



# Employee Handbook

2021-2022

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# AppleTree

## 2020-2021 Employee Handbook

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## WELCOME TO APPLE TREE!

Welcome to AppleTree. Whether you work at AppleTree's home office or are working directly with children at a school, we are all part of the same team and we share the same mission.

*AppleTree's mission is to close the achievement gap before children get to kindergarten by providing three- and four-year-olds with the social, emotional, and cognitive foundations that enable them to succeed in school.*

At AppleTree, we endeavor to foster an environment where each person's true self and experience is welcome. We believe that only with a diverse and inclusive environment can you truly celebrate and support all students, families, and staff. Our commitment to diversity is founded on the belief that our community is strengthened by the vibrant exchange that occurs when individuals with different backgrounds, abilities, and heritages share their various perspectives with one another.

Our core values guide how we work together to achieve our common mission:

- **Mission-First:** We believe that AppleTree can be instrumental in closing the achievement gap before children enter kindergarten and that doing so will transform the lives of the children we teach and our country as we support more communities by sharing what we've learned.
- **Continuous Improvement:** We believe in the ongoing effort to improve the quality of everything we do. As an organization, we commit to collecting and using data and feedback in order to grow our collective impact over time. As a team and as individuals, we seek and provide the professional development needed to achieve excellence in our work and build a foundation for our careers.
- **Research to Practice:** We commit to acting and building upon what we've already learned and to staying apprised of and contributing to evolving research in the field. Given the high stakes for the children we teach, we use an evidence-based instructional program and we innovate deliberately, holding a high standard of proof before shifting our approach.
- **Trust:** We believe that in order to teach children effectively, all of the adults involved must work together and therefore must trust one another. As a staff, we begin with the assumption that each of us is committed to the mission and intends to live these core values. We build trust by keeping our word, telling the truth (even when it's hard), being transparent about tough decisions, and acknowledging our mistakes.
- **Solution-Focused:** We recognize the enormous challenges before us. This work is never easy. And yet we dwell in the solutions, not the challenges. We search for proven strategies wherever they exist, work collaboratively and in partnership with each other, families, and communities whenever possible, and relentlessly pursue greater impact for our students.

These values drive our shared endeavor, and we ask that they be part of your daily work and life in your career at AppleTree. We are excited to have you as a member of the team!



William "Jack" McCarthy  
President and CEO, AppleTree Institute  
Board Chair, AppleTree Early Learning Public Charter School





## ABOUT APPLE TREE

AppleTree’s mission is to close the achievement gap before children get to kindergarten by providing three- and four-year-olds with the social, emotional, and cognitive foundations that enable them to succeed in school.

AppleTree has been an innovator from the start, merging proven strategies in education with best practices in business and entrepreneurship. Jack McCarthy, President and CEO, pioneered the creation of AppleTree, combining his experience in politics and business with a sense of urgency about erasing America’s achievement gap.

Jack founded AppleTree Institute for Education Innovation (“ATI”) in 1996 “to increase the supply of effective schools through innovation.”

Operating in Washington, DC, AppleTree created one of the nation’s first charter school incubators, initially supporting and underwriting the creation of two charter high schools and the charter conversion of a junior high school. These schools had high standards and exemplary designs, but students entered several grade levels behind and struggled to meet the standards to progress to the next grade. Witnessing these struggles and the heroic efforts of teachers to help students catch up led Jack to an epiphany: “Why not create a preschool that would ensure children enter elementary school ready to thrive?”

In 2001, ATI opened a tuition-free laboratory preschool implementing a research-based language and literacy program. From 2003 to 2005, AppleTree continued to improve the instructional program, working with leading experts in early language and literacy instruction.

In 2005, AppleTree created AppleTree Early Learning Public Charter School (“AELPCS”) and opened its first campus, reaffirming AppleTree’s value as an innovation incubator.

Since then, AppleTree has grown considerably. It operates schools in all four quadrants of the District and in addition supports numerous other charter schools and community-based organizations in their own efforts to offer a high-quality early education.

Throughout this Handbook, references are often made to AppleTree’s Executive Team. The Executive Team consists of the following individuals:

- Jack McCarthy, President and CEO  
([jack.mccarthy@appletreeinstitute.org](mailto:jack.mccarthy@appletreeinstitute.org))
- Jamie Miles, Executive Director (AELPCS)/Chief of Schools (AELPCS & @schools)  
([jamie.miles@appletreeinstitute.org](mailto:jamie.miles@appletreeinstitute.org))
- Chavaughn Brown, Chief of Research and Innovation  
([cbrown@appletreeinstitute.org](mailto:cbrown@appletreeinstitute.org))
- Rita Chapin, Chief Operating Officer  
([rita.chapin@appletreeinstitute.org](mailto:rita.chapin@appletreeinstitute.org))
- Tom Keane, General Counsel & Chief of Strategic Initiatives  
([tom.keane@appletreeinstitute.org](mailto:tom.keane@appletreeinstitute.org))

## ABOUT THIS HANDBOOK

Whether you work for AppleTree Institute for Education Innovation, Inc. (“ATI”), or AppleTree Early Learning Public Charter School (“AELPCS”), whether you work at one of AppleTree’s schools or at AppleTree’s home office, this Employee Handbook applies to you. Sometimes policies differ depending on which corporate entity you work for or whether you work at a school or at the home office (for example, school-based employees have spring vacation off; home office employees do not). In those cases, this Handbook will indicate which policy applies to you.

This 2020-2021 Employee Handbook has been prepared to inform you about AppleTree’s policies, guidelines, goals, and benefits, and to provide you with an understanding of AppleTree’s expectations so that we may serve our students most efficiently and effectively. This Handbook is not, and is not intended to be, a comprehensive statement of all possible applications of, or exceptions to, the general policies and procedures of AppleTree.

The provisions of any employee handbooks, addenda, manuals and any and all other written statements regarding personnel policies, practices, or procedures that are or may be issued by AppleTree do not, and shall not constitute an express or implied contract of employment, nor do they guarantee employment for any period of time or create any vested rights. You are employed at will, and either you or AppleTree may terminate the employment relationship at any time, with or without cause, and with or without notice.

*While 'At Will' employment means that you are free to resign at any time, to the greatest extent possible, we work to ensure that transitions are not disruptive to young children's learning, since our goal is to close the achievement gap before children enter kindergarten. Toward that end, should you decide to resign, it is considered a professional courtesy to do so in a manner and with timing that supports the organization in providing the best instructional team for all classrooms. Resigning in the late summer after assignments have been made is not considered to be professional unless there is a serious extenuating circumstance.*

This Handbook is applicable to all employees, regardless of their date of hire.

This Employee Handbook supersedes any and all prior policies or procedures treated or addressed in this Handbook and it supersedes all representations, oral or written, regarding your employment status. In the event of a contradiction between this Handbook and any other oral or written statement by AppleTree, the terms of this Handbook shall govern unless the conflicting statement is in writing and signed by a member of AppleTree’s Executive Team. The policies and information in this Employee Handbook serves as a general guide but may be subject to federal or state laws. In the event that any provision of this Employee Handbook conflicts with applicable federal or state law, applicable law will govern.

The policies and provisions in this Handbook may be changed, revised, modified, suspended, canceled, or rescinded by AppleTree at any time without notice and in AppleTree’s sole and absolute discretion.

This Employee Handbook refers to current benefit plans maintained by AppleTree. If you have specific questions regarding the benefit plans, please refer to the actual plan documents and summary plan descriptions or contact Human Resources (via [hr@appletreeinstitute.org](mailto:hr@appletreeinstitute.org)). Those documents are controlling.

## THINGS TO KNOW ON YOUR FIRST DAY

### EMPLOYMENT AT WILL

All employees of AppleTree are employed at will. As an at-will employee, you are free to resign at any time. Similarly, AppleTree is free to terminate the employment relationship at any time, with or without cause or notice. While other policies in this Handbook may be changed without notice, the at-will employment relationship may be changed only in a written agreement for that express purpose and signed by a member of AppleTree's Executive Team.

### COMPENSATION

Your initial compensation will be set at the time of employment. Thereafter, AppleTree, in its sole discretion, may increase or decrease your compensation.

### FULL-TIME, PART-TIME, OR TEMPORARY EMPLOYMENT

All AppleTree employees are classified as full-time, part-time, or temporary employees as defined below:

- **Full-time Employee:** A full-time employee is hired to work a minimum of 40 hours per week and is not a consultant or a temporary employee. Full-time employees may participate in all benefits for which they are eligible.
- **Part-time Employee:** A part-time employee hired to work less than 30 hours per week is not eligible for benefits except those mandated by federal, state, or local law. A part-time employee hired to work 30 hours or more per week is eligible for benefits.
- **Temporary Employee:** A temporary employee is hired to fill a position for a prescribed period not exceeding six (6) months. A temporary employee is not eligible for benefits. Some temporary employees are hired through an agency and are considered employees of the agency, not AppleTree.

At the time of hire, your offer letter will specify your classification, eligibility for benefits and your regular working hours. These may subsequently be changed by your supervisor.

Consultants and contractors are not employees of AppleTree and are not eligible for any benefits.

### EMPLOYMENT REQUIREMENTS

As a new hire, you are required to submit your documentation required for employment on or before your first day of employment. Required documents often vary by position. Your offer letter specifies the documents needed. If you do not submit the required documentation on or by your first day of employment, you will NOT be allowed to start your employment.

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### FEDERAL IMMIGRATION COMPLIANCE AND EMPLOYMENT ELIGIBILITY

In accordance with the Immigration Reform and Control Act of 1986, AppleTree is committed to employing any qualified individual who is authorized to work in the United States and AppleTree does not unlawfully discriminate based on citizenship or national origin. The Immigration Reform and Control Act of 1986 requires that AppleTree ensure that employees are authorized for employment in the United States. Therefore, AppleTree will only employ individuals lawfully

authorized for employment in the United States. In accordance with the Immigration Reform and Control Act of 1986, AppleTree must collect certain information and review certain documentation concerning your employment authorization within three days after you are hired. This information and documentation will be used only for compliance with the Immigration Reform and Control Act of 1986 and not for any unlawful purpose. If your employment authorization changes or terminates after the start date of your employment, you must inform Human Resources immediately.

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#### VERIFICATION OF EDUCATIONAL QUALIFICATIONS

As a condition of employment, all instructional staff members (including instructional leadership team members such as Principals and school directors/managers as well as instructional quality staff) must submit copies of their official college transcripts, Praxis scores, and other certifications noted on their resumes.

For all employees, the failure to submit documentation, overstatement, or falsification of qualifications is grounds for disciplinary action up to and including termination of employment.

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#### EXAMINATION REQUIREMENTS

AppleTree requires all Teachers, Resident Teachers, and Teaching Assistants to be compliant with federal and local guidelines for “Highly Qualified” practitioners.

Lead Teachers must have a passing score on the Praxis Elementary Education Content Knowledge (PK-3) 10014. Resident Teachers must have a passing Praxis score by the end of their first year (usually June) to be considered for a Lead Teacher position. The current passing score mandated by the DC Office of the State Superintendent of Education can be found at [osse.dc.gov/service/licensure-exams](http://osse.dc.gov/service/licensure-exams). You are responsible for paying your Praxis registration fees.

All Teaching Assistants must complete the Parapro examination with a score of 461 or higher before their first day of employment if they have not completed two years of study at an institution of higher education or obtained an associate's (or higher) degree. Contact Human Resources or your Principal for information on how you can take the exam.

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#### CRIMINAL BACKGROUND CHECK POLICY

All school-based AppleTree employees (and employees whose job descriptions involve regular time spent in schools) are required to have national criminal background checks every two years and Child Protective Registry Checks every year to be eligible for employment. Other staff and volunteers may also be required to have criminal background checks. You will be asked to sign a release so that AppleTree may conduct a background check upon your initial job offer and as required afterwards. AppleTree ensures that all background checks are in compliance with federal and state law, including the Fair Credit Reporting Act. More information may be obtained from Human Resources. Any new criminal convictions must be immediately reported to the Director of Human Resources and must be reviewed by the AppleTree Board Chair so that a determination about continued employment may be made.

Any failure to disclose criminal history or misrepresentation of the same could be grounds for termination of employment and/or the privilege of volunteering at AppleTree.

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#### MEDICAL REQUIREMENTS


In order to gain and maintain employment at AppleTree, DC law mandates that all instructional staff have a current physical examination record on file. Physical clearance lasts for one year, so all school-based employees (and employees whose job descriptions involve regular time spent in schools) must ensure their records are current. Any employee without current records will be placed on unpaid administrative leave and, should the records not be brought current, will be subject to termination.

All school-based employees (and employees whose job descriptions involve regular time spent in schools) must have a current TB test on record. TB clearances last for two years. Any employee without a current TB test will be placed on unpaid administrative leave and, should the test not be brought current, will be subject to termination.

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#### CPR AND BASIC FIRST-AID REQUIREMENT

All school-based, full-time staff members (and employees whose job descriptions involve regular time spent in schools) are required to hold and maintain CPR and Basic First Aid certifications including specific instructions for working with young children. As an employee, you are responsible for completing certifications at your own expense, including any training session hosted by AppleTree. Documentation of these certifications is provided to Human Resources. Any employee without a current CPR and Basic First Aid certifications will be placed on unpaid administrative leave and, should the test not be brought current, will be subject to termination.



## GENERAL POLICIES AND PROCEDURES

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### ORIENTATION

Orientation will be provided to all new AppleTree employees. Upon receipt of your signed acceptance of your offer letter, AppleTree will provide details about the date and location of the orientation. In general, all employees report to the Home Office for orientation on the first day of work and later receive a site-specific orientation at their assigned locations.

Orientation shall include explaining duties and responsibilities of your job, outlining departmental rules, touring the physical layout of the building, and introducing the employee to coworkers.

### WORK HOURS, PAY, DEDUCTIONS, AND TIMEKEEPING

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#### EMPLOYMENT CLASSIFICATION UNDER THE FAIR LABOR STANDARDS

Every employee is classified as either exempt or nonexempt according to the Fair Labor and Standards Act (FLSA). Certain administrative, executive and pedagogical staff members are exempt under the FLSA. Exempt employees may work more flexible and longer hours and are not entitled to overtime pay. The non-exempt category applies to all other employees. Non-exempt staff members must receive extra pay for overtime work (which must be pre-approved by supervisors, as described in the overtime section), but are only paid for the actual hours that they work. Your offer letter of employment should specify your FLSA classification. If you do not know your FLSA classification, please ask your supervisor or the Director of Human Resources.

