



ACHIEVEMENT
PREP

A Washington, DC Public Charter School Network

**PERSONNEL POLICY
HANDBOOK**

Revised 7/19

Achievement Prep
Personnel Policy Handbook

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*As used herein, as of the date of this Handbook, the Chair of the Board of Trustees of Achievement Prep is Jason Andreat: jandreat@achievementprep.org. -

Achievement Prep

Personnel Policy Handbook

INTRODUCTION

The Achievement Prep Personnel Policy Handbook was developed to outline some of the policies, programs, and benefits available to eligible employees. We expect each employee to read this Handbook carefully as it is a valuable reference for understanding your job and Achievement Prep. This Handbook supersedes all previously issued Handbooks and inconsistent verbal or written policy statements. Achievement Prep reserves the right to revise, delete, and add to the provisions of this Handbook. However, all such revisions, deletions, or additions must be in writing. By continuing your employment after a policy change is announced, you are agreeing that the policy applies. No oral statements or representations can change the provisions of this Handbook. Furthermore, only the Chief Executive Officer (CEO) has the authority to enter into an employment agreement that alters the at-will employment relationship, and any such agreement must be in writing signed by the CEO and/or his or her designee.

Neither this Handbook nor any of Achievement Prep's benefit plans constitute, or are intended to constitute, an express or implied contract guaranteeing continued employment for any employee. Benefit plans, if offered to you by Achievement Prep, and available if premiums and contributions are paid and if participation and other requirements are met, are defined in legal documents such as insurance contracts and summary plan descriptions. If you are offered benefits, and if a question arises about the nature and extent of plan benefits or if there is a conflict in language, the formal language of the plan documents govern, not the informal wording of this Handbook. Plan documents, if applicable, are available for your inspection from Human Resources.

Not all of our policies and procedures are set forth in this Handbook. We have summarized only the more important ones. If you have any questions or concerns about this Handbook or any other policy or procedure, please contact Human Resources or the CEO.

Employment with Achievement Prep is at-will. This means that employment may be terminated at any time, for any reason, with or without cause or notice by you or by Achievement Prep. Nothing in this Handbook or any oral statement shall limit the right to terminate at will.

1. EQUAL EMPLOYMENT OPPORTUNITY

Achievement Prep is committed to equal employment opportunity and to compliance with federal antidiscrimination laws. Achievement Prep also complies with the District of Columbia Human Rights Act (DCHRA). In addition to the federally protected classes (race, religion, color, sex, age, national origin, ancestry and disability), the DCHRA prohibits discrimination based on the following factors:

- Race: classification or association based on a person's ancestry or ethnicity
- Color: skin pigmentation or complexion
- Religion: a belief system which may or may not include spirituality
- National origin: the country or area where one's ancestors are from
- Sex: a person's gender; sex discrimination includes sex harassment, and discrimination based on pregnancy, childbirth, related medical conditions, breastfeeding, and reproductive health decisions.

- Age: 18 years or older
- Marital status: married, single, in a domestic partnership, divorced, separated, and widowed
- Personal appearance: outward appearance, but is subject to business requirements or standards
- Sexual orientation: homosexuality, heterosexuality, and bisexuality
- Gender identity or expression: your gender-related identity, behavior, appearance, expression or behavior which is different from what you are assigned at birth
- Family responsibilities: supporting a person in a dependent relationship, which includes, but is not limited to, your children, grandchildren and parents.
- Political affiliation: belonging to or supporting a political party
- Disability: a physical or mental impairment that substantially limits one or more major life activities; includes those with HIV/AIDS.
- Matriculation: being enrolled in a college, university or some type of secondary school.
- Genetic information: Your DNA or family history which may provide information as to a person's predisposition or likely to come down with a disease or illness.
- Credit Information (applies to employment): any written, verbal or other communication of information bearing on an employee's creditworthiness, credit standing, credit capacity or credit history.

Achievement Prep will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal or local law.

If you feel that you have been denied equal opportunity based on any of the above identified categories, you should report the situation immediately to the Human Resources or the CEO. In addition, you can use the process set forth in Achievement Prep's Grievance Procedure (Section 4).

1.1. Disability Accommodation

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with disabilities, Achievement Prep will make reasonable accommodation for the known physical or mental limitations of an otherwise qualified individual with a disability, who is an employee, unless an accommodation would impose an undue hardship on Achievement Prep and/or the individual poses a direct threat to the health and/or safety of the individual or others in the workplace. Any employee who requires an accommodation to perform the essential functions of his/her job should contact Human Resources and request such an accommodation. The individual with the disability should specify what barriers or limitations make it difficult for him or her to perform the job. Achievement Prep will conduct an investigation regarding these barriers or limitations and will then identify possible accommodations, if any, that will help to eliminate the barrier(s) or limitation(s). The employee is required to fully cooperate with Achievement Prep in seeking and evaluating alternative accommodations. Achievement Prep may require medical verification of both the disability and the need for accommodation.

Employees who wish to request an unpaid leave of absence or who wish to extend a current leave of absence as an accommodation because of a qualifying disability should communicate in writing to Human Resources and provide corroborating documentation.

1.2. Pregnancy Accommodation

Employees may request a reasonable accommodation for pregnancy, childbirth or related medical conditions or breastfeeding. A reasonable accommodation will be provided unless the accommodation would impose an undue hardship on Achievement Prep's operations.

Reasonable accommodation may include, but is not limited to: more frequent or longer breaks; time off to recover from childbirth; the acquisition or modification of equipment or seating; the temporary transfer to a less strenuous or hazardous position; other job restructuring, such as light duty or a modified work schedule; avoidance of heavy lifting; relocation of the employee's work area; or the availability of private, non-bathroom space for the expression of breast milk.

Employees who take leave or are provided a temporary transfer as an accommodation under this policy will be reinstated to their original job or to an equivalent position with equivalent pay, accumulated seniority and retirement, benefits and other applicable service credits upon their notification to Achievement Prep of their intent to return to work or when the employee's need for a reasonable accommodation ends.

Achievement Prep may require that employees provide a certification from their health care provider regarding a medical condition that requires an accommodation.

Achievement Prep will not take an adverse employment action against employees who request or are provided a reasonable accommodation in accordance with this policy. Achievement Prep also will not require an employee to accept an accommodation or require an employee to take leave if a reasonable accommodation can be provided in the workplace.

Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact Human Resources.

1.3. Lactation Accommodation

Achievement Prep will provide reasonable daily breaks to accommodate an employee desiring to express breast milk for the employee's child. If possible, nursing mothers should take time to express breast milk during their regular meal and/or rest breaks. If the break time cannot run concurrently with the meal and/or rest breaks already provided to the employee, the break time will be unpaid for nonexempt employees. Where these additional breaks are required, employees should work with their supervisor regarding scheduling.

Achievement Prep will make reasonable efforts to provide employees with the use of a private, secure and sanitary room in close proximity to the work area, other than a bathroom or toilet stall, for employees to express milk. The location may include a childcare facility in close proximity to the employee's work location. Employees should discuss with Human Resources representative the location to express their breast milk and for storage of expressed milk and to make any other arrangements under this policy. Achievement Prep reserves the right to not provide additional break time or a private location for expressing breast milk if doing so would create an undue hardship for Achievement Prep's operations.

Achievement Prep strictly prohibits discrimination against or harassment of employees because they are breastfeeding mothers and/or request or take breaks in accordance with this policy.

1.4. Religious Accommodation

Achievement Prep will attempt to make a reasonable accommodation for employee observances of religious holidays and sincerely held religious beliefs, including time off for religious holidays and accommodations related to dress and grooming practices, unless doing so would cause an undue hardship to school operations. If you desire a religious accommodation, you are required to make the request, in writing, to your supervisor and to Human Resources. Achievement Prep will grant up to two (2) days of PTO for religious holidays and accommodations; any other time off exceeding such two (2) days will require use of accrued leave or be unpaid.

2. HARASSMENT

Achievement Prep is committed to providing a work environment free of harassment. As a result, we maintain a strict policy prohibiting sexual harassment and harassment against applicants and employees because of the following legally protected characteristics: race, color, age (18 and over), sex (including pregnancy, childbirth or related medical conditions, breastfeeding, and reproductive health decisions), marital status, sexual orientation, disability, national origin or ancestry, religion, personal appearance, gender identity or expression, family responsibilities, matriculation (e.g., being enrolled in a college or university or in a business, nursing, professional, secretarial, technical or vocational school), political affiliation, genetic information (including family medical history), lawful use of tobacco products and unemployment status, or any other characteristic or status protected by federal, state or local laws. All such harassment is prohibited. Sexual harassment may include a range of behaviors and may involve individuals of the same or different gender. While not exhaustive, some examples of sexual harassment are:

- Unwelcome or unwanted sexual advances. This includes, but is not limited to, patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact considered unacceptable by another individual.
- Requests or demands for sexual favors. This includes, but is not limited to, subtle or blatant expectations, pressures, or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequences concerning one's employment.
- Verbal abuse or joking that is sexually oriented and considered unacceptable by another individual. This includes, but is not limited to, comments about an individual's body or appearance (where such comments go beyond a mere compliment); off-color jokes that are clearly unwanted; or any other tasteless, sexually-oriented comments, innuendos, or offensive language.
- Any sexually oriented conduct that would unreasonably interfere with another's work performance. This includes, but is not limited to, extending unwanted sexual attention to someone, which reduces personal productivity.
- Participation in fostering a work environment that is generally intimidating or offensive because of unwelcome or unwanted sexually oriented conversations, suggestions, requests, demands, physical contacts, or attention.

Achievement Prep prohibits any employee, scholar, parent, volunteer, vendor or other visitor from making unwelcome sexual advances of a verbal or physical nature toward an employee or applicant, or unlawfully harassing an employee or applicant.

Prohibited harassment on the basis of the federal and local, legally protected characteristics detailed in section one.

- Verbal conduct including threats, epithets, derogatory comments or slurs.
- Visual conduct including derogatory posters, photography, cartoons, drawings or gestures.
- Physical conduct including assault, unwanted touching or blocking normal movement.
- Retaliation for making harassment reports or threatening to report harassment.

If you feel that an Achievement Prep employee, scholar, parent, vendor, consultant contractor, or other visitor has unlawfully harassed you, or if you observe such conduct, you should report the situation immediately to Human Resources or the CEO. Acts of harassment or sexual harassment may continue if they are not reported, and Achievement Prep will be unable to take action to correct the problem if it receives no notice of unwanted, inappropriate behavior.

Upon such notification, Achievement Prep will undertake prompt, thorough and objective investigation and, if warranted, corrective action. Any employee who, after appropriate investigation, Achievement Prep has been found to have harassed or sexually harassed another employee, scholar, parent, consultant, contractor or other visitor will be subject to appropriate disciplinary action up to and including dismissal.

