

STAFF EMPLOYEE HANDBOOK

2012-2013



NOTRE DAME

HIGH SCHOOL

TABLE OF CONTENTS

- I INTRODUCTION**
 - Definition of the School
 - The Heritage
 - Philosophy
 - Mission
 - Values
 - Vision
 - Mission and the Social Community
 - The Victory March

- II THE NOTRE DAME STAFF MEMBER**
 - General Expectations of Notre Dame Staff Members
 - Faith Practices of Notre Dame Staff Members
 - Professional Practices of Notre Dame Staff

- III BENEFITS**
 - Vacations
 - Paid Holidays
 - Sick Leave
 - Group Health Insurance
 - Life Insurance
 - Accidental Death & Dismemberment Benefits Summary
 - Retirement Policy
 - Additional Insurance Protection
 - Unpaid Leaves of Absence
 - Bereavement
 - Jury Duty
 - Recreational Activities
 - Training and Education Reimbursement
 - Tuition for Dependents

- IV CONDITIONS AND HOURS OF WORK AND PAY**
 - Employee Status
 - Hours of Work
 - Overtime
 - Pay Day
 - Time Records
 - Payroll Deductions
 - Performance and Wage Reviews
 - Attendance
 - Employee Records
 - School Equipment and Business Machines
 - Use of Personal or School Vehicles
 - Anniversary Date
 - Bulletin Boards
 - Lunch Facilities
 - Parking
 - Emergency Procedures

- V PERSONNEL POLICIES**
 - Employment at Will
 - Arbitration
 - Orientation Period
 - Advancement, Promotions and Transfers
 - Employee Discipline
 - Misunderstandings and Grievances
 - Harassment Policy
 - Non-Fraternization Policy
 - Immigration Compliance
 - Alcohol and Drugs
 - Non-Smoking Environment
 - Termination
 - Layoffs
 - Exit Interview
 - Confidentiality
 - Security
 - Theft Prevention
 - Fraud Policy
 - Health and Safety
 - Housekeeping
 - Dress Code
 - Use of Business Telephones
 - Solicitations, Meetings, and Distribution
 - Nondiscrimination Policy
 - Criminal Record Summary
 - Child Abuse Awareness Form
 - Employment Eligibility Verification
 - Tuberculosis Examination Requirements
 - Archdiocese of Los Angeles HIV/AIDS Infection Policy
 - Responsibilities
 - Legal Issues:
 - Reporting Child Abuse
 - Accident Procedures
 - Transporting of Students and Use of School Vehicles
 - Employee Electronic Communications Policy
 - Users of the School Electronic Communication Systems

- VI RULES OF CONDUCT FOR ALL EMPLOYEES**
 - Guidelines for Professional Relationships with Students
 - Attention to Duties
 - Personal Misconduct

- VII SAFETY RULES FOR ALL EMPLOYEES**
 - Reporting & Safety Rules for All Employees

- VIII FINANCIAL ISSUES**
 - Fundraising
 - Money Collected During School Hours
 - Money Collected After School Hours

Approval for Expenditures
Reimbursement of Expenditures
Use of Purchase Orders
Employee Travel Reimbursement
Travel authorization
Travel reimbursement

IX APPENDIX

Appendix A - Bylaws
Appendix B – Child Abuse Policy & Form
Appendix C – Required Attendance
Appendix D – Crisis Management
Appendix E – Staff Holidays
Appendix F – Organization Chart

The Definition of the School

Notre Dame High School is a private Catholic secondary school open to qualified young women and men of diverse backgrounds, abilities, and beliefs. Founded by the Congregation of Holy Cross, Notre Dame exists to provide a Catholic education based upon the teachings of the Roman Catholic Church as set forth by the Archdiocese of Los Angeles.

The Heritage

The heritage of Notre Dame High School can be traced to the aftermath of the French Revolution. Because of the erosion of religious values following the attack on God and the Church in early nineteenth century France, many religious groups were established to address the critical task of re-evangelizing young people. One of these groups was the Congregation of Holy Cross founded in 1837 by Father Basil Moreau. To the Priests and Brothers were later added a group of Sisters to educate girls. One of the first and most important foundations of the Congregation was a first class secondary school in Le Mans called Notre Dame de Sainte Croix (Our Lady of Holy Cross).

On the invitation of the Bishop of Vincennes in Indiana, Father Moreau sent a group of Holy Cross Brothers to start a technical school in his diocese. By late 1842, they had arrived at a spot in northern Indiana, which was to become the University of Notre Dame.

It was from the University of Notre Dame that several Brothers of Holy Cross were sent to found Notre Dame High School in Sherman Oaks, which opened its doors in 1947 with 125 ninth grade boys. Notre Dame High School has the unique distinction of sharing the name of its rich historical antecedents Notre Dame de Sainte Croix in Le Mans, France, and the University of Notre Dame here in the United States. However, the links are stronger than in name only. From its founding and long association with the Congregation of Holy Cross it has acquired distinctive characteristics including the courage to take risks, an international perspective, the commitment to provide educational opportunities to all those with potential, and a faith community with a prevailing family spirit.

Since its founding, Notre Dame has always sought new ways to respond to the changing needs of the Catholic families it serves. The school is now coeducational. Most of the faculty and staff are laymen and laywomen who participate fully in the task of Christian formation with the religious on the staff. An independent governing board has been empowered to operate the institution consistent with its heritage and mission.

Philosophy

We can state in a word the kind of teaching we wish to impart. We do not want our students to be ignorant of anything they should know. To this end, we shall avoid no sacrifice. We shall always place education side by side with instruction; the mind will not be cultivated at the expense of the heart. While we prepare useful citizens for society, we shall likewise do our utmost to prepare citizens for eternal life.

-Fr. Basil Moreau,
Founder of the Congregation of Holy Cross

Mission

Notre Dame High School, a Catholic, college preparatory school in the Holy Cross tradition, educates the hearts and minds of students who are diverse in talent, ethnicity and society. As a faith community, Notre Dame strives to provide each student with a rich academic background, an appropriate sense of self, an opportunity for growth, a commitment to family, community, nation and world, and a respect for the spiritual dignity of all persons.

Values

Integral to the Holy Cross educational philosophy is the formation of the whole person. In keeping with this philosophy, Notre Dame bases its mission on these shared values: Spiritual - We strive to give students a comprehensive understanding of the Catholic faith, a respect for the value of the individual, and the experience of a faith community, lived out through liturgy, prayer, and service. Intellectual - We seek a curriculum, which meets the highest standards of accreditation and society, which prepares students for college and post-secondary pursuits, and which fully develops students' skills for communication and critical thinking. Personal - Notre Dame seeks to mold students who value themselves and others, who apply Gospel values in moral decision-making, who have a strong aesthetic sense, and who exhibit self-discipline and a cooperative spirit. Communal - Notre Dame aims to promote an active interest in the well being of others, understanding and acceptance of diverse cultures, and an awareness of the responsibilities of citizenship.

Vision

Based on our Mission and Values, Notre Dame will be the school of choice for students and families seeking an institution that:

- Maintains a strong Catholic identity and sense of faith community
- Employs state-of-the-art technologies in and out of the classroom
- Seeks and retains faculty who enhance the Mission of the school
- Provides safe, modern, and well-maintained facilities
- Develops the resources necessary to fund a growing endowment program
- Ensures the vitality of the school through aggressive marketing, recruitment and retention
- Offers an experientially-based and diverse extra-curricular program
- Enjoys a reputation for curricular innovation and academic excellence

Mission and the School Community

The mission of Notre Dame High School is accomplished through a structured and sequential curriculum and through the lived example of the administration, faculty and staff. The school's programs and services, including campus ministry, guidance and counseling, the library, discipline, student activities, and interscholastic athletics, are designed to this end. The parents, directors, faculty, staff and alumni witness to Notre Dame's mission in their relationships with one another and thereby provide example and encouragement to students.

Expected School-Wide Learning Results

Notre Dame High School graduates will be educated in heart:

- They will have a comprehensive understanding of the Catholic faith and an appreciation of the search for truth by all religions.
- They will demonstrate an understanding of the importance of a personal relationship with God through service, prayer, and participation in the faith-based activities of the school community.
- They will draw upon an informed conscience and a passion for justice rooted in the gospel values in order to make decisions.
- They will demonstrate the capacity for developing mental, physical and emotional wellness in themselves.
- They will exercise the virtues of civility, respect, integrity, and honesty.
- They will be responsible stewards of the community and the environment through giving of themselves to improve the quality of life for others.

Notre Dame High School graduates will be educated in mind:

- They will be knowledgeable individuals who have the intellectual, creative, technological and organizational aptitudes necessary to succeed in the academic environment and in the work world.
- They will be effective communicators who have the skills necessary to interact in a global society.
- They will be critical thinkers who are able to examine a situation and respond appropriately.
- They will be conscientious individuals who can prioritize options, access and process information, manage time, and fulfill requirements.
- They will be collaborative workers who employ appropriate communicative and leadership skills to be productive contributors in a variety of settings.

They will be concerned citizens who recognize their duty to participate in the democratic process

THE VICTORY MARCH

Cheer, cheer for old Notre Dame
Wake up the echoes cheering her name
Send a volley cheer on high.
Shake down the thunder from the sky.
What though the odds be great or small
Old Notre Dame will win over all.
While her loyal sons and daughters
March on to victory.

THE ALMA MATER

Notre Dame Our Mother

Notre Dame, our Mother,
tender, strong and true.
Proudly in the heavens,
gleams the gold and blue.
Glory's mantle cloaks thee,
golden is thy fame.
And our hearts forever,
praise thee, Notre Dame.
And our hearts forever,
love thee, Notre Dame.

II

GENERAL EXPECTATIONS OF NOTRE DAME STAFF MEMBERS

The expectations of the Notre Dame Staff are formulated in accord with principles as stated and clarified in the following:

- Second Vatican Council, Declaration on Christian Education, Rome, 1966;
- National Conference of Catholic Bishops, To teach As Jesus Did, Washington, DC: USCC, 1973;
- National Conference of Catholic Bishops, Basic Teachings for Catholic Religious Education, Washington, DC: USCC, 1973;
- National Conference of Catholic Bishops, Teach Them, Washington, DC: USCC, 1976;
- Sacred Congregation for Catholic Education, The Catholic School, Rome, 1977;
- National Conference of Catholic Bishops, Sharing the Light of Faith; National Catechetical Directory, Washington, DC: USCC, 1979
- Sacred Congregation for Catholic Education, Faith, Rome, 1982;
- The Congregation for Catholic Education, The Religious Dimension of Education in a Catholic School, Rome, 1988.

The importance of the faith and life of the employee in the Catholic school is stated in “The Catholic School” document of the American bishops:

The Achievement of the specific aim of the Catholic school depends not so much on the subject matter or methodology as on the people who work there. The extent to which the Christian message is transmitted through education depends to a very great extent on the employees. The integration of culture and faith is mediated by the other integration of faith and life in the person of the employee.

The nobility of the task to which employees are called demands that, in imitation of Christ, the only Employee, they reveal the Christian message not only by word but also by every gesture of their behavior. This is what makes the difference between a school whose education is permeated by the Christian spirit and one in which religion is only regarded as an academic subject like any other. (#43)

FAITH PRACTICES OF NOTRE DAME STAFF MEMBERS

The Staff:

- Reflects commitment to Gospel values and the Catholic tradition;

- Integrates faith and prayer that is living, conscious and active in private and professional life; employees who are members of the Catholic Church are expected to live in accord with the teachings and precepts of the Church, and employees who are not Catholic are expected to live according to Gospel values that apply to all Christians;
- Understands teaching in a Catholic school as participation in the Church's ministry of education rather than as a job to be done;
- Understands and accepts that the school is operated in accordance with the philosophy of Catholic education and publicly expressed commitment to Catholic education;
- Accepts and supports faith community as a reality to be lived in worship, service, and interpersonal relationships;
- Takes responsibility for providing an atmosphere which fosters the development of the faith of the students;
- Is committed to personal, professional, and spiritual growth for self and others;
- Exhibits personal commitment to social justice and service of others, and practices Christian justice in the classroom and school community;
- Acknowledges that faith is a free gift of God that is both a personal relationship and an intellectual assent.

PROFESSIONAL PRACTICES OF NOTRE DAME STAFF

Our constant endeavor in employee relations is to maintain a well-trained, enthusiastic and efficient group of staff who work together to make the school successful - thus enhancing the career goals of every employee.

In order to achieve these objectives, we strive:

1. To treat each of you as an individual with full respect for your dignity and rights in everyday work situations;
2. To maintain fair, equitable and competitive employee wages and benefits;
3. To hire, promote and compensate solely on the basis of merit without regard to race, color, sex, age or national origin;
4. To train each employee to do an efficient job;
5. To encourage all staff to take an active interest in what they do and to contribute their best efforts and abilities toward making all of the School's operations successful and profitable;
6. To provide a pleasant place to work; and
7. To encourage you to discuss freely all ideas that could improve the working conditions, productivity, policies and practices of the School.

This handbook is designed to provide you with important information about School benefits, policies and rules. Please read it thoroughly and save it for future reference as failure to follow School policies, procedures, and rules can result in discipline, up to and including discharge. If you have any questions, please do not hesitate to ask your supervisor, who is here to help you.

Any and all benefits, policies and procedures in this handbook are statements of general School policy and shall, in no manner, be construed as a contract or a guarantee of continuing employment with the School or employment for any specific length of time, unless otherwise specifically stated herein.

The School reserves the right to eliminate, modify and improve any and all of its wages, hours and working conditions, including the benefits, policies and rules set forth in this handbook at any time with or without notice, unless otherwise specifically stated herein. However, when changes are made, the School will endeavor to notify the affected staff. All representations by any manager or other employee of the School that conflict in any way with anything set forth in this handbook are invalid unless specifically agreed to in writing by the President of the School This handbook supersedes all prior oral and/or written policies, procedures, rules, regulations, commitments and practices by the School.

We hope this is the beginning of a long, pleasant and mutually beneficial relationship.

III

BENEFITS

VACATIONS

We believe that our staff are entitled to an annual rest from their duties and therefore we provide a paid vacation, as set forth below, for all full-time staff after each year of continuous employment from the most recent date of hire.

<u>Length of Service</u>	<u>Benefit</u>
1 to 5 years	2 weeks
More than 5 years	3 weeks

Vacation that accrues during any given anniversary year must be taken by the end of the following anniversary year. Thereafter, "carryover" of accrued vacation from one year to the next is not allowed except in unusual circumstances and with advance administrative approval.

You should tell your supervisor as early as possible the dates you want for vacation time. Every effort will be made to accommodate your request. Conflicts concerning priority for vacation dates will be resolved by seniority and date of vacation request, subject, of course, to our staffing requirements. The School reserves the right to require staff to utilize their accrued vacation or to pay them for accrued vacation when the School deems it necessary.

Accrued vacation must be taken in increments of no less than one-half day. Staff who earns more than 2 weeks vacation time per year may not take more than 1 week of vacation time at any one time without the approval of their immediate supervisor. Because we believe all staff need some time away from their workplace each year, staff will not be given vacation pay instead of vacation time off.

Staff may request advance vacation pay prior to leaving on vacation; however, such requests must be submitted to and approved by the Controller at least two weeks before your vacation starts.

Part-time and temporary staff are not eligible for this

PAID HOLIDAYS

Full-time staff will become eligible to receive pay for the holidays annually approved after completing 1 continuous calendar day of employment from the most recent date of hire. Additionally, staff must work their full scheduled workday immediately before and after the holiday unless prior written administrative approval has been received. Eligible School staff receives paid holidays each year as included with your annual letter of appointment.

