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INTRODUCTION

Welcome to Pius X High School! As part of the Pius X family, you will assist students to deepen their faith and knowledge, and provide opportunities to pursue their talents and passions. Pius X High School has served the Lincoln community by providing an affordable, Catholic education in a positive environment since it opened in 1956.

The Mission of the Lincoln Diocesan Catholic School System is to form students spiritually, intellectually, emotionally, socially, and physically, in partnership with parents and in harmony with the specific gifts given by God to each student. In order to fulfill this mission, the schools are committed to integrating the best programs and means of education with Catholic faith and moral values.

The educational goals of the Diocese of Lincoln are:

- To offer instruction in Catholic doctrine and morals.
- To provide an environment supportive of religious values.
- To form students in the practice of prayer.
- To form students in the practice of virtue.
- To provide opportunities to participate in the Church's Liturgy and devotions.
- To foster the practice of spiritual and corporal works of mercy.
- To form structures and programs that unite parents, school, and Church in the work of Catholic education.
- To impart knowledge and skills, develop understanding, and cultivate appreciation for the basic academic subjects.
- To help students learn to think logically, critically and wisely.
- To promote character development, personal integrity, self-reliance, responsibility, perception of beauty, wholesome use of leisure, sound social attitudes and habits, and good physical and mental health.
- To lead students to hear and respond to God's call to holiness, a particular state in life, apostolic action and heaven.

Consistent with the aforementioned goals, Pius X High School has affirmed its own mission, vision and core values:

Mission

Pius X High School exists to develop the mind, heart, body and soul of each student in partnership with parents, parishes, and the community. We do that by providing the best possible education in an authentic Catholic environment, preparing our students to transform the world for Christ.

Vision

Restore all things in Christ.

Core Values

Excellence – fulfilling our greatest potential

Service – desiring to humbly help others

Purpose – using our God-given talents well

Faith – believing and trusting in Jesus and His Church

Integrity – doing what is right

Charity – loving God above all things.

It is the intent of Pius X High School (referred to as Pius X) to employ competent employees who are dedicated to the highest educational standards of performance and who passionately support the mission of the school.

This employee handbook is presented to all employees and volunteers to inform them about Pius X's philosophy, employment practices, policies and benefits provided, and expected conduct. While this handbook is not intended to be a book of rules and regulations or a contract, it does include some important guidelines which employees should know. Except for the at-will employment provisions, the handbook can be amended at any time. This handbook likely will not answer every question employees and volunteers may have, but will assist them in becoming familiar with Pius X High School.

The Chief Administrative Officer has the responsibility for developing and administering the personnel policies, consistent with all applicable Federal and State labor laws. The policies contained herein are not to directly or implicitly contradict policies set forth by the Diocese of Lincoln. If a situation arises that is not explicitly covered by these written policies, the Chief Administrative Officer has the authority to act consistent with the spirit of these policies. No statement or promise by a supervisor, manager or designee is to be interpreted as a change in policy nor will it constitute an agreement with an employee. All employees and volunteers should consult with the Chief Administrative Officer on questions of interpretation before decisions are made or actions taken.

The Chief Administrative Officer will review the handbook at least once every three years and may incorporate the participation of staff, faculty, and other designated participants. Employees and/or volunteers who wish to propose changes to the policies contained herein should submit proposals to the Administrative Council.

Should any provision in this handbook be found to be unenforceable and invalid, such a finding does not invalidate the entire handbook, but only the subject provision.

Pius X is accredited by the Nebraska Department of Education and the North Central Association Commission on Accreditation and School Improvement, an accreditation division of Cognia.

GOVERNANCE

The Catholic Bishop of Lincoln is the sole member of the High School's Corporation and serves as the President of the Board of Directors. Officers of the Board of Directors include the Vicar General as the vice president and the Chief Administrative Officer of Pius X as the secretary/treasurer. Other members are the Chancellor and the Superintendent of Schools.

The daily operation of Pius X is primarily led by the Administrative Team (Administration), which consists of the following members:

Chief Administrative Officer

The Chief Administrative Officer of Pius X is appointed by the Bishop of Lincoln; assumes responsibility for the school's policies, spiritual formation and fiscal solvency; and is accountable to the Bishop. The CAO supervises the overall educational, legal, personnel, financial and facilities operations of Pius X towards the fulfillment of the school's Mission. The Chief Administrative Officer chairs the Administrative Team and is an ex-officio member of all school committees.

Principal

The Principal is responsible for the academic programs, curriculum development and the evaluation of teachers.

Assistant Principal

The Assistant Principal is responsible for student life in the school, including student discipline.

Director of Counseling

The Counseling Director is responsible to provide the coordination and leadership for the counseling department, including its focus and priorities.

Activities Director

The Activities Director is responsible for the oversight and coordination of all extra-curricular athletics and activities.

To assist the Administrative Team in its leadership function, the following boards, committees and organizations are in place:

Board of Advisors--assists and supports the Chief Administrative Officer in the decisions affecting the major issues facing Pius X. Membership includes the Chief Administrative Officer, lay members from Lincoln parishes, school administrators, and pastors of Lincoln parishes.

Administrative Council--advises the Chief Administrative Officer in the normal administration of the school and its policies. The Council encourages open and free communication between itself and the entire school staff. It consists of the Administrative Team and four elected representatives from the faculty. The Administrative Council concerns itself with matters of policy, discipline, attendance and calendar of events. Minutes of the meetings are distributed to all employees by means of electronic communication from the Principal's office.

Academic departments--Each course is appointed to one of eight departments: English, Fine/Industrial/Performing Arts, International Languages, Math/Business, Physical Education, Science, Social Studies and Theology. Each department has a chair who does what he or she can to develop and inculcate the Catholic identity of the school through its curriculum. In addition, the department chairperson will work as a liaison between the department's teachers and administrators. Chairs provide leadership for the department's overall direction, including, but not limited to, the following items: curriculum, departmental management, and professional growth.

HIRING PRACTICES

Before advertising and/or searching for new personnel, the Principal and/or Chief Administrative Officer will evaluate the position, the parameters of the job, and the professional competencies and personal qualities it requires.

The Administration is responsible for screening applicants by interviews and visits, and will present to the Chief Administrative Officer the applicant's credentials along with a recommendation to hire or not. In conducting its screening process, the Administration shall consider recommendations from former employers, the applicant's pastor, and if applicable, the applicant's cooperating teacher; evidence of hiatuses in employment history; any involuntary or forced resignations; and an applicant's views regarding Catholic values and Church teachings.

The Chief Administrative Officer notifies the Diocesan Superintendent of Schools after contracting with a teaching applicant.

POLICY 100 Equal Employment Opportunity

Pius X will not discriminate against any person, employee or job applicant because of race, color, religion, sex, age, national origin, or disability. This policy applies to recruiting, hiring, promotions, layoffs, compensation, benefits, termination and all other privileges, terms and conditions of employment. However, given the Mission of Pius X and the Roman Catholic Church, the nature and duties of certain positions within Pius X require that employees holding those positions be practicing members of the Catholic faith and/or adhere to the doctrines and teachings of the Roman Catholic Church.

The Director of Finance and Operations (DFO) is the coordinator for the Equal Employment Opportunity policy. Any employee who believes that his/her civil rights have been, or are being, violated in any way is to contact the DFO without delay. Allegations of improper conduct will be investigated, and appropriate remedial actions will be taken.

POLICY 105 Background Checks

A background check must be conducted before hiring any new employee, and/or engaging any volunteer having unmonitored access to children. Subsequent background checks shall be required every five years thereafter. The background check shall include, but may not be limited to, the person's employment or work history, statements or claims made regarding education, work references, criminal history, and other areas deemed important to the position.

The background check is a condition of employment and/or volunteering with minors on the Pius X campus or for any school-sponsored activities. Refusal of an applicant to authorize a criminal background check will prohibit the school from hiring an applicant and/or engaging with a volunteer. Applicants who have had convictions of child abuse, are registered sex offenders, have a history of selling drugs to minors, or have other criminal convictions deemed by Pius X to be potentially dangerous will not be retained or placed in a position of employment or voluntary service.

Recognizing that false accusations can have serious effects on innocent men and women, Pius X will make every effort to protect the confidentiality of sensitive information and documents of all parties involved.

POLICY 110 Immigration Law Compliance

In compliance with the Immigration Reform and Control Act of 1986, Pius X employs only United States citizens and those non-U.S. citizens authorized to work in the United States. As a condition of employment, each new employee must complete the Employment Eligibility Verification Form I-9

and present documentation establishing identity and employment eligibility within three business days of the first day worked. Former employees who are rehired must also complete the form if they have not completed an I-9 with Pius X within the past three years or if their previous I-9 is no longer retained or valid.

POLICY 115 Teacher Certification

All teachers, counselors and administrators must be certified by the State of Nebraska and hold a valid teaching certificate from the State of Nebraska. The teaching contract is invalid if a current certificate is not on file in the Main Office.

POLICY 120 At-Will Notice

All non-contract employees are considered to be at-will employees, which means that the employer and the employee have equal rights to terminate employment at any time for any reason as long as no other law is being violated (i.e. Workers' Compensation, FMLA, EEOC, etc.). If it is evident that an employee was terminated because of age, race, sex, religion, etc. the employee should contact the Nebraska Equal Opportunity Commission at 402-471-2024 or 1-800-642-6112 for assistance.

For such employees, there is no implied employment contract created by this Handbook or any other Pius X document or written or verbal statement or policy.

POLICY 125 Personnel Records

Pius X maintains personnel records on each employee, which includes:

- Information pertaining to employment (i.e. employment application, required tests, employment notification, certification, and reference checklists)
- Employee authorized payroll deductions
- Information pertaining to employee benefits, such as retirement, life insurance, and IRA
- Written performance appraisals
- Personnel action reports
- Notices of suspension or written disciplinary records
- Any other information or correspondence pertaining to an employee's performance or work history

Employees who wish to review their own personnel records should contact the Director of Finance and Operations who will review the records with the employee. The employee may request copies of information in the personnel records. The employee will be required to sign for receipt of the copies requested. If an employee disagrees with any information, the employee must immediately advise the Director of Finance and Operations. The employee may write a statement of disagreement regarding any item in the file to be attached to the document in question.

Pius X will refuse, except in specific circumstances, to release information to outside sources without the employee's approval. Exceptions are limited to employment verification, legal requirements, and emergency situations.

POLICY 130 References

Job verification and references for current or former employees will only be provided by school administrators. Only the dates of employment and the last position held at the time of termination will be released unless the "Authorization to Release Employment Information" form is signed by the employee. (Found in Appendix-Forms). Personal references provided by any other Pius X employees are shared at their own discretion and must not be given in the name of Pius X. Pius X will not be liable for any consequences of a personal reference given by any employee other than an administrator. See "Authorization to Release Employment Information" in the forms appendix.

POLICY 135 Attendance

Employee absenteeism and/or tardiness detracts from the education of students and may cause an undue burden for those employees who must fill in. Regular and punctual attendance by all employees is expected. An employee who is unable to report for work as scheduled must notify her/his supervisor as soon as possible.

In regard to attendance, employees are expected to:

- Maintain good personal health standards which will allow performance of work in a competent manner on a regular basis.
- Exercise good judgment with respect to contagious ailments which might have an adverse effect on other employees and students.
- Attend to personal affairs during nonworking hours.

Unless an employee is absent for reasons provided for in the Compensation & Benefits section of this manual, failure to report to work will be considered an unexcused absence. Employees with unexcused absences and/or frequent tardiness will be subject to disciplinary action. Such action may include probation, suspension with or without pay, or termination.

If an absence is planned, notice must be given to the employee's supervisor as far in advance as possible. If an employee needs to temporarily leave the building during the school day, he or she must sign out in the main office.

POLICY 137 Remote work

The success of the organization relies heavily on relationships formed through regular collegial interaction and being available for students and/or other stakeholders. Therefore, employees are not permitted to work remotely as a regular part of their employment. In rare cases and with prior approval, an employee may be permitted to work remotely if warranted by a particular circumstance.

POLICY 140 Orientation Period (Non-Contract Employees)

The first three (3) months of employment for each non-certificated employee will be considered an orientation period. After three (3) months, regular status will be granted if the employee's performance level is acceptable to the supervisor. If the employee's performance level is not satisfactory, the orientation period may be extended for an additional three (3) months. If the second evaluation is not acceptable, the employment relationship will be terminated.

Employees in the orientation period or its extension may be terminated at any time, with or without cause, and with or without notice or pay in lieu of notice. Granting of regular status does not guarantee employment for any specified period of time. Thus, unless clearly defined in a written contract, employment is for no definite period of time and will be subject to termination by either the employee or Pius X at any time.

PROFESSIONAL EXPECTATIONS

POLICY 200 Code of Ethics

The following ethical standards proceed from the Diocesan Code of Ethics for faculty and apply to all employed by Pius X in any capacity, including administrators, teachers, counselors, office personnel, food service personnel, maintenance staff, and coaches.

RESPONSIBILITIES TOWARD ADMINISTRATION:

- a) Uphold and implement the Catholic philosophy of the school
- b) Keep confidential any matters which require it
- c) Be accurate and prompt with reports requested by the administration
- d) Offer constructive criticism on school policies through appropriate channels
- e) Present criticism of the administration to the administration
- f) Inform administrators and/or counselors of exceptional academic or disciplinary cases
- g) Be receptive to suggestions on ways to improve performance
- h) Enforce and implement school policies in accordance with the school's model of discipline
- i) Differentiate between personal views and views of the administration in discussion with parents, students, and other faculty members
- j) Refrain from criticizing or ridiculing school policies to students and/or parents
- k) Conduct business, grievances, etc., through the established procedures
- l) Follow the instructional program of the school
- m) Assume academic and disciplinary responsibility for assigned students
- n) Attempt to improve the method and content of instruction
- o) Attend all required meetings
- p) Give prompt attention to all emails and announcements and observe regulations and recommendations
- q) Keep informed on procedures to be followed in case of fire, tornado, or other disaster or emergency
- r) Take proper care of all school property
- s) Participate in professional in-service and institutes when recommended
- t) Supervise assigned students at all school related activities, in regular class, in groups, or after school hours
- u) Monitor hallway behavior during passing periods and immediately before and after the school day

RESPONSIBILITIES TOWARD FELLOW EMPLOYEES

- a) Conduct all business in a professional way as a member of a Christian community
- b) Settle personal grievances through face-to-face dialogue before talking to another employee or administrator
- c) Never discuss with students or parents any grievances one has with another employee
- d) Never speak to fellow employees in a way that would compromise the reputation of a student
- e) Use the content and objectives outlined by the school and one's department.

RESPONSIBILITIES TOWARD ONESELF

- a) Reflect in one's personal and professional life a commitment to Gospel values and the Christian tradition
- b) Maintain a pleasant expression and good posture
- c) Give evidence of both physical and mental vigor
- d) Manifest a genuine pride in one's profession and school
- e) Dress in a professional and modest way
- f) Be aware of current educational thought

- g) Continuously grow professionally by engaging in advanced studies, attending workshops and in-service programs, reading current professional journals and adapting to improved teaching ideas, methods and materials.