Achievement Prep is committed to providing employees with an environment in which they feel free and safe to report harassment of any kind. It is therefore a violation of Achievement Prep policy to retaliate against anyone for reporting harassment, assisting anyone in reporting harassment, or for participation in an internal or external investigation of harassment. The procedures (and your rights) regarding the reporting of retaliation are the same as for reporting harassment. Any employee whom, after appropriate investigation, Achievement Prep finds to have retaliated against another employee, scholar, parent, consultant, contractor or other visitor for reporting harassment will be subject to appropriate disciplinary action up to and including dismissal.

It is also essential to understand that consenting romantic and sexual relationships between supervisory and subordinate employees, or between coworkers, may lead to unforeseen complications. The respect and trust accorded a more senior/supervisory person by a lower-level staff member, as well as the power held by that person in evaluating or otherwise supervising the lower-level person could diminish the extent to which the lower-level employee actually feels free to choose to engage in a relationship. Therefore, each Achievement Prep employee should be aware of the possible risks of a consensual sexual relationship.

If two employees marry, become related (relative), are in or enter into an intimate relationship of any form, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. We will attempt to identify an alternative management structure or positions, and the employees will have ten (10) calendar days to decide which individual will remain in his or her current position. If no alternate management structure or position is available, the employees will have thirty (30) days to decide which employee will remain with Achievement Prep. If this decision is not made in the time allowed, we will make the decision. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

3. OPEN COMMUNICATION

Achievement Prep recognizes that employees will have suggestions for improving the workplace, as well as complaints about the workplace. The most satisfactory solution to a job-related problem or concern is usually reached through a prompt discussion with Human Resources. Employees should feel free to contact Human Resources with any suggestions and/or complaints. While Achievement Prep provides this opportunity to communicate your views, please understand that not every complaint can be resolved to your satisfaction. Even so, we believe that open communication is essential to a successful work environment and all employees should feel free to raise issues of concern without fear of reprisal.

4. GRIEVANCE PROCEDURE

It is the policy of Achievement Prep that all employees, scholars, parents, and visitors have the right to voice their complaints or grievances about matters pertaining to its schools.

Achievement Prep recognizes the meaningful value and importance of full discussion in resolving misunderstandings and in preserving good relations between management and employees. Accordingly, the following grievance procedure should be employed to ensure that complaints receive full consideration.

4.1. What May Be Grieved

The Achievement Prep grievance process should be used as follows: (1) to deal with complaints and concerns pertaining to educational environment, employment arrangements, or interpersonal conflicts; and (2) to resolve complaints of discrimination and harassment based upon race, color, sex, marital status, sexual orientation, disability, national origin or ancestry, religion, personal appearance, gender identity or expression, family responsibilities, matriculation, political affiliation, genetic information, lawful use of tobacco products and unemployment status, or any other characteristic or status protected by federal, state or local laws.

4.2. Who May Grieve

The procedures set forth below may be used by grievant who are employees, scholars, parents, or visitors.

4.3. Other Remedies

The existence of this procedure does not bar grievant from also filing claims in other forums to the extent permitted by state or federal law.

4.4. Informal Grievance

Because most difficulties can be resolved by communicating a concern to someone, grievant are encouraged to discuss their concern or harassment complaint promptly and candidly with their immediate supervisor or the school Principal.

The grievant is not required to discuss his or her complaint with the alleged harasser or perpetrator in any manner or for any reason prior to initiating a formal grievance.

4.5. Formal Grievance

Within ninety (90) business days of encountering the harassment, discrimination, or complaint that is the subject of the grievance, a grievant shall file a written notice with Human Resources (HR). Grievant may use the Grievance Form, which is available from HR. The written notice shall identify the nature of the complaint, the date(s) of occurrence, and the desired result, and shall be signed and dated by the person filing the grievance. In the event a grievance is being filed by the legal guardian or parent of a scholar, the scholar and the legal guardian and or parent shall sign and date the grievance.

Human Resources will immediately initiate an adequate, reliable, impartial investigation of the grievance. Each formal complaint will be investigated, and depending on the facts involved in each situation, will be decided after receiving information from the appropriate individuals. Each investigation will include interviewing witnesses, obtaining documents, and allowing parties to present evidence.

All documentation related to the investigation and discussions held in this process are considered EXTREMELY CONFIDENTIAL and are not to be revealed to or discussed by any participant with persons not directly involved with the complaint, with its investigation, or with the decision-making process. This provision does not include discussions with the governmental authorities.

Within thirty (30) business days of receiving the written notice, Human Resources shall respond in writing to the grievant (the "Response"). The Response shall summarize the course of the investigation, determine the validity of the grievance, and the appropriate resolution.

If, as a result of the investigation, harassment, or a valid grievance is established, appropriate corrective and remedial action will be taken.

4.6. Appeals

If the grievant is not satisfied with the Response, the grievant may appeal in writing to the Achievement Prep Legal Department (or designee) within thirty (30) business days of the date of the Response summarizing the outcome of the investigation. The written appeal must contain all written documentation from the initial grievance and the grievant's reasons for not accepting the Response. The appeal, in letter form, may be sent to: Achievement Prep Legal Department, 908 Wahler Place, SE, Washington, DC 20032.

Within fifteen (15) business days from receiving the written appeal, the Legal Department (or designee) will respond in writing to the appellant as to the action to be taken and the reasons therefor.

4.7. Prohibition Against Retaliation

Achievement Prep pledges that it will not retaliate against any person who files a complaint in accordance with this policy, or any person who participates in proceedings related to this policy.

In addition, Achievement Prep will not tolerate any form of retaliation against any person who makes a good faith report or complaint about perceived acts of harassment, discrimination, or concern, or who cooperates in an investigation of harassment, discrimination, or a concern. Any person who is found to be engaging in any kind of retaliation will be subject to appropriate disciplinary action.

4.8. Modifications

Achievement Prep may approve modification of the foregoing procedures in a particular case if the modification (a) is for good cause, and (b) does not violate due process rights or policies of Achievement Prep.

5. STAFF QUALIFICATIONS AND EXPECTATIONS

5.1. General Policy

All employees shall demonstrate a strong commitment to the mission, philosophy and educational approach of Achievement Prep through their interactions with scholars, parents and co-workers. All Classroom Teachers are required to have a minimum of a bachelor's degree from an accredited college. Achievement Prep may also require core content teachers to have a passing Praxis scores for their content or subject area. Other staff, while a particular degree or certification is not required unless stated, must demonstrate the abilities necessary to carry out effectively their responsibilities through prior experience and/or education.

5.2. Confidentiality

Employees are expected to maintain confidential or proprietary information of Achievement Prep in strict confidence and are prohibited from discussing or disclosing this information to others without the express authorization to do so by Achievement Prep. This section does not apply to protected communications with third parties such as union representatives, Board agents, or other governmental agencies concerned with workplace matters. Furthermore, confidential or proprietary information does not include information lawfully acquired by non-management employees about wages, hours or other terms and conditions of employment if used by them for purposes protected by §7 of the National Labor Relations Act such as joining or forming a union, engaging in collective bargaining, or engaging in other concerted activity for their mutual aid or protection. Employees who have regular access to information regarding the wages of other employees in the course of performing their work are prohibited from sharing such information, unless the disclosure is in furtherance of or response to an investigation, action, or hearing, or Achievement Prep has a legal obligation to provide the information.

Confidential information within Achievement Prep's possession generally falls into four categories: (1) confidential and/or proprietary information concerning Achievement Prep's business, including but not limited to, budget and strategic plans ("Proprietary Information"); (2) confidential information entrusted to Achievement Prep by third parties such as scholars or their parents, or vendors ("Third Party Information"); and (3) personally identifiable information received from employees and contained in Achievement Prep's confidential records (including but not limited to names, addresses, email addresses, social security numbers, telephone or facsimile numbers, and health information); and (4) any personally identifiable information received from scholars and third parties (including but not limited to names, addresses, email addresses, social security numbers, telephone or facsimile numbers, and health information) ("Personal Information") which if misused could result in identity theft or other serious harm.

Achievement Prep has an Information Security Program protecting Proprietary, Third Party and Personal Information, which all employees are required to carry out while performing their daily duties. The Information Security Program has three important elements:

- Physical security;
- Network security; and

- Maintaining information security.

Physical Security. Achievement Prep's places of business are designed to prevent unauthorized access to employee-only areas for a number of reasons, including but not limited to, ensuring a safe workplace and ensuring that unauthorized persons cannot gain access to Proprietary, Third Party or Personal Information. Strict adherence to these basic rules will help ensure a safe workplace as well as prevent security breaches.

Network Security. In Achievement Prep's workplace many tasks are accomplished using computer, voicemail, and other electronic networks. Achievement Prep goes to significant lengths to protect its networks including password protection, encryption, and limiting access to certain information. In addition, Achievement Prep monitors employee usage of its networks to ensure that no inappropriate usage takes place. Achievement Prep maintains records showing who accessed which portions of Achievement Prep's networks, and at which times. To maintain the integrity of these records, no employee may allow any other person to use his or her user id, password, or other information devices used to access Achievement Prep's networks (collectively, "Login Information"), and no employee may use Login Information not assigned to him/her to gain access to Achievement Prep networks, without prior managerial approval. Moreover, Achievement Prep has established secure remote connections to its systems. Employees must use the secure methods established by Achievement Prep for remote communications, and must not use any other mechanisms for accessing Achievement Prep's networks. Finally, employees may not install any software on an Achievement Prep PC or laptop, including games, screensavers, or shareware.

Maintaining Information Security. An educated and alert workforce is one of the best defenses against breaches of information security, both from security threats outside and inside Achievement Prep.

By acknowledging receipt of this Handbook, you agree to strict confidentiality obligations with respect to Proprietary, Third Party and Personal Information. Pursuant to this provision, all employees are required to use certain safeguards with respect to (1) handling, and (2) disposal of Proprietary, Third Party and Personal Information. Further, all employees are required to seek prior managerial approval when employees are not certain about how they should handle or dispose of Proprietary, Third Party and Personal Information. Employees who improperly use or disclose Proprietary, Third Party and Personal Information will be subject to disciplinary action, up to and including termination of employment, even if they do not actually benefit from the disclosed information.

All employees are expected to use special care and good judgment in any handling of Proprietary, Third Party and Personal Information, including but not limited to the following examples:

- Not removing or disclosing Proprietary, Third Party and Personal Information from or outside of Achievement Prep's premises without appropriate management permission and security measures;
- Not allowing other employees or third parties to use Login Information, access cards, or other security devices;
- Labeling all hard or electronic copies of Proprietary, Third Party and Personal Information documents "Confidential-Internal Use Only", or "Restricted", as appropriate;
- Not engaging in any activities that might compromise Achievement Prep's networks, such as opening emails or active content from unknown or suspicious senders which might contain computer viruses, spyware, or other harmful material, or visiting untrusted websites;
- Not using personal email accounts (e.g., Gmail, Yahoo!, AOL) to conduct Achievement Prep's business;

- Carefully guarding any devices or items (e.g., laptops, cell phones, tablets, storage drives, CDs, DVDs) in which Proprietary, Third Party, or Personally Identifiable Information is stored, and following all Achievement Prep guidance about avoiding loss or theft of such items during travel or other periods outside Achievement Prep’s premises;
- Following Achievement Prep’s data storage and transmission rules and protocols, including rules regarding encryption, file naming, backup and destruction;
- Disposing of Proprietary, Third Party and Personal Information solely by means of secure methods approved by Achievement Prep;
- Immediately reporting any loss or suspected loss of Proprietary, Third Party and Personally Identifiable Information to Achievement Prep’s management; and
- Immediately reporting any suspicious activities (e.g., external or internal hacking attempts, or unauthorized internal activities such as accessing or downloading unusually large amounts of Proprietary, Third Party and Personal Information) to Achievement Prep’s management.