If a holiday falls during your vacation period, you may either be paid for the holiday or you may take one additional day off with pay as part of your vacation with administrative approval. The President or Principal may at their discretion, designate additional days, or parts of days, as unscheduled holidays. The President or Principal also reserves the right to require employees to work on holidays when management deems it necessary.

Part-time staff receives a pro-rata share of this benefit. Temporary staff is not eligible for this benefit.

SICK LEAVE

A full-time employee is entitled to ten (10) days of sick leave. Two of these days can be used as personal days with prior approval of the principal or president, with pay during, each school year. Sick leave is paid only for days on which the employee would otherwise have worked a regular schedule, and not for absences on Saturday, Sunday or school holidays. Unused sick leave may accumulate to a maximum of thirty (30) days – a maximum of twenty (20) unused sick leave days may be carried over from previous years plus the allotted ten (10) sick leave days for any new school year. To use sick leave, the employee must be absent because of a bona fide illness or injury and must present proof of illness or injury upon request. Any false claim for or fraudulent use of sick leave constitutes a breach by the employee of their employment agreement. Unused sick leave is non redeemable upon termination of employment.

To be eligible for sick leave, you must call your immediate supervisor as soon as possible. If you cannot reach the supervisor leave a message and then continue to call back until you speak directly with your immediate supervisor. Thereafter, you must report your progress to your immediate supervisor's office every day until you recover.

Payment of sick leave is not considered as time worked in the computation of overtime. Employees may not receive sick leave for any days for which they receive State Disability Insurance or Workers' Compensation payments; however, they may use accrued sick leave to supplement State Disability Insurance or Workers' Compensation payments up to their base salary to the extent that this is permitted by law or regulation.

Sick leave will not be granted when illness occurs on a scheduled day off, during vacation, or when absent from work for reasons other than illness.

Part-time employees receive a pro-rata share of this benefit. Temporary employees are not eligible for this benefit.

GROUP HEALTH INSURANCE

The School pays part of the monthly premium for a group health insurance plan for full time staff. However, there may be circumstances where the School will ask for additional contributions to the monthly premium from staff. The current plan includes hospitalization, surgical, medical, dental, life and long-term disability insurance. Coverage for dependents is available at additional cost to the employee's expense.

Staff are eligible for insurance coverage on the first day of the first full month of full-time employment. Those who want to participate should advise their supervisor at the time of hire, who will provide the necessary information.

If you are granted any kind of a leave of absence you may be required to pay the entire premium for this health insurance. Please refer to the Leave of Absence policy in this handbook.

The Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) provides that following termination of employment, staff and certain family members may be able to continue health care coverage under the School's group health plan provided that the employee is willing to pay 102% of

the monthly premiums. For further information contact the controller.

Part-time and temporary staff is not eligible for this benefit.

Life Insurance and Accidental Death & Dismemberment Benefits Summary

This summary provides a general description of your life Insurance and Accidental Death & Dismemberment benefits. It does not list all benefits. The Plan contains limitations and restrictions that could reduce the benefits payable under the Plan. Please read entire booklet for details about your benefits.

Life Insurance Benefits

Eligible Employees

Benefit equal to twice Salary

Accidental Death and Dismemberment (AD&D) Benefits so defined in the policy document.

Reductions in Life Insurance and AD&D Benefit

The amount of an Employee's Life Insurance and AD&D Benefit in effect at the time the Employee reaches age 65 will reduce by 35% at age 65, 55% at age of 70, 70% at age 75, 80% and 85% at age 85.

Retirement Policy

On September 1, 1993, Notre Dame High School established a 403(b) Tax Sheltered Annuity Plan for the benefit of its employees and their beneficiaries. Notre Dame High School 403(b) Retirement Plan is a voluntary savings plan that allows you to set aside pre-tax money for retirement. Securities are offered through ING Financial Advisers. Each eligible employee may elect to contribute to the fund via salary reductions up to the IRS maximum amount. Eligible contributions to your 403(b) reduces your current federal and state income tax because they are excluded from your gross income and they are tax-deferred until you withdraw them.

In addition, Notre Dame High School will match salary reductions for each participant up to 5% of the employees' compensation.

The plan year is September 1st to August 31st. Any full time employee, who has completed one year of service as of the first day of the plan year, is eligible to participate in the plan. All full-time employees are allowed to make elective salary deferrals upon employment while waiting for the schools matching contribution to begin.

ADDITIONAL INSURANCE PROTECTION

1. Workers' Compensation Insurance

If an employee is injured on the job, the related medical, surgical and hospital expenses are covered by insurance that is entirely paid for by the School.

Further, if the employee's injury causes loss of work for more than three working days, this

coverage currently pays a percentage of the employee's average weekly earnings.

Therefore, if an employee is injured on the job, even slightly, it is extremely important that you report it immediately.

2. State Disability Insurance (S.D.I.)

This state-operated plan pays the employee directly if he or she is out of work due to a non-occupational illness or injury.

This protection is provided through employer contributions.

3. State and Federal Unemployment Insurance

This program provides income to staff who are out of work through no fault of their own. The premiums are paid for entirely by the School.

4. Social Security Benefits

This long-established federal program provides payments to eligible staff when they retire or become totally disabled, or to their survivors in the event of the employee's death. This program is financed by deductions from each employee's wages (the F.I.C.A. deduction on your payroll check stub) and matching payments by the School. Since eligibility and benefit amounts are determined by each employee's individual Social Security Account Number, the Controller must have your correct number.

UNPAID LEAVES OF ABSENCE

Employees may be eligible to take a leave of absence without pay. However, employees must comply fully with this policy. This policy contains very important information that affects your eligibility for a leave of absence. Therefore, it is important that you carefully read the entire policy.

A. There are three types of leaves of absence:

1. Personal Leave - A personal leave of absence may be granted upon a written request provided that employees advise their supervisor as soon as they learn that they require such a leave. Employees will be required to take accrued vacation time as part of their personal leave. Extensions may be granted at the discretion of management. This would include military leaves.

To request a personal leave you must submit the following written information to your supervisor:

- a. The date the leave will begin;
- b. The estimated date of your return to work; and
- c. The reason for your leave.

2. Family Care and Personal Medical Leaves - Employees are entitled to take family care and personal medical leave in accordance with the provisions of federal and state laws. This section of the handbook describes generally the family care and personal medical leave benefits available. If you have any additional questions about such benefits, please contact the Controller. If you want to take a family care or personal medical leave, please advise the Controller and you will be provided with further information with regard to your rights.

An employee may take an unpaid leave of absence for the birth or adoption or foster care of a child, to take care of a child, parent or spouse with a serious health condition, or because the employee's own health condition prevents the employee from performing his/her job duties. Employees may take this leave for a total of 12 workweeks within a 12-month period. Under California legislation an employee may receive up to 6 weeks of paid leave per year by applying to the State Disability Insurance Fund. The benefit payable after a 7day wait equals 55% of weekly wages to a minimum of \$50 and a maximum of \$728. The benefits are payable for a maximum of 6 weeks and are not considered taxable income. Employees will be required to take accrued vacation time as part of their family care leave and both accrued vacation and sick time as part of their personal medical leave.

If you wish to take a family care or personal medical leave, you must submit the following written information to your supervisor:

- a. If the leave is because of the employee's own health condition, a written request for the leave must be accompanied by a medical certification that specifies the date the serious health condition commenced and the probable duration of the condition. The medical certification must include a statement that the employee is unable to perform the functions of his/her position.
 - b. If the leave is to take care of a sick child, spouse or parent, a written request for the leave must be accompanied by a medical certification that specifies the date the serious health condition commenced and the probable duration of the condition. The medical certification must also include a statement that it is necessary for a family member to participate in the care or treatment of the sick individual, and an estimate of the time necessary for the employee to provide such care.
 - c. If the need for leave is foreseeable, employees must submit a request at least 30 days prior to the commencement of the leave. If the need for leave is not foreseeable, employees must submit the request for leave as far in advance as practicable.
3. Pregnancy Leave - Employees who are temporarily disabled and unable to work due to a pregnancy related medical condition will be granted a leave of absence for the period of their disability up to a maximum total leave of four months for each pregnancy. Employees shall be required to take accrued vacation time and accrued sick time as part of their pregnancy leave of absence.

To obtain a pregnancy leave you must submit to your supervisor a letter from your attending physician as soon as you learn that you are, or will become, temporarily disabled and unable to work due to a pregnancy condition. The letter must contain the following information:

- a. The date the leave will begin;
- b. The estimated date of your return to work; and
- c. The reason for your leave.

B. General requirements for family care, personal medical, pregnancy and personal leaves of absence:

Family care, personal medical and pregnancy leaves will be granted in segments of not more than 30 days. Extensions will be granted when appropriate if they are requested in writing and received by the School at least one week before the expiration of the approved leave and include a physician's statement verifying continued need for the leave.

While an employee is on family care, personal medical or pregnancy leave the School will continue to pay the health insurance premiums for the employee for up to 12 workweeks. The employee is still responsible for paying the employee portion of their health insurance premium. If the employee does not return to work from the leave, the employee may be required to reimburse the School for the cost of his/her medical benefits during the leave.

A physician's release will be required prior to your returning to work from a personal medical or pregnancy leave of absence. The School reserves the right to have any employee examined at the School's expense by a physician of its choice to verify fitness for work, to verify the existence of a disability, to verify fitness for work following a disability or for any other reason the School deems necessary.

When required by law, the School will place you in the same or comparable position at the same rate of pay and same benefits when your leave expires. A leave of absence does not guarantee in every situation that your prior position, a comparable position, or that any position will be available at the conclusion of your leave.

Returning employees retain all benefits they had accrued at the start of their leave but do not accrue any benefits, including vacation, holidays, or seniority, while on leave. Employees cannot be employed elsewhere or apply for unemployment benefits while on leave.

While leaves of absence require prior management approval in writing, in an emergency, a verbal request can be made of and granted only by the President and/or Principal. Thereafter, you must submit your written request within 5 working days and follow all the procedures in this policy.

YOU WILL BE CONSIDERED TO HAVE ABANDONED YOUR JOB IF EITHER OF THE FOLLOWING OCCURS:

1. You start a leave of absence without following these procedures for having a leave of absence properly approved.
2. You do not return from a leave of absence on the stated return date.

BEREAVEMENT

At the discretion of management, staff who have completed ninety days of service may be granted up to 3 days of paid leave for the death of an immediate family member.

JURY DUTY

With the assistance of the President or Principal, during the school year, staff members are to seek exemptions for jury summons. If exemption is not possible, rescheduling should be requested for summer or extended vacation periods. In the event a staff member is required to serve on a court jury, compensation will continue.

RECREATIONAL ACTIVITIES

The School sponsors recreational activities that are made available to employees and members of their immediate family. These activities include School picnics and holiday parties. The purpose of these events is to promote fellowship among employees and their families.

All recreational activities are completely voluntary. The School will not be liable for the payment of workers' compensation benefits for any injury which arises out of an employee's participation in any off-duty recreational, social, or athletic activity which is not a part of the employee's work-related duties.

TRAINING AND EDUCATION REIMBURSEMENT

Staff are encouraged to increase their capabilities and growth potential through outside education and training. The School provides a program of financial assistance, subject to the following provisions:

1. The course must be related to your present position at the School or to a position to which you could reasonably aspire.
2. The course must be taken at an accredited institution of higher learning which is approved by the School.
3. You must be a full time staff member who has completed at least 90 days of continuous service with the School from the most recent date of hire.
4. The course must be approved in advance of registration by your supervisor.
5. Staff will be reimbursed for only one course at one time unless written approval has been obtained from management prior to registration for the course.

Reimbursement will be made for tuition upon presentation of receipts and upon satisfactory proof of completion, according to the following performance standards:

- Grade A through C - 50%
- Below Grade C - No reimbursement

Tuition Reimbursement for Professional Development

The school will reimburse the staff member for 50% of the cost of tuition for course work related to work area at Notre Dame. This course work must be verified by a transcript or records from a WASC accredited institution of higher education.

Employees who voluntarily terminate their employment with Notre Dame, or whose employment is terminated for good cause, will be required to refund all reimbursement payments they have received within a one year period from the date of their termination.

Reimbursement shall not exceed \$1,500.00 in a given year.

Late registration penalties will not be reimbursed. Reimbursement applies only to courses an employee takes during non-work hours. Reimbursement does not apply to courses which administration may request you to take, and for which administration makes other special arrangements.

Tuition for Dependents

Dependents of employees are eligible for financial aid to cover full tuition and registration while the student is enrolled at Notre Dame High School and when the employee is employed full time by the school. This financial aid does not cover related school fees or textbooks.

IV

CONDITIONS AND HOURS OF WORK AND PAY

EMPLOYEE STATUS

Staff are classified as follows:

1. Full-Time - Any staff member regularly scheduled to work 40 hours or more (including one half hour for lunch per work day) per week. All full time staff are eligible for all benefits listed in this Handbook.
2. Part-Time - Any employee regularly scheduled to work less than 40 hours per week. A part time employee is not eligible for any benefits listed in this Handbook unless required by law or unless otherwise specified.
3. Temporary - Any employee who is not regularly scheduled to work. A temporary employee is not eligible for any benefits listed in this Handbook unless required by law.

HOURS OF WORK

Our normal hours for office staff are from 7:30 a.m. to 3:30 p.m., Monday through Friday, with a 30-minute paid lunch break. Some departments may require different starting and ending times as determined by need. However, some office staff will be expected to take their lunch breaks on a rotating basis to assure that our telephones and reception area are always monitored during the entire business day.

Staff shall be provided with a ten-minute rest break for each four-hour work period. The rest break is for the purpose of taking care of personal needs. Check with your supervisor for the appropriate time to take your rest break.

Staff are not permitted to consume food or beverages during their working time.

OVERTIME

Due to the nature of our business, staff must be willing to work overtime. All School staff fit into one of the following three categories with regard to overtime:

1. Salaried Exempt - Includes certain School personnel who are paid on a salary basis but who are not entitled to the "Overtime" benefit set forth below.
2. Salaried Non-Exempt - Includes all staff who are paid on a salary basis and who are entitled to the "Overtime" benefit set forth below.
3. Hourly Non-Exempt - Includes all staff who are paid on an hourly basis and who are entitled to the "Overtime" benefit set forth below.

Hourly non-exempt will be paid for overtime only if it is authorized by their supervisor in advance.

Staff who work more than forty (40) hours in any one workweek will receive one and one-half their regular rate of pay for all hours worked in excess of the forty (40) hours. Staff who work more than eight (8) hours in any one workday or more than six (6) days in any one workweek will be compensated for such overtime as follows:

1. One and one-half times their regular hourly rate of pay for all hours they are required to work in excess of eight (8) hours up to and including twelve (12) hours in any one workday, or in excess of forty (40) hours in any workweek, and for the first eight (8) hours worked on the seventh consecutive day of work in any one workweek; and
2. Two times their regular hourly rate of pay for all hours they are required to work in excess of twelve (12) in any one workday and for all hours worked in excess of eight (8) hours on the seventh (7th) consecutive day of work in any one workweek.

There shall be no pyramiding of overtime. When more than one overtime premium can be applied to the same working time (for example, an employee works in excess of 8 hours on a particular day and the employee's hours also total more than 40 hours for that workweek), only one computation, whichever is of greater benefit to the employee, shall be used to compute overtime pay.

