000 partners in 121 institutions where they work with nearly 80,000 students.

The Brothers of the Christian Schools, by their own choice and vocation are lay religious. They vow to associate for the education of the poor through a consecrated life of poverty, chastity, and obedience.

The Brothers approach their educational work as more than a job or a profession; it is the essence of their calling to “touch the hearts” of the young entrusted to their care and to “inspire them with the Christian spirit.”

Saint John Baptist de La Salle

John Baptist de La Salle was born into a world very different from our own. He was the first son of wealthy parents living in France over 350 years ago. Born at Reims, John Baptist de La Salle received the tonsure at age eleven and was named Canon of the Reims Cathedral at sixteen. Though he had to assume the administration of family affairs after his parents died, he completed his theological studies and was ordained a priest on April 9, 1678. Two years later, he received a doctorate in theology. Meanwhile, he became tentatively involved with a group of rough and barely literate young men in order to establish schools for poor boys.

At that time, a few people lived in luxury, but most of the people were extremely poor: peasants in the country, and slum dwellers in the towns. Only a few could send their children to school; most children had little hope for the future. Moved by the plight of the poor who seemed so “far from salvation” either in this world or the next, he determined to put his own talents and advanced education at the service of the children “often left to themselves and badly brought up.” To be more effective, he abandoned his family home, moved in with the teachers, renounced his position as Canon and his wealth, and so formed the community that became known as the Brothers of the Christian Schools.

His enterprise met opposition from the ecclesiastical authorities who resisted the creation of a new form of religious life, a community of consecrated laymen to conduct gratuitous schools “together and by association.” The educational establishment resented his innovative methods and his insistence on gratuity for all, regardless of whether they could afford to pay. Nevertheless, De La Salle and his Brothers succeeded in creating a network of quality schools throughout France that featured instruction in the vernacular, students grouped according to ability and achievement, integration of religious instruction with secular subjects, well-prepared teachers with a sense of vocation and mission, and the involvement of parents. In addition, De La Salle pioneered in programs for training lay teachers, Sunday courses for working young men, and one of the first institutions in France for the care of delinquents. Worn out by austerities and exhausting labors, he died at Saint Yon near Rouen, France early in 1719 on Good Friday, only weeks before his sixty-eighth birthday.

John Baptist de La Salle was a pioneer in founding training colleges for teachers, reform schools for delinquents, technical schools, and secondary schools for modern languages, arts and sciences. His work quickly spread through France and, after his death, continued to spread across the globe. In 1900, John Baptist de La Salle was declared a Saint. In 1950, because of his life and inspirational writings, he was made Patron Saint of all those who work in the field of education. John Baptist de La Salle inspired others how to teach and care for young people, how to meet failure and frailty with compassion, how to affirm, strengthen and heal. At the present time there are De La Salle schools in 80 different countries around the globe.

The District of Eastern North America

Christian Brothers Academy is part of the District of Eastern North America. The province dates back to July 26, 1848, when four Brothers under the leadership of Brother Stylien arrived in New York from France to take over the direction of St. Vincent’s Parish School on Canal Street. Today, the Brothers staff a variety of apostolates in Eastern North America (including New York, New Jersey, Rhode Island, Washington, DC, Michigan and Toronto, Canada). Our Provincial Offices are located in Eatontown, New Jersey

HISTORY

The Foundation of the Christian Brothers

It was in the late 1600s France that John Baptist de La Salle gave away his inherited wealth to the immediate needs of the poor. He recognized that the only long-term solution for the underprivileged was access to education—and for the poor, there was none. He assembled a group of barely-literate men, trained them as teachers, and even invited them to live in his personal home while they became immersed in study. So engaged in his mission, he soon resigned his canonry to fully dedicate himself to training teachers and creating schools for the poor. Thus began the Christian Brothers and their mission of education.

An Academy for Boys in Syracuse

In 1900, John Baptist de La Salle was canonized as a saint of the Catholic Church. That same year, the Christian Brothers founded a high school in downtown Syracuse, New York. Four years later, the school moved to Willow Street where it quickly became a vibrant and visible part of city life—spiritually, academically, and culturally. The graduates, “Brothers' Boys”, immersed themselves in their community as leaders in a multitude of arenas from law to politics to medicine.

Finding a Permanent Home

Soon, the Willow Street School was filled far beyond capacity. A new location was secured on 45 acres of land on Randall Road in the town of DeWitt and a new school was built which opened its doors in the fall of 1961. Much larger than the Willow Street building (and with space for outdoor athletic events on site), the new campus suited the needs of boys in grades 9-12.

Since then, CBA has taken great strides toward achieving its mission. Due to changing demographics—specifically a dwindling number of children from Baby Boomers—the school's enrollment declined. In 1977 CBA added 7th and 8th grades to the school in order to stabilize enrollment. A decade later, the late 1980s brought a surprising change in the overall "Brothers" culture at CBA. When the nearby Convent School/Franciscan Academy closed in 1987, Christian Brothers Academy for the first time opened its doors to young women, who have thrived at the school and added great value to CBA's academically and spiritually rich environment.

In recent years, the number of lay faculty members—fully committed to the Lasallian tradition—have also increased exponentially. CBA faculty members provide a challenging academic environment infused with the Lasallian principles of faith in the presence of God, concern for the poor and social justice, quality education, respect for all persons, and an inclusive community.

Today at CBA

Throughout its history, Christian Brothers Academy has triumphed over economic depression, major demographic and cultural shifts, and the daily challenge of molding generations of "Brothers' Boys." With resources infused from generous alumni and friends, the Randall Road campus has grown to include state-of-the-art computer labs, fully equipped science rooms, a fine arts wing, as well as renovated athletic facilities. CBA continues to offer a rigorous college preparatory curriculum and an intellectually challenging environment. CBA stands apart because of its other, equally important priority: helping to shape moral, spiritual, and virtuous individuals. Catholic education is a vital component of CBA's paradigm, where character and values are of primary significance.

MISSION STATEMENT

Christian Brothers Academy is a Lasallian Catholic college preparatory school serving young men and women of diverse faiths and cultures. The administration, faculty, staff and the entire CBA family provide students with a safe, nurturing environment that fosters spiritual, intellectual, physical, emotional, and social growth. CBA challenges students to achieve excellence in all aspects of their lives, encouraging them to live as moral, responsible, contributing, and successful members of society.

Twelve Virtues of a Good Teacher

CBA faculty and staff members embody the twelve virtues of a good teacher, first named by our Founder and later expanded upon by Brother Agathon.

1. Dignity

Seriousness, assurance, and presence. Respect is won by acting with composure.

2. Calmness

In the Lasallian tradition, stillness and peace, rather than strict silence, marked the ideal classroom atmosphere.

3. Humility

Modest, unassuming; willing to admit mistakes. Humility flowers into courtesy and into respect for pupils.

4. Prudence

Level-headed, of sound judgment, sensible, reasonable; a steadying quality in any circumstance.

5. Wisdom

Act wisely and with discernment, circumspection, and sufficient knowledge to make sound judgments.

6. Patience

Remain composed and even-tempered, especially in difficult moments.

7. Self-Control

Reserve, exhibit self-discipline and restraint.

8. Gentleness

Respectful, refined, amiable, kindly, and with good manners, qualities described in De La Salle's work "Christian Politeness".

9. Zeal

A blend of keenness, enthusiasm, and warmth, more practically, cheerful involvement in all aspects of the teaching vocation.

10. Vigilance

Caring presence, with a watchful eye, in the way the Good Shepherd cares for his sheep.

11. Prayerfulness

Raising up the mind and heart to God in prayer, ready to do all needed to prepare pupils for life.

12. Generosity

Unselfish, giving, and unconcerned with measuring one's own efforts. The affection of those a teacher inspires is life long.

ACCREDITATION

Christian Brothers Academy is fully accredited by the *Middle States Accreditation of Colleges and Schools*.

SECTION TWO: EMPLOYMENT POLICIES

EQUAL EMPLOYMENT OPPORTUNITY

Christian Brothers Academy is an equal opportunity employer and prohibits discrimination against applicants and employees on the basis of race, color, creed, religion, sex, national origin, age, disability, marital status, citizenship, veteran's status, sexual orientation, predisposing genetic characteristics, domestic violence victim status, familial status, or any other legally protected status.

This policy applies to all personnel actions including hiring, transfers, promotions, demotions, compensation and benefits administration, participation in company-sponsored training, education and social programs, layoffs, recalls and termination of employment.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

INDIVIDUALS WITH DISABILITIES

Christian Brothers Academy prohibits discrimination against qualified individuals with disabilities in all aspects of employment including, but not limited to, recruitment, hiring, compensation, promotion, job assignments, transfers, demotions, training, leaves of absence, layoff, benefits, termination and employer-sponsored activities, including social and recreational programs. Christian Brothers Academy's commitment to this policy includes making reasonable accommodations to persons with disabilities unless to do so would pose an undue hardship. In general, you should notify the Principal of the need for an accommodation. Upon doing so, he/she may ask you for your input or the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, we may require additional information from appropriate medical professionals.

SEXUAL HARASSMENT PREVENTION

Christian Brothers Academy ("CBA") is committed to maintaining a work and educational environment that is free of discrimination and harassment. Sexual harassment is a violation of CBA's policy and a violation of federal, state and local laws.

Sexual harassment of any CBA employee by another employee, manager, student or other non-employee (e.g., intern, volunteer, independent contractor, contract worker, vendor, client, customer or visitor) or of a student by another student or an employee, manager, or non-employee, regardless of their sex or gender, is prohibited.¹ Sexual harassment of other non-employees, such as independent contractors, vendors or volunteers by our employees or students is also prohibited. Further, any retaliation against an individual who has complained about sexual harassment or who has cooperated with a sexual harassment investigation is also unlawful and will not be tolerated.

