

ST BENEDICT THE MOOR
Catholic School

Policy Guidelines

For Staff and Volunteers

2020-2021

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MISSION Statement

The mission of St. Benedict the Moor Catholic School is to provide a safe, nurturing and spiritual environment while instilling academic excellence and Christian values.

EMPLOYMENT POLICY

1.1 Selection of Personnel St. Benedict the Moor School/Parish is an Equal Opportunity Employer. It is the policy of the Parish to promote equal opportunity in the areas of recruitment, employment, training, development, and promotion where appropriate. Employment in the Parish and subsequent development or promotion will go to those individuals whose training and experience most nearly qualify them for the positions offered without regard to race, color, religion, sex, age, disability or national origin, except where religion, sex or ordination is a bona fide occupational qualification. By the very nature of many parish teaching and ministerial positions, a faith commitment may be a necessary requirement for employment. The defense and promotion of human rights is inseparable from the Gospel mandate, the St. Benedict the Moor Parish will ensure equal opportunities for protected classes including, but not limited to the disabled, minorities, and women.

1.2 Hiring Practice The Parish/School (when necessary and appropriate) advertises position openings, takes applications, screens applicants and considers the qualified candidates for further interview. Prior to starting work, eligibility for employment must be verified according to the Immigration Reform & Control Act of 1986. The appropriate forms must be completed by the prospective employee and the employer and be kept on file.

DECREE ON CHILD PROTECTION

The Archdiocesan Decree on Child Protection must be adhered to without any exceptions for the protection of our children and the adults who work with them.

•**All persons – adults and teenagers, staff, paid helpers and volunteers – who work with children or in a location/building with children must attend the VIRTUS Training session before their activity starts.**

- All volunteers include scout leaders, coaches, cafeteria workers, field trip chaperones, religious education catechists, youth ministry volunteers, custodians, etc...
- All volunteers must have an FBI/BCI check. Until results are reported to the school.

Fingerprinting

- All adults who work with children or in a location/building with children must be fingerprinted.
- Teens who work with children must be fingerprinted on or shortly after their 18th birthday.
- Fingerprinting must be repeated when moving from parish to parish.

Verification of orientation and fingerprinting approval from the Archbishop's office must be received by the parish before regular contact with children begins.

Once the orientation session is taken in the archdiocese, it does not have to be repeated when a person moves from parish to parish as long as there is verification of participation in the session.

CHILD PROTECTION DECREE

All employees of the Archdiocese of Cincinnati must have completed the VIRTUS training class, been fingerprinted, and passed the background check. Monthly Virtus bulletins must also be completed and the terms of the Child Protection Decree followed at all times.

Legal counsel also strongly encourages teachers and staff to avoid the following behaviors that might violate the decree or be the cause of suspicion in the community:

1. Visiting a student at home when a parent is not home
2. Taking social trips with a student unless accompanied by another adult
3. Frequently telephoning a student to talk with him/her
4. Drinking any alcoholic beverages in the presence of the student
5. Sharing the teacher's personal life in detail with the student; answering personal questions
6. Frequently being alone with the student; a question of impropriety arises
7. Keeping confidences that include possible detriment to the life and safety of a student (this includes journal writings); concerns such as these do need to be shared with school authorities and the parents.

Teachers and principals are mandated reporters of suspected child abuse. All schools are required to follow the policies and forms of the Archdiocese when reporting child abuse.

Parental approval or permission to do any of the above is not reason to do it.

Administration of Medication

Under Ohio law, S.B. 262, school staff may not administer medication without having a completed request/release form signed by the physician and parent/guardian on file. These include all prescription medications and over the counter medications, such as Tylenol, cough drops, etc.

- All medication must be left in the school office with the secretary.
 - School personnel are authorized to administer only oral medication.
 - If your child requires any other type of medication, the child should either remain at home or the parent/guardian may come to school to administer it.
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- At the end of the school year all medications must be picked up by the parent and not transported home with the child as prescribed by the Ohio Revised Code.

ACCREDITATION

St Benedict the Moor Catholic School is accredited by the Ohio Catholic Schools Association. All faculty are expected to participate in the accreditation process and support the implementation of school OCSAA goals.