Holiday, vacation, sick pay and leaves of absence are not considered in the computation of actual hours worked.

PAY DAY

Our pay period begins each first and sixteen of the month and covers a period of fifteen days. Payroll checks are distributed by the business office on the fifteenth and the last day of the month for work performed during the pay period ending.

Your paycheck will be given only to you unless written authorization is given to the business office in advance. Should you be absent from work on payday, your check will be kept by the business office if you have not claimed it.

TIME RECORDS

Federal and state regulations require the School to maintain accurate and complete records of time worked for all Non-Exempt staff. Accurate records also assure staff that they will be paid properly. Time card sheets are available at the business office.

All staff must record in ink their work time on a time sheet for each day in the pay period. At the end of the pay period, the time sheet is signed and turned into your supervisor who will approve and forward to the business office.

Under no circumstance is it permissible for any employee to mark the time sheet of another employee. Any infraction of this rule is cause for discipline, including immediate discharge.

PAYROLL DEDUCTIONS

1. Required Deductions

The stub on each School payroll check shows your gross earnings for the pay period minus those deductions required by law. It also shows the cumulative totals of your gross pay and deductions for the calendar year to date.

We are required by law to deduct the following from your pay:

- a. Federal Income Tax
- b. State Income Tax
- c. Social Security contributions (F.I.C.A.)
- d. State Disability Insurance premium (S.D.I.) contributed by the School.

2. Voluntary Deductions

Upon your written authorization, the School will make the following deductions:

- a. Group Health Insurance
- b. Tax Shelter Annuity or Tax Deferred Annuity
- c. Cafeteria Plan for Group Health Employee Premiums only

PERFORMANCE AND WAGE REVIEWS

We are all interested in personal advancement and a higher wage. Money for your pay raises comes from the efficient delivery of our services to our students and their families. Thus, the wholehearted effort and cooperation of everyone is needed to maintain a successful competitive position.

Our policy is to endeavor to pay wages that are competitive with those paid for comparable skills and work in similar schools in the community. Your wage rate is based on such things as skill, ability, responsibility, attitude, education, experience and personal progress. We try to inform staff about how they are doing and if there are areas requiring improvement. Staff will be reviewed in the following manner.

New Staff

All new staff will receive a performance review from their immediate supervisor approximately 90 days after their date of hire.

Regular Staff

Regular staff will receive annual performance reviews from their supervisor. While

performance reviews do not assure automatic wage increases, increases will be considered and given, at the discretion of administration, commensurate with personal contribution, individual professional growth, skill, ability, attitude, etc. All regular staff are eligible for increases except those who have reached the maximum pay allocated to their position.

ATTENDANCE

Because every job here is critical in running this School effectively and efficiently, we depend upon you to arrive on time every workday. Therefore, all staff are expected to be on duty promptly at the start of their workday. Repeated tardiness and absences are cause for disciplinary action, including discharge, whether or not they are excused. More than ten absences in any twelve-month period of time may be considered to be excessive.

If you are going to be late or absent from work for any reason, you must notify your supervisor as soon as possible but in no event, later than 7:30 a.m. Our telephone number is 818-933-3600. If your supervisor is not available, contact the Principal's office.

If you know in advance that you will be absent, you must inform your supervisor. If you need to leave work for illness or an emergency, your supervisor must first be contacted. Failure to do so will be grounds for disciplinary action.

If your absence is due to illness, you must report your progress to your supervisor every day until you recover. You may be required to bring a statement from your doctor verifying your illness.

Any employee who fails to report for work at their starting time without giving prior notice to the School will be considered to have voluntarily quit unless a reasonable excuse is offered at the earliest possible time and accepted by the School.

For information concerning sick pay benefits refer to the section entitled "Sick Pay".

EMPLOYEE RECORDS

The law requires that we maintain accurate employee records for several purposes. To keep our personnel records accurate and to comply with state and federal laws, you must notify your supervisor immediately of any change(s) in the following personal information:

1. Your name (whether by marriage or otherwise).
2. Your home address and telephone number.
3. Your marital status and correct number of dependents.
4. Whom to inform in case of emergency, including name(s) and home and work telephone numbers and addresses.

SCHOOL EQUIPMENT AND BUSINESS MACHINES

All School business machines and equipment, including computers, telephones, voice mail, and any other information storage, retrieval or communication systems, are School property and are to be utilized for School business purposes only. The School reserves the right to monitor, access or record any information displayed, stored or transmitted through the use of any School business machines or equipment, whether or not it is password protected. Additionally, School furnishings such as desks, cabinets, files, and lockers are School property and the School reserves the right to access these furnishings as well. Therefore, employees should not expect any privacy with respect to any information stored or transmitted through the use of School property or stored in School property.

USE OF PERSONAL OR SCHOOL VEHICLES

The School maintains insurance coverage for staff who are expected to drive company vehicles as part of their job duties. However, staff who use their personal vehicles for business purposes must have their own automobile insurance with limits of not less than \$100,000 - \$300,000 for bodily injury and \$50,000 for property damage. The School shall be named as an additional insured under the employee's automobile insurance liability policy. All such staff shall provide the School with proof of said insurance and shall immediately advise the School upon being informed of any change in his/her insurance status. Failure to comply with this policy may result in termination.

Staff must not drive their vehicles or School vehicles on School business unless doing so is clearly part of their job responsibilities or they have received prior authorization by their supervisors to do so.

If an employee whose position involves any driving is unable to obtain or maintain insurance coverage for his or her own vehicle and/or is declined coverage as a driver by the School's insurance carrier, management shall decide whether that employee will be terminated, retained, transferred, or have his or her hours adjusted based upon management's judgment of the School's needs.

Staff who fail to use a seat belt as a driver or passenger in any vehicle on School business will be disciplined up to and including discharge.

ANNIVERSARY DATE

The anniversary date is the employee's most recent date of hire. A new anniversary date is established for an employee who, by reason of absence, has a break in his/her continuous employment.

BULLETIN BOARDS

Bulletin boards are maintained for notices about School matters and other items of interest. Only administrators may post notices on the bulletin boards. If you desire to place a notice, or distribute literature of any kind please discuss it with your supervisor. Staff are responsible for reviewing the boards regularly for information important to them.

LUNCH FACILITIES

The School maintains a lunchroom, which has a refrigerator and microwave oven for the convenience of our staff. The School also provides coffee. All staff members are responsible for cleaning any

materials they may use for their own needs, including coffee cups, dishes, trays and refuse.

PARKING

Parking is available for all staff. It is advisable to always lock your car. The School assumes no responsibility for damage to cars or for loss of personal property while on School premises.

EMERGENCY PROCEDURES

In case of an emergency, notify your supervisor immediately. If your supervisor is not readily available, notify the main office.

V

PERSONNEL POLICIES

COMPLIANCE WITH FEDERAL AND STATE LAWS

Notre Dame High School must comply with the following provisions of federal or state law:

EMPLOYMENT AT WILL

Under School policy, all staff are employed at will for an indefinite period. This means that staff may resign at any time and the School may terminate employment at any time, for any reason, with or without cause. The School will endeavor to provide notice, when feasible, to staff prior to termination and expects that staff who desire to resign to provide advance notice as well. No employee or other School representative can modify this policy in any manner nor enter into any agreement that is contrary to this policy unless it is in writing and signed by the Principal or President. This policy shall not be considered modified by any conduct or by any statements contained in this or any other employee handbook or any other materials generated by the School or its staff. This constitutes the entire agreement between the company and its staff with regard to matters set forth in this paragraph.

ARBITRATION

Any controversy, dispute or claim between the School and any employee arising out of and/or involving the termination of their employment relationship shall be settled by binding arbitration, at the request of either party, in accordance with the Employment Dispute Resolution Procedures of the American Arbitration Association. The American Arbitration Association shall give each party a list of names drawn from its panel of labor and employment arbitrators. The arbitrator shall apply California substantive law and the California Evidence Code to the proceeding. The demand for arbitration must be in writing and must be made by the aggrieved party within ninety days of the event-giving rise to the demand. The arbitration shall take place in Los Angeles County, California. The parties shall be entitled to conduct reasonable discovery, including conducting depositions and requesting documents. The arbitrator shall have the authority to determine what constitutes reasonable discovery and may limit the number of depositions a party may take and the number and nature of documents a party may request. The arbitrator shall prepare in writing and provide to the parties an award including factual findings and the reasons upon which the decision is based. The decision of the arbitrator shall be binding and conclusive on the parties and unreviewable for error of law or legal reasoning of any kind. Judgment upon the award rendered by the arbitrator may be entered in any court having proper jurisdiction. The arbitrator shall determine if there is a prevailing party and the prevailing party shall be awarded reasonable attorney's fees. The fees for the arbitrator shall be paid equally by both parties. This policy contains the entire agreement between the School and its employees with regard to the matters set forth in this paragraph.

ORIENTATION PERIOD

The orientation period for all new staff is approximately 3 consecutive months following the most recent commencement of employment. Each new employee is in a trainee status during the

orientation period. During this period staff will have the opportunity to learn about the objectives, history and nature of our school as well as the requirements of the work they will be performing. During this same period we will have an opportunity to observe the employee's skills, abilities, attitudes, attendance and potential for contributing to our mutual welfare. At the end of the orientation period each employee will be advised of his or her progress and opportunities with the School. The orientation period does not end until the employee has been specifically advised of his or her status. The School reserves the right to extend the duration of the orientation period when such an extension is determined to be appropriate.

All benefits normally granted to staff will accrue to new staff during the orientation period unless otherwise specified; however, all such benefits will not be earned or vested until this period is successfully completed.

ADVANCEMENT, PROMOTIONS AND TRANSFERS

The School advances, promotes and transfers staff on the basis of such things as ability, achievement and need. We believe the opportunities for ambitious staff to advance and grow will increase. Whenever possible, we will fill openings and promote from within the School.

Administration will try to post job openings in a manner which allows all staff opportunities to apply for the positions they most desire and for which they feel best qualified to perform.

EMPLOYEE DISCIPLINE

Like most organizations, the School utilizes various procedures when such things as misconduct or poor performance occur. Verbal-warnings, written warnings, disciplinary suspensions without pay and discharge are generally the procedures used for any unacceptable conduct. These discipline procedures are followed in no particular sequence, and there may be occasions where the School determines that circumstances warrant immediate termination without any prior warning(s), suspension(s), or notice.

Written warnings and suspension notices should be signed both by the supervisor and employee. The employee's signature is not an admission of guilt, but merely acknowledges receipt of the notice. If an employee disagrees with the warning and desire to made comments, the employee is entitled to write these comments on the warning memorandum form.

MISUNDERSTANDINGS AND GRIEVANCES

Anytime people work together there are bound to be occasional misunderstandings or grievances. While we certainly hope that these will be infrequent, we recognize that they may occur. We will make every effort possible to resolve them quickly in a manner, which is equitable to everyone.

Any employee who has a complaint should first discuss it with his or her supervisor, who will do his or her best to resolve the matter. However, if the employee feels the matter has not been or can not be properly resolved at that level, then he or she should arrange a meeting with the appropriate administrator.

If the employee is still not satisfied, the supervisor will arrange a meeting with the President or the

Principal who will listen to all sides of the dispute and make a decision which will be final and binding on all parties.

In addition to complaints about their own circumstances, staff is expected to notify the appropriate supervisor if they become aware of any violations of School rules or policies.

Each employee must utilize and exhaust this exclusive grievance procedure to resolve any problem arising out of the employment relationship before pursuing any remedy elsewhere.

We will not tolerate reprisals or retaliation against any employee who exercises his or her rights under this grievance procedure.

HARASSMENT POLICY

The School strongly believes that all people have the right to work in an environment free from all forms of unlawful harassment. Harassment, including sexual harassment, of one employee by another employee or supervisor is prohibited by both state and federal law. The purpose of this policy is to assure that no form of harassment occurs at our School. This harassment policy includes, but is not limited to, harassment based on a person's race, nationality, gender, religion, physical or mental disability, age, and sexual orientation.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature. Sexual harassment includes many forms of offensive behavior. The following is a partial list of the types of behavior that could constitute sexual harassment:

1. Verbal harassment such as derogatory comments or slurs, comments about an individual's body, use of sexually degrading words, suggestive or offensive notes, letters, or invitations;
2. Physical harassment such as assault, impeding or blocking movement, or any physical interference with normal work or movement when directed at an individual;
3. Visual forms of harassment, such as displaying derogatory posters, cartoons or drawings that are offensive;
4. Requests for sexual favors or unwanted sexual advances; and
5. Any other conduct that unreasonably interferes with an employee's performance of his or her job that creates an intimidating, hostile or offensive working environment.

In keeping with our policy, the School will not tolerate any kind of unlawful harassment, particularly sexual harassment, by any of its employees. Any employee who is subjected to or witnesses possible harassment must immediately bring the incident to the attention of Principal, President or Controller or any other member of management without fear of reprisal. The matter will be thoroughly investigated, and confidentiality will be maintained to the extent possible. After reviewing all the evidence, a determination will be made concerning whether reasonable grounds exist to believe that harassment has occurred. Appropriate action will be taken to remedy the injury, if any, to the employee subjected to the harassment. The persons involved will be advised of the determination if appropriate.

It is the obligation of all employees to cooperate fully in the investigation process. The School considers any harassment based on unlawful discrimination to be a major offense, which can result in disciplinary action for the offender, up to, and including discharge. In addition, disciplinary action will be taken against any employee who attempts to discourage or prevent another employee from bringing harassment to the attention of management.

The School wants to assure all of its employees that measures will be undertaken to protect those who complain about harassment from any further acts of harassment, coercion or intimidation, and from retaliation due to their reporting an incident of this type or participating in an investigation or proceeding concerning the alleged harassment.

If any employee believes that the above procedure has not resolved his or her situation, that employee may contact the Department of Fair Employment and Housing (DFEH) at (916) 445-9918 to determine the location of the branch of the DFEH that is nearest to you to file a claim within one year of the date that the harassment occurred. The DFEH serves as a neutral fact-finder and will attempt to assist the parties to voluntarily resolve their disputes. In the event that the DFEH is unable to obtain voluntary resolution and finds that harassment has occurred, the DFEH may award reinstatement or monetary damages.

NON-FRATERNIZATION POLICY

The School desires to avoid misunderstandings, the appearance of favoritism, claims of sexual harassment, employee morale problems and other work related problems that can result from certain relationships between staff. Accordingly, all staff, both management and non-management, are prohibited from fraternizing or becoming romantically involved with other staff when, in the opinion of the School, their personal relationship may create a potential conflict of interest, cause disruption, create a negative or unprofessional work environment, present concerns regarding supervision, safety, security or morale, or cause other work related problems.

IMMIGRATION COMPLIANCE

The School is committed to full compliance with the Immigration Reform and Control Act of 1986. This law requires that every employee provide valid documentation of his or her identification and his or her legal right to work in the United States no later than three days following the date of hire. Accordingly, all new hires will be required to present the appropriate documentation at the time of hire.

ALCOHOL AND DRUGS

We believe that intoxicants do not belong in the work environment. Therefore, we have a firm School policy concerning all intoxicants. Employees may be disciplined, up to and including discharge without prior notice or warning, even for a first offense, for any of the following:

1. For reporting to work and/or working with the presence of intoxicants in their bodies in any detectable amount,

2. For bringing intoxicants into the workplace,
3. For possessing or ingesting intoxicants in the workplace during working hours, including lunch and rest breaks,
4. For involvement in the manufacture, sale, purchase, transfer, distribution or dispensation of intoxicants in the workplace and/or during working hours, including lunch and rest breaks, and,
5. For providing false or misleading information about any of the foregoing with regard to themselves or others.