RESPONSIBILITIES TOWARD PARENTS

- a) Show an appreciation for the choice parents have made for a Catholic education
- b) Give parents specifics of their child's progress, avoiding generalizations
- c) Inform parents of both their child's improvements and problems
- d) Recognize and respect the primary role of parents in the education of their children
- e) Help parents appreciate the role of the school in the student's life
- f) Respond to parent email communications within two school days

RESPONSIBILITIES TOWARD STUDENTS

- a) Witness to and verbalize the teachings of the Catholic Church to students
- b) Divergence from the authentic teaching of the Catholic Magisterium is unacceptable
- c) Safeguard the reputation of a student in the school community
- d) Work positively to better one's rapport with students
- e) Approach a student without preconceived ideas
- f) Be fair in grading and assessing achievements
- g) Set an example of leadership modeling Christian living
- h) Assist each student in terms of academic guidance and counseling
- i) Vary instruction style to reach the various learning styles of one's students
- j) Motivate and guide students in acquiring the critical thinking skills, the virtues and habits of heart and mind required to address with Christian insight the multiple problems of injustice which face individuals and our pluralistic society

POLICY 205 Fidelity to Church Teachings

Pius X receives its educational mission from the Catholic Church in the person of the Catholic Bishop of Lincoln. Given this educational foundation and philosophy, divergence from the authentic teaching of the Catholic Magisterium is unacceptable. All employees, regardless of religious affiliation, are expected to uphold the teachings of the Catholic Church in teaching and/or counseling students. Any statement made to a student that directly opposes, calls into question, or mocks/ridicules the precepts of the Catholic faith is grounds for disciplinary action, including termination.

In its workings with teenagers, Pius X realizes the need for responsible Christian counseling in the area of abortion. The Catholic Church teaches that 'Human life must be respected and protected absolutely from the moment of conception (CCC 2270).' Scandal, defined as leading another to do evil, 'is grave when given by those who by nature or office are obliged to teach and educate others (CCC 2285).' Pius X employees shall not counsel in favor of, encourage, refer for, or make arrangements for, an abortion. Referrals related to student pregnancy are to be made to the Director of Counseling.

POLICY 210 Outside Employment

Employees may engage in outside employment during non-working hours, provided doing so does not interfere with their job performance, does not constitute a conflict of interest, or as long as the outside employment would not reflect poorly on the mission of Pius X High School. Prior to accepting outside employment, employees must notify the Chief Administrative Officer in writing. (See Appendix--Forms). The notice must include the name of the Company, the title and nature of the position, the number of working hours per week, and the time of scheduled work hours. If the position constitutes a conflict of interest or interferes with the employee's job at any time, the employee may be required to limit or end the outside employment.

POLICY 215 Inspections and Searches

Any items brought to or taken off of Pius X premises, whether property of the employee, Pius X, or a third party, are subject to inspection or search unless prohibited by state law. The administration reserves the right to search an employee's office, classroom, desk, files, computer and/or other Pius X property under the employee's control. This search may include the employee's personal effects that are on, or in, Pius X property.

POLICY 220 Publicly Stated Views

Public statements and professional practices on the part of Pius X employees must be consistent with the moral stance of the Catholic Church and must not conflict with Pius X policies. It is recommended that employees consult with the Principal before lending support or personal involvement on sensitive issues. This policy is not intended to conflict with the rights of Pius X employees to hold and express views privately.

The Chief Administrative Officer is the official spokesperson for Pius X. On specific occasions he may delegate that responsibility to others. Aside from coaches and their regular communications with sports reporters, the Chief Administrative Officer is the normal spokesman for Pius X. This is not to say he must be the only one who speaks with the media. There are many opportunities for other employees to put Pius X in the spotlight in a harmless and positive way. However, the Chief Administrative Officer reserves the right to be the only one to speak if there is an issue that may be in the least way perceived to be controversial. Regardless of the topic, all employees are to receive permission from the Chief Administrative Officer before they speak with the media. If an employee has attempted without success to contact the Chief Administrative Officer for approval, the employee may obtain permission from the Principal.

POLICY 225 Harassment

The Diocese directs all employees/volunteers to conduct themselves in a professional manner with concern and respect for their fellow employees, volunteers and children in the Diocese. Any abuse, harassment, or violation against others, especially minors, will not be tolerated. Any individual associated with the Diocese or a Diocesan Entity found to have violated this policy will be subject to appropriate disciplinary action, ranging from a written warning to termination, at the sole discretion of the Diocesan Entity.

Pius X will investigate reported incidents of alleged unlawful harassment, including sexual harassment. This investigation will be conducted in a confidential manner that is intended to protect the identity of both the person lodging the complaint and the person accused.

1. If an employee believes that he/she has been sexually harassed, that employee is expected to immediately report the conduct to the Principal or Director of Finance and Operations (DFO) either directly or through an appropriate supervisor.***
2. An administrative review will be conducted to investigate the reported conduct and make a determination as to the action required, if any.
3. If it is determined that the alleged actions constitute harassment and the accused party is an employee, the accused party will be subject to disciplinary sanctions, up to and including immediate termination of employment. In the event that the accused party is not an employee, appropriate action shall be taken to the extent reasonably possible.
4. Both parties will be advised as to the conclusions of the investigation and remedial measures.
5. Any employee who believes that he/she is a victim of harassment and does not agree with the manner in which it has been addressed, may file a grievance directly with the Chief Administrative Officer.
6. Regardless of the action taken, if any, on the complaint, the DFO (or her/his delegate) will conduct a follow-up interview with the alleged victim to verify that the alleged harassment has ceased.

7. Anyone intentionally making a false report of harassment under this policy shall be subject to discipline.
8. Except in the case of intentionally making a false report of harassment, no person shall be subject to retaliation for filing or taking part in an investigation of a complaint.

***Nothing in this policy is intended to prohibit a person from directly contacting the police and/or reporting directly to the Diocesan Safe Environment Coordinator.

POLICY 230 Decorum

Employees should set an example in conduct, appearance, attention to assigned responsibilities, conservation of energy resources, care of school property and materials, and in positive community support for Pius X programs. Employees are expected to dress professionally at all times. Business casual attire is the standard.

Employees should insist on being addressed by their proper titles and last names by students and by fellow staff members when in the presence of students.

Employees are to be extremely careful in safeguarding school keys and computer passwords, and should never give either to students. Keys may not be duplicated by anyone other than the Chief Administrative officer or his delegate. Employees are responsible for securing the building when working during evening or weekend hours.

GENERAL POLICIES (All Employees)

POLICY 300 Acceptable Use of Technology

Pius X High School is pleased to provide access to computers and the Internet for students and employees. In order for the school to continue to make network and Internet access available, all users must take responsibility for appropriate and lawful use of this access. Users must understand that one person's misuse of the network and Internet access may jeopardize (e.g. viruses) the ability of all users to enjoy such access. The Diocesan Education Technology staff will make reasonable efforts to supervise the network and Internet access, but must have the cooperation of all users in exercising and promoting responsible computer use.

It is important that users of the network not only follow all school policies in this regard, but also report any misuse of the network by other individuals to the principal. Misuse means any violation of this policy or any other inappropriate use that is harmful. All employees will use all technology properly, and all digital communications will adhere to Internet etiquette.

New technology is always on the horizon. An attempt to identify all technologies and list possible misuses of them is impossible. Therefore, throughout this document, the term "technology" references all existing and new devices or systems that are used or that will be used in the future.

All technology is provided primarily for school-related work. Personal use of computers and Internet should be kept to a minimum. Professional educators are expected to use technology during contract hours for planning, teaching and evaluating student learning as well as reading or research aimed at professional growth and development. Any serious misuse of technology will result in appropriate discipline, including the potential for non-renewal of contract or termination.

If one has doubts about whether a contemplated activity is educational, one must first consult with the principal. If further guidance is needed, the Diocesan Education Office and/or the Education Technology Administrative Coordinator can be consulted by the principal.

Unacceptable use for employees includes, but is not limited to:

- Allowing students to access the Internet without direct employee supervision.
- Visiting Internet sites that contain immoral content.
- Breaking this Acceptable Use Policy (AUP).

If an employee receives a notebook (laptop) computer, it is the property of the school and is loaned to the employee. Borrowers agree to protect it from damage and theft. The borrower is monetarily responsible for any hardware or software damage inflicted to the laptop due to his/her negligence. Negligence includes leaving the computer in an unlocked location or vehicle.

Administrators have a right to access materials sent, received, or stored in school-owned computers or on the diocesan network. All communications (including email) and information accessible via the network are school property. As such, no user should have any expectation of privacy rights concerning use. Normal protocol of an administrative inspection of email is to view the communication in the presence of the user, after the user logs on and opens pertinent messages.

Computers are provided for employees to complete work-related duties. Therefore, personal computers are not to be brought to school. Cell phones and other technologies should be used only in emergencies and should never interfere with the learning environment.

No software, including freeware or shareware, may be installed on any computer until approved by the Education Technology Office by request of the principal. The network or administrative coordinator will verify the compatibility of the software with existing software and hardware, and prescribe installation and de-installation procedures.

Because digital communication, particularly one-to-one, with students is subject to misinterpretation and unintended consequences, electronic and/or digital communications with students may be conducted for educationally appropriate purposes and only if it is a school-sanctioned means of communication. The normal school sanctioned communications methods include: employee's school web page, employee's school email, employee's school phone and school websites. Employees should use extreme caution in communicating through the following means: social networking sites, student cell phones, text messaging, internet phone, chat rooms and instant messaging. Any use of the aforementioned means of communication that is deemed to reflect poor professional discretion is grounds for disciplinary actions including termination of contract/position.

No web content or digital communication, outside of Diocesan approved school websites, may contain personal information such as personal phone numbers, addresses, e-mail addresses or other specific information.

Any online based activity involving student participation must be with the direct approval of the school principal and under the direct supervision of an employee. It is to be used only for educational purposes. Unacceptable web content/ digital communication includes, but is not limited to: cell phones, web pages, blogs, wikis, text-messaging, social networking and instant messaging.

Any behavior of an employee who chooses to identify him/herself with the school on any social network must reflect positively upon the Catholic faith, the Diocese of Lincoln and the school. It is best to avoid giving employment information on these networks. Any communication with current Pius students must be limited to professional, Pius-specific accounts, unless the student is an immediate relative of the employee.

POLICY 305 Social Media

Pius X recognizes the importance of online social media networks as a communication tool. Social media can support the school's communication goals in a myriad of ways: creating a sense of community; demonstrating Christ-centered values; showcasing student life and student work; sharing information about events and achievements; providing ways for people to engage in dialogue, etc.

The use of social media should be well integrated into the overall school communication strategy. Users should be able to move seamlessly across multiple platforms, receiving information and entering into dialogue using print, oral, video, and digital communications, in a variety of settings. At the same time, the school has a responsibility to know what accounts are associated with the institution and is responsible for all content.

In order to keep a consistent message in all of its communication channels, the school will limit the social media networks to be used for official school communication. The school administration shall assign school personnel to be site administrators with the responsibility of posting and monitoring the conversations on the official school social media accounts.

Site administrators should:

- Abide by copyright and fair use regulations.
- Take care in not divulging confidential information about others. Nothing posted on the internet is private.
- Avoid sarcasm as it is easily misinterpreted.

- Avoid “hot button” topics, but encourage dialogue and free flow of information (not opinions).
- Acknowledge mistakes and do so as soon as possible.
- Use caution and good judgment when retweeting or sharing posts of others. Be sure to verify accounts and sources when retweeting or sharing posts of others. NEVER repost anything that has not been verified as accurate.
- Take added precautions to keep professional and personal accounts separate so personal posts aren't inadvertently posted to a school site.

To keep the conversation on social media sites courteous, Christ-like and respectful, this code of conduct should appear clearly on each site, where possible: “All posts and comments should be marked by Christian charity and respect for the truth. They should be on topic and presume the good will of other posters. Discussion should take place primarily from a faith perspective. No ads please.”

Site administrators have permission to block and report repeat offenders of the sites' code of conduct and should remove any posts that they determine violate the code of conduct and any school communication policy or guideline.

POLICY 310 Automobiles/Travel

Pius X intends that its employees will comply with all laws and ordinances involving the use and operation of a motor vehicle. Failure to abide by any part of this policy will subject the employee to disciplinary action, including possible termination.

Only employees and volunteers of Pius X are authorized to drive Pius X vehicles. Employees who use their own automobiles for authorized Pius X business will be reimbursed either at the diocesan mileage rate or for gas purchased. All travel reimbursements are subject to prior approval of the Chief Administrative Officer. Reimbursement for extraordinary expenses related to travel such as airfare, meals and lodging must have prior approval of the Chief Administrative Officer.

1. ALL DRIVERS

- Drivers must be 21 years of age or older.
- Drivers must have a valid, non-probationary driver's license for the type of vehicle the driver will be operating and no physical disability that would impair his/her ability to drive the vehicle safely.
- No driver who has had any of the following citations or convictions in the past three years will be allowed to provide transportation on behalf of any diocesan entity:
 - Operating a vehicle during a period of license suspension, revocation or forfeiture
 - Driving under the influence of alcohol or drugs
 - Prematurely leaving an accident scene ("hit and run")
 - Failure to report an accident
 - Negligent homicide arising out of the use of a motor vehicle
 - Using a motor vehicle for the commission of a felony
 - Operating a motor vehicle without the owner's authority
 - Permitting an unlicensed person to drive
 - Reckless driving
 - A combined total of three or more accidents and/or moving violations
- It is the responsibility of the driver to ensure that passengers adhere to the current State of Nebraska safety belt laws and regulations.
- All operators are expected to take the diocesan defensive driving course.
- Cell phones and other electronic devices are not permitted to be used while operating a motor vehicle.

2. EMPLOYEE DRIVERS

- a. The Volunteer/Employee Driver and Vehicle Use Application must be completed by all potential employees who are required by their job description or responsibilities to operate a vehicle.
3. VOLUNTEER DRIVERS
 - a. Any volunteer driver must complete the Volunteer/Employee Driver and Vehicle Use Application.
 - b. Potential drivers will not be utilized if they answered "Yes" to any of the questions asked on the Volunteer Driver Form.
4. USE OF PRIVATE VEHICLES
 - a. Before using a private vehicle for Pius X business, the employee must provide a copy of a valid and current registration, license plates and proof of insurance card.
 - b. The vehicle must be in safe operating condition.
 - c. The automobile insurance company of the owner of the vehicle will be the primary insurance carrier.
 - d. All privately owned vehicles used on behalf of the Church must be insured. The employee must provide verification of a minimum \$100,000 single limit liability, \$300,000 bodily injury liability and \$100,000 property damage liability. Each employee is responsible for the cost of such insurance.
 - e. A Volunteer/Employee Driver and Vehicle Use Application must be completed for each vehicle. Pius X shall have no other obligation or responsibility regarding the use or operation of a motor vehicle by its employees.
5. ACCIDENT REPORTING

If an accident occurs while conducting school business:

 - a. Obtain medical assistance, if needed, at the scene as soon as possible.
 - b. Contact local police, sheriff, or highway patrol authorities as required.
 - c. Exchange driver, vehicle and insurance information.
 - d. Follow all directives of the law enforcement officer. Do not discuss the details of the accident with anyone (your passengers, the other driver, passengers in the other car, witnesses) until you have contacted the Principal or Chief Administrative Officer.
 - e. Notify the Principal as soon as you have contacted law enforcement. If the Principal is unavailable, notify the Chief Administrative Officer. It is essential that these persons are notified immediately.
 - f. Turn over all citations, accident reports, etc. from the accident to the Principal. Copies will be made and originals returned to you as needed.
 - g. Under no circumstances are employees to arrange a private settlement or disposition of and repairs resulting from an accident involving a Pius X vehicle or another vehicle in an accident while on Pius X business.
 - h. Complete the Vehicle Accident Report.

