



URSULINE ACADEMY

NEW ORLEANS

2026-2027
EMPLOYEE HANDBOOK

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WELCOME TO URSULINE ACADEMY

ABOUT THIS HANDBOOK

The Ursuline Academy Employee Handbook is designed for use by all employees of the Academy. It is designed to include general information on policies, benefits, and procedures. This Handbook is purposefully limited to those matters which are of immediate and recurring concern to faculty and staff employees. You are required, and expected to read this Handbook, and, during your employment, you will be bound and otherwise obligated by its provisions. You should refer to this Handbook whenever you have a question.

This Handbook may be updated from time to time. The policies contained in it are subject to amendment, modification, or revocation, without notification, by Ursuline Academy. All decisions, applications, and interpretation of the policies are at the sole and exclusive discretion of Ursuline Academy.

This Handbook does not guarantee or promise continued employment. Ursuline Academy hopes that your working relationship will be ongoing and rewarding. Nothing in this Handbook, or anything said or written anywhere else, should be construed as a promise of permanent employment, or promise of employment for a specified length of time, of discharge only for cause, or of a right to any particular discipline or discharge procedure. NO ONE has the authority to enter into an agreement for employment for a given period or to make other representations inconsistent with those in this Handbook except if in writing and signed by the President.

INTRODUCTION

Ursuline Academy is a Catholic school. Its immediate purpose is education, and which is to be understood in larger than purely academic terms. The school contacts young women at critical moments in their religious development, and seeks to help them explore their spiritual experiences in an environment where Catholic values are understood and experienced.

Since every program at Ursuline Academy can be a means to discover God, all employees share responsibility for the religious dimension of the school. Religious and spiritual formation is integral to an Ursuline Academy education, and it is not added to, or separate from, the education process. The educational community at Ursuline Academy is a community of faith, through appropriate religious or spiritual celebrations. All employees of the community are encouraged to participate in these celebrations, not only as an expression of their own faith, but also to give witness to the purposes of a Catholic school.

The principles of a Catholic school apply in an analogous way to non-Catholic students and employees. Thus, the fact that non-Catholic students seek admission is taken to indicate an interest in learning about Catholic traditions, as well as fostering their religious development. In the same way, the fact that a non-Catholic chooses to become an employee of Ursuline Academy is taken to indicate the will to contribute to the Catholic religious orientation of Ursuline Academy.

All employees of Ursuline Academy should see themselves as responsible for, or involved in the religious formation of students. Justice is a matter of central importance to all Catholics, and, in particular, to the community of Ursuline Academy, which places a particular emphasis on sensitizing itself and its students both to justice for individuals and to social justice in local, national and international issues. All employees of Ursuline Academy have the daily opportunity to encourage passionate and responsible commitment to social justice.

All employees of Ursuline Academy, like other Catholic institutions, are expected to present a coordinated vision of their values, goals, priorities, and sense of mission to have a lasting impact on the minds and hearts of students. Those who are not positively united with us on the formidable task of education for faith and justice may, in effect, be working against us. Christian living, personal care of students, rigorous attention to the style of their teaching, concern for moral values and conduct, and the support and encouragement of, and participation in religious activities, such as worship, retreats, and service, are ways in which the employees of Ursuline Academy are expected to contribute positively to the Christian growth of the students.

URSULINE ACADEMY SPONSORED MINISTRIES VISION STATEMENT & CORE VALUES

“CULTIVATING THE VINE ENTRUSTED TO US...”

~ St Angela Merici

FORWARD

Ursuline Academy ministry is rooted in a tradition of formation and innovation that dates back to 1535, when St. Angela Merici founded the Company of St. Ursula, in Brescia, Italy. It was among the first non-cloistered communities of women in the history of the Church, and the first religious communities for women begun by a woman.

Inspired by the call of the Gospel, and challenged by the needs around her, Angela reached out in service and love, to rich and poor alike. A faithful minister, she sought to draw out the giftedness and potential in each person. Her writings offer a philosophy of formation and ministry that is personal and attuned to the needs and situation of each. Her legacy as a woman of peace and reconciliation encourages unity, mutual love, and respect.

Ursuline Academy Sisters and their collaborators continue today the approach to ministry, which draws its life and vision from Angela’s spirit and philosophy.

Inspired by the call of the same Gospel, and challenged by the needs of our time, Ursuline Academy, like Angela, grounds its mission in the following core values:

- Spiritual formation and faith development;
- Respect for the uniqueness of the individual;
- Development of the whole person;
- Development of a nurturing community spirit;
- Commitment to peacemaking in a global society;
- Serviam
- Academic Excellence

URSULINE IDEALS

Courtesy, Loyalty, and Courage

ESSENTIAL CHARACTERISTICS OF AN URSULINE SCHOOL

1. An Ursuline school cultivates its Catholic Christian identity and instills Ursuline values, heritage, history, and the spirit of St. Angela within its programs and activities.
2. An Ursuline school nurtures a strong spiritual formation for its students and co-workers, one that cultivates the faith development of all its constituencies.
3. An Ursuline school fosters respect for the uniqueness of each individual member of the school community.
4. An Ursuline school promotes the development of the whole person.
5. An Ursuline school forms and supports a nurturing family/community spirit.
6. An Ursuline school promotes faith-based living and leadership in a global community while striving for peace and justice.
7. An Ursuline school ensures the motto of “*Serviam*” permeates every aspect of the school.
8. An Ursuline school instills academic excellence while inspiring intellectual curiosity.

MISSION STATEMENT

Ursuline Academy of New Orleans, founded in 1727, prepares confident and compassionate leaders for a diverse global society through Catholic spiritual formation, academic excellence, and a life-long commitment to *Serviam*: I will serve.

BRAND PROMISE

This is our internal pledge we live by every day. It applies to all audiences.

To succeed in tomorrow’s world, we believe girls must learn to think creatively, articulate their ideas confidently and compassionately, and solve problems collaboratively. Our girls will be ready. Through highly interactive experiences powered by STEM and the arts—and a nurturing community diverse by design—we develop tomorrow’s brightest independent thinkers, innovators, and community builders.

USE OF NAME

“Ursuline Academy,” “Ursuline of New Orleans,” and the “1727 *Serviam*” seal are trademarks of Ursuline Academy of New Orleans, a Louisiana nonprofit corporation. All rights are expressly reserved.

Unless you have received prior written permission from Ursuline Academy of New Orleans, you are neither authorized nor permitted to use “Ursuline Academy,” “Ursuline of New Orleans,” or the “1727 *Serviam*” seal to show or imply an affiliation with Ursuline Academy of New Orleans.

EMPLOYMENT POLICIES

EMPLOYMENT AGREEMENTS

Academy Employees receive employment agreements annually. Employment agreements apply for the time indicated on the agreement and do not renew automatically. The employment agreement outlines the terms, duties, expectations, classification, compensation, and benefits between the Academy and the employee. The agreement also includes details about the termination, modification, and severability of the agreement.

EQUAL EMPLOYMENT OPPORTUNITIES

In compliance with federal, state, and local laws and subject to applicable exceptions relating to Ursuline Academy's nature as a religious institution, Ursuline Academy administers all educational programs, employment activities, and admissions without discrimination based on race, religion, national or ethnic origin, color, age, military service, disability, gender, or any other legally protected status.

DRUG-FREE WORKPLACE

Ursuline Academy prohibits substance abuse by its employees. Substance abuse includes, but is not limited to, the improper or unlawful distribution, sale, dispensation, possession or use of drugs, controlled substances, alcohol, or inhalants. This prohibition does not include lawful possession or use of prescription drugs taken by an employee as directed by the employee's doctor or the possession or use of over-the-counter medications taken according to label directions.

Employees are prohibited from being under the influence of drugs, (except prescription drugs and over-the-counter medications as explained above), other controlled substances, alcohol, or inhalants while at work or on Ursuline Academy's premises, or while otherwise representing Ursuline Academy. Further, an employee's unauthorized possession of alcohol while at work, on the Academy's premises, or while otherwise representing Ursuline Academy is strictly prohibited. Employees suspected of being under the influence of drugs, alcohol or any other substance will be subject to an immediate drug test at an institution chosen by the President.

Compliance with this policy is a condition of employment. Violation of this policy will be subject

to disciplinary action, including, but not limited to, the employee's immediate dismissal. Moreover, the conviction of any crime involving the improper or unlawful distribution, sale, dispensation, possession or use of drugs, controlled substances, alcohol, or inhalants outside of work and while not on Ursuline Academy's premises, or while not otherwise representing Ursuline Academy, shall constitute a further condition of employment, and shall subject the employee to disciplinary action, including, but not necessarily limited to, the employee's immediate dismissal.

Employees needing assistance in dealing with substance abuse problems are encouraged to seek medical treatment and rehabilitation before a violation of this policy occurs. Ursuline Academy's health insurance provides for substance abuse treatment, and employees who have health insurance or other medical coverage through Ursuline Academy should consult their health benefit plan documents for more details.

TOBACCO-FREE WORKPLACE

Ursuline Academy is a smoke free zone, and smoking is prohibited, at all times, in the buildings, and on its premises. All Ursuline Academy employees and visitors are required to comply with this policy.

FIREARMS FREE WORKPLACE

It is unlawful for any employee or student of Ursuline Academy to carry or possess any firearm or dangerous weapon at any time while on the Academy campus, on school transportation, or at any Ursuline Academy-sponsored function. This policy includes, but is not limited to, athletic competitions, dances, parties, or any extracurricular activities, or within one thousand feet of the Ursuline Academy campus.

Carrying and/or possession of a firearm or dangerous weapon by any employee or student is a serious offense, and will subject the employee or a student to disciplinary action, including, but not limited to, immediate termination or expulsion, respectively. Ursuline Academy, per state law, shall immediately report the name of any individual who violates this policy to the appropriate police department or sheriff's department, and shall deliver any firearm or weapon seized to that agency. Ursuline Academy will further notify the parent(s) or guardian(s) if a student violates this policy, and the law.

ASBESTOS MANAGEMENT

In accordance with the Asbestos Hazardous Emergency Relief Act (AHERA), a management plan has been prepared and approved by the State Department of Environmental Quality (DEQ). This management plan is available for review upon request from the front office during regular school hours.

COMMUNICABLE DISEASES

Any employee who has contracted, or discovers that he or she has contracted an infectious disease should take every precaution to ensure that the illness does not pose a threat to the health and safety of other individuals in the workplace and students.

Transmittable diseases such as, but not limited to, measles, influenza, hepatitis--A (Infectious hepatitis) viral hepatitis--B (Serum hepatitis), HIV-related infections and AIDS, tuberculosis, covid-19, and meningitis can, potentially, pose a threat to the health and safety of other individuals in the workplace and students. If the risk of contagion is significant, and is not eliminated by reasonable accommodation, it constitutes a direct threat. Therefore, a person who is concerned about the possibility of having contracted a communicable disease should contact his or her doctor immediately, if appropriate, and follow the doctor's advice. Ursuline Academy shall have the right to require an employee to utilize Sick Leave and/or Personal Days, if necessary, in order to prevent the risk of contagion.