As used above, workplace includes any premises where an employee may be working on behalf of the School. Intoxicants include, but are not limited to, alcoholic beverages, marijuana, narcotics, barbiturates, amphetamines, and any other controlled substance other than those taken under the direction and prescription of a licensed physician. Intoxicants also include legal drugs (prescription and over the counter), whether or not taken under the direction and prescription of a licensed physician, to the extent that their ingestion may affect the safety of coworkers or members of the public, the employee's job performance, or the safe or efficient operation of the School facility.

While employees may be disciplined based upon a good faith belief that this policy has been violated, there may be circumstances where the School determines that it is necessary to conduct searches of employees and their personal belongings and/or to require employees to submit to monitored tests for detecting and identifying intoxicants, including breath, urine and blood analyses. For example, the School will require an employee to submit to monitored tests when an accident has occurred and it appears, in the School's sole discretion that the employee may have contributed, in whole or in part to the accident. The School will pay the cost of any test taken. The results of the test may be used as a basis for disciplinary action, up to and including discharge, even for a first offense. An employee's consent to searches and consent to submission to tests is required as a condition of employment. An employee's refusal to consent when requested by the School may result in disciplinary action, including discharge, even for a first offense.

NON-SMOKING ENVIRONMENT

The School desires to provide a work environment that is both healthy and comfortable for its entire staff. Therefore, all of the School premises are designated as non-smoking areas. Staff who desire to smoke must do so during rest and lunch breaks away from School premises.

TERMINATION

All staff at our School is employed in accordance with California Labor Code Section 2922 which states, "An employment, having no specified term, may be terminated at the will of either party..."

Thus, each employee's employment is "at will" and shall continue as long as it is mutually agreeable to the employee and to the School. No employee or other School representative may modify the policy in any manner nor enter into any agreement that is contrary to this policy unless it is in writing and signed by the President of the School. This policy shall not be considered modified by any conduct or by any statements contained in this or any other employee handbook or any other materials generated by the School or its staff. Any statement of specific grounds for termination set forth in this handbook or elsewhere shall not be interpreted as restricting the School's right to terminate at will.

This constitutes the entire agreement between the company and its staff with regard to the length of employment.

Should an employee decide to resign, he/she should give the School as much advance notice as possible. Providing such advance notice will affect an employee's good standing with the School and eligibility for rehire consideration.

Severance is not normally paid at the time of termination (including layoff) or resignation. However, there may be circumstances in which the School, at its sole discretion, decides to give severance pay to an employee leaving the company.

Any employee who fails to report for work at their starting time without giving prior notice to the School will be considered to have voluntarily quit unless a reasonable excuse is offered at the earliest possible time and accepted by the School.

At the time of termination of service, all School property (e.g., uniforms, tools, keys) must be turned in to your supervisor. Staff who fail to return uniforms, tools, or other equipment supplied by the School will have the cost of the items not returned deducted from their last paycheck.

A staff member who resigns with at least 72 hours notice or who is terminated involuntarily may obtain their final paycheck from the business office at the time of termination. Staff who quit without notice may obtain their final paycheck from the business office during normal business hours after the third day following their quit.

LAYOFFS

There may be occasions when, in management's judgment, circumstances require a temporary or permanent rescheduling of work and/or a temporary or permanent layoff. In that event, management shall decide which staff will be laid off, retained, transferred and/or have their hours adjusted based upon management's judgment of the School's need.

EXIT INTERVIEW

Staff terminating employment will be requested by management to meet for an exit interview. This interview will afford an opportunity for an exchange of information concerning your employment experience. Suggestions for improvement concerning work assignments or other matters regarding operation of our business are always welcomed.

CONFIDENTIALITY

Many School matters are of a confidential nature and all staff are expected to maintain this confidentiality. If you are not certain about what matters are to be treated as confidential, ask your supervisor. Violations of this policy can result in discipline, up to and including termination.

SECURITY

In order to protect staff, their belongings, and School property, as well as maintain an orderly working environment and prevent disclosure of confidential School information, the following security measures are necessary.

All visitors are to enter through the main office and sign in and wait to be directed.

In the event of a theft or an unauthorized taking by an employee, or suspected theft or unauthorized taking by an employee, we want to minimize discipline based upon suspicion or subjective judgment. Therefore, we must reserve the right to conduct searches of persons and their personal belongings whenever we deem it necessary. An employee's consent to searches is required as a condition of employment. An employee's refusal to consent when requested by the School may result in disciplinary action, including discharge. In the event of a theft or unauthorized taking, the School will actively pursue both criminal and civil action to the maximum the law will allow.

Staff who are or may become privy to confidential School information may be requested to sign a non-disclosure agreement as a condition of employment.

THEFT PREVENTION

If you believe that a person is unlawfully taking something of value from the School or any of its staff, you must alert your manager immediately.

If you believe an employee is stealing, you must notify the Controller of the School immediately. This will be kept highly confidential. Do not attempt to deal with the employee yourself.

The School will pursue employee theft to the full extent of the law.

FRAUD POLICY

Background

The School fraud policy is established to facilitate the development of controls that will aid in the detection and prevention of fraud against Notre Dame High School. It is the intent of Notre Dame High School to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and conduct of investigations.

Scope of Policy

This policy applies to any irregularity, or suspected irregularity, involving employees as well as board members, consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and/or any other parties with a business relationship with Notre Dame High School.

Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship to the Company.

Policy

The Administration is responsible for the detection and prevention of fraud, misappropriations, and other irregularities. Fraud is defined as the intention, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury. Each member of the administrative council will be familiar with the types of improprieties that might occur within his or her area of responsibility, and be alert for any indication of irregularity.

Actions Constituting Fraud

The terms defalcation, misappropriation, and other fiscal irregularities refer to, but are not limited to:

- Any dishonest or fraudulent act
- Misappropriation of funds, securities, supplies, or other assets
- Impropriety in the handling or reporting of money or financial transactions
- Disclosing confidential and proprietary information to outside parties
- Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials to the high school.
Exception: Gifts less than \$50.00 in value
- Destruction, removal or inappropriate use of records, furniture, fixtures, and equipment; and/or
- Any similar or related irregularity

All irregularities should be reported to a member of the administrative council or in the case of a key administrator, the chairman of the board. If investigation substantiates that fraudulent activities have occurred, the administrative council member will issue reports to the appropriate designated personnel and, if appropriate, to the Board of Directors through the executive committee.

Confidentiality

Great care must be taken in the investigation of suspected improprieties or irregularities so as to avoid mistaken accusations or alerting suspected individuals that an investigation is under way.

The proper response to any inquiries is: "I am not at liberty to discuss this matter." Under no circumstances should any reference be made to "the allegation," "the crime", "the fraud", "the forgery", "the misappropriation," or any other specific reference.

The reporting individual should be informed of the following:

- Do not contact the suspected individual in an effort to determine facts or demand restitution.
- Do not discuss the case, facts, suspicions, or allegations with *anyone* unless specifically asked to do so by the administrative council member.

Termination

If an investigation results in a recommendation to terminate an individual, the recommendation will be reviewed for approval by the designated representatives from the administration or the Board of Directors and, if necessary, by outside counsel, before any such action is taken. An administrative council member does not have the authority to terminate an employee. The decision to terminate an employee is made by the Principal, President, or Board of Directors. Should the administrative council member believe the decision of the Principal or President is inappropriate for the facts presented; the facts will be presented to executive committee of the board for a decision.

Administration

The President and Principal are responsible for the administration, revision, interpretation, and application of this policy. The policy will be reviewed annually and revised as needed.

HEALTH AND SAFETY

In our ongoing attempt to provide and maintain safe working conditions for all staff, we strive to comply with all applicable health and safety laws and regulations. Every employee is responsible for practicing safe work habits to assure the safety of themselves and their fellow staff, to report immediately any health or safety hazards to their supervisor, and to keep their work area free of dirt, paper or other material, which could create a health, or safety hazard.

Staff are expected to know and follow the safety rules set forth in detail in Section VI of this Handbook.

All on-the-job injuries or illnesses, regardless of how small or insignificant, must be reported immediately to your supervisor. Failure to do so may result in discipline, including discharge.

HOUSEKEEPING

We strive to provide a clean, orderly and comfortable working environment for all staff. Your comments and suggestions for improving all or any part of our working environment and business are encouraged and should be communicated to management through your supervisor. Your efforts in helping to keep our facilities clean and well-maintained, both inside and outside, will not only be greatly appreciated by each of us, but also will enhance our ability to grow and prosper.

DRESS CODE

Proper attire and grooming is important in maintaining a professional atmosphere throughout our facility. When our student's family visits us, neatly attired and groomed staff help to create a favorable impression.

Rather than dictate a list of what is considered to be appropriate attire, we feel that our staff have the maturity and common sense to come to work dressed in clothing, which is clean, neat, in good taste, and appropriate to their duties. Inappropriate attire would be clothing, footwear and accessories designed primarily for evening, sports or leisurewear. Please ask if you have questions.

USE OF BUSINESS TELEPHONES

Staff members are requested to make school calls brief. Long distance calls should be written down and turned in to the Controller. The telephone located in the lounge is especially for faculty/staff use. Students are generally not permitted to use school phones.

SOLICITATIONS, MEETINGS, AND DISTRIBUTION

Since certain activities may disrupt business activities, cause hard feelings or damage either employee relationships or the School's reputation, the following activities are prohibited unless previous permission has been obtained from management:

1. Solicitations or selling, for any reason or cause, on School premises during working time;
2. Posting notices on School premises, at any time;
3. Holding unauthorized meetings on School premises, at any time;
4. Removal or defacing of approved posted School notices; and
5. Distribution of literature or any other materials in working areas at any time and in non-working areas during working time.

Nondiscrimination Policy

Notre Dame High School will in no way discriminate against an applicant for employment on the basis of sex, age, handicap, race, color or national and/or ethnic origin.

Criminal Record Summary

Staff members may not begin work until clearance notification has been received from the Department of Justice.

Virtus Training

All employees and volunteers working with children must be certificated by the Archdiocese of Los Angeles as VIRTUS-trained.

Child Abuse Awareness Form

The Clute Bill requires as of July 1, 1985, that any new employee of a school must read and sign the Child Abuse Reporting Acknowledgment Form, (which informs the employee of the obligation to report any suspected occurrence of child abuse to the proper authorities). This form is to be signed by all new employees at the time of hiring and all employees at the beginning of each school year. (Appendix C 1- 4)

Employment Eligibility Verification

All employees hired by the school must complete Form I-9, Employment Eligibility Verification, as a condition of hiring. This is to be in compliance with The Immigration Reform and Control Act of 1986. (Appendix D 1-3)

Tuberculosis Examination Requirements

The tuberculosis examination requirements for faculty, staff, and volunteers became effective on January 1, 1987. The initial examination must consist of a Mantoux skin test (not a chest X-ray) unless the employee can document, in writing, history of previous positive skin tests. All persons with a negative skin test history must have repeated skin tests at least every four years. The skin test must be an Intradermal Mantoux 5 TU (.0001mg) PPD. All persons with a negative skin test history who convert to a positive skin test or those who have a history of a positive skin test must provide a certificate from a health provider stating that they are free from communicable disease. The health

provider may or may not choose to use a diagnostic chest X-ray.

HIV/AIDS Infection Policy According to the Archdiocese of Los Angeles

All school personnel are strongly encouraged to read the document, “The Many Faces of AIDS: A Gospel Response,” as adapted for use by the Archdiocese. HIV/AIDS is not spread by casual, everyday contact, therefore, barring special circumstances; persons infected with HIV/AIDS may be employed in Catholic schools. Usually, these employees are entitled to all rights and services accorded to other employees. Their situation will be responded to as their circumstances require. Decisions regarding these employees must take into account Christian concern and compassion, community health and well-being, and individual privacy and needs.

The schools will undertake an educational effort to inform staff, and parents about serious communicable diseases in general and acquired immune deficiency syndrome (AIDS), in particular.

Should any school employees be diagnosed with HIV/AIDS, those employees should inform the principal, as they should in case of any other serious communicable disease. Employees should also keep the principal informed about the progress of treatment.

Subject to the requirements of the law and archdiocesan guidelines, the school will keep in strict confidence all information it receives from any source regarding employees with HIV/AIDS infection. Any school employee who learns of a breach of confidentiality must immediately report that information to the principal and, in turn, maintain confidentiality.

Responsibilities

All staff members are accepting employment at Notre Dame High School and thus agreeing to fulfill and maintain all the rules, regulations, policies, and directives which are or may be thereafter enacted by the Board of Directors, the President, or the Principal for the good order and government of this school. Staff members are expected to uphold moral and religious principles as outlined by the Magisterium of the Roman Catholic Church and to support the programs offered by the Religion Department and the Campus Ministry.

Legal Issues:

Reporting Child Abuse

It is a crime for certain professionals not to report suspected child abuse to the proper authorities. Failure to report by telephone and in writing within 36 hours, the observation of a “minor who has physical injury or injuries which appear to have been inflicted upon him or her by other than accidental means by any person, that minor has been sexually molested or that any unjustifiable pain or mental suffering has been inflicted upon the minor... to both the local police authority having jurisdiction and to the juvenile probation department (or in the alternative, either to the county welfare department or to the county health department)...” is a misdemeanor, punishable by six months in jail or a \$1000 fine or both. Those professionals required by this law to report include school principals, employees, supervisors of child welfare and attendance, and certificated pupil personnel employees. These persons are not liable for either civil damages or criminal prosecution as a result of making a report unless it is proven that they made a false report with malice.

If any member of the faculty or coaching staff at Notre Dame High School observes or becomes

aware of what appears to be child abuse, that person must contact one of the Deans or the Director of Counseling immediately.

All employees of Notre Dame High School will be required to sign an affidavit verifying knowledge of the provisions of Section 11164 in the Penal Code and willingness to comply with its provisions. (Appendix C 1- 4)

GUIDELINES FOR PROFESSIONAL RELATIONSHIPS WITH STUDENTS

All those employed by Catholic schools should recognize that while on campus or at any school related event they are role models who are called to treat each student with respect and care. Faculty and staff members must maintain professional relationships with students both on and off the campus.

- A faculty or staff member may not associate or be present with students or be party to activities where civil law and/ or school rules are violated.
- Students must be viewed as the “restricted individuals” they are, that is, they are not independent. Wherever they are and whatever they do should be with the explicit knowledge of the parents or guardian. They are not adults and are not permitted independent decisions. All involvements/interactions should be approached from this premise.
- Caution and professional attitudes are to be observed in all interactions with students.
- Students are never allowed to go to a faculty/staff member’s home unless it is a school-sponsored activity. Such activities would require the written permission of the parents, other adult chaperones, and the expressed and detailed knowledge/permission of the school administration.
- Driving students is prohibited unless it is to or from a school-sponsored activity, which requires parental permission slips that indicate that the transportation is by the faculty/staff member’s personal vehicle. The school administration must approve any use of personal vehicles to transport students.
- Student trips must have a sufficient number of adult chaperones to preclude the appearance of inappropriate personal involvement with students.
- Games or sports activities with students should be engaged in only in the presence of others, or in a place openly accessible/visible to others.
- A faculty or staff member may not date a student. A breach of this code will result in immediate dismissal.
- Faculty and staff members must avoid assuming the role of a “father or mother figure”, which tends to create an excessive emotional attachment for all parties.
- Faculty and staff must never exploit their authority in their dealings with students.
- While in a room with a student/students present, the door should remain open, or there should be clear visibility through door windows.
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo must be avoided when interacting with students.
- Topics or vocabulary, which could not comfortably be used in the presence of parents or the school principal, should not be employed with students.

