



Endeavor College Preparatory Charter School

Employee Handbook

Education is the most powerful weapon which
you can use to change the world.

~Nelson Mandela

Endeavor College Prep Employee Handbook

Welcome to Endeavor College Preparatory Charter School! We are pleased you have chosen to join us, and we look forward to working with you to implement our mission *to prepare our students with the academic skills, character traits, and intellectual discipline to excel as leaders in high school, college, and their community.*

Please take the time to read carefully through the Endeavor College Prep Employee Handbook. The Handbook has two purposes: the first is to make sure that you understand your employment relationship. The second purpose of this Handbook is to provide you with a convenient summary of some of the more important benefits and policies that currently apply to our employees. This should not, however, be considered a complete statement of the School's policies. Please direct any questions you have about items not covered in the Handbook to the head of school or the director of operations.

With the exception of the at-will employment policy, the management of Endeavor College Prep reserves the right to change, at its sole and absolute discretion, any of the information contained in this Handbook to reflect changes in our business, changes in the law, or as other unforeseen factors may require. All previously-issued policy manuals and any inconsistent statements of Endeavor College Prep policy are superseded by this Handbook. Changes in this Handbook may be communicated to employees through employee meetings, employee emails, announcements with employee paychecks, or corrections to the Handbook itself. Employees are expected to be aware of changes and abide by them.

The benefits and policies in the Handbook are not a contract and are not intended to imply a contractual relationship of employment for any particular period of time.

It is our goal to provide a work environment where all teachers and staff feel comfortable, challenged, supported, and able to focus on excellence in their work. In short, we want Endeavor College Prep to be a place where staff and students alike thrive. It is our objective to provide a thriving professional environment for our employees and to encourage their professional development. Please do not hesitate to reach out to us if you have any questions regarding the information contained in this manual.



Edward Morris
Founder



David Marositz
Director of Operations



Danielle Lukk
Head of School

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Version

This version of the Employee Handbook was approved by Endeavor College Prep's Board of Directors on June 12, 2019. It supersedes all previous versions of the handbook.

Section 1: Employee Relations

Equal Employment Opportunity

Endeavor College Preparatory Charter School (“Endeavor College Prep” or the “School”) is an equal opportunity employer. In accordance with applicable law, the School prohibits discrimination against any employee or applicant for employment on the basis of race, color, national origin, ancestry, creed, religion, age, citizenship, veteran status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), sexual orientation, gender, gender identity (including transgender status), gender expression, marital status or civil partnership/union status, physical or mental disability, medical condition, genetic characteristics, possession of an undocumented drivers’ license, or any other characteristic or condition protected by applicable law. The School will ensure that applicants and employees are treated in all aspects of employment without unlawful discrimination because of these or any other protected basis. Such aspects of employment include, but are not limited to, recruitment, hiring, promotion, demotion, transfer, layoff, termination, compensation, and training.

Disability Accommodation

In keeping with Endeavor College Prep’s equal employment opportunity policy, the School will provide reasonable accommodation for the known disabilities of applicants or employees, where such accommodations will enable the individual to perform the essential functions of his or her position, unless undue hardship would result. Any applicant or employee who believes he or she may need reasonable accommodation should notify the Director of Operations. Although the need for accommodations is determined on a case-by-case basis, the School and the employee or applicant will engage in an interactive process with the employee’s healthcare provider(s) to confirm the existence of the condition, its limitations in the workplace, and possible reasonable accommodations, if any. The employee has an obligation to cooperate with the School in this process, which may include authorizing the School to communicate with his or her health care providers.

The School will provide a reasonable amount of break time to accommodate employees desiring to express breast milk for the employee’s child. The School will provide a private location in close proximity to the work area, for this purpose. Employees who wish to express breast milk at work may make a request with the Director of Operations. For non-exempt employees, to the extent possible, lactation time should coincide with rest periods, in which case the time will be paid, providing that it does not exceed twenty minutes in total. Lactation breaks in excess of twenty minutes are unpaid, and the employee may additionally take a paid ten-minute rest period.

Anti-Harassment/Discrimination/Retaliation Prevention Policy

Endeavor College Prep Charter School is an equal opportunity employer and is committed to providing a work environment free of harassment, discrimination, retaliation and disrespectful, bullying, or other unprofessional conduct based on sex (including pregnancy, childbirth, breastfeeding or related medical conditions), race, religion (including religious dress and grooming practices), color, gender (including gender identity and gender expression), national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code section 12801.9), ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military and veteran status or any other basis protected by federal, state or local law or ordinance or regulation.

It also prohibits discrimination, harassment, disrespectful, bullying or unprofessional conduct based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

In addition, the school prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations.

All such conduct violates the School's anti-harassment/discrimination and retaliation policy.

Harassment Prevention

The School's policy prohibiting harassment applies to all persons involved in the operation of the school. Endeavor College Prep Charter School prohibits harassment, disrespectful, bullying or unprofessional conduct by any employee of the school, including supervisors, managers and co-workers as well as parents, vendors, independent contractors, unpaid interns, volunteers, persons providing services pursuant to a contract and any other persons with whom you come into contact while working.

Prohibited harassment, disrespectful, bullying or unprofessional conduct includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, comments, posts or messages;
- Visual displays such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;
- Physical conduct including assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests or sexual advances as a condition of continued employment, or to avoid some other loss and offers of employment benefits in return for sexual favors;
- Retaliation for reporting or threatening to report harassment; and
- Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law or by school policy.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. Prohibited harassment is not just sexual harassment but harassment based on any protected category.

No Discrimination

Endeavor College Prep Charter School is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the school's operations. The school prohibits unlawful discrimination against any job applicant, employee, volunteer, unpaid intern or independent contractor by any employee of the school, including supervisors and coworkers.

Pay discrimination between employees of the opposite sex performing substantially similar work, as defined by the California Fair Pay Act and federal law, is prohibited. Pay differentials may be valid in certain situations as defined by law. Employees will not be retaliated against for inquiring about or discussing wages. However, the school is not obligated to disclose the wages of other employees.

No Retaliation

Endeavor College Prep Charter School will not retaliate against you for filing a complaint or participating in any workplace investigation and will not tolerate or permit retaliation by management, employees or co-workers.

Reasonable Accommodation

Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the school will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any job applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact a school representative with day-to-day personnel responsibilities and discuss the need for an accommodation. The school will engage in an interactive process with the employee to identify possible accommodations, if any, that will help the applicant or employee perform the job. An applicant, employee or unpaid intern who requires an accommodation of a religious belief or practice (including religious dress and grooming practices, such as religious clothing or hairstyles) should also contact a school representative with day-to-day personnel responsibilities and discuss the need for an accommodation. If the accommodation is reasonable and will not impose an undue hardship, the school will make the accommodation.

The School will not retaliate against you for requesting a reasonable accommodation and will not knowingly tolerate or permit retaliation by management, employees or co-workers. All requests for accommodations will be kept confidential to the extent necessary to effectuate the accommodation.

Complaint Process

If you believe that you have been the subject of harassment, discrimination, retaliation or other prohibited conduct, report your complaint to your supervisor or to the operations manager. In addition, the School encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact the operations manager. Please provide all known details of the incident or incidents, names of individuals involved and names of any witnesses. It is preferred that you report your complaint in writing, but this is not mandatory.

The School encourages all individuals to report any incidents of harassment, discrimination, retaliation or other prohibited conduct forbidden by this policy as soon as possible so that your complaint can be resolved in a fair and timely manner.

You may also file a complaint with the Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair Employment and Housing (DFEH) who will investigate and prosecute complaints of prohibited harassment, discrimination and retaliation in employment. The nearest office can be found by visiting the agency websites at www.dfeh.ca.gov and www.eeoc.gov.