VIRTUAL WORK

Administrative Employees may work virtually with the express permission of the President or Principal in advance of the virtual work time. Approved virtual work must be shown to be productive in nature or sick/vacation time may need to be deducted. As per the Faculty Handbook, "virtual teaching is not an option to accommodate faculty illness or personal days".

BANNING OF POLITICAL ACTIVITY AND 501(c)(3) STATUS

There can be no political statements, logos displayed, signage or political apparel on campus. Further, no particular candidate may be endorsed during election seasons. Faculty must not, under any circumstance, discuss political beliefs or ideations with students. As a private educational institution Ursuline Academy is exempt from federal income tax under the section of the Internal Revenue Code which includes private foundations as well as churches,

educational institutions, hospitals, and many other types of public charities and provides 501(c)(3) status. The IRS can revoke the tax-exempt status of Ursuline, a 501(c)(3) organization for any political activity and additional fines may be levied. Violations of this policy will not be tolerated. Consequences of violation may include termination of an employee.

CHILDCARE OUTSIDE WORK HOURS

To avoid any conflict of interest, it is the policy of the Academy that employees, especially but not limited to Lily House and ECLC, should not babysit for, take care of, or moonlight for a family currently in their classroom or who may progress to their classroom. From a legal standpoint, if anything should happen to the student while under the employees' care, the Academy could be brought into any claims that the parents may assert against an Academy employee.

NAEYC (National Association for the Education of Young Children) Code of Ethics states:

P-2.11 – ... We shall not use our relationship with a family for private advantage or personal gain or enter into relationships with family members that might impair our effectiveness working with their children.

P-2.13 -- ... We shall maintain confidentiality and respect the family's right to privacy, refraining from disclosure of confidential information and intrusion into family life.

Due to potential complications of the babysitting relationship becoming problematic and spilling over on the school relationship or possible accusations of favoritism made by other parents, employees will not be allowed to babysit students at any time, including during breaks, when the Academy is closed. Violations of this policy will result in disciplinary action and possible termination

DISCRIMINATION AND HARASSMENT POLICIES

OVERVIEW

This policy applies to all Ursuline Academy employees and students. The Academy will not tolerate, condone or allow any harassment or discrimination, whether engaged in by employees, students, outside clients, vendors or other non-employees who conduct business

with the Academy. Its purpose is not to regulate the morality of employees or students, but to ensure that no Ursuline Academy community member engages in violence, sexual misconduct, or discriminates against, or harasses another because of any protected class, including sex, race, color, national origin, religion, creed, disability, age, marital status, veteran status, etc. Ursuline Academy will not tolerate sexual misconduct, discrimination, and/or harassment on the basis of sex, race, color, national origin, religion, creed, disability, age, marital status, veteran status, etc. by, between and among employees and students.

Definitions of Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local law. For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may also include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender.

Depending on the circumstances, these behaviors may include, but are not limited to:

- Unwanted sexual advances or requests for sexual favors;
- Sexual jokes and innuendo;
- Verbal abuse of a sexual nature;
- Commentary about an individual's body, sexual prowess or sexual deficiencies;
- Leering, whistling or touching;
- Insulting or obscene comments or gestures;
- Display in the workplace of sexually suggestive objects or pictures; and

- Other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her sex, race, color, national origin, religion, creed, disability, age, marital status, veteran status, etc. or any other status or classification protected by law, and that:

- Has the purpose or effect of creating an intimidating, hostile or offensive work environment;
- Has the purpose or effect of unreasonably interfering with an individual's work performance;
- Otherwise adversely affects an individual's employment opportunities. Harassing conduct includes, but is not limited to:
 - Epithets, slurs or negative stereotyping;
 - Threatening, intimidating or hostile acts;
 - Denigrating jokes; and
 - Written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on Ursuline Academy's premises or circulated in the workplace, on the Academy's time or using the Academy's equipment via email, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

COMPLAINT PROCEDURES

Allegations of discrimination, harassment, violence, or sexual misconduct should be reported immediately to the President, or Principal, who will investigate the complaint or appoint an investigator. All complaints will be taken seriously and investigated as promptly and discreetly as practicable. If an individual is not comfortable reporting the harassment or discrimination to any of the persons listed above, individuals may report incidents of harassment or discrimination to the President, Principal, or any supervisor at Ursuline Academy. Ursuline Academy requires the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process, to the extent possible, and consistent with the need to conduct an adequate investigation and take appropriate corrective action, if necessary.

Ursuline Academy will notify the parents or guardians, and any authorities who may be required by law, of the complaint if a student is the complaining party. In the event of allegations of misconduct or inappropriate behavior, an employee may be placed on paid leave until the investigation is complete. During any such leave, the employee will not be allowed on the grounds of Ursuline Academy, nor at any Academy-sponsored function.

If Ursuline Academy determines that an individual has violated the Academy's Discrimination and Harassment policy, the Academy will take all appropriate corrective action necessary. The complaining party then will be informed of the results of the investigation, and any corrective action taken. Depending on the severity of the violation, individuals found to have engaged in a violation of this policy will be subject to disciplinary action, which may include an oral or written reprimand, counseling, training, paid or unpaid suspension, and/or discharge or dismissal and/or expulsion from Ursuline Academy.

NO RETALIATION

Retaliation against an individual for reporting harassment or discrimination, or for participating in an investigation of a claim of harassment or discrimination, is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed. If any individual feels that he or she is being subjected to retaliation in violation of this policy, that individual should follow the complaint procedure outlined above.

False and malicious complaints of harassment, discrimination or retaliation will also be investigated, and, if true, may be the subject of appropriate disciplinary action.

HIRING POLICIES

CRITERIA FOR HIRING

Each Ursuline Academy Instructional Faculty Member shall have:

- Earned a bachelor's degree from an accredited college or university.
- Fulfilled the requirements for employment as a teacher according to Cognia, the Louisiana Department of Education, and the Archdiocese of New Orleans. Any deficiencies must be remedied within two years of the first employment contract.
- Submitted the official documentation of her or his degree(s), certification, and years of experience.
- Agreed to meet any requirement for professional growth as stipulated by Cognia, the Louisiana Department of Education, Archdiocese of New Orleans, National Association for the Education of Young Children (NAEYC), and the administration.
- Employees must complete the required background check, complete Safe Environment Training, and register in Virtus Reporting.

CREDIT FOR EXPERIENCE

- No credit will be given for substitute experience.
- No credit will be given for graduate assistant experience.
- No credit will be given for tutoring.
- No credit will be given for non-teaching experience.

HIRING ADDITIONAL STAFF

The hiring of any additional faculty over the amount of money in the salary budget must have prior approval of the President. The creation of any administrative position, regardless of budget factors, must have the permission of the President. A new faculty member may be hired because of increased enrollment, and other extenuating factors, only after consultation between the ECLC Director, Principal and the President.

BACKGROUND CRIMINAL CHECK

All employees of Ursuline Academy must successfully clear a criminal background check before their first day of work.

As a condition of their employment, all employees and volunteers who have ongoing, unsupervised contact with students are required to submit to a criminal history review through the Louisiana Department of Public Safety & Corrections. The Office of State Police and Bureau of Criminal history review shall include a fingerprint check and simultaneous FBI check. Employees who have never been fingerprinted for the Louisiana State Education Department must be fingerprinted at a police precinct, or at another state or local criminal justice agency, BOCES, institution of higher education, or any other agency or entity approved by Ursuline Academy before beginning work. Every three years, employees are required to submit information for a background check for current criminal history updates. ECLC/ Lily House Employees are required to submit to a CCCBC (Child Care Criminal Background Check) per LDOE Bulletin 137, §1803.

Any employee who refuses to submit to a criminal history review, or whose criminal history review reveals that they have been convicted, or violated the law, especially including, but not limited to, those crimes enumerated in this Handbook and in Paragraph 6 of the employee Contract, may not be offered employment and may be subject to termination. Individuals whose criminal history review reveals a felony conviction will not be offered employment and terminated. Employees whose criminal history shows that they have been convicted or have pleaded *nolo contendere* to a crime listed in LSA-R.S. 15:587.1(C) will not be offered employment for a position of supervisory or disciplinary authority over school children, unless approved in writing by a District Judge of the Parish and the District Attorney.

CRIMINAL CONVICTION

Any employee must notify his or her Principal within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, in addition to those crimes enumerated in Paragraph 6 of the employee contract, and any of the offenses listed below, including moral turpitude:

- Crimes involving school property or funds;
- Crimes involving fraud to obtain or alter any certificate required for teaching;

- Crimes that occur wholly or in part at a school sponsored activity.

Moral turpitude includes, but is not limited to:

- Dishonesty;
- Fraud;
- Deceit;
- Theft;
- Misrepresentation;
- Deliberate violence;
- Base, vile or depraved acts of a sexual nature;
- Felony possession, transfer, sale, distribution of any controlled substances;
- Child abuse or endangerment;
- Acts constituting public intoxication; operating a vehicle under the influence of alcohol or disorderly conduct

SAFE ENVIRONMENT TRAINING

All employees of Ursuline Academy must successfully complete safe environment training before their first day of work.

COMPENSATION AND BENEFITS

COMPENSATION AND CLASSIFICATIONS

Financial compensation offered to each employee is dependent upon the budget recommended and approved by the Board of Trustees, but is determined at the discretion of the President. Ursuline Academy employs administrative staff, faculty, principals, and a President. All employees will be classified as:

- Exempt or Non-Exempt from the minimum wage and overtime requirements of the Fair Labor Standards Act;
- Faculty or Administrative Staff;

- Full-Time or Part-Time; and
- 10-Month, 11-Month, or 12-Month.

These classifications determine the manner in which employees will be compensated, the number of hours they are expected to work, the number of months in a 12-month period they are expected to work, and the amount of paid leave and other benefits to which they are entitled.

Exempt employees generally will be paid on a salary basis and will not be paid overtime. They are expected to work as many hours as necessary each week to fulfill their job duties, even if it is more than 40, including attendance at and/or participation in specified school events.

Non-Exempt employees will be paid on an hourly basis and will be paid overtime for all hours they work over 40 hours in a workweek. All overtime hours require written prior approval from the supervisor. Any overtime hours worked without prior approval may result in disciplinary action.

Full-Time employees are employees who are scheduled to work 30 or more hours per week on a regular and continuous basis during the months they are expected to work, including attendance at and/or participation in specified school events.

Part-Time employees are employees who are scheduled to work less than 30 hours per week.

10-Month employees are expected to work 10-months in a 12-month period.