- Alcohol should not be consumed in the presence of students, unless the administration has authorized its use at a school-sponsored event, nor should it be used irresponsibly prior to attending school events.
- Teachers/staff members must respect the physical boundaries of their students. Students must never be touched punitively, nor should they be touched in any way that could be construed as inappropriately affectionate.
- All employees and volunteers working with children must be certificated by the Archdiocese of Los Angeles as VIRTUS-trained.

Accident Procedures

In the event of a student injury:

- The employee should survey the injury: quickly check for excessive bleeding or impairment of respiration. If either is noted, the teacher should take appropriate first aid measures, if trained to do so otherwise call the Fire Department 911 service.
- If any of the vital signs are involved (i.e., excessive, profuse bleeding or respiratory difficulty, etc.) call the Fire Department 911 service.
- If, in the employees's judgment, nothing could be gained by transfer to the training room and immediate transfer to an emergency facility is indicated because of severity of pain, impending shock or possible complication, call the Fire Department 911 service and the injured student should be taken to the hospital.
- The employee should stay with the injured student and have some other responsible person call the Fire Department 911 service
- Accepted first aid procedures must be followed at all times. The employee should make the student as comfortable as possible; keep the student warm; and remain calm himself/herself. This is most reassuring to the injured student.
- The employee should notify the school Main Office, explaining who was injured, type of injury and the disposition of the case.
- The parents should be notified of the injury (the school secretary or some other responsible person may do it). He/she should explain to them, very calmly, the apparent nature of the injury and the action being taken.
- The employee (or some responsible person) will follow the ambulance to the hospital unless the parents are present.
- Complete the accident report as soon after the accident or injury as possible, while details are still familiar and witnesses are still present. Forward the report to the Controller's office within 24 hours.
- If an injury occurs when the Controller's office is closed, the Principal or some member of the administration should be informed.

Summary of Emergency Procedures:

1. Survey injury and check the student's condition call 911 for emergency help.
2. Stay with the student and have some responsible person call for 911 service.
3. Follow the accepted first aid procedures.
4. Notify the school Main Office.
5. Complete the accident report as soon as possible.

Transporting of Students and Use of School Vehicles

Employees will not be allowed to operate any school vehicle or transport any student in any way if their Department of Motor Vehicles check shows that the employee:

- Had three or more preventable accidents within a three year period;
- Had three or more moving violations within a three year period;
- Had a total of three or more preventable accidents and moving violations within a three year period;
- Knowingly participated in the illegal manufacture, transportation, distribution, possession, sale, or use of alcohol or illegal drugs, and/or;
- Has been convicted of operating a vehicle while under the influence of alcohol and/or illegal drugs.

No applicant whose record shows he/she left the scene of an accident resulting in personal injury or death can be hired for a position requiring the use of a school vehicle or the transporting of students.

If an employee is involved in a situation similar to the one described above while authorized to operate a school vehicle, the school will temporarily suspend his/her school vehicle and transporting privileges until all information has been researched and a decision has been made by the school.

Non-Notre Dame Trips

Any employee who wishes to take Notre Dame High School students on a non-Notre Dame High School sponsored overnight trip (during the school year or during the summer) must submit a proposal to the Principal for approval at least three months before the planned departure.

EMPLOYEE ELECTRONIC COMMUNICATIONS POLICY

Electronic Communications Policy

1. Systems, Devices and Materials
 - a. Electronic communications systems include, but are not limited to electronic mail, voice mail, facsimile machines, stand-alone or networked computers, intranets, the Internet/World Wide Web and any other communications systems that may be created in the future.
 - b. Electronic communications devices include, but are not limited to, regular and mobile telephones, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, iPods, MP3 players, Blackberries, and other wireless equipment.
 - c. Electronic communications materials include, but are not limited to, DVD's, CD's, laser discs, audio and video-tape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications, emails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded, or otherwise accessed or stored content.
2. Electronic Communications Systems, Devices and Materials and Users Covered

- a. All electronic communications systems, devices and materials, at Notre Dame High School
 - b. All electronic communications systems, devices and materials, taken for use at home or on the road;
 - c. All personal devices and materials brought from home and used at school.
 - d. All personal devices and materials, regardless of location, that are used in such a manner that the school may be implicated in their use.
 - e. All users of electronic communications systems, devices and materials, including, but not limited to, students and their families.
3. Ownership and Control of Communications
- a. All systems, devices and materials located at the school and all work performed on them, are property of the school. These systems, devices and materials are to be used primarily to conduct school business, not personal business.
 - b. With permission from the president, principal or other person in charge, individuals may use systems, devices and materials, including access to the Internet, for personal business and web exploration. All users are expected to conform to appropriate content management and web surfing guidelines, whether during or outside regular school hours.
 - c. School systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are designed to protect confidential information, not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the president, principal or other person in charge at the school.

Notre Dame adheres to the Archdiocese of Los Angeles Secondary Schools Employee Electronic Communication Policy.

Electronic communications systems include, but are not limited to, electronic mail, voice mail, facsimiles, and computers, the Intranet, the Internet and World Wide Web. All users of electronic communications systems must comply with this policy.

Electronic correspondence with students shall be limited to purposes related to education. Fraternizing/socializing between employees and students is not permitted as it may compromise the school as well as the student/adult relationship. If the school provides the employee with an e-mail account, then no other e-mail account may be used in communicating with students or parents. School personnel are expected to maintain their professionalism and act responsibly. The moral, legal, and ethical considerations need to be considered in any e-mail activity. A violation of this policy may result in disciplinary action, up to and including termination of employment.

- All systems, all information stored on them, and all work performed on them, are school property.
- All systems are to be used primarily to conduct school business, not personal business. Employees using the Internet for personal business and web exploration may do so outside school hours or during class breaks. Employees are expected to conform to appropriate web surfing guidelines, whether during school or outside school hours.

- Communications on school systems are not private, and security cannot be guaranteed. Passwords and user IDs are designed to protect confidential information, not to provide employees with personal privacy. All passwords should be on record.
- The school reserves the right to monitor, access, retrieve, read and disclose all messages created, sent, received, or stored on the systems (including connections made and sites visited) to law enforcement officials or others, without prior notice.
- Staff members should use care in creating e-mail messages. The contents of e-mail cannot be considered private or confidential. Even when a message has been deleted, it may still exist on a backup system, be restored, be printed out, or may have been forwarded to someone else without its creator's knowledge.
- As with paper records, proper care should be taken in creating and retaining electronic records, which can affect the reputation of the school and which the school may some day have to produce in connection with a lawsuit.
- All postings to "All Employees" on the Intranet or the World Wide Web must be approved by the principal.
- Any files downloaded from the Internet and any computer disks received from non school sources must be scanned with virus detection software; immediately report any viruses, tampering or other system breaches.

Users of the school electronic communication systems may not:

- Post or distribute communications which may contain content that a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, or derogatory, including but not limited to sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, political beliefs, or disability;
- Upload, download, view or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets, or other confidential, private, or proprietary information or materials to which staff members does not have access rights;
- Damage, alter disrupt, or gain unauthorized access to computers or other systems;
- Enable unauthorized persons or access or use school systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).
- Transmit confidential, proprietary, or sensitive information.
- Introduce a virus, attempt to breach system security or tamper with the system.

- Violations of this policy, including breaches of confidentiality or security, may result in suspension of electronic communication privileges disciplinary action up to and including termination.

SOCIAL NETWORKING SITES

Staff need to remember that the World Wide Web is a public forum, any use of social networking sites (Facebook, My Space or similar sites) should reflect Catholic principles and teachings. What you may publish on the internet should reflect your position as a mature, professional individual.

VI

RULES OF CONDUCT FOR ALL EMPLOYEES

In every organization where many people work together, some specific rules are necessary to establish acceptable standards of conduct, assure fair treatment of all staff and enhance the smooth operation of the organization. We have attempted to keep these rules to a minimum. Their purpose is to maintain a congenial and productive working environment without placing unreasonable restrictions on anyone.

The following are examples of the type of behavior that could result in disciplinary action. This list is not exhaustive, but rather, illustrates examples of the behavior for which staff can be disciplined, including discharge. Staff are expected to refrain from engaging in the following conduct.

Attention to Duties:

1. Marking another employee's time card or having another person mark your time card.
2. Leaving your workplace before the start of breaks or quitting time (except for personal necessities).
3. Repeated tardiness or absence, even though reported and excused.
4. Being negligent or careless in performing your assigned duties and responsibilities.
5. Incompetent or inefficient performance of assigned duties and responsibilities.
6. Conduct, which indicates an inattentive or indifferent attitude toward your duties.
7. Falsification of any written reports or records, including employment applications, production records, time records, etc.
8. Interference with the work performance of any employee(s), delaying or otherwise impeding production, or influencing or attempting to influence others to so interfere.

Personal Misconduct:

1. Insubordination or uncooperative conduct, including refusing to follow a supervisor's or manager's requests, instructions or orders, or refusing to abide by any School rule or policy.
2. Gambling or involvement in any activity connected with unapproved gambling, including lotteries or games of chance, while on School premises or while engaged in School business away from School premises.
3. Fighting, threatening bodily harm or provoking such misconduct.
4. Bringing onto or possessing firearms or other weapons while on School premises or while

engaged in School business away from School premises.

5. Violation(s) of School policies concerning security or unauthorized disclosure of confidential School information to any person(s).
6. Unauthorized removal of any property from the School. Theft or unauthorized possession, use, or deliberate abuse or destruction of any School property, or the property of another employee. Repair of School property or equipment which is damaged as the result of negligent or willful abuse or destruction shall be at the expense of the person or persons responsible for the damage.
7. Immoral behavior, misconduct, harassment, or use of abusive or provocative language while on School premises or while engaged in School business away from School premises.
8. Engaging in conduct at any time and any place that could reflect negatively upon the School or impair the School's reputation.
9. Inappropriate interaction with students which is not keeping with the "Guidelines For Professional Relationships with Students."

GUIDELINES FOR PROFESSIONAL RELATIONSHIPS WITH STUDENTS

All those employed by Catholic schools should recognize that while on campus or at any school related event they are role models who are called to treat each student with respect and care. Faculty and staff members must maintain professional relationships with students both on and off the campus.

- A faculty or staff member may not associate or be present with students or be party to activities where civil law and/ or school rules are violated.
- Students must be viewed as the "restricted individuals" they are, that is, they are not independent. Wherever they are and whatever they do should be with the explicit knowledge of the parents or guardian. They are not adults and are not permitted independent decisions. All involvements/interactions should be approached from this premise.
- Caution and professional attitudes are to be observed in all interactions with students.
- Students are never allowed to go to a faculty/staff member's home unless it is a school-sponsored activity. Such activities would require the written permission of the parents, other adult chaperones, and the expressed and detailed knowledge/permission of the school administration.
- Driving students is prohibited unless it is to or from a school-sponsored activity, which requires parental permission slips that indicate that the transportation is by the faculty/staff member's personal vehicle. The school administration must approve any use of personal vehicles to transport students.
- Student trips must have a sufficient number of adult chaperones to preclude the appearance of inappropriate personal involvement with students.

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- A faculty or staff member may not date a student. A breach of this code will result in immediate dismissal.
- Faculty and staff members must avoid assuming the role of a “father or mother figure”, which tends to create an excessive emotional attachment for all parties.
- Faculty and staff must never exploit their authority in their dealings with students.
- While in a room with a student/students present, the door should remain open, or there should be clear visibility through door windows.
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo must be avoided when interacting with students.
- Topics or vocabulary, which could not comfortably be used in the presence of parents or the school principal, should not be employed with students.
- Alcohol should not be consumed in the presence of students, unless the administration has authorized its use at a school-sponsored event, nor should it be used irresponsibly prior to attending school events.
- Teachers/staff members must respect the physical boundaries of their students. Students must never be touched punitively, nor should they be touched in any way that could be construed as inappropriately affectionate.

VII

REPORTING & SAFETY RULES FOR ALL EMPLOYEES

We strive at all times for an excellent safety record. Good safety practices must be followed at all times and include, but are not limited to, the following rules. Failure to observe these rules could result in discipline, including discharge.

1. Walk; do not run on School premises.
2. Shorts, flip-flops or bare feet are not allowed under any circumstances.
3. Horseplay is forbidden, as it may be a danger to you or other staff.
4. Do not lift or push objects that are too heavy or awkward for you to handle. Ask for help. To lift correctly you should bend your knees, keep your body erect, and push upward with your legs.
5. Do not stand on chairs, desks, tables, etc. to perform tasks above your reach. If your department does not have a ladder, facilities will perform the task for you.
6. If you department has a ladder or a lift, familiarize all users with ladder and high reach safety procedures.
7. Use only the equipment assigned to your department. Facilities will not loan tools or equipment.
8. Encourage your co-workers to follow safety practices.
9. Good housekeeping in your work area is essential. The vicinity surrounding your area must be kept clean and orderly. Remove all waste debris. Keep equipment and safety devices free from obstruction and easily accessible.
10. Know the location of fire extinguishers in your work area.

Reporting procedures:

- All injuries-no matter how slight-must reported immediately to your supervisor. The supervisor will forward the report to the business office per Cal/OSHA and Worker's Compensation requirements.
- Property damage, unsafe conditions and health hazards must be reported to your supervisor who will contact the Facilities Dept. for immediate correction.

VIII

FINANCIAL ISSUES

Fundraising

The President or Principal must approve all fundraising projects done by or with students for the benefit of school-sponsored activities. At the beginning of the school year, plans for such events must be submitted first to the Vice Principal of Student Life for review and endorsement.

Money Collected During School Hours

Money collected during school hours should be turned in daily to the Business Office. Faculty and or Staff should not keep any money in their classrooms or offices overnight. Fill out a cash remittance form and deposit in the Business Office.

Special arrangements need to be made with the Business Office if you need to hold checks or cash.

Money Collected After School Hours

The school has a night deposit safe in the Copy Room for the deposit of all cash and checks taken after school hours. It is the responsibility of the person designated to handle cash, to see that the cash is counted and deposited in this school safe on the night of the event. Cash should not be taken home and returned to the school on the day following the event; this puts both the school and the person involved at risk.

When it is not possible to count the deposit before dropping it into the safe, the responsible party should request that the Business Office personnel open the safe with a witness present. The cash should then be counted and turned in immediately to the Business Office.

If you don't have a key to the Copy Room, please see Mary Oyler for one before the night of the event.

Approval for Expenditures

The Department Chairperson and the Controller must sign purchase orders over \$250.

Any purchase of goods and services in excess of \$2,500 or which have not been included in the approved annual budget, require the signature of the Department Chairperson, the Controller, and the Principal.

Three written bids from vendors must be obtained for purchases in excess of \$500.

Reimbursement for Expenses

All requests for reimbursement of personal funds disbursed on behalf of the school should be

submitted on the appropriate form obtained from the Controller's office.

These expenditures must be fully documented by receipts or other proof of purchase. Department head approval should be obtained on the reimbursement form.

Use of Purchase Order

A purchase order must be issued and approved before an order is placed. It should be determined if the expenditure falls within budgetary constraints.