### WORK HOURS

The standard work week for full-time staff is 40 hours.

#### *School-Based Employees*

Schools are typically open to employees daily from 7:00 AM to 6:15 PM. Your Principal or supervisor will determine your specific hours within the workday and will communicate your specific work hours and lunch schedule.

You are expected to clock in and out every day using the online time management system. Your Principal or supervisor will provide training on any job-specific procedures.

Typically Lead Teachers and Resident Teachers will report to work between 7:30 and 7:45 AM and leave between 4:15 and 4:45 PM, with a half-hour break. Exact hours may vary depending upon the schedule of the school to which teachers are assigned. In addition, Lead Teachers, Resident Teachers and Teaching Assistants should plan to be available up to eight additional hours per month for staff meetings, departmental meetings, other professional development activities, and family engagement activities, and they may serve as an emergency substitute for extended day activities.

Teaching Assistants' work hours are scheduled by the Principal, with at least one employee staying until After-School ends (or until the last child is picked up). A Principal may change schedules to best meet the needs of the campus. In addition, there are events throughout the year that require instructional staff to work later in the evening. These events include, but are not

limited to, parent conferences, family literacy events, and open houses. Your Principal will notify you in advance when you must be available.

While the expectation is that full-time employees work 40 hours each week, many staff members choose to come in earlier or leave later than their scheduled hours in order to ensure a high-quality environment and level of planning. Although working additional hours may be necessary at times, AppleTree encourages you to maintain a good work-life balance, as teachers are more effective when they are rested and have personal time away from the school and classroom.

### ***Non-School-Based Employees***

AppleTree's Home Office is open daily from 8:30 AM to 5:30 PM. Your supervisor will determine your specific hours within the workday. Non-exempt employees will receive an unpaid half-hour lunch break each day. Exempt employees receive an unpaid lunch break as determined with their supervisor. You are expected to record your time in the online time management system.

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#### **OVERTIME PAY**

Overtime compensation is paid to all nonexempt employees in accordance with applicable FLSA requirements. All overtime hours must be approved by your supervisor in advance and are based on actual hours worked. Time off on holidays, sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of overtime calculations. Overtime is paid at the rate of 1.5 times your regular rate of pay for each hour worked over 40 hours in any workweek. In calculating hours worked for purposes of overtime pay, break periods are considered part of the workday, but lunch periods are not. AppleTree's workweek runs from Saturday at 12:01 AM through midnight Friday. Exempt employees do not receive overtime pay.

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#### **PAYCHECKS AND PAY PERIODS**

Employees are paid every other Friday on a bi-weekly pay schedule. AppleTree requires you to utilize the online time management system to record the hours you work each day. If you find a discrepancy in your paycheck, you should report it promptly to Human Resources. All staff members must enroll in Direct Deposit, as it is easier for staff to receive payment when AppleTree's offices and schools are closed or not in session.

Full time teaching staff are paid their annual salary over 26 pay periods. Staff who work the whole work year for their campus and are signed out by their supervisor at the end of the working year will be paid the remainder of their annual salary during the teacher summer break.

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#### **DEDUCTIONS FROM PAY FOR ALL EMPLOYEES**

AppleTree is required by law to deduct both federal and state (if applicable) income withholding tax from all employees' paychecks. Deductions are determined by salary, number of dependents, and IRS guidelines. You are responsible for completing a W-4 form and keeping it up to date. You should also complete a state withholding form, where applicable. AppleTree is required to make a deduction for Social Security at a rate established by law under the Federal Insurance Contribution Act (FICA). There may be other deductions, such as health insurance. All such deductions will be itemized on your pay stub.

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#### **DEDUCTIONS FROM PAY FOR FLSA-EXEMPT EMPLOYEES**

AppleTree pays on a "salary basis" those employees who are exempt under the Fair Labor

Standards Act (FLSA). The purpose of this section is to provide those exempt employees with a general understanding of what it means to be paid on a salary basis and to communicate the mechanism by which you may raise any questions regarding deductions from your salary.

1. ***Predetermined Amount:*** Exempt employees are generally entitled to their full salary each pay period, regardless of the number of hours actually worked, subject to limited exceptions.
2. ***Deductions from Pay:*** Deductions from salary are permissible in the following circumstances:
  - a. If you are absent from work for a day or more for personal reasons other than sickness or disability (although AppleTree can offset this absence if you have sufficient accrued benefits under AppleTree's paid time off policy).
  - b. If you are absent for one or more full days because of sickness or disability, unless you have accrued benefits under AppleTree's paid time off, the DC Earned Sick and Safe Leave Amendment Act, the DC Accrued Sick and Safe Leave Act, or you are otherwise covered by AppleTree's disability policy.
  - c. If your absence from work is due to jury duty, attendance as a witness at a trial, or temporary military leave, you will be entitled to receive your full salary for five days, but AppleTree may offset your salary by any amounts you receive as jury fees, witness fees, or military pay. If you are called to jury duty or attendance as a witness at a Grand Jury hearing for more than five days, you will be entitled to receive 60% of your salary for days six to 25, but AppleTree may offset your salary by any amounts you receive as jury fees or witness fees.
  - d. You may be suspended without pay for one or more full days for disciplinary infractions of safety rules of major significance.
  - e. In your initial or final week of employment, you may receive only a proportionate part of your full salary for the time actually worked.
  - f. If you take a leave under the Family and Medical Leave Act, you may be paid a salary that corresponds to the proportionate part of your full salary for actual time worked.
  - g. Employees who have questions about deductions from their pay, or who believe that errors or improper deductions have been made from their pay, should immediately contact the Director of Human Resources.
3. ***Complaint Procedure:*** As noted, AppleTree is committed to observing the salary basis requirements of the FLSA. If you are an exempt employee and believe your salary has been improperly reduced, you should follow the following procedure:
  - a. **Notification Procedure:** If you believe that AppleTree has made an improper deduction from your salary, you should immediately (or as soon as possible) notify Human Resources in writing of the date of the payroll in which the reduction occurred, the amount of the reduction, and the reason given on the paystub (if any) for the reduction.
  - b. **Investigation of Complaint:** Human Resources will investigate all complaints and will decide as to whether the deduction from your salary was correct. The result will be communicated to you in writing. If Human Resources determines that AppleTree has made an improper pay deduction, AppleTree will reimburse you the amount of the improper deduction and will take steps to ensure that such improper deduction does not occur again in the future.
  - c. **Non-Retaliation:** You will not be retaliated against for making a complaint or assisting with the investigation of a complaint regarding alleged errors in pay. A knowingly false complaint, however, may result in disciplinary action, up to and including termination of employment.



AppleTree is strongly committed to avoiding improper pay deductions. All complaints will be taken seriously. If you have questions, please see the Director of Human Resources.

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#### TIMEKEEPING

All AppleTree employees – whether exempt or non-exempt – must enter their hours worked into the online time management system.

So that we meet state and federal requirements, it is imperative that school-based employees clock in at the beginning of each workday and clock out as they depart for the day, as well as clock out and clock in when leaving during the day for approved leave time. If teachers leave the building during a scheduled break, they must follow appropriate building procedures, including indicating when they left and when they returned. Details about the timekeeping process will be addressed at site orientation.

If you forget to clock in or out, it may impact hours of leave, so it is imperative that you inform your supervisor about clocking errors as soon as you notice them. Time must be entered for all holidays and paid time off and for other missed workdays. All full-time employees are expected to enter a minimum of eight hours a day, forty hours each week.

#### ***Role of Supervisors***

Supervisors will review and approve time records before submitting them for payroll processing. If corrections are made to a time record, your supervisor should notify you of the changes and work with you to verify they are accurate.

#### ***Falsifying Time Records***

Falsifying or tampering with time records (including clocking another employee in or out) may result in disciplinary action, up to and including termination of employment.

#### EMPLOYEE FILES AND RECORDS

AppleTree maintains confidential records pertaining to all of its employees. These confidential records include, but are not limited to, basic employee and tax information, contact information, performance reviews, and disciplinary issues. Upon reasonable request, an employee may inspect the records AppleTree maintains pertaining to that employee only while in the presence of the Director of Human Resources or other member of management.

If there are any changes to your name, address, home telephone number, marital status, number of dependents claimed for income tax purposes, emergency contact information, and all other changes which may affect payroll and benefits information, you should either make those changes in the on-line ADP system (if feasible) or notify the Director of Human Resources at [hr@appletreeinstitute.org](mailto:hr@appletreeinstitute.org). Such updating/notifications should occur as soon as possible after such a change.

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#### EMPLOYEE VERIFICATION DURING EMPLOYMENT

AppleTree adheres to a policy of strict confidentiality regarding employee records and files. AppleTree will release only your job title and dates of employment to third parties unless you sign a written authorization to disclose further information about your employment. All outside

inquiries regarding employment must be directed by email to Human Resources, unless you have otherwise provided prior written authorization. “Off the record” comments are strictly prohibited.

#### OUTSIDE COMMUNICATIONS AND MEDIA REQUESTS

AppleTree will generally provide a response to media inquiries within 24 hours of receipt. Only members of the Executive Team (or their designees) are permitted to speak on AppleTree’s behalf. No one other than these individuals should represent AppleTree’s position to the media. When inquiries require a detailed technical explanation, however, a spokesperson may be designated to address a particular issue. That spokesperson will be a qualified individual designated by a member of the Executive Team to speak on AppleTree’s behalf.

All media inquiries, whether verbal or written, are to be directed to the relevant Executive Team member, who will evaluate the request and answer or direct it as appropriate for response.

All press releases will be issued as deemed necessary by the relevant Executive Team member, who shall approve all press releases prior to distribution.

#### USE OF A MOBILE PHONE

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##### REIMBURSEMENT

The purchase of a mobile phone is a personal expense. We encourage you to have a mobile phone as it facilitates communication. You may even be required to have a mobile phone as a condition of your employment. If your responsibilities require you to regularly have and use a mobile phone, AppleTree will provide a monthly taxable stipend at the rate of \$70.00 per month, but only (1) if approved in advance by your appropriate supervisor, (2) you use any required apps (such as Gmail and Chat), (3) if you publish your mobile phone number for AppleTree communication, and (4) if you use an appropriate, work-related voicemail message. Your supervisor may, on a case-by-case basis, approve a different reimbursement rate if you provide documentation that the standard rate is inadequate for your business-use needs. Reimbursements will end upon termination of employment or in the case of a change in responsibilities that no longer require work mobile phone usage.

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##### SCHOOL-BASED STAFF

AppleTree must have a method of communicating with school-based staff members in case of an emergency. Accordingly, you must carry a mobile phone (either your own or one provided by AppleTree) during field trips, while at the playground, and any other time you leave the building with a student. If you leave the building with a student, you must inform the front desk of your destination and which mobile phone is being carried. While out of the building with a student, you should never use your mobile phone except to report an emergency, request assistance in an emergency, or respond to a call from AppleTree. In addition, mobile phones may not be used for any purpose, including calls, texts or social media postings while students are in your care. Please advise your family and friends to call the campus or Home Office’s main telephone number if they need to contact you. All messages left with administrative staff will be relayed to you as soon as possible.

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##### SAFETY

You are expected to follow applicable state or federal laws and regulations regarding the use of mobile phones at all times. Safety must come before all other concerns. You are strictly prohibited from using a mobile phone while operating a motor vehicle during work hours, unless

you are using a headset or the device is in hands-free mode. Special care should be taken in situations where there is traffic or inclement weather, or if you are driving in an unfamiliar area. You are also strictly prohibited from texting or using the Internet while operating a motor vehicle during work hours.

AppleTree shall have no liability towards you if you are charged with traffic violations or have a motor vehicle accident resulting from your mobile phone use while operating a motor vehicle in violation of this policy, and you shall be responsible for any liabilities that result.

#### SIGNATURE AUTHORITY

It is often the case that AppleTree is required to engage the services of third-party vendors for services (*e.g.*, professional services, utilities). For any engagements that involve the execution of a contract, the contract should be reviewed and approved by the General Counsel before execution. In order to minimize the organization and employees' liability, only the following staff members are authorized to sign on behalf of the organization:

1. **Executive Team Members** (*i.e.*, President and CEO, Chief of Schools, Executive Director, General Counsel, Chief of Research & Innovation, and Chief Operating Officer) are authorized to sign contracts.
  - In the case of AELPCS, the Board's Finance Committee must be notified post-execution of a contract up to \$10,000, pre-execution of a contract of more than \$10,000 but less than \$25,000 and the Board must approve a contract of more than \$25,000 (in addition, a contract of more than \$25,000 most likely must go through an RFP process).
  - In the case of ATI, the Board's Finance Committee must be notified post-execution of a contract up to \$25,000, pre-execution of a contract of more than \$25,000 but less than \$50,000 and the Finance Committee chair must approve pre-execution a contract of \$50,000 or more.
2. **Directors** (*e.g.*, Director of Human Resources & Technology) are authorized to sign for services in areas directly related to their job responsibilities (*e.g.*, the Director of Technology is authorized to sign for technology-related services), not to exceed \$5,000;
3. **Individuals specifically designated by Executive Team Members** are authorized to sign for specifically designated services relevant to their department, not to exceed \$1,000; and
4. **Principals and School Operations Managers and Coordinators** are authorized to sign for services rendered (*e.g.*, packages delivered, certifying maintenance performed at a school).

If any of these individuals are unavailable to sign in-person, they may delegate this authority to another AppleTree employee on a case-by-case basis.

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#### CORPORATE CREDIT CARD

It is AppleTree's policy to issue credit cards to employees identified by appropriate Executive Team members as needing to make regular and/or emergency purchases as part of their job duties.

The Finance Department will provide the cardholder with a list of purchases from the previous month. Within one week, it is your responsibility to review statements for accuracy and provide the Finance Department with all documentation (receipts/invoices and payment authorization forms). Failure to provide receipts and payment authorization within this timeframe will result in

disciplinary action.

Purchases are for items and services that are necessary for immediate and urgent expenses relevant to the needs of AppleTree. Employees are encouraged to request vendors to invoice AppleTree, limiting credit card purchases as much as possible. The purchase of items for personal use is prohibited. When possible, purchases should be made using AppleTree's tax-exempt status so that we may avoid sales taxes.