11-Month employees are expected to work 11-months in a 12-month period.

12-month employees are expected to work all 12-months of the year.

Benefits	Full Time	Part Time	Exempt	Non-Exempt	10-Month Employees	11-Month Employees	12 Month Employees
Time Compensation Work Period	>30 hours	<30 hours	Salary	Hourly as scheduled, will receive Overtime >40 hours	August 3, 2026, to May 28, 2027	July 13, 2026, to June 18, 2027	July 1, 2026, to June 30, 2027 for Administrative Staff August 1, 2026, to July 23, 2027 for Lily House Staff
Medical	Y	N	Y	Y	Y	Y	Y
Life & LTD	Y	N	Y	Y	Y	Y	Y
403(B)	Y	N	Y	Y	Y	Y	Y
Workers Compensation	Y	Y	Y	Y	Y	Y	Y
Tuition Remission 25-26 (T2-12)	\$3035	N	\$3035	\$3035	\$3035	\$3035	\$3035
Work Hours *Exceptions for special events will be communicated in advance i.e. Rally, Open House, etc.	Determined by Department head			Overtime approved in advance in writing	7:30 am - 3:30 pm*	7:30 am - 4:00 pm*	7:30 am - 4:00 pm*
Vacation Days	Y**	N	Y**	Y**	N	N	1-5 yrs. = 10 days 6+yrs. = 15 days
Sick/Personal	Y	Y***	Y	Y	10 days – roll to max 30 days	10 days – roll to max 30 days	10 days – roll to max 30 days
Paid Holidays (see list)	Y	N	Y	Y			

**Vacation Days apply to 12-Month Employees only

***Pro-rated based on percentage of time worked

HEALTH INSURANCE

Ursuline Academy maintains a health insurance plan for the exclusive benefit of the employees, and it is the intent of Ursuline Academy that all terms of the policy, including the employee's rights, coverage, and benefits under this plan, are legally enforceable. The plan, established for an indefinite period, may be terminated at will by Ursuline Academy. The Master Policy contains eligibility requirements, plan descriptions, claims and reimbursement procedures, and provisions for continuation. Any employee may obtain a copy from the Business Office. Participation in the health insurance plan is voluntary.

Ursuline Academy contributes monthly towards the cost of each **Full-Time** employee's Medical Plan. The employee's portion of the premium is deducted from pretax dollars. (See Pre Tax Plan in this Manual). **Part-Time** employees are not eligible to enroll in this plan, unless they wish to have the full premium deducted from their paychecks. If an employee elects to waive coverage, there is always the possibility that he or she may not qualify for medical coverage at a later date. A statement of health is required of all late entrants, and medical coverage can be denied if the individual has certain medical problems. (A late entrant is defined as any individual who does not apply for medical coverage within 30 days of the date he or she first becomes eligible to participate in the plan, either as a new employee or due to a life changing event.) An employee may elect to take insurance at a later date during open enrollment.

Coverage terminates at the end of employment; if the person is under a 12-month contract, the coverage continues through June of the contract year. If the person is under a 10-month contract, the coverage continues through July of the contract year. In the event of termination prior to the end of the annual contract, coverage would terminate on the last day of the last month worked. Continuance of medical insurance at the employee's own expense may be provided. Employees will receive information from the Archdiocese after the last paycheck is received.

LIFE INSURANCE AND LONG-TERM DISABILITY

Ensuring the financial well-being of one's family is an important element of the financial planning process.

Ursuline Academy provides, at no expense to the employee, a fully insured Group Term Life

Insurance Program for all **Full-Time** employees based on a schedule of one and one/half (1+1/2) times the employee's base annual earnings. This term coverage will not be continued after termination or retirement. **Part-Time** employees may purchase life insurance coverage at their own expense.

Ursuline Academy provides long term disability (LTD) insurance coverage at no expense to all **Full-Time** employees. **Part-Time** employees may purchase life insurance coverage at their own expense.

Employees can obtain detailed information about these benefits from the Business Office.

RETIREMENT - 403(b)

Valic: Thrift and Money Purchase 403 (b) Annuity Plan:

This plan allows for both a basic employer match of one percent (1%) of salary for every **Full-Time** employee and a matching contribution. As a participant, the employee may make fundamental contributions of up to a specific percentage of his or her salary.

Ursuline Academy will match an employee's contribution with \$0.25 for each dollar the employee contributes up to the first five percent (5%) of his or her salary. Contributions and earnings are not taxed until withdrawal. The vested value of this account is payable to the employee's beneficiary upon the employee's death. The Variable Annuity Life Insurance Company (VALIC) is currently administering this plan.

Employees can obtain detailed information about these benefits from the Business Office.

WORKERS' COMPENSATION

On-the-job injuries are covered by the Academy's workers' compensation insurance policy, which is provided at no cost to employees. Employees who suffer an on-the-job injury should immediately report the injury to their supervisor.

TUITION PAYMENT AND TUITION REMISSION

Employees may elect to deduct tuition payments for their child(ren) from their pay. Employees may choose to deduct tuition for childcare (Nursery - K) for their child(ren) from pretax dollars (see Pre Tax Plan below). Employee tuition remission only applies to the children (T2-12th grade) of **Full-Time** employees. If both parents are employees of the Academy, both are

entitled to remission. Remission for the first parent is applied to the total tuition, then, remission for the second parent is applied to the remainder, not to exceed 50% of the full tuition. The Academy's Board of Trustees determines the amount of remission. Remission is not offered for Lily House students.

DINING HALL

Lunch

Employees may purchase a dining hall plan through a payroll deduction. Breakfast, after school snacks, and Cafe are not included in the lunch payroll deduction.

A **My Kids Spending** account is required to purchase breakfast and after school snacks. Breakfast is served from 7:00am-7:45am daily and can be purchased with a faculty ID card, after a My Kids Spending account has been created.

UA Cafe - forms of payment are My Kids Spending and credit cards. Please see info below for information to create a My Kids Spending account.

How to create a My Kids Spending account

Please click the link below to create a My Kids Spending account.

<https://www.mykidsspending.com/>

Click the green button "create account or add student." Fill in the information. (You do not need a student ID#.) Once completed, click either "add a student" or complete registration. You will receive an email from My Kids Spending with your user ID. If you have any questions, please contact support@mykidsspending.com.

How to add money to My Kids Spending

Log into your My Kids Spending account. Click "Auto Transfers" to add account information. Click "Fund Account" to add funds. There is also a FAQ section on the main page.

There is a MyKidsSpending App available for free on iOS and Android devices.

PRE TAX DEDUCTIONS

Ursuline Academy's Cafeteria Plan allows **Full-time** employees to use pre-tax dollars to pay for health insurance premium expenses. The premium is not subject to Federal income or

withholding taxes, or to Social Security taxes. The employee's dependent Nursery - Kindergarten child care expenses at Ursuline Academy may also be paid with pre-tax dollars.

PROFESSIONAL DEVELOPMENT REIMBURSEMENT

Professional development will be provided in-house for all faculty and staff regularly. External requests will be considered as finances allow. Employees must request permission in advance from their department head if requesting leave or reimbursement for professional development.

LACTATION POLICY

Employees may take reasonable break time to express breast milk as needed for up to one (1) year after the birth of a child. Ursuline Academy will provide a place for the employee to express breast milk, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public. Employees will not be discharged or in any other manner discriminated against in exercising their rights under this policy.

A nursing mother should work with her supervisor to discuss and confirm a workable schedule in advance. Break times for expressing breast milk shall generally coincide with normal break times. Additional information is available in the Business Office.

TIME AND ATTENDANCE

K-12 FACULTY WORK HOURS

All faculty are required to be in the building by 7:30 a.m. Work hours begin at 7:30 a.m. and end at 3:30 p.m. on days without office hours, faculty meetings, or afternoon duty. Faculty is expected to be at work until 4:30 p.m. for faculty meetings. At times it may be required for employees to be absent from work. Emergencies, illnesses, or pressing personal business that cannot be scheduled outside an employee's work hours may arise. Paid time off has been provided for this purpose. Events and other activities/duties outside of the regular school day will occur sporadically throughout the year and participation is expected.

In the event of a civil/health emergency or government-mandated school closure, the school

administration expects teachers to adapt and fulfill their classroom obligation under the signed employment contract via other means, including electronic or web-based presentations until the end of the prescribed school year, as amended. Any failure to meet those requirements may be considered a breach of contract, leading to disciplinary action, up to and including release from the contract/termination of employment with the school.

LILY HOUSE AND ECLC FACULTY AND STAFF

Objective

The purpose of this policy is to set forth Ursuline Academy's policy and procedures for handling employee absences and tardiness to promote the efficient operation of the company and minimize unscheduled absences.

Policy

Punctual and regular attendance is an essential responsibility of each employee at Ursuline Academy. Employees are expected to report to work as scheduled, on time and prepared to start working. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided.

This policy does not apply to absences covered by the Family and Medical Leave Act (FMLA) or leave provided as a reasonable accommodation under the Americans with Disabilities Act (ADA). These exceptions are described in separate policies.

Absence

"Absence" is defined as the failure of an employee to report for work when he or she is scheduled to work. The two types of absences are defined below:

- *Excused absence* occurs when all the following conditions are met:
 - The employee provides to his or her supervisor sufficient notice at least 48 hours in advance of the absence.
 - The absence request is approved in advance by the employee's supervisor.
 - The employee has sufficient accrued paid time off (PTO) to cover the absence.
- *Unexcused absence* occurs when any of the above conditions are not met. If it is necessary for an employee to be absent or late for work because of an illness or an emergency, the employee must notify his or her supervisor no later than the employee's scheduled starting time on that same day. If the employee is unable to call, he or she must have someone make the call.

An unexcused absence counts as one occurrence for the purposes of discipline under this policy.

Employees with three or more consecutive days of excused absences *because of illness or injury* must give Ursuline Academy proof of physician's care and a fitness for duty release prior to returning to work.

Employees must take earned PTO for every absence unless otherwise allowed by company policy (e.g., leave of absence, bereavement, jury duty).

Tardiness and Early Departures

Employees are expected to report to work and return from scheduled breaks on time. If employees cannot report to work as scheduled, they must notify their supervisor no later than their regular starting time. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary.

Employees who must leave work before the end of their scheduled shift must notify a supervisor immediately.

Tardiness and early departures are each one-half an occurrence for the purpose of discipline under this policy.

Disciplinary Action

Excessive absenteeism is defined as two or more occurrences of unexcused absence in a 30-day period and will result in disciplinary action. Eight occurrences of unexcused absence in a 12-month period are considered grounds for termination.

Job Abandonment

Any employee who fails to report to work for a period of three days or more without notifying his or her supervisor will be considered to have abandoned the job and voluntarily terminated the employment relationship.