The foregoing list is not comprehensive, and the manner in which Proprietary, Third Party and Personal Information is used in the workplace is continually changing. Achievement Prep welcomes any employee suggestions for improving its Information Security program protecting Proprietary, Third Party and Personal Information. Because of the evolving nature of Achievement Prep’s Information Security program, any employee with any doubt or hesitations about how to handle Proprietary, Third Party and Personal Information should immediately bring their concerns to the attention of management.

Concerns about any scholar’s health, safety or welfare should be raised directly with the Principal so a determination can be made regarding whether the scholar’s parents or guardians need to be contacted, or if the school needs to contact the Child and Family Services Agency or the Metropolitan Police Department.

5.3. External Communications

To ensure the quality and consistency of school information disseminated to media sources, including social media, only the CEO or his or her designee is authorized to respond to media inquiries on behalf of Achievement Prep, regardless of who the media representative is or whom s/he represents or how innocuous the request. Similarly, the CEO or his/her designee must approve all press releases and other school publications issued on behalf of Achievement Prep and use of any and all Achievement Prep social media platforms prior to dissemination/use. Employees may not suggest that they speak for Achievement Prep, or create or use social media sites made for or on behalf of Achievement Prep unless the CEO or his/her designee expressly authorizes.

Employees must refer all media and/or other inquiries regarding Achievement Prep to the CEO or his/her designee.

Employees cannot be precluded from speaking with members of the media on matters of public interest, but if they do so, they must expressly state that they are speaking only for themselves and not as a representative of Achievement Prep. In doing so, employees are encouraged to promote positive media relations.

5.4. Attendance and Punctuality

The workday for full-time Platinum Teachers and School-based Oxygen members is 7:30am – 4:30pm Monday, Tuesday, Thursday, Friday and 7:30am - 5:00pm Wednesday. The workday for full-time Network Staff is 8:00am – 5:00pm Monday through Friday. Any employee who is unable to report for work on any particular day must call his/her supervisor at least two (2) hours before the start of the scheduled workday for each day the employee is scheduled to, but will not report to, work. If an employee will be late to work, he/she must communicate with his/her supervisor as soon as the anticipated tardiness is known. An employee MUST directly call his/her supervisor and not rely solely on email or text to communicate tardiness or absence.

Achievement Prep expects all employees to report for work on time for every scheduled shift. An employee who is unable to report to work at the designated time is required to notify his or her supervisor as soon as practicable but no later than the employee's scheduled start time in accordance with the formal leave policy. Employees who fail to report to work for three (3) consecutive business days without notifying the school of the absence will be considered as having abandoned their employment and has voluntarily resigned. In such cases, the school will provide written notice to the employee of such job abandonment.

If the employee is unable to contact the school for any absence, he or she should ask a representative (such as a family member or friend) to do so on the employee's behalf. If the employee or a representative is unable to contact Achievement Prep due to extreme circumstances (such as a medical emergency or natural disaster that prohibits the employee or his or her representative from contacting the school within three days), the employee or his or her representative must contact the school as soon as practicable to explain the situation. In extreme circumstances, the school will consider the explanation and its timing before determining if the voluntary resignation will be upheld.

5.5. Attire and Grooming

We expect employees to use good judgment to present themselves professionally at all times. Individuals who do not comply with the Attire and Grooming guidelines listed below will be asked to return home to change into appropriate attire. Time off to comply with the Attire and Grooming policy may be unpaid, if permissible under federal or local law, or counted against an employee's paid time off bank.

- *Shirts and Blouses.*
 - **Acceptable:** Short-sleeved and long-sleeved dress shirts, sweaters, blazers, and blouses with regular and banded collars. Blouses are appropriate as long as the top is a full top with full shoulders (i.e., it does not plunge down the front, it is not cut out in the back, or it is not cut out around the sleeves like a tank top [even with thicker straps], it does not have spaghetti straps). Neckties must be worn with short- or long-sleeved, button-down dress shirts daily, except on casual dress days.
 - **Not Acceptable:** T-shirts, tank tops, sleeveless shirts, spaghetti straps, sweatshirts, midriffs, cut-outs, halter-tops or low-cut clothing. Please be very mindful of low-cut shirts and too tight or revealing clothing.
- *Pants.*
 - **Acceptable:** Trousers, slacks or dress pants.
 - **Not Acceptable:** Jeans (regardless of color or material), shorts, sweat pants, stretch pants, stirrup pants, leggings and any workout clothing. NOTE: Jeans (that are not ripped) are acceptable on casual Fridays. However, the other types of pants listed are never acceptable.
- *Footwear.*

- **Acceptable:** Any casual or dress shoe is acceptable.
- **Not Acceptable:** Athletic shoes (sneakers), shower or beach-type sandals, flip-flops, and hiking boots. NOTE: Sneakers are acceptable on casual Fridays. However, the other types of shoes listed are never acceptable.
- *Skirts and Dresses.*
 - **Acceptable:** Casual dresses, jumpers, skirts are appropriate. Skirts/dresses should be of reasonable length.
 - **Not Acceptable:** Denim skirts, miniskirts, or skirts with high/thigh slits
- *Piercings.*
 - **Acceptable:** Reasonably sized earrings, small stud nose rings.
 - **Not Acceptable:** Earrings for men, facial jewelry besides small stud nose rings, large or hoop nose rings (except in accordance with religious beliefs), large earlobe expanders, noticeable tongue rings.
- *Tattoos.*
 - **Acceptable:** The display of small, subtle tattoos on lower arms or lower legs.
 - **Not Acceptable:** The display of large, distracting, or offensive/inappropriate tattoos. If an employee has such tattoos, he/she must ensure they are covered while at work and scholars are in the building.
- *Hair.*
 - **Acceptable:** Hair should be styled in a manner to be least distracting to others.
 - **Not Acceptable:** Hair dyed in unnatural colors (i.e. pink, blue, orange, purple), non-religious headscarves, hats worn in the building.

Exceptions. Exceptions to the business casual dress code may be recognized, as designated by school leadership, for casual Fridays, free dress days, field trips, outdoor activities, or summertime when school is not in session. On such designated days, jeans, modest athletic clothing and sneakers will be considered acceptable attire.

If an employee has a disability or a sincerely held religious belief that requires an exception to the Attire and Grooming policy, Achievement Prep will determine whether it is obligated to provide reasonable accommodations in accordance with applicable law.

PLEASE NOTE – Employees should always be mindful of their appearance and refrain from wearing any clothing that is revealing, too tight, and/or intentional displays of elaborate personal body artwork.

5.6. Personal Business

When supervising scholars, talking or typing on cell phones for personal business, listening to personal music players, checking personal social media sites, or checking personal email accounts is not permitted. Additionally, employees should refrain from having earbuds (Bluetooth or otherwise) resting in their ears or around their necks as they move through public space or are with scholars. When not supervising scholars, employees should minimize these behaviors during regular school hours in order to model productive behavior for scholars, be available to colleagues, and fulfill professional responsibilities. If an employee must use a cell phone for personal business, s/he should find a location out of the public space. In addition, cell phones should be on vibrate only. If an employee finds using a personal music player helps productivity when working alone, s/he is asked to find a location out of the public space when using earbuds. See Electronic Communications Policy (Section 11).

5.7. Performance of Duties

Employees are responsible for performing the duties outlined in their job description. In addition, all duties must be performed in accordance with all Achievement Prep policies and procedures.

5.8. Other Duties as Assigned

All employees are required to participate in activities directly related to their job duties that may be held outside of normal school hours. These duties may include, but are not limited to, parent-teacher conferences, in-service sessions, staff meetings, and information seminars and programs for Achievement Prep families, prospective families or other events and activities. Staff may also be required to participate in duties unrelated to their direct job responsibilities, including, but not limited to, monitoring scholars outside of the classroom or the building, assisting in the maintenance of the school and its resources and coordinating extracurricular activities. All employees are encouraged to attend school functions and events.

5.9. Professional Development

At Achievement Prep, we will use data-based inquiry to guide school-wide professional development. As a staff, we will determine an area of instruction, culture, or other topical concern on which we need to focus. The school's leadership team will be in charge of providing training in the area of interest. Since staff will be instructed on the same technique or strategy, they will coach one another on its effective implementation across campuses.

The school may fully or partially reimburse teachers for coursework, seminars or workshops related to professional development goals if included in the school's annual budget. The supervisor/manager must approve any such professional development in advance. Staff is required to submit documentation of completed coursework and proof of attendance in order to be reimbursed.

5.10. Background Check

Prior to the commencement of employment and once every two (2) years after that, all employees must submit to a background check completed by the District of Columbia Metropolitan Police Department. The background check must be within thirty (30) days of the employee's start date and must be done on behalf of Achievement Prep. Human Resources will maintain all background reports in a secured file separate from personnel files. Any arrests or convictions related to inappropriate conduct with children should be reported to Human Resources immediately.

5.11. Employment Eligibility Verification

Achievement Prep will comply with the Immigration Reform and Control Act (IRCA), which requires employers to verify that all newly hired employees have the legal right to work in the United States. Pursuant to the IRCA requirements, all new employees must complete Section 1 of the I-9 form by the first day of employment. In addition, within three (3) business days after the employee begins work, s/he must present either a List A or a List B and C document (appropriate List A, B and C documents appear on the back of the I-9 form) verifying identity and employment eligibility. Employees who have indicated in Section 1 that they are already eligible to work in the United States may present an appropriate document receipt showing they have applied to replace a document that was lost, stolen or damaged, which will allow

them to work for up to ninety (90) days. At the expiration of the 90-day period, such employees must present the actual document(s) in order to continue working.

5.12. Ethical Conduct Towards Scholars

All staff should recognize that they have a privileged relationship with scholars. Accordingly, staff must refrain from exploiting that relationship to their advantage. A professional educator maintains a professional relationship with all scholars, both inside and outside of the classroom. Unethical conduct includes, but is not limited to:

- Committing any act of child abuse, including physical abuse (e.g., hitting, pushing, kicking or other unlawful physical contact) or emotional abuse (e.g., threatening, demeaning, or otherwise intimidating scholars);
- Committing any act of cruelty to children or any act of child endangerment;
- Committing or soliciting any sexual act from any minor or any scholar regardless of age;
- Committing any act of harassment as defined by Achievement Prep policy;
- Soliciting, encouraging, or consummating a romantic or inappropriate relationship (whether written, verbal, or physical) with a scholar, regardless of age;
- Using inappropriate language, including, but not limited to, swearing and improper sexual comments (e.g., sexual innuendos or sexual idiomatic phrase);
- Taking inappropriate pictures (digital, photographic, or video) of scholars;
- Inappropriate contact with any minor or any scholar regardless of age using electronic media and;
- Furnishing alcohol or illegal or unauthorized drugs to any scholar, or allowing or encouraging a scholar to consume alcohol or unauthorized drugs.

