

ST. FRANCIS HIGH SCHOOL

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ADMINISTRATORS & STAFF HANDBOOK

2009 - 2010

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Authorized by:
The School Board of St. Francis High School

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ADMINISTRATORS & STAFF HANDBOOK

**ST. FRANCIS
HIGH SCHOOL**



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INTRODUCTION

HISTORY AND BACKGROUND OF THE SCHOOL

St. Francis High School was founded under the leadership of the Very Rev. Justin Figas, OFM Conv., who had long desired to establish a secondary school for young men in the Niagara Frontier area. In December 1924, he met with a group of Polish-American professionals and businessmen from Buffalo to consider the possibility of erecting a school in Athol Springs, NY on a thirty-two acre site which had been purchased for the Conventual Franciscans of St. Anthony of Padua Province in 1916 by the Very Rev. Hyacinth Fudzinski, OFM Conv. The site, which is located on the shores of Lake Erie about eight miles south of Buffalo, had been the estate of Dr. Pierce, a nationally famous maker of patent medicines at the turn of the century.

A committee, which came to be known as the “Father Justin Drivers” was formed to raise the funds necessary for the construction of the high school. It met with such great success that on July 12, 1925 ground-breaking ceremonies were held and sixteen months later construction was completed. St. Francis High School was formally dedicated on November 25, 1926 as a college-preparatory Catholic high school for young men. The following year the first class of students was officially enrolled.

In 1928, two additional wings were built to accommodate the overflow of applicants. Shortly after, the science laboratories were completely equipped and the library was enlarged. When all requirements were met, accreditation was granted by the Board of Regents of the State of New York on May 21, 1937. In the fall of 1943, St. Francis was affiliated with the Catholic University of America in Washington, D.C.

With the great increase in enrollment in the 1940's additional facilities were added. In April, 1946, after several years of planning, permission was granted for the construction of a building which would house a new dormitory and gymnasium. Fr. Justin assumed the responsibility for raising funds to finance the building. With the generous aid of the Father Justin Rosary Hour and the Justin Drivers Committee, he was successful, and ground for the new addition, which was to be built behind the main school building, was broken in October, 1950. The Gymnasium was completed on September 2, 1951 along with a tunnel connecting the gymnasium with what is now Friars' Hall. The new dormitories were finished six years later, completing the building, known as Justin Hall. The new dorms were located on the third floor of Justin Hall above the classrooms.

The 1960's and 70's were decades of renovation. Major reconstruction was done to the chapel, science labs, library, cafeteria, residency, guidance offices and gymnasium. This period of renovations launched the revision and the further development of the educational program at St. Francis, resulting in the school's ability to provide a full range college preparatory curriculum for both resident and day students. Consequently the number of commuter students increased dramatically, requiring additional classroom facilities in Justin Hall. Conversely, during the 1970's and 80's the number of resident students continued to decrease, leading to a decision by the Board of Trustees to end the residency program after the 1987-1988 school year.

In the mid 1980's, the improvement of the school's facilities continued when plans were put in place for the construction of an auditorium complex. Kick Off ceremonies were held in September 1985, commencing a two year fund-raising campaign for the construction. Ground was broken in May 1987 for the new building, situated adjacent to Justin Hall; and it was dedicated on October 29, 1988 as the John Ormsby Alumni Hall Auditorium. Incorporated into the design of the auditorium is a thrust stage and orchestra pit, with tiered rows of seating for 800 people. In addition, the complex features a campus book store, a fitness center, and the Louise Michalek Board Room. Additional facilities planned for the complex — a band practice room, private practice rooms, dressing rooms, and storage and office space — were funded and constructed during the summer of 1995.

In 1999 the campus was expanded with the acquisition of a 16.65 acre parcel of land on Big Tree Road adjacent to the football field to be used to expand athletic facilities and practice fields.

The Board of Trustees of Saint Francis High School named the first President of the school in April, 2000 ushering in a new governance model for the institution. The President - Principal Gov-

ernance model was adopted to provide long term viability for the school, allowing the President to concentrate on development and long range oversight of the institution.

In February, 2003, St. Francis High School launched an ambitious fund raising campaign as the school celebrated its 75th anniversary. The Forever Saint Francis Fundraising Campaign, with a goal of \$4.5 million, will provide funds to establish a \$1 million endowment fund for tuition assistance and complete \$3.5 million of capital improvements.

These improvements include repairs to Friars' Hall Chapel; creation of a state-of-the-art science complex; upgrading information technology; renovation of the current gymnasium; expansion of Justin Hall to provide an additional gymnasium, three new classrooms, new locker rooms for physical education, home and visiting teams, a new training room and offices for the athletic department, development of new practice and playing fields on the property that was acquired in 1999; providing a new green space to form a quadrangle and enhancement of the fine arts program with a new Visual Arts Center and new facilities for the instrumental music program.

Work on the new Science Complex, the refurbished gymnasium and the athletic fields and the implementation of new technology was completed in the summer of 2003. The construction work for the addition to Justin Hall was started November, 2004 and completed in November, 2005. In addition the quadrangle was completed in the summer of 2005, which created additional parking and a new traffic pattern on campus. Construction of the new Mary E. Schneider Visual Arts Center was completed in the summer of 2007.

From its inception, St. Francis High School has been administered and staffed by the Conventual Franciscan Friars of the Province of St. Anthony of Padua, U.S.A. It is governed by the Board of Trustees and directed by a School Board composed of lay and religious professionals who oversee the policy and management of the school. The school's faculty includes dedicated lay men and women and religious sisters.

PHILOSOPHY

Saint Francis is a Roman Catholic college-preparatory school founded and administered by the Conventual Franciscan Friars of St. Anthony of Padua Province; it is staffed by religious and lay men and women. The school's philosophy of education rests in the rich tradition of the Conventual Franciscans, developed since the 13th century, which understands education in terms of an individual's relationship with God, with other persons, and with the world community. Each young man at St. Francis High School is therefore encouraged to seek knowledge of his God, his own personal identity, and his place in the world.

Of primary importance to the Franciscan tradition is the belief in God as the Universal Father of all people, Whose love embraces the individual and is made manifest in the Incarnation. This emphasis on love is rooted in the Gospel of Jesus Christ, which was the central rule of life for St. Francis of Assisi.

The acquisition of knowledge is only one aspect of Franciscan education. Knowledge of the truth, right reasoning, and good judgement are also essential elements which allow a person to live and love more fully. These qualities are emphasized so as to encourage the student to embrace a realistic preparation for life.

Self-discipline is the foundation of an individual's total development, and enables the student to achieve his goals, by fostering self-esteem and promoting greater respect for others. The St. Francis student is taught to live within the bounds of society and take responsibility for his actions.

Since Franciscan education takes a holistic approach toward the development of the individual, the student is encouraged to become a more active Christian within society. Therefore, religion, academics, fine arts, athletics, and numerous academic and social activities are all important facets of a St. Francis education.