ADMINISTRATIVE COST REIMBURSEMENT

Debra Johnson, Principal coordinated the mandated services program of the State of Ohio. **All certified teachers** are to complete the Administrative Cost Reimbursement spreadsheet quarterly. Teachers are responsible for staying current on the Administrative Cost Reimbursement spreadsheet and must have all yearly information completed before the last day of the school year. The Principal then makes the final review and enters the school summary for the state of Ohio.

BEST PRACTICES

All teachers are expected to stay current in their profession by reading journals, attending workshops, and engaging in behaviors that enhance their effective use of educational research. These Best Practices are encouraged and will be used in faculty evaluations.

BULLETIN BOARDS

In an educational setting like St Benedict the Moor Catholic School makes announcements on an as needed basis over the PA system daily during the academic school year, as well as the one call system, local radio and television networks.

bulletin boards and hall strips are provided to:

- display student work
- serve as an instructional tool
- and/or enliven the atmosphere of the classroom.

Teachers are expected to provide appropriate bulletin board displays and should change them no less than once a month. Each classroom should have either a religious bulletin board or display in the room which is to be changed to reflect the liturgical seasons.

CELL PHONE USE

Faculty and staff should not be texting or talking on their cell phones at any time during which they are responsible for the supervision of students. Cell phones should be put away during instructional time and only be brought out when teacher or teacher aide is not supervising students.

CERTIFICATION/LICENSURE

It is the responsibility of each teacher and teacher aide to maintain correct Ohio certification for teaching in a chartered school of the state. Specifics about certification and the renewal of certificates are available on the Catholic School Office website. All renewals and upgrades are

processed online with assistance through the Catholic Schools Office of the Archdiocese. The cost of certification or its renewal is borne by the teacher or educational assistant. Any teacher or assistant who allows his/her certificate to lapse jeopardizes her/his employment at St Benedict the Moor Catholic School.

Religion teachers (catechists) are expected to secure certification/badges through the online system, *Vocare*, with assistance through the Office of Evangelization and Discipleship of the Archdiocese and our St Benedict the Moor Catholic Parish DRE.

Substitute teacher procedures; A sub folder will be in visible sight, and should include the following:

- **Class List**
- **Emergency Procedures**
- **Special health needs/other considerations; allergies, meds, etc.**
- **Tutoring Schedule**
- **Beginning of the Day Procedure:**
- **Attendance – Option – C**
- **Lunch Count – Option – C**
- **End of Day Procedures**
- **Discipline Procedures/Policies – a copy of the Student Handbook**
- **Lesson Plans**
- **Lunch/Recess Procedures (all students are to be walked by the teacher to and from lunch or recess)**

CLEANING

Keeping our school and campus clean is a shared responsibility. It is the duty of each teacher to enlist the help of her/his students to keep their designated area clean.

St Benedict the Moor Catholic School has an internal janitor and facilities management staff that perform the following tasks:

- Sanitize building from diseases
- Sweep and dust mop floors; wet mop regularly
- Spot mop as needed
- Empty trash cans
- Vacuum carpets and spot clean as needed.

COLLEGIALITY

All school personnel are expected to maintain a Christ-like relationship with colleagues and staff. Teachers are always also expected to maintain professional and cordial relationships with all faculty and staff.

COMMUNICATIONS

Teachers are required to:

- Check email daily (at least before/after each school day) and respond as necessary. All messages must be returned within twenty-four hours.
- Communicate to parents about their classroom events, procedures, policies, etc. on a regular basis. A weekly newsletter/note is suggested.
- Maintain a website and update it on a weekly basis. The site must contain information about test dates and long-range assignments.

- Post grades to Option - C, at least on a weekly basis, no later than Monday morning. Notations about missing assignments, long range assignments, and test dates must also be posted on your website in a timely fashion.

Teachers are required to communicate:

With the Principal It is essential for teachers and other staff members to communicate with the principal regarding issues that affect the school and with serious issues that affect students.

With Other Teachers and Staff Members Teachers and staff members are expected to communicate with their colleagues. It is important that all work together in a manner that reflects Christian behavior and professional ethics. Personal issues are to be handled on a peer to peer level.

With Parents They are partners with us in our efforts to educate their children.