#### EMPLOYMENT OF RELATIVES

Relatives of current employees will be considered for employment using the same hiring criteria as is utilized in hiring any employee. No preferential treatment will be given on the basis of relation. You may not supervise your relatives, authorize payroll actions for them, or work in the same department with them.

#### STUDENTS OF EMPLOYEES

Occasionally our staff members seek to enroll their children at AppleTree schools. Under District of Columbia law, we cannot give any priority or preference to any child in the application process, enrollment, or any other aspect of student life.

#### SOLICITATION AND DISTRIBUTION OF LITERATURE ON APPLE TREE PROPERTY

Persons not employed by AppleTree may not solicit or distribute literature on AppleTree property for any purpose at any time. Solicitation includes, but is not limited to, the soliciting of membership in any organization; the soliciting of gifts, money pledges, or subscriptions; or the sale of merchandise, produce, tickets, or raffles. Distribution includes, but is not limited to, the dissemination of such things as merchandise, produce, leaflets, pamphlets, newspapers, petitions, pictures, pins, buttons, or handbills. You may not solicit for any purpose, except for that permitted under federal or local labor laws, while at work. You may not distribute literature for any purpose while at work or in working areas.

“Working time” means the period scheduled for the performance of job duties, not including meal times or break times or other periods when employees are properly not engaged in performing their work tasks. Working time includes the working time of both the person doing the solicitation and the person to whom it is directed.

#### EMPLOYEE COMPLAINTS AND CONCERNS

Many times, employees' concerns in the workplace come about because of miscommunication, misunderstandings, and hearsay. Many grievances and personal complaints are best handled between you and the person with whom you have the disagreement. Therefore, if you have a complaint or concern, and you feel comfortable discussing that complaint or concern with the person involved, please do so. If your complaint or concern is still not resolved, or if you do not feel comfortable discussing your complaint or concern with the person involved, please discuss it with your immediate supervisor or the Director of Human Resources.

Please note: If the complaint or concern pertains in any way to harassment, discrimination, or retaliation, you should follow the complaint procedures set forth in the Handbook's Policy Prohibiting Harassment and Discrimination.

## CONFLICT OF INTEREST POLICY

Employees must avoid any interest, influence, or relationship which might conflict or appear to conflict with the best interests of AppleTree. You must avoid any situation in which your loyalty may be divided and must promptly disclose any situation where an actual or potential conflict may exist. It is your responsibility to conduct personal affairs according to the highest standards of integrity and good judgment. You must avoid engaging in conduct that might be subject to misinterpretation as to motive or propriety. Unless approved by the President and CEO, you may not:

- Engage in any outside business activity during normal working hours, or in any activity that would detract from your ability to discharge your responsibilities with AppleTree;
- Take any action or make any statement which would bring discredit upon AppleTree or which is inconsistent with AppleTree's mission;
- Own or have a significant financial interest in, or other relationship with, a business partner, potential business partner, funder, competitor, customer, vendor, or supplier; or
- Be involved in any other arrangements or circumstances, including family or other personal relationships, which might compromise your ability to act in the best interest of AppleTree.

This policy does not apply to the extent necessary to protect employees' rights under the National Labor Relations Act to engage in protected, concerted activity, including, without limitation, communications among employees regarding the terms and conditions of their employment.

If you have a potential or actual conflict of interest, you must disclose it to the President and CEO and discuss how to avoid or resolve the potential or actual conflict.

## CONFIDENTIALITY, NON-COMPETE AND INTELLECTUAL PROPERTY

Your employment is conditioned upon your agreement to the following confidentiality, non-compete/non-solicitation and intellectual property provisions:

- *Confidentiality*: For the duration of your employment, you may have access to confidential or proprietary information of varying types. Confidential or proprietary information includes, but is not limited to, child information; parent/family information; financial information; data or statements; the existence and contents of agreements; proposals; grants; organizational or school strategies; donor lists; membership lists; personnel data; and activities that are not public knowledge. Confidential or proprietary information will only be made known to you in confidence and only in connection with your official duties. Your disclosure or use of confidential or proprietary information for a purpose other than for the sole benefit of AppleTree is wrongful and would cause irreparable harm to the organization. If you are in doubt as to whether certain information is confidential or not, always treat such information as confidential information. You shall not disclose or use confidential information for any purpose other than in the performance of your duties for AppleTree. This obligation is to be adhered to for the entire term of your tenure with AppleTree and beyond the date of termination of employment.
- *Use of Assessment Data*: Teaching teams use progress monitoring and summative assessment data to improve teaching and learning for all students. Assessment data are

primarily used for instructional purposes. All data findings about individual children are confidential and should not be shared with people unrelated to AppleTree instruction. Assessment results should be shared with family members in a way that helps the family understand their child's strengths and opportunities. If you are unsure about the meaning of data, consult your supervisor.

- *Non-Compete/Non-Solicitation*: You agree that during the term of your employment, you will not perform any work, provide any services or enter into any contract, either as an employee or as an independent contractor, with any early-education company (including a school or curriculum provider) without written permission from AppleTree. You further agree that for a period of one year following your final date of employment by AppleTree (which for the purposes of this Handbook includes any affiliates of AppleTree), you will not, directly or indirectly, individually or together with or through any other person, firm, corporation or entity: (1) in any manner discourage or seek to influence any person or entity which is or has been a customer or client of AppleTree from continuing its business relationship with AppleTree; (2) approach, counsel, or attempt to induce any person working for AppleTree to end his or her relationship with AppleTree in order to become a worker for or associated with any other person, firm, corporation, or entity; or (3) aid or counsel any other person, firm, corporation, or entity to undertake any of the above.
- *Intellectual Property*. During the course of your employment with AppleTree, you may have the opportunity to develop a new trade secret, design, procedure, equipment-design, know-how, research, products, services, customer lists, finances, processes, data, techniques, inventions (whether patentable or not), works of authorship, business and product development plans, or modification to or for the work environment (whether conveyed orally or in writing) ("Proprietary Information"). Any Proprietary Information that an AppleTree employee conceives, develops, discovers, or makes during the employee's employment by AppleTree that relate to AppleTree's business, or AppleTree's actual or anticipated research and development, or that are made through the use of AppleTree's time, equipment, facilities, supplies, trade secrets, or confidential information, or which result from any work that the employee performs for AppleTree, are the property of AppleTree. To the maximum extent permitted by law, all of the foregoing shall be deemed "works made for hire" under the United States Copyright Act, and AppleTree shall be deemed to be the author and owner thereof. Such "works made for hire" may not be used for personal purposes without the written consent of an officer of AppleTree. In addition, at all times, both during your employment and after its termination, you agree not to use or disclose any Proprietary Information or anything relating to it without the prior written consent of an officer of AppleTree, except as may be necessary and appropriate in the ordinary course of performing your duties.
- *Every Child Ready*. As part of your employment at AppleTree, you may work with and use the *Every Child Ready* instructional model, which consists of a suite of products and services that include curricular materials and a scripted curriculum; student assessment and data tools that allow for assessment and monitoring of student progress over time; and teaching assessment tools and a professional development pedagogy that trains teachers in early childhood education. *Every Child Ready* is protected by laws and international treaty provisions covering intellectual property rights. The structure, organization and substance of *Every Child Ready* are valuable trade secrets of AppleTree and you shall keep such trade secrets confidential. The use of *Every Child Ready* materials outside of AppleTree, especially following an employee's separation from AppleTree, is strictly prohibited. Use of these materials may lead to legal action to protect AppleTree's

intellectual property.

## WHISTLEBLOWER POLICY

AppleTree is committed to operating in furtherance of its tax-exempt purposes and in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its board members, officers, employees, or volunteers. This policy outlines a procedure where employees may report an action that an employee reasonably believes violates a law or regulation or that constitutes fraudulent accounting or other practices. This policy applies to any matter related to AppleTree's business and does not relate to private acts of an individual not connected to the business of AppleTree.

If an employee has a reasonable belief that an employee of AppleTree or AppleTree itself has engaged in any action that violates any applicable law or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the employee is expected to immediately report such information to their supervisor. If the employee does not feel comfortable reporting the information to their supervisor, the employee is expected to immediately report such information to either (in the case of AELPCS) the Executive Director/Chief of Schools or (in the case of ATI) the President and CEO. If the employee does not feel comfortable reporting the information to these individuals, he or she is expected to report the information to the Board Chair of AELPCS or ATI (as the case may be). The Board chairs are:

- AELPCS: Jack McCarthy, [jmcarthy@appletreeinstitute.org](mailto:jmcarthy@appletreeinstitute.org)
- ATI: Celia V. Martin, [celiavmartin@comcast.net](mailto:celiavmartin@comcast.net)

All reports will be followed up promptly, and an investigation conducted. In conducting its investigations, AppleTree will strive to keep the identity of the complaining individual as confidential as possible, while conducting an adequate review and investigation.

AppleTree will not retaliate against an employee in the terms and conditions of employment because that employee: (a) reports to a supervisor, to the Executive Director/Chief of Schools/President & CEO, the Board chair, or to a federal, state or local agency what the employee believes in good faith to be a violation of the law; or (b) participates in good faith in any resulting investigation or proceeding, or (c) exercises his or her rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect the employee's rights.

AppleTree may take disciplinary action (up to and including termination) against an employee who in management's assessment has engaged in retaliatory conduct in violation of this policy. In addition, AppleTree will not, with the intent to retaliate, take any action harmful to any employee who has provided to law enforcement personnel or a court truthful information relating to the commission or possible commission by AppleTree or any of its employees of a violation of any applicable law or regulation.

Supervisors will be trained on this policy and the AppleTree prohibition against retaliation in accordance with this policy. AppleTree will also notify the appropriate Board of Directors (Either AELPCS or ATI) any time the whistleblower policy is referenced when an employee reasonably believes a law or regulation has been violated that constitutes fraudulent accounting or other practices.

## SUGGESTIONS

AppleTree is constantly seeking to develop new ideas to enhance operations and productivity. We believe that employees are an excellent source of constructive and valuable suggestions. Therefore, we encourage you to submit suggestions for the improvement of educational approaches, operations, systems, or procedures to your supervisor or any other appropriate manager. AppleTree believes that such an attitude by employees, managers, and executives is vital to our success and growth.





## EMPLOYEE BENEFITS

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### HEALTH AND WELFARE BENEFITS

AppleTree provides a variety of health and welfare benefits to eligible staff members. Details of the benefits plans, including all terms and conditions and staff member eligibility requirements, are governed by the applicable plan documents and relevant summary plan descriptions. Copies of these materials are available from Human Resources. These materials can also be viewed on the homepage of the AppleTree ADP website and HR Resources Google Site.

AppleTree reserves the right to amend, interpret, modify, or terminate any of its employee benefits programs without prior notice. The Plan Administrator of each employee benefits plan has the power and authority to construe and interpret the terms of the plan, to make all factual determinations, and to amend or terminate such plans. In the event that there are any conflicts between the actual plan documents and the descriptions provided below, the actual plan documents shall control. Unless otherwise specified, the following benefits programs apply only to staff members regularly working 30 or more hours per week.

### MEDICAL, DENTAL, VISION AND DISABILITY INSURANCE

AppleTree currently offers medical insurance, dental insurance, a vision plan, group-term life insurance, and short- and long-term disability insurance to all eligible staff members and their families at a significantly reduced cost. While we will endeavor to keep benefits strong and costs low, the amount that you will have to contribute for both individual and dependent/spouse coverage and the type of health plan/benefits offered are subject to change. You should refer to the governing plan documents for a complete description of the benefits offered.

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### HEALTH BENEFITS CONTINUATION (COBRA)

Federal law gives you and your qualified beneficiaries the opportunity to continue your existing health insurance coverage under AppleTree's health and dental plan for a period of time after the occurrence of a "qualifying event" which otherwise would result in the loss of coverage. Some common qualifying events are termination of employment (whether by resignation, layoff, discharge, or death), a substantial reduction in your hours, an extended non-FMLA leave of absence, or legal separation or divorce of you and your spouse.

When such a qualifying event occurs, AppleTree (or an authorized third-party administrator) will notify you of the right to continue health insurance coverage under COBRA, as well as the time limits and triggering events that are applicable in order to continue coverage. To continue coverage, you (or your beneficiary) must elect to exercise your COBRA rights in a timely manner and pay the total premiums required for coverage.

As required by law, AppleTree will provide a written notice to covered family members describing their separate rights under COBRA (such as the rights of a divorced spouse to continue coverage by payment of applicable premiums). It is very important to keep AppleTree advised of changes within the family unit, so that the appropriate notices may be sent in a timely manner.

### 403(B) RETIREMENT PLAN

To help provide financial security to our staff members during their retirement years, AppleTree offers the opportunity for staff members to participate in a retirement plan pursuant to Section 403(b) of the Internal Revenue Code. AppleTree contributes to the 403(b) plan of all employees (full and part time) with more than two years of service in an amount equal to five percent of base salary and any stipend or bonus you may receive. You will need to complete the 403(b) enrollment application to receive the AppleTree contribution. In addition, you are welcome to contribute to your 403(b) plans immediately after you are hired. (Thus, you can make your own contributions at any time, but, whether you do or not, after two years of service, AppleTree will begin contributing) You should refer to the documents provided to AppleTree by the 403(b) service partner for more information. These documents are available from the service provider or from Human Resources.

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#### **FLEXIBLE SPENDING ACCOUNTS (FSA)**

AppleTree offers access to Flexible Spending Accounts (FSAs) that can help you save money, including a Medical FSA and a Dependent Care FSA.

If you choose to participate, you decide how much to contribute to these accounts each year and your contributions are deducted from each paycheck in equal amounts before federal income, Social Security, and in many cases, state taxes are deducted. Then, you will be reimbursed from these accounts for eligible expenses you incur during the year. You do not pay taxes on this money.

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#### **STATUTORY BENEFITS**

Social Security/Medicare Tax Benefits are provided to all eligible employees and, as required by law, are paid for jointly by AppleTree and the employee. Your share is deducted from your paycheck. For information concerning the many benefits available under the Social Security Act, contact your local Social Security Office.

#### **PAID TIME OFF**

AppleTree provides all full-time employees with paid time off (PTO) to show appreciation for your hard work and loyalty. PTO can be used for vacation, sick, and personal time.