The Principal will notify the Diocesan Insurance Manager at the earliest opportunity. All persons driving or riding in a Pius X vehicle, or in a vehicle on Pius X business that is involved in an accident, should be examined by a physician within 24 hours of the accident. The Principal will cause Pius X vehicles to be taken to the insurance claims center for inspection of damages and assuring the completion of needed repairs.

POLICY 315 Communication

All employees must check their mail boxes (if applicable), email accounts, and voice mail messages at least daily. Every effort should be made to respond to voicemail and email in a timely manner.

All correspondence reflects on the professionalism of the entire school. Therefore, correspondence should be appropriate, professional and free of errors.

POLICY 320 Copyright Laws

Employees are expected to comply with all laws applicable to copyright protection.

Many of the materials on the Internet are protected by copyright. Even though they may seem to be freely accessible, many of the intellectual property laws which apply to print media still apply to software and material published on the Internet.

Employees are permitted to print and copy materials for informational purposes (including printing web pages and/or downloading materials) as long as the purpose for such copying falls into the category of "fair use". Employees may not otherwise copy or disseminate material which is copyrighted without express written permission from the holder of the copyright. Record of such permission shall be retained for three years after last use of material(s).

POLICY 325 Corporal Punishment

Per diocesan policy, corporal punishment is prohibited in diocesan schools.

POLICY 330 Fundraising, Grants and/or Collecting Money

- Every organization at Pius X that raises funds for the school, foundation or school-based activity must receive prior approval from the Chief Administrative Officer for each fundraising activity using the **Fundraising Request Form** found in Appendix-Forms.
- The Fundraising Request Form must be submitted to the Chief Administrative Officer according to the following:
 - Grants—at least 8 weeks prior to the grant deadline
 - Other fundraising—at least 2 weeks prior to the desired start of fundraising
 - "Urgent" funding requests may be considered on a case-by-case basis
- Every checking account that uses Pius X Thunderbolts (or any derivative thereof) must be approved by the Chief Administrative Officer, who must be a signatory and receive a monthly statement. An account created for activities that are not directly affiliated with the school cannot use "Pius X Thunderbolts" (or any derivative thereof) in the account name. No bank account is to be established without the express written permission of the Chief Administrative Officer.
- All monthly bank statements must be mailed to the Chief Administrative Officer, who will then review the enclosed checks and deposits and pass on the statement to the sponsor in charge.
- All sponsors with accounts outside of the Business Office must provide an **Accounting Report** to the Chief Administrative Officer (see Appendix--Forms). The report is to be completed annually as close to the end of the fiscal year as possible.
- All money collected during the school day, for any school project, should be deposited in the Business Office at the end of the day. No teacher or student is ever to take any money home for safekeeping, nor is any money to be kept in any room of the school overnight.

Cash Box/Change Fund Advance

The sponsor of an activity must arrange in advance with the bookkeeper for the amount and breakdown of the change fund advance, as well as when it will be picked up and who will deliver it. The cash box will include the change fund advance and a deposit worksheet. The following steps must be taken each time a cash box is used:

1. The change fund advance should be counted by the sponsor with the bookkeeper and the total written on the deposit worksheet.
2. Upon completion of the activity, the money should be counted by at least two people and recorded on the deposit worksheet. Should it occur that no one is available to count the moneys as directed, the cash box with all moneys, forms, etc. shall be placed in the school vault until authorized personnel can complete the necessary steps listed above.

3. The cash box, containing the change fund advance and the deposit worksheet, should be returned directly to the bookkeeper's office, or held overnight in the school vault if necessary.
4. The deposit will be taken directly to the proper banks using the deposit bag (if provided), or if necessary, held overnight in the school vault (prior arrangement for access to the vault may be necessary).

POLICY 335 Keys

All employees should have the keys necessary to complete their responsibilities around the building. Keys will be distributed during the orientation process, with key numbers recorded with the Principal or delegate. Each employee must return all keys at the end of his/her tenure at Pius X. Pius X reserves the right to withhold a portion of the final paycheck until all keys are returned.

Any employee who loses his or her keys may be required to pay the cost to replace the key and/or re-keying certain areas of the building. Lost keys must be reported to the Principal immediately.

At no time are keys to be given to a student.

POLICY 340 School Related Purchases

If an employee wishes to make a school-related purchase using department or school funds, the following procedure should be followed:

- Contact the business manager or Chief Administrative Officer for a purchase order and/or approval for the purchase, having the following information:
 - Vendor name
 - Cost of item
 - Which funds will be used? (Department, grant, etc...)
- In some cases, it makes sense for the employee to make the purchase. In these cases:
 - Utilize school credit cards and/or charge accounts when applicable
 - When paying with an employee's personal funds, all receipts must be kept and turned into the business manager for reimbursement within thirty days of purchase

The employee may be responsible for paying for any item purchased without approval.

POLICY 345 Student Drivers

Students who for good reasons must drive during the school day must have on file a copy of the "Student Driver Hold Harmless and Indemnification Agreement" which must be signed by their parents. This agreement is only effective in situations where one would expect a parent to provide transportation for their child (e.g. classes at LPS, service hours, retrieval of homework, going to local field trips, etc.). School officials must never request students to drive for the convenience of Pius X (running errands for the office or for teachers and coaches, etc.). The "Student Driver Hold Harmless and Indemnification Agreement" is available in the Main Office.

POLICY 350 Suspected Child Abuse

The Lincoln Catholic Diocese, its parishes, schools, associated entities, and all clergy and non-clergy administrators, employees and volunteers, whosoever, (hereinafter "Affiliates") are to report any reasonable allegation of abuse or neglect, including sexual abuse, of a person who is a minor (a "child") to the public authorities in accord with Nebraska law. All those subject to this policy are to comply with applicable civil laws with respect to the reporting of allegations of abuse or neglect, including sexual abuse, of minors to civil authorities, and cooperate in their investigation in accordance with the laws of the State of Nebraska which are summarized below.

In the event of an allegation of sexual abuse of a person arising after the person is no longer a minor resulting from sexual abuse that occurred while the person was a minor, all of those subject to this policy are to report such allegations to the Diocese of Lincoln and advise the victim, verbally and in writing, of his or her right to make a report to civil authorities, and provide whatever assistance or cooperation is required to allow such a report to be made.

All victims or those reporting to the Diocese or its Affiliates are to be advised of their right to make an abuse or neglect, including sexual abuse, report to civil authorities and are to be provided with such information and assistance as may be necessary for them to make such a report.

NEBRASKA LAW REGARDING REPORTING ALLEGED CASES OF CHILD ABUSE

1. Nebraska law provides that when any person has reasonable cause to believe that a child has been subjected to child abuse or neglect, or has observed such child being subjected to conditions or circumstances which reasonably would result in abuse or neglect, he or she shall report such incident or cause a report of child abuse or neglect to be made to the proper law enforcement agency or to the Nebraska Department of Health and Human Services on its toll-free number: 1-800-652-1999 at any hour of the day or night on any day of the week.

“Proper law enforcement agency” includes the police department or town marshal in municipalities, and the sheriff’s office in areas outside of municipalities.

Such report shall be made orally by telephone with the caller giving his or her name and address, shall be followed by a written report, and, to the extent available, shall contain the address and age of the abused or neglected child, the address of the person or persons having custody of the abused or neglected child, the nature and extent of the abuse or neglect or the conditions and circumstances which would reasonably result in such abuse or neglect, any evidence of previous abuse or neglect including the nature and extent, and any other information which in the opinion of the person may be helpful in establishing the cause of such abuse or neglect and the identity of the perpetrator or perpetrators. Neb. Rev. Stat. §28-711.

Abuse or neglect shall mean knowingly, intentionally, or negligently causing or permitting a minor child to be: (a) placed in a situation that endangers his or her life or physical or mental health; (b) cruelly confined or cruelly punished; (c) deprived of necessary food, clothing, shelter, or care; (d) left unattended in a motor vehicle of such minor child six years of age or younger; (e) sexually abused; or (f) sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions. Neb. Rev. Stat. §28-710.

Child shall include any person under 18 years of age.

Any person participating in an investigation or making a report regarding child abuse as above provided shall be immune from any liability, civil or criminal, that might otherwise be incurred or imposed, except for maliciously false statements. 28-716 R.R.S., 1943.

Any person who willfully fails to make such a report shall be guilty of a Class III misdemeanor subject to a penalty of up to three months imprisonment, or Five Hundred Dollars (\$500.00) fine, or both. Neb. Rev. Stat. §28-106.

2. Pastoral responsibility and care for all parties concerned demands clear procedures and consistent practice within the Church community itself. In the presence of any suspicion that there exists a reasonable basis for allegations of abuse, the following steps should be taken by the local

pastor or administrator in case of an allegation on the parish level or other non-parochial representative regarding a cleric or lay person directly employed by the Diocese.

- a. The mandated reporter will immediately communicate his/her suspicions of child abuse or neglect to the proper civil and diocesan authorities and allow the authorities to conduct the investigation which is required by law. The reporter is immune from liability provided the report contains no maliciously false statements.
 - b. If there is any indication that an allegation of the child abuse may be founded in fact, the accused should be temporarily suspended (with pay) by means of a written and dated memorandum from his/her job pending fuller investigation. The administrator as well as the accused are advised to seek legal counsel immediately. The parish administrator should consult the parish and diocesan legal counsel (in order to keep diocesan authorities informed) as well as the insurance carrier; the accused should consult other counsel to avoid conflict of interest.
 - c. Pastoral care should be extended to the alleged victim as well as to the accused. The actions taken are not an expression of any judgment regarding the matter but rather intended to be of spiritual assistance to the parties.
 - d. Care must be taken to avoid defamation of the character of either the alleged victim or the accused.
3. If the accused is a cleric of the Diocese, the following special steps will be taken by way of recognition of the privileged and trusted role of the clergy and in order to protect the good of the Church and her mission.
- a. If the report has not already been made, the Bishop or his representative will report the matter immediately to civil authorities as stipulated by Neb. Rev. Stat. §28-711.
 - b. If circumstances seem sufficient to raise serious concern about factual validity of the allegation, the Bishop or his representative, in meeting with the accused, will either immediately restrict faculties or invoke an immediate administrative leave by virtue of Canon 1722.
 - c. The accused cleric will be requested to consult with legal counsel immediately and will be required in most cases to move from his rectory or place of residence immediately to a retreat house or other approved location until the conclusion of all legal inquiry. The purpose of this action is to protect the right of all parties, to give evidence of taking the matter seriously, and to provide some support for the accused during the time of evaluation.
 - d. Arrangements will be made to provide professional counseling for the accused.
 - e. The entire process will be conducted in a spirit of charity and compassion for the alleged victim as well as for the accused.
4. The Diocesan Review Board shall be convened to allow the Bishop or his designee to consult with the committee about the course of action that should be undertaken by the Diocese to respond to the claims and needs of the alleged victim.

In the event of an emergency call 911

Nebraska Child Abuse Hotline

1-800-652-1999

Safe Environment Coordinator

402-314-2899

Victim Assistance Coordinator

402-613-2488

POLICY 355 Professional Boundaries Between Employees And Students

NOTICE: This policy is required by Nebraska law (Neb. Rev. Stat 79-879) and must be signed annually by each employee of the school.

Definitions:

"Grooming" means building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place;

"Personal communication system" means a device or software that provides for communication between two or more parties and is capable of receiving, displaying, or transmitting communication. Personal communication system includes, but is not limited to, a mobile or cellular telephone, an email service, or a social media platform;

"School employee" means a person nineteen years of age or older who is employed by a public, private, denominations, or parochial school approved or accredited by the State Department of Education. Neb. Rev. Stat. § 28-720. School employee also includes any person who is contracted with, or otherwise paid by the school or parish and who has access to or interaction with students including all student teachers or interns.

"Sexual contact" has the same meaning as in section 28-318;

"Sexual penetration" has the same meaning as in section 28-318; and

"Student teacher or intern" has the same meaning as in section 79-875.

Employee Expectations:

All school employees are expected to observe and maintain professional boundaries between themselves and students. A violation of this policy or any violation of professional boundaries is misconduct and may result in disciplinary action up to and including termination.

A violation of this policy or a violation of employee and student boundaries by a certificated school employee may result in referral to the State Department of Education and consequences including suspension or revocation of the employee's certificate.

Any violation of this policy involving sexual or other abuse will result in referral to the Department of Health and Human Services or local law enforcement. All school employees are prohibited from engaging in grooming, sexual contact, sexual penetration, or any other activity listed within this policy while any student is currently enrolled at any school and for one year after the student graduates or otherwise ceases enrollment.

Prohibited Activity:

All school employees are prohibited from engaging in grooming behavior with any student.

All school employees are prohibited from engaging in any relationship that involves sexual contact or sexual penetration with a student while the student is enrolled at the school and for one year after the student graduates or otherwise ceases enrollment.

The following is a non-exclusive list of actions that will be regarded as a violation of the professional boundaries that all school employees are expected to maintain with all students. **In addition, repeatedly engaging in any of these activities or a combination of these activities with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place, are examples of grooming as defined in this policy and are unacceptable:**

1. Using e-mail, text messaging, social media, or other electronic means to communicate with students on any matters or subjects that do not pertain to school, school-related activities, or Faith formation. School or school related activities include without limitation student homework, in class activities, virtual instruction, school sponsored sports or clubs or any other school-sponsored activity.
2. Engaging in any kind of behavior or communication that could be reasonably construed as a sexual advance or respond in any positive manner to a student's sexual advance.
3. Being alone with a student anywhere with a closed door.
4. Showing a student any inappropriate or sexually suggestive material.
5. Telling jokes with sexual themes or making sexually suggestive comments.
6. Invading a student's physical privacy when the school employee's duties do not require her/him to be in said location. For example, being present in a locker room when the school employee has no duty to be there.
7. "Friending" students with a personal social media account.
8. Initiating unwanted physical contact with a student.
9. Providing rides to a student in an employee's personal vehicle unless another adult is present.
10. Meeting alone with a student outside of school for any reason other than a school-related activity or Faith formation, unless the student's parent or legal guardian is present.
11. Having a student alone in a school employee's home without another adult present.
12. Giving gifts greater than \$10 in value to one student. A gift to a class or the same gift to a group of students is not prohibited.
13. Discussing alcohol, tobacco, or illicit drugs in a non-instructional setting, such as describing a party that the employee attended.
14. Providing alcohol or illegal drugs to a student under any circumstances.

Exceptions to the above prohibited activities include:

Communications or actions with the school employee's own children or relatives of the school employee.

1. An emergency situation that affects the student's immediate health or safety.
2. An unplanned chance encounter at a public place.

Permissible methods to communicate with students outside of school:

Use of the school-approved email system or educational software.

1. Text messages that include at least one of the student's parents or legal guardians.
2. Use of social media through a school-approved social media account as a coach or supervisor of a school-sponsored sport, club or activity, provided said communication is not one-to-one communication.

Permissible ways to engage with students when the employee has concerns about the student's well-being:

1. Contact the guidance counselor or school principal and ensure the student's parent or guardian is aware of your concerns.
2. Contact the student's parents or guardian if the concern is not with the parent or guardian.
3. If you believe the student has suffered child abuse or neglect, contact the Nebraska Department of Health and Human Services Child Abuse Hotline (1-800-652-1999) or local law enforcement.

Reporting Grooming or Professional Boundary Violations:

If any school employee has reason to believe another school employee has violated this policy the school employee shall notify the Chief Administrative Officer of the school and the Lincoln Diocese Safe Environment Coordinator as soon as possible, but within 24 hours. If the Chief Administrative Officer of the school is unavailable or is the school employee believed to have violated this policy, the school employee aware of said conduct shall report it to the Chief Administrative Officer of the Diocese of Lincoln Catholic Schools and the Safe Environment Coordinator of the Lincoln Diocese.