- Communicate with kindness and charity, regardless of the tone of any parent-initiated communication.
- Communicate with clarity.
- Never be personal, but instead, be professional.
- Never betray a fellow teacher or student by saying or insinuating what is not relevant or confidential.
- Respond to notes or phone calls within 24 hours.
- Document phone calls and meetings (other than scheduled report card conferences) about student progress.
- Teachers should guard their comments and make comments about students only to those with a right to know.
- Whatever is written should be (1) Specific (2) Behaviorally oriented (3) Verifiable

With Children Meet the challenge of communicating in a manner that is clear and invite the child to inquire further if what you are saying is not clear. Put-downs and sarcasms are wrong and should never be used by any faculty or staff member.

With People of the Larger School/Church Community Whether you are in school or at the store, you remain a teacher or staff member of St Benedict the Moor Catholic School. What you say will reflect your religious standards and professionalism. Be prudent in your comments. Never discuss any student with a non-parent (even a grandparent) unless you know you have the parent's approval. Lastly, be loyal to your co-workers by not engaging in gossip or by being judgmental. Our faith requires more of us. Your contract contains a morals clause. Behavior which violates that clause is cause for immediate dismissal.

COMPUTER USAGE AND ELECTRONIC COMMUNICATIONS

Teachers have access to computers as employees of St Benedict the Moor Catholic School. This includes desktop, laptop computers and tablets loaned to the teachers while they are employed at St Benedict the Moor Catholic School, as well as other computers and tablets located throughout the school. The computers must be checked in at the end of the school year unless permission is given for the teacher to take it home over the summer.

Teachers may not use their computers for non-instructional reasons during class time. It is the responsibility of the teacher to read and respond to email during his/her planning time or during non-instructional time.

School and technology administrators can and will monitor and access communications sent, received, and stored on the school's computers, as necessary, to conduct its business or protect its rights, property, and interests including, but not limited to, investigation of breaches of security and violations of the school's policy. Consequently, employees shall have no expectation of privacy in their use of the school's computers or other electronic communications. The school may use programs that monitor electronic files including, but not limited to, electronic messages, checking for words or patterns of activity, for purposes of assuring system security and compliance with the school's policies. Authorized school administrators and other authorized personnel may inspect and disclose the contents of electronic files including, but not limited to, electronic messages during such monitoring or any follow-up investigation as necessary. Unauthorized or improper use or monitoring of the school's computers may lead to disciplinary action, including discharge.

All employees must sign an Acceptable Use Policy at the beginning of each school year.

CONFIDENTIALITY

All certified teachers and teacher aides at St Benedict the Moor Catholic School, along with the school office staff, are privy to confidential information about a student, the student's family, or a situation that requires confidentiality. Teachers and staff members entrusted with this knowledge must be ethical and professional. It is important that this information be held in confidence. Breaches of confidentiality are subject to consequences.

EMAIL

All faculty and staff have an email address through the school. The employee is required to check email each morning when arriving at school, during planning periods, and/or before leaving school for the day and to respond appropriately. Faculty and staff must respond to emails within twenty-four hours.

EMERGENCY CLOSINGS

Due to unusual weather conditions or building problems (e.g., no heat) school may have a delayed opening or be required to be closed for the day. The principal will notify staff via text as soon as the decision is made. Notice will also be on the website, radio, television and the one call system.

EVALUATIONS

All faculty and staff are informally evaluated during the year. Informal observations by the principal can occur at any time. Walk-through will also occur multiple times throughout the school year to gather school-wide data. Formal evaluations will be conducted at a minimum of once every three years.

FACILITIES USE

Teachers or staff may not conduct private, for profit, tutoring in the school building. When working with students before or after school hours, teachers must abide by the provisions of the Child Protection Decree.

GUM

Faculty and staff are not permitted to chew gum while supervising students.

HARASSMENT

Harassment of members of the school community by any faculty or staff member is not permitted.

INJURY REPORT FOR STAFF

If a teacher is injured on the job, she/he must file a *First Report of Injury* with the Principal or Business Manager as soon as possible after the injury occurs.

LEAVING THE CAMPUS OR SCHOOL BUILDING

All faculty and staff who must leave the building during a planning period or lunch for any reason must notify the principal. No exceptions will be given.

LESSON PLANS

Teachers are expected to maintain a comprehensive plan book. Lesson plans will be turned into the Principal each week. This can be done in print or electronic form. There is no formal format for the plan except that it must help the teacher to present the lesson and communicate expectations of objectives. The principal will respond to the lesson plans through email and check plan books when visiting classrooms. Teachers are expected to use best practices in the planning and presentation of all lessons.