While staff are entitled to PTO, we ask you to keep in mind that our goal is to close the achievement gap before young children enter kindergarten. This is most likely to occur when teacher and child absences are kept to a strict minimum during the school year. AppleTree schools are closed on major holidays as well as during the breaks that most public schools in the Metropolitan Washington area enjoy. Please make your best effort to ensure that your PTO requests do not intrude on core instructional time in your classroom during the academic year.

#### ***Amount of Leave***

As a full-time employee, you accrue PTO for each calendar month of service from the date you are hired. The total amount of PTO accrued varies by two factors: (1) your length of service with AppleTree and (2) your job classification. (Instructional staff members have fewer PTO days because they also have two months off during the summer as well as Spring Break.) The tables below show the amount of PTO to be accrued for 2020-2021. If you have a question about which PTO policy applies to you, please ask your supervisor.

	<b>AppleTree Instructional Staff and 11-month non-Instructional Staff</b> <i>(e.g., teachers, classroom support)</i>	<b>AppleTree non- Instructional Staff</b> <i>(Limited number of staff required to work during 4<sup>th</sup> of July summer school week)</i>
<b>Time of Employment</b>	<b>PTO Allowance</b>	<b>PTO Allowance</b>
0-3 years	9 days	12 days
4 & 5 years	11 days	15 days
6+ years	13 days	18 days

### ***AppleTree Holidays***

In addition to PTO, eligible AppleTree employees are provided the additional holidays listed below. Note that, in some cases, AppleTree@ schools may have a different schedule where school meets on one of the below holidays; if such is the case, AppleTree will work with the affected employees to mutually agree on an alternate holiday.

All full-time staff have	Martin L. King, Jr. Day Presidents' Day Emancipation Day Good Friday Memorial Day The week of July 4 <sup>th</sup> Labor Day Indigenous Peoples Day Veterans Day Thanksgiving and the Friday after Thanksgiving Christmas Eve through New Year's Day, inclusive
All 11-months Non-Instructional Staff have	Winter Break Spring Break 4 weeks July Summer Break
Instructional Staff also have	Winter Break Spring Break July-August Summer Break

Note: To be eligible to receive payment for a holiday you must work the day prior and the day following the holiday (or take PTO on these days).

### ***PTO Requests***

Requests for PTO are granted solely at the discretion of your supervisor considering the staffing needs of the school or office. Days with historically high absentee rates for school-based personnel (Mondays, Fridays, days before and after holidays) are less likely to be granted. When possible, leave will be granted in accordance with your request, taking operating requirements into account. Generally, seniority, operating needs, and amount of advance notice determine priority when scheduling PTO. Requests for non-illness related leave in excess of three days must be submitted at least one month in advance. Non-illness related requests for a leave of 3 days or less must be submitted for approval within a reasonable period in advance of the date requested. In general, not less than one week is an appropriate amount of notice. Leave requests exceeding 10 consecutive business days are not allowable except for a documented medical need. All requested leave is evaluated on a case-by-case basis as staffing requirements permit. Failure to

follow this procedure may result in denial of the leave.

You are required to attend every all-hands meeting and AppleTree-sponsored professional development. PTO will not be granted for any day on which a required activity occurs, with the exception of bereavement leave, jury duty, or unexpected illness. If, as a new hire, you present documentation of a trip purchased prior to your offer of employment with AppleTree, you will be excused on the days covered by the trip, but you will be required to complete modules independently and submit documentation demonstrating mastery of the covered content.

You must request leave using the online system. Submission of a request does not constitute an approval. The system will alert you when your supervisor has approved the leave request. Individual supervisors may also institute additional leave request procedures. Leave may not be booked for significant periods of time within the last two weeks of employment, and previously approved leave may be subject to cancellation by supervisors if a staff member resigns and there would not be enough work time to enable a smooth and effective transfer of responsibilities or completion of essential tasks. These procedures will be reviewed at orientation.

In general, you may not take leave prior to having accrued a sufficient PTO balance equal to your request, although your supervisor may approve leave up to negative 16 hours. Exceptions will be made only in extenuating situations and approval must be received from your supervisor and from the Director of Human Resources.

### ***Carryover of Leave***

If you have not used all of your PTO by the end of the fiscal year (which runs from July 1 through June 30), you may carry a portion of that leave into the next school year. No employee may carry more than 160 hours into the next fiscal year. Negative PTO hours will be carried over to the next fiscal year. Unused leave has no cash value. If you leave AppleTree, you will not be paid for accrued, untaken leave.

### ***Leave Without Pay***

If you have exceeded your allotted amount of PTO, you may also take unpaid leave either if you meet the requirements for certain types of unpaid leave outlined below, or at the discretion and approval of your supervisor and the appropriate member of the Executive Team.

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#### **BEREAVEMENT LEAVE**

Bereavement leave is in addition to paid time off. A maximum of three days leave with pay will be allowed in the event of a death in your “immediate family” or “immediate household.” “Immediate family” is defined as husband, wife, domestic partner, brother, sister, parent, child, son-in-law, daughter-in-law, brother-in-law, sister-in-law, father-in-law, mother-in-law, grandparent, or grandchild (but not necessarily living in the same household.) “Immediate household” includes all people living in the same family unit, but not necessarily relatives. In order to receive Bereavement Leave, you may be required to provide<sup>1</sup> satisfactory documentation.

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#### **OTHER DISTRICT OF COLUMBIA HEALTH AND WELFARE BENEFITS**

Under D.C. Code § 32-521.02, if you are a parent, you are entitled to up to 24 hours of leave during any 12-month period to attend or participate in a school-related event for your child. You may use unpaid leave or you may use any paid time off you have accrued. However, if you wish to take Parental Leave you must notify your supervisor at least one week in advance, unless the

need to attend the school-related event cannot be reasonably foreseen.

## FAMILY AND MEDICAL LEAVE

AppleTree provides family and medical leave benefits in accordance with the District of Columbia Family and Medical Leave Act (D.C. FMLA) (D.C. Code § 32-501 *et seq.*) and the Federal Family and Medical Leave Act (FMLA)

### ***Eligibility***

An employee who has been paid for at least 1,000 hours of work during the 12-month period prior to a request for family or medical leave is eligible for family and medical leave benefits under this policy. This section describes the basic elements of the FMLA. To learn more, please contact the Director of Human Resources.

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## FAMILY LEAVE BENEFITS

If eligible, you are entitled to take family leave for up to 16 workweeks during any 24 month period (beginning on the date such leave is first used) for: (1) the birth of your child (leave must be completed within 12 months of birth); (2) the placement of a child with you for adoption or foster care (leave must be completed within 12 months of placement); (3) the placement of a child with you for whom you permanently assume and discharge parental responsibility (leave must be completed within 12 months of placement); or (4) the care of a family member, as defined in the FMLA, with a serious health condition.

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<sup>1</sup> (1) A person to whom you are related by blood, legal custody, or marriage; (2) A child who lives with you for whom you permanently assume and discharge responsibility; (3) A person with whom you share or have shared within the last year, a mutual residence and with whom you maintain a committed relationship; or (4) A foster child. (D.C. Code § 32-501(4).)

If two family members are employees of AppleTree, the employees together will be limited to an aggregate of 16 workweeks of Family Leave during a 24-month period, and the employees may take only four of those 16 workweeks simultaneously.

A “serious health condition” means physical or mental illness, injury or impairment (including disabilities relating to pregnancy or childbirth) 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. It does not typically apply to short-term conditions that would normally fall within usual sick leave policies.

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## MEDICAL LEAVE BENEFITS

You are entitled to medical leave for up to 16 workweeks during any 24-month period (beginning on the date such leave is first used) if you become unable to perform the functions of your position because of a serious health condition. (See above for definition of “serious health condition”.) See D.C. Code § 32-503.

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## NOTICE AND SCHEDULING

When the need for family or medical leave is foreseeable (*e.g.*, the birth or adoption of a child or a planned medical procedure), you should provide AppleTree with as much notice as possible to give the organization time to prepare for your absence. If you are seeking leave under this policy, you should complete an FMLA Leave Request Form (available from Human Resources) and

submit it to your supervisor, the relevant Executive Team member, or the Director of Human Resources.

Medical leave or family leave for the purpose of taking care of a family member with a serious health condition may be taken intermittently when medically necessary. Subject to the approval of the relevant Executive Team member, the Director of Human Resources, and your agreement, if you request family leave, you may be placed on a “reduced leave schedule” under which your 16 weeks of family leave may be taken over a period not to exceed 24 consecutive weeks in order to lessen disruption of the workplace.

When scheduling medical treatment, supervision, or care giving, you should make a reasonable effort to schedule it in a manner that will not unduly disrupt AppleTree’s operations.

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#### MEDICAL CERTIFICATION

Satisfactory medical certification from a health care provider must be submitted to the Director of Human Resources or his or her designee to support your request for leave because of your “serious health condition” or that of a family member. Any information gained will be kept confidential subject to the need to handle your request for leave under the policy. A second opinion and even a third opinion may be required, both at AppleTree’s expense, in certain cases. Failure to provide satisfactory medical certification will result in denial of FMLA leave benefits.

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#### SUBSTITUTION OF PAID LEAVE

Family and medical leave under the FMLA and D.C. FMLA will be unpaid. However, you may elect to apply any accrued paid time off during an unpaid family or medical leave. Any paid leave you elect to apply will count against the 16 weeks of leave allowed under the policy. You may also apply to receive paid leave under the D.C. Paid Family Leave law, as set forth in further detail below.

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#### NO LOSS OF OTHER BENEFITS

During the approved leave period, you will not lose any seniority or accrued benefits. Health benefits will continue at the same level and under the same terms as if you were otherwise working until your leave entitlement is exhausted. Administrative arrangements will be made for you to continue making your employee contribution to your health plan, where applicable, for the duration of the leave. You will continue to accrue paid time off during the leave period in accordance with the paid time off policy.

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#### RESTORATION OF EMPLOYMENT

If returning from approved family or medical leave, you will be restored to your previous position or to a position with equivalent employment benefits, pay, seniority, and other terms and conditions of employment.

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#### D.C. PAID FAMILY LEAVE LAW

As of July 1, 2020, the District of Columbia began administering paid leave benefits to covered employees for qualifying parental, family, and medical events. An employee who worked for an employer in D.C. before he or she experienced a covered event is eligible for family and medical leave benefits. Under the D.C. Paid Family Leave law, if you are eligible, you can apply to D.C.’s Office of Paid Family Leave for benefits when you experience a qualifying event.

There are three types of qualifying events. In particular, eligible employees are entitled to take (1) parental leave to bond with a new child for up to eight weeks in one year; (2) family leave to care for a family member with a serious health condition for up to six weeks in one year; and (3) medical leave for up to two weeks in one year to address the employee's own serious health condition that leaves him or her unable to work.

You may not file for D.C. Paid Family Leave until the qualifying event has occurred. Following the occurrence of a qualifying parental leave event, you have up to 52 weeks to file a claim for paid-leave benefits. Following the occurrence of a qualifying family leave or medical leave event, you have up to 90 days to file a claim for paid-leave benefits.

“Family member” is defined as: (i) spouse or registered domestic partner of employee; (ii) child of employee (including biological, adopted, foster, step, legal ward, child of registered domestic partner, or person for whom employee stands in loco parentis); (iii) parent of employee (including biological, adopted, foster, step, legal guardian, or person who stood in loco parentis when employee was a child); (iv) grandparent of employee; and (v) sibling of employee.

“Serious health condition” is defined as a physical or mental illness, injury, or impairment that requires 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.

You may claim D.C. Paid Family Leave for multiple types of leave in a year, but no matter how many different types of leave you take, you may receive no more than eight total weeks of D.C. Paid Family Leave benefits in a year (defined as 52 weeks from the end of the week after your first claim started).

If paid leave under the D.C. Paid Leave law also qualifies as protected leave under the FMLA or D.C. FMLA, the leave must be taken concurrently. In other words, you may be eligible to receive benefits from the District under the D.C. Paid Leave Law during periods of FMLA or D.C. FMLA leave, but this leave would still count towards your total FMLA or D.C. FMLA entitlement.

Family and medical leave under the D.C. Paid Family Leave law will be paid. D.C. Paid Family Leave benefits are based on your wages. The maximum wage replacement is:

- 90% of wages up to 150% of the DC minimum wage for a 40-hour work week; and
- 50% of wages above 150% of the DC minimum wage; but
- No more than \$1,000 per week for claims before October 1, 2021.

If you are seeking D.C. Paid Family leave, you can learn more about applying for benefits with the Office of Paid Family Leave at [dcpaidfamilyleave.dc.gov](http://dcpaidfamilyleave.dc.gov).

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#### HIGHLY-PAID EMPLOYEES

AppleTree may deny restoration of employment to certain highly-paid employees (those that are among the highest paid 10% of all AppleTree employees), but only if restoration of employment would cause substantial and grievous economic injury to our operations. AppleTree must notify the employee of a decision to deny restoration of employment and the basis of that decision when we determine the action is necessary.

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#### QUALIFYING EXIGENCY LEAVE

The Federal Family and Medical Leave Act provides additional protections for certain military service-related leave. An eligible employee with a spouse, son, daughter, or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency

operation may use his or her FMLA leave entitlement (but only 12 weeks, not the 16 weeks DC law prescribes for family and medical leave) to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

#### JURY AND WITNESS DUTY

If you are required to serve jury duty or subpoenaed to testify as a witness, you will be granted necessary time off upon furnishing your supervisor with proof of such notice to serve. Absences for jury or witness duty are not deducted from any leave allowance. Subject to wage and hour laws, full-time employees will be paid regular salary for up to five days of jury duty. Full-time employees selected for Grand Jury service will be paid 60% of their regular salary for any days after the first five days and up to the 25th day of jury duty. Should the jury or witness duty not require the full workday or workweek, you are required to return to your duties at AppleTree upon being released from duty.

#### COVERED SERVICE MEMBER LEAVE

Federal law includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; is in outpatient status; or is on the temporary disability retired list.

#### MILITARY LEAVE

In accordance with federal and District of Columbia law, it is AppleTree's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under this policy.

The Uniformed Services Employment and Reemployment Rights Act ("USERRA") protects all employees who perform "voluntary or involuntary" service in the Armed Forces, including the Air National Guard, the Army National Guard, the Public Health Service, and other service categories as required by law. AppleTree will comply with federal law regarding military leaves of absence. Accordingly, if you are a member of an active or reserve branch of the Uniformed Services of the United States, you are granted time to attend a tour of active duty. This time is granted in addition to your regular paid time off. AppleTree will pay you the difference between your AppleTree wages and wages paid by the armed forces if your AppleTree wages are greater, up to a maximum of two weeks per year.