The ultimate goal of a St. Francis education is the transformation of the student into a true Christian gentleman, who strives to appreciate his God-given talents and gifts, and who develops them to foster a healthy, loving relationship with his God and his neighbor. May, 1996

OBJECTIVES

In light of the Franciscan philosophy of education and the school mission statement, the Administration and Faculty of St. Francis High School have the following educational goals and objectives for the students:

1. To develop Christian attitudes, proper methods of inquiry and proper work habits so that each student may gain self-esteem and maintain physical, mental, and emotional health, which will lead to religious, moral and intellectual growth;
2. To encourage a respect for Nature as a gift from God to be used, developed, preserved and revered;
3. To develop a family spirit within the school-community, as well as a spirit of brotherhood in the universal community of all people;
4. To provide an eclectic and solid curriculum which meets both the individual needs of the student, as well as the future demands of both the collegiate and business worlds;
5. To encourage prudent and rewarding educational and vocational decisions through counseling and guidance;
6. To instill the importance of personal discipline in the development of personality and character formation, which will lead to respect for order and authority in all aspects of life; and
7. To promote the use of leisure time for beneficial recreation and enrichment of body, mind and spirit, as well as the development of personality.

SCHOOL SEAL

The Seal of St. Francis High School was designed by the Reverend Henry Kozikowski, OFM Conv. It consists of a shield outlined by a rosary, recalling the devotion to the Blessed Virgin Mary of the Very Reverend Justin Figas, OFM Conv., the founder of the school. The shield is divided by a horizontal cord with three knots, symbolic of the vows of poverty, chastity and obedience professed by the Franciscan Friars. The upper right segment shows the crossed arms of Christ and St. Francis of Assisi, thus incorporating the crest of the Order of Friars Minor. The lower left segment contains two torches, symbolic of knowledge and faith, linked together by the bond of learning. The motto *Deus Scientiarum Dominus* ("God, the Lord of Knowledge"), found at the bottom of the coat-of-arms, borrows the title of the apostolic constitution of Pope Pius XI in 1931 which addressed reforms in ecclesiastic education. The year 1927, surrounding the cross at the bottom, indicates the year in which the first class enrolled at St. Francis.

SAINT FRANCIS HIGH SCHOOL MISSION AND BELIEF STATEMENTS

St. Francis High School is a Roman Catholic, Franciscan, college preparatory school that serves young men of diverse faiths and backgrounds from throughout Western New York.

Conducted by the Conventual Franciscan Friars, the entire school community works to develop the whole person through academic excellence, religious principles, and a wide variety of extracurricular activities.

Imbued with the spirit of St. Francis of Assisi, we prepare young men to use their knowledge for the good of society and to see God in all people, especially the poor and neglected.

We envision graduates who will live the Gospel of Jesus Christ and become leaders who are known by their faith, critical thinking, service to others, integrity, self-discipline, concern for the environment, and an openness to lifelong learning.

WE BELIEVE IN:

- assisting our students to develop character that adheres to the Franciscan values of faith, humility, compassion and integrity.
- ensuring academic excellence by providing a comprehensive and challenging academic curriculum in a safe and secure learning atmosphere.

- advocating for our students' maximum spiritual, personal and social development through integrated curricular and extracurricular programs.
- involving our students' parents and families, alumni and alumni parents, volunteers and members of the larger community in supporting our academic and extracurricular activities.
- providing an exceptionally dedicated faculty and staff and encouraging and supporting their continuing professional and spiritual development.
- maintaining an environment of discipline, structure and accountability to foster the development of responsible young men.
- showing respect and compassion toward all people and respect for all of creation.
- sharing our God-given gifts by serving others, especially the needy.
- encouraging our students' involvement in their parishes or other faith communities.
- encouraging our students' participation in a cross-section of activities that provides opportunities for discovery, creativity and personal growth.

May, 2006

POLICY STATEMENT REGARDING NON-DISCRIMINATION/DIVERSITY

"Whereas: The philosophy of St. Francis High School is based on the Christian Social Principles of the Gospel Message - to love and respect the right of all people;

"It is the Policy of St. Francis High School that it shall not discriminate on the basis of race, color, or national or ethnic origin in the administration of its educational policies, admissions policies, scholarships and financial aid programs, athletic and other school administration programs. St. Francis High School strives to create a diverse community where all members are safe respected and valued.

"It is also the policy of this school that it shall not discriminate against any employee or applicant for employment because of race, color, national origin, sex, or age."

EMPLOYMENT POLICY AND PROCEDURE

This handbook governs all administrators and staff members (full-time and part-time). Part-time staff members are not eligible for the same benefits as full-time staff members. Should any staff member also be employed as a faculty member they are also governed by the Faculty Handbook. Specifically this *Administrator & Staff Handbook* governs in its entirety the following:

Vice President for Institutional Advancement	Institutional Advancement Staff
Vice President for Finance	Business Office Staff
Assistant Principal	Technology Assistant
Dean of Students	School Secretaries
Director of Guidance & Counseling	Maintenance Staff
Athletic Director	Friary Staff
Campus Store Manager	

ASSIGNMENTS

At times staff members may be required to help out in an office other than the one for which they were hired.

ATTENDANCE

Staff members are required to attend various meetings for the staff or faculty & staff as determined by the President and/or Principal. It is expected that all staff members will participate in the Opening School Year Liturgy for faculty and staff and the school's yearly two-day Open House for prospective students and their families. It is suggested that all staff members participate in the Baccalaureate Liturgy and Commencement.

BREAKS

A morning break, not to exceed 20 minutes in length, may be taken. The schedule of breaks should not conflict with other members of the same office or department.

CREDIT UNION

St. Francis High School is a member of the Meridian Community Credit Union, located at 277 Buffalo Street, Hamburg, New York 14075 (648-4411) and 4500 Southwestern Boulevard (800-360.1461). An initial \$5 deposit plus a \$1 membership fee is required for joining. Share Accounts, Certificates of Deposit, checking, IRAs and loans are available.

DISMISSAL OR PROBATION

Staff members may be dismissed or placed on probation for good and just cause, which includes but is not limited to failure to adequately perform their duties, excessive absence or tardiness, dishonesty, failure to reasonably cooperate with the administration and other members of the professional staff, failure to abide by the policies and procedures set forth in this handbook, and other conduct which is inconsistent with the philosophy, goals, and objectives of St. Francis High School. In such cases, the staff member shall receive a written statement from the president outlining the reasons for the dismissal or probation. "Probation" in this section means a warning that further acts or omissions by the staff member which constitute good and just cause will result in dismissal. Good and just cause also includes conduct by the staff member which is offensive to the teachings, morals, or ethics of the Roman Catholic Church.

EMERGENCY CLOSING AND DELAYED OPENINGS

When weather conditions or other unforeseen circumstances warrant the closing of school, all are asked to listen to WBEN radio (930 AM). We will follow this procedure:

1. If either Frontier or West Seneca school districts close, we will likewise be closed.
2. If these districts do not close, but it is determined that conditions here at St. Francis High School are hazardous, St. Francis will make a special announcement regarding closing.
3. If school is to open late, we will follow whichever is later, Frontier or West Seneca.

Staff Reporting Policy if Closed - If St. Francis High School is closed due to inclement weather, staff members, with the exception of maintenance personnel, are not ordinarily required to report for work. Staff members are not required to report for work unless notified otherwise by an announcement on radio station WBEN (930 AM) or other means of communication.

Likewise, if the school is closed for some other reason staff members are not expected to report for work unless otherwise instructed.