LIABILITY

Laws of the State of Ohio often govern the conduct of students and teachers in a non-public school like St Benedict the Moor Catholic School. One area of concern is liability. According to school law specialists, each teacher is liable for the behavior of her/his students to some or even a greater extent. Each teacher and staff member who is responsible for children must do whatever is **reasonable and prudent to ensure the safety of each child.**

One major area of liability is inadequate or unsatisfactory supervision of students. Supervision is both a physical and a mental act. If a teacher must leave her/his class, you are advised to:

1. Find an adult to cover your class.
2. Tell the class you are leaving and what you expect.
3. Have the children working on a specific assignment.
4. Return as soon as possible.

Never leave a class unsupervised (even if in the library, on the playground, etc.) unless a responsible adult is present. Do whatever you can to see that this directive is followed. Individual or small groups of children are never to be left alone in a classroom.

LITURGIES

Worship is an important part of our faith life at St Benedict the Moor Catholic School. All homeroom teachers will be involved in the responsibility for planning the weekly school Masses (liturgies) which involves students as participators. A Liturgy Planning Sheet is available, as well as a teacher made list of the weekly Masses for this school year. It is the responsibility of all teachers at St Benedict the Moor Catholic School to encourage the students to give fitting worship to the Lord and to reflect that by their praying and singing. All teachers are expected to attend Mass. Those who are not of the Catholic faith may not receive Holy Communion physically but may do so spiritually.

LOCKER-DESK SEARCH

If the contents of a desk or locker are in question, at least two staff persons should conduct the search. If any items are to be removed, inform the principal prior to doing so. The principal or a designee will contact parents to preserve due process if necessary.

MAILBOXES

Each staff member has a mailbox (or shares a mailbox) in the school office. Teachers are to check their mailboxes each morning, at lunch, and before leaving each day.

MOVIE/VIDEO GUIDELINES

Teachers may use movies or videos only if they enhance the curriculum. The content should tie to the GCS objective you are working on in class.

Please use these guidelines for showing movies and/or videos at St Benedict the Moor Catholic School.

G Rated- Acceptable for all grades

PG or Non-Rated- May be shown with prior viewing by the teacher. As the teacher is assuming the role of the parent, he/she needs to prudently assess the value of the content which needs to be appropriate to the age and maturity level of the students.

PG 13- Not appropriate.

Anything contrary to the above guidelines must be approved by the Principal in addition to having signed parental permission slips.

POLITICAL/PARTISAN SUPPORT

Teachers must refrain from making political comments endorsing political parties or candidates seeking election.

PROFANITY / VULGARITY

Faculty and staff are expected to use a respectful voice and appropriate language when addressing students and colleagues. The same should be expected of students. Refer to the school handbook when dealing with students who use inappropriate language. There should be no, "first offense so we will excuse it." Teachers should educate their students about words or expressions that may not be vulgar or profane, but border on either from your beliefs (e.g., "that sucks" or "go to hell"). A discipline notice should be written for any student who uses near-vulgar words that you have clearly told your students that you will not allow them to use. We promote dignity by good language. This stance on profanity/vulgarity applies to ALL students and teachers.

PROFESSIONAL DEVELOPMENT

St Benedict the Moor Catholic School encourages teachers to attend workshops and maintain membership in professional organizations. Funding for professional development is available through the school or from state and federal grant money. A teacher may use up to two school days a year to participate in a workshop or seminar that will enhance her/his teaching skill. All workshops must be approved by the Principal. Teachers must obtain an approval form from the Principal. Summer classes and workshops are also often endorsed, and some funding is usually available. Teachers are responsible for obtaining and maintaining records of any CEUs earned throughout the year.

All teachers are required to maintain their expertise and knowledge of a subject through reading and research from professional organizations and other reliable sources. This especially applies to concepts related to school goals and professional development topics required of the faculty.

PUBLICITY

When you and your students are involved in a noteworthy or special event at school or on a field trip, please take pictures for publication in our school e-news and to publish on the school website. These photos could also be shared with the yearbook moderator for use in that publication. Each teacher may also submit publicity items to the Development Director for publication in local newspapers and parish publications. Each teacher is expected to keep parents informed of classroom activities and curriculum. This information is to be posted on the teacher's web site at least once a month.