Supervisors and/or managers must refer all complaints involving harassment, discrimination, retaliation or other prohibited conduct to the operations manager so the School can resolve the complaint.

When the school receives a complaint of misconduct, it will immediately undertake a fair, timely, thorough and objective investigation of the allegations in accordance with all legal requirements. The school will reach reasonable conclusions based on the evidence collected.

The school will maintain confidentiality to the extent possible. However, the School cannot promise complete confidentiality. The employer's duty to investigate and take corrective action may require the disclosure of information to individuals with a need to know.

Complaints will be:

- Responded to in a timely manner
- Kept confidential to the extent possible
- Investigated impartially by qualified personnel in a timely manner
- Documented and tracked for reasonable progress
- Given appropriate options for remedial action and resolution
- Closed in a timely manner

In every investigation, the School has a strong desire to protect witnesses from harassment, intimidation and retaliation, to keep evidence from being destroyed, to ensure that testimony is not fabricated, and to prevent a cover-up. If the School reasonably imposes a confidentiality requirement and you do not maintain such confidentiality, you may be subject to disciplinary action up to and including immediate termination.

If the school determines that harassment, discrimination, retaliation or other prohibited conduct has occurred, appropriate and effective corrective and remedial action will be taken in accordance with the circumstances involved. The school also will take appropriate action to deter future misconduct.

Any employee determined by the School to be responsible for harassment, discrimination, retaliation or other prohibited conduct will be subject to appropriate disciplinary action, up to, and including termination. Employees should also know that if they engage in unlawful harassment, they can be held personally liable for the misconduct.

Section 2: Employment Status

At-Will

All employment at Endeavor College Prep is “at-will.” This means that the employee and the School both have the right to terminate employment at any time, with or without advance notice, with or without cause. No one other than the Board of Directors or the head of school (as agent for the Board of Directors) has the authority to alter this at-will policy, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy.

Employee Classifications

Wage rates or salary, benefits, and job duties are affected, in part, by the employee’s classification. The following are the most common employee classifications used by the School. An employee may fall into more than one of these categories:

1. Regular, Full-Time Employee:

- ***Teachers*** – Teachers work 11 months per year and in accordance with the annual work schedule below.
- ***Full-time instructional assistants and campus monitors*** – Instructional assistants and campus monitors work 11 months per year and typically 40 hours per week in accordance with the annual work schedule below.
- ***Student support staff*** – The school psychologist, school counselors, and speech language pathologist, and dean of students work 11 months per year with the annual work schedule below.

- ***Administrative & School Operations staff*** – These employees (such as the founder, head of school, assistant principal, instructional coaches, director of operations, operations manager, office manager, outreach manager, talent manager, receptionist, and custodians) work 12 months per year and typically 40 hours per week in accordance with the annual work schedule below.
2. **Non-exempt Employee**: An employee who is subject to the provisions of federal and state law requiring the payment of overtime and meal and rest break requirements. Non-exempt employees are not allowed to perform work at home or away from the School unless specifically authorized for each occurrence by their supervisor. Non-exempt employees are not to work before or to continue working after their scheduled hours unless specifically assigned by the supervisor. Non-exempt employees are not allowed to work “off the clock.” Attendance at school-sponsored functions is not compensated unless the supervisor has required you to attend and work at the function and has written approval from the director of operations to provide the additional compensation. Employees violating these rules may be subject to disciplinary action up to and including termination.
 3. **Exempt Employee**: An employee who is paid a fixed salary and who otherwise meets the criteria for exclusion under the applicable federal and state wage and hour laws, including but not limited to, executive, administrative, or professional employees. An exempt employee is not subject to state and federal wage and hour laws regarding overtime, and meal and rest breaks.

The School reserves the right to assign employees to jobs other than their usual assignment when necessary, provided the employee is qualified and capable of performing the essential functions of the alternate assignment.

Section 3: Schedules and Compensation

Annual Work Schedule

Please refer to the school calendar attached at the end of this manual. This calendar may be updated from time to time by the head of school or Board of Directors.

Generally, for 11-month employees, the academic year is defined as August 1 through June 30. For all other employees, the academic year is defined as July 1 through June 30.

Teachers and Student Support Staff

Work days for this category include all days that students are present and any days indicated as professional development on the attached school calendar.

Instructional Assistants and Campus Monitors

Work days for this category include all days that students are present as indicated on the attached school calendar. Instructional assistants and campus monitors will also be required to work all

days indicated as professional development on the calendar, at the discretion of the head of school. Any days that are not worked and are not identified as a paid holiday are unpaid for instructional assistants. This includes the entire month of July, winter break, spring break, and any other vacation days that are not holidays.

Administrative and School Operations Staff

All administrative staff, including the founder, head of school, assistant principal, director of operations, operations managers, office managers, receptionist, and custodians, have a 12-month work calendar that includes a number of paid holidays, additional paid days off, and accrued vacation days. More detail on holidays and vacation accrual can be found in subsequent sections of this handbook. Calendars specific to each job title may be requested from the director of operations and are available to employees through the School's shared drive. h

Daily Work Schedule

Regular business hours for the school Monday through Thursday are as follows:

Administrators and School Operations Staff: 7:00 a.m. – 4:00 p.m.

Teachers, Instructional Assistants, and Student Support Staff: 7:15 a.m. – 4:00 p.m.

Employees who work in the Arts and Enrichment Program: 9:15 a.m. – 6:15 p.m.

On Fridays, arrival time is the same as Monday through Thursday, and end of day is described in the section below titled “Early Dismissal Days.”

Daily work schedules may be adjusted on professional development days.

Exceptions may be made for individual employees at the discretion of their supervisor based on the actual demands of their role or other compelling circumstances such as attending classes necessary for their role or attending work-related functions outside of the normal work hours that are not school-wide functions.

The regular workweek is Sunday at 12:00 a.m. through Saturday at 11:59 p.m..

Early Dismissal Days

Every Friday, students will be dismissed early to allow professional development time for the teachers. Approximately once a month, there will be a “take care of yourself day” on an early release day during which teachers and student support staff will be dismissed shortly after students are dismissed.

Administrators and exempt operations staff may use two and a half hours a month for “take care of yourself” time as described in the paragraph above. It may coincide with the time that teachers

are off, or they may request another day and/or time, subject to the approval of their supervisor who normally approves personal time.

Evening Events

There are evening events, such as family workshops, that take place approximately once a month. The schedule for these events will be shared at the beginning of the school year and all staff are expected to stay for these events.

The head of school has the right to require hours different from any employee's regular work schedule, including reduced hours for employees who attend college courses in the evenings related to the employee's current or future position at Endeavor.

Non-Exempt Employees

The normal workday for a full-time, non-exempt employee, such as the Office Managers, Office Assistants, and Instructional assistants, is eight (8) hours plus an unpaid meal period of at least 30 minutes. Occasionally there may be variations to a non-exempt employee's work hours, or the start and end times. Non-exempt employees are expected to work all assigned hours and days and must take all scheduled meal periods and breaks. Requests for scheduling changes or for particular days off must be made ahead of time in writing and approved by the employee's supervisor. Punctual and consistent attendance is a requirement of employment with the School.

Exempt Employees

Exempt employees, including the founder, head of school, assistant principal, director of operations, director of special education, dean of students, instructional coaches, operations managers, counselors, school psychologist, and teachers, will be expected to work the number of hours necessary to complete their responsibilities as described in their job description.

Exempt employees will also occasionally be required to work beyond the regular hours for special events, such as family workshops and parent/teacher conferences.

Teachers will be "on call" to answer parent and/or student questions via cell phone from the end of their regular work day until 8:00 p.m., Sunday through Thursday.