- Amounts of \$250 require the signature of the Department Chairperson and the Controller.
- Purchase orders over \$2,500 or unbudgeted items need to be signed by the Department Chairperson, the Controller, and the Principal.

Accounts Payable issues and records the purchase order number and the purchaser for control purposes in a logbook. The purchase order is sequentially numbered and is comprised of three parts to be distributed as follows:

White copy: For Vendor: either faxed or mailed. The vendor should reference the purchase order number on the invoice. The purchaser should keep an extra copy or the original white for their records.

Yellow copy: For Accounts Payable who matches the purchase order to the invoice before payment. Original invoice & yellow purchase order are attached to check copy and filed after payment.

Pink copy: For Accounts Payable to file numerically.

Employee Travel Reimbursement:

Employee travel shall be for the following purposes:

- School or corporate business;
- Education programs or training;
- Program evaluation, development or research;
- Evaluation or assessment of equipment or facilities.

Travel authorization:

- All travel must be approved in advance by the Department Chairperson responsible for the department and be within budget.
- Travel out of the Los Angeles area must be approved in advance by the President or Principal.
- All air travel is to be at tourist or economy class.

Travel reimbursement:

- For travel requested by the school or by department or individual employee, reimbursement will be made for approved transportation, lodging, food, tips, and registration. Reimbursement for lodging should not exceed \$175.00 per night unless approved in advance. The maximum food allowance is \$30 per day; amounts spent beyond this limit will be the responsibility of the individual unless approved through a "travel approval voucher" by the President or Principal. One personal telephone call to maintain family contact is allowed once

each day of absence. Entertainment expense is authorized only when incurred for the specific benefit of the school and must be separately identified and approved.

(See appendix for Travel Approval – Reimbursement Voucher)

- Use of employee automobile is reimbursed at 50.5 cents per mile of travel.
- An expense statement is to be submitted within 10 days after return from a trip with receipts attached. It should be signed and forwarded to the appropriate department chairperson.

Appendix A

BOARD OF DIRECTORS
NOTRE DAME HIGH SCHOOL
BY-LAWS
OF

NOTRE DAME HIGH SCHOOL, SHERMAN OAKS, CALIFORNIA
(Approved October 20, 2009)

SECTION 1. PREAMBLE

1.1 Notre Dame High School, Sherman Oaks, California (the "School") is a non-profit California corporation established to maintain and operate a private, college preparatory Catholic high school in the Holy Cross tradition and under the sponsorship of the South-West Province, Congregation of Holy Cross ("Brothers").

SECTION 2. OFFICES

2.1 Registered Office. The registered office of the School shall be located at 13645 Riverside Drive, Sherman Oaks, California 91423.

2.2 Other Offices. The School may have such offices at such other places as the Board of Directors may from time to time determine as the business of the School may require.

SECTION 3. MEMBERSHIP

3.1 The Corporation shall have no members. Any action which would otherwise require approval by a majority of all members or approval by the members shall require only approval of the Board of Directors as provided in Section 4 below. All rights which would otherwise vest in the members shall vest in the Board of Directors.

SECTION 4. ROLE OF BOARD OF DIRECTORS

4.1 General. The Board of Directors shall have and exercise the corporate powers prescribed by the laws of the State of California. The essential function of the Board of Directors (the "Board") shall be policy making, the assurance of sound management and active participation in the provision of the necessary funds for the School. The Board has ultimate responsibility in determining general, educational, financial and related policies necessary for the administration and development of the School and for oversight of the School Mission (and

Mission effectiveness), as well as maintaining the School relationship and sponsorship with the Holy Cross Brothers (“Brothers”) and Holy Cross Institute consistent with the Document of Understanding between the Brothers and the Board.

The Board holds in trust the School's future and the Board's collective judgment is to focus on how the School can best serve the constituencies yet to come. As such, the Board's efforts are directed toward the strategic and long-term issues of policy and mission. The implementation, execution and administration of policy are the roles of the President, the Administration and Faculty.

4.2 Duties. The Board shall be responsible for the following:

- (a) The Board shall plan, develop and establish policy and guidelines and assess the performance of the School regarding its mission, strategic plan, educational goals, financial objectives and policies with the mission of the School and the tradition of Holy Cross.
- (b) The Board shall select the chief executive officer of the School who shall be the President (the "President"). The Board shall work in partnership with that individual. The Board delegates administration of the School to the President and shall assess the administration of the School annually through the President's evaluation process. The evaluation process shall include the establishment of goals and objectives, jointly between the Board and the President, as the primary basis for the evaluation.
- (c) The Board shall confirm the election or reelection of members of the Board of Directors before they may take office and confirm the appointment or reappointment of the President as chief executive officer, before he or she may take office.
- (d) The Board shall approve sale, lease, or encumbrance on any immovable assets belonging to or acquired by the School.
- (e) The Board shall approve any merger or dissolution of the corporation and designate the transfer of assets of the corporation in case of dissolution.
- (f) The Board shall enter into, make, perform and carry out contracts of every kind in furtherance of the purposes of the School.
- (g) The Board shall be responsible for the School's financial condition and its physical plant. In furtherance thereof the Board shall:
 - (1) Approve and adopt the annual operating budget, including a tuition schedule;
 - (2) Review the School's performance relative to its annual budget;
 - (3) Appoint independent auditors, require an independent certified audit (or audit review) annually and review and approve the annual audit/review;
 - (4) Approve plant maintenance, capital improvements and additions, and;
 - (5) Assure funds necessary to operate the School.

SECTION 5. ROLE AND DUTIES OF INDIVIDUAL DIRECTORS

5.1 General. Because of the natural closeness of individual Board members to the School community as parents or alumni, Directors must separate Director decisions from personal or family interests and act to support the authority of the President and the School as a whole.

5.2 Duties. The Directors shall perform the following duties:

- (a) Attend new Director orientation(s).
- (b) Attend Board and Committee Meetings.
- (c) Attend School functions designated by the Chairman of the Board, the President or the Board, and be a visible presence in the School's community.
- (d) Serve on Board Committees.
- (e) Assist with fund raising and make charitable contributions according to personal ability.
- (f) Act as an advocate and ambassador for the School to the community and its constituencies.
- (g) Keep abreast of enrollment, budget, capital, and strategic plans and other issues identified by the Chairman of the Board or the President.
- (h) Identify candidates for Director positions.
- (i) Advise the Chairman of the Board or the President of serious concerns raised by parents, administration, faculty, alumni or other constituencies of the School.
- (j) Refer matters involving curriculum, discipline, and administration to the President, while focusing on broader issues of the School's mission, policy, planning, budgets, and funding.
- (k) Recognize and maintain the confidentiality of individual Director opinions, Board discussions, and other sensitive Board matters.
- (l) Execute a policy statement of understanding of the School's conflicts of interests policy (Section 11); avoid conflicts of interest as provided in the statement; and request guidance from the Chairman of the Board if potential conflicts arise.
- (m) Be mindful of the Board's obligation to assure sufficient financial resources to meet the School's future goals as well as the School's immediate needs.
- (n) Advance the mission of the School and be mindful of the Board's responsibility as stewards of the ideals expressed in the mission statement and the sponsorship of the Congregation of Holy Cross.

SECTION 6. BOARD OF DIRECTORS

6.1 Directors. The power of the School to do all acts, except as may be otherwise required by law, the Articles of Incorporation or these By-Laws, shall be vested in, and the business and affairs of the School shall be managed by a Board of Directors of not less than fifteen (15) or greater than twenty four (30) natural persons. The Board shall act collectively. No Director standing alone and without delegated authority shall ever act an agent or a representative of the School.

6.2 Term of Office. The Directors shall be nominated in June of each year by the Executive Committee and elected by the Board at the June meeting. Each Director shall hold office for three (3) years and until his or her successor is chosen and been elected. No Director shall hold office for more than three consecutive terms, unless that Director is also serving concurrently as an officer of the Board in which event such Director may not hold office for more than twelve consecutive years. The Executive Committee shall maintain three (3) equal classes of Directors insofar as possible through appointments of less than three years and may make special appointments as it deems necessary that extend terms or years of service. The term for all Directors shall begin on July 1.

6.3 Vacancies. If the office of a Director is vacant, the remaining Directors may fill any vacancy on the Board for the unexpired term, subject to nomination by the Executive Committee.

6.4 Attendance. If a Director does not attend at least two-thirds of the meetings of the Board or misses three consecutive meetings of the Board, that Director shall be a candidate for replacement and his or her position may be declared vacant by the Executive Committee, after reviewing the attendance with the Director in question.

6.5 Removal of Director. The Board, with a vote of 75% of the Directors present, at any special meeting called for the purpose, may remove from office any one or more of the Directors, with or without cause, notwithstanding that his or their term of office may not have expired, and may at such meeting elect one or more successors, as the case may be, for the unexpired term.

6.6 Eligibility for Nomination or Election. No individual shall be eligible for nomination or election to the Board for a period of one (1) year after retiring from the Board. No spouse of a current Director shall be eligible for nomination or election to the Board. A majority of Board membership shall be practicing Catholics.

6.7 President. The President shall be an *ex-officio* member of the Board.

6.8 Provincial Membership. The South-West Province, Congregation of Holy Cross shall have the right to appoint three members to the Board.

6.9 Compensation of Directors. Members of the Board shall serve without compensation, but they may be reimbursed by the School for all legitimate and necessary expenses incurred by attendance at regular or special meetings of the Board or committee meetings, or incident to the performance of any proper function or duty authorized by the Board or any committee thereof. All such reimbursements must be approved jointly by the Treasurer and Chairman of the Board, except that requests for reimbursements by the Treasurer and Chairman of the Board must be approved by the Executive Committee.

SECTION 7. MEETINGS OF THE BOARD

7.1 Location. Meetings of the Board shall be held at the School's principal office or at such other place within or without the State of California as a majority of the Directors may from time to time designate.

7.2 Regular Meetings. In addition to the Annual Meeting, regular meetings of the Board shall be held at least six (6) times throughout the year, at a time established by the Chairman of the Board in consultation with the President, upon notice given to each Director of record by the Chairman, not less than two (2) or more than twenty (20) days before such meeting, either personally or by mail, telephone, facsimile, e mail or otherwise. All notices of meetings shall set forth in reasonable detail the purpose or purposes of such meeting.

7.3 Annual Meeting. An annual meeting of the Board of Directors shall be held in August of each year at a time fixed by the Executive Committee in consultation with President for the transaction of such other business as may properly be brought before the meeting.

7.4 Special Meetings. Special meetings of the Board may be called, by the Chairman of the Board upon notice given to each Director of record by the Chairman, not less than two (2) or more than twenty (20) days before such meeting, either personally or by mail, telephone, facsimile, e mail or otherwise. All notices of meetings shall set forth in reasonable detail the purpose or purposes of such meeting. Special meetings shall be called by the Chairman in like manner and on like notice on the written request of a majority of the Directors, and if the Chairman fails or refuses or is unable to call a meeting within two (2) days after being requested by a majority of the Directors, then the majority of the Directors may call the meeting on 48 hours written notice given to each Director as provided above.

7.5 Voting. At all meetings, each voting member of the Board shall be entitled to cast one vote. Votes by proxy shall not be allowed. Cumulative voting shall not be allowed.

7.6 Quorum. The presence of a majority of the voting members of the Board shall be necessary to constitute a quorum for the transaction of business, and, except as otherwise provided by law, the Articles of Incorporation or these By-laws, the acts of a majority of the Directors present at a meeting at which a quorum is present shall constitute the acts of the Board. If a quorum is present when the meeting is convened, the Directors present may continue to do business until adjournment, notwithstanding the withdrawal of enough Directors to leave less than a quorum as fixed hereby or the refusal of any Director present to vote.

7.7 Organization of Meetings. At all meetings of the Board, the Chairman of the Board shall preside. In the absence of the Chairman of the Board, the Vice Chairman of the Board shall preside. In the absence of both the Chairman of the Board and the Vice Chairman of the Board, any voting Director designated in writing by the Chairman, or in default of such designation, any member chosen by a majority of the voting Directors present, shall act as Chairman. The Secretary of the Board, or in his or her absence, any person designated by the Chairman, shall act as secretary of the meeting. The order of business at all meetings of the Board shall be as set forth in the notice of the meeting.

7.8 Notices. Any written notice required or permitted by law, the Articles of Incorporation or these By-Laws to be given to any Director shall be deemed to have been given to such Director when such notice is placed in the United States mail, postage prepaid, addressed to such Director at his or her last known address as shown in the records of the School maintained in the President's office. Any such notice so sent shall be conclusively presumed to have been validly and properly given and to be sufficient notice of the meeting, and the affidavit of the Secretary of the Board concerning the circumstances under which notice was given shall be prima facie evidence of such circumstances.

7.9 Waiver of Notice. Whenever any notice is required by law, the Articles of Incorporation or these By-Laws to be given to any Director, a waiver thereof in writing signed by the person or persons entitled to said notice, whether before or after the time stated therein, shall be deemed equivalent thereto.

7.10 Action without Meeting. Any action which may be taken at a meeting of the Board or any committee thereof may be taken by consent in writing signed by all of the Directors or by all members of the committee, and filed with the records of proceedings of the Board or committee.

7.11 Participation in Meetings by Telephone Conference Calls. Members of the Board may participate at and be present at any meeting of the Board or any committee thereof by means of conference telephones or similar communications equipment if all persons participating in such meeting can hear and communicate with each other.

7.12 Minutes, Confidentiality. The minutes of all meetings are owned by NDHS. All matters of the Board are to be considered as information held in confidence. The Board may take formal action to release, share or make public any or all of its meeting information, including minutes of meetings and all actions. Board meeting minutes are the responsibility of the President or his/her appointed recording secretary and will be disseminated for Board approval as soon as possible following each meeting (by e-mail or at the subsequent meeting). If approved for public review by the Board, the President is responsible for posting said minutes.

7.13 Executive/Closed Session. For especially sensitive matters, e.g. legal issues, personnel matters, etc.; the Board may choose to defer such matters to the Executive Committee of the Board or convene in "Executive" or "Closed Session." All matters discussed therein must be held in the strictest confidence and are not privy to public release or public discussion.

- 7.14 Spokesperson(s) for the School/Board. The primary spokesperson(s) for the School or the Board are the President or the Chairman of the Board, who are charged with the duty of representing the School and making any necessary public statements on its behalf. The President and Chairman of the Board may, in certain cases, need to make representative public statements in the absence of full Board consultation. In such cases, the President and/or Chairman of the Board will seek full Board consultation at the earliest possible opportunity. The President or Chairman of the Board may also appoint legal or other representatives to make public statements on the School's behalf. No other administrators or Board members shall make public or legal representations on behalf of the School without the authorization of the President or Chairman of the Board.

SECTION 8. STANDING COMMITTEES OF THE BOARD

The Board may designate one or more standing committees and delegate to such committees any authority of the Board except as provided herein. Such committee or committees shall have such name or names as may be stated in these By-Laws, or as may be determined, from time to time, by the Executive Committee with the approval of the Board. The Chairman of the Board shall appoint the chairpersons and members of all committees at the annual meeting of the Board for terms of one (1) year after receiving recommendations from the Executive Committee. Each committee shall meet at least three (3) times a year at the call of the chairperson with at least seven (7) days notice. Annual goals shall be established for each committee prior to the first meeting of each year by the Executive Committee and the Chairman of each committee. The Chairman shall assure that the discussions and actions of each committee are properly recorded and promptly distributed to its members and to all Directors as may be appropriate. Each chairperson shall assure that his or her committee becomes thoroughly familiar with policies, procedures, functions, staff, faculty, and students appropriate to the committee. The President shall appoint a staff member of the School to serve as staff and secretary to the committee, and under the supervision and coordination of the President. The President may invite a faculty or staff representative to sit with a voice at appropriate meeting of the standing committees.