If any school employee has reason to suspect that another school employee is grooming a student or has repeatedly engaged in the above prohibited activities, the school employee shall report the conduct to the Chief Administrative Officer of the school and the Safe Environment Coordinator of the Lincoln Diocese.

After making the report to the Chief Administrative Officer, the school employee and CAO shall co-report the grooming or repeated engagement in prohibited activities to the following:

1. The Nebraska Department of Education;
2. The Nebraska Department of Health and Human Services; and
3. Local law enforcement.

The school employee shall document the reporting to each of the above entities by recording the date and time the report was made and the person to whom the report was given. The school employee shall provide a copy of his/her documentation of the above reports to the Chief Administrative Officer of the School and the Diocese of Lincoln Safe Environment Coordinator.

NOTICE: Nothing in this policy should be construed to replace or alter a school employee's legal obligation to report suspected child abuse or neglect pursuant to Neb. Rev. Stat. § 28-711.

Reprisal or retaliation for good faith reports made by students or school employees is prohibited.

POLICY 360 Use of Pius Facilities

Pius X offers its facilities and equipment ordinarily available for student use to employees and their families under the following conditions:

- The facilities are not scheduled for use by another group
- The employee assumes responsibility for any damage to Pius X property
- The employee assumes responsibility for any injuries incurred while using Pius X property
- The use of the facilities does not require any cost to Pius X High School, such as extra utilities or cleaning services
- The use of the facilities occurs outside of scheduled school hours
- The employee assumes responsibility for the proper care and prompt return of any equipment

Pius X also makes its facility available on a fee or rental basis. The rates vary depending on the type of use and user, the facility being used, and whether air conditioning is involved. The rates are available from the Activities Director.

The Activities Director will schedule and must approve the use of the LPAC, Media Center, Commons, Gymnasiums or any athletic facilities. An employee who wishes to check out equipment must make arrangements with the appropriate personnel.

POLICY 365 Nursing Mother Accommodation

Pius X provides a supportive environment to enable breastfeeding employees to express breast milk during work hours. Accommodations under this policy include a place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public. This room, named the St. Monica room, is located on the second floor between the 2100 and 2200 Hallways. Discrimination and harassment of breastfeeding mothers in any form is unacceptable and will not be tolerated. Reasonable attempts will be made to schedule classes for teachers around their particular needs.

POLICY 370 Confidentiality

Employees may not disclose any confidential information to anyone outside Pius X without the appropriate authorization. Confidential information may include internal reports, financials, student information, or other internal business-related communications. Confidential information may only be disclosed or discussed with those who need the information. Conversation of a confidential nature should not be held within earshot of the public.

When any inquiry is made regarding an employee, former employee, or student, the inquiry should be forwarded to the Principal or Director of Human Resources without comment from the employee.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications.

COMPENSATION & BENEFITS

This manual only identifies various benefits and does not set forth all the terms and conditions under which these benefits may be provided. Summary Plan Description booklets describe the group insurance and retirement programs more fully and can be obtained from the Director of Finance/Operations/HR. In the event of any contradiction between the information appearing in this manual and the summary plan description, the summary plan description shall govern in all cases. Any or all of these benefits may be modified, terminated or supplemented at any time in the sole discretion of Pius X. All benefit coverage closes upon termination of employment or retirement, unless otherwise extended by law.

Each benefit has specific eligibility requirements. The Chief Administrative Officer is permitted to make exceptions regarding individual employees. Such exceptions will be in writing, signed by the employee and the Chief Administrative Officer, and placed in the personnel record of the employee.

POLICY 400 Classification of Employees

Pius X High School classifies employees into groups for benefit administration. If benefits vary between these groups, they will be designated on each benefit. Otherwise, benefits will apply to all employees of Pius X High School. Certain benefits (i.e. health/dental/vision/life/short-term disability insurance and retirement) are only available to employees who average more than 25 hours per week throughout an entire year.

Contracted Seasonal Employees

Contracted seasonal employees are employees who have signed a contract to work a portion of the school year. Examples include administrators, teachers, counselors, librarians and coaches. Each of these positions may be full or part-time. Contract employees are paid according to the terms of their contract with Pius X. Normally, annual salary increases for contracted seasonal employees are effective the first pay period in August.

Non-contract Seasonal Employees

Non-contract seasonal employees are employees who work all or part of a school year, but do not sign a contract. Such employees may be hourly or salaried, and include positions such as campus minister and school nurse. Each of these positions may be full or part-time. Normally, pay increases are effective the first pay period in August, and these employees will receive a memo of understanding that outlines pay and benefits.

Year-Round Employees

Year-round employees may be salaried or hourly, and are those who work throughout the entire year, regardless of school being in session. These positions may be full or part-time. Normally, annual pay increases for year-round employees are effective the first pay period in each fiscal year.

The Fair Labor Standards Act (FLSA) is a federal law that sets minimum wage and overtime requirements. This law establishes yet another classification of employees: exempt and non-exempt.

Exempt employees work in an administrative, professional, and/or supervisory role. Pius X is not required to pay overtime to employees who are classified as exempt.

Non-exempt employees are usually hourly employees and are entitled to minimum wage and overtime pay at the rate of one-and-a-half (1.5) times the regular rate for hours worked in excess of 40 hours per week.

Employees will be informed of their employment classification and of their status as an exempt or nonexempt employee during the orientation session. If an employee changes positions during

employment as a result of a promotion, transfer, or otherwise, he/she will be informed of any change in exemption status.

POLICY 405 Performance Evaluation

Pius X High School views performance evaluation as an opportunity for employees to receive feedback from their supervisors about positive aspects of their work and set goals for continued improvement. Every employee will receive a written performance evaluation by his or her supervisor at least once every year. The supervisor will determine the format for the evaluation and share the results in a face-to-face conference.

Classroom observations of faculty will take place at least monthly by the teacher's department chair, and at least once each semester by the Principal or Assistant Principal. These observations, along with other performance materials found in the Teacher Portfolio will form the basis for the Principal's evaluation, using the Evaluation rubric. The observation forms, evaluation rubric and portfolio instructions will be made available to all faculty through electronic means.

Each employee will have an opportunity to review the performance evaluation and will be required to sign the form as proof of this review. In the event the employee does not agree with the review, he or she is requested to document areas of disagreement on the evaluation form prior to signing it. Any employee who feels the disagreement warrants filing a grievance shall follow the grievance procedure (see Policy 625).

POLICY 410 General Statement of Hours Worked

Forty (40) hours (five days at eight hours per day exclusive of lunch time) is the standard work week for all full-time employees. Overtime is defined as hours worked in excess of 40 hours in any work week. Benefit hours may not be used to incur overtime or to incur hours beyond 40 per week. Overtime pay for hourly employees will be computed at 1.5 times the employee's hourly rate. Permission to work more than forty (40) hours during a week may be required by the employee's supervisor prior to the work being performed.

Time cards (paper or electronic) or report summaries of time worked by staff employees are required. No employee is permitted to start working before the regularly scheduled starting time or to continue working beyond the regularly scheduled quitting time unless prior permission to work has been approved by the supervisor.

Employees will be informed of their regularly scheduled working hours at the time of hire. Any changes in scheduled hours are to be communicated to employees as soon as practical and prior to the change in schedule.

Pius X reserves the right to change the work schedule of an employee (full time, part time, etc.) to meet the staffing needs of Pius X. Any contracted seasonal employee who is asked to cover a class period for a colleague will be compensated according to that year's rate for internal subs. Any other employee who is asked to cover a class period will not be compensated unless the work is performed outside of the employee's regular scheduled hours.

Employees who work five (5) or more hours in a work day are entitled to an uncompensated lunch break of thirty (30) minutes.

POLICY 415 Participation in Staff Meetings, Retreats and In-Services

Hourly employees who attend in-service meetings or retreats are to be compensated for their attendance and the time shall count as working time for the purposes of determining whether overtime pay is appropriate.

Other types of meetings or training need not be counted as time to be compensated if all of the following four criteria are answered affirmatively:

1. Attendance is outside of the employee's regular working hours.
2. Attendance is voluntary. It is **not** voluntary if the employee is given to understand or led to believe that their present working conditions or the continuation of their employment would be adversely affected by non-attendance (if an employee is evaluated based on attendance, it is **not** voluntary).
3. The course, lecture, or meeting is not directly related to the employee's job (the training is directly related to the employee's job if it is designated to make the employee handle his/her job more effectively).
4. The employee does not perform any productive work during such attendance.

If there is a question whether the time spent is to be counted as working time, the Chief Administrative Officer will make the determination.

POLICY 420 Extra Duty

The Extra-Duty Schedule assigns points to all paid extra-duty positions based upon the time spent working that position, years of experience and visibility of the position. Each point is worth an amount pre-determined each school year in the budget process. The Director of Finance and Operations has a copy of the extra-duty points for each position.

POLICY 425 Payday

The Diocese of Lincoln has a standard payroll service (Paycor) and calendar for all locations that participate in its benefit plans. The payroll calendar is a bi-weekly pay schedule paid one week in arrears for all employees. Payroll will be every other Friday, 26 times per year. Each pay period includes two weeks.

Pius X does not issue paychecks. All employees are paid via direct deposit to the financial institution(s) of their choice. These choices will be made upon hiring and may be changed at any time online in Paycor. Employees can access any documents related to payroll through their Paycor account.

Pius X will not issue pay deposits to employees in advance of the regularly scheduled paydays. Any questions regarding an employee's pay deposit should be referred to the business manager.

POLICY 430 Payroll Deductions

Voluntary deductions may be made from an employee's paycheck with the employee's written permission such as:

1. Loan payments and/or share draft accounts.
2. Payments due Pius X (i.e. lunch balances)
3. Insurance premiums for coverage of the employee and/or dependents.
4. Tax Sheltered Annuities (TSA's).
5. United Way contributions.
6. Flexible spending accounts (medical and/or dependent care).

State and federal payroll taxes are collected in accordance with legal requirements. Each employee must complete a withholding exemption certificate (IRS Form W-4) at the time of hire. Any change in marital status or number of dependents must be promptly reported. A statement of earnings and taxes withheld is given to employees each year (IRS Form W-2).

POLICY 435 Health/Dental Insurance

Through the Diocese of Lincoln, Pius X makes available group health and dental insurance for employees hired to work a minimum of 25 hours per week. Information on these benefits and the Summary Plan Description are available from the Director of Finance and Operations. For employees who participate in this group plan, Pius X pays a percentage of the monthly premium in the following categories: Single, Employee plus One, and Family; any premium in excess of these amounts is the responsibility of the employee and is made through payroll deduction. Premium changes will be announced in November and are effective on January 1st of each year.

New employees, or employees whose status changes to an eligible classification, must enroll during the initial 31-day period.

If an employee resigns, is terminated, or work hours are reduced below the 25-hour per week minimum, the employee and his/her eligible dependents may have the right to continue to participate for up to 6 months provided the employee (or his/her dependents') pay the entire premium charged by the carrier. The premium is subject to change if the rates charged to Pius X increase or decrease.

Continuation coverage may end, however, if any of the following events occur: (1) failure to make timely payments of any premium; (2) assumption of coverage under another group health plan, which does not exclude or limit coverage on account of a pre-existing medical condition unless the pre-existing condition does not apply due to the Health Insurance Portability and Accountability Act; or (3) termination of Pius X's group health plans. If an employee enrolls for Medicare, he/she will no longer be eligible for continued coverage, but his/her spouse and dependent children may be entitled to extend their continuation coverage.

Employees will be contacted concerning these options at the time termination occurs or work hours are reduced. The plan administrator will contact an employee's qualified beneficiaries in the event of death or enrollment for Medicare benefits. However, in the event that an employee becomes divorced or legally separated, or a dependent ceases to be eligible for coverage under the Pius X group health insurance plans, the employee and/or his/her dependent are responsible for contacting the Chief Administrative Officer to discuss continuation/conversion rights. Employees and their qualified beneficiaries are also responsible for notifying the Chief Administrative Officer within sixty days of qualifying for social security disability benefits.

POLICY 440 Flexible Spending Account

Flexible spending accounts are designed for employees who incur medical expenses or dependent care expenses that are not covered by insurance. To participate, the employee must authorize an annual amount to be deducted for estimated expenses. Employees may sign up within 30 days from their date of hire or at the beginning of each contract year.

Amounts designated cannot be changed during the year unless the employee has a change in circumstances as permitted by the plan and/or the Internal Revenue Code.

If the employee does not use the full amount deducted by the end of the year (including the 2.5 month grace period), the remaining account balance at the end of the year will be forfeited.

POLICY 445 Long-term Disability

If an employee suffers a catastrophic illness or event that prevents the employee from continuing the job for which he or she was hired, Pius X High School will provide for the employee according to the following:

- During the first 90 calendar days after the disability begins, the employee will exhaust all accumulated leave and receive full compensation at the rate the employee was receiving at the time of the disability
- After 90 calendar days, the employee will be paid bi-weekly at an amount that is sixty percent (60%) of the monthly earnings
- An employee is expected to apply for any
- Contact the Director of Finance and Operations for more information or to file a claim.

POLICY 450 Retirement Plan

Participation Requirements

- Attainment of age 21
- Regularly scheduled to work at least 25 hours/week

Employee 401(k) Contributions

- Employees may enter the plan on the first of the month following the satisfaction of the above Participation Requirements.
- Employees may elect to defer an unlimited percentage of compensation not to exceed the maximum annual amount determined by the IRS. (For 2021 the annual contribution limit is \$19,500. For individuals 50 or older, an additional catch-up contribution of \$6,500 is permitted.)
- Traditional pre-tax and/or Roth after-tax contributions are available.
- Salary deferral elections and changes will be reflected in the first pay period of the month following the election or change.

Employer Matching Contributions

Matching Contributions

- The matching contribution is 50¢ per \$1 on the first 4% of compensation deferred each pay period.

Requirement for Employer Matching Contribution

- Meets Participation Requirements above.
- Employee makes a salary deferral election.

Employer matching contributions begin in the first pay period of the month following the election of a salary deferral.

Non-Elective Employer Contribution

Employer Contributions

- The employer contribution is 5% of gross compensation.

Requirements for Employer Contribution

- Meets Participation Requirements above.
- One Year of Service (850 hours) based on hire date.
- Employee will begin receiving an employer contribution on the first pay date of the following month where the employee is credited with a Year of Service.

Additional Plan Provisions

Vesting Schedule

- Employee 401(k) contributions and rollover dollars are always 100% vested.
- A vesting Year of Service is 850 hours in a period commencing on July 1 through June 30, annually.
- Employer matching and non-elective contributions are vested according to the following schedule:

1 Year	2 Years	3 Years	4 Years	5 Years
20%	40%	60%	80%	100%

Investments

- Participants may direct their account balance among a variety of mutual funds.

Retirement Age

- Normal Retirement age is 65.

Distributions

- Separation from service
- Death
- In-service distributions permitted at age 59 ½
- Hardship loans/distributions are permitted pursuant to the plan's policy - Participants may request a loan/distribution up to 50% of their vested account balance for IRS hardship reasons

Rollovers

- Employees may transfer account balance from prior qualified retirement plans into the Plan.

This Overview is designed to provide accurate information about your plan. If the language in this Overview conflicts with the terms of the plan document, however, the plan document always governs. To learn more about the plan, you should consult the Plan Summary. The Plan Summary contains information regarding when you may become eligible to participate in the plan, your plan benefits, your distribution options, and many other features of the plan. You should take the time to read the Plan Summary to better understand your rights and obligations under the plan. If you want another copy of the Plan Summary, please contact the Plan Administrator.