RECESS DUTY

Two licensed staff members must be on playground duty whenever a class is outside. It is very important for the playground supervisor to monitor this area effectively. Tackling, pushing, shoving, carrying, or picking up other students is not permitted. If playground equipment is available, teachers at each grade level will develop guidelines for its use. Adults on duty are to circulate and supervise, not stand/sit in one place.

SCHOOL ADVISORY BOARD

St Benedict the Moor Catholic School I has formed an Education Advisory Board whose task is to advise and consult with the principal regarding school policies and practices. The Advisory Board is composed of male and female St Benedict the Moor Catholic School I parents, or other members of the parish, appointed by the Principal, and will serve for a two-year term. They will meet at least four times during the school year.

SECURITY

The school has an electronic locking system for its doors, however, it takes many people's care and concern to make our school and campus a safe and secure one.

Please keep these ideas in mind:

1. All visitors will have a Visitor's badge. Please question anyone in the building without a badge. Send any person without this badge to the office or call the office for assistance. Advise your students to report unknown people to you or any faculty member
2. Every room should have a closet or drawer that can be locked by the teacher. Lock up purses, cell phones and valuables. Do the same for any small amounts of money you are holding for the class (e.g., mission collection, book order money)
3. Always keep your classroom locked when you are away from it. Remember to turn off the lights when leaving your classroom.
4. All teachers and staff members are responsible for closing and locking exterior classroom doors and windows.
5. If you are in the building alone during the evening, weekend, or holiday, carefully lock doors behind you, and give them an added 'pull' to see that they are latched.

SUPERVISION AND EVALUATION

The principal or designee will supervise and evaluate all personnel annually.

TEACHER ABSENCE

A teacher may be absent from school due to illness which may or may not be known beforehand. Please follow the guidelines set by the Principal.

The teacher is expected to have a currently updated Substitute Teacher Folder on file in the school office, a current seating chart and all materials needed for the substitute teacher. It is also the teacher's responsibility to provide an outline of the day's lessons for the sub.

If a teacher must also be absent for another day, she/he needs to call the Principal by 2:00 p.m. that day so she can secure a sub for the next day.

The Principal may require a teacher to present a form from his/her doctor to verify sick leave.

It is expected all pre-planned appointments are to be scheduled on non-work days or after normal work hours, if at all possible; however, when an appointment must be scheduled during work

hours, the employee should consult with the Principal for approval of the time arrangements. Hours missed will accrue to days missed. In addition, school year employees are not permitted to schedule unpaid time off during the working days of the school year.

TUTORING

Teachers are not permitted to use the building for paid tutoring.

Ethics and Conduct

Employees of the Parish are held to the highest ethical standards and accountability. Each employee (exempt and non-exempt) must sign a statement assuring that he/she will adhere to the laws of government and ethical principles of the Church, will demonstrate the highest level of integrity, honesty and conduct and will not misuse his/her power and authority. The complete text of the Ethics and Conduct Policy is available online at: [Ethics and Conduct](#)

All employees are required to sign the [Ethics and Conduct Disclosure Statement](#). Failure to comply with any of the provisions of the Ethics and Conduct Policy will be grounds for discipline, up to and including termination.

The Archdiocese of Cincinnati has established a hotline to provide employees a simple, risk-free means for reporting misconduct by calling 1-888-389-0381 or logging into a direct link to [EthicsPoint](#).

Weapons in the Workplace

The Archdiocese of Cincinnati and its Affiliates (defined as any entity that is subject to the administrative authority of the Archbishop of Cincinnati under Canon Law) are committed to providing a safe workplace for their employees and all those who enter their property or premises. The term "premises" includes all buildings or land owned by the Archbishop/Archdiocese/Affiliates or that is under the administrative control of the Archbishop. Accordingly, the Archdiocese has adopted the following policy on weapons in the workplace.

POLICY

This policy applies to all employees and other persons entering Archdiocesan/Affiliate property or premises regardless of whether such employee or other person possesses a valid license that permits the carrying of a concealed weapon.

Prohibited Use

Except in the very specific circumstances listed below (see "Permitted Use"), the possession, transfer, or use of weapons is prohibited while on Archdiocesan/Affiliate property or premises, including without limitation, while in Archdiocesan/Affiliate-owned vehicles. Weapons in Schools may only be allowed for trained and certified Safety Personnel with proper licensure as stated below.