The following standing committees are hereby established:

8.1 **Executive Committee.** The Executive Committee shall consist of the officers of the Board and the President. Any other members of this Committee may be appointed by the Chairman of the Board, and ratified by majority vote of the full Board. The Chairman of the Board shall be the Chairman of the Executive Committee. The Executive Committee shall nominate to the Board proposed officers of the Board. The Executive Committee shall meet as necessary in order to perform the duties provided for in this Section 8.1. The Executive Committee shall have and may exercise any of the powers of the Board during the intervals between meetings of the Board, and the Executive Committee shall be empowered to take all such action as the Board itself could take, except:

- (a) The Executive Committee shall not have the power to alter or revoke any previous order, resolution or vote of a meeting of the Board unless specifically granted such power by the Board.

- (g) The Executive Committee shall not have the power to alter or amend the Articles of Incorporation, or these By-Laws.
- (h) The Executive Committee shall serve as the ad hoc Nominations Committee and is responsible for encouraging the nomination from the Board of candidates for service and the election/filling of vacancies on the Board.
- (i) The Executive Committee may suspend, revoke or remove any officer of the Board or the Corporation as special circumstances warrant.
- (j) The appointment of other committees of the Board or members thereof with the understanding that Board membership is not an exclusive condition for committee service and persons with special talents or experience that can benefit the School can be invited to Board committee service as approved by the Executive Committee.
- (k) Any action taken by the Executive Committee shall be reported in writing to the Board at the next regular meeting which report shall be sent to the Directors at least seven (7) days prior to such regular meeting.

A majority of the members of the Executive Committee shall constitute a quorum for the transaction of business, and the act of a majority of the members of the Committee present at a meeting of the Committee at which a quorum is present shall constitute an authorized act of the Committee. The organization, place, call, time, notice, and waiver of notice of meetings of the Executive Committee shall be the same as is set forth in Section 4 of these By-Laws with respect to meetings of the Board; except that:

- (a) The words "Executive Committee" shall be substituted for the words "Board " in applying such provisions to meetings of the Executive Committee,
- (b) The Executive Committee shall meet upon notice given to each member of the Committee by the Chairman, and
- (c) Notice may also be given by telecommunications.

The Executive Committee shall perform such other duties and exercise such other powers as may be delegated to it expressly from time to time by the Board except as provided herein. The Committee shall not act on matters properly the first responsibility of standing committees for review, study, and recommendation to it or to the Board. The Committee shall actively maintain a list of Director candidates that would be best able to serve the School at the Director level. It shall continually assess and appraise Board organization, operation, composition and attendance to assure maximum effectiveness.

8.2 **Development Committee.** The Development Committee shall study, develop, and recommend to the Board the appropriate policies, strategies, programs and leadership requirements for fund raising and related public relations among all school related constituents. These include the following primary responsibilities:

- (a) To guide and advise the President on policy development relating to endowment, capital fund raising, event fund raising and volunteer resources;

- (b) To guide and advise the Director of Development on strategy cultivation of alumni affairs, volunteerism and annual community fundraising;
 - (c) To assist the Director of Development in maintaining viable endowment and donor prospect lists;
 - (d) To aid the Development Office by encouraging existing and prospective donors to visit the campus and support related activities administered by the Development Office;
 - (e) To collaborate with the Development Office on the proper strategies for the execution of the assessed school needs as defined by the Planning Committee and approved by the Board.
 - (f) To review and make appropriate recommendations to the President on the annual fund raising summary report.
 - (g) To assist in public relations and marketing programs of the school and in the development and maintenance of a School public relations and marketing plan.
- This Committee may have subcommittees as appropriate. The Director of Development shall serve on this Committee.

8.3 Finance Committee. The Finance Committee is charged with maintaining a thorough knowledge of the funds, finances and resources of the School. It is the duty of this Committee to oversee the financial affairs of the School. Oversight of the School's finances shall include, but not be limited to, the following elements:

- (a) To assure that there is a current financial plan for the School projected out at least three (3) years and based on the mission, educational goals, assumptions and requirement of the School.
- (b) To review and recommend the approval of the annual budget of the School, including the establishment of tuition levels;
- (c) To consider requests for approval of expenditures or the incurring of obligations which are not included in the annual budget and to make recommendations to the Board;
- (d) To recommend to the Board such action as it may be advisable to improve the financial condition of the School, including recommendations of investments, audit, insurance, legal and retaining financial counselors;
- (e) To recommend policies and procedures to the Board with respect to all physical and financial resources and investments of the School;
- (f) To recommend policies and programs for the financing of benefits for faculty, staff and students;
- (g) To review annually all appropriate insurance coverage for the physical plant, personal, director indemnity and any other liability;
- (h) To establish requirements for appropriate fidelity bonding of such officers and employees and in such amounts as deemed advisable;
- (i) To require and present to the Board quarterly reports on the School's financial condition and affairs;
- (j) To recommend to the Board the person or persons authorized to sign checks and related documents;
- (k) To evaluate continuously the condition of the physical plant, equipment, allocation of space, and to report on and make recommendations at least annually concerning the condition and required maintenance thereof; and
- (l) To oversee plant construction and improvements, and to recommend the retention of special consultants, personnel and firms as required.

This Committee may have subcommittees as appropriate. This Committee shall keep the Board informed in all financial matters and shall be charged with the responsibility for recommending to the Board proposals pertaining to the above. This Committee shall require from the Treasurer at the end of each School year a complete, audited financial statement of the School, including, but not limited to, a statement of financial position, a statement of activities, and statement of cash flows as rendered by a certified public accountant selected by the Board.

8.4 **Academic Committee.** It shall be the duty of this Committee to develop extensive knowledge of the entire educational program of the School. This Committee will consult with the Principal and School administrators and staff as necessary regarding curricular and co-curricular programs, religious education, community service, and participation in spiritual activities. This Committee's duties shall include the following:

- (a) Ensure that the entire Board has adequate knowledge of the educational requirements and programs of the School.
- (b) Advise the President and Principal regarding concerns related to the curriculum and effective communication with parents and students regarding the educational program
- (c) Receive regular reports from department heads regarding departmental philosophy, course of study, pedagogy and requirements.
- (d) Make recommendations to the Board regarding major changes in educational programs and academic requirements for graduation.
- (e) Maintain regular contact and conversation with the Academic Affairs Council of the School.
- (f) Review and make recommendations to the Board on admission policies
- (g) Review faculty professional policies and procedures.
- (h) Review curricular and co-curricular programs including Academic Bulletin, Student-Parent Handbook, and the Faculty Department Handbook.
- (i) Review the School Technology Plan annually and make recommendations for its implementation and continuing development.
- (j) Review and awareness of accreditation documents (WASC) and participation as necessary in the accrediting process.

The Committee shall perform these functions on a quarterly basis and establish goals at the beginning of the academic year. The Principal shall serve on this Committee.

8.5 **Planning Committee** The Planning Committee shall study, develop, and recommend to the Board the long term policies, strategies, programs and leadership requirements for execution and communication of the mission and philosophy of the School. These include the following primary responsibilities:

- (a) To recommend to the Board a strategic plan that proposes a School vision for long term policies, strategies, programs and leadership requirements for the execution of the mission and philosophy.
- (b) To recommend to the Board policies, strategies, programs to enhance the sponsorship of the School by the Brothers.
- (c) To recommend to the Board long term policies, strategies, programs and leadership requirements necessary to perpetuate School Holy Cross and Catholic Identity and to participate in the programs of the Holy Cross Institute.

- (d) To recommend to the Board a Master Plan for the development of facilities and the campus and to review or update the Master Plan annually.
- (e) To aid the Development Office by encouraging existing and prospective donors to visit the campus and support related activities administered by the Development Office.
- (f) To review and make appropriate recommendations to the Board and the President on the effectiveness of the execution of the mission and philosophy in the Holy Cross tradition.

8.6 **Other Committees** In addition to the aforementioned standing committees, other committees may be established by the Board. The Executive Committee may recommend the formation of other committees to the Board, and such other committees shall be established upon the approval of the Board. The Executive Committee shall have full authority to designate the Chairman and members of such other committees. The Chairman of the Board shall have full authority to establish an *ad hoc* committee for a limited purpose, the purpose of which shall be defined by the Chairman, at any time.

8.7 **Encouraged Membership.** Non-Directors are eligible to be members of Board Committees and may be appointed by the Committee Chairperson in consultation with the Board Chairperson and school President. Each Board Committee shall establish an appropriate liaison with faculty or staff members of the School.

8.8 **Ex-Officio Members of Committees.** The Chairman of the Board, and the President are *ex officio* members of all Board Committees.

8.9 **Emeritus Board Membership.** The Board, or the Executive Committee on behalf of the Board, may extend “Emeritus” status for distinguished service to any member upon completion of or retirement from Board service. All former Chairpersons of the Board shall receive the “Emeritus” distinction by virtue of that service. Emeritus Board members will be invited to attend an annual meeting of the Board and will continue to serve as lifetime friends of the School and advisors to the President and Board.

SECTION 9. OFFICERS OF THE BOARD OF DIRECTORS

9.1 **Officers.** Every two (2) years in June, the Board shall elect as officers of the Board, a Chairman of the Board and a Vice Chairman, and shall also elect a Secretary and a Treasurer. The immediate past Chairman of the Board shall also be considered an officer of the Board. The officers shall be nominated by the Executive Committee subject to election by the Board. The Board may appoint such other officers as it shall deem necessary, who shall hold their offices for such terms and shall exercise such powers and perform such duties as shall be determined from time to time by the Board. Any officer may be removed by the Board with or without cause at any time, without prejudice, however, to any contract rights of the person so removed, subject to the provisions of Section 6.5 or Section 8.1 (i).

9.2 **Chairman of the Board.** The Board shall elect a Chairman who shall be a Director and shall preside at all meetings of the Board and the Executive Committee at which he is present. The Chairman or his designee may enter into any contract or execute any certificate or instrument in the name and on behalf of the School that has been approved or authorized by the Board or Executive Committee, except in cases where the authority to enter into such

contracts or execute such instruments or certificate, as the case may be, has been otherwise expressly delegated by the Board. The Chairman shall give, or cause to be given, notice of meetings of the Board. The Chairman shall be the official spokesperson for the Board. The Chairman of the Board will be the official liaison between the Board and the President. The Chairman of the Board shall negotiate the contract and salary of the President with concurrence by the Treasurer. The Chairman of the Board shall coordinate the annual evaluation of the President and review said evaluation with the Board. The Chairman shall perform all duties incident to the office of Chairman as herein defined, and all such other duties as may from time to time be designated by the Board.

9.3 Vice Chairman. The Vice Chairman of the School shall be vested with full power to exercise the functions of the Chairman of the Board at any meeting of the Board, in the absence of the Chairman. The Vice Chairman may execute contracts or other formal documents on behalf of the School as authorized by the Board or Executive Committee. Normally, but not exclusively, the Vice Chairman is considered to be the Chairman-Elect and is expected to assume the role of Chairman upon the completion of the term of the Chairman.

9.4 Secretary. The Secretary shall attend all meetings of the Board and record all votes and serve to review minute drafts as presented by the President or his/her appointed recording secretary. The Secretary shall present said minutes for Board approval accordingly by e-mail, phone or personal meeting correspondence.

9.5 Treasurer. The Treasurer shall be an active member of the Finance Committee responsible for insuring proper custody of the corporate funds. The Treasurer shall work directly with the President and Controller to insure proper accounting and auditing procedures are in effect and disbursement of school funds are solely for proper corporate purposes. The Treasurer and Finance Committee shall render reporting to the Board, at the regular meetings of the Board, or whenever they may require it, an account of the financial condition of the School or relevant financial issues.

SECTION 10. PRESIDENT, CHIEF EXECUTIVE OFFICER

10.1 General. The President shall be the chief executive officer of the School. The President shall have charge of the School under the direction of the Board. The President shall abide by policies, rules, regulations and procedures as established by the Board of Directors and shall conduct the operation of the School consistent with all applicable external laws, rules and regulations. The implementation, execution and administration of policy are the roles of the President, the Administration and Faculty. The President shall sit with voice and vote on all standing and *ad hoc* committees and subcommittees.

10.2 Duties. The President shall have the following duties:

- (a) Oversee all operational aspects of the School, including planning, budget, curricular and co-curricular programs, personnel, admissions, student discipline, institutional advancement, legal affairs, and facilities management. Delegate daily responsibility for these areas as needed.
- (b) Serve as liaison to the Holy Cross Institute and promote and facilitate the School Holy Cross/Catholic Identity and mission effectiveness.
- (c) Select and supervise all other senior administrators of the School to oversee curricular and co-curricular operations of the School.

- (d) Inform the Board in timely fashion regarding significant School issues and events. Seek the Board's counsel regarding decisions as appropriate and necessary.
- (e) Collaborate closely with the Chairman of the Board in the leadership of the Board.
- (f) Articulate the mission and vision of the School for internal and external constituencies.
- (g) Serve as the educational leader of the School and its principal spokesperson.
- (h) In consultation, with others, regularly assess and develop procedures for the proper and effective internal operation of the School.
- (i) Participate in appropriate professional organizations and in regular professional development activities.
- (j) Serve as the court of final appeal regarding administrative decisions.
- (l) The President or his designee may enter into any contract or execute any certificate or instrument in the name and on behalf of the School that has been approved or authorized by the Board or Executive Committee, except in cases where the authority to enter into such contracts or execute such instruments or certificate, as the case may be, has been otherwise expressly delegated by the Board.

SECTION 11. CONFLICT OF INTEREST

11.1 Conflict of Interest Policy. Board members are usually drawn from the broad Notre Dame community. Many are alumni, alumni parents or have some other close relationship with the institution. Further, Board members frequently are involved in professional pursuits which benefit the board such as education, finance, law or institutional development. On occasion, a Board member's professional interests, relationship with the school's present or past faculty or staff, or other personal interest may present an actual or potential conflict of interest with a matter under Board consideration. In such cases, the Board member who has an actual or potential conflict of interest, or any other Board member who is aware of a potential conflict, has an affirmative responsibility to disclose that conflict to the Board of Directors or its Executive Committee prior to Board consideration of the matter. Otherwise, the conflict shall be presented to the full Board for consideration and, if the Board determines that a conflict exists, the Board member(s) in conflict shall be excluded from discussion and decision making relative to the issue in conflict. Failure to disclose even a potential conflict constitutes a serious breach of Board expectations and will generally be resolved through the immediate removal of the offending Board members(s) and the Board's reconsideration of the matter with which its member(s) had a conflict. At its first meeting each year the Board shall review this Conflict of Interest policy statement and require completion of a "Disclosure Form" by all its members.

SECTION 12. BOARD REPRESENTATIVES

12.1 Board Representatives. Each year the Executive Committee of the Board of Directors, in consultation with the President, will designate which support groups of the School may have a representative present at the meetings of the Board of Directors. These individual representatives shall not be considered Directors, shall be non-voting, and shall not participate in executive discussions of the Board, unless invited by the Chairman of the Board or the Executive Committee.

SECTION 13. MISCELLANEOUS

13.1 Checks. All checks or demands for money and notes of the School shall be signed by such person or persons as the Board may from time to time designate.