Meal and Rest Periods

Meal Periods

The School provides all non-exempt employees with an uninterrupted, unpaid, off-duty meal period of at least 30 minutes whenever the non-exempt employee's scheduled shift exceeds 5 hours. The first meal period must begin no later than the end of the fifth hour of work, and the

employee is permitted to leave the premises during meal periods. A non-exempt employee who does not work longer than 6 hours in his or her shift may waive the 30-minute meal period if he or she submits a waiver in writing.

Each non-exempt employee must accurately record meal periods on his or her time records.

Rest Periods

The School makes available to all non-exempt employees the following paid, 10-minute rest periods:

- If the non-exempt employee's shift is between 3.5 hours and 6 hours long, one paid, 10-minute rest period;
- If the non-exempt employee's shift is more than 6 hours long and up to 10 hours long, two paid, 10-minute rest periods;
- If the non-exempt employee's shift is more than 10 hours long and up to 14 hours long, three paid, 10-minute rest periods; and
- If the non-exempt employee's shift is more than 14 hours long, the non-exempt employee will be expected to take additional paid, 10-minute rest periods during his or her shift.

Whenever possible, the paid, 10-minute rest periods should be taken in approximately the middle of each 4-hour period that the non-exempt employee works.

Non-exempt employees must take all scheduled meal periods and breaks, except to the extent waived in accordance with a meal period agreement. If a non-exempt employee is unable to take a meal or rest period as discussed above due to the demands of the job, he or she must inform his or her supervisor; otherwise, the School will assume that the employee voluntarily skipped the meal or rest period, which may subject the employee to disciplinary action up to and including termination.

Timekeeping

All non-exempt employees must use the School's time record system to accurately record regular and overtime hours worked, meal periods taken, absences, and vacation each day, non-exempt employees must record the time that they begin and end work and begin and end a meal period. Hours worked includes time spent working using electronic devices, e.g., checking work email or voicemail, and text messaging after hours.

If an employee fails to record his or her time, or does so incorrectly, he or she must notify his or her supervisor immediately to correct the mistake. The supervisor must approve any changes to the time record system and corrections and changes should be noted in the time record system. Exempt employees are required to record absences due to illness, injury, vacation, or holidays.

Falsifying or tampering with the time record system is forbidden and working “off the clock” is prohibited. This includes one employee reporting the time of another employee, which is forbidden. Time records are company property and cannot be taken from the premises. Violations of these rules subject an employee to discipline, up to and including termination of employment.

Overtime

Non-exempt employees, may not work more than 8 hours in a day or 40 hours in a week unless they first receive permission from the director of operations. The employee must email the director of operations explaining the purpose of the overtime and expected amount of time needed. If approved by the director of operations, the employee must record all overtime worked on his or her timesheet. The non-exempt employee will receive time and a half compensation for work that exceeds 8 hours in a day, 40 hours in a work week, or the first 8 hours of work on the seventh consecutive day of work in a work week. Double time compensation will apply to work that exceeds 12 hours in a workday and/or after 8 hours of work on the seventh consecutive day of work in a work week. Although the School will pay employees for all hours worked (including unauthorized overtime) in accordance with the requirements of state and federal law, employees may be subject to discipline, up to and including termination of employment, for working unauthorized overtime.

Exempt employees do not receive overtime compensation.

Holidays

The School observes 11 holidays during the year. These holidays are:

*Independence Day**

Christmas Day

Labor Day

New Year's Day

Veteran's Day

Martin Luther King's Birthday

Thanksgiving Day

Presidents' Day

Day after Thanksgiving

Memorial Day

Christmas Eve

If a holiday falls on a Saturday or Sunday, it will be observed on the Friday preceding or the Monday following the holiday. Note that these holidays may or may not coincide with holidays and vacation days observed by the Los Angeles Unified School District (“LAUSD”). These holidays are paid for non-exempt employees. Exempt employees observe these holidays, but are not paid in addition to their salary. Independence Day is only paid for non-exempt 12-month employees. 11-month employees are not expected to work during July, and therefore are ineligible for pay on this holiday.

Attendance

Regular and punctual attendance is an essential function of every employee's job and critical to the smooth operation of the School. School culture is a collective responsibility and we realize that having an external substitute will impact the entire community. Staff attendance (instructional and non-instructional) is significant to the quality of the delivery of instruction and school operations. It is expected that staff attendance be exemplary. Given that we hold our students to high attendance standards, it is critical that our staff members are here every day. We consider attendance to be an essential function of every position at ECP.

Employees are expected to report for work on a regular basis and in a timely manner, such that they are ready to work whenever their scheduled work hours begin. Accordingly, it is not acceptable to arrive late or leave early in connection with scheduled work hours, breaks, and meal periods.

If an employee is unable to report to work, or will be late, the employee must contact all the following people:

- The director of operations and operations manager – They will arrange for supervision coverage and ensure the time off is recorded correctly in Paycom.
- His or her homeroom team (K-6 grade) or grade-level team (7-8 grade) – They need to be prepared for instruction and should get any instructions about lesson plans.
- His or her supervisor – He/she will help arrange for instructional or other duty coverage (other than supervision).

If the absence or tardiness is due to an emergency, the employee must have someone contact the School consistent with this policy as soon as possible. If the employee becomes ill while at work, he or she should report to his or her team teacher and supervisor. Employees should not leave work without obtaining approval from his or her supervisor and notifying his or her team teacher(s).

Recurring or excessive absenteeism or tardiness, including the failure to comply with the call-in features of this policy, may result in discipline up to and including termination of employment. The School reserves the right to determine whether recurring absenteeism or tardiness warrants termination, and that decision shall be made in the School's sole discretion.

In general, more than three instances of tardiness by a nonexempt employee or instructional employee during any twelve-month period are considered excessive. Any unexcused absence is considered excessive. If you fail to report for work without any notification and the absence continues for a period of three business days, the School will determine that you have abandoned your job and voluntarily terminated your employment.

Emergency Shutdown/School Closing

Emergency conditions may exist causing the School to shut down. In the event of an emergency condition, Endeavor College Prep will follow procedures to notify staff and families to ensure the safety of everyone involved.

Pay Schedule

Paychecks are issued on the fifteenth (15th) and the last day of the month. Contributions for benefits are split approximately evenly over these two paychecks. Employees must approve timesheets the day they are due in order to ensure they are submitting accurate hours.

Payroll Deductions

Payroll deductions are made as required by applicable city, state, and federal law, such as for the following: FICA (Social Security), Medicare, federal and state income tax, SDI (state disability insurance), and FTDI (family temporary disability insurance). Other deductions may require an employee's written authorization, such as direct deposit, deductions for an employee's portion of any insurance premiums, or retirement plan contributions.

Endeavor College Prep will make employees aware of any other mandatory deductions, such as court-ordered wage assignments or garnishments, which will be deducted from their pay.

The School's practice is to compensate all employees accurately and in accordance with all applicable state and federal laws. In order to ensure this and avoid improper deductions, all employees must accurately record their time and review their paychecks upon receipt to make sure it is correct. If an employee believes his or her paycheck contains improper deductions, or has any questions about deductions from his or her paycheck, he or she should immediately contact the director of operations. The director of operations will investigate the matter, and if any improper deductions were made, the School will promptly repay any amounts due to the employee. The School will also take the necessary steps to ensure proper calculation of pay amounts going forward. Endeavor College Prep will not allow any form of retaliation against employees who notify the director of operations or file a complaint.

Social Security

All employees who are not eligible for CalSTRS are covered by the Social Security law and are subject to taxes under the Federal Insurance Contribution Act ("FICA"). A deduction is made from gross earnings in accordance with the law. The School contributes an amount equal to the deduction.

Disability Insurance

Employees are covered under a state disability insurance plan known as SDI. This insurance provides low cost disability protection if illness or injury not caused by the job prevents the employee from working. All employees are eligible and pay for this program. No action will be taken against any employee in any manner for requesting or taking any time off as provided in the Handbook or for testifying in a disability proceeding. An employee must file a claim with the California Employment Development Department to receive any payment.