Hourly Non-Exempt Employees

Work Week

The supervisor sets the work week. All overtime (more than 40 hours a week) requires written PRIOR approval from the supervisor. Any overtime hours worked without prior written approval may result in disciplinary action*. Employees must monitor their timecards. If there is time that will be considered overtime at the end of the week, the employee must submit an OVERTIME REQUEST FORM to the supervisor before overtime starts. The supervisor may decline overtime

and adjust the weekly schedule to prevent overtime.

Breaks

All hourly non-exempt employees working a 9-hour day must take a non-paid 1-hour break, either all at once or in two (2) – 30-minute periods and must clock out during break time. Any missed breaks may result in disciplinary action*.

Pay Periods

Pay periods are semi-monthly on the 15th and last day of the month.

Time Worked- Employee Expectations/Responsibilities

All hourly non-exempt employees are responsible for recording their time worked and absences in Paycom. All paid time off requests require prior approval from the supervisor.

- Employees must start working at their scheduled time and only clock in when the shift is scheduled to start.
- Employees must stop working at the scheduled time and clock out when the shift is scheduled to end. If the shift ends early, the Employee must clock out and stop working at the adjusted time the shift ends.
- Employees must monitor their timecards. If there is time that will be considered overtime at the end of the week, the employee must submit an OVERTIME REQUEST FORM to the supervisor before overtime starts.
- Employees are required to submit paid time off requests via Paycom. Supervisor approval is required before taking any paid time off (PTO). Employees taking PTO without supervisor approval may be subject to disciplinary action*.
- Employees are expected to complete their timecards via Paycom. All timecards are due by EOB every Friday. If corrections to timecards are needed, the supervisor will communicate via email, and corrections are due back to the supervisor within 24 hours. Failure to submit a timecard in a timely manner will result in a missed payroll and will not be corrected until the next scheduled payroll. No manual checks will be issued. Failure to submit a timecard in a timely manner may result in disciplinary action*.

Disciplinary Action*

Failure to comply with expectations may result in disciplinary action including but not limited to termination.

ADMINISTRATION / STAFF WORK HOURS

For 11 and 12-Month Administrative Staff employees, work hours begin at 7:30 A.M. and continue to 4:00 P.M., on days without events and activities. If classes are dismissed early due to unforeseen circumstances, or otherwise, all employees are expected to complete the workday unless the President grants express permission to leave earlier. Events and other activities/duties outside of the regular school day will occur sporadically throughout the year and participation is expected.

LEAVES OF ABSENCE AND VACATION

At times it may be required for employees to be absent from work. Emergencies, illnesses, or pressing personal business that cannot be scheduled outside an employee's work hours may arise. Paid time off is provided for this purpose. Employees who are unable to report to work or arrive late should contact the Principal and/or their department head and inform them of the situation as soon as possible. Employees who know in advance that they will need to be absent should request this time off directly from their supervisor. Employees who are unable to contact the Principal and/or his or her designee themselves because of illness, emergency, or for some other reason should ensure that someone else has notified the Academy in their stead.

Foreseen absences are to be anticipated so that preparations can be made for a substitute teacher several days before the absence. In the event of an unexpected absence, faculty should contact the Principal, or their department head, before 7:00 a.m. so that substitutions can be planned.

Substitutions do place an additional burden on conscientious faculty members who have many duties to perform. Consequently, faculty should be mindful not to be absent unnecessarily. Ursuline Academy teaches its students a spirit of service. It is recognized that the faculty model this spirit in being available to substitute for one another and thereby help one another in a time of need. The self-sacrifice involved in substitution is laudable; abuse in absenteeism is intolerable at Ursuline Academy.

In all cases of absence, faculty is to provide lesson plans to their Supervisors and assign learning activities (not just busy work) for their classes.

Faculty are required to be on campus during the school day, as set forth above. If the need arises to leave campus, teachers should sign out using the book located in the ECLC or Administration office.

All employees absent because of illness for three or more consecutive days will be asked by Ursuline Academy to submit written documentation from their doctor stating that they can resume regular work duties before they are allowed to return to work. A note from the doctor may be required for an absence before or after a weekend or holiday if a pattern of such absences appears to have been established. Supervisors are required to make a note of any employee's absence or lateness and their reasons and have that note placed in the employee's personnel file. Employees should be aware that excessive absences, tardiness, or leaving before business hours may lead to disciplinary action, including termination.

Please reserve sick days for actual sick leave for yourself or your family. Administrative staff hours are 7:30 am to 4:00 pm Monday through Friday. Sick leave may be taken in hours or days but should reflect the actual time you are not present in the building. Requests for an absence of 3 days or longer will require a doctor's note.

SICK LEAVE

All Full-Time employees of Ursuline Academy will be granted ten (10) days of paid sick leave, granted at (1) day per month for a total of (10) days per contract year. Sick leave is a gratuity and is not an earned wage. Employees may cumulate and roll over sick leave up to a maximum of 30 days. Sick leave may only be used for illness or for leave approved under the Family Medical Leave Act. Sick leave must be used for anytime off campus during regular work hours and may be submitted in 1 hour increments. All half-day requests must be submitted in 4 hour increments and all full-day requests must be submitted in 8 hour increments only. Any unused sick leave will be forfeited upon termination. Ursuline Academy will not pay out employees upon termination for any unused sick leave.

VACATION

Ursuline Academy will grant all Full-Time, 12-month employees paid vacation. Paid vacation is a gratuity and is not an earned wage and will be granted to 12-month administrative staff and Lily House staff. Vacation will be prorated at one half at the commencement of each

fiscal year, on July 1 and one half on January 1 for administrative staff and on August 1 and February 1 for Lily House staff. Those employees must use their paid vacation days in the fiscal year in which they are granted. Any unused days will be forfeited, and Ursuline Academy will not pay employees for them upon their separation from employment with the Academy or after the fiscal year they were granted.

Vacation days must be requested in writing, at least 2 weeks in advance, from the President or an employee's direct supervisor. The amount of paid vacation days granted to 12-month employees will depend upon their years of employment with the Academy as follows unless otherwise stated in the employee agreement:

Vacation Days:

1 through 5 years of employment:	10 working days
6+ years of employment:	15 working days

Ursuline Academy will prorate the number of vacation days granted to Full-Time 12-month employees who commence employment mid-year.

Employees may not take vacation during the first two weeks of school beginning with the first day of August PD and may only take vacation during the last two weeks of school with express permission from the President. Administrative staff are critical to the opening and closing of the school year, thus it is strongly requested that vacation time not be taken the week after the school year ends or the two weeks prior to the August professional development days. When taking more than ten (10) vacation days at once, the employee must request those specific days, in writing, to be approved by the President. Vacation days may be taken in half-day (4 hours) or full-day (8 hours) increments only.

HOLIDAYS

The Academy will observe the following holidays for 12 and 11 month administrative employees:

- September 7, 2026
- October 19, 2026
- November 25, 2026-November 27, 2026
- December 23, 2026-January 1, 2027

- January 18, 2027
- February 5-10, 2027
- March 26-29, 2027
- May 31, 2027
- Liberal Leave dates: November 23; November 24; December 21; December 22; February 11; February 12; March 30; March 32; April 1; April 2. Liberal leave may also be declared by the president or designee for closing early before holidays, for special campus events, or when serious weather conditions exist or other emergency conditions arise during the workday. In such instances, employees will not be subject to recording their time away as vacation or leave without pay. During liberal leave, essential employees may still be required to work. Administrative, Facilities, and Lily House staff are critical to operations, there may be times during student holidays when administrative team members need to be present on campus.

Full Time 10-month hourly employees will be paid for the following holidays:

- September 7, 2026
- October 19, 2026
- November 23, 2026-November 27, 2026
- December 21, 2026-January 1, 2027
- January 18, 2027
- February 5-12, 2027
- March 26-April 2, 2027

JURY DUTY

Full-Time exempt employees called to serve as a juror or as a subpoenaed witness are eligible for a paid jury leave provided the employee promptly requests such leave upon receipt of the court notice.

If this requirement is not met, the employee's jury duty and/or service as a witness will be without pay. Some courts will accept arrangements for summer jury duty.

Accordingly, a faculty member who receives a notice for jury duty should immediately write to the Clerk of Court to request consideration for service during the vacation periods listing specific reasons that would make a long service difficult.

An employee may remain on jury duty leave of absence for the duration of his or her service as a juror, but must return to work as soon as possible following completion of this service, and no later than on the next regularly scheduled day of work after such service ends.

BEREAVEMENT LEAVE

In the event of the death of an immediate family or step-family member (parent, spouse, sibling, child, grandparent, parent-in-law, or any other relative living in the same household), employees may receive three additional days of personal leave with pay. The Academy reserves the right to request documentation of the need for bereavement leave.

EMERGENCY LEAVE

In the event that a Full-Time employee is required to be absent from work due to special circumstances such as a family medical emergency, or legal problems, emergency leave may be arranged on an individual basis with their Supervisor. The Supervisor shall keep a record of these leaves and give the record to the President. Ordinarily, such leave will not exceed three working days. These days are considered part of the employee's Sick Leave and Vacation Days.

FIRST RESPONDER LEAVE

Employees who are volunteers engaged in activities involving the Governor's Office of Homeland Security and Emergency Preparedness and employees who are designated as medical technicians, volunteer fireman, auxiliary law enforcement officers and members of the Civil Air Patrol - are entitled to time off from work without pay when absent or late for work due to being called to active duty in response to a state of emergency. More information can be requested from the Business Office.

BONE MARROW DONATION LEAVE

All employees who work an average of 20 or more hours per week are eligible to receive up to 40 hours of paid leave to donate bone marrow. Please provide your supervisor with written physician verification of the purpose and length of each leave.

SCHOOL VISITATION LEAVE

Employees with dependent children may take up to 16 hours of leave without pay during a 12-month period to attend their child's school conferences or activities that cannot reasonably be scheduled during non-working hours.

Employees must provide reasonable notice of their need for leave and must make a reasonable effort to schedule leave so as not to unduly disrupt the operations of the Academy.

Employees may substitute paid time off for any unpaid leave taken under this policy.

MILITARY SERVICE LEAVE

Ursuline Academy is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is Ursuline Academy's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or this policy. If any employee believes that he or she has been subjected to discrimination in violation of this policy, the employee should immediately contact the human resources (HR) department.

PARENTAL BONDING LEAVE

Following the birth of a child or the placement through adoption of a child, Ursuline Academy will grant up to six weeks of leave. After all sick leave and vacation days are depleted, the cost of a sub or hiring someone else to cover duties shall be deducted from your regular pay. This leave must be taken at one time. The employee must complete FMLA paperwork prior to the start of leave and it runs concurrently with FMLA.