6. PURCHASING PROTOCOLS

6.1. Purchases from School Funds

All Achievement Prep employees are expected to refrain from using personal funds to make purchases on behalf of Achievement Prep. For school purchases, staff should submit a purchase requisition form to the Operations Manager. Approved requisition forms will be forwarded to the campus Operations Coordinator who is responsible for ordering materials and supplies. Under no circumstances can staff order materials, supplies or services to be billed to the school. All items purchased with school funds are and remain the property of Achievement Prep. Should an employee expend funds on behalf of Achievement Prep without the express prior written approval of their Principal, the Chief Operating Officer or the CEO, such employee will not be reimbursed for any such purchases and the items purchased shall be deemed property of such employee. Achievement Prep will not be liable for unauthorized purchases.

6.2. Purchases from Discretionary Funds

Staff may be granted discretionary funds as part of the school's annual budget. Staff may purchase materials using discretionary funds without prior approval, but may not bill materials to the school. Staff may use their discretionary funds for the purchase of materials and submit receipts for reimbursement within a month of purchase. Staff will only be reimbursed for receipted items up to the maximum of their

discretionary funds. All materials and supplies purchased with discretionary funds are and remain the property of Achievement Prep.

7. SCHEDULE

7.1. School Year

All teachers (10-month employees) are required to report to work on the annually established first day of professional development/Summer Institute (before scholars begin school) until up to three (3) days after scholars last day of school, unless specified otherwise in the employee's offer letter or as approved by the CEO.

Staff (11-month employees) are required to report to work on the annually established first day of professional development/Summer Institute (before scholars begin school) until up to three (3) days after scholars are dismissed from school, and for up to four (4) weeks of the Extended School Year / Summer School Program, unless specified otherwise in the employee's offer letter or as approved by the CEO.

Full-year employees (12-month employees) work year round, including school breaks like winter, spring and summer breaks, unless formal leave is approved and/or otherwise specified in the employee's offer letter or as approved by the CEO.

7.2. School Day

The workday for full-time school-based staff is 7:30am - 4:30pm Monday through Friday and 7:30am – 5:00 pm on Wednesdays. All full-time employees shall have a lunch break of thirty (30) minutes per day; for Classroom Teachers, this is included in their built-in prep time granted during the work schedule. Part-time staff shall report for work as described in their employment contract or as otherwise approved by their direct supervisor.

The school day for scholars is 8:00am to 4:15pm Monday, Tuesday, Thursday, Friday and 8:00am to 1:30pm Wednesday.

8. LEAVES OF ABSENCE

8.1. General Policy Regarding Leave

Regular attendance is imperative for all employees, particularly those with direct responsibility for the education of scholars. Employees are encouraged to use their leave only when necessary and should make every effort to structure their leave in a manner that is least disruptive to scholars and co-workers, particularly taking advantage of academic breaks (winter break, spring break, summer break) to schedule personal or home-related appointments as much as possible. All employees shall inform their direct supervisor of an anticipated absence at least one (1) week prior to the date that the planned leave would begin. Paid leave (other than for unexpected circumstances) must be pre-approved and is not guaranteed to be approved. An employee may be required to verify the claimed reason for any absence.

Leave, of any kind, may not be taken by any employees (or will not be paid) the first and last four (4) weeks of the school year for all scholars, or the day before or after a holiday or vacation unless entitlement to the

leave is required by applicable state or federal law. Notwithstanding the foregoing, employees who qualify for FMLA leave (per Section 8.8) during these periods of the school year are exempted.

8.2. Paid Sick and Safe Leave

All salaried employees are granted five (5) days of sick and safe leave per year. All non-exempt, hourly employees will accrue at a rate of 2.25 hours per pay period, up to a maximum of five (5) days of sick and safe leave per school year. Ten-month employees may sell back up to five (5) days of unused sick and safe leave per Section 8.13 (Leave Buy Back). Sick and safe leave is available to provide for full pay and benefits during absences for the following reasons:

- The employee's or eligible family member's physical or mental illness, injury or medical condition;
- To obtain professional medical diagnosis or care or preventive medical care for the employee or eligible family member; or
- If the employee or eligible family member is a victim of stalking, domestic violence or sexual abuse; provided that the absence is directly related to social or legal services pertaining to the stalking, domestic violence or sexual abuse for the purpose of:
 - Seeking medical attention for the employee or the employee's family member to treat or recover from physical or psychological injury or disability caused by the stalking, domestic violence or sexual abuse;
 - Obtaining services for the employee or the employee's family member from a victim services organization;
 - Receiving psychological or other counseling services for the employee or the employee's family member;
 - Temporarily or permanently relocating;
 - Taking legal action, including preparing for or participating in any civil or criminal legal proceeding relating to the stalking, domestic violence or sexual abuse incident; or
 - Taking other actions that could be reasonably determined to enhance the physical, psychological or economic health or safety of the employee or the employee's family member or the safety of those who work or associate with the employee.
- Eligible family members include the employee's: children (including stepchildren and foster children), grandchildren, parents, parents-in-law, stepparents, spouses, spouses of children, domestic partners, siblings and brothers- and sisters-in-law. A person with whom the employee shares or has shared, for at least the 12 preceding months, a mutual residence and with whom the employee maintains a committed relationship is also an eligible family member under this policy, as is a child who lives with an employee and for whom the employee permanently assumes and discharges parental responsibility.

If an employee is absent for medical reasons for three (3) working days or more, the employee must, immediately upon his/her intended day of return to work, provide Human Resources with a physician's statement certifying that the employee is able to return. Failure to provide the physician's statement may result in the time being considered leave without pay.

For exempt employees, a maximum of five (5) unused paid sick and safe leave days will carry over from year to year.

For non-exempt employees, a maximum of five (5) unused paid sick and safe leave days will carry over from year to year. However, once the maximum amount of time has been accrued for the school year, no further sick and safe leave will accrue.

Compensation for accrued and/or unused paid sick time is not provided upon separation from employment for any reason. Notwithstanding the foregoing, if an employee takes more than five (5) days of consecutive leave, further accrual of leave will cease until the employee returns to work.

Achievement Prep will not retaliate or tolerate retaliation against any employee who seeks or obtains leave under this policy or who makes a good faith complaint (including the filing of a lawsuit or cooperating in any investigation or prosecution) about a violation of either the Accrued Sick and Safe Leave Act or the Earned Sick and Safe Leave Amendment Act, or who communicates with any person about such a violation. In addition, Achievement Prep will not retaliate against any employee who informs another person about their rights under either Act.

8.3. Paid Personal Leave/Time Off for All Salaried Employees

Paid personal leave or paid time off (PTO) shall be at full pay and benefits. Unused personal leave cannot be carried over from one year to the next. Personal leave generally must be requested at least one week in advance, and must be approved by the supervisor.

Paid personal leave or paid time off should be scheduled in such a way that work responsibilities can be assigned to others and on-going operations will not be disrupted. To ensure that this occurs, employees must schedule non-illness or non-emergency related leave of multiple days as early as possible, and at least one (1) week in advance. It is especially important to give as much advance notice as possible for longer absences. Personal leave or paid time off requests will be considered in the order in which they are received, and granted according to feasibility and length of service and the school's operational needs. Preplanned personal leave or PTO must have advance supervisory approval. Any time off from work will be deducted from the employee's accrued personal or PTO until all accrued PTO has been used.

Achievement Prep reserves the right to deny or reschedule requests for leave based upon the needs of its operations. If an employee takes unapproved leave, it will be unpaid. Also, repeated failure to comply with the denial of a request for scheduled leave may result in discipline, up to and including immediate termination.

Employees begin accruing paid personal leave or PTO immediately upon their date of hire. Paid personal leave is accrued based on a teacher's regularly scheduled hours during a ten (10) month period commencing July 16 of each year. PTO is accrued based on a 12-month employee's regularly scheduled hours during a twelve (12) month period commencing July 1 of each year. Notwithstanding the foregoing, the amount of paid personal leave or PTO is prorated per employee based on dates of hire that start post July 1 (for 12-month staff) and July 16 (for 10-month staff). Employees do not accrue personal leave or PTO if they are not scheduled to work at least twenty (20) hours per week. Personal leave or PTO is credited on the payday for the pay period in which the time accrues. An employee must have worked during the pay period to accrue paid personal leave or PTO. In addition, paid personal leave or PTO will not accrue while an employee is on unpaid leave, such as FMLA

8.4. Paid Personal Leave for 10-Month & 11-Month Employees

Teachers (10-month employees) and 11-month employees are eligible to use up to three (3) days of paid leave per year for personal business, accrued in increments of 1.5 hours at each pay period until reaching 3

days of paid leave. Ten-month employees may sell back unused personal leave per Section 8.13 (Leave Buy Back).

8.5. Paid Time Off (PTO) for Year-Round (12-Month) Salaried Employees

Year-round (12-month) salaried employees who are regularly scheduled to work at least twenty (20) hours per week are eligible to use up to ten (10) days of *paid time off* (“PTO”) per year, accrued in increments of 3.75 hours at each pay period. Teachers and instructional staff, part-time, hourly, temporary, and seasonal employees are not eligible for PTO. PTO may be used for vacation, personal business, appointments, sick leave and time off to care for family members and for other domestic situations.

If 12-month employees need to take leave not yet accrued, employees will be allowed to use up to three (3) days’ worth of non-accrued PTO. A negative leave balance is an advance or loan of PTO. As an employee accrued leave under the PTO policy, any future accrued leave will automatically be used to pay down a negative balance until such time as the negative balance is paid in full. If an employee has not accrued enough leave to eliminate a negative leave balance and employment terminates, Achievement Prep may deduct the unearned leave from an employee’s final paycheck. Any leave taken in excess of the cap on negative leave will be time off without pay. An employee may not incur a negative balance more than once in a ninety (90) day period.

Notwithstanding the foregoing, if an employee takes more than five (5) days of consecutive leave, further accrual of leave will cease until the employee returns to work.

8.6. Unscheduled Leave of Any Kind

When an employee’s need for leave is unforeseeable (e.g., illness or emergency), the employee must notify her/his supervisor about the inability to report to work no later than two (2) hours prior to the employee’s scheduled start time. If the employee is unable to report to work for more than one (1) day, the employee must notify her/his supervisor each day an absence is needed, unless the supervisor has approved a different notification schedule. If an employee is absent for illness for three (3) working days or more, the employee must, immediately upon his/her intended day of return to work, provide Human Resources with a physician’s statement certifying that the employee is able to return. Failure to provide the physician’s statement may result in the time being considered leave without pay.

Achievement Prep will monitor unscheduled leave. Only in exceptional circumstances will unscheduled time off be retroactively designated as unscheduled paid leave.