POLICY 455 Tuition and Registration Remission Benefit

All employees are entitled to tuition reductions for their dependents who attend Pius X High School. Employees who average 20 hours per week or more in a year are entitled to a 75% reduction in tuition. Part-time employees who average less than 20 hours per week in a year are entitled to a 50% tuition reduction. Due to the seasonal nature of serving as a coach or sponsor, a person who is employed only as a coach or sponsor for two or more activities in a year is entitled to a 50% tuition reduction, while a person employed to coach or sponsor one activity in a year is entitled to a 25% tuition reduction. If both parents are employed by the school, the greater of the two tuition remission benefits will be applied to their dependents.

All employees, regardless of employment status, are only required to pay 50% of the **registration fee**.

POLICY 460 Professional Development Stipend

All employees are encouraged to engage in meaningful professional development related to their work. The school will provide an annual stipend of \$600 to each employee to be spent toward allowable professional development activity. See Policy 855 for more details.

POLICY 465 Parking

Staff parking is assigned at Pius X. Assignments are made at the beginning of each school year. Staff cars must be registered using the **Employee Driver Form** found in the Appendix.

All parking is at an employee's own risk. Employees should lock their vehicles and take appropriate safeguards to protect their valuables, including removing them from the vehicle if appropriate under the circumstances.

POLICY 470 Staff Passes

Each member of the Pius X staff will be given a pass for admittance into all home games, performances and other activities that have an admission fee. Spouses and children of the employee will also be given a pass allowing them admittance without fee for the same events.

In the event that Pius X hosts a district event, the school will provide free admission for up to ten employees (no spouse or family members). A request for admission must be made through the Activities Director.

POLICY 475 Holy Days & Holidays

Pius X recognizes the following holidays and holy days:

- Solemnity of Mary (January 1)
- Holy Thursday, Good Friday and Easter Monday
- Ascension Thursday
- Memorial Day
- Independence Day (July 4)
- The Assumption of Mary (August 15)
- Labor Day
- All Saints Day (November 1)
- Thanksgiving (and day after)
- Immaculate Conception (December 8)
- Christmas Eve (December 24)
- Christmas Day (December 25)

No classes are scheduled on holidays or holy days, and employees are not expected to work. When Solemnity of Mary, Independence Day or Christmas falls on a Saturday, Pius X will observe the holiday on the previous Friday; if these holidays fall on a Sunday, Pius X will observe the holiday on the following Monday. If Assumption, All Saints' Day, Christmas Eve, or Immaculate Conception falls on a weekend, there will not be a paid day from work.

Full-time employees are allowed one day off with pay per recognized holiday. Part-time employees are granted holidays off with pay only when the holiday is observed on a day the employee is scheduled to work. If an employee is hired to work a particular number of hours per week but can be flexible with days worked, that employee will be paid according to the average hours per day for which they are hired. Employees on a leave of absence are not entitled to the paid holy days or paid holiday benefit. Occasional employees are not granted paid holidays or holy days. Holiday observances will be determined by the Chief Administrative Officer.

POLICY 480 Snow/Weather Days

Pius X follows the Lincoln Public School snow/weather days. Local radio, tv, and websites will have accurate information. The principal will use the school's alert system and website to communicate directly to staff. In the event LPS does not have school, the Diocesan Superintendent of Schools will alert media to snow day procedures. All staff except maintenance employees are exempt from work on a snow/weather day, although year-round employees are encouraged to attend if possible. Maintenance employees must report for work. Hourly employees are not compensated for time missed because of snow/weather cancellation of school.

POLICY 485 Part Time Teachers

Occasionally Pius X High School will employ part-time faculty as the need arises. The following is a list of benefits and expectations that apply specifically to part-time faculty members:

Periods Taught	Plan periods Allotted	Fraction of Full Time	Percentage of Full Time
6	2	1	100
5	2	7/8	87.5
4	1	5/8	62.5
3	1	1/2	50
2	0	1/4	25
1	0	1/8	12.5

Compensation:

A part-time faculty member's salary will be pro-rated according to the adjusted base that was determined at point of hire. Compensation based on the number of PDU's acquired will be pro-rated. Extra-duty pay will be paid in full for any positions worked. A teacher who performs non-salaried work such as study hall supervision, lunch room supervision, paraprofessional support, etc... will be paid at an hourly rate for these tasks. These hours will count toward determining benefit eligibility.

Leave Days:

Sick leave, maternity leave, professional leave and personal leave will all be granted the same as full-time employees. A full "day" for a part-time employee refers to the number of periods ordinarily worked.

Professional Development Stipend:

Part-time faculty will receive the full professional development stipend annually (this will not be pro-rated).

Retirement:

Only faculty who are employed at least 5/8ths time will receive the ordinary retirement benefit.

Health Insurance:

Pius will pay its full amount toward health insurance premiums for all faculty who are employed at least 5/8ths time.

Bonuses:

Occasionally Pius awards Christmas bonuses to its employees. Any Christmas bonus given to the faculty will be awarded in full (will not be pro-rated).

Open House Attendance:

Part-time faculty are expected to be at Open House for the period(s) they teach.

In-service, Professional Learning Communities (PLCs) and faculty meetings:

Part-time faculty are expected to attend all in-service days, PLCs and faculty meetings in full.

Parent-Teacher Conferences:

Part-time faculty are expected to attend enough conference slots to accommodate the number of students they teach. Conference slots offered should be spread evenly among afternoon and evening sessions.

Extra Duty Coverage:

All faculty are assigned extra volunteer duties such as taking tickets for athletic events that we host. Part time faculty may also be assigned to these duties and will be expected to work their assigned game in full.

Semester Exams:

Part-time faculty are required to be present to proctor their own final exams. Once their exams are completed and their grades are turned in, part-time faculty members are permitted to leave.

All-School Retreat:

ALL faculty are assigned to a retreat. Faculty are expected to work the normal hours stated in their contract.

POLICY 490 Other Optional Benefits

Pius X High School makes available several other benefits to employees but does not assist in covering the cost of these benefits/premiums in any way. Such benefits include supplemental insurance, vision insurance, term life insurance, and legal insurance. With the exception of vision insurance, which requires a minimum of 25 hours per week, these benefits are available to all employees regardless of the number of hours worked. Contact the Director of Finance and Operations for more information about any of these benefits.

LEAVE

POLICY 500 Paid Sick Time

Eligibility and Accrual

Each employee who works at least eighty (80) consecutive hours in a calendar year is eligible for paid sick time. Eligible employees receive up to 56 hours of paid sick times) per year. Eligible full-time employees are frontloaded with 56 hours of paid sick time at the beginning of the year. Eligible part-time employees will receive 1 hour of paid sick time for every 30 hours worked up to the annual cap of 56 hours of paid sick time.

Eligible Uses of Paid Sick Time

Paid sick time may be used for the following:

- a) An employee's mental or physical illness, injury, or health condition; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; or an employee's need for preventive medical care
- b) Care of a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; care of a family member who needs preventive medical care; or in the case of a child, to attend a meeting necessitated by the child's mental or physical illness, injury, or health condition, at a school or place where the child is receiving care; or
- c) Closure of the employee's place of business by order of a public official due to a public health emergency; an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or an employee's need to self-isolate or care for the employee or a family member when it has been determined by the health authorities having jurisdiction or by a health care professional that the employee's or family member's presence in the community may jeopardize the health of others because of exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

Who is a family member? The definition of family member is broad, any individual related by blood to the employee or whose close association with the employee is the equivalent of a family relationship is considered a family member.

Documentation from a Medical Provider

Confirmation from a qualified physician may be requested if the employee has used paid sick time for more than three (3) consecutive workdays. Reasonable documentation means: (a) documentation signed by a health care professional indicating that paid sick time was necessary; or (b) if employee did not seek medical care, then a statement from the employee indicating the employee is taking paid sick leave for a qualifying purpose.

Paid sick time may be used in hourly increments, which will be subtracted from the total number previously accrued. Days/hours so used cannot be restored by working overtime or additional days. Employees are not compensated for unused sick leave.

Carryover of Unused Paid Sick Time

Employees are entitled to carry over their accrued and unused paid sick time to the next year, but the employer does not provide more than 56 hours of paid sick time in one benefit year.

Employees needing to use sick leave must notify the principal (or supervisor) as soon as possible, but at least within one-half hour of the time they are due to begin work. Requests for leave due to illness of an employee's spouse or children beyond 56 hours of paid sick time will be subject to Pius's FMLA policy.

Workers' Compensation and Sick Leave Supplementation

If an employee is absent due to an illness or injury that is compensable under the Nebraska Workers' Compensation Act, the employee will not receive paid sick time pay in addition to workers' compensation benefits. However, the employee may elect in writing to have any available accrued paid sick time used to supplement workers' compensation wage loss benefits. The supplement will be in an amount that, when added to the workers' compensation benefit received, equals the employee's regular base pay (exclusive of overtime, bonuses, or shift differentials). Paid sick time will be charged accordingly and supplementation will cease when accrued paid sick time is exhausted.

If the injury or illness also qualifies as a "serious health condition" under the Family and Medical Leave Act (FMLA), the absence will run concurrently with FMLA leave, and all applicable rights and obligations under the FMLA will apply. The employer reserves the right to adjust supplemental payments to reflect any retroactive changes in workers' compensation benefits

Separation of Employment

Employees are not paid for accrued and unused paid sick time upon separation of employment, nor is paid sick time eligible for "cashing out" at any time. Employees who have submitted notice of resignation or who are being terminated are not eligible to take paid sick leave during the two-week period immediately preceding their departure.

POLICY 505 Personal Leave

Four paid days per year will be granted to contracted staff (pro-rated for part-time employees) for unconditional use, which can accumulate up to eight personal days. In those circumstances in which additional personal days seem warranted, the employee may request additional leave from the Administrative Council. A simple majority vote of the Council will determine permission for the personal days and associated stipulations if leave is granted.

Written requests for such leave must be made to the principal at least two weeks in advance of the desired day(s) of leave. Personal days taken on a day preceding or following a school sponsored vacation may be limited to one employee per vacation. **Due to scheduled activities, personal days in May are generally discouraged and may be limited.**

Upon termination, an employee will receive a one-time payout of any unused personal leave based on the stated daily rate in the employee's most recent contract. This payout will be made within one month of the employee's last day of employment.

POLICY 510 Vacation

Only year-round employees (hereafter "employees") are eligible for paid vacation, which is calculated according to the prorated number of hours per day each employee works. Each reference to "day" is understood to be the number of scheduled hours for an employee on a single day.

Employees are granted vacation starting with their first day of employment. Vacation leave, which may be used in half-day increments, is based on the following accrual schedule:

Years of Service	Days Earned	Maximum Accrual per Year (Days)
1	10	10
2-5	20	20
6-15	25	25
16-20	25	30
21+	30	30

The first year of service will end on the employee's one-year anniversary date. Each subsequent year will be counted at the beginning of the next fiscal year.

All employees are expected to take annual vacations, though no vacation may extend over three weeks' duration. Vacation leave which exceeds the maximum accrual is not permitted, nor is payment in lieu of actual vacation.

Vacation hours accrue only on hired status hours, i.e., a 24-hour per week employee who works 30 hours will not accrue vacation hours on the additional six hours. Once an employee's maximum accrual has been reached, leave will not resume accrual until the day has been used (i.e. scheduling leave does not resume accrual).

Each employee may take vacation at such time as is mutually agreed upon with the Chief Administrative Officer or supervisor.

Upon termination of employment, employees will be reimbursed for accrued, but unused vacation at the pay rate the employee is earning at the time of termination. This pay will be included in the final paycheck.

If a holiday falls during an employee's vacation, he or she will not be charged with a vacation day for the holiday.

Religious employees are granted vacation at the rate proscribed by their religious order.

POLICY 515 Maternity Leave

Upon the birth or adoption of a child, an employee who is the mother may take up to forty-five (45) days of paid maternity leave. Upon the birth or adoption of a child, an employee who is the father may take up to ten (10) days of paid paternity leave. The following conditions apply to both maternity and paternity leave:

1. Pay for maternity leave shall be at the employee's current rate of pay at the time such leave is taken.
2. The count of days will begin on the first working day immediately following the day of birth and will include all successive non-holiday working days, regardless of whether the working days are contract days. Maternity/paternity leave cannot be used intermittently.
3. Leave may not be extended by sick leave unless a verified medical condition requires it. The Chief Administrative Officer must approve use of sick leave, and will determine the date of return based on medical condition.
4. Leave may be extended with pay if an employee chooses to use available personal or vacation leave.

5. Any employee may use unpaid leave according to the Family Medical Leave Act (FMLA, see policy 510). Any paid leave must be used concurrently with FMLA leave. FMLA leave cannot be used intermittently without the consent of the Chief Administrative Officer. The 12-week leave will be counted as indicated in #2 above. An employee's daily rate of unpaid leave is not to exceed \$170/day (pro-rated for part-time employees).
6. In the event of a multiple birth or adoption, the limitation on maternity leave as set forth herein shall apply.
7. A mother who is a year-long employee will receive ten additional paid days of maternity leave.

POLICY 520 Bereavement

The death of a family member can be a painful time that requires an opportunity to grieve while making arrangements for a proper funeral. Ordinarily an employee is allowed up to three (3) consecutive paid days off to grieve and attend the funeral of an immediate family member: spouse, father, mother, sister, brother, child, stepfather, stepmother, stepsister, stepbrother, stepchildren, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, aunt, uncle, niece, nephew, grandparent, step grandparent or grandchild. This benefit does not apply if death in the immediate family occurs while the employee is on an unpaid leave of absence.

Regular base salary will be paid to the employee for each day of absence up to three (3) days upon the death of the immediate family member. If an employee requires more than three (3) days of bereavement leave, paid vacation leave time, the cost of a substitute (if applicable) or an unpaid leave of absence may be requested. Bereavement leave pay is based on the number of hours that would normally have been scheduled for work on the day taken as bereavement leave.

An employee must get approval from the principal before attending the funeral services of anyone not listed above.

POLICY 525 Jury Duty

Pius X recognizes jury duty as a civic responsibility. When jury duty causes employees to miss regularly scheduled work, they will receive regular pay, provided that:

1. They show their supervisor the summons to serve on a jury at least one week prior to the time they are scheduled to serve or at the time of the receipt of the summons if less than one week prior to the effective date.
2. After completion of jury duty, they furnish the supervisor evidence of having served on a jury for the time claimed. (Verification can usually be obtained from the Clerk of the Court.)
3. The employee must endorse and turn over to Pius X the check received for jury duty. The employee will then be paid in full for those hours absent from work while serving on a jury.
4. If an employee reports for jury duty and is dismissed early, the employee is expected to report for work for the remainder of the work day.

The employee is responsible to notify their supervisor of the scheduled work time involving jury duty. There may be cases when an employee's extended absence would have an adverse effect on the educational process. In such instances, if the Chief Administrative Officer deems it necessary to request that an employee be excused from jury duty, the Chief Administrative Officer will contact the court and request that the employee be excused from jury duty at that time. Regularly scheduled time spent on jury duty will not be considered time worked in computing overtime.

POLICY 530 Military Leave

Should an employee enter the National Guard, the Reserves or any of the armed forces of the United States, an unpaid absence will be granted to fulfill the military obligation provided a copy of the orders is submitted to the Chief Administrative Officer. A copy of such orders shall be retained for the employee's personnel file. The employee may use accrued vacation leave for these absences.