The time of leave must commence within 90 days of the date of birth or placement of a child. Holidays and days off are included in the six weeks of the caregiver leave. For example, if a child is born just before Thanksgiving or Christmas, those holidays are included in the six weeks but do not count against sick/vacation days.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

The overall purpose of the Family and Medical Leave Act (FMLA) is to mandate that certain large employers provide a balance between the demands of the workplace and the needs of

families by providing job-protected, unpaid leave to eligible employees. The FMLA also applies to certain military-related situations.

Eligible employees may take up to twelve (12) weeks of unpaid family or medical leave within a 12-month period.

To be eligible for family or medical leave, an employee must satisfy both of the following conditions:

- Employment by Ursuline Academy for at least 12 months; and,
- The employee has worked at least 1,250 hours during the 12 months prior to the start of leave.

Eligible employees may take family or medical leave for any of the following reasons:

- Birth and care of the employee's newborn son or daughter (regardless of whether the employee is female or male), within one (1) year of the birth..
- Placement of a son or daughter with the employee for adoption or foster care, within one (1) year of placement.
- Times when the employee is needed to care for a spouse, son, daughter or parent with a serious health condition.
- Times when an employee is unable to perform the functions of his or her job because of a serious health condition.
- Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is a covered service member on active duty (or has been notified of an impending call or order to active duty).
- Caring for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent or next of kin of the service member.

If an employee requests leave because of his or her serious health condition or to care for a covered relation with a serious health condition, any accrued and unused Vacation Days and/or Sick Leave must be used first, running concurrently, with his or her approved FMLA leave. The substitution of paid leave time for unpaid leave time does not extend the twelve week FMLA

period. Also, the employee's family or medical leave may run concurrently with other types of leave.

During an approved family or medical leave, the Academy will maintain employee health benefits under the same terms and conditions applicable to employees, not on leave. If paid leave is substituted for unpaid family or medical leave, the Academy will deduct the employee's portion of the health plan premium as a regular payroll deduction. If the leave is unpaid, the employee will be obligated to pay his or her portion of the premium by making arrangements with his or her Supervisor.

Health coverage will cease if the employee's premium payment is more than thirty (30) days late. If the payment is more than thirty (30) days late, the Academy will send the employee a letter to this effect. If the Academy does not receive the co-payment within fifteen (15) days of this letter, health coverage may cease.

In the event an employee elects not to return to work at the end of the leave for at least thirty (30) calendar days, the employee will be required to reimburse the Academy for the cost of the premiums paid by the Academy for maintaining coverage during the employee's unpaid leave. An employee will not be required to reimburse the Academy if he or she cannot return to work because of a serious health condition, or because of other circumstances beyond the employee's control.

When spouses are employed by Ursuline Academy, they are entitled to a combined total of twelve (12) weeks leave:

- For birth, adoption, or foster care to care for such a child.
- To care for a parent with a serious health condition.

Each is entitled to twelve (12) weeks leave because of his or her serious health condition, or to care for the serious health condition of his or her child or spouse without counting leave time taken by the other spouse.

Leave due to a serious health condition may be taken intermittently, (in separate blocks of time due to a single health condition), or on a reduced leave schedule, (reducing the usual number of hours you work per workweek or workday), if medically necessary. If the leave is unpaid, the Academy will adjust the employee's salary based on the time worked. Also, while the employee

is on an intermittent or reduced schedule leave, Ursuline Academy may, at its option, temporarily transfer the employee to an available alternative position that better accommodates the recurring leave, and that has equivalent pay and benefits.

The employee must complete the appropriate family or medical leave forms. These forms are available from the Supervisor.

If the need for family or medical leave is foreseeable, the employee must give thirty (30) days prior written notice to Ursuline Academy. employees must provide a request form for FMLA from their physician before leaving. If this is not possible, the employee must give notice to his or her Supervisor as soon as practicable (within 1 or 2 business days of learning the need for leave). Failure to provide such notice may be grounds for delay of leave. If the need is because of a planned medical treatment, a reasonable attempt must be made to schedule the treatment to avoid disrupting Ursuline Academy's operations.

EMPLOYEE EXPECTATIONS & RESPONSIBILITIES

PROFESSIONAL DEVELOPMENT

- Epi-pen training, CPR training, and AED training are all recommended professional development opportunities
- All K-12 instructors are required to participate in suicide prevention training
- ECLC/Lily House employees are required to successfully complete training as required by LDOE Bulletin 137, §1721.
- All Academy employees must complete safe environment training

EMPLOYEE PERFORMANCE APPRAISALS

Each Supervisor is responsible for maintaining appropriate documentation regarding the performance of the employees for whom he or she is responsible. The supervisory process includes goal setting, self-appraisal, classroom observation and visitation (where applicable), formative appraisal, and summative appraisal by the Supervisor and others, as indicated, as well as written evaluation of the employee.

The ongoing assessment of the employee facilitates the Academy to recognize and support the continuing excellence in his or her contribution to the educational enterprise of the Academy. Evaluations focus on many areas: professionalism (growth, service, fulfillment of responsibilities to colleagues), effectiveness in the instructional process (implementation of curriculum goals, objectives and learning outcomes; methodology, evaluation, and direction of students; relationship to students, and student achievement) to list a few. Others include the development of a Christian vision and commitment to the mission of the Ursuline Academy community and the words of St. Angela.

Employees are encouraged to assess their status, and progress and discuss their self-assessments with their respective Supervisors.

8-12th grades: Additionally, supervisors are responsible for the coaching of the employees of their respective departments through interviews, reviews of tests and examinations, and reviews of quarterly grades given to students, in addition to overall student achievement. Supervisors are also responsible for the evaluation of employees through interviews, classroom observations, reviews of the performance of duties outside the classroom, and consultations with department coordinators.

K-7th grades: Supervisors are responsible for the evaluation of employees through interviews, classroom observations, reviews of the performance of duties outside the classroom, and consultations with department coordinators.

MASS ATTENDANCE

All employees are required to attend all Ursuline Academy Masses. Mass is a time for the Academy to come together for worship and to be one body.

SPEAKERS

Employees must obtain administrative approval of guest speakers and/or movies by submitting a completed Guest Speaker or Movie Form.

CHAPERONE GUIDELINES - Faculty acting as chaperones

- Approach the trip with a good, supportive mental attitude. Your role can affect the entire trip. Make sure students are awake on time. Please review their daily itinerary and account for all students on buses or at any time transportation is used.
- Share in being responsible for all students. Offer your support to other chaperones when necessary.
- Chaperones should carry the Ursuline Academy emergency contact information and permission slip with them at all times. If a student has an accident, the parents should be notified first and then the Principal.
- Be with your group at all times and do head counts often. When traveling with other schools or groups, the Ursuline Academy chaperone must be with the all or the majority of the Ursuline girls (ex: 20 girls must be split on 2 buses with only 1 Ursuline Academy chaperone; the chaperone must ride on the bus with the most Academy girls)
- Be supportive of the presentations/tours/speeches by focusing your attention on them. Help the students do the same. Cell phone or texting contact between chaperones and participants should be for supervisory, instructional and emergency purposes only. Care should be taken to maintain professionalism and appropriate boundaries in all communications.
- Be helpful. Guide students to discover and experience for themselves.
- Follow all policies, procedures, and laws for the safety of all students.
- Avoid and discourage separate conversations at inappropriate times. Do not chat with other chaperones during instructions or presentations.
- Chaperones will not use, possess or be under the influence of alcohol or illegal drugs at any time while chaperoning.
- Chaperones may not smoke or use tobacco products in the presence of the students.
- Chaperones may not enter any student's room unless they are accompanied by another adult or for emergency purposes only. Students should come to the door for a room check.
- Chaperones may not administer any medications, prescription or nonprescription, to students unless documentation is provided.
- No faculty or staff should ever transport students in their personal vehicles. If you are acting as a parent chaperone and driving students other than your own child to a school event, please turn in a parent transportation form and a copy of your driver's license.
- For the protection of both the student and the chaperone, chaperones should not be alone with a student at any time – for example in the vehicle, in a restroom, etc.
- Any pictures taken by the chaperone, must be sent to the Communications Director to post on social media. A chaperone may NEVER post pictures of students on any social media (Facebook, Snapchat, Instagram, etc.)

Chaperones that break rules and are required to return home will be required to reimburse Ursuline Academy all costs incurred on their behalf.

PERSONNEL FILES

Ursuline Academy maintains a confidential file for each employee. These records may include, but are not limited to, the following items: application materials and resume, letters of recommendation, letters of hire and acceptance, copies of certificates and licenses, performance evaluations, letters of commendation or warning letters regarding job performance, records of all disciplinary actions and documentation required by other agencies.

Ursuline Academy adheres to the laws and general principles of employee confidentiality, as outlined in the Health Insurance Portability and Accountability Act (HIPAA), concerning the dissemination of private health information involving its employees. To comply with all rules and regulations, Ursuline Academy will keep all medical records and other related documents separate from the personnel file.

Employees' files are the property of Ursuline Academy. Any employee may examine his or her personnel file in the presence of the President, or his or her designee, and at a time that is scheduled, with reasonable notice, in advance. An employee may take written notes about the contents of the file, and, if desired, may furnish written comments for inclusion in the File. No personnel file may be removed or copied without express permission of the President.

Ursuline Academy will not release confidential information concerning its employees unless required for certification or accreditation purposes. If it is necessary to disclose information for these or similar purposes concerning an employee, Ursuline Academy may do so without notification to the employee.

STATE OF LOUISIANA REQUIRED SERVICES ACT

The employees of Ursuline Academy perform certain daily functions, such as checking attendance, which Louisiana State Law mandates for accredited schools, and which are essential to the efficient operation of the Academy. In recent years, the legislature approved an economic measure which allows the State of Louisiana to reimburse

non-public schools for the time its employees spend in the performance of these essential, and required, services. The amount of reimbursement equals the actual cost of performing the services. Consequently, each employee engaged in any of the services must keep records of the services rendered by him or her. All involved employees will furnish, through the Office of the Principal, the necessary quarterly report forms that will allow for daily entries of the amount of time spent performing services in one or several of the categories listed. The completed quarterly log sheet should be returned by all involved employees on the last day of the quarter to the Office of the Principal, or other designated staff. All involved employees are required to maintain duplicate copies of all quarterly report forms to reference in the event of an audit.

REPORTING CHILD ABUSE OR NEGLECT

All Ursuline Academy employees having reasonable cause to believe that a student's physical, mental health, or welfare is in danger as a result of abuse or neglect are Mandated Reporters. As such, employees shall immediately report abuse to their Supervisor, the local child protection unit of the Louisiana Department of Social Services, and a local or state law enforcement agency. Ursuline Academy defines reasonable cause as a "reason that would motivate a person of ordinary intelligence under the circumstances" to believe that something has occurred. Oral reports are permitted. However, the Mandated Reporter is obligated to submit a written report within five (5) days of the initial oral report. The failure to report suspicions of child neglect or abuse can subject the employee who fails to report to criminal proceedings. If an employee suspects that a child is being harmed, reporting those suspicions may protect the child, and facilitate help for the family. Employees may call the DCFS Child Protection hotline at 1-855-4LA-KIDS (1-855-452-5437) toll-free 24 hours a day, 365 days a year.