If taking military leave, you are required to give proper advance verbal or written notice to your supervisor, unless giving notice is impossible, unreasonable, or precluded by military necessity. Provided that you comply with these and certain other requirements, your job will be guaranteed



for your return from up to five years of military service.

When returning from service, you will be placed in the position you would have attained but for the military service, unless you are not qualified for the position. The time for you to report to your employer at the end of your military service varies from one week to 90 days, depending on the length of the service.

After you return from service, your job is guaranteed certain legal protections, over and above those of other employees, depending on the length of military service. AppleTree may not be required to reinstate you after military service if you are dishonorably discharged, or if we have experienced such changed circumstances that reemployment is impossible or unreasonable, or it would create an undue hardship. If you work only for brief, non-recurrent periods prior to taking military service, you may not be entitled to reinstatement.

Employee benefits are also protected by USERRA during your military service. A military leave is not deemed to be a “break in service” for seniority and other benefits.

AppleTree will continue health benefits while you are engaged in military service of 30 days or less as if you remained employed. If you are performing military duty for more than 30 days, you may elect to continue employer sponsored health care for up to 24 months and may be required to pay no more than 102% of the full premium (the employee’s share plus the employer’s share) for such coverage. You will not be required to use accrued paid time off during military leave. However, you will be permitted to use such accrued paid leave if you request.

#### WORKERS' COMPENSATION

AppleTree provides eligible staff members with workers' compensation benefits at no cost. Workers' compensation covers eligible staff members who are injured or disabled on the job or who contract an occupational disease in the course of employment. Depending upon the nature of the injury or disease, you may receive cash benefits and payments of all necessary medical expenses as determined by the Workers' Compensation Board.

If you sustain a work-related injury or illness, you should immediately inform your supervisor. No matter how minor an on-the-job injury may appear, it is important that you report it and you complete and submit an incident report immediately. A report will permit a timely determination of entitlement to benefits.

#### UNEMPLOYMENT INSURANCE

Consistent with applicable laws, Unemployment Insurance provides income to all full-time staff members who are actively seeking employment while they are out of work due to circumstances beyond their control. AppleTree pays all insurance premiums for this benefit. You must file a claim at your state unemployment insurance office to receive benefits.

#### TRAVEL AND BUSINESS EXPENSE REIMBURSEMENT

In certain circumstances, AppleTree will reimburse you for approved, reasonable, proper, and necessary travel expenses incurred in conjunction with AppleTree work. (Travel from your home to your typical work location is not considered work-related travel but see the note below.) It is AppleTree policy that all travel-related activities (including transportation, lodging, and meals) must be conducted in the least expensive manner and be preapproved before any

expenditure is made.

AppleTree will reimburse actual and necessary mileage expenses (but not commuting expenses) according to U.S. General Services Administration guidelines, including mileage in a privately-owned vehicle, related tolls, and parking. Mileage costs will be reimbursed at the current U.S. General Services Administration approved rate.

AppleTree will reimburse you for parking and tolls associated with a work-related and preapproved local or long-distance trip. Receipts are required to ensure reimbursement.

Note: AppleTree participates in the SmartBenefits program that allows employees to allocate pre-tax money (up to the maximum amount allowed by the IRS) from their paycheck for use with the Washington Metro Area Transit system. This benefit also meets the requirements of the DC Transportation Benefits Law (D.C. Code § 32-152).

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<sup>2</sup> See [www.gsa.gov/portal/content/100715](http://www.gsa.gov/portal/content/100715). Note: All requests for mileage reimbursement should include a calculation of the amount due per trip (e.g., miles driven \* reimbursement rate = total due).

## EMPLOYEE CONDUCT

### PERFORMANCE REVIEWS

Each year, AppleTree employees are subject to performance reviews by their supervisors and others with whom they work.

### PROGRESSIVE PERFORMANCE IMPROVEMENT POLICY

As an employee at AppleTree, you are expected to exhibit and maintain the highest level of ethical and moral standards and act in accordance with all federal, state, and local laws, as well as AppleTree protocols and standards.

AppleTree has developed the following system of advisories to help you understand and meet the performance level and standards of conduct expected of you. *The Progressive Performance Improvement Policy is a guideline only.* AppleTree may deviate from these policies and procedures at any time at its absolute discretion.

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#### STEP 1 - VERBAL WARNING

Your supervisor discusses with you the problem that has occurred and the possibility of corrective action if the problem continues. You will receive written confirmation of the Verbal warning.

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#### STEP 2 – WRITTEN WARNING

Your supervisor reviews the facts with you, explains the infraction, and restates the expected behavior in writing. You are told that further corrective action will be considered if another violation occurs. You may be placed on an Employee Development Plan of Action (performance improvement plan).

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#### STEP 3 – SUSPENSION

You may be suspended for up to five working days without pay. (For suspensions of less than a week, exempt employees will be required to use paid leave for the duration of the suspension). When immediate action is necessary, or when all of the facts are not available, your supervisor may suspend your work and request you leave the area until a final decision is reached. If an investigation absolves you of blame, you will be paid in full for the time lost during suspension. The relevant Executive Team member will review any suspensions.

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#### STEP 4 – DISCHARGE

You are terminated from your employment at AppleTree.

***Nothing in this discipline policy provides any contractual rights regarding employee discipline or counseling, and this policy in no way shall be read as modifying the at-will employment relationship between you and AppleTree.***

### ADMINISTRATIVE LEAVE POLICY

Administrative Leave is a leave of absence (paid or unpaid) initiated to manage special circumstances where it is in the organization's best interest to retain the employee relationship for a period of time to be determined by AppleTree or to provide employees with options not otherwise available.

The decision of whether an administrative leave initiated by AppleTree shall be paid or unpaid, and what benefits shall continue, rests exclusively with AppleTree. An administrative leave for investigative/review purposes shall not be given for a predetermined length of time but will be in effect long enough to conclude the investigation/review. Time that is designated as administrative leave with pay will not be deducted from your paid time off.

An administrative leave carries no promise of reinstatement or future employment and AppleTree reserves the right to terminate your employment while you are on leave or upon your return from leave for any reason.

## CODE OF CONDUCT

It is important for you to know what personal conduct is expected of you while on the job. The following are examples of conduct prohibited by AppleTree policy. These examples are not intended to constitute a complete or exhaustive list of prohibited conduct. Any action or absence of action that hinders AppleTree's mission or diminishes trust among the adults or public trust in AppleTree is considered a serious offense. Violation of these rules and other AppleTree policies may subject you to disciplinary action up to and including immediate termination.

1. Physical or verbal attack of another employee, child, or parent; threatening to fight, or other disorderly conduct on AppleTree property.
2. Abuse, sexual abuse, or neglect of any child. Other inappropriate conduct, including corporal punishment, of a student.
3. Negligence or any careless action that endangers the life, welfare, or safety of another person.
4. Insubordination: refusing to follow legitimate instructions of a superior directly related to performance of your job.
5. Engagement in theft, fraud, embezzlement, or other acts of dishonesty.
6. Unauthorized use, possession, damage, or destruction of property belonging to AppleTree or another employee or student.
7. Failure to observe established fire rules, safety rules, or other common safety practices; the failure to report unsafe conditions or actions of other employees or injuries suffered on the job.
8. Unauthorized use, possession, distribution, or publication of confidential AppleTree, student, or employee information.
9. Being intoxicated or under the influence of alcohol, marijuana or a controlled substance, including, but not limited to, medically prescribed marijuana, while on AppleTree property or while on AppleTree business.
10. Possession, distribution, or consumption of intoxicants, drugs, alcohol, or any non-prescribed drug on AppleTree property.
11. Falsifying records, including personnel documentation (such as certifications or transcripts), instructional and educational records (such as documentation of differentiated or specialized instruction or parent contact), and payroll or time keeping records.
12. Providing false or misleading information or omitting relevant information when applying for employment or promotion with AppleTree.
13. Involvement in activities, including criminal activities, which would make continued employment incompatible with the best interests of AppleTree and its employees.
14. Sexual or other harassment or discrimination.
15. Loss of confidence, *e.g.*, conduct that displays such a lack of judgment that continued employment is no longer in AppleTree's best interests.
16. Taking an action, or inaction, that hinders AppleTree's mission or diminishes trust among the

- adults or public trust in AppleTree.
17. Improper or inappropriate use of AppleTree’s electronic or communications systems in violation of AppleTree policy.
  18. Failure to cooperate with or interfering in an official investigation.
  19. Excessive unexcused absenteeism or tardiness.
  20. Time card forgery (clocking another employee in/out, asking another employee to clock in/out for you); failure to use the electronic time-keeping system.
  21. Inappropriate conduct with a parent or family member of an AppleTree student.
  22. Violation of the AppleTree smoking, vaping or firearm policy.

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#### ATTENDANCE: TARDINESS AND ABSENCES

It is of utmost importance to the proper operation of AppleTree – and especially so if you work at a school – that you attend work on time, stay on the job during your scheduled workday, and perform all mandated tasks as scheduled. If you are going to be late, you should notify your supervisor as soon as possible. Excessive tardiness is subject to disciplinary action.

Tardiness is defined as beginning the workday later than the start of your normally scheduled shift without your supervisor granting you leave in advance as outlined in the work hours policy.

Challenges with public transportation, traffic, and parking are realities of working in an urban environment; planning for these challenges is a professional responsibility.

Human Resources reserves the right to request verification of reasons for unscheduled absences other than medical/health reasons.

#### ***Excessive Tardiness and Absences***

A consistent pattern of absences and/or tardiness disrupts the operation of the office or school. More than two occurrences of tardiness or leaving work early per month, or three in a semester, are considered excessive. Notification of tardiness does not excuse that tardiness. Excessive absences, excessive tardiness, and excessive leaving early may lead to disciplinary action up to and including dismissal.

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#### EMERGENCY ABSENCES

If you have an emergency and intend to take a day of leave, you must inform your supervisor with as much notice as possible. You must call and speak with your supervisor or his or her designee to receive authorization for an absence to the extent possible. If you text a message to your supervisor or leave voicemails, you have not received approval for leave on an emergency basis.

If you must leave work due to sickness or emergency, you must contact your supervisor and receive specific approval to leave early, so that adequate classroom coverage can be ensured.

If your emergency leave due to illness or emergency extends to over three consecutive days, AppleTree may request that you provide medical documentation including, but not limited to, a written physician’s statement attesting to your medical inability to perform normal work duties.

Unexplained and/or unapproved absences may result in discipline up to and including immediate termination.

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#### PROFESSIONAL CONDUCT WITH STUDENTS AND THEIR FAMILIES

Parents and families trust AppleTree with their children and we encourage all staff members to have friendly and professional relationships with them. You should ensure all interactions with parents and families are appropriate and professional. While it is important to build a good rapport with families, it is necessary to firmly establish boundaries in the staff-family relationship. Therefore, unless you have a documented pre-existing social relationship with any family member of a current AppleTree student, you should not make calls to families for reasons unrelated to school, work for (*e.g.*, babysit) or buy special gifts for a family or child (gifts to all students in the classroom are acceptable), or engage with, “friend,” or link with families of students through any social media or social network.

#### PROFESSIONAL CONDUCT WITH FELLOW EMPLOYEES

You should refrain from pressuring other employees into behaviors that may make them feel uncomfortable and/or behaviors in which they are reluctant to participate. Some employees, for example, may be allergic to certain foods or may not drink alcohol. In social situations, you should always be respectful of these and other types of differences.

#### ROMANTIC RELATIONSHIPS AMONG STAFF

AppleTree recognizes that office romances are natural. However, AppleTree does not encourage, recommend, or condone employees to engage in romantic relationships with other AppleTree employees or volunteers. Romantic relationships between direct reports are forbidden. In the event that non-direct report employees do engage in a romantic relationship, we ask that you remain professional while on the job. There should be no public displays of affection while at work.

#### DRESS CODE

The working environment at AppleTree is “business casual.” AppleTree is a professional work environment, and we expect you to look professional each day to convey a positive and professional image to families and friends of AppleTree. You are expected to dress in an appropriate and reasonable manner commensurate with this environment. In addition, even if you spend considerable time in classrooms, which provide ample opportunity for mess, jeans are not allowed.

The following types of clothing are inappropriate attire at all times: sweatpants, spandex, halters, tank tops, half-shirts, bare midriffs, rubber flip-flops, denim shorts, visible undergarments, clothing showing inappropriate language, shorts and skirts shorter than mid-thigh, dirty sneakers, leggings without an appropriate length skirt, over-the-knee boots, and any other clothing deemed inappropriate by your supervisor.

In a classroom setting, comfortable shoes are encouraged and sneakers are certainly acceptable. Open-toed shoes are not acceptable in a classroom setting, as you must be able to easily run after a child, and you are more prone to a workplace injury.

The only exceptions to the dress code may be field trips, designated dress-down days, or other special activity days to be determined and scheduled by your supervisor. Do not hesitate to discuss any questions, clarifications, or concerns you may have regarding the dress code policy. Your supervisor has final discretion regarding acceptable attire.

In general, business casual means dressing professionally, neat, and pulled together, yet looking

relaxed. Examples of appropriate outfits are:

- *For Women:* A reasonable length skirt (not mini-skirt) or full-length pants of a non-jeans material (such as khakis) combined with a top (such as a dress shirt, polo, or sweater set) is considered acceptable. An informal dress with appropriate skirt length is also acceptable.
- *For Men:* A combination of collared shirt (such as a dress shirt or polo shirt), cotton trousers (such as khakis) with a belt, and shoes with socks is generally acceptable.

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## CAMERAS AND RECORDING DEVICES

In the course of your employment at AppleTree, you may be asked to photograph, record, or video-record our students, other employees, or other aspects of AppleTree. Publishing, sharing, downloading, uploading, or copying of any recording, video, or photograph made at AppleTree by you or anyone else without written authorization from your supervisor is strictly prohibited.

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## PROFESSIONAL VIDEORECORDING

As part of our constant evaluation and assessment of our instructional model, you may be videotaped or photographed during the course of the day. AppleTree may revise, annotate, edit, and otherwise alter the recorded material to emphasize certain aspects of instruction or the classroom. These recordings and photographs may be shared with project staff, consultants, other educators, and the public, and they may be shown at teacher training and conferences or posted online. AppleTree owns all copyrights to these materials. Your signature in this Handbook constitutes your acceptance of this policy and consent.