Weapons prohibited by this policy include without limitation: firearms (including concealed handguns), firearm replicas, objects indistinguishable from firearms, ammunition look-alike's (dummies or duds), tasers, explosives, night sticks, spring loaded knives, and other objects designated to intimidate or injure people. Nothing in this policy prohibits an

employee or other person who possesses a valid license that permits the carrying of a concealed weapon from transporting or storing a firearm and ammunition in his or her personal vehicle on Archdiocese/Affiliate premises where the vehicle is permitted to be, such as a parking lot. If the employee or other person is outside of the vehicle, the firearm and ammunition must be locked in a trunk, glove box, or other enclosed compartment within or on the vehicle.

Permitted Use

This policy shall not prohibit the following persons from carrying a firearm on Archdiocesan/Affiliate property or premises provided the person possesses valid photographic identification:

- (1) law enforcement officers; and
- (2) security personnel employed by or contracted with the Archdiocese/Affiliate and who have been granted written permission by a management official of the Archdiocese/Affiliate to carry a firearm while on duty.

In addition, persons with a valid CCW (carrying concealed weapon) permit and who receive written authorization by a management official from the Archdiocese/Affiliate to meet a security need may carry a firearm on Archdiocesan/Affiliate property. However, in no circumstances shall this permitted use exception apply to allow the possession, use, or carrying of a firearm or weapon of any kind on school grounds, including in the school building, on the school premises, on the school parking lot, anywhere within the school property's boundaries, on the school bus, or at any school activity (i.e. an activity under the auspices of a school). In other words, the only persons who may carry a firearm on school grounds are the persons listed under Permitted Use (1) and (2) above.

Any Archdiocesan/Affiliate employee who violates this policy will be subject to discipline, up to and including termination of employment.

Reporting to Work

Employees of the Parish are expected to report to work as scheduled and to maintain a consistent record of good attendance. Office hours and work schedules have been established based on the needs of the various locations and departments. Employees who have a chronic problem with reporting to work will be subject to the corrective counseling process which may begin with a verbal warning and can progress to termination if the undesirable conduct is not corrected. The complete text of the Reporting to Work Policy is available online at: [Reporting To Work](#)

Social Media Policy

The Archdiocese of Cincinnati and its Affiliates recognize that in today's environment, with the increasing prevalence of the internet, employees, clerics and volunteers will use the internet to conduct ministry work and to communicate with associates and friends. The internet provides various ways for individuals to interact and has changed the way we communicate and share information. The Archdiocese of Cincinnati and its Affiliates view the internet as an important educational and evangelizing tool to promote school and ministerial programs. The Social Media Policy was written to ensure that social networking tools will be used safely, without compromising their effectiveness. The policy sets forth language and boundaries to govern their use.

COVID-19 Acknowledgement of Risks

I, the undersigned employee, acknowledge and agree that, as an employee of [St. Benedict the Moor Catholic School], entering onto the premises of the school or parish and having personal contact with students, parents, and other employees/staff members, involves a certain degree of risk, namely of acquiring a communicable disease, including COVID-19, and then potentially passing it on to others, including family members. Due to the highly contagious nature of COVID-19, the characteristics of the virus, and the close proximity of students, teachers, and other employees/staff members, I understand there is an elevated risk that I may contract the disease simply by being in the building, on the premises of the school or parish, or at any school or parish function.

By signing this Handbook below, I acknowledge and agree that after carefully considering the risks involved, and having the opportunity to discuss these risks with any healthcare professional(s) of my choosing, I voluntarily and willingly accept those risks and acknowledge that returning to in-person classes and other in-person school and parish functions is my choice. If I have underlying health concerns which may place me at greater risk of contracting any communicable disease, including COVID-19, I acknowledge and agree that I will consult with a healthcare professional before I return to my job, attend any school or parish function, or visit the premises of the school or parish. Moreover, I acknowledge that while adherence to safety and precautionary measures (e.g., social distancing guidelines, facemasks, handwashing, etc.) may reduce possible exposure to the risk of contracting a communicable disease, the possibility of serious illness and death remains. I do hereby accept and assume sole responsibility for any illness acquired by me while at the school or parish or any school or parish function, including possible infection with COVID-19.

I further acknowledge, understand, and agree that I have obligations to the school and parish, its employees/staff members, students, and others to take certain precautions and make certain disclosures to prevent the spread of COVID-19 as outlined by the State of Ohio and the applicable local public health department.

Sign here-----

Date-----