Any employee, student, or other individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action, up to and including termination of employment.

WHAT IS SEXUAL HARASSMENT?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender.

Unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct based on an individual's sex constitutes sexual harassment when:

- Submission to the conduct is an explicit or implicit term or condition of employment, participation in a CBA program or activity, receipt of academic credit or grades or any benefit afforded employees, students or others by CBA; or
- Submission to or rejection of the conduct is used as the basis for decisions affecting an individual's employment, participating in programs or activities, or receipt of employment or enrollment benefits; or
- The conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or educational environment.

Sexual harassment is not limited to the physical workplace or educational environment. It can occur while employees or students are traveling for business or at school-sponsored events or activities. It can occur outside of school and work hours.

While this policy specifically addresses sexual harassment, harassment because of and discrimination against persons of all protected classes is prohibited. In New York State, such classes include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity and criminal history.

EXAMPLES OF SEXUAL HARASSMENT

While it is not possible to list all acts which may constitute sexual harassment, it may include explicit sexual propositions or flirtations; sexual innuendo; suggestive comments; sexually oriented teasing; comments or jokes about gender-specific traits, sexual orientation, gender identity or gender expression; foul or obscene language or gestures; unwanted physical contact; the display or transmission of obscene, demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs; and hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, or the status of being transgender, such as interfering with the individual's ability to perform the job, bullying, or name-calling.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions, or privileges of employment. This is also called "quid pro quo" harassment. Quid pro quo sexual harassment can also exist when an employee attempts to trade grades, academic credit, or participation in school programs, activities or events or other benefits of enrollment for sexual favors.

Although sexual harassment is unlawful behavior in most circumstances, to constitute a violation of federal law, it must be severe or pervasive, and one joke or comment may not be enough to constitute

sexual harassment, a single incident of inappropriate conduct may be enough to rise to the level of sexual harassment depending on the severity of the incident. However, one incident may be sufficient to constitute sexual harassment under New York law.

WHAT IS RETALIATION?

Retaliation is any action that would keep an individual from coming forward to make or support a sexual harassment claim. The action need not be job-related, school-related, or occur in the workplace or school to constitute unlawful retaliation.

Such retaliation is unlawful under federal, state, and (where applicable) local law. Both the New York State Human Rights Law and Title VII of the Civil Rights Act of 1964 protect individuals who engage in “protected activity.” Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under Title VII, the Human Rights Law, or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Retaliation against an employee, student or other non-employee who, in good faith, makes a complaint of sexual harassment will not be tolerated and will itself be subject to disciplinary action, up to and including termination of employment. Furthermore, no adverse actions will be taken against employees who report violations of this policy in good faith or participate in the investigation of such violations.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

REPORTING SEXUAL HARASSMENT

Sexual harassment is a form of employee and student misconduct. No employee is required to submit to, or accept, sexual harassment in order to maintain their employment, position, promotional opportunities, benefits, or to meet any other condition of employment. Likewise, no student is required to submit to, or accept, such harassment in order to receive grades, academic credit, or to participate in a school activity or event or receive another benefit of enrollment.

Any employee, non-employee, or student who believes that he/she has been a target of sexual harassment or that the actions of another employee or non-employee or student constitute sexual harassment, is encouraged to immediately notify their supervisor, Human Resources, or anyone in management with whom they are comfortable. Employees of CBA who witness or become aware of

actual or possible sexual harassment of a student are required to report such information immediately to their supervisor, Human Resources, or anyone in management with whom they are comfortable.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint can be found in the appendix of the CBA faculty handbook and the CBA student handbook. Individuals reporting sexual harassment on behalf of someone else should use the complaint form.

Employees or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums as explained below. Students who believe they have been the target of such conduct may be entitled to receive interim accommodations or academic adjustments to ensure their ability to access CBA's educational and extracurricular activities and programs.

All administrators, supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior, become aware of sexual harassment, or for any reason suspect that sexual harassment is occurring, are required to report such suspected behavior to the President of Christian Brothers Academy, at (315) 446-5940. In addition to the foregoing, any teacher who witnesses or becomes aware of behavior that constitutes or which they suspect may constitute sexual harassment of a student are required to report that behavior to the President of CBA, as indicated above. In addition to being subject to discipline if they engage in sexually harassing conduct themselves, supervisors and members of the school management team or teachers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

INVESTIGATION OF A SEXUAL HARASSMENT COMPLAINT

ALL complaints of sexual harassment – whether written or verbal – shall be investigated by the CBA Title IX Officer or such person as the President shall designate. An investigation of any complaint, information, or knowledge of suspected sexual harassment will be thorough and completed in a reasonably prompt timeframe, taking into account issues such as ongoing law enforcement investigations, criminal prosecutions, witness availability, victim preferences and requests and other relevant issues. The investigation will be confidential to the extent possible, but, in the case of sexual harassment against a student, the School shall notify the student-victim and the alleged perpetrator of the results of the investigation and any corrective action to be taken based on it. CBA shall take corrective action as the President deems appropriate in any case in which the investigator determines that sexual harassment occurred.

All persons involved, including complainants, witnesses, and alleged perpetrators, will be accorded due process to protect their rights to a fair and impartial investigation. All employees and students shall be required to cooperate in an investigation of suspected sexual harassment. Any employee, non-employee, or student who cooperates with an investigation of suspected sexual harassment or a disciplinary conference or other proceeding relative to such harassment shall be protected from retaliation.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of a complaint, the President will conduct a review of the allegations, and take any interim actions, as appropriate and appoint the Title IX Officer or other individual, as the President deems appropriate, to investigate the complaint.
- The investigator shall review all relevant documents, video, schedules, electronic communications, and telephone records.
- The investigator shall interview all parties involved and relevant witnesses.
- The investigator shall prepare a written report that states the following: a description of all material reviewed and identification of all witnesses interviewed and a summary of the information obtained from each source; findings of fact; and, if sexual harassment is found to have occurred, recommended corrective action(s). The investigator shall provide the written report to the President of CBA, who shall keep each such report on file. The President shall determine the corrective action to be undertaken and shall prepare a memorandum stating the final resolution of the complaint, together with any corrective actions action(s), and the basis for these determinations;
- The investigator's report and the President's memorandum shall remain confidential to the maximum extent possible, taking into account any requirements for employee or student discipline or other legal process, except that, in the case of a student's sexual harassment, the School shall notify the student and the alleged perpetrator of the outcome of the investigation and the final resolution of the complaint/report, including a description of any corrective action, and the basis for that action.

Upon conclusion of the investigation any identified corrective actions will be taken. The individual(s) who complained and the individual(s) accused will be notified about the final determination.

LEGAL PROTECTIONS AND EXTERNAL REMEDIES

Aside from CBA's internal process, employees, non-employees, and students may also choose to pursue legal remedies with several governmental entities.

The Human Rights Law ("HRL") applies to employers in New York State with regard to sexual harassment. The HRL protects employees and non-employees, regardless of immigration status. A complaint alleging violations of the HRL may be filed either with the New York State Division of Human Rights or in New York State Supreme Court.

The United States Equal Employment Opportunity Commission ("EEOC") enforces anti-discrimination laws, including Title VII of the Civil Rights Act of 1964. Sexual harassment is unlawful under Title VII. If an employee believes s/he has been discriminated against at work, s/he can file a discrimination charge with the EEOC. It is also prohibited in educational institutions receiving federal funds under Title IX of the Education Amendments of 1972, which is enforced by the United State Department of Education, Office for Civil Rights ("OCR"). If a student believes that he or she has been subjected to sex

discrimination, including sexual harassment, and that an appropriate employee of CBA had actual knowledge of such discrimination, but was deliberately indifferent to it, the student may file a complaint with the OCR, which will investigate the complaint and may take enforcement action as it deems appropriate.

Many localities enforce laws protecting individuals from sexual harassment. An individual should contact the county, city, or town in which they live to find out if such a law exists. For example, individuals who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights.

Remedies available to employees who were the target of sexual harassment may include: reinstatement, back pay, front pay, compensatory damages, punitive damages, and attorneys' fees. Remedies available to students who were the target of sexual harassment may include: interim measures (i.e., individualized supports to help those who may have experienced incidents of sexual harassment access CBA's academic and extracurricular programs and activities), compensatory damages, and attorney's fees and expert witness fees.

It is Christian Brothers Academy's policy to promote a productive work environment and not to tolerate verbal or physical conduct by any employee or student that harasses or interferes with another's work performance, participation in academic or extracurricular activities or programs or that creates an intimidating, offensive or hostile environment.

All members of the CBA community are expected to maintain a productive work and educational environment that is free from harassing or disruptive activity. We prohibit harassment of one employee by another employee, supervisor, or third party or of any student by any employee, another student, or volunteer for any of the following reasons including, but not limited to: race, color, creed, religion, sex, national origin, age, disability, marital status, citizenship, veteran's status, sexual orientation, predisposing genetic characteristics, domestic violence victim status, or any other protected status under federal, state or local law. Harassment of third parties by our employees is also prohibited.

OPEN DOOR COMMUNICATIONS

All faculty are encouraged to share their concerns, seek information, provide input and resolve problems or concerns with the Principal and any other member of the school's administration. It is important that faculty members use the appropriate channels to address concerns and avoid engaging in actions that negatively impact the culture and environment at Christian Brothers Academy.

WHISTLEBLOWER POLICY

PURPOSE

The Christian Brothers Academy of Syracuse, New York ("CBA"), is committed to honest, ethical, and lawful conduct; full, fair, accurate, timely, and transparent disclosure in all public communications; and compliance with applicable laws, rules, and regulations. In furtherance of these commitments, all

Trustees, officers, employees, and volunteers of CBA (each, a “Covered Person” or “you”) must act in accordance with all applicable laws and regulations and with the policies of CBA at all times, and assist in ensuring that CBA conducts its business and affairs accordingly.