If an employee is on an extended military leave of absence, he or she is entitled to be restored to the previously held position or similar position, if available, without loss of any rights, privileges or benefits provided the employee meets the requirements specified in the Uniformed Services Employment and Reemployment Rights Act (USERRA).

POLICY 535 Family and Medical Leave Act (FMLA)

The Family and Medical Leave Act of 1993 ("FMLA") allows employees to take reasonable leave for a serious health condition, for the birth or adoption of a child, for the placement of a foster child or to care for a spouse, son, daughter or parent with a serious health condition.

1. Eligibility. To be eligible for FMLA leave, the employee must satisfy both of these requirements: (a) employee was hired at least one year prior to the time leave is taken, and (b) the employee has worked at least 1,250 hours in the previous twelve consecutive months.
2. Family/Medical Leave. An eligible employee is entitled to a total of twelve weeks of unpaid leave during any twelve-month period for one or more of the following:
 - a. The birth of a son or daughter of the employee and in order to care for such son or daughter;
 - b. The placement of a son or daughter with the employee for adoption or foster care;
 - c. The care of a spouse, son, daughter or parent of the employee who has a serious health condition; or
 - d. A serious health condition that renders the employee unable to perform the job functions of the employee's position.
3. Intermittent or Reduced Leave Schedule. If leave is taken by an employee because of the birth or placement of a child, the leave may not be taken intermittently or on a reduced leave schedule unless Pius X consents. However, if the employee is taking leave due to their own serious health condition or the serious health condition of a family member, the leave may be taken intermittently or on a reduced leave schedule when it is medically necessary. An employee who requests intermittent leave or leave on a reduced leave schedule may be required to transfer temporarily to an alternative position for which the employee is qualified, which has equivalent pay and benefits, and which accommodates the employee's recurring periods of leave better than the employee's regular position.
4. General Rules and Conditions.
 - a. Employee Requests for Family/Medical Leave: An employee will be required to complete a form to request Family/Medical Leave. The employee must notify Pius X if any of the circumstances change which the employee has set forth in the completed form.
 - b. Employee Notice: In the event of a foreseeable leave, Pius X must be provided with at least 30 days notice. If 30 days notice is not practical, notice must be given as soon as practical. In the event of planned medical treatment and subject to the approval of the health care provider, reasonable efforts shall be made on the part of the employee to avoid the disruption of Pius X's operations.
 - c. Compensation: Employees will not be entitled to compensation for time taken off for Family/Medical Leave unless the employee has accrued vacation time. An employee will be required to apply accrued vacation leave to any part of the twelve-week Family/Medical Leave period. All remaining Family/Medical Leave taken will be unpaid leave. Unpaid leave for contract employees will be based on the daily rate indicated on the employee's contract. At

the request of the employee, reasonable efforts will be made to distribute the reduced pay over multiple pay periods. On a case-by-case basis, an employee may make a request to the Chief Administrative Officer for an allowance of some hours of vacation leave to remain in their vacation leave bank. The total paid and unpaid time taken under this Family/Medical Leave policy cannot exceed twelve weeks.

d. Certification/Notice: If Family/Medical Leave is necessitated by the serious health condition of an employee, or of the employee's spouse, child or parent, Pius X may require a medical certification by a health care provider containing any information Pius X is permitted to request under the FMLA. Pius X reserves the right to obtain a second opinion and to obtain subsequent written recertification at reasonable time intervals. Upon returning from Family/Medical Leave, Pius X may request a written certification from the employee's physician that the employee is able to return to work after taking leave for the employee's own serious health condition.

e. Insurance and Other Benefits: Pius X shall continue to maintain the employee's health care coverage benefits at the employee's normal contribution rate and at the same level and under the same conditions as if the employee has been actively at work. Employee will be required to continue to pay his or her contribution amounts while on leave. If the employee does not return to work after Family/Medical Leave for reasons other than: (1) the continuation, recurrence or onset of a serious health condition, as defined in this policy; or (2) other circumstances beyond the employee's control, Pius X may charge the employee retroactively for the school's portion of the premium cost.

f. Reinstatement: At the end of the leave, the employee shall be reinstated to his/her previous position or to an equivalent position, unless the employee would have ordinarily lost his or her position due to a layoff or reduction in force had he or she not been on Family/Medical Leave. Reinstatement rights may not apply to salaried employees who are among the highest paid 10% of the employees of Pius X. The employee is not entitled to the accrual of any seniority or employment benefits during the period on leave.

g. Compliance: Any employee who feels his/her rights under the Pius X's Family/Medical Leave Policy have been or are being violated in any way is urged to contact the Chief Administrative Officer immediately. Pius X will interpret its Family and Medical Leave Policy in accordance with the provisions of the FMLA, as amended from time to time, and in conformance with any regulations promulgated in connection with the FMLA.

POLICY 540 Leave For Child(ren)'s Activities

In general, Pius X High School aims to create a family-friendly environment by providing reasonable supports for employees to attend their child(ren)'s activities during normal working hours. An employee who requests permission from his or her supervisor to attend activities may be granted permission without using vacation or personal leave provided:

1. The time missed does not exceed two class periods/hours
2. A substitute (for teachers) is available to cover any classes (if necessary)
3. The activity does not conflict with parent-teacher conferences, Open House, retreats, or required in-services

POLICY 545 Non-Medical Leave of Absence

In general, a nonmedical leave of absence (educational leave, personal reasons, etc.) is considered a privilege and is not granted automatically. A leave of absence must be requested by the employee. The employee's name remains on the payroll and seniority remains intact. Leaves of absence are granted on the assumption that the employee will be available for regular employment upon expiration of the leave provided a position is available at Pius X. In order to be eligible for a

nonmedical leave of absence, an employee must have completed at least three (3) years of continuous service at Pius X. The following applications and conditions also apply:

1. An employee desiring a nonmedical leave of absence must make the request in writing, stating the purpose and also the beginning and ending dates of the leave and present the request to the Chief Administrative Officer. Every request for a leave of absence must be made at least two weeks prior to the first day of the leave.
2. All paid leave benefits including accrued vacation leave must be exhausted.
3. Participation in group insurance plans will be suspended during this leave of absence unless the employee pays the total cost of such protection. Financial arrangements must be made with the Chief Administrative Officer prior to commencement of the leave of absence.
4. Accrual of vacation leave is suspended during a nonmedical leave of absence.

POLICY 550 Grading Day

Each teacher will receive one paid day to use for grading under the following conditions:

- The teacher must be in the building for the entire contracted time
- The day must be taken on a single calendar day (it cannot be taken over several days in smaller parts)
- The time may be used for grading or planning
- The teacher must provide adequate plans for the substitute teacher

TERMINATION PROCEDURES

POLICY 600 Rules of Conduct

Reasons for which discipline may be considered and imposed by Pius X include, but are not limited to, the following:

1. Violation of or failure to comply with any Pius X policy, procedure, rule or regulation.
2. Failure or refusal to comply with a lawful order or to accept a reasonable or proper assignment from an authorized supervisor.
3. Insubordination, or use of abusive, threatening or obscene language.
4. Inefficiency, incompetence or negligence in the performance of duties.
5. Unauthorized possession, consumption or being under the influence of alcohol or any controlled substances while on duty and/or while on the premises of Pius X.
6. Careless, negligent or improper use of the property, equipment or funds of Pius X, its students, organizations or other employees or conversion of same to one's own use.
7. Falsification, fraud or omission of information required to be supplied in the application for employment or other personnel records.
8. Unauthorized or improper use of any type of absence leave or meal and/or rest breaks.
9. Failure to maintain satisfactory and harmonious working relationships with students, the public or other employees.
10. Failure to obtain or maintain a current license, or change in the status of the license, or certificate required by law or educational standards as a condition of employment.
11. Criminal charges filed for a felony or misdemeanor.
12. Repeated tardiness, absences or unauthorized departure from work area.
13. Harassment of employees, students or other persons connected with Pius X related to and including, but not limited to, sex, race, religion or disability.
14. Garnishment of wages for more than one indebtedness.
15. Violation of corrective/disciplinary conditions.
16. Actions inconsistent with Pius X Code of Ethics.
17. Actions inconsistent with the Mission Statement of Pius X.
18. Inability to work in harmony with co-workers.
19. Acts of dishonesty or theft.

20. Gross negligence in the use of a motor vehicle while on Pius X business, unsatisfactory driving record, or refusal to complete a defensive driving course if required through these policies.
21. Not acting for the good of Pius X, including but not limited to, acts listed above or other acts which may bring discredit upon or adversely affect the reputation of Pius X.
22. Refusal to sign any acknowledgment described herein which is required as a condition of employment.

The foregoing actions, which employees are expected to avoid at all times, are not intended to be all inclusive of the required discipline, proper standards of conduct or obligations of employees of Pius X. Pius X may establish additional rules to govern employees' conduct as deemed necessary.

POLICY 605 Disciplinary Guidelines

Authority and responsibility to impose disciplinary action is vested in the Chief Administrative Officer, who may delegate this authority to the employee's supervisor, but retains the authority to modify the decision of the supervisor. The Chief Administrative Officer may be contacted for guidance on disciplinary issues.

In most instances the supervisor, upon obtaining information which would indicate the possibility of administering disciplinary action, shall meet with and inform the employee of the reported conduct, and afford the employee the opportunity to refute the information or present mitigating evidence.

In the event an employee's performance or conduct is deemed to be unsatisfactory, Pius X expressly reserves the right to take disciplinary action consistent with the offense committed (in the sole judgment of the Chief Administrative Officer) and may consist of one of the following disciplinary actions, depending on the severity and frequency of the offense:

1. Verbal Warning: Shall consist of a visit with the employee during which the Principal discusses in detail the performance or conduct giving rise to the verbal warning, corrective action to be taken, and the possible consequence if the performance or conduct is not corrected.
2. Written Warning: When in the opinion of the Principal, a verbal warning will not serve to correct the deficiency, unsatisfactory performance or conduct, a written warning may be imposed.
3. Suspension without Pay: An employee may be suspended without pay under the following conditions:
 - i. The imposition of the suspension without pay shall be accompanied by a written explanation.
 - ii. If an employee is suspended without pay, the employee is not eligible for sick leave, vacation leave, accrual or any other paid leave time.
 - iii. The employee's loss of pay will be calculated according to the stated hourly rate or daily rate on the employee's contract (if applicable)
4. Dismissal: An employee may be dismissed under the following conditions:
 - i. The employee shall be given a written document containing the information described in this policy.
 - ii. Dismissal may occur immediately without prior disciplinary action or warning, and without further pay.

If a disciplinary action is administered, other than a verbal warning, the employee shall be advised in writing of:

1. the performance of conduct giving rise to the disciplinary action;
2. the disciplinary action being administered;
3. why it is being imposed;
4. recommended corrective actions, if any; and
5. the consequences of failure to follow corrective instructions.

An employee who receives a written disciplinary notice shall be requested to sign the notice to acknowledge receipt. If the employee refuses to sign the notice, the refusal shall be written on the notice by the supervisor. A copy of the notice shall be placed in the employee's personnel file.

POLICY 610 Termination of Employment

The termination of employment at Pius X High School may be initiated by either the employee or employer.

Employee-initiated terminations:

1. Written resignation and/or retirement
 - a. Employee must submit to his or her supervisor a dated resignation letter stating the reason for termination and the effective date of termination.
 - b. Contracted employees are requested to give as much notice as possible to assist in finding a suitable replacement.
 - c. A non-contract employee is requested to give at least two weeks' notice.
 - d. The Chief Administrative Officer is not bound to accept a letter of resignation whose effective date is prior to the expiration of a contractual agreement.
 - e. Any and all benefits stop accruing on the day the resignation is effective.
2. Failure to return from an approved leave of absence at the expiration of the leave

Employer-initiated terminations:

1. Job elimination may be necessary due to reorganization or financial considerations. If financial circumstances permit, any employee so affected will be given one month's notice, plus the equivalence of one pay period compensation with reasonable time off during the notice period to interview for other work. See RIF Policy for faculty members.
2. Release without fault of an employee unsuited for or incapable of performing work assigned when no appropriate transfer is available.
3. Breach of contract.
4. Non-renewal of a contract.

In some instances, both the individual and Pius X may agree that it would be mutually beneficial to end the employment relationship. Under these circumstances, no termination notice period is set by Pius X and a departure date is agreed upon within a reasonable time period. The effective date of termination will be the employee's last working day, which will not be a holiday.

Accrued, unused vacation or personal time will be paid to employees within a month of the last day of work. Accrued leave will be reimbursed at the hourly rate or, for contract employees, at the daily rate specified on the employee's contract. Unused sick leave is canceled upon dismissal.

By law, religious organizations are exempt from paying into both the Federal and State unemployment compensation pools. Employees separated from employment are not eligible for unemployment compensation.

Exit interviews are encouraged upon termination of employment. The terminating employee may arrange an appointment with the Chief Administrative Officer (or delegate) for an interview. At the time of the interview, employees are expected to schedule a return of keys and all other Pius X property.

An employee who feels he or she is wrongfully terminated may make an appeal to the Diocesan Superintendent, whose decision will be final.

POLICY 615 Reduction in Force (RIF)

A reduction in certificated staff (RIF) may be required due to decreasing enrollments, limited financial support, changing programs, or other factors. A RIF will be accomplished, when possible, through the normal procedures of resignations, retirements, other methods of attrition of staff, and/or alternative assignment of personnel. A RIF shall consist of a reduction of one or more positions or a

reduction in the percentage of employment of one or more certificated staff members even if the number or percentage of employment of the certificated staff overall may be increased by other hiring or increases in the percentage of employment of other employees. Reduction in force may result in termination of employment or reducing an employee's percentage of employment.

In the event that the necessary staff reductions may not be accomplished through the normal attrition of staff outlined above, the principals will recommend to the Chief Administrative Officer a plan for the RIF prior to offering contracts. The recommendations will be based on the following considerations in the order presented below:

- Do any of the teachers in the department where surplus exists have probationary status, whether because of the recency of their employment or as part of a performance improvement plan? In order to be considered as probationary status for purposes of RIF, the employee must have been presented a probationary letter prior to the start of the semester.
- Which teacher(s) in the department have seniority? Seniority shall be defined as the number of years of uninterrupted contractual service with Pius X High School, regardless of part-time or full-time status.
- If there is not a clear distinction between two potential employees based on the above criteria, the administration will make a determination.
- If available, a maximum of one study hall period will be assigned per semester in order to maintain full-time status, and will be included as part of the teacher's salary. If more than one study hall would be necessary to fill a teacher's schedule, all study halls will be offered at an hourly rate that is commensurate with a non-certified study hall monitor.

A teacher who is removed from the teaching force by this policy shall be considered to be dismissed with honor and shall upon request be provided with a letter to that effect. Upon re-employment, a recalled employee shall be placed on the salary schedule based on their previous salary. If the period of absence is spent teaching in another district, that year or years shall be included when determining the employee's position on the salary schedule.

Before a reduction in force shall occur, it shall be the responsibility of the Chief Administrative Officer to present sufficient evidence that a change of circumstance has occurred necessitating a reduction in force. Such evidence can be presented verbally or in writing.

POLICY 620 Complaint Procedure/Corrective Action

Pius X has established a procedure for a fair review of complaints related to any workplace controversy or conflict between employees. It is recommended that these steps be followed in the order presented, but employees have the right to utilize any of these steps should they not feel comfortable following this particular order:

- Speak directly to the offending person
- Report the situation to department chair or supervisor
- Contact the Director of Finance and Operations or any administrator

Complaints will be promptly investigated and handled confidentially to the extent practicable. The employee who filed the complaint will receive information about a resolution when appropriate. Pius X will not tolerate retaliation against any employee who utilizes this complaint procedure.