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## CONSENT TO BE RECORDED

AppleTree reserves the right to photograph, videotape, and use the names of its employees and facilities in connection with its activities and to reproduce such images or make available such names to promote, publicize, or explain AppleTree, its schools, and its activities. This includes the right, without limitation, to make available or to publish such images and names in newsletters or in public-relations/promotional materials such as marketing and admissions publications, advertisements, fundraising materials, and any other AppleTree-related publications. This also includes external publications and other media not under the control of AppleTree. These images and names may appear in any of a variety of formats and media now available or that may be available in the future including, but not limited to, print, broadcast, videotape, and electronic/online media. Your signature in this Handbook constitutes your acceptance of this policy and consent.

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## TECHNOLOGY POLICIES

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### APPLETREE EMAIL

We recognize that employees need to be able to communicate quickly and efficiently with other employees. Each AppleTree employee is provided with a standard email address. You are expected to check your email at least once every workday, as email is one of the primary methods of communication between sites and individuals. You will be trained on the use of the communications system.

The email system is intended for business use only. If you need to send a personal email, please use a personal email address.

The email system may not be used to solicit or proselytize for commercial ventures, religious, or political causes, outside organizations, or other non-job-related solicitations.

This policy does not apply to the extent necessary to protect employees' rights under the National Labor Relations Act to engage in protected, concerted activity, including, without limitation, email communications among employees regarding the terms and conditions of their employment.

The email system is not to be used to create any offensive or disruptive messages. Among those messages considered offensive are any messages that contain sexual implications or racist, sexist, or homophobic slurs.

The email system shall not be used, without prior authorization, to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials.

Be mindful that sending an email is the equivalent of sending correspondence on AppleTree letterhead. You should not use the email system to send communications that you would not send on AppleTree letterhead. Remember that anything in an email message might someday be posted on a bulletin board, used in a lawsuit, or shared with people other than the intended recipients. Use the same etiquette and judgment in crafting an email that you would use in sending a letter on AppleTree stationery.

For more information regarding email privacy, please read our Internet Policy.

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#### INTERNET POLICY

AppleTree makes telephone, voicemail, computer, and Internet services available to employees. These assets are critical components of AppleTree's communication system, and you are expected to use them responsibly. AppleTree regulates and monitors your use of our telephone, voicemail, computer, and Internet systems.

You are prohibited from adding, altering, removing, and uninstalling any software or hardware from AppleTree computers unless you are expressly authorized and directed to do so by the Director of Technology or the President and CEO. You may not duplicate any licensed software or related documentation for use, either on AppleTree premises or elsewhere, unless expressly authorized to do so by written agreement with the licensor. You may not illegally copy material protected under copyright law or make that material available to others for copying. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of the Director of Technology or a member of the Executive Team. You may not post AppleTree-related material without first having obtained approval from your supervisor. Any material that is posted should have proper permissions, copyright, and trademark notices.

You may not provide licensed software or any other proprietary materials to anyone outside AppleTree. The illegal duplication of software may result in the filing of criminal copyright charges by the owners of the copyrights and can subject both you and AppleTree to liability. All of the software acquired by AppleTree must be purchased, properly registered, and installed by the designated IT employee. You may not load personal software on AppleTree computers.

Files obtained from sources outside AppleTree – including disks brought from home, files downloaded from the Internet, files attached to email, and files provided by customers or vendors – may contain computer viruses that could damage AppleTree's computer network. You should never download files, accept email attachments, or use disks from untrusted sources. If you



are unsure or suspect that a virus has been introduced into AppleTree's network, you should notify the Director of Technology immediately.

AppleTree is not responsible for material viewed or downloaded by users of its online services. AppleTree may use software to identify inappropriate or sexually explicit Internet sites, which may allow them to be blocked from access by AppleTree networks. If you encounter such material while browsing on the Internet, you should immediately disconnect from the site, regardless of whether the site was subject to company blocking software. You are strictly prohibited from deliberately visiting sexually explicit, offensive, or otherwise inappropriate Internet sites.

AppleTree's email, telephone, voicemail, computers, and Internet services are the property of AppleTree and are to be used for the business purposes for which they are being provided. As such, they are subject to monitoring and review by AppleTree. You should not assume that any communication you send and receive through AppleTree's communication systems is private or confidential. Even when a message is erased, it is still possible to retrieve and read that message. Furthermore, the use of passwords does not guarantee confidentiality.

Monitoring and reviewing of communications shall be done in the ordinary course of business at AppleTree's discretion and is not an exceptional occurrence. It is done solely to further legitimate business purposes including, but not limited to, making certain that communications with clients, employees, consultants, and vendors are handled appropriately, ensuring that AppleTree's communication systems are used for proper business purposes, and ensuring that these systems are not used for improper or unlawful purposes.

You are prohibited from using AppleTree's online resources in any way that may be disruptive or offensive to others including, but not limited to, the following:

- Transmitting messages and/or links to websites that are sexually explicit or that are in any way harassing, offensive, discriminatory, threatening, or intimidating in nature;
- Sending chain letters;
- Promoting or participating in gambling pools or other illegal activity;
- Presenting personal views as the views of AppleTree;
- Forwarding jokes;
- Making defamatory statements; or
- Conducting non-work-related commercial or personal business.

Telephone conversations, voicemails, computers, emails, and Internet usage while using AppleTree electronic systems and property are not considered private or confidential. AppleTree reserves the right to access, review, audit, intercept, and disclose all messages/communications created, received or sent on AppleTree's email, telephone, voicemail, computer, and Internet systems for any purpose without advance notice and consistent with applicable state and federal laws. The contents of communications properly obtained for legitimate business purposes may be disclosed within AppleTree without your permission.

Notwithstanding AppleTree's right to retrieve and read any email or voicemail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. You are not authorized to retrieve or read any email messages that are not sent to you, unless specifically authorized, in writing, by the proper recipient of the email or voicemail.

Use of the telephone, voicemail, computer, and Internet through AppleTree's equipment, technology, or systems constitutes your consent to all of the terms and conditions of this policy.

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#### SOCIAL MEDIA AND SOCIAL NETWORKING

Social media includes but is not limited to personal blogs; sites such as Facebook, LinkedIn, and Twitter; video, image, document, or wiki postings on sites such as YouTube, Picasa, and SlideShare; chat rooms and forums; personal websites; and journals, diaries, or personal newsletters not affiliated with AppleTree.

#### *Personal Use of Social Media*

AppleTree respects the right of employees to write blogs and use social media and social networking sites. AppleTree does not want to discourage employees from self-publishing and self-expression, and we take a neutral position towards employees who use social media in connection with personal interests and affiliations, or for other lawful purposes. However, you are expected to follow the guidelines and policies set forth to make clear that your comments and posts are made by you as an individual, not as an employee, agent, or representative of AppleTree.

- Unless specifically authorized by a member of the Executive Team, you are not authorized to, and therefore are restricted from, speaking on behalf of AppleTree through social media.
- You may not discuss with any unauthorized persons or post publicly any privileged, confidential, or proprietary matter to social media or other online platforms. AppleTree considers matters pertaining to our students confidential, privileged, and proprietary.
- You may not take photographs or videos of students unless authorized by AppleTree.
- You may not post photographs or videos of students or other AppleTree employees on social media.
- You are personally responsible for your commentary and posts through social media. You can be held personally liable for commentary that is considered defamatory, threatening, intimidating, harassing, obscene, proprietary, or libelous.
- You cannot use AppleTree's equipment (including computers or other electronic equipment), facilities, or work time to conduct personal blogging or social media activities.
- When using social media, you must use a personal email address (and not your AppleTree email address) as your means of identification and communication.
- You cannot use blogs or social media sites to threaten, intimidate, harass, discriminate against, or retaliate against an employee or anyone associated with or doing business with AppleTree.
- If you choose to identify yourself as an AppleTree employee through social media, please understand that some readers may view you as a spokesperson for AppleTree. Because of this possibility, we ask that when using social media, you state clearly that you are speaking on behalf of yourself, that your comments, posts, and views are your own, and that you are not authorized to speak on behalf of AppleTree.

You are cautioned that you should have no expectation of privacy while using social media. Your postings can be reviewed by anyone, including AppleTree. AppleTree will monitor online comments, posts, blogs, forums, and discussions about AppleTree, its employees, and students.

This policy does not apply to the extent necessary to protect employees' rights under the National Labor Relations Act to engage in protected, concerted activity, including, without limitation, communications among employees on social media regarding the terms and conditions of their employment.

### ***Professional Use of Social Media – Guidelines***

These Guidelines will provide information for employees who are authorized to speak on behalf of AppleTree through social media. You must be authorized by a member of the Executive Team to speak on behalf of AppleTree. AppleTree may revoke your authorization and access at any time, with or without reason.

- Follow all applicable state and federal laws, regulations, and policies. Any content and/or online activity created by a poster or site moderator that violates these ordinances is strictly prohibited and should be removed.
- Confidentiality: Do not post confidential or proprietary information about AppleTree, its students, its partners, or its employees.
- Privacy: Do not post anything that you would not present in any public forum. In particular, do not discuss a situation involving named or pictured individuals on a social media site without their knowledge or permission. To post pictures of students, you must ensure families have signed the Family Handbook *and* have not submitted a written request revoking their permission. Unless approved by a family member and a member of the Executive Team, names of children and family members should be changed or omitted.
- Permanence: Remember that whatever you share (either on AppleTree's behalf or your own personal account) may be public for an indefinite period, even if you attempt to modify or delete it.
- Audience: Be careful what personal information you share online. Many social networking websites are not secure and information is available to anyone with access to a computer and the Internet.
- Association: On many social networking websites, your name and photo appear next to the content that you post and will be associated with you or AppleTree when you are representing AppleTree or its affiliates on the web in an official capacity.
- Copyright and Attribution: Always attribute when quoting or using content created by someone else. Never use copyrighted material without permission.
- Inquiries: All media inquiries must be referred to the relevant member of the Executive Team.

### ***Compliance***

Violations of our social media policy will result in disciplinary action up to and including immediate discharge. AppleTree reserves the right to take legal action against any employees who engage in prohibited or unlawful conduct.

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#### **OTHER COMPUTER INFORMATION SYSTEMS**

### ***PowerSchool and Other School-Based Systems***

PowerSchool is AppleTree's student information system. The software records student information and data, such as addresses, parent contact information, disciplinary history, attendance, and assessment scores. All teachers will receive training on using the system. You are

responsible for submitting daily attendance records for your class as well as other information throughout the academic year.

You should ensure all information and data entered into all systems (PowerSchool, progress monitoring, etc.) are current and correct.

### ***Shared Documents on Google Drive***

AppleTree operates a shared network drive with instructional resources and important forms that all staff members have access to at [drive.google.com](http://drive.google.com). All resources posted to the shared drive are intended for use at AppleTree schools and Home Office. If you intend to use these resources for other purposes, you must have the expressed consent of an Executive Team member. You should not share documents outside of AppleTree unless it is required by your role or you have the express permission of your supervisor.

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### **CARE OF CLASSROOM AND OFFICE MATERIALS**

You are responsible for the care and upkeep of any assigned materials (computers, curriculum sets, curriculum guides, cameras, stereos, etc.). If there are any questions or problems, or if a replacement or repair is needed, talk to your supervisor as soon as possible. These items should also be kept in a safe, secure place when not in use. When possible, AppleTree will assign carrying cases to protect supplies, particularly computers. As an example, the cost to replace a curriculum set is \$1,300 and the cost to replace a laptop is \$1,000.

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### **CLEANLINESS**

You are responsible for making sure your personal space is clean and orderly. While there is a cleaning service that comes in nightly, you must ensure regular classroom and office cleanup takes place (cleaning paint off tables, putting books back in the library, removing any foodstuffs, etc.). It is particularly important that you maintain a clean space to prevent mice, roaches, ants, spiders, and other bugs. If you have any concerns about the cleanliness of any room in a school or at the Home Office, contact the appropriate person (your School Operations Manager or the Director of Facilities) as soon as possible.

In order to maintain a clean environment, your supervisor may assign additional side cleaning tasks in common spaces as needed.

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### **CLASSROOM MATERIALS**

Teaching teams are responsible for the care of classroom materials. They should work with their Operations Coordinator to ensure that broken and missing items are replaced and all items needed are purchased in a timely manner. No member of the teaching team will be reimbursed for any purchases made unless approval is granted in advance of making the purchase. All non-consumable items purchased with AppleTree money are considered AppleTree property.

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### **USE OF APPLE TREE EQUIPMENT AND TELEPHONES**

AppleTree letterhead, supplies, copiers, postage meters, computer hardware and software, and credit cards are for work usage only and not for personal needs. You are responsible for all property, materials, and written information issued to you or in your possession. All AppleTree property must be returned on your last day of work if employment ceases for any reason or (for school-based employees) on or before the last day of the school year.

School and office telephones are for AppleTree business. You are expected to limit all personal

calls so as not to interfere with work. When making international calls, you must use a personal calling card. You will be required to reimburse any personal calls that appear on AppleTree's telephone bill.

#### PERSONAL PROPERTY

AppleTree will not assume liability or reimburse you for lost or stolen personal items regardless of the circumstances. Examples of such items are: cash, mobile phones, video game devices, jewelry, coats, purses, and other personal items brought into the workplace or left in any vehicle while parked. You are advised to take precautions while at work to safeguard your personal items and leave your more valuable items at home. If any personal items are damaged, lost, or stolen, please report the incident to your supervisor and contact your personal insurance company, when appropriate.

#### CHILDREN OF APPLE TREE STAFF

Unless they are enrolled in their specific campus, school-based AppleTree staff members may not bring their own children to work with them.

#### SMOKE-FREE ENVIRONMENT

AppleTree offers a vape and smoke-free environment to all employees and students. Smoking and vaping is strictly forbidden in all AppleTree facilities and within 200 feet of all school grounds.

#### DRUG, ALCOHOL, AND SUBSTANCE ABUSE

AppleTree has a vital interest in maintaining a safe and efficient working environment. Employees who work while under the influence of drugs or alcohol present a safety hazard to children, co-workers, and themselves. Working under the influence of drugs or alcohol limits your ability to perform and provide required services. Accordingly, AppleTree is committed to maintaining a drug-free environment and will strictly enforce anti-substance abuse policies.