Family Disability Temporary Insurance (Paid Family Leave Benefits)

Employees may receive Family Temporary Disability Insurance (FTDI) if they are unable to work due to the need to care for a qualified family member or to bond with a new child. All employees are eligible and pay for this program. An employee must file a claim with the California Employment Development Department to receive any payment.

Reimbursements

To the extent possible, purchases should be made with a purchase order or with the school credit card, and always pre-approved by the director of operations. In the rare event an employee makes a work-related purchase using his or her personal cash, credit card, or debit card, the employee must provide the original itemized receipt and description of the expense within 30 days of the expense. The head of school approves the director of operations' reimbursements. The Board Treasurer must approve the head of school's or founder's reimbursements. All other reimbursements need approval by the director of operations.

Employees who travel overnight for School purposes, such as to attend conferences or training, will be reimbursed for meals up to a maximum *per diem* matching the current federal government rate as posted by the IRS.¹

Alcohol is not eligible for reimbursement.

Section 4: Benefits

Health, Dental, Vision, and Life Insurance

¹ As of July, 2017, this rate is \$51, but is subject to change.

Health, dental, vision, and life insurance will be offered to employees who regularly work 30 or more hours per week with. Specific plan options will be offered to employees within their first month of employment and again annual at open enrollment. For eligible employees, these benefits are subject to a one (1) month waiting period.

Eligible employees may also choose to obtain coverage for dependents for the base plan. Costs for any plan above the base plan shall be covered by the employee. Registered domestic partners will be covered under health insurance and dental insurance at the same rate as family members. Please see the insurance plan documents for specific requirements for domestic partners.

The School reserves the right to add to, amend, and discontinue all or some of the insurance programs at any time, subject to applicable laws and regulations, with notice. The actual benefits provided, as well as eligibility requirements and co-payment requirements, are determined by the plan documents. For information, employees should consult the applicable benefits booklet or contact the Director of Operations.

Employees who choose to opt out of health coverage will receive a \$1,200 annual stipend which will be paid out on the 15th and last of the month along with their regularly scheduled earnings, so long as they remain employed by the School. Proof of coverage must be provided to the Director of Operations in order to be eligible to receive the stipend. This stipend may be prorated depending on when the employee is hired and is subject to all statutory deductions.

California State Teachers Retirement System (CalSTRS)

Endeavor College Prep will contribute to CalSTRS for all eligible employees according to CalSTRS requirements, at rates consistent with all public school teachers. Contributions will be reflected on the teachers' paychecks. For information, employees should consult the CalSTRS website at <http://www.calstrs.com>.

Supplemental Retirement Annuity 403(b)

Endeavor College Prep offers a §403(b) Tax Sheltered Account Plan to all employees, including those who participate in CalSTRS. Employees have the ability to participate in this plan by making voluntary salary reduction contributions to the Plan on a pre-tax or post tax basis. For more information about the Plan please visit www.403bregs.com. Simply click on the Employee Site Access link on the right, sort by state and select Endeavor College Prep.

Regular, full-time employees who are ineligible for participation in CalSTRS will receive a contribution of 3% of their wages from the School. This contribution will be credited to the employee's §403(b) plan with The Legend Group. Employees who are ineligible for CalSTRS

have a six (6) months waiting period before becoming eligible for Endeavor College Prep's contribution and one (1) year vesting period at 100%.

If an employee chooses to defer to this plan and already defers to another Employer's §403(b), §401(k), SAR-SEP or SIMPLE IRA plan, he or she must indicate this on the SRA. If the employee maintains a retirement plan for his or her own business, the employee's contributions to that plan must be combined with his or her deferrals to his or her §403(b) to determine compliance with the §415 limit applicable to his or her §403(b) account.

Workers' Compensation Policy

Workers' compensation provides income replacement, medical care, and rehabilitation for employees whose injuries or illnesses arise out of and in the course of employment, as defined under the policy and by law. Workers' compensation also provides benefits for dependents in the event of an employee's death.

All injuries or illnesses, no matter how minor, must immediately be reported to the Director of Operations in writing. Failure to timely report an injury may jeopardize the employee's rights to certain benefits.

Workers' compensation insurance coverage is not available to the employee for injuries that occur during voluntary participation in any off-duty recreational, social or athletic activity that is not part of the employee's work-related duties, even if sponsored by the School.

To ensure the employee receives quality care in case of work-related injury or illness, Endeavor College Prep will direct the employee to an appropriate health care provider during the first thirty (30) days of any such injury or illness. If the employee wishes to be treated by his or her own health care provider instead, the employee must notify the School in writing before any injury or illness occurs. This form is provided to employees at the time of hire along with other new hire paperwork.

No action will be taken against any employee in any manner for requesting or taking any time off as provided for in this section of the Handbook.

COBRA

Employees and their qualified dependents may continue group health insurance coverage under COBRA due to certain qualifying events, including resignation, reduction in hours, termination (for other reasons than the employee's gross misconduct), death, divorce or legal separation, or a dependent child no longer meeting eligibility requirements.

The employee must notify Endeavor College Prep when he or she experiences a qualifying event. Upon such notification, the School will provide eligible employees with written notice describing the rights and obligations under COBRA.

If the employee elects to continue coverage under COBRA, he or she may be required to pay the full cost of premiums.

For information on COBRA, employees should consult the applicable plan documents or contact the Director of Operations.

Unemployment Insurance

If an employee's employment terminates, he or she may be eligible to receive unemployment insurance benefits. The employee must file a claim with the appropriate state agency in order to collect this benefit.

No action will be taken against any employee in any manner for testifying in an unemployment insurance proceeding.

Section 5: Time Away from Work

Sick Leave

The School enacted this policy in accordance with the California Healthy Workplaces, Healthy Families Act to provide paid sick leave ("PSL") to eligible employees.

Eligibility: The School provides sick leave benefits to all employees who have worked for the School in California for at least 30 days within a year ("Covered employees").

Accrual: Covered employees accrue 3 hours of sick leave for every 40 hours worked. Accrual for non-exempt employees will be calculated based on actual hours worked. Accrual of PSL for eligible exempt employees will be calculated based on a 40-hour workweek or the employee's normal workweek if the employee normally works less than 40 hours. PSL accrues on an as-worked basis and does not accrue during any non-working time or unpaid leave of absence.

There is a cap on PSL accrual. Employees may accrue up to 64 hours of PSL per school year. Once the employee's PSL reaches the maximum, further accrual of PSL is suspended until the following school year. Accrued but unused PSL will carry over from year to year, but may not exceed a maximum accrual of 120 hours.

Permissible Uses: Covered employees may use accrued sick time in minimum increments of one hour to attend to the diagnosis, care, or treatment of an existing health condition or preventive care for illnesses of the employee or the employee's family member, as defined by California Labor

Code section 246.5(a) and 245.5(c), or for any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Covered employees who are victims of domestic violence, stalking, or sexual assault may also use their accrued sick leave benefits to take paid time off to seek related aid, treatment, or assistance.

An employee is entitled to use no more than 64 accrued hours of PSL in one academic year. If an employee has used all of his or her accrued sick time or has reached this cap, accrued vacation time or personal leave may be used.

Request for Sick Leave: An employee must submit their request for sick time in Paycom, prior to taking it, when the reason is known in advance. For absences reported the day of, the operations manager will record the absence for the employee. Employees must also notify the following people as soon as possible, with at least 2 hours' notice, of the need to take sick leave, except in extraordinary circumstances:

- The director of operations and operations manager
- His or her homeroom team (K-6 grade) or grade-level team (7-8 grade)
- His or her supervisor – Employee must call or text this person on each day of absence, unless a doctor's statement has been provided certifying an absence for a specific period of time. Employees who fail to notify their direct supervisor of an absence or tardiness may be subject to disciplinary action, up to and including termination of employment.