Corrective Action

If the review of the complaint suggests Corrective action is warranted, such action may include, but is not limited to: coaching, oral or written warnings, performance improvement plans, paid or unpaid suspension, demotion, and/or termination. The type and order of actions taken will be at

administration's sole discretion and Pius X is not required to take any disciplinary action before making an adverse employment decision, including termination.

POLICY 625 Grievance Procedures

If an employee feels the application of a policy, program, procedure or employment decision is unfair, the employee has the right to make the problem, complaint or disagreement known in an orderly, non-disruptive manner.

Employees should present to the Director of Finance and Operations (DFO) the problems, complaints or disagreements as soon as possible. The DFO shall report the grievance to the Chief Administrative Officer (CAO), unless the grievance is against the CAO, in which case the grievance shall be shared with the Diocesan Superintendent. Pius X shall not retaliate, or discriminate, against any employee who files a grievance.

HEALTH AND SAFETY

POLICY 700 Safety Committee

Pius X High School shall have a Safety Committee that is responsible for developing policies and procedures for the safety of employees, students and guests. The Safety Committee identifies and implements strategies designed to correct identified problems including, but not limited to, the identification of persons responsible for correcting identified problems, the time-frames for corrections to occur and follow-up to evaluate the outcome of the implemented corrective actions. The process may include routine safety surveys of facilities and equipment; review of incident reports involving safety issues such as (intentional and unintentional) injuries to staff, students and visitors; property damage; infections control and security issues. Data and corrective actions are reviewed by the committee and used to make recommendations to the Chief Administrative Officer, who will modify facilities, equipment, staff training, volunteer orientation and/or policies and procedures to enhance the safety of the work environment.

The Safety Committee will maintain a Safety Notebook, which will be open to inspection by staff and will contain minutes of meetings, a written copy of the Safety Plan, and a list of committee members.

POLICY 705 Tobacco and Smoke Free Facility

Pius X supports a healthy, tobacco-free and smoke-free environment for its employees, students and visitors. Tobacco use and e-cigarette use is prohibited in school facilities, offices, vehicles, grounds and at school related activities.

POLICY 710 Drug Free Workplace

Pius X is committed to providing a safe and productive employment and educational environment and to providing a drug free workplace. No employee may manufacture, distribute, dispense, possess, use, or be under the influence of an illegal controlled substance while on Pius X property, while performing school duties or participating in school events. Reporting to work or working under the influence of illegal drugs or alcohol is prohibited and is grounds for termination. With the permission of the Chief Administrative Officer, activities and social functions outside of school hours may include the use of alcohol.

POLICY 715 Reasonable Accommodations

If Pius X is made aware of an employee's disability and resulting need for accommodation, it will provide reasonable accommodations to perform the essential functions of their job unless doing so would create a direct threat or undue hardship on Pius X.

All employees are required to comply with safety standards. Employees who pose a direct threat to the health or safety of themselves or others in the workplace may be temporarily moved into another position or placed on leave until it is determined if a reasonable accommodation will effectively mitigate the risk.

POLICY 720 Worker's Compensation Policy/Injury & Accident Reporting

All Pius X employees are eligible to receive benefits under workers' compensation insurance for job-related illnesses and injuries.

An employee should report an on-the-job accident or illness to his/her supervisor and the Principal **immediately**. The supervisor may send the injured employee to a physician for examination and/or treatment, if warranted. The injured employee is responsible for filing an **accident report** which can

be obtained from the Director of Finance/Operations/HR, who will file the worker's compensation claim. The DFO may conduct interviews as part of the claim filing process.

POLICY 725 Emergency Response

In emergencies, faculty and staff members must take reasonable precautions and actions as the situation warrants, including a call for appropriate emergency medical personnel. In keeping with State required asthma/allergy emergency response, designated staff members have been trained to provide emergency medical assistance in these cases. Every effort should be made to follow the letter and spirit of the school's Crisis Response and Safety Plans.

All accidents, however minor, should be reported in written narrative to the Director of Finance and Operations for insurance purposes.

POLICY 730 AIDS Guidelines

Pius X has adopted the policy on AIDS issued by the Nebraska Catholic Conference in 1988, entitled *AIDS: A Catholic Educational Approach to HIV (Human Immunodeficiency Virus)*. The policy outlines the necessity of avoiding discrimination while underscoring the need for universal precautions.

POLICY 735 Blood Borne Pathogen Compliance Program

It is the intent of Pius X to eliminate or minimize occupational exposure to blood borne pathogens including, but not limited to, Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV). The school's exposure control officer is the school nurse, who is responsible for maintaining a current Exposure Control Plan in keeping with Diocesan Policy. The plan will be reviewed periodically and includes: (1) Exposure Determination; (2) Training of Employees; (3) Hepatitis B Vaccination; (4) Occupational Exposure; (5) Post-exposure Evaluation and Follow-up; (6) Recordkeeping; and (7) Control Methods.

GENERAL POLICIES (Faculty Only)

POLICY 800 Teaching Contracts and Assignments

The teaching contract for the Diocese of Lincoln is a one-year contract. Neither party is obligated to extend or renew the teaching contract.

A full-time teaching assignment shall ordinarily include six periods of teaching, two plan periods and one lunch period. The planning periods are for the purpose of providing teachers time to:

- Attend to school-related duties such as planning, grading, creating assessments, responding to emails, returning phone calls, etc...
- Be available to students for additional help
- Provide coverage for fellow teachers

Supervision in hallways and for priests on their day off is expected. Substitution for absent faculty (with remuneration) will be expected of teachers after outside hired substitutes and Pius teachers who have volunteered to substitute are exhausted. During the course of the year teachers are expected to attend the Open House, Parent/Teacher Conferences, and assist at student retreats that may extend beyond the school day. Teachers are also expected to assist at extracurricular events as assigned. The Activities Director will publish these assignments at the beginning of each semester. These expectations are not all-inclusive.

The hours of duty are from 7:50 a.m. until 3:35 p.m., and the faculty is expected to be in the building and on duty during those hours to supervise and help students. Faculty members must be in their classrooms or area of responsibility by 7:50 a.m. Employees must notify the office by signing out if it is necessary to leave the building during these hours.

After the final prayer, faculty must close and lock windows and doors and check the room for any problems.

POLICY 805 Book Checkout

The following items should be considered when checking out books to students:

- Books should bear a label and the school stamp. These may be secured from the Main Office.
- New books must be numbered.
- Book numbers should be recorded in the grade book.
- Books must be covered in all classes.

POLICY 810 Classroom Care

Teachers are ultimately responsible for the upkeep of the rooms in which their classes are held. Markings on desks should be removed immediately or reported to maintenance. An aisle should be maintained between desks and walls to minimize damage to walls. Classroom windows should remain uncovered. Spills should be cleaned immediately. Any other damage or defacement should be reported to the Main Office.

POLICY 815 Clubs

If students or faculty wish to start a new club, the following procedures must be followed:

- The club must have an adult sponsor, preferably a faculty or staff member, who must agree to be at every meeting of the club. The sponsor must be willing to sign off on this fact.
- The students and staff member must submit a written description of the club (found in appendix) which must include the club's: (a) name; (b) purpose(s); (c) how the club will benefit Pius X

students and/or the community; (d) how often the club will meet and where the meetings will take place; and (e) any other relevant information which would assist the decision maker.

- The decision to accept or deny the club will then be made by the Principal and/or the Chief Administrative Officer after reviewing the submission.

POLICY 820 Curriculum Change

Curriculum changes in any department may be generated by either the teacher/department, or the Curriculum Committee. The curriculum review process begins in November of each year with proposals from the departments and ends with final decisions on all proposals by the Curriculum Committee in January.

POLICY 825 Early Dismissal of Students

Classes should not be dismissed before the scheduled time for dismissal and/or the sound of the tone indicating that the class period is over. This also includes exam days. Students in grades 9, 10 and 11 do not have early-dismissal or open campus. Seniors who have and remain in good academic and conduct standing are allowed two open periods each day.

POLICY 830 Grading Procedures

Grade Categories

"A"	outstanding achievement	93-100%
"B"	above average achievement	85-92%
"C"	average achievement	77-84%
"D"	below average achievement but worthy of credit	70-76%
"F"	failure to achieve credit	Below 70%
"P"	passing achievement for those courses not using regular letter grades	
"+"	may be used to designate variations in grade average	
"-"	may be used to designate variations in grade average	
"I"	incomplete for the course. This grade remains until the teacher notifies the Counseling Center, <i>in writing</i> , of appropriate grade change.	

Advanced placement courses grade according to the following scale:

"A"	outstanding achievement	90-100%
"B"	above average achievement	80-89%
"C"	average achievement	70-79%
"D"	below average achievement but worthy of credit	60-69%
"F"	failure to achieve credit	Below 60%

Teachers may mark comments on students' report cards. These comments are described in the grade reporting instructions.

If a student is absent from school because of illness or some legitimate emergency, he/she should be given a reasonable amount of time to make up any missed work or assessments.

Incomplete Grades

An incomplete grade is strongly discouraged except under special circumstances. Teachers may only give a grade of incomplete after receiving approval from the Director of Counseling.

POLICY 835 Classroom and Study Procedures

ATTENDANCE: A record of attendance must be kept for every scheduled class and study hall.

LESSON PLANS: Lesson plans, indicating basic concepts to be covered, textbook pages, audiovisual aids, guest speakers or other methods of teaching, should be available for each class preparation in order to assist substitute teachers and to help the teacher interact professionally with accrediting agencies, parents, the Curriculum Committee, and other involved people.

Lesson plans will be presented for review by the Principal or Assistant Principal during an evaluation conference or at the Principal's request.

SUBSTITUTE FOLDERS: Each teacher must keep an up-to-date substitute folder in his/her room. The following items of information should be placed in this "substitute folder":

Daily schedule

Locations of teacher and student book in each subject.

Full names of texts used for each class.

Location of lesson plans (if needed).

Seating chart, updated as needed throughout the year.

Study hall seating chart and rules if applicable.

Special comments and helpful hints to substitutes including lunch period, classroom rules, etc.

Include special material that could be used in emergency situations or if the regular lesson runs short.

POLICY 840 Field Trips

Pius X recognizes the importance and value of trips for education field study and approves of these visits to places of cultural or educational significance to further enrich the lessons of the classroom. The Principal may approve field trips during normal school hours on a single school day. However, if out-of-state field trips, or any field trips to foreign countries, are planned, these must have the approval of the Diocese and/or Chief Administrative Officer. (See Field Trip Plan, Appendix--Forms.) This request should come at the earliest stages of planning. A minimum of one month's notice is required. A list of students going on the field trip must be posted on email to the attendance office and all teachers at least two days in advance. The following regulations should be taken into consideration when any field trips are being planned:

1. Adequate supervision by qualified adults, including one or more employees of Pius X.
2. Waivers by all adults and all parents/guardians of students taking any field trip of all claims against the Diocese and/or Pius X for injury, accident, illness or death occurring during, or by reason of the field trip.
3. Proper insurance for students, personnel, and equipment.
4. Inclusion of a proper first aid kit.
5. Permission in a written form from each student's parent or legal guardian. (See Parental Consent, Appendix--Forms)

Finally, to insure the desired outcome of such field trips, teachers should prepare the students for the place that is to be visited and the things that are to be seen. If reasonable, an advance visit should be made to the site of the field trip by the teacher so that any and all unforeseen circumstances, situations and/or events could be properly planned for, so that any difficulties would be minimized.

POLICY 845 Guest Speakers

Pius X encourages the use of guest speakers. Approval must be obtained from the Principal before arrangements are made for guest speakers. If the guest speaker is going to be speaking on any matter that might include Church teaching, additional approval must be received from the Diocesan Director of Religious Education.

POLICY 850 Parent-Teacher Conferences

Parent Conferences scheduled during the first and third quarter should be used as an occasion to confer with parents regarding the progress of their student in the class. Offering comments regarding

the academic progress and conduct of the student during the classroom will be helpful. Questions from parents should be welcomed. All part-time teachers must be present for a proportionate amount of scheduled conference time, and should make an effort to be available for afternoon and evening slots.

POLICY 855 Professional Development

Philosophy

The habits associated with lifelong learning are intrinsically valuable. When a teacher develops lifelong learning habits, he or she is then on the surest road to becoming a better teacher and having the greatest possible impact on students. The more Pius X High School can institutionalize this love of learning, the more rounded and fulfilled the teacher will be, and the greater the impact in the classroom. The teacher's example will serve as an inspiration for the students to use their God-given talents. The teacher will serve as a catalyst for students to develop a sincere appreciation for the truth. Love of learning will become contagious.

Pius X has aligned itself institutionally to support the development of lifelong learning habits.

Professional Development

Pius X will support continued meaningful professional development in two ways: 1) compensation for the achievement of meaningful professional development, and 2) providing financial support for new educational opportunities.

1. Professional Development Accomplished

- Each teacher will receive, in addition to the contracted pay, an annual pay of \$900 for each 300 Professional Development Units (PDU) accomplished, to be verified by **July 20** of each year. This amount will be pro-rated for part-time teachers hired after January 1, 2010. There is no expiration date for PDUs gained.
- PDUs may be obtained only for those activities not required or expected of all faculty members. For example, school/diocesan sponsored in-service training events and activities at faculty in-service meetings are excluded. In addition, PDUs are not to be awarded for what is considered normal school activity. Curricular revisions/additions/changes, club sponsorship, revising lesson plans, any work a department chair would do for the department, etc., is excluded (though work done by an entire department during the summertime could be applied).
- Three graduate college credits equal 50 PDUs. Seminars, workshops, institutes, etc., are awarded one PDU for every clock hour of participation. The points are triple value for the clock hours the teacher is presenting.
- Hours spent reading a book and/or publication in a journal are awarded at the rate of one PDU for every clock hour, not to exceed ten PDUs.
- The teacher is asked to work in cooperation with his or her assigned administrator and department chair to establish learning goals and find appropriate educational opportunities. The assigned administrator must initial the Professional Development Verification form prior to the proposed activity.
- These units must be verified (proper initials, signatures and documentation). The Verification Form must have documentation attached that proves attendance took place and indicates the activities in which the teacher participated.
- Professional development is not necessarily restricted to the learning process. It may include areas of growth that could positively impact the school environment, such as: developing positive relationships; anger management; a positive discipline approach; pursuing dual certification;

training for administrative degree; sponsoring a school trip, etc. PDUs are not given more than once for the repeat of the same activity, such as sponsoring an annual school trip.

- Any coach who desires to attend his/her State competition when not participating can use available professional days (or pay with PDU stipend) but will NOT receive PDUs for attendance.

2. Continued Education

- Pius X will pay \$600 annually per teacher to cover expenses related to obtaining PDUs, including fees for membership in professional organizations and publications. This money is to be distributed during the July to June fiscal year. The Chief Administrative Officer's signature must be on the Professional Development Verification Form by June 1 if a teacher plans to obtain further education over the summer.
- This money budgeted for professional development must be used each fiscal year. By October 31 any unused funds will be distributed to those who have paid for professional development exceeding \$600 out of their own pocket. For example, if a teacher plans on taking a three credit course at UNL in the coming summer for \$800, Pius will pay the first \$600 if the teacher's Professional Development Form was turned in by June 1st and approved, then by October 31st the teacher will receive further financial help to pay the remaining \$200 depending on the amount of funds remaining to be distributed.
- After each teacher receives up to the \$600 they requested for further professional development, the remaining amount will be distributed equally until 75% of the aforementioned amount is allocated. The new remaining amount will be distributed on a pro-rata basis (amount leftover divided by amount of remaining approved requests).
- Only teachers who return to teach the following school year are eligible to receive requests beyond \$600.