This Whistleblower Policy (this “Policy”) (a) establishes procedures for the reporting and handling of concerns regarding action or suspected action taken by or within CBA that is or may be illegal, fraudulent, or in violation of any policy of CBA, as well as any other matter that could cause serious damage to CBA’s reputation (each, a “Concern”), and (b) prohibits retaliation against any Covered Person who reports a Concern in good faith (as described at Section III, below). By responding to a Concern appropriately, we can better support an environment where compliance is valued and ensure that CBA is meeting its ethical and legal obligations.

WHEN TO RAISE A CONCERN

You have an affirmative duty to disclose to and seek guidance from an appropriate supervisor or manager if you believe that any Covered Person or other person associated or doing business with CBA has engaged, is engaging, or may engage, in any illegal or unethical behavior, or has violated, or may violate, any law, rule, regulation, or policy of CBA. Such reportable activity may include, for example, financial wrongdoing (including circumvention of internal controls or violation of CBA’s accounting policies), fraud, harassment, or any other illegal, unethical, or proscribed conduct. While a Concern may be submitted at any time, you should endeavor to report a Concern as soon as reasonably possible after you become aware of the matter.

HOW TO RAISE A CONCERN

A Concern may be submitted either in writing or orally. No form is required to submit a Concern, but you are encouraged to provide as much information and detail as possible so that the Concern can be investigated properly. A Concern may be submitted:

- By discussing it with a supervisor or manager, who will in turn forward the Concern to the Policy Administrator for review where appropriate;
- To the administrator of this Policy (the “Policy Administrator”) who is the Chair of the Board of Trustees.

Concerns may be raised anonymously, but any individual reporting his or her own violation shall not satisfy his or her obligation to comply with this Policy by raising a Concern anonymously.

You must act in good faith when raising a Concern. Making allegations other than in good faith (as, for example, making allegations that prove to be unsubstantiated, or that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false) will be viewed as a serious offense that may result in discipline, up to and including termination of employment or other relationship with CBA. Such conduct may also give rise to other actions, including civil lawsuits.

PROCEDURES FOR RECEIVING AND REVIEWING CONCERNS

Any supervisor, manager, or other person receiving a Concern should contact the Policy Administrator, who will coordinate further action. The Policy Administrator will assess each Concern on a preliminary basis to determine to what extent an investigation into the Concern is required, and will direct all aspects of the investigation of any Concern. All investigations will be conducted in a confidential and sensitive manner, so that information will be disclosed only as needed to facilitate review of the investigation materials or otherwise as required by law.

You must cooperate as necessary in connection with any such investigation. If a Concern involves or implicates the Policy Administrator, then the Policy Administrator will promptly recuse himself or herself from the investigation and so inform the Audit Committee in writing. The Audit Committee may investigate such Concern or retain impartial attorneys to investigate the Concern.

RECORDS OF CONCERNS AND INVESTIGATION REPORTS

The Policy Administrator will maintain a written record of all Concerns, summarizing in reasonable detail for each Concern:

1. The nature of the Concern (including any specific allegations made and the persons involved);
2. The date of receipt of the Concern;
3. The current status of any investigation into the Concern and information about such investigation (including the steps taken in the investigation, any factual findings, and the recommendations for corrective action); and
4. Any final resolution of the Concern.

The Policy Administrator will distribute an update of this record to the Chair of the Audit Committee in advance of each regularly scheduled meeting.

CONFIDENTIALITY

All Concerns received will be treated confidentially and/or anonymously (subject to the limitation on anonymity set forth in Section III of this Policy), as applicable, to the extent reasonable and practicable under the circumstances.

NO RETALIATION AGAINST WHISTLEBLOWERS

It is CBA's policy to encourage the communication of bona fide Concerns relating to the lawful and ethical conduct of CBA's business. It is also CBA's policy to protect those who communicate bona fide Concerns from any retaliation for such reporting. No adverse employment action may be taken, and retaliation is strictly prohibited, including, without limitation, intimidation, harassment, discrimination, coercion, or otherwise, whether express or implied, against any Trustee, officer, employee, or volunteer of CBA who in good faith reports any Concern or assists in an investigation of, or the fashioning or implementation of any corrective action or response made in connection with, any Concern. Any person

who violates this prohibition against retaliation will be subject to appropriate disciplinary action, which may include termination of employment or other relationship with CBA.

POLICY DISTRIBUTION

A copy of this Policy will be distributed to each Covered Person promptly following the adoption of or amendments to this Policy, and at such time as a person becomes a Covered Person. This Policy will also be posted on CBA's website and available to the general public.

POLICY ADOPTION AND OVERSIGHT

The Board of Trustees is responsible for providing oversight of the adoption and implementation of, and compliance with, this Policy. Only Trustees satisfying the definition of "independence" pursuant to applicable law are permitted to participate in any Board deliberations or vote on matters relating to this Policy.

This Whistleblower Policy was adopted by the Board of Trustees on May 2, 2016.

VIRTUS TRAINING

To ensure the protection and safety of all school aged children, beginning in October 2003, the Catholic Diocese of Syracuse requires all adults working with children in any way to have completed VIRTUS training. The word VIRTUS derives from Latin, and means "valor, moral strength, excellence, worth, denoting a way of life, and manner of behavior that always aspires to the highest, most positive attributes of human interaction".

All adults are required to complete a 3-hour VIRTUS "Protecting God's Children (PGC)" training session within 60 days of assumption of duties, employment or volunteering. All participants of VIRTUS training must authorize a criminal background check as a part of the screening process associated with completing VIRTUS training. Adults successfully completing this VIRTUS training are subsequently certified for 5 years. Recertification of all adults working with school aged children must occur every 5 years. Recertification requires all adults to again authorize a criminal background check and successfully complete the 1 1/2 hour VIRTUS "Keeping the Promise Alive (KPA)" session. Questions relating to VIRTUS should be directed to the Principal or the Assistant Principal for Student Affairs.

MANDATED REPORTER

Faculty members of academic institutions are in a position to identify abused or neglected children and to refer them for treatment and protection because of their sustained contact with school aged children.

All school employees are considered mandated reporters by law. Suspected physical child abuse should be reported promptly to the Director of Counseling and Student Services who will inform the Principal and consult with the school nurse when necessary. In conjunction with the Director of Counseling and Student Services, the employee will call the Hot Line (1-800-635-1522) and file the necessary report with the Child Protective Services. Any other concerns should be reported to the school counselor or Principal.

It is important to note that although this procedure requires the employees to notify the Director of Counseling and Student Services, as well as the Principal, it does not give them the power to prohibit the report from being made, nor does it relieve the original source from ensuring that a report is made.

Immunity from civil or criminal liability for mandated reporters: Anyone making a report or participating in a resulting judicial proceeding is presumed to be acting in good faith and in doing so immune from civil or criminal liability that might otherwise be imposed.

Penalty for failure to report: Any person required to report suspected child abuse

CBA SYRACUSE CHILD ABUSE REPORTING POLICY

Inspired by the Mission of Saint LaSalle, the primary responsibility of CBA Syracuse (“CBA”) is the safety and well-being of the young people entrusted to its care. As a result, child abuse in any form by CBA personnel, volunteers, students, or at any activity or at events sponsored by CBA shall not be tolerated. The following is a definition of child abuse as taken from New York State Department of Education Law and will be considered the applicable definition at Christian Brothers Academy:

Definitions

- Child abuse shall mean the following actions or conduct toward a student, as that term is defined below, and shall include any such conduct by a CBA employee, or volunteer, or which occurs on the grounds of CBA during school hours or during an extracurricular activity or event being conducted by CBA or in which CBA is a participant:
 - The intentional or reckless infliction of physical injury, serious physical injury or death to any student, or
 - Conduct that creates a substantial risk of such injuries or death, or
 - any physical contact by a CBA employee, officer, or adult volunteer with any CBA student or any student attending a CBA event or activity that is sexual in nature, or
 - the commission or attempted commission against a student of the crime of disseminating indecent materials to minors pursuant to Article 235 of the Penal Law.

Child abuse may involve multiple categories as described above and include both acts and omissions that lead to a child’s injury.

- Student shall mean any student enrolled in CBA or any student of a K-12 educational institution attending an activity or event sponsored by CBA or in which CBA is a participant.

Child Abuse Suspected by Mandated Reporters

Any CBA employee or volunteer who is a mandated reporter under Social Services Law § 413(1)(a) and has a reasonable basis to suspect that a student is being or has been subject to abuse or maltreatment, as defined by Social Services Law § 412, shall comply with Social Services Law § 413 and report such suspected abuse or maltreatment to the New York State Central Registry. Nothing in this policy shall be construed to limit or constrain such a mandated reporter from reporting such suspected child abuse.

Child Abuse In Other Cases That May Constitute A Crime

In all other cases, when any CBA employee or volunteer receives a report of child abuse or has other reasonable cause to suspect child abuse by a CBA employee or volunteer, or on CBA grounds during the school day, or during an extracurricular activity or event conducted by CBA or in which CBA is a participant, the employee or volunteer shall immediately report such information to the Principal. If the Principal is suspected of having committed an act of child abuse, the employee or volunteer shall report the suspected abuse to the CBA Board President. Any CBA employee or volunteer who receives a complaint or report of child abuse, as defined above, from a student, parent, or other person shall immediately notify the Principal of that report, together with all relevant information.