Maintenance personnel are expected to report for work unless weather conditions make it excessively dangerous or impossible to do so.

Staff members will be paid as usual if school is closed as described above.

Staff Reporting Policy if Opening Delayed - If the opening of school is delayed due to inclement weather all staff should report at the regular time or as soon as weather conditions permit. If the delayed opening is for a non-weather related reason all staff should report at the regular time.

FAMILY AND MEDICAL LEAVE ACT

The *Family and Medical Leave Act of 1993* provides for up to 12 weeks of unpaid, job-protected leave per 12 month period to eligible employees for certain family and medical reasons. Employees are eligible if they have worked for at least one year, and for 1,250 hours over the previous 12 months. The reasons for which Family and Medical Leave must be granted include: to care for an employee's child after birth or placement for adoption or foster care, to care for an employee's spouse, child, or parent who has a serious health condition, or for a serious health condition which makes the employee unable to perform his/her job.

The general provisions of the *Family and Medical Leave Act of 1993* are posted in the Faculty Dining Room; a copy may be obtained from the Business Office.

FLEXIBLE SPENDING ACCOUNTS, HEALTH CARE REIMBURSEMENT ACCOUNT

A pre-tax account an employee may participate in for reimbursement of eligible medical expenses which are not covered under any insurance plan the employee is covered by. This is defined by Internal Revenue Service (IRS) Code 213. The employee decides annually the amount to be deducted from 26 pay periods and is considered a reduction in pay. **FULL-TIME**

For the purpose of this handbook full-time is defined as 30 or more work hours a week.

GRADUATE ASSISTANCE PROGRAM

The school maintains an educational fund for the purpose of helping to defray the cost for faculty and staff pursuing advanced degrees. The fund established by the school is set at \$5,000 per fiscal year. Assistance is allocated on a first come first serve basis. Once the budgeted assistance for the year has been allocated no more assistance will be provided for that fiscal year.

APPLICATION

Individual wishing assistance must apply for assistance using the GAP form in the back of the *Faculty Handbook* (p. 64.) Applications for assistance must be submitted before enrolling in a course.

GAP forms must be submitted according to the following deadlines: Reimbursement for courses to be taken in the Summer Session – June 1st; Reimbursement for courses to be taken in the Fall Semester – September 1st; Reimbursement for courses to be taken in the Spring Semester – January 3rd.

REIMBURSEMENT

1. Applicants may apply for reimbursement for a maximum of two courses per fiscal year.
2. After completing one full year at St. Francis High School individuals shall receive 1/3 tuition reimbursement for a 3 credit course leading to a Masters degree in an academic program approved by the Principal. Reimbursement rates are based upon Graduate School tuition rates at State University of New Colleges and Universities.
3. After completing five full years at St. Francis High School individuals shall receive 2/3 tuition reimbursement for a 3 credit course leading to a Masters degree in an approved academic program, or other approved courses. Reimbursement rates are based upon Graduate School tuition rates at State University of New Colleges and Universities.
4. Reimbursement checks are issued within ten days of receipt of the transcript by the Business Office.

ELIGIBILITY

1. To be reimbursed the applicant must have received a grade of C or better and have submitted proof of course completion with a grade report to the Business Office.

HEALTH INSURANCE

The school provides health insurance for all full-time employees through Independent Health.

The school shall pay eighty-five percent (85%) of the cost of individual coverage or seventy-five percent (75%) of the cost of family coverage. Employees choosing either single coverage or family coverage will contribute their 10% or 20% premium cost as a pre-tax payroll deduction.

Details concerning the extent of coverage, prescriptions, co-pay amounts and deductibles for the various plans are available in the Business Office.

Buy out: St. Francis High School offers a \$1,000 buy out to those employees choosing not to make use of the health insurance benefit. It is paid as one lump sum in June.

INFORMATION - PERSONAL

Personal information concerning the staff member covered by this agreement shall not be released by the administration or the school to any person or organization without written permission of the staff member involved, except in the following instances:

1. information may be made available to the School Board and the Corporate Board;
2. information may be made available to law enforcement authorities at their request;
3. the staff member's name, address and telephone number may be made available to other members of the professional staff unless the staff member submits an explicit prohibition to do so in writing to the Vice President for Finance by September 10th of the academic year. All such information is to be regarded by the professional staff as confidential and for their personal and professional use exclusively.

LEAVE OF ABSENCE - (FULL-TIME EMPLOYEES ONLY, UNLESS OTHERWISE NOTED)

A. Sick Leave: "Sick leave" is defined as an absence of a staff member from work by reason of illness or accident which is not work-connected and not compensable under the Workmen's Compensation Laws of New York State.

Staff members covered who are absent from work are eligible to receive ten (10) days of sick leave each year without loss of pay. Sick leave is not to be used as personal leave days. Sick leave may be accumulated up to a maximum of fifteen (15) days.

Notification and Proof of Illness: To be eligible for sick benefits, a staff member who is absent must notify his/her supervisor at least one (1) hour prior to the start of the regularly scheduled school day, unless proper excuse is presented for the teacher's inability to call. For absences of three or more the school may require written proof of illness from a physician. The school may also require a written certification from a physician prior to allowing the teacher to return to work.

Termination Adjustment: Unused accrued sick leave, vacation and personal time will not be paid for and is not a terminal benefit. At the time of termination for any reason, if the teacher has exceeded his/her allowable sick leave, the excess paid sick leave shall be deducted from any monies due the teacher by the school.

Advancement of Sick Leave: The President may, at his discretion, advance sick leave to any staff member.

Short Term Disability: Details regarding short-term disability are available from the Business Office.

B. Personal Leave Days: Staff members shall be entitled to two (2) personal leave days per year with pay, which shall be in addition to sick leave. Where possible, three (3) working days' advance notice will be given of intention to take personal leave. Personal leave shall not be taken the day before or the day after a holiday. Personal leave days may be used as sick leave if the staff member has used all his/her sick leave. Unused personal leave days may be added to accumulated unused sick leave at the end of the academic year.

C. Maternity Leave: Pregnancy will be treated as a disability for that period of time during which a doctor certifies that a staff member cannot work. Details on disability benefits are available from the Business Office.

D. Military Leave: Any staff member who has been called to military duty shall be given a leave of absence covering the period of service in the Armed Forces of the United States. Salary credit for military service for staff members new to the school shall be granted at a maximum of two (2) years. A staff member called to duty in such service shall, upon return from such duty, be placed upon the salary schedule at the level which he/she would have achieved had he/she remained an active staff member in the system during the period of his/her absence up to a maximum of two (2) years.

Staff members who lose time during the year due to obligatory short-term emergency or annual unit training duty with the military services shall be granted leave with full pay, less the amount paid for such duty, after Saturday and Sunday have been deducted from such pay, and must furnish a written statement showing the amount of time served and the amount paid for such duty consistent with their official military orders up to a period of fifteen (15) working days per annum. During the fifteen day period, accrual of benefits will continue.

Absence from duty by a staff member for the purpose of Selective Service examination shall be authorized leave with pay.