	Steps for the allocation of the funds budgeted for professional development	Deadline
1	Budget \$600 per total FTE (Full Time Equivalency) for teachers	Spring of preceding year
2	Receive all requests for PDU reimbursements	**June 1 of current year
3	Allocate up to \$600 per FTE of request	Ongoing as requests are received
4	Determine the amount of money remaining compared to the amount budgeted	June 1 of current year
5	Distribute $\frac{3}{4}$ of the remaining funds equally among all teachers requesting additional funds	No later than October paycheck of current year
6	Determine a pro-rata basis for allocating the remaining funds (amount left divided by amount of remaining approved requests)	No later than October paycheck of current year

POLICY 860 Progress Reports

A report of unsatisfactory progress must be sent to the parents of a student who have a D average or lower, or who has dropped drastically. This report will be communicated to parents midway through each quarter. Teachers are strongly urged to send reports indicating improvements or outstanding achievement. Teachers must keep their grade books current on at least a weekly basis.

POLICY 865 Semester Exams

Pius X High School requires the administration of a comprehensive final exam for each semester. The final exam serves several purposes:

1. It provides a summative assessment of what each student has learned during the semester.
2. The process of preparing for the final exam offers the student a chance to review all of the material from the semester.
3. The vast majority of our students will pursue higher education, which will likely involve a high-stakes final exam at the end of each course. Our finals week will provide our students with valuable experience in preparing for, and taking, a comprehensive final exam.

The school provides a "finals week" for the administration of final exams. The normal* expectation for finals week is to administer no more than three finals in one day. During the fall semester, finals are grouped according to class period in the following order: periods 1-3, periods 4-6 and periods 7-8. In the spring, the periods are grouped in reverse order: periods 6-8, periods 3-5 and periods 1-2.

**Unforeseen circumstances such as inclement weather may force the administration to modify the finals schedule.*

The allotted time for each final is 65 minutes. Teachers are to provide a final exam that can reasonably be completed by all students within 55 minutes, so that students have ten minutes to either prepare for the next exam or to offer extended time for students who work a little more slowly. The teacher is expected to maintain a quiet atmosphere during the entire period that is conducive to either testing or studying. In year-long classes, the teacher should focus the exam on those topics covered only in the current semester.

Finals exams are normally to be given only during finals week. A teacher may elect to give a part of a final earlier, or have several days of assessment that contribute to the final exam grade, but this does not exempt a teacher from administering a final exam during the assigned period.

Some courses do not lend themselves as easily to a final exam format. Teachers in these classes should still provide some level of final assessment that incorporates essential learnings from the semester. This final assessment might take the form of a final project or capstone performance. The Principal shall communicate each semester which courses are exempt from requiring a final exam.

A teacher whose finals are completed is still required to work full contract days for the remainder of the semester. Since senior finals are completed early in the spring semester, teachers of seniors who are asked to cover a colleague's class will not receive substitute pay, unless asked to cover multiple periods that would exceed their ordinary planning time.

Any exceptions to this policy must be approved by the Principal prior to May 1st.

POLICY 870 Signs and Posters

Clubs, classes, teams and organizations desiring to post a sign must get it approved by the sponsor prior to posting. The sponsor is to initial each sign, and is limited to no more than 20 signs around the building. Signs may only be posted in the designated spaces with painter's tape, and may not be hung on windows.

POLICY 875 Student Teachers

Pius X High School recognizes its role and responsibility in helping to raise the quality of future teachers, though it must place its highest priority on the proper care and education of its student body. The school will consider all requests to have aspiring teachers placed in the building for purposes of completing either practicum assignments or student teaching assignments. Any requests for practicum or student teacher placements will originate with the Principal and be shared with the department chairs. The department chairs will approach teachers to see if they are willing to work with a student teacher. The final decision about a student teacher placement will be made by the Principal, based on the department chair's recommendation and the following guidelines:

1. A cooperating teacher must have a minimum of three years' teaching experience in Pius X High School.
2. A cooperating teacher must have a consistent evaluation score that is greater than High Standard.
3. A potential cooperating teacher's entire workload must be considered in determining suitability for taking on the task of mentoring a student teacher.

USING STUDENT TEACHERS AS SUBS: The student teaching experience is designed to help prepare college students for the teaching experience. For many aspiring teachers, a career begins or includes some time spent as a substitute teacher. Since state law allows for student teachers to serve as substitute teachers*, and recognizing that student teachers may one day serve as substitute teachers, Pius X High School shall provide a limited opportunity for student teachers to serve as substitute teachers.

A current student-teacher at Pius X High School can be paid at the regular rate as a substitute teacher under the following conditions:

1. The student teacher has applied for, and received, a Local Substitute Certificate (the principal or his designate can assist in acquiring the written request from the Diocesan Superintendent's office). The student teacher is responsible for any and all fees associated with the Certificate.
2. The student teacher must be in the second half of his/her student teaching assignment.
3. The student teacher cannot be paid for serving as a substitute for the cooperating teacher during the student teaching assignment.
4. The student teacher is used as a last option.

POLICY 880 Student Referrals; Removing a Student from Class

TEMPORARY REMOVAL: Pius X High School's entire discipline policy is informed by the Boys Town Model, which recognizes the need for a continuum of intervention based on the intensity, frequency and duration of a student's behavior.

The more the teacher handles his or her own problems in the classroom, the better. The main reason for referring a student should be the welfare of both the student and others affected by the student's behavior. The teacher has to make the judgment concerning the propriety of removing the student. However, a person must realize when all reasonable solutions have been exhausted. In such cases, the teacher has not "failed" by referring a student to someone else after having considered one's course of action.

The teacher must not let the student talk him or her out of necessary action. Decisions must be made in the best interest of the student. Many times, it helps if the teacher explains why he or she is referring a student, even though the student still may not understand or agree with the reason(s) given.

A teacher's decision to send a student to the office should be carefully considered and arrived at only when one of the two following conditions exist:

1) a teacher has tried several prior interventions to address the same behavior with increasing intensity (i.e. warning, demerit(s), phone call to parents, detention) but the misbehavior persists, or 2) the intensity of a student's misbehavior is so great so as to merit an immediate referral to the office (i.e. unwilling to cooperate with a corrective interaction, misbehavior that is dangerous to self or others, student is "out of instructional control").

When referring a student to the office, a teacher must instruct the student to report directly to the main office and inform an administrative assistant that he or she has been sent for a referral. The teacher must then follow up with either an intercom call or e-mail to the main office stating that the student has been referred. Every effort will be made to assign the student to his or her administrator (based on last name) but otherwise may be assigned to the next available administrator. An office referral will end with an apology, at which point the teacher is expected to warmly greet the student back to class.

PERMANENT REMOVAL: Removing a student from one's class permanently is an administrative decision. Therefore, if the teacher thinks there is a need to remove a student permanently, the teacher must discuss the situation with the Principal, who will make the final determination.

In general, a student should not be referred to the Counselor for disciplinary action. However, the teacher may wish to discuss a student with a counselor and then continue to work on the problem independently. The teacher may also alert the Counselor to a potential problem so that future action may be considered.

Generally speaking, the Principal or Assistant Principal handles cases involving:

- Destruction of school property
- Fighting
- Failure of repeated efforts by others to correct problems
- Attendance problems (excessive absenteeism and/or tardiness)

The Principal or Assistant Principal is responsible for any disciplinary action taken by the office. When the teacher refers someone to the Principal or Assistant Principal, the teacher generally should expect some sort of disciplinary action for the student involved. This may include demerits, detentions, parent conferences, suspension or expulsion.

This section does not attempt to categorize neatly each person's place in the system. Rather, it intends to give the teacher guidelines on the general procedures to follow.

POLICY 885 Supervision

Any teacher who is moderator of an organization must be present at every meeting, for the entire meeting, of the organization. If this is not possible, the meeting should be canceled or a substitute assigned.

HALLWAY/RESTROOM SUPERVISION

Teacher assistance in supervising the hallways and restrooms between periods and before and after school is expected.

LITURGIES/ASSEMBLIES/PEP RALLIES

Attendance by faculty at large group gatherings such as liturgies, assemblies and pep rallies is required. Assistance in monitoring the student body is expected, even if the teacher does not have an assigned class that period.

AUTHORIZATION TO RELEASE EMPLOYMENT INFORMATION

The undersigned employee (henceforth "EMPLOYEE") hereby authorizes the administrators of Pius X High School of Lincoln, Nebraska, to discuss with prospective employers information related to EMPLOYEE's work at Pius X High School. The scope of this authorization relates to any and all information that may be requested, including, but not limited to, employment performance, attendance, disciplinary actions, salary, and dates of employment. By signing this document, EMPLOYEE hereby releases and agrees to hold harmless Pius X High School and its administrators from any and all claims that may arise from disclosure of such information.

Dated: _____, 20____

Signed by:

Employee Signature

Print Name

Witnessed by:

Witness Signature

Print Name

**Notice of Intent to
Engage in Outside Employment**

Date Employee Name

Company Providing Outside Employment

Company Name Company Address

Supervisor Name Phone Email Address

Description of Company's Service/Product:

Proposed Work

Position Title Anticipated # hrs/week Typical days/week (circle all that apply)
Su Mo Tu We Th Fr Sa

I hereby give notice to the Chief Administrative Officer of Pius X High School of my intent to engage in outside employment as described in the space above. By signing this form, I acknowledge that I understand that should this position constitute a conflict of interest, be deemed to reflect poorly on the mission of Pius X High School, or interfere with my work at the school, I may be required to limit or end my outside employment.

Employee Signature Date Signed

FUNDRAISING REQUEST

Date: _____

Submission deadline no later than **2 weeks** prior to the start of the fundraising project or **8 weeks** prior to grant deadline (for priority).

CLUB/CLASS: _____ SPONSOR: _____

1. Balance in account as of: _____ \$ _____ (Accounting Sheet must be attached)

2. Major Projects or Goals for the group during school year: _____
(What do you need the money for?)

3. Proposed Fundraising Project (include date or dates of projects): _____

4. Who will be approached for sales or donations? _____

Submitted by: _____ (Sponsor/Coach signature) _____ (Class/Club President signature)

Chief Administrative Officer Comments: _____

Fundraising

Request Decision:

APPROVED

NOT APPROVED

Chief Administrative Officer Signature

Date

Pius X High School Accounting Report

Time Period

Beginning Date: ___/___/___

Ending Date: ___/___/___

Group/Activity: _____

Sponsors: _____

(Complete pertinent information in the columns below)

	Date/Number	Subtotal	Total
Beginning Cash Balance ___/___/___			_____
Receipts		\$	
_____		_____	
_____		_____	
_____		_____	
_____		_____	
_____		_____	
_____		_____	
Subtotal			\$ -
Disbursements			
_____		_____	
_____		_____	
_____		_____	
_____		_____	
_____		_____	
_____		_____	
_____		_____	
_____		_____	
Total Disbursements			\$ -
Ending Cash Balance ___/___/___			\$ -

Comments:

PIUS X HIGH SCHOOL VOLUNTEER/EMPLOYEE DRIVER AND VEHICLE USE APPLICATION

We greatly appreciate your interest in assisting us to meet our transportation needs. Responsible risk management dictates that we ask our volunteer drivers to answer the following questions. Thank you for your understanding and cooperation

Printed Legal Name:		Date of Birth:
Address:		Phone:
Driver's License Number:	State Issued:	Expiration Date:

Have you had any of the following citations in the past THREE years:

	Yes	No		Yes	No
1. Driving under the influence of alcohol or drugs**	<input type="checkbox"/>	<input type="checkbox"/>	5. Using a motor vehicle for the commission of a felony	<input type="checkbox"/>	<input type="checkbox"/>
2. Hit and run	<input type="checkbox"/>	<input type="checkbox"/>	6. Permitting an unlicensed person to drive	<input type="checkbox"/>	<input type="checkbox"/>
3. Failure to report an accident	<input type="checkbox"/>	<input type="checkbox"/>	7. Reckless driving	<input type="checkbox"/>	<input type="checkbox"/>
4. Negligent homicide arising out of the use of a motor vehicle	<input type="checkbox"/>	<input type="checkbox"/>	8. Are you currently taking any medication that may make you drowsy?	<input type="checkbox"/>	<input type="checkbox"/>

**** If you answered YES to #1 above, the Diocesan policy requires that the violation must have occurred 7 or more years from the date of application. If the violation occurred more than 7 years ago, proof of a clean driving record (MVR) evidencing no violations over the past 7 years must also be presented to the parish/school.**

Answering YES to 3 or more of the above questions may result in this application being declined.

Vehicle year/make/model/color:		
Vehicle ID Number (VIN):	License Plate Number:	
State:	Expiration Date:	
Automobile Insurance Company:	Policy Number:	
Agent:	Agent's Phone:	Policy Expiration Date:

PLEASE BE AWARE:

- In case of an accident, the insurance on this vehicle will be the **PRIMARY** coverage.
- The vehicle must be insured for the minimum liability limits of: **\$100,000/\$300,000/\$100,000.**
- All passengers must adhere to the Nebraska Safety Belt laws and regulations and it is the driver's responsibility to ensure this policy.

To be Read and Signed by Applicant

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as a volunteer driver, I must be 21 years of age or older, possess a valid driver's license, have the proper and current license and vehicle registration, and have the required insurance coverage in effect on any vehicle. I agree that I will refrain from using a cell phone or any other electronic device while operating my vehicle. I also agree to a Motor Vehicle Record (MVR) search. This certifies that this application was completed by me and that I certify that the information given is true and complete and that to the best of my knowledge the vehicle is currently in a safe operating condition.

Applicant's Signature	Date
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Thank you for helping us with our transportation needs!

Please attach a copy of:

1. The front and back of your current driver's license.
2. A copy of the declarations page of your current auto insurance coverage or evidence of liability limits on the vehicle listed above.

Pius X Club Request

Student Name: _____ Student ID: _____

Date: _____ Sponsoring Staff Member: _____

Location of club: _____ Time club will meet: _____

Days club will meet (please circle all that apply):

Monday Tuesday Wednesday Thursday Friday

Description of club:

Please return to the front office of Pius X High School

Received by: _____

Administration Only

Approved: _____ Denied: _____ Administrator: _____

Reason:

FIELD TRIP PLAN

Teacher Name: _____ Date of Field Trip: _____ Periods: _____

FIELD TRIP INFORMATION

Trip Supervisors	
Purpose of Trip	
How Many Students	
Class/Club/Group Name	
FIELD TRIP DESTINATION	
Destination	
Destination Phone #	
Mode of Transportation	
TIME OF FIELD TRIP	
Time Group Leaves	
Time Group Returns	
COST PER STUDENT	
Student Cost	
Monday Collected By	

PERMISSION SLIPS

- Teacher must collect SIGNED student permission forms and take on the trip.
- Students without a signed permission form, will NOT be allowed to attend.

STUDENT ACTIVITY ABSENCE FORM

- Students must complete a School Activity Absence form two days prior to the trip and submit the completed form to a trip supervisor.

TEACHER COVERAGE

- It is the teacher's responsibility to notify Front Office and submit for substitute coverage.

FIELD TRIP APPROVAL

- If each of the following signatures are completed the trip has been approved.

Principal Signature _____
Secretary Signature _____
Trip Supervisor Signature _____
Date _____