To comply with applicable District of Columbia regulations and AppleTree policies, you will be subject to pre-employment drug and alcohol testing as well as random testing for drugs and alcohol while employed by AppleTree.

The following are strictly prohibited:

- Possession, transfer, sale, distribution, use, or solicitation of illegal drugs on AppleTree grounds and facilities (including the parking lot and adjacent areas).
- Possession or use of alcohol during AppleTree operational hours in AppleTree facilities.
- Reporting to work or being present at work while intoxicated or impaired by alcohol or drugs.
- Abuse of prescription drugs: Prescribed drugs will be allowed only when taken in accordance with an official physician's prescription, and where such use will not adversely affect your ability to properly and safely perform your duties. If you are taking prescription drugs that may affect your ability to perform your assigned tasks properly and safely, including, but not limited to, medically prescribed marijuana, you should inform your supervisor before or immediately upon return to work. Abuse of prescribed drugs

will not be tolerated and will be treated in the same fashion as use of any illegal drugs.

Failure to adhere to the preceding rules of conduct may result in discipline up to and including termination, even for a first offense.

#### ZERO TOLERANCE FOR WORKPLACE VIOLENCE

AppleTree is committed to preventing workplace violence and to maintaining a safe work environment. Accordingly, AppleTree has a zero-tolerance policy concerning threats, coercion, intimidation, and violence of any kind in the workplace either committed by or directed towards our employees.

You are not permitted to bring weapons of any kind onto or within 1,000 feet of AppleTree premises (D.C. Code § 22-4502.01) or to AppleTree functions. If you are suspected of possessing a weapon, you will be subject to a search at AppleTree's discretion. Such searches may include, but not be limited to, your personal effects, desk, and workspace.

All threats (or acts) of violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by contractors, customers, vendors, solicitors, or members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should be reported as soon as possible to your supervisor. Do not place yourself or anyone else in danger. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

AppleTree will promptly and thoroughly investigate all reports of threats (or acts) of violence and of suspicious individuals or activities. If you submit a report, your identity will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, AppleTree may place employees on administrative leave, either with or without pay, pending investigation.

Anyone determined to be responsible for threats (or acts) of violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

AppleTree encourages you to bring any disputes or differences you may have with other employees to the attention of your supervisor or the Director of Human Resources before the situation escalates into potential violence. AppleTree is ready and willing to assist in the resolution of employee disputes, and it will not discipline you for raising such concerns.

#### DANGEROUS/EMERGENCY SITUATIONS

**If you confront or encounter an armed or dangerous person, you should not attempt to challenge or disarm the individual.** If a supervisor can be safely notified of the need for assistance without endangering the safety of the employee or others, contact him or her. Otherwise, cooperate and follow the instructions given. These guidelines should also be applied when dealing with a dangerous or violent child. You should not intervene in any conflict between non-AppleTree students, particularly conflict where physical contact or restraint may be involved. The best course of action is to contact your principal or supervisor who will then determine the best plan.


## SECURITY INSPECTIONS

AppleTree requires a work environment that is free of illegal drugs, alcohol, marijuana, firearms, explosives, and other improper materials. As stated in previous earlier, AppleTree prohibits the possession, transfer, sale, or use of such items on our premises. AppleTree requires cooperation from all employees in administering this policy.

Desks, offices, computers, and other equipment, as well as lockers and other storage devices, may be provided for your convenience but shall remain the sole property of AppleTree. Accordingly, any agent or representative of AppleTree may inspect them, as well as any articles or information found within them, at any time, either with or without prior notice.

## CLOSINGS DUE TO INCLEMENT WEATHER AND OTHER UNFORESEEN FACTORS

In the unusual occasion where AppleTree facilities are to be closed, for reasons such as snow, natural disaster, or other unforeseen circumstances, you will be contacted using the automated notification system, which will send emails and text messages to school-based employees. In general, employees based at AppleTree's Home Office will follow the guidance of the federal government (if the federal government is closed due to weather or some other unforeseen cause, then AppleTree's Home Office will be closed and employees will not be required to work) while those based at AppleTree campuses will follow the guidance of the District of Columbia Public Schools (if DC Public Schools are closed, then AppleTree campuses will be closed and school-based employees will not be required to work). Staff that are designated as teleworking enabled (e.g. those who work from home at various times throughout the year) will be expected to work from home when AppleTree's Home Office is closed unless otherwise agreed with their supervisor.



## POLICIES PROHIBITING HARASSMENT AND DISCRIMINATION AND COMPLAINT REPORTING PROCEDURE

### OUR EMPLOYEE RELATIONS PHILOSOPHY

One of the most important and effective ways we can serve our students is by creating a safe, comfortable, progressive workplace for our employees. We value a spirit of teamwork and cooperation. Our practice is to treat each employee as an individual. We believe that a workplace where communication is open and problems can be discussed and resolved in a respectful atmosphere helps create a more effective organization and a better learning environment for our students.

### POLICIES RELATED TO EQUAL EMPLOYMENT OPPORTUNITY, DISCRIMINATION, AND HARASSMENT

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#### EQUAL EMPLOYMENT OPPORTUNITY

AppleTree is committed to equal employment opportunity. We do not discriminate based upon any of the following: race, color, ethnicity, religion, national origin, sex (including pregnancy, childbirth, related medical conditions, or breastfeeding), age, marital status, personal appearance, sexual orientation or preference, gender identity or expression, family responsibilities, genetic information, disability, matriculation, political affiliation, military and/or veteran status or any other classification protected by applicable local, state, or Federal law. This policy governs all aspects of employment at AppleTree including but not limited to, hiring, assignments, training, promotions, compensation, employee benefits, employee discipline, discharges and all other terms and conditions of employment. AppleTree strictly prohibits any form of discrimination prohibited by law.

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#### DISCRIMINATION AND OTHER UNLAWFUL HARASSMENT

It is AppleTree's goal that you feel safe and welcome at work. Discrimination against employees and applicants for employment on the basis of race, color, ethnicity, religion, national origin, sex (including pregnancy, childbirth, related medical conditions or breastfeeding), age, marital status, personal appearance, sexual orientation or preference, gender identity or expression, family responsibilities, genetic information, disability, matriculation, political affiliation, or military or veteran status (all as defined and protected by applicable law) is unacceptable and will not be tolerated at AppleTree.

Similarly, harassment of individuals on any of these bases is strictly prohibited. Harassment includes, but is not limited to, jokes, verbal abuse and epithets, degrading comments, the display of offensive objects and pictures, and other conduct that the individual might reasonably find to be offensive. Any employee who fails to comply with AppleTree's non-discrimination and unlawful harassment policy will be subject to disciplinary action up to and including termination.

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#### SEXUAL HARASSMENT

Sexual harassment is defined generally as including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature whenever: (1) submission to the conduct is either an explicit or implicit term or condition of employment; (2) an employee's reaction to the conduct is used as a basis for employment decisions affecting that employee; or



(3) the conduct has the purpose or effect of interfering with the employee's work performance or creating an intimidating, hostile, or offensive working environment.

As with AppleTree's rules on discrimination, it is AppleTree's goal that you feel safe and welcome at work. No employee or applicant should be subjected to unsolicited and unwelcome sexual overtures, nor should any employee or applicant for employment be led to believe that an employment opportunity or benefit will, in any way, depend upon cooperation of a sexual nature.

Sexual harassment is not limited to demands for sexual favors. The following actions may constitute sexual harassment: (1) sexually-oriented verbal kidding, teasing, or joking; (2) repeated offensive sexual flirtations, advances, or propositions; (3) continued or repeated verbal abuse of a sexual nature; (4) graphic or degrading comments about an individual or his or her appearance; (5) the display of sexually suggestive objects or pictures; (6) subtle pressure for sexual activity; and (7) inappropriate physical contact.

Sexual harassment refers to behavior that a reasonable person would find unwelcome and that is personally intimidating, hostile, or offensive.

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## TITLE IX

Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681 et seq.) ("Title IX") is a federal law that protects individuals from discrimination based on sex in education programs or activities that receive federal financial assistance, including state and local educational agencies. Under Title IX, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity. In addition, no person may be subject to retaliation for opposing an unlawful educational practice or policy, or for making charges, testifying, or participating in any complaint action under Title IX. Questions regarding AppleTree's obligations under Title IX may be referred to John Moore, Director of Human Resources at 202-813-3566 or [john.moore@appletreeinstitute.org](mailto:john.moore@appletreeinstitute.org) or accessed via the U.S. Department of Education's Office for Civil Rights ("OCR") at [https://www2.ed.gov/about/offices/list/ocr/docs/tix\\_dis.html](https://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html). Any complaints related to alleged sex discrimination or harassment will be handled in accordance with the Discrimination and Harassment Complaint Procedure described in this Handbook.

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## SCOPE OF POLICIES

These policies prohibiting harassment, whether sexual or of another nature, are not limited to relationships between and among employees and prospective employees; these policies also extend to interactions with parents (and other family members), clients, vendors, contractors, and others. No employee shall ever subject anyone to sexual harassment of any nature, including the conduct described above. Furthermore, no employee will be required to suffer sexual harassment by any AppleTree employee or contractor. Any unwelcome sexual overtures or other forms of sexual harassment should be reported immediately to your supervisor or to the Director of Human Resources, Chief Operating Officer, or President and CEO.

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## DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURE

**Reporting:** AppleTree encourages reporting of all incidents of discrimination or sexual or other unlawful harassment, regardless of the identity of the offender. If you feel that you are or have been the victim of illegal discrimination or sexual or other unlawful harassment in violation of our policy, you should immediately notify your supervisor or the Director of Human Resources, Chief Operating Officer, or President and CEO. Your complaint does not need to be in writing for

us to begin our investigation, but the person to whom you make your complaint may ask you to describe the incident in writing.

**Investigating:** AppleTree will fully investigate all discrimination and harassment complaints. In our investigation, we will seek to maintain the matter as confidentially as possible, but we cannot promise complete confidentiality. The investigation may include individual interviews with the parties involved and, where necessary, with witnesses or others with relevant knowledge. Every report of harassment or discrimination will be investigated promptly and thoroughly. We will advise the reporting employee of the results of the investigation.

**Responsive Action:** Any employee or agent of AppleTree who has been found to have violated this policy shall be subject to appropriate disciplinary action, up to and including discharge.

**No Retaliation:** If you report discrimination or harassment or you participate in investigations under this policy, you will not experience any kind of retaliation or reprisal for such participation. If you feel that you have suffered retaliation for reporting harassment or discrimination or for participating in an investigation, please file a complaint using the procedures described above.

#### REASONABLE ACCOMMODATION REQUESTS FOR DISABILITIES

AppleTree complies with all applicable provisions of the Americans with Disabilities Act (ADA). If you have a disability and require reasonable accommodation, please advise your supervisor or the Director of Human Resources of your disability, and please suggest to either your supervisor or the Director reasonable ways in which AppleTree can accommodate your disability so that you may perform the essential functions of your job. It is our policy to work with you, through an interactive process to try to find a reasonable accommodation for your disability that enables you to perform your job.

So that we may best understand your disability and the accommodation you may need, we may request medical documentation and information about your disability, as well as information about the reasonable accommodation, including the following information:

- Diagnosis and prognosis of your condition;
- Date of onset;
- Expected duration of condition;
- Course of treatment, including dates of medical visits, any procedures performed or recommended, and any regimen of medication or therapy;
- Verification by you and your physician that you are totally unable to perform the essential functions of your job, or, if you are able to perform the essential functions of your job;
- What specific medical restrictions exist, including the nature and duration;
- What accommodation(s), if any, are needed, including the nature and duration; and
- Whether the impairment is permanent or temporary.

The information you provide us will be kept confidential and will not be disclosed except on a need-to-know basis with medical personnel and supervisory management where necessary to structure the accommodation or to address direct threats to safety.

## SAFETY POLICIES

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### ACTIVE SUPERVISION OF CHILDREN

The primary concern of all AppleTree staff members is the well-being of the children entrusted in their care. As such, all staff members must be vigilant as they move through the day to ensure a proper level of supervision is maintained. School-based staff members should arrange the classroom environment and plan staffing patterns to ensure all children can be watched. During outdoor play, you should arrange yourself so you and other staff members are able to observe all spaces of the playground and intervene to prevent any dangerous situations. You should not be sitting on the side of the playground talking to other staff members as children are at play, as you may miss the chance to prevent a potentially dangerous situation. For specific information about supervision during outdoor play at your site, please talk to your supervisor.

### APPLETREE CHILD PHYSICAL SUPPORT POLICY

AppleTree has adopted a comprehensive behavioral plan for interacting with students. We advocate the use of nurturing touches for the optimum growth of our children (*e.g.*, high-fives, child-solicited hugs, hand-holding for child safety). In order to promote the physical autonomy and independence of children and minimize in-class conflict over “teacher time,” teachers must avoid unnecessary touching (*e.g.*, placing the child in your lap, laying down next to children at nap). However, there may be times when a child’s safety is at stake and minor physical support is necessary. Examples include trying to keep a child from harm (*e.g.*, preventing a child from running into the street or from falling off of climbing equipment) or to stop a child from harming himself or herself, another child, or an adult.

If you feel that a situation may be escalating in a negative manner beyond your control, you must get support from another staff member or administrator immediately.

If you have not received training regarding child physical support or do not feel you are sufficiently trained, please immediately inform your supervisor.

### ***Corporal Punishment***

“Corporal punishment” is defined in District of Columbia law (D.C. Code § 5-E2403) as **the use, or attempted use, of physical force upon, or against, a student, either intentionally or with reckless disregard for the student’s safety, as a punishment or discipline**. The use of corporal punishment is strictly prohibited in and during all aspects of the AppleTree school environment and activities. None of our students shall be subject to the infliction of corporal punishment by any employee or volunteer.

Conduct prohibited by this policy includes actual or attempted use or physical force against a student. It does not include such conduct that is prompted by reasonable efforts at self-defense or the defense of others; is necessary to maintain or regain order; or is necessary for the safety of the educational environment. Examples of prohibited conduct include, but are not limited to:

- Shoving,
- Striking,
- Grabbing,
- Shaking,
- Hitting,
- Throwing of objects, and

- Unreasonable restraint; or
- Directing others or threatening to inflict any of the above on a student.