E. Jury Duty or Court Appearance by Staff Member:

1. When the name of a staff member (full or part-time) is drawn for jury duty, he/she shall receive full pay less the amount paid for such duty and must furnish a written statement showing the amount of time served and the amount paid for such jury duty. This time shall not be deducted from any leave described herein. Amounts received as reimbursement for expenses over and above the normal jury

- duty fee shall be deducted from the regular pay of the staff member serving on jury duty.
2. Should a staff member be subpoenaed as a witness in court, no deduction from salary shall be made. Witness fees for a court appearance must be endorsed over to the school.

F. Professional Growth Leave: Upon approval of the President, a staff member (full or part time) may be excused from regular duties without loss of pay or any other type of leave days to participate in observations, workshops, meetings, conferences, conventions, in-service days or other activities devoted to their position. Staff members may be required by the school to attend such activities.

G. Bereavement Leave: All staff members (both full and part-time) shall be entitled to four (4) consecutive calendar days beginning with the day of death or the day after death, at the discretion of the President, for a death in the immediate family: namely, husband, wife, child, brother, sister, or parent. One (1) day of leave with pay will be granted to attend the funeral of a parent-in-law, brother-in-law, sister-in-law, aunt, uncle or grandparent.

H. Other Leaves: Leaves of absence for any other reason must be requested in writing by the staff member. Such requests must be as far in advance as possible and must state the reason for said leave and the amount of time requested. The granting of such leaves and the pay status during such leaves will be up to the discretion of the President. Any extension of such leave must be requested in writing and will be allowed at the discretion of the President. At the time the leave is granted, the right of the individual to return to his/her present position will be clarified.

LIABILITY INSURANCE

Staff members shall be covered by liability insurance for acts taken within the scope of their employment during the term of this agreement.

LONG TERM DISABILITY INSURANCE

Long Term Disability Benefits provide a specific monthly benefit to the employee when he/she is unable to work because of a disability resulting from an injury or sickness. The employee must also be under the regular care of a physician. Benefit will be 60% of the basic monthly pay to a maximum of \$3,000 a month. The benefit will be reduced by any other income that the employee might be receiving concurrent with this benefit (e.g. Workers Compensation, New York State Disability Insurance, Social Security, etc.).

LUNCH PERIOD

A lunch period, not to exceed 45 minutes, is provided each staff member. The schedule of lunch periods, arranged among the members of a particular department or office, should not conflict with other members of the same office or department.

PAYROLL

1. Frequency - All personnel are paid on the 15th and 30th day of each month.
2. Savings/Checking - payroll deductions for both savings and checking accounts are available through M & T Bank.
3. Direct Deposit is available through M & T Bank.

PENSION

The School shall provide Retirement Benefits under the Teachers Insurance and Annuity Association and College Retirement Equities Fund (TIAA-CREF). All Faculty and Staff Members who work 1000 hours per calendar year are eligible to join the plan. The school's contributions to the pension fund shall be calculated according to the following scale based on completed service at St. Francis High School:

1. after two (2) years of service, five percent (5%) of gross salary;
2. after ten (10) years of service, six percent (6%) of gross salary;
3. after fifteen (15) years of service, six and one-half percent (6½%) of gross salary;
4. after twenty (20) years service, seven percent 7% of gross salary
5. after twenty-five (25) years service, seven and one-half percent (7½%) of gross salary
6. after thirty (30) years of service, eight percent (8%) of gross salary;

To be eligible to participate, employees must match the school's contribution; the employee's maximum allowable contribution is governed by Federal Regulations. All such contributions will be made as a salary reduction.

PROPERTY

Each staff member is personally financially responsible for the loss, destruction or damage to physical school property arising out of negligence in the performance of his/her duties.

RESIGNATION

A staff member who wishes to resign from their job with St. Francis High School must give the school two weeks notice before their last day of employment. Employees are asked to give the school as much notice as possible in these situations.

SEXUAL HARASSMENT

St. Francis High School is a community where people are expected to treat others with respect and dignity. Sexual harassment is unwanted sexually oriented words or actions, no matter how they were intended, which hurt or humiliate people. Any employee who engages in such behavior is liable to dismissal. Any employee who is the victim of such behavior should report the offending behavior immediately to the President.

THREATS OF CIVIL OR CRIMINAL ACTION

Staff members shall report all contacts by attorneys, enforcement agencies, insurance personnel, private investigators or any non-routine inquiry concerning occurrences, facilities, faculty, staff or students at the school to the President.

TUITION ASSISTANCE FOR CHILDREN OF NON-ADMINISTRATIVE STAFF MEMBERS

A full-time non-administrative staff member at St. Francis High School shall be eligible for reduction of tuition for his/her dependent son(s) attending St. Francis High School as follows:

1. After two (2) years of service a 25% reduction
2. After three (3) years of service a 50% reduction
3. After five (5) years of service a 100% reduction

This benefit encompasses tuition only; administrative and other fees (including registration fees), workbooks, etc. are the responsibility of the staff member. In the event of the death of a full-time staff member who has completed two (2) years of service their son(s) shall receive free tuition until such time as the son(s) graduates or transfers from St. Francis High School.

WORKERS' COMPENSATION

In the event a staff member suffers an accidental, personal injury arising out of and in the course of employment, the staff member may be entitled to benefits under the Workers' Compensation Laws of the State of New York. Staff members who suffer personal injuries as a result of their employment should promptly report such injuries to the Vice President for Finance.

STAFF POLICY AND PROCEDURE

ABSENCE FROM WORK

Absence or tardiness, due to illness, weather conditions, etc. should be made known as soon as possible by informing your immediate supervisor of the absence who in turn will notify the Vice President of Finance and the President and or Principal. Upon return to work the staff member must fill out the Staff Absence Form and submit it to the Vice President for Finance.

When requesting personal days or any of the leaves of absence outlined on page 9 of this handbook staff should submit a Staff Absence Form in advance, except for illness or bereavement, in which cases it should be submitted upon your return to work. It should first be signed by your immediate supervisor and then submitted to the Vice President for Finance.

ALCOHOL AND DRUGS

Any staff member found drinking alcoholic beverages, or under the influence of alcohol, on school property or while conducting school related business off campus, will be liable to dismissal.

Likewise, any staff member found possessing, using, selling or buying illegal drugs of any kind or drug paraphernalia, will be liable to dismissal.

BLOODBORNE PATHOGENS STANDARD EXPOSURE CONTROL PLAN (UNDER REVIEW)

OVERVIEW

In accordance with the Occupational Safety and Health Administration (referred to as OSHA) Standard 29CFR1910.1030 entitled *Occupational Exposure to Bloodborne Pathogens*, St. Francis High School has implemented a control plan to deal with exposure by its employees to pathogenic microorganisms present in human blood and certain other body fluids that can cause disease in humans. These pathogens include, but are not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

The *Bloodborne Pathogens Exposure Control Plan* for St. Francis is a document which contains information on exposure determination, methods of compliance, hepatitis B vaccination policy, employee training, record-keeping procedures, and procedures for the evaluation of and follow-up to exposure incidents. The plan is reviewed annually by the Principal who will assess compliance with these regulations, institute changes where necessary, and ensure that all equipment, supplies, and training materials are available to all employees.

This document is available at the Business Office for concerned parties' inspection and review. It will be made available within fifteen (15) days of receiving a request for such review. Interested parties should contact the Vice President for Finance.