Upon receipt of such a report, the Principal shall immediately notify the CBA President of the report and provide the President with all related information. If the reported child abuse may constitute a crime, the Principal shall immediately report or arrange for the immediate report of such information to an appropriate law enforcement agency and provide full cooperation and assistance to such agency relative to any investigation. If the report is made by or concerns by a student, after consultation with the law enforcement, the Principal shall notify the parents of each such child of the report and the actions taken by CBA in its regard unless specifically directed by law enforcement not to do so. If the report indicates that a child is in imminent danger of suffering abuse, the Principal shall, as appropriate, notify local law enforcement and/or the child's parents or person(s) in parental relation.

If information is received that causes the Principal to suspect that sexual abuse occurred and involves a member of the clergy or religious or an employee or volunteer of the diocese, the Principal shall also immediately notify the Diocesan Assistance Coordinator or, in that person's absence, the Diocesan Chancellor, consistent with Paragraph 3.2 of the Diocese Child and Youth Protection Policy.

A CBA employee or volunteer who is the subject of such a report shall be immediately suspended with pay from his or her duties, pending the results of an investigation of the report by CBA and/or law enforcement or the adjudication of any criminal charges relative to the report. CBA shall promptly investigate any report of child abuse, in coordination with any investigating law enforcement agency, and, at the request of law enforcement, it may defer its investigation until law enforcement has completed its investigation and/or prosecution of an individual reported to have committed an act of child abuse. Within the sole discretion of the President and Principal, CBA may rely on the investigation and findings of law enforcement or the findings of a court that considered a report of child abuse, as defined above, in lieu of conducting its own investigation. In the event CBA is notified that law enforcement will not investigate a report of child abuse or it has completed an investigation, but will not share the findings or details of the report with CBA and will not prefer criminal charges against the subject of the report, the Principal or his or her designee shall promptly conduct a thorough and

reasonable investigation of the reported child abuse after being notified that law enforcement will not investigate the report or share the results or details of its investigation.

An employee who admits or pleads guilty to an act constituting child abuse, as defined above, or whom a court has determined to have engaged in such conduct, shall be dismissed from CBA's employment, in compliance with any applicable employment agreement. A volunteer who admits or pleads guilty to an act of child abuse, as defined above, or whom a court has determined to have engaged in such conduct, shall be precluded from providing future volunteer services to CBA or any activity or group affiliated with or sponsored by CBA.

An employee who is the subject of a report of child abuse, and who has neither admitted nor pled guilty to such conduct or been found by a court to have engaged in such conduct, but whom CBA has otherwise determined to have committed child abuse, shall be referred for employee discipline consistent with any applicable employment agreement. Any volunteer who has not admitted, pled guilty or whom a court has not determined to have engaged in such conduct, but whom CBA has otherwise determined to have engaged in such conduct, shall be precluded from providing future volunteer services to CBA or any organization or activity sponsored by CBA.

Suspected Child Abuse In Other Cases

When the President and Principal conclude that there is a reasonable basis to suspect that child abuse, as defined above, may have occurred, but the reported conduct does not constitute a crime, the Principal or the Principal's designee shall, consistent with the School's other policies, conduct a prompt, thorough, and reasonable investigation into the reported child abuse in notify the student's parents or person(s) in parental relation of the report and the fact the School will investigate the report.

An employee found to have committed an act of child abuse, as defined above, shall be referred for employee discipline consistent with the terms of any applicable employment agreement. A volunteer who is found to have committed an act of child abuse, as defined above, shall be precluded from providing future volunteer services to CBA or any activity or organization sponsored by CBA.

In a case in which an individual who holds a certification issued by the New York State Education Department that is subject to 8 N.Y.C.R.R. Part 83, the Principal shall report to the State Education Department any finding that the individual engaged in conduct constituting child abuse, as defined above, to the extent required by Part 83.

When information is received that indicates a child may be an imminent danger of abuse, the Principal shall immediately notify appropriate law enforcement authorities and/or individuals in parental relation to the student in jeopardy, as appropriate.

Expungement

Any report that an employee committed an act of child abuse, investigatory report concerning such allegations, and any related documents or material shall be expunged from an employee's personnel file when the report is determined by law enforcement and CBA to be unfounded or the employee is acquitted or found not to have engaged in such conduct by a court five years after such a determination or judicial finding. CBA reserves the right to maintain such documentation in its other files relating to risk management, legal compliance, or other non-personnel files.

Immunity Provisions

The law may provide CBA employees, volunteers, and other individuals with immunity from civil liability relative to a good faith report of suspected child abuse.

Confidentiality of Records

In general, only the CBA President, Principal, and the Principal's designee(s) are authorized to receive a written report, complaint, investigatory report, or any related material concerning a report of child abuse, as defined above. Such material shall be maintained as confidential records and provided only to a parent or legal guardian of a child who is suspected of having been subjected to child abuse, law enforcement agencies that investigate a report of child abuse, a court that adjudicates charges or claims pertaining to a report of child abuse, the insurers of CBA, attorneys representing CBA or its insurers and their staff, the Institute of the Christian Brothers General Council or its designee(s), and/or the Roman Catholic Diocese of Syracuse. Such material shall only be provided to third parties only pursuant to a lawfully issued and served subpoena or a court order or as required by other legal process.

It is important to note that although this procedure requires the employee to notify the Director of Counseling and Student Services as well as the Principal, it does not give them the power to prohibit the report from being made, nor does it relieve the original source from ensuring that a report is made.

Immunity from civil or criminal liability for mandated reporters:

Anyone making a report or participating in a resulting judicial proceeding is presumed to be acting in good faith and in doing so immune from any civil or criminal liability that might otherwise be imposed.

Penalty for failure to report:

Any person required to report suspected child abuse, but who willfully fails to do so is guilty of a Class A Misdemeanor, and a person required to report suspected child abuse who knowingly and willfully fails to do so, is civilly liable for the damage proximately caused by such failure. Any person(s) found to have violated this policy will be subject to disciplinary action, up to and including termination.

SECTION THREE: FACULTY RESPONSIBILITIES

FACULTY ATTENDANCE

With the exception of the Librarian and Registered Nurse, the length of the workday will typically not exceed seven hours. Faculty members are to sign-in at the main office upon their arrival and report to their morning duty by 8:00 a.m. In order for faculty members to be available to students, faculty members are expected to return to their primary classroom at 2:35p.m. Availability to students in need of additional assistance after 2:45 PM is considered part of one's professional responsibilities.

Faculty members should call the Principal between 6:00 – 6:30 AM **at 315-446-5960, Ext. 1250** or **315-430-0801** in the event of illness. Faculty members must prepare *full-period* lesson plans and meaningful assignments that will keep the students constructively engaged whenever they are absent. Faculty members are required to prepare an “emergency lesson plan” in the case of an unexpected absence. This lesson plan should be stored in the classroom and be easily accessible by a substitute teacher.

Faculty members must have permission from the Principal to leave the campus at any time during the school day. Faculty members are asked to schedule routine appointments after school hours and not in conflict with the following mandatory school activities.

Faculty members are required to attend the following:

- Orientation Activities
- Back to School Night
- Parent-Teacher Conferences
- Open House
- Professional Development Days
- Faculty Retreat Days
- Department Meetings
- Faculty Meetings
- Grade Level Meetings
- Honors Night
- Graduation

Faculty members are encouraged to fully engage in the CBA community by attending student activities and chaperoning student events.

FAMILY AND MEDICAL LEAVE ACT POLICY

Christian Brothers Academy provides eligible employees leaves of absence in accordance with the Family and Medical Leave Act (“FMLA”). Eligible employees must apply for a leave of absence, preferably at least 30 days before the commencement of the leave. When it may not be practical for an employee to apply for a leave of absence in advance, the employee must apply for a leave as soon as possible.

Employees who request leaves of absence will be advised of the conditions upon which the leave will be granted prior to the commencement of the leave, including any requirement to provide medical

certification to support the leave request. Christian Brothers Academy will notify the employee when a requested leave of absence from normal duties is covered by the FMLA.

A leave of absence may be immediately terminated if the employee engages in any conduct which is inconsistent with the purpose of the leave (e.g. working for other employers while on a medical leave of absence).

Except in the case where an employee is receiving disability or workers' compensation benefits while on leave, Christian Brothers Academy requires that an employee to use his/her Paid Time Off ("PTO") during any and all leaves of absence under this policy. The balance of the leave shall be unpaid.

Eligibility/Approval

Although Christian Brothers Academy reserves the right to grant or deny a request for a leave of absence, as well as require medical certification and/or military certification demonstrating eligibility for a leave of absence, a request for a leave of absence generally will be approved based upon the following in accordance with the FMLA:

1. **Medical Leave** – An employee who has worked for Christian Brothers Academy for a minimum of one (1) year and 1,250 hours in the preceding twelve (12) months is entitled to Medical Leave if he/she is unable to perform the essential functions of his/her regular position because of a serious health condition and is under the care of a health care provider.

An employee who is granted a Medical Leave must return to active employment when able to perform the essential functions of his/her regular position or at the expiration of the leave of absence, whichever is earlier. Subject to applicable law, failure to so return will result in termination of employment and the termination or reduction of benefits in accordance with applicable policies or plan provisions.

An employee who is granted a Medical Leave must not engage in activities during the leave that Christian Brothers Academy considers unreasonable under the circumstances (e.g., engaging in other employment) or that might prolong the disability. If so, Christian Brothers Academy reserves the right to end the leave and terminate the employee.