All allegations of the use of corporal punishment shall be promptly investigated. Employees found to have violated this provision will be subject to discipline up to and including termination.

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#### INAPPROPRIATE CONDUCT BY APPLE TREE EMPLOYEES WITH STUDENTS

Employees and volunteers should be aware that all suspicions and allegations of employee or volunteer abuse or neglect of a student or any other inappropriate behavior toward a student will be treated with the utmost seriousness and will be investigated promptly and thoroughly.

If you know or have a reasonable cause to suspect that an AppleTree student or other child has been physically or mentally abused or neglected by another AppleTree employee, volunteer, or contractor, or is in danger of such treatment, please see the section below on Child Abuse Mandatory Reporting.

If you suspect that another AppleTree employee, volunteer, or contractor has engaged in conduct that is not mental or physical abuse or neglect, but is nevertheless inappropriate, report your concern to your supervisor immediately. Your supervisor will inform senior management who will begin an investigation immediately.

#### CHILD ABUSE MANDATORY REPORTING POLICY AND PROCEDURE

Under District of Columbia law (D.C. Code § 4-1321.02), school officials and teachers are required to report suspicion of child abuse or neglect. A failure to report suspicion of child abuse or neglect can result in school officials experiencing criminal and/or civil liability as well as possible disciplinary action. AppleTree fully complies with this law.

**All school staff are mandatory reporters. Therefore, if you know or have reasonable cause to suspect that a child known to you in your official capacity has been or is in immediate danger of being a mentally or physically abused or neglected child, you must do the following immediately:**

**1. Respond**

- You and your supervisor together will contact Child Protective Services (CPS) or the Metropolitan Police Department (MPD). Respond**
- Notify your School Social Worker (SSW) and your supervisor/Principal of your knowledge or suspicion of abuse or neglect**
- Obtain a Child and Family Services Agency (CFSA) Reporting Form from the School Operations Coordinator**
- If the protection of a child requires that you first call MPD, do so, and then contact the SSW and your supervisor/Principal immediately after you have called MPD.**

**2. Record**

- Complete the CFSA Reporting Form prior to making the report**
- The SSW or your supervisor can be available for support in completing the form**

**3. Report**

- a. **Call CFSA: 202-671-SAFE (7233); The SSW or the Principal can be available to support**
  - b. **Document any notes given by the CFSA on the form and alert the SSW and Principal of the information if they are not present**
4. **Follow-Up**
  - a. **Staff will return hard copy of the CFSA reporting form to the SSW**
  - b. **Staff will keep forms and files secured in the CFSA reporting database/binder**
5. **Your supervisor/Principal will notify the Executive Director/Chief of Schools.**
6. **If the suspicion involves another AppleTree employee, volunteer, or contractor, AppleTree management will immediately ensure that this person remains separated from all AppleTree students until an investigation has been completed and may place the employee on Administrative Leave, with or without pay.**
7. **AppleTree will maintain the confidentiality of all parties involved to the extent possible.**
8. **Any contact with the media or any outside agency must be through a member of the Executive Team or their designee.**

Definitions: Under D.C. Code §16-2301(9)(A), a “neglected child” includes, but is not limited to these examples:

- a. A child who has been abandoned or abused by his or her parent, guardian, or custodian, or whose parent, guardian, or custodian has failed to make reasonable efforts to prevent the infliction of abuse upon the child;
- b. A child who is without proper parental care or control, subsistence, education as required by law, or other care or control necessary for his or her physical, mental, or emotional health, and the deprivation is not due to the lack of financial means of his or her parent, guardian, or custodian;
- c. A child whose parent, guardian or custodian is unable to discharge his or her responsibilities to and for the child because of incarceration, hospitalization, or other physical or mental capacity;
- d. A child whose parent, guardian, or custodian refuses or is unable to assume the responsibility for the child’s care, control, or subsistence and the person or institution which is providing for the child states an intention to discontinue such care;

- e. A child who is in imminent danger of being abused and another child living in the same household or under the care of the same parent, guardian, or custodian has been abused;
- f. A child who has received negligent treatment or maltreatment from his or her parent, guardian, or custodian;
- g. A child in whose body there is a controlled substance as a direct and foreseeable consequence of the acts or omissions of the child's parent, guardian, or custodian; or
- h. A child who is regularly exposed to illegal drug-related activity in the home.

Under D.C. Code § 16-2301(23)(A), “child abuse” means

- a. The infliction of physical or mental injury upon a child;
- b. The sexual abuse or exploitation of a child; or
- c. The negligent treatment or maltreatment of a child.

“Child abuse” does not include reasonable and moderate discipline administered by a parent, guardian, or custodian to his or her child. Discipline, however, does not include: burning, biting, or cutting a child; striking a child with a closed fist; inflicting injury to a child by shaking, kicking, or throwing the child; non-accidental injury to a child under the age of 18 months; interfering with a child's breathing; or threatening a child with a dangerous weapon or using such a weapon on a child.

D.C. Code § 16-2301(24) defines “negligent treatment” or “maltreatment” as the failure to provide adequate food, clothing, shelter, or medical care, which includes medical neglect. In these cases, the deprivation is not due to the lack of financial means of his or her parent, guardian, or other custodian.

If you have any questions, or do not feel you are sufficiently trained in understanding your legal responsibilities to our students, please see your supervisor immediately. For more information on child abuse, call the **Childhelp National Child Abuse Hotline** (staffed 24 hours daily with professional crisis counselors): **1-800-4-A-CHILD** or 1-800-2-A-CHILD (T.D.D.).

#### STUDENT MEDICATION AND FOOD POLICIES

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##### STUDENT MEDICATION ADMINISTRATION POLICY AND PROCEDURE

Some students may need medication administered while at AppleTree. We take care to follow the District of Columbia law on the administration of medication to students (D.C. Code § 38-651.05 *et seq.*).

Sunscreen, Neosporin, and other non-prescription topical salves are included under the umbrella of “medications.” The law requires that we have a valid Medication Action Plan for each student who needs medication administered while at AppleTree. Only a trained AppleTree employee or agent of the school may administer medication to the student and in accordance with prescribed rules. Even in emergency circumstances, an employee or agent of AppleTree may not administer medication to any student unless he or she has been trained and certified pursuant to law.

All AppleTree campuses have a record form where medicine administrators should indicate information about medication administration. Details of these procedures and examples of blank forms can be found in the Medication Administration Manual in the Principal's office.

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#### FOOD SERVICE

AppleTree maintains compliance with National School Lunch Program (NSLP) policies and procedures for all food service, including ensuring accessibility of food and appropriateness of portions. Only individuals with a food service manager license are permitted to plate NSLP meals and snacks. Training is scheduled once a year in August and all appropriate staff members are required to attend. Each campus has its own food service procedure, which your Principal will communicate. It is important that all school-based staff members are aware of student allergies and are vigilant at preventing exposure to allergens.

#### EMPLOYEE SAFETY POLICIES

AppleTree is committed to the safety and health of all employees and complies with all local and federal regulations governing injury, accident prevention, and employee safety. Maintaining a safe work environment requires everyone's continuous cooperation.

AppleTree will maintain safety and health practices consistent with the needs of the industry. If you are ever in doubt about how to safely perform a job, it is your responsibility to ask your principal or supervisor for assistance. Any suspected unsafe conditions and all injuries that occur on the job must be reported immediately. Compliance with these safety rules is considered a condition of employment. Therefore, it is a requirement that each supervisor make the safety of employees an integral part of regular management functions. It is your responsibility to accept and follow established safety regulations and procedures.

All employees must have at least two current emergency contact numbers on file. AppleTree strongly encourages you to communicate with your supervisor regarding safety issues.

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#### REPORTING SAFETY ISSUES

All accidents, injuries, potential safety hazards, safety suggestions, and health-related issues must be reported immediately to your supervisor. If you or another employee is injured, you should contact emergency response agencies, if needed.

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#### EMERGENCY PROCEDURES

Each site has adopted its own emergency plan; specific details of the plan will be given at your site-specific orientation.

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#### BLOODBORNE PATHOGENS POLICY

In accordance with the Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens standard (29 CFR 1910.1030), the following exposure control plan has been developed by AppleTree:

### ***Exposure Determination***

Exposure is defined as contact with blood or other body fluids through percutaneous inoculation (such as needle sticks with contaminated needles) or contact with an open wound, non-intact skin, or mucous membrane.

OSHA has determined that ALL bodily fluids are possible contaminants or infectious materials, regardless of source or individual. The precautions focus on the prevention of transmission of bloodborne pathogens, primarily hepatitis B (HBV) and human immunodeficiency viruses (HIV).

### ***Health Precautions***

Universal (*i.e.*, use with every person) precautions are intended to reduce the risk of exposure to potentially infectious materials:

1. When appropriate, wear gloves and face masks.
2. Use a 1:10 bleach solution or other designated cleaning method for cleaning.
3. Wash hands carefully with antibacterial soap. Children should also be trained on proper methods for washing hands.
4. All classroom manipulatives and cots need to be disinfected with a spray bleach solution at least once a week.

Note: In NO case should the care of a bleeding person be delayed because of lack of gloves.

A Bloodborne Pathogens (“BBP”) safety bucket, including gloves and all the necessary disposal materials, is located in each classroom and each site’s office.

### ***Bloodborne Pathogens Record Keeping***

Documentation must be filed for:

1. Any wound that requires pressure to stop bleeding;
2. Any bite that breaks the skin; or
3. Any exposure to vomit, urine, feces, or open sores of any size on an exposed individual without the use of gloves.

In reporting and follow-up, the privacy of you or the child who has been injured or exposed is respected.

A complete copy of the OSHA standard is on file at each site and in the Home Office. All documentation shall be filed at the Home Office. The necessary forms will be available in the school offices and with the safety kits.

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### **HANDWASHING POLICY**

In order to decrease the spread of infection, staff and children must wash their hands at appropriate times. These times include: before snack, after using the toilet, after handling pets or animals, after wiping or blowing one’s nose, and before and after handling food.

When washing hands:

- Use soap and water, lather well above the wrists, and rub your hands together for at least 15-20 seconds, making sure to get in between fingers.



- A good way to make sure children are scrubbing their hands for the right amount of time is to sing the “Happy Birthday” or “Row, Row, Row Your Boat” songs twice.
- Once you are finished scrubbing, rinse and dry your hands with disposable towels and turn off faucets with the disposable towel.
- Hand sanitizers are a good temporary solution but should not replace washing hands with soap and water.

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#### GENERAL HEALTH PRECAUTIONS

Staff and students should take every precaution possible to ensure smart, healthy decisions are made throughout the day. This includes explicitly teaching children the steps to proper hand washing (see above) and nose blowing (encourage use of hand sanitizer after). You should keep food in a secure area of the classroom and make sure all areas are properly cleaned after food has been served. This includes ensuring that all items that may attract mice (*e.g.*, bird seed, food on the floor) are placed in plastic containers with lids. Food should never be eaten in the bathroom.

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## LEAVING APPLE TREE

At AppleTree, we try to foster a culture where every school-based employee understands the value to students and the organization of working from the beginning of the school year to its completion. Whether or not you are a school-based employee, if you wish to resign from your position at AppleTree, you are asked to submit a written resignation to your supervisor at least fourteen calendar days prior to employment termination. AppleTree, at any time, reserves the right to make the termination effective immediately upon receiving notice. You shall be compensated for all work performed through the date of termination of employment.


All resigning employees may be offered an exit interview. The exit interview will afford you an opportunity to discuss such issues as employee benefits.

All property belonging to AppleTree, including, but not limited to, credit cards, parking passes, office/facility keys, records/files, photographs/videos, office supplies, computers or other technology, and software must be returned on or before your final day of work at AppleTree. Failure to return any AppleTree property may result in the property being notified as stolen to law enforcement and legal claims for reimbursement being made. All items created for AppleTree or purchased with organization money while working here are considered AppleTree property and must stay with AppleTree.

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### POST-EMPLOYMENT REFERENCE CHECKS

AppleTree adheres to a policy of strict confidentiality regarding employee records and files. The organization will release only your job title and dates of employment to third parties unless you sign a written authorization to disclose further information about your employment. All outside inquiries regarding employment of former employees must be directed to Human Resources, unless you have otherwise provided prior written authorization. "Off the record" comments are strictly prohibited.



**2020-2021 EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM**

I hereby acknowledge that I have received a copy of the 2020-2021 Employee Handbook. I will read the Handbook within three business days of the date my employment begins and I will ask any questions that I might have concerning it. I acknowledge that I have access to and can obtain a copy of the Handbook for review at any time. I understand and agree that it is my responsibility to familiarize myself with and abide by the policies set forth in the Handbook, and I consent to the provisions and policies described in the Handbook. Furthermore, I understand, in accordance with the Handbook policies, that if I should have questions or concerns regarding my terms of employment or working conditions with AppleTree, I should contact Human Resources.

I understand and agree that my employment with AppleTree is at will and is not guaranteed; that my employment and compensation can be terminated or changed, with or without notice and with or without cause, at any time, by either me or AppleTree; that the provisions of any employee handbooks, manuals, and any and all other written statements of or regarding personnel policies, practices, or procedures that are or may be issued by AppleTree do not, and shall not, constitute an express or implied contract of employment, and they create no vested rights; and that any such provisions may be changed, revised, modified, suspended, canceled, or rescinded by AppleTree at any time without notice, as they constitute guidelines only and may be modified in the sole and absolute discretion of AppleTree. I also understand that any amendment of the Handbook will always govern and supersede prior versions.

I give consent to AppleTree to photograph, videotape, and use my name in connection with its activities and to reproduce such images or make available such names to promote, publicize, or explain AppleTree, its schools, and its activities. This includes the right, without limitation, to make available or to publish such images and names in newsletters or in public relations/promotional materials such as marketing and admissions publications, advertisements, fundraising materials, and any other AppleTree-related publications. This also includes external publications and other media not under the control of AppleTree. These images and names may appear in any of a variety of formats and media now available or that may be available in the future, including but not limited to print, broadcast, videotape, and electronic/online media.

I acknowledge and understand that I am required, as a condition of employment, to immediately report to the President and CEO any criminal conviction, guilty plea, no contest/*nolo contendere* plea, probation before judgment disposition, and/or not criminally responsible disposition in connection with criminal charges brought against me. I am also required, as a condition of employment, to immediately report to the President and CEO any pending charges against me that have not yet reached a final disposition.

I understand and agree to the above.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name