Once the report is filed with Child Protection Services (CPS), it is up to the Principal to follow the process outlined by CPS until the issue is resolved. CPS rules and regulations dictate parent communication. Employees alleged to have committed child abuse, neglect, or crimes against a child are reported to the New Orleans Police Department. The employee will also be obligated to write a report of the alleged incident, or incidents, and which will be filed and maintained by the Academy. The report will be maintained on file for at least five (5) years. Included in the report should be the date on which the report is prepared, the name of the child in question, the alleged offending party, a description of the alleged incident or incidents, and any supporting information or documentation.

CODE OF ETHICS AND STANDARDS OF BEHAVIOR

Good judgment is a valuable asset presumed on the part of every employee, and is to be exercised in meeting the requirements set-forth in this Handbook.

- Faculty and staff are expected to exercise initiative in the care of their classroom or work area.
- Professional attire is required for all employees on all days in which school is in session, as well as days required for administrative staff or professional development (see Dress Code).
- No employee is permitted to take any student off campus during the school day for any reason.
- Every employee is a disciplinarian at all times, and in every place at Ursuline Academy. Throughout the day, all faculty and staff should ensure that the hall adjacent to their classroom or work area and the classroom or work area itself are clean, organized, and tidy. Students' uniforms and general appearance are to be checked at all times.
- The Faculty Lounge is exclusively for employees. No student shall be allowed to enter the Lounge because confidential matters may be in the mailboxes, on bulletin boards, or the topic of conversation among employees. Faculty and staff must pick up their mail from the mailboxes located in the Faculty Lounge.
- All employees must check email and voicemail at least twice daily.
- All employees are required to respond to messages within 24 hours of receipt, this does not include weekends and holidays.
- Communication with parents is essential; it must be done respectfully and professionally. This communication involves listening as well as speaking. The more an employee learns about a student; the better he or she can motivate and otherwise meet the needs of the student and her family. While the content of the communication must always be truthful, it should also be given positively and encouragingly.
- No Faculty or staff are permitted to consume food during any class or assembly. No food or beverage should ever be brought into the Shrine.
- Faculty and staff shall not use their cell phones during class time or at assemblies.
- Faculty and staff are expected, and required to report to their supervisors conditions that might present safety hazards. Maintenance problems should be reported via email to the Facilities Management, the Principal, and the President. Major damages and needed

repairs are to be reported, in writing, to the Principal and the President.

- Faculty and staff are required to only communicate with parents, students, administrators, and one another through their Ursuline Academy email accounts, and shall not, at any time, use any personal email account for the purpose of conducting any such communications.
- All employees of Ursuline Academy must be models of the behavior they expect from the students. Foul language is not permitted in the presence of students.
- It is the responsibility of all faculty and staff to have on file an official and complete copy of his or her transcripts.
- All employees are required to report any accident involving a student at the Academy to the Principal, nurse and business office via an Accident Form. Parents should be contacted immediately following an accident.

Employees who enroll their daughters at Ursuline Academy demonstrate their support for and endorsement of our mission. Faculty are asked to always keep in mind the importance of balancing their roles as parents and colleagues. Professionalism and courtesy when interacting as a parent with work colleagues is expected at all times.

The presence or absence of every employee is of critical significance for the successful operation of Ursuline Academy. Therefore, Ursuline Academy expects all of its employees to report to work on time, ready to begin work at the beginning of the day, and to work the fully allotted time they are assigned each day. Faculty and Staff should also be prepared to stay for events and activities outside of normal work hours. Ursuline Academy reserves the right to assign all employees to jobs other than their usual assignment, when necessary, and, provided the employee is capable of performing the essential functions of the alternate assignment.

URSULINE ACADEMY PROFESSIONAL DRESS CODE

All employees at Ursuline Academy are expected to be neatly and modestly attired. While clothing has nothing to do with an employee's abilities, clothing matters a great deal regarding the perceptions of those students we teach. Gaining and keeping the respect of our students cannot be compromised by what we wear. Employees can be confident that their students will be extremely conscious of what they wear, particularly at school. Keeping this rule of respect in mind, employees should follow the guidelines listed below:

PROFESSIONAL DRESS: WOMEN

- Employees must always present a clean, professional appearance. Everyone is expected to be well-groomed and wear clean clothing, free of holes, tears, or other signs of wear.
 - Clothing with offensive or inappropriate designs or stamps, or political logos, campaign logo or messaging, or any political wording are not allowed.
 - No visible tattoos
 - No piercing other than the earlobe and no excessive or large earlobe piercings are allowed.
 - No leggings, yoga pants, or shorts
 - No spaghetti straps or bare shoulders
 - Appropriate shoes (no running shoes, crocs or flip-flops)
 - Dress and skirt should not be shorter than 2 inches above the knee.
-
- Only business professional and appropriate Maxi dresses are permitted, on casual dress days and not during Mass.
 - No form fitting clothing
 - No low cut or revealing clothing, attire should be modest and business professional.
 - No sweatshirts, sweatpants, or jeans of any type except on a designated dress down day.
 - Dress for all school wide religious ceremonies should reflect the dignity of the occasion, as students are expected to wear dress uniforms, our Mass attire should be professional dress attire.

PROFESSIONAL DRESS: MEN

- Employees must always present a clean, professional appearance. Everyone is expected to be well-groomed and wear clean clothing, free of holes, tears, or other signs of wear. (appropriate fashion to support dress shirt and tie for men)
- No piercings, earrings, or visible tattoos
- Cleanly shaven (facial hair should have a neat and trimmed appearance)
- Dress shirts, slacks, socks, shoes are required; ties are not required but are encouraged, especially on Mass days (no sweatshirts, jeans of any color, flip-flops, or tennis shoes are allowed)
- No sweatshirts, sweatpants, or jeans of any type except on a designated dress
- Dress for all school wide religious ceremonies should reflect the dignity of the occasion, as students are expected to wear dress uniforms, our Mass attire should

be professional dress attire.

APPROVED DRESS DOWN / CASUAL DAYS

- Jeans in good repair, free of holes, tears, or other signs of wear.
- Even on approved dress-down days, employees should consider the appropriateness of their attire for any scheduled meetings or events.

TERMINATION POLICIES

EMPLOYEE DISMISSAL

Any employee of Ursuline Academy may be dismissed by the President for good cause. A dismissal for good cause can occur at any time during the contract term. "Good cause" specifically includes, but is not limited to, the following:

- refusal to comply with Ursuline Academy policies or requirements
- insubordination
- incompetence
- persistent failure to perform one's duties
- drug or alcohol abuse
- a violation of the law that results in damaging the employee's moral standing among the students
- moral turpitude
- inappropriate use of social media
- conduct by an employee that brings discredit upon the Academy or that could threaten the safety of the students, its employees, or its facilities.
- conviction of any of the crimes enumerated in this Handbook, in addition to those identified in their employment agreement.
- Persistent tardiness or excessive unexcused absences.

NON-RENEWAL OF EMPLOYMENT AGREEMENTS

No Ursuline Academy employment agreement automatically renews. There is no tenure policy for any employees of Ursuline Academy and we are governed by an annual contract. The Principal has the authority to recruit, employ, and make decisions concerning the renewal of the contracts of faculty employees only with the concurrence of the President. The President

has the sole authority to recruit, employ, and make decisions concerning the renewal of employment contracts. The following considerations, in part, are incorporated into the deliberations made by the President concerning the renewal of contracts:

Staffing Needs: The Principal first determines the needs for the upcoming school year by:

- Estimating the enrollment at each grade level and each course;
- Obtaining letters of intent from employees regarding their intentions concerning the next academic year;
- Considering budgetary factors.

Considerations: The Principal considers, in part, an employee's performance, teaching load, general contributions to school life, and ability to carry out and fulfill the Ursuline mission. To this end, the Principal may draw on a variety of information, including, but not exclusively limited to, employee evaluations and other materials in an employee's personnel file. No employee of the Academy has any contractual right, explicit or implied, to the renewal of his or her contract. The decision to renew the contract of every employee is vested exclusively and annually in the President of the Academy.

In addition to any other term or provision of the signed employment contract, Ursuline Academy retains the right to terminate the employment contract at any time during the contracted school year if sufficient enrollment of the School and/or class to be taught by Teacher, in the sole and absolute discretion of School, falls below a level economically feasible for this contract to continue. If this contract is terminated during the school year due to economic infeasibility, the employee will be paid through the date of termination and shall also be entitled to severance pay equal to 14 days' pay based on the employee's annual pay amount divided by the number of school days in a year. Any severance pay will include any customary or desired deductions.

EMPLOYMENT VERIFICATION FOR NON-RETURNING EMPLOYEES

It is the policy of Ursuline Academy to provide prospective employers with an Employment Verification Letter which will specifically state the dates of employment and position held only.

EXPENDITURES

GENERAL GUIDELINES

The approval process for all expenses is as follows:

- Expenses are submitted by either a Purchase Order or Check Request, depending on the type of items being purchased. Any potential expenditure must be approved **PRIOR** to order or purchase.
- **Purchase Orders (P.O.)** are used for tangible items such as furniture, books, paper, toner, etc. They are used as a form of payment to place an order for these items. PO's can be requested from the Business Office.
- **Purchase/Check Requests** are used in conjunction with invoices for services or items. Purchase/Check Request forms can be found on the Google Share Drive "UA Documents"
- Payment via Academy **Credit Card** should be avoided whenever possible.
- Approval for expenditures are submitted to the appropriate Director **PRIOR** to purchase
 - Principal
 - Director of Early Childhood & Lily House
 - Director of Advancement
 - Director of Enrollment Management
 - Director of Mission & Ministry
- \$2,000 threshold - The Academy President must approve all expenditures at or above the \$2,000 threshold.
- Multiple Bids - Multiple bids will be required for all contracts that require multi-year contracts and/or for any expense above the \$2,000. The multiple bid requirement can be waived at the discretion of the Academy President.
- Approvals for expenditures incurred by Directors must be submitted to the President.
- Expenditures that involve the signing of a contract will be approved and signed solely by the President.

PROCESS

REQUEST INITIATION

Request Submission:

- Department heads or authorized personnel submit a Purchase Requisition Form (PRF) detailing the items or services required.
- The PRF should include item descriptions, quantities, estimated costs, and the justification for the purchase.

Approval Process:

- The PRF is reviewed by the department head and, if necessary, by the school's administration for budget compliance and necessity.
- Once approved, the PRF is forwarded to the Business Office.