An unauthorized absence of three (3) or more consecutive days is considered job abandonment, and thus a voluntary resignation from Endeavor College Prep may be processed. Additionally, recurring or excessive absenteeism or tardiness, including the failure to comply with the notification requirements of this policy, may result in discipline up to and including termination of employment.

Additional Information: Pay for sick leave will not be counted as hours worked for calculating overtime pay. Sick leave benefits are intended to assist eligible employees who must miss work due to an illness or injury. Accordingly, no sick leave benefits are cashed out or paid upon retirement or termination of employment. However, for participants in CalSTRS, unused sick leave balances at retirement may be calculated as extra time worked and thereby increase retirement benefits.

Endeavor College Prep reserves the right to request verification from a licensed health care practitioner for any absence due to illness, injury, or disability. In this case, employees may be subject to discipline if satisfactory verification is not timely received.

Personal Leave

Each year, up to the equivalent of two days of an employee's regular work schedule may be used for paid personal leave. Personal days will accrue at a rate of one hour per pay period up to a maximum of 16 hours. Personal time must be used in increments of one hour.

Personal leave is to be used for personal business that cannot be transacted after working hours and cannot wait until the next scheduled day off for certain compelling circumstances, such as car repairs, a school event for a dependent of the employee, etc. Personal time is tracked separately from sick leave. Personal leave is a vested benefit that rolls over from year to year. Accordingly, unlike unused sick leave, any unused personal leave that has accumulated is paid out upon retirement or termination from the School. Employees may accumulate a maximum of four days of personal leave. Once an employee's personal leave balance reaches four days, the employee stops accruing personal leave until personal leave is used and the employee's balance falls below four days.

Personal leave is subject to approval and may be denied even when requested in advance. Eligible employees must obtain prior approval of their supervisor before taking personal leave.

Eligible employees must email their requests to the director of operations, the operations manager, and their immediate supervisor as the need for time off is known. In the event that circumstances do not allow for prior approval, the director of operations should be notified as soon as possible so that arrangements for coverage can be made.

Personal leave should not be requested to extend a three-day weekend or school vacation.

Vacation

Full-time, 12-month employees accrue up to 5 paid vacation days per year. Vacation is accrued at a rate of 3.33 hours per pay period. Once an employee's accrued vacation balance reaches 120 hours, the employee stops accruing vacation until vacation is used and the employee's balance falls below the 120 hour cap. Vacation will not accrue during any unpaid leave of absence.

Requests to use vacation by these employees must be submitted in Paycom at least two (2) weeks in advance for approval by the employee's coach. These employees will not be approved for more than 10 days of vacation in a single academic year unless they fall on days that are not considered work days for teachers.

Prior to the start of each year, the head of school will create and provide to 12-month employees, calendars to clarify expected work days for the coming year. These calendars will indicate which days 12-month employees may take off without needing to use accrued vacation time. While the

paid days off may be set at the head of school's discretion based on the needs of the school, typically these days will include:

- The first week of July
- The week during which the Thanksgiving holiday is observed
- The week during which the Christmas holiday is observed
- Part of the week during which the New Year's Day holiday is observed
- Part of spring break
- Additionally, Instructional Coaches may take off an additional five days in July (to be determined by the head of school) without needing to use accrued vacation time.

Non-exempt hourly 12-month employees may choose to use accrued vacation during the weeks that the school is closed if they wish to be paid for days during those weeks that are not paid holidays. Alternatively, they may choose to be unpaid for those days and use their vacation time at another time in the year.

Exempt 12-month employees who are approved to work on days designated as paid days off on the calendar created by the head of school will accrue additional vacation time commensurate with the number of hours they work during those days, up to a maximum of eight hours per day and subject to the 120 hour cap.

Upon termination of employment, full-time, 12-month employees will be paid for all accrued, but unused vacation. They are not entitled to pay in lieu of taking vacation, except upon termination of employment.

Teachers, instructional assistants, and student support staff do not accrue vacation. They are provided with breaks in accordance with the school calendar, including Winter Break, Spring Break, and Summer Break, and are paid their regular salary during those breaks. For non-exempt hourly staff, those school breaks are unpaid.

Family and Medical Leave of Absence and California Family Rights Act

Eligible employees may have a right to take unpaid family and medical leaves of absence ("FMLA") and unpaid leave under the California Family Rights Act ("CFRA") for up to 12 weeks.

Eligibility – In order to qualify for such leave, an employee must:

- 1) have been employed for at least 12 months; and
- 2) worked at least 1,250 hours during the 12-month period immediately preceding the leave.

If an employee is not eligible for FMLA and/or CFRA leave, he or she may still be eligible for other leaves that provide time off for the same or similar purposes.

Permissible Uses – An eligible employee may request FMLA and/or CFRA leave up to 12 weeks for any of the following purposes:

- 1) the birth of the employee's child;
- 2) the placement of a child with the employee in connection with an adoption or foster care;
- 3) to care for a child, parent, spouse, or domestic partner who has a serious health condition;
- 4) the employee's own serious health condition, which prevents him or her from performing one or more of the essential functions of his or her position; or
- 5) a qualifying exigency arises out of a child's, spouse's, or parent's active duty or notification of an impending call or order to active duty status in support of a contingency operation.

An eligible employee may request FMLA and/or CFRA leave up to 26 weeks if he or she is the spouse, child, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty, and the employee will be providing care for the service member.

Length of Leave – If an employee qualifies under these requirements, he or she may request up to 12 weeks of FMLA and/or CFRA leave in a 12-month period, or up to 26 weeks of such leave to care for a covered service member. The 12-month period used under this FMLA and/or CFRA leave policy to measure the 12-week limitation is the rolling 12-month period measured backward from the date an employee uses any leave.

All time off that qualifies under the leave definitions of the FMLA or CFRA shall be designated as FMLA and/or CFRA leave, as appropriate, and shall count against the 12-week and 26-week limits explained in this family and medical leave policy if and to the extent permitted by state and federal laws. Leave granted under the FMLA runs concurrently with CFRA leave, except for certain military-related leaves and leaves related to pregnancy disability. Leaves related to pregnancy disability are not covered under CFRA. Thus, women disabled by pregnancy and/or child birth may take California Pregnancy Disability Leave for the time they are actually disabled by pregnancy and/or child birth (discussed below), in addition to CFRA leave for baby bonding, for a maximum of 12 weeks of CFRA leave plus up to 4 months of California Pregnancy Disability Leave (limited to the time of actual disability).

Request for Leave – An employee must submit a written request for a FMLA and/or CFRA leave at least 30 days in advance of the need of leave, if foreseeable. This written request should describe the reason for the requested leave (but not the actual diagnosis), the start date of the leave, and the anticipated duration of the leave.

If the leave is requested as the result of an employee's non-work-related injury or illness, the employee must also furnish a health care provider's written certification stating the need for leave, beginning date and length of such leave. If the leave is requested as a result of a qualifying exigency related to military service, the employee must also furnish a certification of the necessity. If the leave is requested as a result of the need to care for a service member, the employee must also furnish a written certification from the service member's health care provider.

This written request for leave must be submitted to his or her immediate supervisor and the Director of Operations for approval as soon as the need for such a leave is known. Failure to provide satisfactory certification may lead to denial or delay of the leave.

Use of Vacation and Sick Leave – Employees must use any accrued but unused vacation benefits during the granted period of FMLA and/or CFRA leave. Employees must use any accrued but unused sick leave benefits for FMLA and/or CFRA leave if the leave is for their own health condition. Employees are not required to use any accrued but unused sick leave benefits for FMLA and/or CFRA leave if the leave is for a family member’s health condition and/or for baby bonding.