2. **Child Care Leave** – An employee who has worked for Christian Brothers Academy for a minimum of one (1) year and 1,250 hours in the preceding twelve (12) months is entitled to Child Care Leave to care for his or her newborn child or a child placed with him or her for adoption or foster care if the employee intends to return Christian Brothers Academy at the expiration of the leave. Child Care Leave is only available and must be completed within twelve (12) months of the birth or placement.
3. **Family Medical Leave** – An employee who has worked for Christian Brothers Academy for a minimum of one (1) year and 1,250 hours in the preceding twelve (12) months is entitled to Family Medical Leave to care for his or her child, spouse or parent who has a serious health condition if the employee intends to return to Christian Brothers Academy at the expiration of the leave.

4. **Service member Exigency Leave** – An employee who has worked for Christian Brothers Academy for a minimum of one (1) year and 1,250 hours in the preceding twelve (12) months is entitled to Service member Exigency Leave to address a qualifying exigency (emergency) arising out of the fact that his or her child, spouse or parent who is on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation, if the employee intends to return to Christian Brothers Academy at the expiration of the leave.
5. **Military Caregiver Leave** – An employee who has worked for Christian Brothers Academy for a minimum of one (1) year and 1,250 hours in the preceding twelve (12) months is entitled to Military Caregiver Leave to care for a covered Service member with a serious illness or injury sustained in the line of duty while on active military duty with a branch of the Armed Forces of the United States if the employee intends to return to Christian Brothers Academy at the expiration of the leave.

Length of Leave

Christian Brothers Academy calculates employees' entitlement to any leave of absence that is covered FMLA by using a "rolling" twelve month period. In that regard, an employee's entitlement to such a leave will be determined by a review of the twelve (12) month period immediately preceding the requested leave. An eligible employee may be granted leaves of absence as follows:

1. **Medical Leave** – may be approved up to a maximum of twelve (12) weeks, less any Child Care, Family Medical, Service member Exigency, or Military Caregiver Leave taken during the twelve (12) month period immediately preceding the requested leave.
2. **Child Care Leave** – may be approved up to a maximum of twelve (12) weeks, less any Medical, Family Medical, Service member Exigency, or Military Caregiver Leave taken during the twelve (12) month period immediately preceding the requested leave. Child Care Leave may not be taken intermittently or on a reduced schedule basis.
3. **Family Medical Leave** – may be approved up to a maximum of twelve (12) weeks, less any Medical, Child Care, Service member Exigency, or Military Caregiver Leave taken during the twelve (12) month period immediately preceding the requested leave.
4. **Servicemember Exigency Leave** – may be approved up to a maximum of twelve (12) weeks, less any Medical, Child Care, Family Medical, or Military Caregiver Leave taken during the twelve (12) month period immediately preceding the requested leave.
5. **Military Caregiver Leave** – may be approved up to a maximum of twenty-six (26) weeks, less any Medical, Child Care, Family Medical, or Service member Exigency Leave taken during the applicable twelve (12) month period.

An employee may take Medical, Family Medical, Service member Exigency, or Military Caregiver Leave intermittently or on a reduced schedule as determined by Christian Brothers Academy, only under the following circumstances, unless otherwise agreed to by Christian Brothers Academy:

- The employee has a disability, which substantially limits him or her in a major life activity, and intermittent Medical Leave is necessary to accommodate such employee in the performance of the essential functions of his or her position.
- The employee has a serious health condition, which, because of medical necessity, requires intermittent Medical Leave.
- The employee has a child, spouse, or parent with a serious health condition that, because of medical necessity, requires intermittent Family Medical Leave.
- The employee has a qualifying exigency (emergency) arising out of the fact that his or her child, spouse or parent who is on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation, which requires intermittent Service member Exigency Leave.
- The employee has a child, spouse, parent, or next of kin who is recovering from a serious illness or injury sustained in the line of duty while on active military duty with a branch of the Armed Forces of the United States, which, because of medical necessity, requires intermittent Military Caregiver Leave.

The effective date of a leave of absence under this policy is the first working day of absence, regardless of approval date.

It is the policy of Christian Brothers Academy to comply with applicable statutory leave requirements. A leave of absence granted under this policy shall run concurrently with statutorily required leaves of absence.

FACULTY DRESS CODE

Faculty members serve as role models for our students. Therefore, faculty members are to be well groomed and dressed in a professional manner. Visible tattoos are not permitted. *As a minimum standard, all faculty members must dress the same or better than what is required of the students.*

FACULTY-PARENT COMMUNICATION

Prompt and efficient communication with parents is an essential component of our partnership. Faculty members should check their mailboxes, e-mail, *myCBA* messages, and voicemail at least once a day. Faculty members are to check the daily bulletin, substitution assignments, and special notices before the start of homeroom.

All faculty members are expected to respond to messages, including voicemail and e-mail, from parents in a timely fashion (24 - 48 hours).

INSTRUCTIONAL RESPONSIBILITIES

Course Information Sheet:

Faculty members are expected to create a course information sheet that includes a course description, textbook/materials required, course calendar, grading and homework policies, classroom expectations, teacher availability and contact information. These information forms will be posted on the classroom pages of the *myCBA* system.

Homework:

The purpose of homework is to support class instruction. Faculty members are asked to assign meaningful homework not to regularly exceed 15-20 minutes per night. Homework assignments should be factored into the students' daily grade but should account for no more than 20% of the overall marking period grade.

Examination Guidelines:

In courses where applicable, faculty members must prepare a semester and final exam, reviewed by the Department Chair, and adhering to the guidelines set forth by the Assistant Principal for Academic Affairs. *Faculty members must follow all published procedures and due dates for semester exam preparation, proctoring, grading, and storage.*

Student Evaluations:

Faculty members are required to evaluate students frequently to determine if learning is taking place. At least two (2) major evaluations per marking period are expected. These may include major tests, projects, reports, etc. In addition, frequent short assessments are encouraged.

Student Absences:

Students should be given adequate time to complete assignments/assessments missed due to excused absences. After consultation with the student or school counselor, the faculty member should create a timeline for the student to complete all mandatory assignments/assessments.

Assessments should be completed outside of normal classroom instruction time and should be supervised to avoid academic integrity issues.

Controversial Issues in Classroom Discussions:

Christian Brothers Academy's educational philosophy is based upon the Lasallian Core Principles of respect for all persons and inclusivity. Classroom environments should be a safe place where students can engage in intellectual discussions pertaining to complex historical or contemporary educational topics. The views expressed by the teacher should represent the views of the Catholic Church as well as the principles of Lasallian education. The personal opinion of faculty members should remain personal while students' opinions, even if contrary to the instructor, should be respected and intellectually discussed.

Availability:

Faculty members are expected to be regularly available to students for extra assistance before or after school.

Resolving Academic Problems:

Recognizing our need to be proactive, faculty members are expected to work with the Assistant Principals as well as the Counseling and Student Services Department to resolve academic problems.

Communication Regarding Academic Difficulty:

Faculty members are expected to directly contact the parents of any student experiencing academic difficulty, as soon as the concern arises. This communication, in addition to posting grades, may take place in the form of e-mail, phone calls, and/or letters home. Please remember to provide the Counseling and Student Services Department with an update of all communications.

Differentiated Instruction to Address Different Learning Styles:

Faculty members are expected to make use of differentiated styles of classroom instruction in order that students who learn in a variety of ways may have an enriching and productive classroom experience. The classroom experience is to be student-centered with sufficient opportunities given for engaging students in the learning process.

Grading – Calculations and Reporting:**Grading Reporting Deadlines:**

Faculty members must adhere to all grading deadlines. Faculty members must maintain an updated electronic grade book and post upcoming assignments/assessments and grades in *myCBA* as instructed by the Assistant Principal for Academic Affairs. Faculty members are expected to return all graded assignments and labs to the students within five instructional days. Grades should also be posted in *myCBA* within that time period. Timely communication with the Assistant Principal for Academic Affairs when problems arise is essential.

Grading Calculations:

Faculty members may grade students on classroom participation. However, they may not penalize a student academically for behavioral issues nor may they provide extra credit for non-academic requirements. Faculty members may not assign a marking period or final grade of 69%.

Faculty members must obtain permission from the Assistant Principal for Academic Affairs to give a grade of incomplete. All incompletes must be made up within two weeks after the end of the marking period. Faculty members must obtain permission from the Assistant Principal for Academic Affairs to give any marking period grade below 60%.

Faculty members must adhere to all grading deadlines. Change of grades after the grading window has closed may only be completed with approval from the Assistant Principal for Academic Affairs.

Classroom Conduct and Management:

Attendance:

Faculty members are to arrive on time for class and immediately take attendance in *myCBA*. Faculty members are expected to require students to be on time for all class periods and seated at the bell. Faculty members must assign appropriate consequences for late students.

Seating Chart:

Faculty members should prepare a seating chart for each class and have a copy available in the red classroom emergency folder. Faculty members should require students to sit in assigned seats. Seating charts should be updated when assignments are changed.

Opening Prayer:

As part of our Lasallian Catholic heritage, faculty members are expected to begin each class with a prayer. The following format for LaSallian prayer is used:

Teacher: “Let us remember that we are in the Holy presence of God”, followed by a short reflection or reading.

Teacher concludes the prayer with the following invocation:

Teacher: “Saint John Baptist de La Salle,”

Students: “Pray for us.”

Teacher: “Live Jesus in our hearts.”

Students: “Forever.”

Class Location:

Except for Physical Education, faculty members may not meet with their class outdoors without prior approval from the Principal.

Class Length:

Faculty members must be adequately prepared for a full period class.

Locker, Bathroom, and Nurse Passes:

Faculty members are to require students to be prepared for class and should limit locker visits during class time. Faculty members must issue a pass to a student leaving the room, including: bathroom, locker, office, nurse, etc. Student requests to see the nurse should not be denied.

Class Safety and Security:

For safety reasons, students must not be permitted to congregate near or at the door before the bell rings. Students should stay seated until dismissed.