GENERAL PROCEDURES

As an approach to infection control, all employees of St. Francis High School are required to take "universal precautions" in which all human blood and certain body fluids are treated as if known to be infectious for HIV, HBV, or other bloodborne pathogens. All employees will receive training in universal precautions and infection control techniques and are required to follow these procedures at all times. Infection control techniques include the following: washing hands with soap and water regularly during the workday; avoiding punctures with objects that may contain blood or other infectious materials; using adhesive bandages on all cuts, open sores and abrasions to the hands; handling discharges from another person's body with latex gloves and washing hands when finished; carefully disposing of trash that contains body wastes and sharp objects; promptly removing another person's blood and body wastes from skin by use of antiseptic cleaner; cleaning surfaces that have blood or body wastes containing blood with an Environmental Protection Agency (EPA) approved disinfectant. Employees determined to be at risk for occupational exposure to blood and other potentially infectious materials and

employees who have an actual exposure incident will be offered vaccination against hepatitis B.

The locations designated where antiseptic cleaners are kept in case of exposure are the following: the Nurse's Office, the Faculty Rooms in each building, the Science Storage Room, the Kitchen storage room, and the Coaches' rooms. At the beginning of each school year, faculty and staff are provided with exposure control kits containing latex gloves and antiseptic towelettes. Employees at risk for occupational exposure to blood and other potentially infectious materials (i.e., nursing staff, physical education teachers, and coaches) will also be provided with mouth/nose protective masks and eye goggles. Those employees at risk are required to keep the kit accessible to them at all times; other faculty and staff are required to keep the kit in their desks or other storage area within close proximity to their working stations. Employees are responsible for replenishing the supplies in these kits when necessary; articles are available from the Nurse.

In the event of a potential exposure incident (e.g. a student with a nose-bleed), low-risk employees are to take universal precautions and immediately call the Nurse or Main Office for assistance. In the event of an actual exposure incident (i. e. contact with potentially infectious material), employees are required to report this to the Assistant Principal immediately and to complete an "Exposure Incident Report Form." An employee's failure to comply with these procedures will lead to a series of progressive disciplinary steps culminating in dismissal.

More complete details of the school's methods of compliance with OSHA Standard 29CFR1910.1030 (entitled *Occupational Exposure to Bloodborne Pathogens*) are enunciated in the school's *Bloodborne Pathogens Exposure Control Plan*, a copy of which is provided each staff member upon employment.

CHILD ABUSE

All faculty and staff members of St. Francis High School are subject to the laws of New York State regarding child abuse. They may be required to attend conferences to be educated on the topic and rules pertaining to reporting obligations.

CHILD ABUSE AND NEGLECT REPORTING

In order to promote the safety and welfare of the students entrusted to their care, all faculty and staff are required to adhere to any and all laws pertaining to the reporting of suspected child abuse and neglect.

Abuse is defined as: the physical injury of a child by parent or other person who has permanent or temporary care or custody or responsibility for supervision of a child, or by any household or family member, under circumstances that indicate that the child's health or welfare is significantly harmed or at risk at being significantly harmed; or sexual abuse of a child (i.e., acts involving sexual molestation or exploitation) whether or not physical injuries are sustained.

Neglect is defined as: the leaving of a child unattended or other failure to give proper care and attention to a child by the child's parents, guardian, or custodian under circumstances that indicate that the child's health or welfare is significantly harmed or placed at risk of significant harm.

Any employee of St. Francis High School who has reason to believe that a child has been physically or sexually abused is required to personally report the abuse to Child Protective Services (CPS). Once CPS has been notified the employee should notify the school's Director of Guidance that a report has been made. The Director of Guidance and Counseling and the staff member involved shall meet with the Principal in the event that a report must be made, to inform him of the status of the situation. In cases where an employee is unsure whether abuse or neglect has taken place, the situation should be discussed with the Guidance Director and the local Department of Social Services.

DRESS CODE

During the school day, male staff members are required to follow the students' dress code, including the stipulations regarding jewelry; that is, a neat dress shirt, tie, jacket or sweater (in season), dress trousers, socks and shoes. Female staff members are required to dress in professional clothing, e.g. dresses, suits, slacks and blouses. Excessively casual attire is inappropriate apparel for the professional staff.

Male Religious are required to wear either their religious habit or a cleric shirt with a sweater or jacket (in season) and black shoes. In view of the traditions of the Order, sturdy sandals are acceptable footwear for Friars. Female Religious are to wear their religious habit or the same apparel indicated above for female lay teachers.

When school is not in session employees may adopt a more relaxed dress code, while still in good taste and appropriate for conducting business with visitors to the school.

Maintenance, cafeteria and friary staff may either wear uniforms or work clothing as needed.

GAMBLING

Playing cards, flipping or matching coins, rolling dice for money, or any other form of gambling with students will not be permitted. Staff members who violate these gambling rules are liable to disciplinary action.

HOLIDAYS - PAID

Full-time (40 hrs./week) and Part-time (>30 hrs./week) Employees

New Years Day*	Columbus Day**
Martin Luther King Day**	Veterans' Day**
Presidents' Day**	Thanksgiving Day
Holy Thursday**	Friday After Thanksgiving**
Good Friday	December 24*
Easter Monday**	Christmas Day
Memorial Day	December 26*
Independence Day	December 31**
Labor Day	

*when a weekday

**ordinarily, maintenance personnel will be expected to work four of these eight days. If they do work one of these days they will receive another mutually agreed day off.

If operational necessities require it, other paid holidays for maintenance personnel can be re-scheduled at the discretion of the President.

HOLIDAYS - OTHER

All Administrators and Staff who fill salaried positions will be off on those days when the school calendar indicates "school closed".

All staff who fill hourly positions will be off on those days when the school calendar indicates "school closed" **and** is one of the paid holidays listed on page 14 of this Handbook. All other provisions so listed there also apply here.

Special school holidays given to the students will normally be paid holidays for those filling salaried positions.

LIFE INSURANCE

Payroll deductions are available for life insurance through New York Life Insurance Company.

MEETINGS WITH STUDENTS

All meetings with students must take place behind unlocked or windowed doors.

PHYSICAL PUNISHMENT

Under no circumstances are staff members to use physical punishment as a form of discipline with any student.

The use of reasonable physical force is permitted only in the following specific situations:

1. self defense
2. to prevent physical injury
3. to protect property
4. to restrain or remove a pupil whose behavior is disrupting the orderly exercise and performance of school functions.

PORNOGRAPHY

Any staff member found possessing or distributing indecent literature or pictures, renders him/herself liable to dismissal.

PROPER TITLES AND NAMES

Staff members should address one another with proper names. Informality in address is not desirable in the presence of students. Please make a habit of using the titles Mr., Mrs., Miss, Ms., Sister, Brother, Friar, or Father.

SMOKING/TOBACCO PRODUCTS

Staff members are not permitted to smoke or use smokeless tobacco products in the offices, corridors, classrooms, lavatories, Faculty Dining Room, etc. at any time.

STUDENT BEHAVIOR

Any staff member who has any difficulty with a student (disrespect, uncooperative, etc.) should simply take the student's name and inform their immediate supervisor who is to refer the matter to the Dean of Students and the Vice President for Finance.