An employee receiving any form of disability payments (such as State Disability Insurance, worker’s compensation, Paid Family Leave, etc.) is not on ‘unpaid leave’ and, therefore, is permitted but not required to use any accrued but unused vacation, paid sick leave, or other paid time off benefits during such time.

The portion of the FMLA and/or CFRA leave after sick and/or vacation benefits have been utilized is without pay. However, for purposes of calculating the 12-week or 26-week limits, any paid and unpaid portions of the FMLA and/or CFRA leave are added together, whether or not they are taken consecutively.

Employees taking PDL may request to substitute for such leave any vacation time that the employee may have accrued. The employee must substitute any sick leave time that she has accrued.

Extension of Leave – Requests to extend FMLA and/or CFRA leave must be made in writing and accompanied by an explanation of the need for an extension period from the employee’s health care provider.

Compensation – FMLA and/or CFRA leaves of absence are without pay from the School.

Benefits – Health and life insurance benefits for which the employee is otherwise eligible will be continued during the FMLA and/or CFRA leave for up to 12 weeks only if the employee pays his or her share of the premiums for such coverage. The cost of any dependents covered by the employee will also be the employee’s sole responsibility. The employee should contact the Director of Operations and make the appropriate arrangements for such costs prior to the FMLA and/or CFRA leave.

For employees taking PDL, health and life insurance benefits for which the employee is otherwise eligible will also be continued for the PDL up to 4 months only if the employee pays her share of the premiums for such coverage. The employee should contact Human Resources and make the appropriate arrangements for such costs prior to the PDL leave.

Return from Leave – If the FMLA and/or CFRA leave is requested as the result of an employee’s non-work-related injury or illness, the employee returning from leave must furnish a health care provider’s written certification of his or her fitness to perform the essential functions of his or her job, with or without reasonable accommodation. An employee who fails to return to work immediately after his or her family and medical leave ends and does not contact the school to request an extension will be deemed to have voluntarily resigned.

Reinstatement – Upon return from a FMLA and/or CFRA leave, the employee will be reinstated to the same position held prior to the leave of absence, provided that the total leave period did not exceed 12 weeks, or 26 weeks if to care for a covered service member.

Pregnancy Disability Leave (PDL)

An employee shall be granted a leave of absence up to 4 months due to disability arising from pregnancy, childbirth, or a related medical condition. A pregnant employee may also be entitled to temporarily transfer to a less strenuous or hazardous position or to less strenuous or hazardous duties if the transfer is medically necessary and can be reasonably accommodated. Employees should contact the operations manager for more details.

Requests for Leave – No employee shall be granted a pregnancy leave or transfer unless she submits a written request and, in addition, furnishes a health care provider's written certification stating the beginning date and length of such leave or transfer. Written updates may be requested from time to time thereafter. Failure to provide satisfactory certification may lead to denial or delay of the leave or transfer.

Use of Vacation and Sick Leave – An employee who takes a pregnancy disability leave may request to substitute for such leave any vacation time that the employee may have accrued. The employee must substitute any sick leave time that she has accrued. The use of available sick or vacation time does not, however, extend the maximum amount of PDL available under this policy.

Compensation – Pregnancy disability leave is without pay from the School. As in the case of all employees who are unable to work due to a temporary disability, employees on PDL may apply for state disability benefits.

Benefits – Health and life insurance benefits for which the employee is otherwise eligible will be continued during the pregnancy leave for up to 4 months only if the employee pays her share of the premiums for such coverage. The employee should contact the Director of Operations and make the appropriate arrangements for such costs prior to the FMLA and/or CFRA leave. During the employee's approved PDL, the employee will not receive holiday benefits or accrue sick leave or vacation.

Return from Leave – Upon return from a pregnancy disability leave, the employee will be reinstated to the employee's original position or to an equivalent position with equivalent pay, benefits and other employment terms and conditions. It is the employee's responsibility to report to work at the end of an approved leave. If, while on leave of absence, an employee engages in other employment, accepts other employment or fails to return to work on the next regularly scheduled workday following the expiration of the employee's approved leave, the School will consider the employee to have resigned his or her employment.

Before returning to work from PDL, the employee may be required (as in the case of any type of medical leave) to submit to his or her supervisor a certificate of fitness from his or licensed health care provider confirming that the employee is able to resume his or her regular duties or describing any limitations, with or without reasonable accommodation, that the employee may have in performing the essential functions of his or her job.

Disability Accommodation Leave of Absence

If an employee is a qualified person with a known disability who is able to perform the essential functions of his or her job, with or without reasonable accommodation, and he or she requires a leave of absence as an accommodation for his or her disability, he or she may be eligible for a reasonable period of disability accommodation leave.

Request for Leave – An employee must submit a written request and, in addition, furnishes a health care provider’s written certification stating the disability, necessity of the disability accommodation leave, and beginning date and length of the disability accommodation leave. The School will meet with the employee to discuss the leave and other possible alternatives to accommodate his or her disability, and offer him or her a reasonable accommodation, if available.

Use of Vacation and Sick Leave – An employee must use any accrued sick leave or vacation benefits during the granted period of disability accommodation leave. The portion of the disability accommodation leave after sick and/or vacation benefits have been utilized is without pay. However, an employee receiving any form of disability payments (such as SDI) is not on ‘unpaid leave’ and, therefore, is *permitted but not required* to use paid sick leave, or vacation or other paid time off during such time.

Compensation – Disability accommodation leave is without pay.

Benefits - See Accrual of Benefits While On Leave section below.

Paid Family Leave Insurance

California’s Paid Family Leave Insurance Program (“PFL”) provides California employees with up to six weeks of partial wage-replacement benefits if they take time off work: (a) to care for a seriously ill child, spouse, domestic partner or parent, or (b) to bond with a minor child of the employee or the employee’s domestic partner within one year of the child’s birth, adoption, or foster care placement of the child. PFL does not create a new leave of absence for employees, nor does it require employers to compensate their employees, hold jobs open for their employees, or continue employees’ benefits during the PFL leave, unless they are obligated to do so under their internal policies or federal, state or local laws and ordinances.

Employees must fulfill an initial seven-day waiting period before PFL benefits commence, except in the case of pregnancy where SDI transitions to PFL, but may use any accrued sick or vacation time available to them during the initial seven-day waiting period. Employees with accrued sick or vacation time will also be required to use up to two weeks of this time toward the six-week PFL benefit.

Military Leave and Military Spousal Leave

Employees who take a leave of absence to serve in the uniformed services are entitled to reemployment rights and benefits under the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994 and applicable California law. An employee requesting such leave must give advance notice of service where possible.

The School will reinstate an employee returning from a leave of absence to serve in the uniformed services in accordance with the entitlements and limitations set forth in USERRA and applicable California law, if such employee satisfies all applicable legal requirements and reapplies within the time prescribed by law.

If an employee works 20 hours per week or more (on average), and has a spouse or domestic partner who has been officially granted leave from deployment to a military conflict, the employee may be entitled to up to ten (10) days' unpaid leave once the employee completes and submits to his or her supervisor certain notice and documentation requirements.

Jury Duty, Court Appearances, and Crime Victims

You may take time off for the following reasons:

- 1) to serve on a jury;
- 2) to appear in court, in compliance with a subpoena or other court order, as a witness in any judicial proceeding;
- 3) if you are a victim of domestic violence or a victim of sexual assault, to seek judicial relief to help ensure the health, safety, or welfare of oneself or one's children;
- 4) if the employee is a victim of domestic violence or a victim of sexual assault, to seek medical attention for injuries caused by the domestic violence or sexual assault, to obtain services from a shelter or crisis center, to obtain psychological counseling, or to take action to increase safety from future domestic violence or sexual assault;
- 5) if the employee is the victim, the immediate family member of a victim, the domestic partner of a victim, or the child of a domestic partner of a victim of:
 - (a) a violent felony, as defined in section 667.5 of the California Penal Code,
 - (b) a serious felony, as defined in section 1192.7 of the California Penal Code, or
 - (c) a felony crime involving theft or embezzlement, in order to attend judicial

proceedings related to the crime.