8.7. Unpaid Leave

Time off taken in excess of the amount available in an employee’s paid sick leave or the amount of accruable personal leave will be unpaid. Leave, of any kind, may not be taken (or will be unpaid) the first and last four (4) weeks of the school year for scholars, or the day before or after a holiday or break during the school year. Any exceptions due to extenuating circumstances falling on unpaid days will be made at the sole discretion of Human Resources.

8.8. Family, Medical and Parental Leave

Achievement Prep grants leave in accordance with the Family and Medical Leave Act of 1993 (“FMLA”)

and the District of Columbia Family and Medical Leave Act of 1990 (“DCFMLA”). If an employee qualifies for leave under both the FMLA and the DCFMLA, Achievement Prep will provide an employee the more favorable benefits. An employee eligible for family or medical leave under only one law will receive benefits under that law. Similarly, if leave taken qualifies under the FMLA and the DCFMLA, the leave used counts against the employee’s entitlement under both laws.

8.8.1. Federal Family and Medical Leave

Employee Eligibility

To be eligible for federal FMLA Leave benefits, you must: (1) have worked for Achievement Prep for a total of at least 12 months; and (2) have worked at least 1,250 hours over the previous 12 months as of the start of the leave. FMLA leave is unpaid.

Reasons for Leave

FMLA Leave may be used for one of the following reasons:

- The birth, adoption, or foster care of an employee's child within twelve (12) months following birth or placement of the child (“Bonding Leave”);
- To care for an immediate family member (spouse, child, or parent with a serious health condition (“Family Care Leave”);
- An employee’s inability to work because of a serious health condition (“Serious Health Condition Leave”);
- A “qualifying exigency,” as defined under the FMLA, arising from a spouse’s, child’s, or parent’s “covered active duty” (as defined below) as a member of the military reserves, National Guard or Armed Forces (“Military Emergency Leave”); or
- To care for a spouse, child, parent or next of kin (nearest blood relative) who is a “Covered Servicemember,” as defined below (“Military Caregiver Leave”).

Definitions

“Child,” for purposes of Bonding Leave and Family Care Leave, means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability at the time that Family and Medical Leave is to commence. “Child,” for purposes of Military Emergency Leave and Military Caregiver Leave, means a biological, adopted, or foster child, stepchild, legal ward, or a child for whom the person stood in loco parentis, and who is of any age.

“Parent,” for purposes of this policy, means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the person. This term does not include parents “in law.” For Military Emergency leave taken to provide care to a parent of a military member, the parent must be incapable of self-care, as defined by the FMLA.

“Covered Active Duty” means (1) in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and (2) in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty (or notification of an impending

call or order to active duty) in support of a contingency operation as defined by applicable law.

“Covered Service member” means (1) a member of the Armed Forces, including a member of a reserve component of the Armed Forces, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred or aggravated in the line of duty while on active duty that may render the individual medically unfit to perform his or her military duties, or (2) a person who, during the five (5) years prior to the treatment necessitating the leave, served in the active military, Naval, or Air Service, and who was discharged or released therefrom under conditions other than dishonorable (a “veteran” as defined by the Department of Veteran Affairs), and who has a qualifying injury or illness incurred or aggravated in the line of duty while on active duty that manifested itself before or after the member became a veteran. For purposes of determining the five-year period for covered veteran status, the period between October 28, 2009 and March 8, 2013 is excluded.

Length of Leave

The maximum amount of FMLA Leave will be twelve (12) workweeks in any twelve (12) month period when the leave is taken for: (1) Bonding Leave; (2) Family Care Leave; (3) Serious Health Condition Leave; and/or (4) Military Emergency Leave. However, if both spouses work for Achievement Prep and are eligible for leave under this policy, the spouses will be limited to a total of 12 workweeks off between the two of them when the leave is for Bonding Leave or to care for a parent using Family Care Leave. A 12-month period begins on the date of your first use of FMLA Leave. Successive 12-month periods commence on the date of your first use of such leave after the preceding 12-month period has ended.

The maximum amount of FMLA Leave for an employee wishing to take Military Caregiver Leave will be a combined leave total of twenty-six (26) workweeks in a single 12-month period. A "single 12-month period" begins on the date of your first use of such leave and ends 12 months after that date.

If both spouses work for Achievement Prep and are eligible for leave under this policy, the spouses will be limited to a total of 26 workweeks off between the two when the leave is for Military Caregiver Leave only or is for a combination of Military Caregiver Leave, Military Emergency Leave, Bonding Leave and/or Family Care Leave taken to care for a parent.

Under some circumstances, you may take FMLA Leave intermittently—which means taking leave in blocks of time, or by reducing your normal weekly or daily work schedule. Leave taken intermittently may be taken in increments of no less than fifteen (15) minutes. Employees who take leave intermittently or on a reduced work schedule basis for planned medical treatment must make a reasonable effort to schedule the leave so as not to unduly disrupt Achievement Prep’s operations. Please contact your supervisor prior to scheduling planned medical treatment. If Family and Medical Leave is taken intermittently or on a reduced schedule basis due to foreseeable planned medical treatment, Achievement Prep may require you to transfer temporarily to an available alternative position with an equivalent pay rate and benefits, including a part-time position, to better accommodate recurring periods of leave.

When an employee who has been approved for intermittent leave seeks leave time that is unforeseeable, the employee must specifically reference either the qualifying reason for leave or the need for FMLA leave at the time the employee calls off.

As discussed more generally below, if your request for intermittent leave is approved, Achievement Prep

may later require you to obtain recertification of your need for leave. For example, Achievement Prep may request recertification if it receives information that casts doubt on your report that an absence qualifies for Family and Medical Leave.

To the extent required by law, some extensions to leave beyond an employee's FMLA entitlement may be granted when the leave is necessitated by an employee's work-related injury/illness or a "disability" as defined under the Americans with Disabilities Act and/or applicable local law. Certain restrictions on these benefits may apply.

8.8.2. DC FMLA Leave Entitlement and Eligibility

Employees who have been employed by Achievement Prep continuously for one year without a break in service (except for regular holidays, sick or personal leave granted by Achievement Prep) and worked for at least one thousand (1,000) hours during the twelve (12) month period immediately preceding the leave request are entitled to 16 workweeks of unpaid family leave and 16 workweeks of unpaid medical leave within a twenty-four (24) month period.

For purposes of this policy, a "serious health condition" means a physical or mental illness, injury, or impairment that involves inpatient care in a hospital, hospice, or residential health care facility, or continuing treatment or supervision at home by a health care provider or other competent individual.

Terms of Family Leave

Family leave may be used for the birth of a child of the employee, the placement of a child with the employee for adoption or foster care, placement of a child with the employee for whom the employee permanently assumes and discharges parental responsibility or for the care of a family member who has a serious health condition.

For purposes of this policy, a "family member" includes: (1) a person to whom the eligible employee is related by blood, legal custody or marriage (including same-sex marriage); (2) a foster child; (3) a child who lives with an eligible employee and for whom the eligible employee permanently assumes and discharges parental responsibility; or (4) a person with whom the eligible employee shares or has shared, within the last year, a mutual residence and with whom the eligible employee maintains a committed relationship. A "child" includes a person under the age of 21, a person, regardless of age, who is substantially dependent on the employee due to a physical or mental disability, or a person under the age of 23 who is a full-time student at an accredited college or university. A "committed relationship" is a domestic partnership (as defined in section 2(4) of the Health Care Expansion Act of 1992; D.C. Official Code § 32-701(4)); a familial relationship between two people, established by certain factors, such as mutual economic interdependence (e.g., joint bank accounts, shared leasing); domestic interdependence, including the public presentation of the relationship and the exclusivity of the relationship; the length of the relationship; and the intent of both people to stay committed in the relationship, as evidenced by things such as a will or life insurance.

If two (2) family members are employed by Achievement Prep, Achievement Prep may limit the total number of family leave workweeks to which the family members are entitled during the 24-month period to sixteen (16) workweeks. Achievement Prep may also limit the number of workweeks to which family members may take family leave simultaneously during the 24-month period to four workweeks.

The entitlement to family leave expires 12 months after the birth or placement of the child with the

employee.

Employees must provide timely notice to their supervisor, either thirty (30) days prior to the commencement of the leave or as soon as possible prior to the date on which the employee wishes the leave to begin if the leave was not foreseeable. If an emergency prevents the employee from notifying Achievement Prep until the first day of leave, the employee must notify Achievement Prep no later than two business days after the absence begins. In addition, employees must make a reasonable effort to schedule planned medical treatment in a manner that does not disrupt company operations.

When an employee's covered family member has a serious health condition, leave may be taken intermittently when medically necessary. With approval, family leave may be taken on a reduced leave schedule, during which time the 16 workweeks of family leave may be taken over a period not to exceed 24 consecutive workweeks.

Terms of Medical Leave

If an employee becomes unable to perform the functions of his or her position because of a serious health condition, he or she will be entitled to medical leave for the time that he or she is unable to perform the functions, except that the leave must not exceed 16 workweeks during any 24-month period. This leave may be taken intermittently when medically necessary.

If an employee takes leave because of his or her own health condition, Achievement Prep may request that the employee temporarily transfer to an available alternative position which better accommodates the recurring leave and has equivalent pay and benefits.

If the need for medical leave is foreseeable, employees must provide reasonable prior notice and make reasonable effort to schedule planned medical treatment in the least disruptive manner to company operations.

Alternative Employment in Lieu of Leave

Achievement Prep may agree to allow alternative employment in lieu of leave for the duration of the employee's serious health condition. Any period of alternative employment will not count against the sixteen (16) weeks of family or medical leave to which the employee is entitled. When an employee who agreed to alternative employment becomes able to perform the duties of the original position, the employee will be restored to the original position or an equivalent position with equivalent employment benefits, pay, seniority and other terms and conditions of employment.

8.8.3. Notice and Certification

Employees are required to provide:

1. When the need for the leave is foreseeable, thirty (30) days advance notice or such notice as is both possible and practical if the leave must begin in less than 30 days (normally this would be the same day the employee becomes aware of the need for leave or the next business day);
2. When the need for leave is not foreseeable, notice within the time prescribed by Achievement Prep's normal absence reporting policy, unless unusual circumstances prevent compliance, in which case notice is required as soon as is otherwise possible and practical;

3. When the leave relates to medical issues, a completed Certification of Health-Care Provider form within fifteen (15) calendar days (for Military Caregiver Leave, an invitational travel order or invitational travel authorization may be submitted in lieu of a Certification of Health-Care Provider form);
4. Periodic recertification (upon request); and
5. Periodic reports during the leave.

Certification forms are available from Human Resources. At Achievement Prep's expense, Achievement Prep may also require a second or third medical opinion regarding your own serious health condition or the serious health condition of your family member. In some cases, Achievement Prep may require a second or third opinion regarding the injury or illness of a "Covered Servicemember." Employees are expected to cooperate with Achievement Prep in obtaining additional medical opinions that Achievement Prep may require.