VENDOR SELECTION

Vendor Research:

- Employees are responsible for identifying potential vendors and collecting quotations.
- Preferred vendors are selected based on criteria such as price, quality, service, and reliability.
- At least 3 quotes from different vendors are required when the total expense will be greater than \$2,000.

VENDOR CONTRACT APPROVAL

All contract agreements must follow the approval process below before they are considered final:

- The contract is first reviewed and discussed with the Department Supervisor.
- After the Department Supervisor review, the contract is submitted to the Academy President for final approval.
- Only the Academy President has authority to approve the contract.
- No contract may be signed, issued, or implemented without the Academy President's approval.

All contract agreements must be reviewed and discussed with the applicable Department Supervisor prior to final submission. Following this review, the contract must be submitted to the Academy President for final consideration. Final approval authority rests solely with the Academy President.

No contract agreement shall be considered valid, binding, or implemented until it has received the express approval of the Academy President. Any multi-year contracts require multiple bids to ensure that the Academy receives competitive processing. Any contract involving transactions at or above \$2,000 requires multiple bids.

PURCHASE ORDER CREATION

PO Generation:

- The Business Office generates a Purchase Order (PO) using the Academy's procurement system.
- The PO includes detailed information such as vendor details, item descriptions, quantities, unit prices, total cost, delivery instructions, and terms of payment.
 - Under "**DESCRIPTION**" each item purchased should be entered with a price or the order quote should be attached.
 - The appropriate department Directors must approve purchase orders **before making the order**.
 - When calling in the order or making the purchase online, an employee must give the vendor the purchase order number **as no invoice will be paid without the purchase order number on the face of the bill.**
 - If you are paying for a service that you receive an invoice for, the lower half of the approved Purchase Request, the Check Request portion of the form, should be completed and returned to your Director with the invoice.
 - If you are paying with a school credit card, the lower half of the approved Purchase Request, the Check Request portion of the form, should be completed and returned to your Director with the receipts and the credit card. Please do not return a credit card without the receipts and DO NOT write down any school credit card numbers.

PO Approval:

- The PO is reviewed and approved by the necessary authorities, such as the Finance Director or the Head of School, based on the value of the order.
- Approved POs are signed and dated.

ORDER PLACEMENT AND FOLLOW-UP

Order Placement:

- The approved PO is sent to the vendor.
- The Business Office confirms receipt of the PO with the vendor and ensures that the order is processed.

Order Follow-Up:

- The Business Office monitors the order status to ensure timely delivery.

- Any issues or delays are communicated with the vendor for resolution.

RECEIVING GOODS/SERVICES

Receipt of Goods:

- Upon delivery, the receiving department checks the goods against the PO and delivery note.
- Any discrepancies or damages are reported to the vendor and the Business Office immediately.

Receipt Documentation:

- The receiving department signs the delivery note and updates the procurement system to confirm receipt.
- Copies of the delivery note and PO are forwarded to Accounts Payable.

PAYMENT AUTHORIZATION

Invoice Verification:

- The vendor sends an invoice to the Accounts Payable Department.
- Accounts Payable verifies the invoice against the PO and delivery note for accuracy.

Discrepancy Resolution:

- Any discrepancies between the PO, delivery note, and invoice are investigated and resolved before payment.

PAYMENT PROCESSING

Payment Approval:

- Verified invoices are submitted for payment approval.
- Payment approvals are obtained from authorized personnel based on the school's financial policies.

Payment Execution:

- Approved payments are processed through the school's accounting system.
- Payments are made via check, electronic funds transfer (EFT), or other agreed methods.

RECORD KEEPING AND REPORTING

Documentation:

- All documents related to the purchase (PRF, PO, delivery notes, invoices, payment records) are filed and stored for auditing purposes.
- Electronic records are maintained in the school's procurement and accounting systems.

Audit Compliance:

- The Business Office ensures compliance with internal controls and audit requirements.
- Periodic audits are conducted to verify adherence to procurement procedures.

Reconciliation and Reporting:

- Account Reconciliation
 - Bank statements are reconciled with the accounts payable ledger regularly.
 - Any discrepancies are investigated and resolved.
- Reporting
 - Monthly accounts payable reports are generated and reviewed.
 - Reports include details on outstanding invoices, payment status, and any issues encountered.

REIMBURSEMENT

Reimbursement for expenses incurred by employees for Academy expenses is only authorized with advance approval from your supervisor. Reimbursements are paid according to the payroll processing timeline, please allow adequate time for the Business Office to process your reimbursement request. Reimbursements are paid with your paycheck but reimbursement are not taxable income. To request reimbursement you must complete the appropriate online form and documentation of prior authorization from your direct supervisor as well as any necessary receipts.

TECHNOLOGY AND COMMUNICATION

Ursuline Academy provides and uses many forms of communication and information technologies, which, when properly used, support Ursuline Academy and its activities and enable better communication within the school and among its users. Access to Ursuline Academy's communication tools is provided to employees, which includes UA Google Drive in conjunction with the employee's job responsibilities. Employees utilizing these tools are subject to this policy, in addition to all other Ursuline Academy policies and procedures. This policy is

binding for all UA users.

OWNERSHIP AND ACCESS

Communication tools and network systems purchased, or provided by Ursuline Academy for use, belong to Ursuline Academy, and are subject to reasonable inspection. All information created and produced, or undertaken utilizing Ursuline Academy communication tools is likewise property belonging to the Academy, and is subject to reasonable inspection. These systems are to be used exclusively for purposes in serving the interests of Ursuline Academy. No employee is authorized to use the property of Ursuline Academy for personal use, or beyond the scope of these policies. No employee has, or should have any expectation of privacy regarding the content or data on his or her Ursuline Academy network systems.

CLOUD STORAGE AND FILE SYNCHRONIZATION

All employees are prohibited from “dropping” any files with sensitive information about either other employees or students into their personal storage site, such as Dropbox, Box, Evernote, Google Docs, etc., laptop computers, electronic devices, or computers at home.

USE OF COMMUNICATION TOOLS

In the course of employment, Ursuline Academy employees must use these instruments to communicate internally with co-workers or externally with agencies, consultants, vendors, and other professional or business acquaintances. Each employee accessing these tools will have a unique user ID assigned by the administrator. All accounts will have a password that meets security guidelines promulgated by the Archdiocesan Office of Information Technology. Under no circumstances shall an employee allow or otherwise permit another person to use the employee’s ID or password. All passwords must be treated as sensitive and confidential Ursuline Academy proprietary information. All shared documents are intended for only those with whom the document is shared.

PROHIBITIONS and PENALTIES

The following activities are deemed “unacceptable uses” in general, and, therefore, are

expressly prohibited:

- a. Illegal activities under local, state, federal or international law, including: (1) downloading of video and music in violation of copyright laws, (2) unauthorized copying of copyrighted material, including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, (3) installing any copyrighted software for which Ursuline Academy does not have an active license, or (4) using software files, images or other information downloaded from the Internet that has not been released for free publication.
- b. Students shall not have access to any Internet sites or materials that violate any policies of the Ursuline Academy, including, but not limited to, Safe Environment, Children's Internet Protection Act (CIPA), or any other applicable laws that govern the use of technological tools for students.
- c. Transmissions that violate copyrights held by others; transmissions of threatening, violent, or obscene material; or transmissions that contain inappropriate language.
- d. The posting or distribution of any communications, video, music, or pictures that a reasonable person would find contrary to the morals and teachings of the Roman Catholic Church, those of the Ursuline Order, or any policies of Ursuline Academy or which would be considered to be defamatory, offensive, harassing, disruptive, derogatory or bullying (about or towards students, parents, faculty, staff, or administration). This includes, but is 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, age, political beliefs, mental or physical disability, or veteran status.
- e. Acts of vandalism are defined as any malicious attempt to harm or destroy data of another user, or to damage hardware or software or system or network activities. This includes, but is not limited to, the uploading or creation of computer viruses or introduction of malicious programs into the network or servers (e.g., viruses, worms, Trojan horses, or e-mail bombs.)
- f. Unauthorized use of another individual's computer, access accounts, and files.
- g. Use of non-Ursuline Academy Internet access that allows a location to circumvent the Archdiocesan firewall and security devices such as hotspots. These connections create a

“back-door” into the network resources that could compromise network security.

h. The following System and Network activities:

- Bypassing applicable security restrictions, whether or not built into the operating system or network, and whether or not they can be circumvented by technical means.
- Using an Ursuline Academy computer or technology information resource to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws.
- Using the technology resources of Ursuline Academy to engage in other inappropriate conduct, e.g., making fraudulent offers of products, items, or services.

i. The following E-mail and Communication Activities:

- The sending of unsolicited e-mail messages, including “junk mail” or other advertising material to individuals who did not specifically request such material (email spam).
- Any form of harassment via email or phone, including language, frequency, or message size.
- Unauthorized use, or forging, of email header information.
- Solicitation of email for any other email address, other than that of the poster’s account, with the intent to harass or collect replies.
- All Academy personnel are required to use their school email address uanola.org for all school business. The Office of Catholic Schools will no longer communicate nor respond to business related communications originating from any other email address. Any automatic forwarding functions to other emails will be deactivated.
- Creating or forwarding of “chain letters,” “Ponzi” or “pyramid” schemes of any type.
- The use of unsolicited e-mail, originating from the Ursuline Academy network, or other Internet, Intranet, or Extranet sources on behalf of, or to advertise, any service hosted by Ursuline Academy or connected via the UA network.
- The posting of the same or similar non-business related messages to scores of newsgroups (newsgroup spam).
- The use of the Ursuline Academy logos or materials on any web page, Internet posting, or printed material, unless it has been approved in advance by the Ursuline Academy Communication Director.
- Any other activity that does not comply with the Ursuline Academy Electronic Communications Policy.

- Employees are not permitted to forward their uanola.org email to any other personal email address.
- Employees are expected to use Google Chrome for email communications and the gmail app on their phones.

Any violations of these policies may result in discipline including, but not limited to, the revocation of technology resource privileges and the termination of employment.

ELECTRONIC COMMUNICATIONS

This policy applies to all online or mobile-based tools for sharing content and discussion. Social media includes any activities that integrate technology, telecommunications, and social interactions through the use of words and images. Examples of social media include, but are not limited to, social websites such as Facebook, LinkedIn, Twitter, Instagram, Snapchat, blogs, message boards, wikis, podcasts, and image producing sites such as YouTube, live webcasting, and real-time web communities.

Today, much of our communications are done over the internet. Therefore, it is important to remember that an employee's on-line behavior directly reflects on his or her professionalism and Ursuline Academy. For this reason, all Ursuline Academy employees should refrain from posting on any social media site comments, postings, or photographs that in any manner can be construed to be provocative, and disruptive to the educational process, containing the personal information of any student, or that which would jeopardize the professional nature of the student/employee relationship. No Ursuline employee may "friend" or accept a "friend" request from any Ursuline Academy student who is not a family member, until such a time as the student has graduated from (any) high school. There are no exceptions to this policy, and its violation may result in immediate termination of employment.