SUMMER, HOLIDAY RECESSES & NO CLASSES DAY SCHEDULE

Salaried Positions - The work day, for all staff who fill salaried positions when classes are not in session indicated by "No Classes" on the school calendar (e.g. in-service days, testing days, etc.) and during the summer recess, is the same as any regular school day. The President may at his discretion amend the working hours for any of these days.

Likewise, during the summer and holiday recesses the President will determine the working hours should they vary from the regular work hours. The school calendar will usually indicate what those hours will be. The President reserves the right to make any changes to those hours if he deems it necessary.

Hourly Positions - The work day, for all staff who fill hourly positions when classes are not in session indicated by "No Classes" on the school calendar (e.g. in-service days, testing days, etc.), is the same as any regular school day.

During summer and holiday recesses the working hours are as normal.

VACATION

Full-time staff members are eligible for vacation as follows:

Less than 1 year employment	1 week
After the first full year of employment	2 weeks
After five full years of employment	3 weeks
After fifteen full years of employment	4 weeks
After twenty-five full years of employment	5 weeks

All vacation time is to be used prior to June 30 of each year. Ordinarily vacation time will not be allowed to be held over or advanced. If a staff member has a special request along these lines he/she should see the President and put the request in writing. Requests for vacation dates should be given to the Vice President for Finance prior to May 15th so that a Master Vacation Schedule can be coordinated. In the event of conflicting vacation dates which would hinder necessary school operations, seniority will be the determining factor.

There is no vacation benefit for part-time staff members.

GENERAL INFORMATION, POLICIES AND PROCEDURES

ANNOUNCEMENTS

The use of the Public Address and telephone paging systems is to be restricted to announcements intended for the entire school, emergencies, and cases of manifest necessity. Any P.A. announcements to be broadcast must be approved by the Assistant Principal. The Administrators will, when necessary, make use of the P.A. system for special announcements.

The morning procedure will be: Prayer, Pledge of Allegiance, any special announcements from the Main Office, followed by the transmission of the *Channel One* news broadcast. Homeroom Proctors then read the printed announcements found in their mailbox that morning.

All announcements to be included in the printed version are to be submitted to the Main Office no later than 2:15 p.m. the day before the announcement is to be made; the announcement must be signed by a Faculty or Staff Member. Please keep the announcement concise and precise. If it is to be made on two or three consecutive days, please so indicate. If the announcement is addressed to a specific audience (e.g. Seniors), please note this at the top of the text.

ASBESTOS MANAGEMENT PLAN

In October 1986, the U.S. Congress enacted the *Asbestos Hazard Emergency Response Act* (referred to as *ASHERA*). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require the school to inspect for the presence of asbestos, to develop a management plan that addresses any asbestos hazards in our building, and to implement response actions (repair or removal) in a timely manner.

During the summer of 1988, St. Francis High School's facilities underwent an exhaustive inspection by asbestos hazard specialists. The final report showed that, the few locations where a problem existed were in mechanical rooms to which the students and faculty have no access. These areas were repaired in accordance with the stipulations of the law.

The Asbestos Management Plan for St. Francis is a document which contains information on inspections, reinspections, response actions and other activities associated with the abatement of asbestos hazards. This document is available to concerned parties for their inspection and review. It is available for review at St. Francis' Business Office within five (5) working days of receiving a request for such a review. Concerned parties should contact the Vice President for Finance.

BOMB THREATS

The following procedures will be followed in the event of an authenticated bomb threat:

1. An announcement will be made via the P.A. System which will state, "If Mr. Noble is in the building, please report to the Main Office."
2. Subsequent to this announcement, staff members should make a casual check of their area for any foreign and/or suspicious looking objects.
3. Shortly after the P.A. announcement, a fire drill will take place. If everything in the office is in order, close the door after the room has been evacuated. If there is something foreign in the room, please leave the door open. When the police go through the school they will first investigate all rooms with open doors.

CLEANING SERVICE

The school building is cleaned each afternoon and evening that classes are in session. The custodial staff is responsible for cleaning of the offices, dusting horizontal surfaces, vacuuming the carpets and emptying the waste can. If these services are unsatisfactorily performed, staff members should complete a "Custodial Service Report" form (available at the Main Office) and submit it to the Facilities Director's mailbox. Unusually large amounts of refuse needing removal or extraordinary custodial needs should be reported to the Facilities Director's.

COMPUTER POLICY - ACCEPTABLE USE POLICIES FOR COMPUTER NETWORK AND INTERNET SERVICES - FACULTY AND STAFF

St. Francis High School is pleased and proud to be able to offer a variety of technological equipment and services for use by students, faculty and staff. These technology and information services are intended to support and enhance the spiritual and educational mission of the school. At all times, users are expected to maintain and conduct themselves according to the high standards of behavior established by St. Francis High School and supported and in accordance with the *Faculty Handbook and/or Staff Handbook*.

Access to this equipment and services is a privilege, not a right, and may be withdrawn from those individuals who choose to violate these policies. Furthermore, if circumstances warrant, disciplinary action may be taken by the school at the discretion of the Administration in accordance with the procedures in the *Faculty Handbook and/or Staff Handbook*. If necessary, law enforcement agencies may also become involved.

Network supervision and site filtering software will be used by the school to control access to Internet sites and material that the school may deem objectionable. Although attempts will be made to screen Internet materials, it should be noted that offensive matter may elude these controls. If a user mistakenly gains access to inappropriate information, he/she shall have the duty, responsibility and obligation to immediately inform a member of the administration or the system administrator.

In addition to the foregoing, each faculty / staff member shall adhere to the following rules:

1. Faculty and Staff members must not alter or disable Anti-Virus Software or Filtering Software installed on computers, without the consent of the Technology Department.
2. Faculty and Staff members will observe the Copyright Laws of the United States with regard to the installation, copying and duplication of copyrighted materials and software.
3. Faculty and Staff members will not employ any of the technology equipment at St. Francis High School to obtain, download, send, print, display or gain access to or to transmit materials that are unlawful, obscene, pornographic or abusive. All use of technology at St. Francis High School must be consistent with professional standards as set forth in the *Faculty and Staff Handbooks*.
4. All Faculty and Staff Members must refrain from any form of personal attack toward any other individual or group, including, but not limited to, obscene, threatening, disrespectful or inflammatory language or images.
5. Because of the threat of viruses and copyright laws, Faculty and Staff members should not use (P2P) programs such as LimeWire or Bit Torrent.
6. Exclusive use of stfranchishigh e-mail when communicating with parent and students.
7. St. Francis High School makes no guarantee that the services offered by this equipment will be error free or completely without defect. Therefore, St. Francis High School will not be held responsible for problems related to the loss of data, interruption of services or deliveries, and takes no responsibility for the accuracy or quality of the information obtained from the Internet via this network.