Classrooms are to remain unlocked during the instructional period. Empty classrooms should be locked. At the end of the day, faculty members must make sure that the classroom is left in good order. Be sure that the windows are closed and locked. Doors must be locked.

In order to ensure confidentiality, only faculty members should answer or use classroom phones.

Teacher Collaboration:

Because classrooms are often shared with other faculty members, the primary teacher should collaborate with their colleagues on space, boards, seating, cleanliness, and organization.

Enforcement of Student Rules:

Faculty members are expected to enforce the rules and regulations as stated in the current *Student/Parent Handbook*.

Student Disciplinary Concerns:

Generally:

Faculty members are the primary individuals responsible for enforcing the student code of conduct. Faculty members should handle their own classroom discipline in a quick and consistent manner. Faculty members should assign their own detentions for minor infractions that occur in their classroom. When necessary, faculty members should allow one day's notice so that transportation can be arranged.

Severe or persistent problems should be referred to the Assistant Principal for Student Affairs. Students should not be penalized academically for behavioral issues. (*cf Instructional Responsibilities*).

Sending a student out of class should be exercised as a last resort. In the event that a student has to be sent to the office, the teacher must notify the main office immediately by telephone. *In the event that a student fails to follow a teacher's directive to leave the room, an administrator should be contacted immediately.* After discussing the matter with the instructor, the appropriate Assistant Principal will enact appropriate consequences.

Faculty members should not detain an entire class after school.

Documentation of Discipline:

Faculty members should keep a personal log of discipline concerns and parent communications.

Parental Communication:

Faculty members are expected to communicate with parents as soon as student discipline issues arise.

Verbal and/or Physical Violence:

Faculty members are never allowed to commit an act of verbal and/or physical violence towards a student at Christian Brothers Academy. Vindictive and/or excessive punishment toward a student is unacceptable and will not be condoned by the school's administration.

Supervisory Duties and Procedures:

Cafeteria Duty:

Cafeteria supervision is a full period duty. It is critical that faculty members are on time for this duty. One monitor will be designated as the cafeteria supervisor who will be responsible for assigning monitors for the door and serving lines. Faculty members are to actively supervise students while on duty. Faculty members should not bring any paperwork with them to this duty.

The door supervisor may permit students to leave the cafeteria to go to the restroom, the main office or the nurse. Students are not allowed to go to the library, guidance office, computer lab, or campus ministry office unless they have a signed pass from a teacher or administrator. Students may not go to their lockers during the lunch period.

The cafeteria supervisor will signal the students when only 1 minute remains in the lunch period. Students must clean their area before leaving the cafeteria. Faculty members must make sure that no trash is left on or under the cafeteria tables.

Faculty members should make every effort to handle discipline issues that arise in the cafeteria. Persistent cases should be reported to an Assistant Principal.

Hallway/Senior Study Hall Supervision:

This is a full period duty that takes place in the cafeteria. It is critical that faculty members report on time. Faculty members are expected to pick up the supervision binder from the main office before reporting to the cafeteria.

Faculty members are required to take study hall attendance in the *myCBA* system. After attendance has been taken, faculty members may issue passes to the library, counseling and student services center, campus ministry, or to an available faculty member.

Faculty members are responsible for maintaining order in the cafeteria and directly outside in the main foyer. This is an active duty so faculty members should be moving between the cafeteria, hallway, and outside front entrance as needed.

Students are not allowed to go to the parking lot. Only seniors may gather outside the main entrance of the school, weather permitting.

Library Duty/Substitution Duty:

Library duty is a full period duty. The teacher will assist the librarian with the following:

- supervising the computer lab in the library
- checking that students who are entering the library have a signed pass
- monitoring the noise level
- checking out books

Faculty members who are assigned library duty should be prepared to substitute when necessary.

Study Hall Duty:

Study hall duty is a full period duty. The teacher must be in the study hall room before the late bell rings. Study hall must be a quiet study period. Faculty members must require students to have quiet constructive work to do. Quiet reading should be encouraged when students do not have written work to do. Students must ask permission to use their cell phone during the study hall period. Cell phones can only be used for academic purposes and must be closely monitored by the supervisor.

Faculty members should limit the number of trips to student lockers. Faculty members should require students to come prepared for study hall. Faculty members may not allow students to eat, drink, or socialize while in study hall.

Faculty members may allow up to five (5) students to go to the library for a specific purpose (checking out a book, using the computer lab, and doing research). Faculty members must write a pass to go to the library. (If multiple students want to go to the library, the teacher should call the library first to see if space is available. The library extension is 1117.)

After checking for availability, faculty members may allow students to go to the Counseling and Student Services Center or Campus Ministry Office.

Online Learning Classroom Proctor

Faculty members are responsible for proctoring students who have been scheduled into a location to participate in an online course. Faculty members must arrive promptly, lead prayer, take accurate attendance, and monitor students online usage to ensure academic progress.

Homeroom Duties:

Homeroom Teacher:

Faculty members must open their homeroom no later than 8:00 am. At the 8:07 bell, faculty members must direct students to be at their assigned seats (in alphabetical order), in dress code, discard any food or drink, and to silently listen to the daily prayer and announcements. Faculty members should encourage students to recite the Pledge and the Lasallian prayer.

Faculty members must take attendance in *myCBA* immediately following announcements. Faculty members must read the morning announcements aloud in the homeroom each day.

Faculty members must check dress code. Please refer to dress code policy in the Student/Parent handbook. Students not in dress code should be corrected or sent to the Main Office immediately.

On Mass and Assembly days, faculty members are to lead their homeroom to the gymnasium and sit with their students.

Faculty members should limit locker privileges during homeroom by requiring students to go to their lockers before the homeroom period begins or wait until the homeroom period is over.

Faculty members are to keep an updated homeroom folder. Folders should include: a class roster and an accurate seating chart. Folders should be labeled and left in an accessible location.

Homeroom Hall Monitors:

Faculty members must be in their assigned hallway by 8:00 a.m. and remain there until the end of homeroom. At the 8:07 bell, faculty members must encourage students to move quickly to their homerooms. Faculty members are to maintain order and supervise the general well being of the hallway while on duty. Faculty members are to direct late students to the Attendance Office to obtain a late pass.

NON-INSTRUCTIONAL RESPONSIBILITIES

Assemblies:

Faculty members must accompany their students to assemblies and actively supervise them throughout. Faculty members without a class will be assigned a duty during the assembly. A teacher's presence is necessary to maintain good order. No teacher is excused from this obligation.

Mobile Technology Carts:

Faculty members are to request mobile technology carts at least one day in advance through the on-line sign out process. Technology carts are shared and should be returned promptly to the library.

Building Use:

Faculty members must submit a building use form to use areas other than classrooms. These forms are submitted to the Administrative Assistant for the Assistant Principals. Faculty members may access the building during off hours by using their key FOB between the hours of 6 am to 12 midnight.

Faculty members who conduct student activities after school hours are responsible for maintaining and securing the areas used. Faculty members must stay until the last student has left the campus. When leaving the building after hours and on weekends, faculty members must be sure that the hall and exit doors are secure.

Bulletin and Announcements:

Faculty members should give items for inclusion in the daily bulletin to the school administrative assistant in the Main Office by 2:00 pm for the next day's publication. Morning announcements should be kept to a minimum and must be submitted to the administration for prior approval.

Classroom Technology:

Faculty members should report all problems with computers and classroom technology equipment to the Technology Department.

To submit a problem ticket, open a web browser, go to support.cbasyracuse.org, and click the green "Open a New Ticket" button. From the following screen, click the drop-down menu to select a topic, then fill in the appropriate fields for your email address, name, issue summary, and description of the technology issue in detail. Faculty can also attach a relevant document at the bottom of the screen. When completed, click the "Create Ticket" button at the bottom of the screen. An email confirming your ticket creation will be sent with a unique ticket ID number for reference. The Technology Department will also receive emails alerting it to the issue and will take appropriate action. When the issue is resolved, an email will indicate that the ticket has been closed.

Faculty Room:

Faculty members may not permit students in the Faculty Room at any time.

Faculty members may obtain general supplies from the storage area in the Faculty Room. Faculty members should inform the school administrative assistant when supplies are low in the Faculty Room.

Faculty members are not to remove school office equipment from the Faculty Room.

Faculty members must report all problems with the copiers immediately to the school administrative assistant in the Main Office.

As a shared environment, all faculty members are asked to keep the Faculty Room neat and orderly.

Emergency Drills:

Faculty members should check their classroom to make sure that their red emergency folder is accurate and contains all of the necessary documents. These folders should be in place, behind the door.

Emergency drills will be conducted during the course of the school year. Faculty members should be familiar with the procedures outlined in the emergency folder for each type of emergency drill at the start of the academic year.

Field Trips:

Faculty members must submit a detailed written proposal to the Principal for the approval of a class field trip. Approval should be secured well in advance (two week minimum) to allow students and other faculty members adequate time to prepare accordingly. Faculty members should avoid scheduling field trips after April 30. Field trip approval and permission forms are available from the Principal's Administrative Assistant. In addition to administrative approval, faculty members must obtain written parental permission prior to student participation.

Maintenance:

Faculty members are to report all maintenance concerns to the Director of Facilities, by e-mail, voice mail, or in writing.

Purchase of Materials:

Faculty members must obtain permission from their department chair prior to ordering any materials. Department chairs must complete a purchase order and obtain the Principal's signature.

Retreats:

The retreat program is an important part of the mission of Christian Brothers Academy and an integral part of the curriculum. Retreat participation should be encouraged by the faculty. All retreats are listed on the school calendar. The Campus Minister will notify faculty members of participants in advance of the retreat. Appropriate accommodations and consideration must be provided to overnight retreat participants.