If the employee needs to take time off for any reason specified in the preceding paragraph, he or she must notify their supervisor as soon as possible. For example, if the employee receives a juror's questionnaire, a subpoena, or other court order, he or she should bring it to their supervisor immediately after it is received. In addition, the employee will be required to request a postponement until summer break. If the employee cannot provide the School with advance notice of their absence for any reason specified in this paragraph, the School may require him or her to provide certification as to the reason for their absence. Moreover, it is the responsibility of the employee to keep the School updated as to how long the employee may be absent due to any of the foregoing reasons.

The School will make reasonable efforts to maintain the confidentiality of any employee requesting time off on account of a crime.

Leave taken under this policy will be unpaid, except to the extent required by law or if the employee chooses to use accrued paid time off for that purpose.

Time Off to Vote

Employees who do not have sufficient time outside of their regular working hours to vote in a statewide election may request up to two hours off work with pay in order to vote. The time must be at the beginning or end of the employee's regular shift, whichever allows the most free time for voting and the least time off from work unless the School and the employee agree otherwise. Employees must make their request at least two days in advance of the election and present a valid voter's registration card to their supervisor at that time. When the employee returns from voting, he or she must present a voter's receipt to the employee's supervisor.

Volunteer Firefighter, Reserve Peace Officer, and Emergency Rescue Personnel Leave

Employees will be granted up to 14 days of unpaid time off to serve as volunteer firefighters, reserve peace officers, or emergency rescue personnel. These employees may request to substitute any vacation time accrued for any unpaid portion of leave to perform these emergency duties. An employee who requires time off under this policy should notify Human Resources and provide appropriate documentation as soon as possible so that arrangements to accommodate the absence may be made.

Civil Air Patrol Leave

The School provides eligible employees who are volunteer members of the California Wing of the Civil Air Patrol and are called to emergency operational missions up to 10 days of unpaid leave

per calendar year. Leave for a single emergency operational mission will generally be limited to three days unless an extension is granted by appropriate government entities and approved by the company.

To be eligible, employees must have been employed with the company for 90 days immediately preceding the commencement of leave. Additionally, the company may require certification from the proper Civil Air Patrol authority to verify the eligibility of the employee for the leave requested or taken.

Employees may use accrued, unused paid time off (including [vacation/personal leave]) for leave taken under this policy. The notice and eligibility requirements for any such paid time off will generally apply to an employee's request for use of paid time off under this policy.

Bone Marrow Transplant and Organ Donation Leave

An employee who is donating bone marrow may take up to five (5) business days of paid time off. An employee who is donating an organ may take up to thirty (30) business days of paid time off. However, employees must first use five (5) business days of available paid sick or vacation time for bone marrow donation, and ten (10) business days for organ donation. Employees who do not have sufficient paid sick or vacation time to cover their leaves will be paid by the firm for up to five (5) business days for bone marrow donations or thirty (30) business days for organ donations. Any continued absence thereafter will be unpaid.

All employees who require time off to donate an organ or bone marrow should notify the Director of Operations as soon as possible so that arrangements to accommodate the absence can be made. Employees may be asked to provide supporting medical documentation.

At the conclusion of leave under this policy, the employee will return to his or her position or an equivalent one, and the leave will not be considered a break in service for the purposes of benefits accrual or salary adjustments.

School Activities Leave

An employee who is a parent, guardian, stepparent, foster parent, grandparent, or person who stands in loco parentis, having custody of a child may take a reasonable amount of time, up to forty (40) hours per year, of leave to find, enroll, or reenroll his or her child in a school (k-12) or licensed child care provider, to participate in activities at the child's school (k-12) or licensed child care provider (including a licensed day care facility), or to address an emergency of the child care provider or school.

“Emergency of the child care provider or school” means that the child cannot remain in school or with the child care provider because the school or child provider has requested that the child be

picked up or has an attendance policy that prohibits the child from attending or requires the child to be picked up, because of behavioral/discipline problems; because of closure or unexpected unavailability of the school or child care provider, or because of natural disaster.

Other than leave to address an emergency of the child care provider or school, leave under this policy may not exceed eight (8) hours of leave in any calendar month. If both parents work for the School and request leave to attend the same planned event, the School reserves the right, in its sole discretion, to approve leave for the first-requesting parent only.

Employees must provide reasonable notice for time off under this policy to their supervisor. Generally speaking, reasonable notice means notice at least one (1) week in advance of the desired leave. Employees may be required to present verification of attendance at the school activity.

Employees will be required to use any available accrued personal or vacation time to cover this leave; if an employee does not have sufficient vacation accrued to cover the absence, time off will be unpaid.

Leave for School Meetings Concerning Suspension

An employee who is the parent or guardian of a child may take time off to attend a meeting at the child's school concerning the suspension. Employees must give reasonable advance notice to their supervisor listed on the offer letter of the need for time off.

Bereavement Policy

Full-time employees are entitled to take as many as three consecutive days off per occurrence, with pay, to attend to a family death. For these purposes, family is defined as parent, step-parent, child, step-child, sibling, step-sibling, spouse, domestic partner, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandchild, or grandparent. Time off for bereavement is separate from, and in addition to, personal leave.

Adult Literacy Leave

Pursuant to California law, the School will reasonably accommodate any eligible employee who seeks to enroll in an adult literacy education program, provided that the accommodation does not impose an undue hardship on the School. The School does not provide paid time off for participation in an adult literacy education. However, you may utilize accrued vacation if you want compensation for this time off. If you do not have accrued vacation available, you will be permitted to take the time off without pay.

Involuntary Leave

Endeavor College Prep reserves the right to place an employee on a paid or unpaid leave of absence if it is determined that this would be in the best interest of either the employee or the School.

Drug and Alcohol Rehabilitation Leave

The School will reasonably accommodate any employee who volunteers to enter an alcohol or drug rehabilitation program, if the reasonable accommodation does not impose an undue hardship on the school. Reasonable accommodation includes time off without pay and adjusting work hours. You may use accrued and unused sick leave. All reasonable measures to safeguard your privacy will be maintained

Benefits While on Leave of Absence

Vacation days and sick leave do not accrue during any unpaid period of a leave of absence.

Except as required by applicable law and in accordance with this policy, the School will not continue to pay the health insurance premium for an employee on an unpaid leave of absence in excess of 30 days, with the following exceptions:

- For employees taking FMLA and/or CFRA leave, the School will continue to pay its portion of health coverage premiums for the duration of the leave, to a maximum of 12 weeks. The employee must also pay his or her share of the premiums for such coverage. The cost of any dependents covered by the employee will also be the employee's sole responsibility.
- For employees taking PDL, the School will continue to pay its portion of health coverage premiums for the duration of the pregnancy disability, to a maximum of 4 months. The employee must also pay her share of the premiums for such coverage.
- For employees taking workers compensation-related leaves, in addition to any CFRA or FMLA leave taken, the School will continue to pay its portion of health coverage premiums for the duration of the worker's compensation leave, to a maximum of 4 months.

If an employee desires to continue his or her group coverage, he or she must make arrangements to pay his or her individual premium each month. Such arrangements should be taken care of before beginning the unpaid leave of absence, but in no case later than 30 days after the end of the month in which the leave began. Employees who fail to timely pay their portion of the premiums will be discontinued from group coverage plans and offered continued coverage through COBRA, if available, at the Employee's expense.

Employees whose leaves are extended by the School for a period longer than set forth above for FMLA, CFRA, PDL, or workers compensation leave will be offered continuation coverage through COBRA, if available.