Faculty and Staff should also be aware of the following policies and practices as they relate to the use of technology at St. Francis High School:

1. All computers use on campus is monitored by School Administration. The use of school computers off campus (i.e. laptops/notebooks) can also be monitored. This includes all e-mail, attachments, instant messages, passwords, websites visited, keys pressed, and items viewed on the screen.
2. E-mail is not private. The School is legally required to track and store electronic documents related to the conduct of school business should they be needed in any future legal action.
3. The content of any materials access from the internet at home with a St. Francis High School computer is not private and the content of such materials may be reviewed and monitored.
4. Any technology equipment issued to Faculty and Staff members is for the purpose of performing their assigned duties and remains the property of St. Francis High School.
5. Students are not to be given permission to use Faculty or Staff computers, as they may gain access to parts of the network not intended for student use.

CRISIS MANAGEMENT

Each staff member will have a *Crisis Management Book* and will be responsible for its contents.

PRINTING AND PHOTOCOPYING

Photocopiers are located in the faculty rooms of Justin and Friars' Halls, and are intended for faculty use only. The copiers are to be used for school-related work only.

Please note that no one is to use the photocopier located in the Main Office unless he/she has been authorized to do so. Also the use of the photocopiers located in the Business Office, Guidance Office and Office for Institutional Advancement are reserved for their department's personnel.

PRINTING - COMMERCIAL

For outside printing jobs the following guidelines have been established:

1. Obtain three bids for the printing job to be completed and submit them along with a purchase requisition (listing the printer of your choice) to the Business Office for preparation of a Purchase Order. If your choice is not the low bid, include an explanation for your choice. The Purchase Order will then be faxed or mailed to the printer.
2. Consult the Business Office for school endorsed printers.

FACILITY USE

The Vice President for Finance is responsible for approving and scheduling the extraordinary use the school facilities. Therefore, all extraordinary activities planned for the Activity Center, Louise Michalek Board Room, Student Dining Room, Chapel, or Gym must be arranged with the Vice President for Finance. In addition, the use of the Ormsby Theater in Alumni Hall must be approved by the Vice President for Finance and the Director of Fine Arts jointly. The use of the President's Board Room in Friars' Hall must be approved by the Administrative Assistant for the Office of Institutional Advancement.

FACULTY AND STAFF DINING ROOM

The Faculty Dining Room is strictly for the use of the faculty and staff. It also serves as a work room for the faculty during their free periods. Students should not be sent to or permitted in this room at any time. Also, the room should not be used for conferences with parents, thereby prohibiting its use by other faculty or staff members. Smoking is prohibited in this room at all times. The bulletin board should be checked for special announcements and information.

Faculty and staff are asked to be mindful that this dual purpose room is shared with their colleagues. All need to accept the responsibility for keeping it clean.

FIRE DRILLS

Fire drills will be held at regular intervals as an important safety precaution. It is important that staff members become familiar with the fire evacuation plan. When the alarm sounds, all faculty and staff are to exit the building. No one is permitted to return to the building until the signal is given by the Principal, Assistant Principal, Dean of Students or their authorized representative. The following regulations will also be observed during fire drills:

1. The lights are to be extinguished
2. All office windows and doors are to be closed
3. The first person to come to a closed stairwell door should open that door and hold it open until all have passed through
4. The last person leaving the building should extinguish all corridor lights and close corridor doors

LOST/MISSING ITEMS/KEYS

Staff members are to inform the Vice President for Finance immediately if for any reason they have misplaced, lost, or noticed missing any school equipment or school keys. Because of the security problems that arise as a result of lost keys and the high cost to re-cut keys and change locks, please exercise extreme caution with the whereabouts of keys. Repeated loss of keys may result in the person being required to reimburse the school for any costs incurred in re-keying all or part of the buildings.

MAIL BOXES

Faculty and Staff mail boxes are located in the Main Office. It is into these boxes that all communications and incoming mail will be placed. Mail boxes should be checked before 8 a.m. for messages. They should also be checked for messages, mail, etc., at least one or more times before leaving school in the afternoon. All mail boxes must be cleaned daily.

Since the privacy of the staff member's mail must be safeguarded, no student will have access to the faculty and staff mail boxes.

MAIN OFFICE

In order to maintain efficiency, staff members should restrict their usage of the Main Office to business. The Main Office is not to be used as a Faculty Room or as a Lounge. Loud talking should be avoided so as not to interfere with the work of the Office Staff or with appointments which may be in progress. Also please note the following:

1. Staff members should not question a student who is waiting in the Main Office as to the nature of his business.
2. To avoid interrupting business in progress, please check with the Administrative Assistant before entering the Principal's Office.
3. No teacher is to help him/herself to the materials contained in the Office cabinets or closets. The Secretary and Receptionist will be happy to assist you.
4. Staff members desiring to have personal mail posted by the main office are required to reimburse the postage cost at the time the item is given to the receptionist.
5. No one is to use the photocopiers located in the Main Office unless he/she has been authorized to do so.

MAINTENANCE

Staff members should complete a Maintenance and/or Repair Form in the event that their office or furnishings are in need of repair or maintenance. Please do not approach the maintenance staff directly with your requests. Forms are available in the Mail Room of the Main Office. Likewise, if there are any other areas in the school in need of custodial attention, please complete the form. All completed forms are to be placed in the repair/work box in the Mail Room.

PERSONNEL CONCERNS

In the absence of the President all staff personnel concerns should be directed to the Vice President for Finance.

PESTICIDE USE NOTIFICATION POLICY

As of July 1, 2001 New York State Law requires that the school notify all faculty and staff as well as parents/guardians of the use of pesticides at school facilities or on school grounds.

St. Francis High School has employed a regular spraying program for many years in areas of the building that are conducive to pests. On a monthly basis a contractor sprays in the Student Dining Room, Locker Rooms and Campus Store. Other areas may be sprayed on an as need basis.

We attempt to restrict spraying to a time of day (early in the morning or late in the afternoon) when the least number of students and faculty/staff are on campus or to holidays when possible. Other than Sundays and holidays, and even then not always, it is rare that some students and faculty/staff are not on campus.

The law requires us to inform you:

- a. that we may use pesticides from time to time
- b. that the school maintain a list of faculty/staff and parents who wish to receive 48 hours advance written notice of pesticide application, and notice how to register for such notice
- c. how to get more information from the school
- d. three times a year, following Christmas and Easter recesses, and the end of the school year, we must provide written notice informing you of the date, location and product used since the last notification.

If you wish to be put on the list that allows you to be informed as described in (b) above please notify the Business Office no later than September 15th of each year. Otherwise, you will receive the notices that are described in (d) above through the faculty/staff bulletin. If you wish more information on the pesticides that are used please contact the Vice President for Finance in the Business Office. You are welcome to examine the file that contains copies of the labels of the pesticides used and EPA registration numbers as required by law.

POWER FAILURE

If we should lose power during the school day all classes should stay in place until you are informed to move to another location. This will allow us to evaluate the situation and make any necessary adjustments. The announcement will either come directly to your office, or through the use of the bull horn.

If your computer is on when the power goes out, turn it off. There could be difficulty with so many trying to come back on line at the same time after the power outage is over. The same would apply to lights in the classroom, office, and any other electrical appliances (coffee pots, etc.)

PRAYER

When prayers are conducted over the PA system all staff, as much as is possible, are asked to stop what they are doing and be respectful of the prayer being said.