Transportation Policy:

Faculty members requesting the use of the school vans for field trips must submit a vehicle request form to the Athletic Director well in advance. Faculty members must require all passengers to wear seat belts. Faculty members may not transport more people than the number of seat belts available. Violations of this law could void the school's insurance. Promptly notify the Athletic Director and Director of Facilities of any safety, maintenance, or cleanliness issues.

Faculty members must request permission from the Principal to transport students in their personal vehicle. Written parental permission must be obtained by the faculty member prior to the transportation of the student. Faculty members must have a valid driver's license and the vehicle must be properly registered, insured, and inspected. Faculty members must adhere to all New York State motor vehicle regulations. Faculty members are discouraged from transporting an individual student alone in any vehicle.

Science Labs:

- Faculty members must keep an accurate inventory of all lab equipment and supplies.
- Faculty members must ensure that students follow all safety regulations while performing labs.
- Faculty members must require that students remain in the lab for the duration of the lab period.
- Faculty members must ensure that the lab is kept neat and in good order.
- Hazardous materials must be disposed of properly and in a timely manner.

Telephone and Mail:

- With the exception of emergencies, faculty members should not be using personal cell phones during their scheduled instruction or duty time.
- Faculty members may use school telephones for school business, i.e. calling parents, planning field trips, etc.
- Faculty members are to make sure that their voicemail message is accurate and functioning properly.
- Faculty members are to check their voicemail **daily**. Mailboxes in the Main Office should be checked at least once a day.
- Cell phones should not be used during class time and should be silenced when in the classroom.
- Faculty members should note that mail is taken to the Post Office twice daily.
- Faculty members must have the appropriate postage on outgoing mail that may be placed in the outgoing mailbox provided in the Main Office.

Textbooks:

- Faculty members will distribute hard cover textbooks at the beginning of the course. Faculty members must require and check that students write their name in all textbooks.
- Faculty members must keep an accurate record of all textbooks issued including student's name, book title, and number. Faculty members are to give a copy of this report to the Textbook Coordinator.
- Faculty members should direct all students to cover textbooks.

Educational Use of Personal Technology Devices:

The use of students' personal technology devices (i.e. cell phones, iPads, PC's, etc.) in the classroom may take place for academic purposes if authorized and strictly monitored/supervised by the teacher.

SECTION FOUR: COMPUTER AND INTERNET USAGE, AND ELECTRONIC COMMUNICATIONS POLICIES

Electronic communication tools that may be provided by Christian Brothers Academy include, but are not limited to, e-mail, voice mail, telephone, cell phones, PDAs, modems, personal computers, internet access and faxes. These tools are provided to employees to improve communications and relationships between employees, students and administration, and to assist in gathering information from internal and external resources for business or educational purposes. All internet data and e-mails composed, transmitted or received via our electronic communications systems are the property of Christian Brothers Academy and, as such, are subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the information contained in the e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful. In this regard, data that is composed, transmitted, accessed, or received via the internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, ethnic slurs, or any other similar messages.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not received authorization for its use, it should not be put on the internet. Employees are also responsible for ensuring that the person sending any material over the internet has the appropriate distribution rights.

Unlawful internet usage may also expose Christian Brothers Academy. In addition, Christian Brothers Academy insists that employees respect the copyrights, software licensing rules and property rights, just as they would in any other business dealings.

Because of the danger of viruses and other problems, employees may not: (1) download any material from the internet or otherwise introduce into or place any programs or materials on Christian Brothers Academy's computer systems without express permission from the Director of Technical Support; (2) use Christian Brothers Academy's computer systems as a way to facilitate communication through personal e-mail, instant messaging accounts, or social media websites; or (3) download, access or otherwise obtain or play any game(s) from any internet site, over the internet or from any other type of internet source.

Monitoring and Privacy:

Electronic communication tools and their contents are the property of Christian Brothers Academy. Christian Brothers Academy reserves the right to monitor and inspect, without notice, all matters on or within all Christian Brother Academy systems, including but not limited to, any and all e-mail, internet and intranet applications, to ensure their appropriate use. Employees have no expectation of privacy with respect to any of these systems, including, but not limited to, their assigned PCs, laptops, PDAs, cell phones, e-mail or voicemail. Christian Brothers Academy reserves its right to monitor telephone calls made using Christian Brothers Academy telephone system, and telephone calls and/or text messages made using cellular telephones or other wireless devices provided, or reimbursed for, by Christian Brothers Academy.

Acceptable Use of Electronic Communications

Acceptable use of electronic communications includes the following:

- Internal communication with other Christian Brother Academy employees regarding business matters.
- External communications with students or parents regarding educational matters.
- Accessing information resources for appropriate educational purposes.

Unacceptable Use of Electronic Communications

Unacceptable use includes, but is not limited to, the following:

- Misrepresenting oneself as another individual or Christian Brothers Academy.
- Accessing, distributing, creating, downloading or storing materials which could be considered unethical, inappropriate, offensive, disrespectful or abusive to others, including but not limited to, pornographic or obscene materials (including jokes), hate mail, discriminatory remarks, abusive, indecent, or objectionable language, or other antisocial behaviors.
- Conducting illegal activities.
- Representing personal opinion as that of the Christian Brothers Academy.
- Using electronic communication for personal use without obtaining prior approval when additional service fees could be incurred by Christian Brothers Academy.
- Sending (uploading) or receiving (downloading) information in violation of applicable copyright law.

Employees must report any theft, damage, or malfunction of any of these resource tools to the Director of Technical Support within 24 hours or the employee will be held responsible for the monetary value of the item. If the loss, damage, or malfunction is due to employee negligence, the employee will be responsible for the damage or loss.

Social Networking:

Employees are not to engage in social networking activity (Facebook, Twitter, etc.) during working hours unless specifically authorized by the Principal for purposes of assisting the employee in the performance of their job duties.

Social Media for Educational Purposes:

Christian Brothers Academy does not permit the use of certain social media websites as an educational tool unless preapproved in writing by Christian Brothers Academy. If you receive authorization and choose to use the authorized social media websites for educational purposes, you should remember that all online communications may be stored and monitored.

Social Media for Personal Purposes:

Social networking tools create new opportunities for communications and collaboration but also lead to new responsibilities for employees. All Christian Brothers Academy policies, rules, and guidelines, including but not limited to this social networking policy, apply to employees' on-line activities while at work or while using School-provided communication equipment.

Additionally, all employees should consider and adhere to the following principles concerning on-line activity, whether it be at work or outside of work:

- Personal blogs should have clear disclaimers that the views expressed by the author in the blog is the author's alone and do not represent the views of Christian Brothers Academy, that is, make your writing clear that you are speaking for yourself and not on behalf of Christian Brothers Academy. This disclaimer does not exempt the employee from the other responsibilities of engaging in social media.
- The content of any social media account should not be inconsistent with the values of Christian Brothers Academy or Lasallian Catholic education.
- Employees should obtain written permission prior to photographing or posting any videos or photographs of students, school personnel, or any school property.
- By the nature of being an employee of Christian Brothers Academy, your online presence reflects Christian Brothers Academy. Use common sense and be respectful to Christian Brothers Academy, other employees, faculty, and students.
- Faculty members are discouraged from communicating with current students through personal social networking tools. Any communication using social media to connect with a class, club, activity, or athletic team should be through a work related profile that does not include personal information. Any creation of a work related profile must be shared with administration.
- Social media activities should not interfere with work commitments.

Respect copyright laws and reference or cite sources appropriately. Plagiarism applies online as well.

SECTION FIVE: MISCELLANEOUS

Injury Reporting:

Employees have the right, and obligation to, report any work-related injuries and illnesses to Christian Brothers Academy. An employee who suffers a work-related injury or illness must report such injuries and illnesses in accordance with the following procedure:

1. Promptly notify your supervisor or the safety supervisor of any injury or illness at work, regardless of the severity.
2. The report shall be made as soon as practicable (generally no later than the same working day during which the injury or illness occurred).
3. The report shall accurately describe the circumstances of the injury or illness.

Christian Brothers Academy and the law prohibit discharging or discriminating against employees for reporting work-related injuries or illnesses.

Criminal Convictions:

If you have been charged, convicted, plead guilty or nolo contendere (no contest) to any crime, you must report in writing to Christian Brother Academy's Principal within 3 business days of the action. Failure to timely disclose this information may result in discipline, up to termination from employment.

Outside Employment & Tutoring:

Faculty members may not engage in outside employment that interferes with, limits or places restrictions on their primary duties at Christian Brothers Academy. Faculty members may not engage in outside employment that is contrary to or in opposition to the principles and moral directives of the Roman Catholic Church. Faculty members who engage in such outside employment activities may incur disciplinary actions by the school including termination from employment.

There are occasions when a teacher may consent to tutoring a student enrolled at Christian Brothers Academy. In such cases, faculty members may not charge a "tutorial fee" for students who are presently enrolled in the faculty members' class. Faculty members may not charge a "tutorial fee" for "credit recovery" if the student was enrolled in the faculty members' class in which he/she did not earn credit.

No Violence in the Workplace:

Christian Brothers Academy is committed to providing a safe environment for our employees, students, and visitors. Christian Brothers Academy has zero tolerance for violence. Any person who displays any violence or threatens violence in the workplace is subject to disciplinary action up to and including termination. Talk of committing violence or joking about committing violence will not be tolerated. Violence in the workplace includes, but is not limited to, physically harming another, shoving, pushing, brandishing weapons and explicit or implicit threats or talk of committing violence.

It is everyone's responsibility to help prevent violence in the workplace. You must report to the Principal what you see in the workplace that could indicate a co-worker is in need of help. You should also report any incident that may involve a violation of Christian Brothers Academy's policies that are designed to provide a comfortable workplace environment. All reports will be investigated and information will be kept as confidential as possible under the circumstances. Employees should always immediately report to the main office if they believe they, a fellow employee, or a student are in immediate danger.