When leave is for planned medical treatment, you must try to schedule treatment so as not to unduly disrupt Achievement Prep's operation. Please contact Human Resources prior to scheduling planned medical treatment.

Recertification After Grant of Leave

In addition to the requirements listed above, if your family and medical leave is certified, Achievement Prep may later require medical recertification in connection with an absence that you report as qualifying for leave if permissible under applicable law. For example, Achievement Prep may request recertification if (1) the employee requests an extension of leave; (2) the circumstances of the employee's condition as described by the previous certification change significantly (e.g., your absences deviate from the duration or frequency set forth in the previous certification; your condition becomes more severe than indicated in the original certification; you encounter complications); or (3) Achievement Prep receives information that casts doubt upon your stated reason for the absence. In addition, Achievement Prep may request recertification in connection with an absence after six months have passed since your original certification, regardless of the estimated duration of the serious health condition necessitating the need for leave. Any recertification requested by Achievement Prep shall be at the employee's expense.

Military Emergency Leave Requirements

Employees are required to provide:

1. As much advance notice as is reasonable and practicable under the circumstances;
2. A copy of the covered military member's active duty orders when the employee requests leave and/or documentation (such as Rest and Recuperation leave orders) issued by the military setting forth the dates of the military member's leave; and
3. a completed Certification of Qualifying Exigency form within fifteen (15) calendar days, unless unusual circumstances exist to justify providing the form at a later date.

Certification forms are available from Human Resources.

Failure to Provide Certification and to Return from Leave

Absent unusual circumstances, failure to comply with these notice and certification requirements may result

in a delay or denial of the leave. If you fail to return to work at your leave's expiration and have not obtained an extension of the leave, Achievement Prep may presume that you do not plan to return to work and have voluntarily terminated your employment.

8.8.4. Compensation During FMLA Leave

Generally, family and medical leave is unpaid. However, you may be eligible to receive benefits through workers' compensation, or short-term or long-term disability. If you are eligible to receive these benefits, you may also choose to supplement these benefits with the use of PTO, personal leave and sick leave, to the extent permitted by law and Achievement Prep policy. All such payments will be integrated so that you will receive no more than your regular compensation during this period. Achievement Prep may require you to use accrued PTO, personal leave and sick leave if your leave qualifies solely for FMLA. The use of paid leave will count towards the employee's total family and/or medical leave entitlement; however such time will not extend leave beyond the maximum legally-required number of weeks of family and medical leave.

8.8.5. Benefits During Leave

Achievement Prep will continue making contributions for your group health benefits during your approved family or medical leave on the same terms as if you had continued to work. This means that if you want your benefits coverage to continue during your leave, you must submit your portion of premium payments in advance that you would make for yourself and/or your dependents. In some instances, Achievement Prep may recover premiums it paid to maintain health coverage if you fail to return to work following leave under this policy. If you fail to return to work or Achievement Prep's obligation to continue group health benefits otherwise ceases, you may be entitled to continue your coverage through Achievement Prep in conjunction with federal COBRA guidelines by paying the monthly COBRA premium. Please contact Human Resources for further information regarding your COBRA rights and premium costs.

Your length of service as of the leave will remain intact, but accrued benefits such as PTO and sick leave will not accrue while on an unpaid leave.

8.8.6. Job Reinstatement

Under most circumstances, you will be reinstated to the same position held at the time of the leave or to an equivalent position with equivalent pay, benefits, and other employment terms and conditions. However, you have no greater right to reinstatement than if you had been continuously employed rather than on leave. For example, if you would have been laid off had you not gone on leave, or if your position has been eliminated during the leave, then you will not be entitled to reinstatement.

Prior to being allowed to return to work, an employee wishing to return from leave due to his or her own serious health condition must submit an acceptable release from a health care provider that certifies the employee can perform the essential functions of the job as those essential functions relate to the employee's serious health condition. For an employee on intermittent leave, such a release may be required if reasonable safety concerns exist regarding the employee's ability to perform his or her duties, based on the serious health condition for which the employee took the intermittent leave.

"Key employees," as defined by law, may be subject to reinstatement limitations in some circumstances. A key employee is a salaried FMLA-eligible employee who is among the highest paid 10 percent of all employees. If you are a "key employee," you will be notified of the possible limitations on reinstatement at

the time you request a leave.

8.8.7. Fraudulent Use of FMLA and DCFMLA Prohibited

An employee who fraudulently obtains family and medical leave from Achievement Prep is not protected by job restoration or maintenance of health benefits provisions. In addition, Achievement Prep will take all available appropriate disciplinary action against such employee due to such fraud.

8.8.8. Nondiscrimination/Anti-Retaliation

Achievement Prep will not interfere, restrain or deny the exercise of any rights provided under this policy. If an employee believes that his or her leave rights have been violated in any way, he or she should immediately report the matter to Human Resources or the CEO.

8.8.9. Additional Information Regarding FMLA

A Notice to Employees of Rights Under FMLA (WHD Publication 1420) is available in the HR Office.

8.8.10. Parental Leave

The federal Family and Medical Leave Act of 1993 (FMLA) and the District of Columbia Family and Medical Leave Act of 1990 (DCFMLA) provide for unpaid family leave. In order for employees to continue to receive pay while on family leave, Achievement Prep makes available to salaried employees paid parental leave to be taken immediately after the birth or arrival of the child(ren) according to the following schedule:*

Category	Amount of Paid Leave	Duration
New Child: birth parent	60% of current pay	Up to 6 weeks for recovery (up to 8 weeks in the case of a C-Section) after 5 unpaid days**
New Child: non-birth parent, adoption, placement for foster care or assumption of permanent parental responsibilities	60% of current pay	Up to 2 weeks for bonding after 5 unpaid days**

* Any paid parental leave will run concurrently with unpaid DCFMLA and/or FMLA leave.

** Five (5) sick or personal leave days can be used in place of the “five (5) unpaid days” (above) in order to trigger the beginning of the parental leave. Also, “up to X weeks” (above) includes the five (5) unpaid or sick/personal leave days.

8.9. Jury Duty

Upon notification by a court to report for jury duty, the salaried employee shall immediately request jury duty during non-school months. In the event this request is not granted, time off with no loss of salary (limited to two (2) days) will be provided for jury duty required to be served during a time period when the employee is expected to be at work. Any employee, when advised of his/her notification of jury duty, must

immediately inform his/her direct supervisor and Human Resources. Salary will be paid in accordance with this policy, and the check for juror fees is to be signed over to the school.

8.10. Bereavement Leave

Full-time salaried employees are allowed up to three (3) days of paid bereavement leave following the death of an immediate family member: father, mother, grandmother, grandfather, sister, brother, husband, wife, son, daughter, or immediate family members of a spouse or domestic partner. Supervisors must approve any exceptions to this policy.

8.11. Procedures for Requesting Leave

The employee's direct supervisor will assess the operational impact of granting the request. The direct supervisor is responsible for approving or disapproving the leave request, taking into consideration the necessity of the leave, the employee's eligibility, and other factors consistent with Achievement Prep's policy and procedures of District and federal laws. This procedure will not interfere with any procedures required under District or federal law.

If leave is unplanned/unexpected, employees must call and speak directly with their supervisors at least two (2) hours prior to the employee's scheduled start time. Email, text message, and voicemail are not acceptable methods of communicating the need for unexpected leave. If a supervisor is unavailable by phone, the employee should leave a voicemail at that point, but call back fifteen to thirty (15 – 30) minutes later to confirm the supervisor's receipt of the message.

8.12. Leave Buy-Back for 10- & 11-Month Employees ONLY

Leave Buy-Back for 10- and 11-Month Employees allows staff, who have a balance of unused sick or personal leave, to "sell back" that leave for cash compensation at the rate of fifty percent (50%) of the employee's current, full-time daily rate of compensation. Staff may "sell back" their unused leave two times per year as follows:

- December 15th – up to a maximum of five (5) days (regardless of the amount of leave remaining)
- June 30th – any remaining leave balance (a maximum of eight (8) days)

Employees will receive instructions for Leave Buy-Back as those dates approach on the calendar. Should an employee need to take leave after having sold leave, and not have enough available for the absence, s/he will need to take leave without pay.

8.13. Federal Holidays and School Breaks

Thursday, July 4 th	Independence Day
Monday, September 2 nd	Labor Day
Monday, October 14 th	Columbus Day
Monday, November 11 th	Veterans Day
Thursday, November 28 th	Thanksgiving Day
Friday, November 29 th	Day After Thanksgiving
Wednesday, December 25 th	Christmas Day

Wednesday, January 1st
Monday, January 20th
Monday, February 17th
Monday, May 25th

New Year's Day
Dr. Martin Luther King, Jr. Day
Presidents Day
Memorial Day

Fall Break (for all employees)
Winter break (for 10 & 11-month employees)
February Break (for 10 & 11-month employees)
Spring Break (for 10 & 11-month employees)
End of Year break (for 12-month employees)

Thursday, October 10th – Friday, October 11th
Monday, December 23rd – Tuesday, December 31st
Tuesday, February 18th – Friday, February 21st
Monday, April 13th – Friday, April 17th
Wednesday, June 24th – Friday, June 26th

9. PAY PRACTICES

9.1. Employment Categories

Full-Time Employees

Full-time employees are those who are generally scheduled to work and who do work a schedule of at least forty (40) hours per week.

Part-Time Employees

Part-time employees are those who are generally scheduled to and do work less than thirty (30) hours per week. Part time employees may be assigned a work schedule in advance or may work on an as-needed basis. Part time employees are eligible for some, but not all employee benefits described in this Handbook and are provided with benefits required by applicable law.

Temporary Employees

Temporary employees are those who are employed for short-term assignments. Short-term assignments will generally be periods of six (6) months or less. Temporary employees are not eligible for employee benefits, except as required by applicable law, and may be classified as exempt or nonexempt on the basis of job duties and compensation.

Exempt Employees

Exempt employees are those whose job assignments meet the federal and local requirements for overtime exemption. Exempt employees are compensated on a salary basis and are not eligible for overtime pay. Human Resources will inform you if your status is exempt.

Nonexempt Employees

Nonexempt employees are eligible for overtime. Human Resources will inform you if your status is exempt. Please refer to the overtime policy.

9.2. Overtime and Required Breaks

Nonexempt employees, based on federal and District of Columbia wage-hour law, are eligible for overtime pay for hours worked in excess of 40 hours in a given workweek. Nonexempt employees will be paid time and one-half compensation for all hours worked in excess of forty (40) in one workweek. **All overtime must be approved in advance, in writing, by a direct supervisor prior to the employee working any such overtime.** Working overtime without prior authorization may result in disciplinary action.

Nonexempt employees should clock in no sooner than 5 minutes before the shift is scheduled to begin and no more than 5 minutes after the shift is scheduled to end. The only exception to this is for prior written authorization from a direct supervisor. Such modifications must be communicated to Human Resources, in writing, as soon as the changes are known. Nonexempt employees are also required to break from work for one (1) hour during each full work day. Breaks are unpaid and employees must clock in and out during for breaks.