No employee may ask for, or use a student's cell phone number without the written authorization obtained from the parent; which shall include, without limitation, sending group text messages about school events. A form for written authorization is available in the Principal's office. Should an employee receive a text message or call on his or her personal cell phone from a student for whom the employee does not have authorization to contact by cell phone, or if the communication exceeds the limited purpose previously authorized, the employee must report the receipt of the communication to the Principal. Ursuline Academy provides students and employees with extensive technology resources to promote educational excellence by facilitating

resource sharing, innovation, and communication within our community and the world. All Ursuline Academy employees agree to commit to the Academy's values and support the needs of the community. In our use of technology, as in all things, all faculty must follow the guidelines for Student Teacher Relationships found in the Faculty/Staff Handbook, as well as the Ursuline Academy's Harassment Policy, as stated in this Handbook.

In concert with the Ursuline mission, employees will exemplify for our students what it means to be an ethical member of our interdependent world. As employees, we recognize that we continuously represent Ursuline Academy of New Orleans whenever and wherever we use technology, even when using these resources away from or outside of the Academy's network.

Publishing information about students should always be undertaken with full consideration of a student's right to reasonable privacy. Ursuline Academy expects and encourages information about students, including their pictures, to be published in the proper context as associated with Ursuline Academy, and its activities. Employees must always take precautions to ensure that student pictures or other information will in no way be associated with content that may be considered objectionable or run counter to Ursuline Academy's mission, core values or other tenets of the Catholic Church.

Employees are not permitted to use school logos, trademarks, and intellectual property in any personal postings without the express written consent of Ursuline's Director of Communications. Employees are required at all times to comply with all copyright laws in the publishing and transmission of documents, images, videos, or other social media.

The school network is a shared community. That which is said and done online can be viewed globally. Employees may not at any time use social media to disparage Ursuline Academy, its employees, parents, or any of its affiliates.

It is the responsibility of all employees to backup all personal files and applications.

The Academy may monitor computers and other devices in the ordinary course of network administration and software maintenance and to protect the security of the network, the safety of students and employees, and the reputation of the Academy. If Ursuline Academy believes an employee is using computing and network resources in a way that may violate the Academy's policies, the school may request that the employee cease such activity. As the use of the domain, Ursuline WIFI and email, as well as any Ursuline devices that are the property of the

school, the school reserves the right when necessary to review email use and browser history. Depending on the severity of the incident, the employee may be subject to disciplinary action, including termination.

In the event an electronic device is damaged by an employee, Ursuline Academy may require the employee to reimburse the Academy the costs incurred in repairing or, if necessary, replacing the device.

SOCIAL MEDIA

Ursuline Academy understands the value of social media and the benefits of digital communication devices in providing quick and easy interaction among peers, students, and families. These guidelines are intended to support employees by ensuring that all staff members clearly understand the many factors to consider. Employment at Ursuline Academy requires that everyone use communication tools in a school-approved manner within the Ursuline Academy approved platforms or spaces. These guidelines are in addition to, and complement, existing and future employee policies. This policy supports other related Archdiocese of New Orleans and school policies, including Acceptable Technology Use and all other policies outlined in the Ursuline Academy faculty and staff handbook.

- Only designated employees are authorized to establish social media profiles or accounts on behalf of Ursuline Academy.
- Only designated employees are authorized to speak on behalf of Ursuline Academy on social media or use social media to conduct Ursuline Academy business. Ursuline Academy maintains its own official social media accounts. Individual school teams, groups, clubs, or organizations should not create their own accounts.
- Do not “friend”, “follow” or otherwise interact with students from your personal social media accounts.
- Online behavior must reflect the same standards of professionalism, respect, and integrity as your face-to-face communications.
- Faculty and staff should not share images of students to, or on personal accounts. Send the images to the Ursuline Academy administrator who will then share the content from the official school accounts.
- Proprietary information, financial information, future promotional campaigns, legal matters, and personal employee, student or alumnae data should not be shared publicly from personal accounts.

- While it's acceptable to talk about your work and have a dialogue with the community, it is unacceptable to publish confidential information. Confidential information includes student information, grades, or any other sensitive information that would identify students. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to Ursuline Academy, its faculty, staff, or students.
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.
- Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to authorized spokespersons.
- Employees may not use commentary deemed to be defamatory, obscene, proprietary, or slanderous.
- Employees must not use copyrighted material (unless the source is noted) or plagiarize.
- All uses of social media must follow the same ethical standards that Ursuline Academy employees must follow in the classroom or on campus.

These guidelines will continue to evolve as new technologies and social networking tools emerge. Ursuline Academy reserves the right to modify, suspend, or withdraw the guidelines at any time.

USER TERMINATION

Any employee who no longer has a valid reason to access Ursuline Academy property, systems, and personal computer systems (whether due to termination of employment, end of an assignment, or otherwise) must return to the Academy all information regarding systems access. Access includes, without limitation: password(s), documentation about the system(s), user manuals, and any Ursuline Academy data or information contained on mobile computing or storage devices in his or her possession. Such employees are prohibited from accessing or attempting to access, Ursuline Academy property, systems, and personal computer systems, using any method.

Ursuline Academy reserves the right to use all means to enforce its rights against users that violate the preceding provisions.

All devices, keys, fob and all other Ursuline property must be returned to Ursuline on the last

day of employment.

LIMITS OF PRIVACY

Since communication tools are provided for Ursuline Academy business purposes, employees' rights of privacy in this context are limited. Employees shall have no expectation that any information transmitted over Ursuline Academy facilities or stored on Ursuline Academy owned computers is or will remain private. These systems are owned and controlled exclusively by Ursuline Academy, and are accessible at all times by Ursuline Academy for maintenance, upgrades, or any other business or legal purpose. Employees who use Ursuline Academy communication tools should be aware that the Archdiocesan firewall (and other security tools) creates an audit log detailing every request for access in either direction by either user. Also, in the course of their duties, Ursuline Academy's Technology Specialist and managers from the Archdiocese Office of Information Technology may monitor employee use of the Internet to review the contents of stored or transmitted data.

CAMPUS POLICIES AND PROCEDURES

AFTERSCHOOL PROGRAMS AND SUMMER CAMPS

All after-school activities, tutoring, programs and summer camps must be approved by the Academy. All scheduling for activities will be coordinated through the Principal, Athletic Director, or President. All activities must support the mission and core values of the Academy. Ursuline's communication office will promote programs and design promotional materials for all school activities. Facilitators for activities will submit information to the Communication Director for the website, school updates, and email communication at least two weeks in advance.

All funds from activities at Ursuline must be collected through the Business Office and may be collected through the website. Facilitators will receive payment through Ursuline's payroll. In order to cover the expenses incurred through the activities on campus, an appropriate percentage of class fees will go to the facilitator after facility costs are met. Teachers may only tutor students with advance permission from the Principal. No fees may be collected for any services performed on campus without the express advance written approval of the scope of the program and the suggested fee. The President will approve all programs.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, protects the privacy and confidentiality of personally identifiable information contained within the student's education record.

The FERPA affords students certain rights with respect to their educational records. These rights include:

- The right to inspect and review their educational records upon request.
- The right to request and to amend their educational record if they believe there is an inaccuracy.
- The right to restrict any or all information from public access.
- The right to file a complaint with the U.S. Department of Education if they feel the Academy has failed to follow FERPA guidelines.

Faculty responsibilities regarding compliance with FERPA include, but are not limited to, the following:

- Shred or properly dispose of papers that contain information on students, including grades;
- Do not leave computers unattended or display student information in a way that could be seen by others;
- Do not discuss confidential student information near or with others who are not privy to knowing such information;
- Do not post grades in a visible location for all students to review or pass around in the classroom where others can see the grades;
- Do not allow students to sort through stacks of graded papers or exams; and
- Do not allow any unauthorized person access to or provide a copy of any part of a student's educational file.

Faculty are required to maintain the confidentiality of student educational records. Once its contents are revealed to a third party, it is no longer protected under FERPA.

CRISIS AND EMERGENCIES

All faculty and staff are bound to be up to date and in possession of the Academy's emergency

management plan at all times. All faculty and staff are bound to follow the stated crisis protocols whenever needed.

PARKING

Please use the parking areas designated for employees. Remember to lock your car every day and park within the specific areas.

Courtesy and common sense in parking will help eliminate accidents, personal injuries, and damage to your vehicle and those of other employees. If you should damage another car while parking or leaving, immediately report the incident along with the license numbers of both vehicles along with pertinent information you may have to your Principal. Ursuline Academy cannot be and is not responsible for any loss, theft or damage to your vehicle or any of its contents while parked.

PROPERTY SEARCHES

All school property belongs to Ursuline Academy including, but not limited to, desks, lockers, chairs, bookcases, computers, phones and file cabinets. No person, including all employees, has any right to privacy with the respect of these items or locations.

Academy equipment, including but not limited to computers, copiers, and projectors should not be used for any personal business without prior approval from the Principal.

Employees shall have no expectation of privacy concerning all communications while at school, including telephone, voicemail, email, and internet use. Ursuline Academy is not responsible for loss or damage of any employee's personal property even if the damage or loss occurs on school grounds.

SECURITY

All employees are required to help keep Ursuline Academy a safe place for the employees and students. Visitors to the school are required to check in at the front reception area and provide their driver's license to the receptionist who will run a quick background check and issue visitors a picture name tag. Faculty is asked to:

- Offer assistance to visitors to our school.
- Ask anyone who is not wearing a visitor's pass to please check in at the reception area and

receive a pass. If able, escort visitors to the front desk. If time does not allow, notify the administrator that you have redirected a visitor to the reception area to check in.

- Immediately report anyone who does not belong on campus or who looks suspicious to security and administration.

USE OF FACILITIES

All the buildings and facilities at Ursuline Academy are for school related-use. Any employee who requests the use of Ursuline Academy facilities for any non-school sponsored activity must complete the required written agreement which is obtained from the Executive Assistant to the President. Facility use and rental agreements are available upon request.



**2026-2027 Handbook
Acknowledgement Form**

I have read the policies and procedures set forth in the Ursuline Employee Handbook, and agree to abide by and to be governed by them. I have read and understand the acceptable use policy concerning technology, as outlined in the “Technology” section of the Faculty/Staff Handbook, and agree to abide by, and be governed by them.

I understand the policies and procedures set forth by the Ursuline Employee Handbook and agree to abide by and to be governed by them. I also agree to ensure those policies and procedures are enforced with students.

Signature of Employee

Printed Name of Employee

Date