No Weapons in the Workplace:

Possession, use, or sale of weapons, firearms, or explosives on work premises, while operating Christian Brothers Academy equipment, or vehicles for work-related purposes, or while engaged in Christian Brothers Academy business off premises is forbidden except where expressly authorized in writing by Christian Brothers Academy and permitted by state and local laws. This policy applies to all employees, including, but not limited to, those who have a valid permit to carry a firearm. Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to the Principal immediately.

Tobacco and Smoke-Free Workplace:

Because Christian Brothers Academy recognizes the hazards caused by exposure to environmental tobacco smoke, as well as the life-threatening diseases and dangers linked to the use of all forms of tobacco and electronic cigarettes, it is the policy of Christian Brothers Academy to provide a tobacco-free and electronic cigarette-free environment for all employees, students and visitors. This policy covers the smoking of any tobacco or e-cigarette product and the use of oral tobacco products or "spit" tobacco, and it applies to employees, students, and visitors of Christian Brothers Academy.

No use of tobacco or electronic cigarette products will be allowed within Christian Brothers Academy's facilities, or on Christian Brothers Academy property, at any time. Additionally, there will be no use of any form of tobacco or electronic cigarettes in Christian Brothers Academy's vehicles at any time.

Alcohol/Drug-Free Workplace:

Christian Brothers Academy is committed to providing employees with a work environment that is free of the problems associated with the use and unlawful possession of illegal drugs, controlled substances or alcohol.

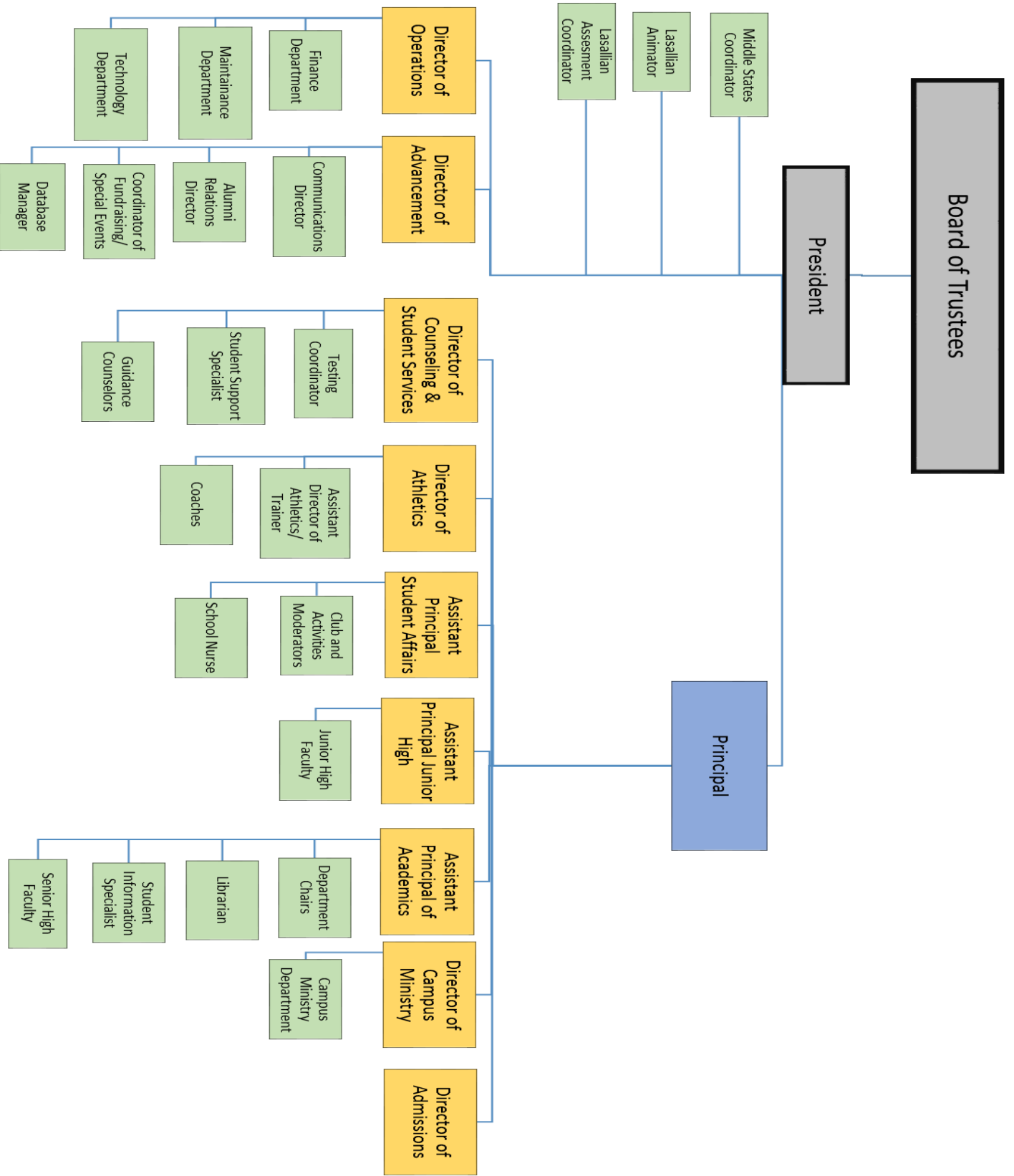
"Controlled substances" are defined as those drugs listed in Schedules I through V of Section 202 of the federal Controlled Substances Act, 21 U.S.C. §812, and include but are not limited to marijuana, cocaine (including "crack" and other cocaine derivatives), morphine, codeine, phenobarbital, heroin, amphetamines, and many barbiturates.

"Illegal drugs" include all controlled substances under federal or state law not prescribed for current personal treatment by a licensed medical professional and all other substances not prescribed for the employee by a medical professional whose use is capable of creating adverse effects on a person's physical, emotional or mental state, including, but not limited to, all types of narcotics, hallucinogens, depressants and stimulants.

All employees are prohibited from using, selling, purchasing, dispensing, distributing, possessing or manufacturing alcohol or illegal drugs, or attempting to do any such act, on Christian Brothers Academy property, including Christian Brothers Academy vehicles, or during working hours, and from reporting to work or performing any work with alcohol or illegal drugs in their system.

Further prohibited is the use, sale, possession, distribution, dispensation, formulation, manufacture or transfer of controlled substances or illegal drugs on non-working time to the extent such use impairs an employee's ability to perform his/her job or affects the reputation of Christian Brothers Academy to the general public or threatens its integrity.

If you are taking drugs prescribed by a licensed medical professional which could affect your ability to safely perform the essential functions of your job, you must obtain and submit to the school nurse and Principal, a written statement from the prescribing medical professional that specifies any work restrictions, prior to starting work under the influence of such drug(s). Employees who are taking any prescription or over-the-counter medication that may impair performance or effect judgment so as to place the employee or others at risk of injury should inform the Principal and the school nurse. All prescriptions and over-the-counter medications are to be kept in their original containers, unless otherwise per



APPENDIX B

Sexual Harassment Complaint Report

If you believe that you or another person has been subjected to sexual harassment, this form may be used to file a complaint. If you are unsure what sexual harassment is kindly refer to our sexual harassment policy. When completing the form, please provide as much detail as possible as the information will be used to assist in the investigation of your complaint. Submit the completed form to the President of Christian Brothers Academy.

Your Name: _____

Your Contact Information (e.g., work phone or email): _____

Name(s) of Alleged Victim(s) _____

Name(s) of Alleged Harasser(s) _____

Detailed statement of the incident(s) including dates, times, places, and names of witnesses. Attach additional sheets as needed.

Are there documents, emails, text messages, etc. which contain information supporting the incident(s) described above? If so, please describe or attach a copy.

To investigate this report, it will be necessary to interview you, the alleged victim(s), the alleged harasser(s), and any witnesses with knowledge of the allegation(s). To the extent possible, the investigation and any resulting management action will be handled in a confidential manner.

Retaliation against an individual who has complained about sexual harassment or who has cooperated with a sexual harassment investigation is unlawful and will not be tolerated.

The information provided in this report is true and correct to the best of my knowledge. I am willing to cooperate fully in the investigation of my report.

Signature of Reporting Person _____ Date _____

**Receipt and Acknowledgment of
Christian Brothers Academy Faculty Handbook**

I understand that this Employee Manual describes important information about Christian Brothers Academy (“CBA”) and that my signature below will confirm that I have received the Faculty Handbook, and that I have read and will comply with the policies contained in this Faculty Handbook and revisions made to it. I further understand that I should consult my Union representative or the Principal regarding any questions I have about the policies contained in the Faculty Handbook.

I have entered into my employment relationship with CBA voluntarily and acknowledge that there is no specified length of employment, except as otherwise provided in the Agreement Between CBA and Academy Teachers Association, effective September 1, 2016 – August 31, 2019 (the “Agreement”). Accordingly, except as otherwise provided in the Agreement, either I or CBA can terminate the employment relationship at-will, with or without cause at any time. I acknowledge that this Faculty Handbook is not a contract of employment.

Since the information, policies, and benefits described in this Faculty Handbook are necessarily subject to change, I understand that revisions to the Faculty Handbook may occur. I also understand that such revisions may supersede, modify, or eliminate existing policies. Only the Principal, President, or CBA Board of Trustees has the authority to adopt revisions to the policies in this Faculty Handbook. All such changes will be communicated through official notices.

Furthermore, I understand that nothing contained in this Faculty Handbook is intended to infringe on my rights under applicable federal, state or local laws.

Employee’s Printed Name

Employee’s Signature

Date