Exempt employees are expected to work as much of each workday as is necessary to complete their job responsibilities. No overtime or additional compensation is provided to exempt employees. For overtime pay calculation purposes, the workday begins at 12:01 a.m. and ends at midnight. The workweek begins at 12:01 a.m. Sunday and ends at midnight the following Saturday.

10. SALARIES AND BENEFITS

10.1. Salary

The CEO shall set parameters for staff salaries and present them for approval to the Board of Trustees as part of the annual budget process. Employees will be paid twice per month on the fifteenth (15th) and last day of the month. In case of termination or resignation, Achievement Prep will pay the employee the final paycheck by the next regular payday or within seven (7) days of the effective date of resignation, whichever is sooner. The school year for 12-month employees runs from July 1-June 30th. The school year for 11-month employees runs from August 1st – July 31st. The school year for 10-month employees runs from July 16th – July 15th. The school year for hourly staff is contingent on the school year for scholars.

10.2. Health Benefits

Achievement Prep will offer a selection of health and dental insurance coverage for current staff. Achievement Prep will pay a set amount of premium for all employees working a minimum of thirty (30) hours per week. The employee must pay any additional premium in more expensive coverage or for family coverage selected by the employee. No staff member will receive paid health benefits beyond their term of employment. Upon hire and enrollment, all full-time employees will receive Summary Plan Documents outlining the details of their plans. If statements in the Summary Plan Documents and this manual conflict, the Summary Plan Documents overrule.

10.3. Retirement Benefits

Achievement Prep will make the required employer contribution toward federal Social Security for all employees. Achievement Prep does offer a retirement plan for its employees. Information about the retirement plan can be obtained from Human Resources.

11. STANDARDS OF CONDUCT AND DISCIPLINE

11.1. General Policy

Achievement Prep is an at-will employer and can terminate an employment relationship for any lawful reason at any time.

The primary goal of any disciplinary action, excluding termination, is to provide the employee an opportunity to gain an understanding of the reason for the discipline and to gain a commitment from the employee that future rule violations will not occur and that future performance will be acceptable.

Failure to comply with the school's standards of conduct may result in disciplinary action up to and including immediate termination. The following are examples of violations of the standards of conduct, but do not represent an exhaustive list:

- Consuming or being under the influence of alcohol at any time while on Achievement Prep's premises or while performing Achievement Prep business;
- Using or being under the influence of a controlled substance or illegal drug at any time while on Achievement Prep's premises, at Achievement Prep-sponsored events, or while performing Achievement Prep business;
- Possessing, distributing, selling, or transferring alcohol or a controlled substance or illegal drug at any time on Achievement Prep's premises, at Achievement Prep-sponsored events, or while performing Achievement Prep business;
- Improper behavior of discourtesy or negligence toward a scholar, a parent, co-worker, or visitor to Achievement Prep;
- Failing to report for work without just cause and/or prior notice;
- Conviction of, or the entry of a guilty plea (or *nolo contendere*) of a crime;
- Sexual harassment of a scholar, parent, Achievement Prep employee or volunteer;
- Intentionally striking or sexually touching any scholars;
- Misusing Achievement Prep's electronic communications systems;
- Dishonesty;
- Committing a fraudulent act or a breach of trust in any circumstances;
- Falsifying employment records, employment information, or other records;
- Recording the work time of another employee, allowing any other employee to record your work time, or allowing falsification of any time card, whether your own or another employee's;
- Theft or the deliberate or careless damage of any Achievement Prep property or the property of any employee or client;
- Using Achievement Prep materials or facilities for personal reasons without advance permission;
- Failing to observe working schedules, including rest and lunch periods;
- Provoking a physical altercation or engaging in a physical altercation during working time or on premises owned or occupied by Achievement Prep;

- Carrying firearms, weapons, or dangerous substances at any time, on premises owned or occupied by Achievement Prep, unless state law specifically gives eligible employees the right to bring a firearm on the employer's premises and maintain the firearm as required by state law in the employee's locked vehicle. At no time are employees permitted to remove the firearm from their vehicle or carry it on their person or into a building;
- Failing or refusing to obey the orders or instructions of any supervisor or member of management regarding job duties;
- Using abusive or threatening language at any time during working time or while on premises owned or occupied by Achievement Prep;
- Abusing paid sick leave;
- Failing to provide a certificate from a health care provider when requested or required to do so and if permissible under applicable law;
- Excessively using mobile device for personal business or conducting excessive or lengthy personal calls during working time;
- Working overtime without authorization or refusing to work assigned hours; or
- Insubordination.

11.2. Employee Investigations

Should a violation or appearance/allegation of a violation of the Achievement Prep standards of conduct result in the need for further investigation by Human Resources, the employee will be placed on administrative leave (either paid or unpaid) to protect any scholars or other staff members involved, the employee under investigation, and the organization. An investigation will last as long as necessary for Achievement Prep to conduct a thorough investigation.

The employee investigation process includes, but is not limited to the following steps:

1. Employee meets immediately with direct supervisor and Human Resources (HR) as soon as the incident is known to have taken place.
2. Verbal and written statements are collected from all involved parties and witnesses.
3. HR reviews any available video footage.
4. HR will meet with the employee's direct supervisor to discuss any historical context for the incident.
5. HR will assess all evidence from the investigation in conjunction with personnel policies and make a determination to the Chief People Officer (CPO) and/or Chief Executive Officer (CEO).
6. HR will communicate the final decision to the employee via phone or in person, as well as a formal letter attached to email.

11.3. Progressive Discipline

Achievement Prep has an at-will employment arrangement, where it can terminate the employment relationship for any reason at any time, with or without notice. Achievement Prep may, without any obligation to do so and at its sole and absolute discretion, apply the following corrective counseling procedures prior to termination:

- *First Offense.* Verbal Counseling/Coaching with documentation of conversation
- *Second Offense.* Written Notice and Performance Improvement Plan
- *Third Offense.* Final Written Notice and/or Suspension Pending Investigation (administrative leave

with or without pay)

11.4. Resignation

In the event an employee finds it necessary to resign from Achievement Prep, the employee shall give written signed notice (hard copy or soft copy attachment to an email message) to her/his direct supervisor and Human Resources as soon as possible.

- It is recommended that non-exempt (hourly) employees provide a minimum of ten (10) business days (excluding holidays/vacation) notice.
- It is recommended that exempt (salaried) employees provide a minimum of twenty (20) business days (excluding holidays/vacation) notice.

This notice allows time to prepare for filling the vacancy created by the impending departure. The letter of resignation should include the date of submission, last intended date of employment, and a forwarding address if the departing employee is relocating or has changed residency during the school year.

If an employee's decision to resign is based upon a situation that could be resolved, the employee is encouraged to discuss it with her/his supervisor or Human Resources before making a final decision.

Prior to the conclusion of employment, the departing employee will participate in an exit interview with Human Resources or an exit survey. On the last day of employment, the departing employee is to set a "close out" appointment with Human Resources and turn in all equipment and property that was provided to them by Achievement Prep (e.g. keys, key fob, phone, laptop, materials, etc.) prior to receiving a final paycheck.

Achievement Prep does not compensate employees for unused leave upon separation.

12. INTERNAL COMPLAINT PROCEDURE

Any employee may submit an internal complaint regarding dismissal, termination or any other adverse employment decision pursuant to the internal complaint procedure outlined below. Employees should raise concerns regarding harassment and/or discrimination in accordance with Section 2 above.

STEP 1. In the event an employee believes s/he has been treated unfairly, the employee should discuss the situation with his/her direct supervisor in an effort to resolve the issue. The direct supervisor may arrange a meeting between all parties involved to work out an informal solution.

STEP 2. If a resolution cannot be reached through informal discussion with the direct supervisor, the employee should put the complaint in writing to the CEO who will endeavor to respond in writing within five (5) school days. If the CEO needs additional time to make a decision, she will advise the employee accordingly by the fifth (5th) day after receipt of the complaint. If the complaint relates to the CEO, an employee can skip step 2 and proceed directly to step 3.

- STEP 3. If the employee remains unsatisfied with the resolution reached by the CEO in writing, the employee should present the written material (her/his complaint and the CEO's response) to the Chair of the Board of Trustees within five (5) school days of receiving the CEO's response. The employee must notify the CEO of this action.
- STEP 4. The Board of Trustees will endeavor to issue a decision in writing to the employee and the CEO within five (5) school days after receiving the internal complaint. If the Board cannot respond with a decision within 5 days, it will advise the employee and CEO of the need for an extension of time on or before the fifth day after receipt of the employee's request. The Chair of the Board of Trustees may, but is not required to, convene a special meeting of the Board of Trustees to discuss a resolution to the grievance. The employee and CEO may be invited or excluded to participate in this special meeting as the Chair sees fit. The decision of the Board of Trustees is final.

Employees are expected to cooperate in good faith in the investigation and resolution of any internal complaint raised by them or against them. There will be no retaliation of any kind against an employee for bringing an internal complaint under this procedure. At their own expense, employees may seek outside guidance in order to articulate their complaint as clearly as possible.

13. ELECTRONIC COMMUNICATIONS

Employees will use various electronic forms of communication and information exchange within the daily scope of work. Employees have access to one or more forms of electronic media and services, including but not limited to, computers, telephones, voicemail, fax machines, external electronic bulletin boards, wire services, online services, and the Internet. Theft of electronic devices is a serious problem in open environments such as schools. All employees should carefully lock or secure any personal and Achievement Prep electronic devices to minimize the risk of theft. The following procedures apply to all electronic media and services which are accessed on or from Achievement Prep's premises, accessed using Achievement Prep's computer equipment, or via Achievement Prep's paid access methods, and/or used in a manner which identifies the individual with Achievement Prep. Achievement Prep intends to enforce the policy set forth below and reserves the right to change any aspect of the policy at any time as may be required.

1. Electronic media may not be used for knowingly transmitting, retrieving or storing any communications of a discriminatory, or harassing nature, or which are derogatory to any individual or group because of race, color, religion, creed, national origin, gender, disability, sexual orientation, gender identity or expression, genetic information, marital status, familial responsibilities, matriculation, personal appearance or veteran status or any other legally protected status, or which are obscene or X-rated communications, or are of a defamatory or threatening nature, or for "chain letters", jokes or humor, or for any other purpose which is illegal or against Achievement Prep's policy or contrary to Achievement Prep's interest.
2. The use of electronic media, which Achievement Prep provides to an employee, is reserved primarily for the conducting of business at Achievement Prep. Limited, occasional or incidental use of electronic media for personal, non-business purposes is acceptable. However, employees need to demonstrate a sense of responsibility and may not abuse the privilege. For example, users should keep such activity to a minimum and restrict it to non-working hours. Employees also should not use electronic media for purposes that could reasonably be expected to directly or indirectly cause excessive strain on Achievement Prep resources, such as needlessly emailing large files or attachments, spam, chain letters,

or intentionally engaging in practices such as “denial of service attacks.” In addition, Internet service represents a resource that must be managed in an efficient and cost-effective manner. The streaming of media (video, music, games, etc.) is not permitted, except as required to conduct business. Internet music or file sharing are not permitted.