PUBLIC RELATIONS

All publicity should be cleared with the Vice President for Institutional Advancement. Staff members having items of interest are encouraged to write articles for the newspapers, or to prepare other forms of publicity which will be disseminated by the Office of Institutional Advancement.

Before publication or reproduction of any items, logos or designs representing the school or its organizations must be approved by the President.

SCHOOL FACILITIES

It is necessary that all be concerned about school property and equipment. When posting notices and flyers anywhere in the school building, only masking tape should be used to affix such items to painted or glass surfaces. The use of regular Scotch or athletic adhesive tape is prohibited.

TELEPHONES

As St. Francis' telephone service is considered "business" service by the telephone company, these lines are under limited service and each local call is billed. Since the phones are intended primarily for school business, staff members are requested to limit their use of the school phones for personal business as much as possible. Students are not permitted to use the telephones except in the case of a clear emergency.

To access an outside line from classroom telephones, press "9". If a line is available, a password must be entered before dialing the telephone number. The current password is available from the Vice President for Finance.

During Business Hours (7:30 a.m. to 3:30 p.m.), all lines coming onto the St. Francis campus are handled by the School Receptionist or the Automated Attendant. After Business Hours, the Automated Attendant handles calls, allowing callers to access telephone extensions or voicemail boxes.

Any long-distance phone call made, for whatever purpose, must be reported to the Vice President for Finance since these calls must be substantiated before payment is made; a slip of paper bearing the caller's name, date, destination, purpose of call, time, area code and phone number called should be submitted. It is expected that personal toll or long-distance calls will be reimbursed to the Business Office.

Faculty and staff are prohibited from using directory assistance (unless explicitly authorized), except in a clear emergency. Telephone directories and student demographic information are available at the Main Office.

VOICEMAIL

Each staff member's telephone is linked to St. Francis' Norstar® Voicemail system providing a voicemail box accessible through the school telephone system. This system uses the Liquid Crystal Display (LCD) on the telephone for simple prompts regarding the system options; more extensive options are described by voice prompts. Full information regarding the setup and use of the voicemail system is available from the Business Office. A summary is provided:

RETRIEVING MAIL — "MESSAGE FOR YOU"

If a message has been left in your mailbox, this will be indicated on the LCD. To access your mailbox:

1. Press the button labeled "Open M/B" (or "Feature" 981)
2. When your password is requested enter your personal password, not the system password for accessing outside lines.
3. Voice prompts will give further directions about playing, erasing, forwarding, etc. the messages that have been left for you.

1. When you are finished listening to messages (or, at any point in the process) you can disconnect from the system by pressing the orange button labeled "Rls" (Release).

CHECKING MESSAGES FROM ANOTHER PHONE

You can access your mailbox from any phone on campus:

- a. Press the button labeled "Open M/B" (or "Feature" 981)
- b. When the password is requested enter:
 1. a "*" (the word "Log" will appear in the LCD)
 2. Your mailbox number (e.g. 608)
 3. Your password
 4. then "#"
- c. Voice prompts will guide you through the rest of the system. You can also access your mailbox from anywhere off campus by calling the school number. When the attendant answers, press "***" and continue with the instruction #2 above.

To leave a Message for someone at St. Francis:

Either:

- a. Pick up the receiver and dial their extension number; if they do not pick up, in most cases you will be shunted to their voice mailbox.
or:
- b. Press the "Feature" button, then dial the digits "980". You will be asked for a Mailbox number; it is generally the same as the person's extension number. You will be shunted directly into the Voicemail system; that extension will not ring.

"Do Not Disturb" (Feature 85)

You may want to use Do Not Disturb while a class is in session. When you have your phone set to Do Not Disturb, any regular call (intercom or outside line) transferred to you will be forwarded automatically to your voicemail. However, if it is absolutely imperative to speak to you, the administrators and the receptionist have the ability to send a "priority" call through, overriding the Do Not Disturb.

"Call Forward" (Feature 4)

You can set your phone to "Call Forward" and designate another extension as the destination. All calls are automatically sent to that destination without ringing at your phone. Please only use the "Call Forward" feature to shunt your calls to another phone (e.g. in the Faculty Rooms) while you will be in that other location.

Cancel Features

To cancel any of the features you have set, (e.g. Do not Disturb, Call Forward) simply include the pound sign (#) before the Feature number (e.g. Feature #85).

Directory Names

It is necessary to record your name for the school directory and to set a greeting for your mailbox. To check this, simply open your mailbox (Feature 981 - your password - #). If you hear more than your name ("George Washington") when the system attaches to voicemail, then you should rerecord your name announcement. (Once in the mailbox, press: 8, then 1, at the tone simply say your name, then press #).

Mailbox Greetings

To check your greeting, you can simply try to send yourself a message (Feature 980, then dial

your mailbox number); you should hear the greeting that others get when they call you. If you just hear your name, then you've got your name where your greeting should be (and maybe vice versa). To change your greeting (e.g. "Hello, this is George, but I can't take your call... please leave me a message"), open your mailbox, press 8, then 2, then 1, then 1, at the tone speak your greeting, press #, then Rls). You can also be prompted through this process by being patient and waiting just a few seconds once you've opened your mailbox; the system will walk you through step by step.

When recording greetings, do not use the option "personalized greeting" from the menu when initializing your mailbox. You should use the choices "Primary" (#1) or alternate" (#2) greeting. ("Personalized greeting" is a technical term this system uses for greetings that are directed to specific individuals based on the incoming call's telephone number (e.g. your spouse). However, this is not an active feature on our system since we don't subscribe to Verizon's "caller ID" service.)

There is no significant difference between the "primary" and "alternate" greetings. It's simply a way of saying that you can store two different greetings, and switch between one and the other without having to re-record all the time. For instance, you might make your primary greeting something like "Hello, I'm in class right now, but as soon as I get a chance I'll call you back. Please leave your name and number." Your alternate greeting might be: "Hello, I'm not in school at this time, but as soon as I do get your message I'll give you a call...." To switch between greetings: open your mailbox, press 8, then 2, then 2, then the number of the greeting you wish to be activated.

Correspondence Style Sheet

Type/font size: 5 lines (with leading) to the vertical inch. (This is usually 11 or 12 pt)

Margins: 1" left (should be aligned with the left margin of the stationery letterhead)
1" right (3/4" if absolutely necessary to make a letter fit)

Justification: left justify (never full justify in business letters)

Dateline: on the third line below letterhead
(more, if necessary, to center the letter vertically on the page)

(Confidential Notation - optional): on the second line below dateline

Inside Address: on the third line below the dateline

(Reference line[s] - optional): flush right, on the line below inside address

Salutation: on the second line below whatever is above it.

Body: flush left, on the second line below salutation. Single blank line between paragraphs.

Complimentary Close: on the second line below the body of the letter.

Signature line: on the fourth line below the complimentary close

Identification initials: on the second line below signature line (SIGNER:typist)

(Enclosure notation - optional): on the second line below identification initials

(Carbon copy notation - optional): on the second line below enclosure notation

Continuation page(s): flush right at top of page, on the third line below the office line,
stacked heading containing

1st line: Addressee

2nd line: date

3rd line: the word "Page" and the page # in words as in:

Mr. & Mrs. John Smith
30 April 1995
Page two

Sample Stylesheets (65% landscaped)

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