13.2 Fiscal Year. The Board may adopt for and on behalf of the School its fiscal year, which shall, until changed, be July 1 through June 30 of each year.

13.3 Seal. The Board may adopt a corporate seal, which seal shall have inscribed thereon the name of the School. Such seal may be used by causing it or a facsimile thereof to be impressed or affixed or reproduced. Failure to affix the seal shall not, however, affect the validity of any instrument.

13.4 Gender. All pronouns and variations thereof used in these By-Laws shall be deemed to refer to the masculine, feminine or neuter gender, singular or plural, as the identity of the person, persons, entity or entities referred to require.

13.5 Robert's Rules of Order. All meetings of the Board of Directors shall be conducted in accordance with Robert's Rules of Order.

13.6 Effective Date. These By-Laws shall become effective immediately upon adoption by the Board of Directors.

13.7 Distribution. A copy of these approved By-Laws affixed with the seal of the School shall be provided to each Director when he or she joins the Board. A copy shall be placed in the library of the School.

13.8 Director's Manual. The Board of Directors shall cause to be prepared and maintained a Board of Directors Policy Manual to contain policies, rules, regulations and procedures not covered in detail in these By-Laws.

13.9 Administrative Manuals. The President is authorized to cause to be prepared and maintained appropriate administrative manuals containing policies, rules, regulations and procedures concerning all faculty, staff, students, and employees.

SECTION 14. INDEMNIFICATION [Review current language]

The School shall indemnify its officers and Directors, and may indemnify its employees and agents, and may procure insurance on behalf of its officers, Directors, employees and agents to the full extent permitted by Section 5233 of the California Nonprofit Corporation Law, as amended, provided that no indemnification payment or advancement of expenses shall be made unless it is approved by the Board.

SECTION 15. AMENDMENTS

These By-Laws may be amended or repealed or new By-Laws may be adopted by the Board at any meeting of the Board of Directors if notice of such action is contained in the notice of such meeting, provided, however, that no notice shall be necessary for any proposed amendment adopted at any regular or special meeting of the Board of Directors by a vote of more than two-thirds of the Directors present.

SECTION 16. PURPOSES AND DISSOLUTION

The property of the School is irrevocably dedicated to educational, charitable and religious purposes and no part of the income and assets of the School shall ever inure to the benefit of any Director, officer, member thereof or private individual. Upon winding up and dissolution of the School, its assets remaining after payment of, or provision for payment, of all debts and liabilities of the School, shall be distributed to a nonprofit fund, foundation or association which is organized and operated exclusively for educational, religious and charitable and which has established its tax exempt status under Section 501 (c) (3) of the Internal Revenue Code.

SECTION 17. LIMITATIONS AND RESTRICTIONS

Notwithstanding any other provisions in these By-Laws, the School shall be subject to the following limitations and restrictions:

- (a) It shall distribute its income for each taxable year at such time and in such manner as not to become subject to tax on undistributed income imposed by Section 4942 of the Internal Revenue Code of 1986 (“Code”) or amendments thereto.
- (b) It shall not engage in any act of self-dealing as defined by Section 4941(d) of the Code or amendments thereto.
- (c) It shall not retain any excess business holdings as defined by Section 4943(c) of the Code or amendments thereto
- (d) It shall not engage in any act of self-dealing as defined by Section 4941(d) of the Code or amendments thereto.
- (e) It shall not make any taxable expenditures as defined to subject it to tax under Section 4945 (d) of the Code or amendments thereto.

Appendix B

CHILD ABUSE POLICY

Child abuse is a reality of our society. Child abuse includes physical injury, which is inflicted on a child by other than accidental means, sexual exploitation or assault and child neglect. Out of concern for abused children and their families, California State Law requires that known or reasonably suspected incidents of child abuse must be reported immediately, or as soon as practically possible, by telephone to a child protective agency by a child care custodian or health practitioner. A “child care custodian”, includes a teacher, a principal, a teacher’s aide, or an administrator of day camps. A “health practitioner” includes a social worker, a psychologist, a licensed nurse, and marriage, family and child counselor. “Reasonable suspicion” means that it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position, drawing when appropriate on his or her training and experience, to suspect child abuse. After the initial report by telephone, a written report must be sent to the child protective agency within 36 hours of receiving information concerning the incident. For the purposes of this reporting statute, “child” means a person under the age of 18 years. To obtain a report form and require help in completing the form, contact a counselor in the Counseling Center.

Child Abuse Form on reverse side.

Section 11166 of the Penal Code requires any child care custodian, medical practitioner, nonmedical practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of a child abuse to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

"Child care custodian" includes teachers, administrative officers, supervisors of child welfare and attendance, or certificated pupil personnel employees of any public or private school; administrators of a public or private day camp; licensed day care workers; administrators of community care facilities licensed to care for children; headstart teachers; licensing workers or licensing evaluators; public assistance workers; employees of a child care institution including, but not limited to, foster parents, group home personnel, and personnel or residential care facilities; and social workers or probation officers.

"Medical practitioner: includes physicians and surgeons, psychiatrists, psychologists, dentists, residents, interns, podiatrists, chiropractors, licensed nurses, dental hygienists, or any other person who is licensed under Division 2 (commencing with Section 500) of the Business and Professions Code.

"Nonmedical practitioner" includes state or county public health employees who treat minors for venereal disease or any other condition; coroners; paramedics; marriage, family or child counselors; and religious practitioners who diagnose, examine, or treat children.

This is to verify that I have knowledge of the provisions of Section 11166 of the Penal Code and that I will comply with its provisions.

NAME OF EMPLOYEE (please print) _____

SIGNATURE OF EMPLOYEE _____

DATE _____

PLEASE RETURN THIS FORM TO THE PRINCIPAL'S OFFICE AS SOON AS POSSIBLE.

Appendix C

REQUIRED ATTENDANCE 2012-2013

<u>DATES</u>	<u>EVENTS</u>	<u>FACULTY</u>	<u>STAFF</u>
8/13/2012	Faculty/Staff Retreat	All	All
8/14/2012	Faculty/Staff Meetings	All	All
8/14/2012	Frosh Parent Orientation Frosh Heritage & Orientation	Administrators & Directors	Staff Work Day
8/15/2012		Freshman Teachers, Counselors & Administrators	No
9/10/2012	Back To School Night	All Faculty & Counselors	No
10/25/2012	Parent/Teacher Conferences	All Faculty & Counselors	No
10/29/2012	Articulation Meeting	Dept. Chairs & Freshman Teachers, Program Directors & Administrators	No
11/18/2012	Open House	All	All
11/28/2012	Junior Unity Ceremony	Junior Teachers & Counselors	No
1/8/2013	Faculty In-Service	All	Staff Work Day
1/9/2013	Faculty/Staff Retreat	All	All
2/1/2013	Archdiocese In-Service	All	Staff Work Day
3/11/2013	Parent/Teacher Conferences	All	No
4/24/2013	Freshman Reception	Freshman Teachers & Administrators	No
5/22/2013	Honors Night - All Classes	All	No
5/31/2013	Baccalaureate Mass	All	No
6/1/2013	Graduation	All	All

Appendix D

Crisis Management Teams

Operations Center

Crisis Commander: Rob Thomas

Second Commanders: Stevie Connelly
Brett Lowart

Team Members: Judy Antoon
Susan Armendariz
Debbie Blu
Stephanie Daniels
Lynda Goossen
Rich Klee
Terry McGaha
Mary Miller
Kathy Molloy
Paula Sheehan
Rick Ysasi

1. Should assess overall condition of the school plant and make the decision concerning activation of the incident command system.
2. If activation is deemed necessary, commander should organize emergency response teams.
3. Commander should assume overall management of the disaster throughout the incident until proclaimed over.
4. Commander should interface with emergency agencies as they arrive on campus. Show map of school, indicate any injuries, and point out any hazards.
5. Commander should make all public statements to the press and disseminate information to the school community

E.O.C. Emergency Operation Center

1. Houses the command team.
2. Serves as the nerve center for operations and a collection point for critical information.

Light Sweep and Rescue

Captain: Kevin Rooney

Alternate: Joe McNab

Team Members: Bill Bedgood
Rebecca Faber
Richard Good
Paul Gross
Alex Hadfield
Shannon Genova
Louis Weiss
Rich Woolery

1. Report to the Commander at the pre-designated E.O.C.
2. Determine the number of missing students.
3. At the direction of the commander:
 - Command search of missing and trapped personnel
 - Avoid going back into the building unless deemed possible and necessary by the commander.
4. When sweep and rescue approach rescue area, team members should separate by 5 to 10 feet and give walkie-talkie to the last member in line.
5. When searching for a missing person, captain should try to identify where missing person was last seen.
6. Captain should keep in constant contact with E.O.C.

First Aid

Captain: Erin Branconier

Alternate: Melanie Frias

Team Members: Jason Bissell
Mandy Cicoria
Nick Kounalis
Bill Kearns
Alec Moss
Pat Thomsen
Dana Vasquez

1. Report to the Commander at the pre-designated E.O.C.
2. When directed by the commander, first aid will join sweep and rescue at the site of injury.
3. The team will triage and administer first aid to the injured on the site.
4. Condition of the injured will be communicated to the E.O.C. by the light sweep and rescue team.
5. Captain of light sweep and rescue should request permission from the E.O.C. to transport injured person, from injury site to hospital center.

Staff Hospital

Captain: Cindy Kramer

Alternate: John Hirn

Team Members: William Barritt
Kristopher Brough
Rob Larson
Bill Lawrence
Eileen McGann
Vincent Oliver
Judy Welden
Brigetta Shelton

1. Report to the Commander at the pre-designated E.O.C.
2. When directed by the commander, set up and maintain the Hospital Center at the pre-designated location. The center should be out of view from students. (See Map).
3. Triage and treat injured students/staff.
4. Once the person enters the hospital center, the team should ID the patient as soon as possible. To ID – on masking tape, write the person’s name, school name, city and time of admission to center. Place tape around wrist or ankle.
5. Maintain a treatment log and communications with E.O.C. Compare names of treated victims with the list of missing students/staff.
 - The decision to move injured victims from structures to the First Aid Center may be a difficult one. A severely injured person normally is not moved. However, in the event of a major earthquake, a second moderate to major after shock may occur, thereby, causing more damage to the structure at the injured student/staff location. This decision is rendered by the Commander.

Utility

Captain: Mary Oyler

Alternate: Miriam Brady

Team Members: Mike Curiel
Nicholas Garcia
Scott Hamilton
Dick Hill
Edwin Quijano
Sharon Shaw
Joanne Shumway
Darrell Scott
Adam Smith
Paul Terry
Matt Toner
Cafeteria Staff
Certified Maintenance Personnel
Security Personnel
Valley Crest Personnel

1. The utility team captain, after reporting in to the E.O.C., should immediately gather the utility team and proceed to the storage area. All supplies marked with a P = Priority should be rapidly taken to the Emergency Operations Center to be expedited. Utility team should disperse the night warning system upon orders by the emergency commander.
2. The E.O.C. Commander will direct the team leader regarding the necessity of utility shut-offs.
3. Sweep/shovel glass and other debris from walk/pathways utilized by disaster teams.
4. Transport injured victims to the First Aid Center by stretcher, or other means*
 - The decision to move injured victims from structures to the First Aid Center may be a difficult one. A severely injured person normally is not moved. However, in the event of a major earthquake, a second moderate to major after shock may occur, thereby, causing more damage to the structure at the injured student/staff location. This decision is rendered by the Commander.

Student Control

Student Captain: Tom Dill
Student Captain: Ann McClung
Faculty Captain: Courtney Kassakhian

Team Members:

Reese Abbene-Ingino	Joseph Lee
Joe Alexander	Beth Moulton
Margaret Aston	Mary Kay Munroe
Greg Beckman	Kate Nelson
John Bonaduce	Lisa Nelson
Karen Brown	Matthew Pagnotta
Danielle Burness	Rachel Paul
Bridget Cantwell	KC Reichert
Sharon Caron	Julie Reif
Rosalina Castillo	Tully Rosato
Joanna Cecilio	Sean Ryan
Adrienne Colvin	Sophia Saethang
John Combes	David Savage
Edith Darling	Talin Shahoomian
Vera de Artola	Kyoko Shoji
Charlene Feeney	Joe Spelta
Bill Gamble	Christina Tallungan
Deneen Grist	Cynthia Torres
Reese Hatcher	Ventura Torres-Ayala
Elisia Harkins	Mary Van de Bovenkamp
Rico Hernandez	Gregory Walker
Sara Hinds	Kathleen Wolfe
Paula Hutchings	All Substitutes
Shannon Kobielsuz	Off-Campus
Sabrina Landinguin	Personnel/Coaches

1. To assist in controlling the student body, team members should position themselves at every corner around the student body.
2. Members should identify students in student control who are injured. When injured students are identified, the captain shall immediately report them to E.O.C.
3. Provide continuous emotional support to the students.
4. Dispense water as needed.
5. Escort students to sanitation area as needed.
6. Upon commander's order, student control team shall organize children into family groups by alphabet for expedient release.
7. Team members should make sure all students have their emergency cards on their person for quick release when they are picked up by their parent or guardian.

Reunification/Release

Captain: Marie Madden

Alternate: Vera de Artola

R/R Team #1: Lead Tito Fuentes
Bridget Lander
Barbara Vining
Sue Wellman

R/R Team #2: Lead Roger DeSilva
Katie Feeney
Joan Canzone
Rhett Santos

R/R Team #3: Lead Mae Greenwald
Pete Cassidy
Tracey Adams-Smith
Joyce Pruitt

1. Report to the E.O.C. at the pre-designated site.
2. Establish Reunification/Release Center at pre-authorized location, as indicated on the map.
3. Commence releasing students to their parent or a pre-authorized adult.
4. Maintain all records of releases

Reunification/Release Areas

The parent control areas should be controlled by Reunification/Release team members. When parents/guardians come into the area to find their students, a team member should verbally identify the parent/guardian and tell them where to retrieve their student.

When the parent/guardian and student are leaving campus, the Reunification/Release team member should take the students emergency card, have the parent/guardian sign the card and write their destination after they leave campus (for any family members who may show up for that same student), and student should be released.

*Special Note – If the Reunification/Release team member does not recognize the parent/guardian he/she may ask for photo I.D. The team captain and commander should be notified to resolve any conflict questions.

Appendix E

STAFF HOLIDAYS

The following is a list of the paid holidays for 2012-2013 school year:

<u>DAY</u>	<u>DATE</u>	<u>HOLIDAY</u>
Wednesday	July 4	Independence Day
Monday	September 3	Labor Day
Monday	October 8	Columbus Day
Monday	November 12	Veterans Day
Weds - Friday	November 21 22 23	Thanksgiving
Monday	December 24	Christmas Holidays
Tuesday	December 25	Christmas Holiday
Wednesday	December 26	Christmas Holiday
Thursday	December 27	Christmas Holiday
Friday	December 28	Office Day – NO HOLIDAY
Monday	December 31	Christmas Holiday
Tuesday	January 1	Christmas Holiday
Wednesday	January 2	Christmas Holiday
Thursday	January 3	Christmas Holiday
Friday	January 4	Christmas Holiday
Monday	January 7	Christmas Holiday
Monday	January 21	Martin Luther King
Monday	February 18	Presidents' Day
Wednesday	March 27	Easter Break
Thursday	March 28	Holy Thursday
Friday	March 29	Good Friday
Monday	April 1	Cesar Chavez Day
Monday	May 27	Memorial Day

Total staff holidays for 2012-2013: 24 days