Achievement Prep reserves the right, in its sole discretion, to review any employee’s electronic files and messages and usage to the extent necessary to ensure that electronic media and services are being used in compliance with the law and with this policy. All messages created, sent, or retrieved using Achievement Prep electronic devices or devices accessed on or from Achievement Prep’s premises, and any information of any type stored in any Achievement Prep equipment or on its servers, including but not limited to all information stored on personal computers, CDs, flash drives, and voicemail, are the property of Achievement Prep, not the employee, and may be saved, accessed, and reviewed by the school. Employees should not assume that electronic communications, either sent or received, are private and confidential.

3. Employees must respect the confidentiality of other employee’s communications and may not attempt to gain access to another employee’s or third party’s messages without explicit direction of the CEO. This also applies to all electronic forms of Achievement Prep information as described in the Confidentiality Policy.
4. Employees shall not use a code, access a file, or retrieve any stored information unless authorized to do so. Each employee who uses any security measures on an Achievement Prep supplied computer must provide his/her pass codes to his/her manager or other designated Achievement Prep representative. No pass code may be used that is unknown to Achievement Prep. The use of passwords to gain access to the computer system to secure specific files does not provide employees with an expectation of privacy in the respective system or document.
5. No email or other electronic communications may be sent if it attempts to hide the identity of the sender, or represent the sender as another person or the organization.
6. Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.
7. Anyone obtaining electronic access to other companies’ or individuals’ materials must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner or a single copy for reference use only. Employees must not violate any software licenses, including but not limited to making illegal copies of software.
8. Any messages or information sent by an employee to one or more individuals via an electronic network (e.g., bulletin board, online services, or Internet) using an Achievement Prep assigned account are statements identifiable and attributable to Achievement Prep, and should be treated as such. While some users include personal “disclaimers” in electronic messages, it should be noted that there would still be a connection with Achievement Prep, and the statement might still legally be attributed to Achievement Prep. Therefore, employees should use good judgment and discretion when making such statements.

Information technology security requirements shall be a primary consideration when using the Internet. Users must take adequate precautions when processing data or storing data on computers connected to the

Internet, and when transmitting data on or through the Internet. Achievement Prep policies for acceptable use, email, security and anti-virus use should be observed.

All employees must respect all software intellectual property rights. No employee may copy or distribute copyrighted material in electronic form, including electronic links, without legal authorization.

Remember, THE SCHOOL HAS THE ABILITY AND RESERVES THE RIGHT TO MONITOR INDIVIDUAL USE OF THE COMPUTER, INCLUDING EMAIL. BY USE OF THE SCHOOL'S EMAIL SYSTEM AND INTERNET, INDIVIDUALS WAIVE THE RIGHT TO PRIVACY IN ANYTHING THEY SEND OR RECEIVE. Violation of the Electronic Communications policy may result in disciplinary action, up to and including termination and/or legal action.

14. MANDATED REPORTING OF CHILD ABUSE

The District of Columbia requires that school staff who know or have reasonable cause to suspect that a child known to him/her in his/her professional or official capacity has been or is in immediate danger of being mentally or physically abused or neglected, immediately report or have a report made of such knowledge or suspicion to either the Metropolitan Police Department of the District of Columbia or the Child Protective Services Division of the Department of Human Services.

Achievement Prep will promptly investigate any suspected behavior that violates this section and will make the determination whether and to what extent the school will act upon the reported behavior. In making this determination Achievement Prep will undertake a case-by-case analysis in order to ascertain whether there is a reasonable basis to believe that a violation has occurred and, where appropriate, will notify the Child and Family Services Agency or the Metropolitan Police Department. An employee is expected to immediately report a suspected case of child abuse or neglect to Achievement Prep. The employee should confirm within twenty-four (24) hours that Achievement Prep has initiated an investigation. If Achievement Prep has not begun an investigation, the employee should report the suspected child abuse or neglect to the Child and Family Services Agency or the Metropolitan Police Department.

15. SMOKING

In order to maintain a safe environment, and to ensure compliance with all applicable laws, smoking in Achievement Prep's buildings or school grounds is strictly prohibited. Individuals who wish to smoke may do so outside of the building away from school grounds. If a visitor to our offices wishes to smoke, please advise the visitor regarding our smoking policy.

16. DRUG-FREE WORKPLACE

Achievement Prep has a vital interest in maintaining safe, healthy and efficient working conditions for its employees and scholars. The use or abuse of alcohol or drugs can have a serious adverse effect on quality, safety and productivity. Achievement Prep maintains a drug-free workplace. The consumption of or the possession, sale, use and/or distribution of illegal drugs on our premises, at Achievement Prep-sponsored events, or while conducting Achievement Prep business is prohibited. Offenders will be subject to disciplinary action, up to and including termination of employment.

Achievement Prep recognizes that most substance dependence can be treated successfully. If you feel that you have developed a substance abuse problem, you are encouraged to voluntarily seek help. All voluntary

inquiries will be handled confidentially. Failure to follow prescribed medical treatment or to maintain work performance at an acceptable level will be justification for termination on the same basis as any other employee's work performance is unsatisfactory.

The following specific rules have been established to prevent substance abuse at our school, and to encourage employees to seek treatment voluntarily:

1. All employees are prohibited from manufacturing, cultivating, distributing, dispensing, possessing or using illegal drugs at all times. Included within this prohibition are lawful controlled substances that have been illegally or improperly obtained. This policy does not prohibit the possession and proper use of lawfully prescribed drugs taken in accordance with the prescription. The legalization of marijuana in the District of Columbia does not give an employee the right to possess, use or be under the influence of marijuana on Achievement Prep's premises or while representing Achievement Prep off of the premises.
2. Employees are also prohibited from having any such illegal or unauthorized controlled substances in their system while at work.
3. All employees are prohibited from distributing, dispensing, possessing or using any beverage or medicine containing alcohol while at work or on duty and from coming onto school premises, reporting to work, or working with alcohol in their systems. Furthermore, lawful off-duty alcohol use, while generally not prohibited by this policy, must not interfere with an employee's job performance.
4. To help ensure a safe and healthful working environment, job applicants and employees may be asked to provide body substance samples to determine the illicit or illegal use of drugs. Refusal to submit to drug testing will be considered to be a positive result, with disciplinary action, up to and including termination of employment, as a consequence. A positive drug test may also result in disciplinary action up to and including termination from employment. Additionally, job applicants and employees may be asked to cooperate in person and/or facility searches. Refusal to cooperate with these procedures may result in disciplinary action up to and including termination.
5. The proper use of medication prescribed by your physician is not prohibited; however, we do prohibit the misuse of prescribed medication. Employees' drug use may affect their job performance, such as by causing dizziness or drowsiness. It is the employee's responsibility to determine from his/her physician whether a prescribed drug may impair safe job performance and to notify a supervisor of any job restrictions that should be observed as a result. Achievement Prep will comply with all requirements pertaining to providing reasonable accommodations to the extent required by applicable law.
6. Employees who voluntarily seek help for substance abuse (self-referral) will be provided an opportunity to pursue counseling and rehabilitation. Achievement Prep will make available to employees information about counseling and rehabilitation services. An employee who is receiving counseling and/or treatment for substance abuse may use available PTO, personal leave, sick leave, and, if eligible, family and medical leave. Health insurance often covers the costs of such services, but the employee must pay costs not covered. The employee cannot return to work until released by a treatment provider to do so, and he or she receives a negative result on a return-to-work drug and/or alcohol test (as appropriate for that individual). In addition, the employee may be asked to submit to follow-up testing as a condition of reinstatement for a period following the return to work.

7. An employee's decision to seek help voluntarily will not be used as a basis for disciplinary action, although the individual may be transferred, given work restrictions, or placed on leave, as appropriate. A request for help is considered voluntary only if it is made before the employee is asked to submit to a drug or alcohol test or is discovered to have otherwise violated this policy, or Achievement Prep has decided to take disciplinary action due to unsatisfactory job performance and/or inappropriate conduct.

The establishment of this policy in no way diminishes Achievement Prep's right and/or authority to discipline or discharge an employee for conduct that would warrant discipline or discharge if the employee were not chemically or alcohol dependent. Neither the existence of this policy, nor an employee's participation in any recovery program will excuse an employee from following Achievement Prep's rules.

17. CONFLICT OF INTEREST

The purpose of the conflict of interest policy is to maintain written standards of conduct governing the performance of employees engaged in the award and administration of contracts.

1. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by federal or DC funds if a real or apparent conflict of interest would be involved. A conflict would arise when the employee, officer, or agent, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub agreements.
2. Should any officers, employees, or agents of the recipient engage in violation of such conflict of interest policy, disciplinary actions will be applied in accordance with the personnel policies of the school or Board of Trustees bylaws, as applicable.

Acknowledgement of Receipt of Handbook Follows

A SIGNED COPY OF THE ACKNOWLEDGEMENT WILL BE KEPT ON FILE

**ACHIEVEMENT PREP
ACKNOWLEDGEMENT OF RECEIPT OF PERSONNEL POLICY HANDBOOK**

I acknowledge that I have received a copy of the Personnel Policy Handbook, and I understand that it is my responsibility to read and comply with the policies contained in the Personnel Policy Handbook and any revisions made to it. I further acknowledge that the Personnel Policy Handbook supersedes all prior oral or written statements by Achievement Prep concerning its employment policies, guidelines and benefits.

I understand and agree that Achievement Prep reserves the right to change, modify, or delete any of the information, policies, and benefits described in the Personnel Policy Handbook at any time, with or without notice, except to the policy of employment-at-will. Human Resources or the CEO will communicate all such changes to employees, and I understand that revised information may supersede, modify, or eliminate existing policies. Only Achievement Prep has the ability to adopt any revisions to the policies in this Personnel Policy Handbook.

I understand and agree that this handbook is neither a contract of employment nor a legal document, and my employment with Achievement Prep is at-will and of no definite duration. **Nothing contained in the Personnel Policy Handbook or any oral representations can alter the at-will status of this employment relationship.**

I also understand that Achievement Prep reserves the right to modify or alter my position, in its sole discretion, with or without cause or advance notice, through actions other than termination, including demotion, promotion, transfer, reclassification or reassignment. I further understand that no express or implied promise or guarantee with regard to the duration of my employment, time in a position, wages or benefits is binding upon Achievement Prep unless made in writing and duly executed by the CEO and explicitly and specifically identified as an employment agreement or contract.

The Personnel Policy Handbook describes important information about my employment with Achievement Prep and I understand that if I have any questions regarding any materials contained in, or not answered by, the Personnel Policy Handbook, I should consult with Human Resources. I further understand and acknowledge that nothing in this Handbook or in any other document or policy is intended to prohibit me from reporting concerns, making lawful disclosures, or communicating with any governmental authority about conduct I believe violates any laws or regulations. I also understand and acknowledge that nothing in this Handbook or in any other document or policy is intended to prohibit me from discussing wages, benefits or other terms or conditions of employment with coworkers.

Employee name (please print): _____

Date: _____

Employee Signature: _____