Employees returning to work from a leave during which they were on COBRA immediately preceding return to work may return to the School's group insurance plans without interruption, on the first of the month following the return to work.

Section 6: Performance Feedback, Evaluation, and Professional Development

Observations and Feedback

We expect all employees to share Endeavor College Prep's organization-wide value of continuous improvement. Employees should be open to giving and receiving constructive feedback from peers and supervisors. The Coach will be in classrooms frequently and teachers are encouraged to observe lessons taught by peers. Feedback from these informal observations may be in the form of written notes, email, scheduled meetings, or short talks during the normal business day. The purpose of this feedback is to improve employee performance and to facilitate the sharing of instructional best practice across the school.

Formal Evaluations

Formal performance evaluations will be conducted for all employees at least once each school year. For all employees, a written evaluation shall be prepared by the employee's direct supervisor that measures the employee's performance relative to the employee's assigned duties. The teachers' evaluations will include classroom observations. The process will include a conference with a coach to discuss the written evaluation. Following the conference, the written evaluation will become part of the employee's personnel file.

Employees have the right to submit a written response to the evaluation within 10 days of the conference with their supervisor. In this case, a second conference with the supervisor and head of school shall be scheduled within five business days of receipt of the response. The employee's written response will also become part of his/her personnel file.

Evaluation of the head of school and the founder shall be conducted by a committee of the Board of Directors.

Professional Development

Since we place such a high value on continuous improvement, we invest a significant amount of time in professional development.

Once a week, the students are dismissed early to allow extended time for teachers to analyze data, participate in lesson study, and/or discuss or receive training on a topic according to the students' or teachers' needs. Teachers also participate in one or two content team meetings throughout the week.

Annually

Endeavor College Prep's annual calendar includes dozens of full and half days dedicated to teacher professional development. These days will be used for long-term collaborative planning, assessment writing, and more in-depth data analysis and training that is beyond the scope of the weekly professional development.

For professional development to be most effective, it is crucial that it is designed based on the needs of the teachers and students, and all teachers are active participants.

External Professional Development Training

From time to time, employees may be invited to represent the school at external professional development trainings. The head of school will select participants in these opportunities based on a variety of factors, including recommendations from the leadership team, student performance data, contributions to adult and school culture, and capacity to share new learning with the rest of the team.

Outside Professional Development

All teachers and staff are also encouraged to seek outside professional development. If there is a training that a teacher or staff member would like to participate in, he or she should bring it to the attention of his/her coach.

Section 7: Complaint Procedures

It is the policy of Endeavor College Prep to treat employees in a fair and impartial manner. The school is firmly committed to the belief that undisclosed problems will remain unresolved and eventually lead to a decay of work relationships, dissatisfaction in working conditions, and a decline in operational efficiency. Endeavor College Prep's complaint policy is intended to solve problems as quickly, fairly, and informally as possible.

Complaints against another Employee

Employees are encouraged to take complaints involving a co-worker directly to that person for discussion and resolution. If the two employees are unable to resolve their differences, they may at any time request a mediation meeting with their coach/direct supervisor, where both employees are present. The resolution of the coach/direct supervisor shall be considered final.

Complaints against the School, Founder, or Head of School

In the event an employee believes she/he has been treated unfairly by the administration, including a terminated employee, the employee should discuss the situation with the director of operations in an effort to resolve the issue. If an informal process does not resolve the issue to the employee's satisfaction, the following formal complaint procedure should be followed:

1. The employee should submit the complaint to the director of operations in writing. The director of operations will make all attempts to respond in writing within a reasonable period of time of receiving the complaint. (If the complaint involves the director of operations, see step 2 below)
2. If the complaint cannot be resolved by the director of operations, or if the complaint is about the director of operations, the employee may present the complaint to the head of school.
3. If the complaint cannot be resolved by the head of school, or if the complaint involves the head of school or the founder, the employee may present the complaint to the Chair of Endeavor College Prep's Board of Directors. The Board of Directors will review the complaint at the next regular board meeting.
4. The Board Chair will make all attempts to respond in writing on behalf of the Board to the parties concerned within five days of rendering a decision. The decision of the Board is final.

Whistleblower Policy

The School is committed to maintaining a workplace where employees are free to raise good faith concerns regarding certain business practices, specifically: (1) reporting suspected violations of law, including but not limited to federal laws and regulations; (2) providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement, or other

governmental body; and (3) identifying potential violations of the School's policy, specifically the policies contained in this Employee Handbook. An employee who wishes to report a suspected violation of law or Endeavor policy may do so confidentially by contacting the Chair of the Board of Directors

The School expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against employees who raise suspected violations of law or cooperate in inquiries or investigations in good faith. Any employee who engages in retaliation will be subject to discipline, up to and including termination.

Any employee who believes that he or she has been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy or any supervisor that receives complaints of retaliation must immediately inform the operations manager and/or director of operations. They will conduct an investigation or designate other internal or external parties to conduct the investigations. The investigating parties will notify the concerned individuals of their findings as appropriate.

Section 8: Workplace Safety and the Environment

The School is committed to providing and maintaining a healthy and safe work environment for all employees. Each employee is required to know and comply with the School's Safety Plan which is located in the school's main office and is available for review. The employee is required to report immediately to the front office personnel any potential health or safety hazards, and all injuries or accidents. In compliance with Proposition 65, the School will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

Access to the School's premises is limited to persons who have a legitimate reason to visit. Any employee who notices an unauthorized person or witnesses conduct that is suspicious should report it immediately to the School's main office. Any employee who believes that a threat to personal safety is involved should also summon the police immediately.

Mandated Reporting of Child Abuse or Neglect

California Penal Code Section 11166 requires any teacher or child care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

All school personnel are mandated reporters of suspected child abuse or neglect. Any reasonable suspicion of physical abuse, sexual abuse, or neglect must be immediately reported to the Department of Children and Family Services (DCFS) and if applicable, the appropriate law

enforcement agency. DCFS and/or law enforcement may interview the reporting employee for further information in the course of their investigation.

When reporting the incident, teachers must provide the following information: the name, birth date, address of the alleged victim, and the names of the parents and/or caretakers; the name, address, age or birth date, and relationship of the alleged perpetrator; what type of injury or harm was allegedly done to the victim; and a description of the incident (time/date, place in which it occurred, and indication of intention to harm). If possible, teachers should also have information available about the student's siblings (names, dates of birth, ages, and schools).

No one in the workplace, even a supervisor, is permitted to suppress, change, or edit a report of abuse. A mandated reporter who willfully fails to report suspected incidents of child abuse or neglect is subject to license suspension or revocation, and commits a misdemeanor. Falsely reporting information to the hotline is also a misdemeanor.

As a condition of employment, all employees will sign an agreement acknowledging their understanding of their duties under this Act and they will undergo annual training to ensure that they remain aware of their legal obligations and the School's policy.

Alcohol and Drug Use

Use of alcohol or any drug that is illegal under federal or state law (including marijuana) is a serious threat to personal health, workplace safety and job performance. Employees are strictly prohibited from possessing, selling, consuming or being under any influence (defined as having any detectable amount in his/her body) of alcohol or illegal drugs while on the job or in any other manner that may affect the employee's work performance or the School's interests or reputation. This prohibition also extends to legal drugs for which an employee may not have a valid prescription, or that are not used in a manner consistent with accepted frequency or dosage requirements.

Any employee who is taking a medication that may be legally prescribed under both federal and state law should determine from his or her physician or pharmacist whether the prescription drug could impair his or her ability to perform the job safely and effectively. If the employee's performance may be limited at work by use of a legal drug, he or she should advise his or her coach and director of operations so that reasonable accommodations can be considered.

Any employee experiencing difficulties with drugs or alcohol is encouraged to contact the School's director of operations before the drug or alcohol issue affects his or her work performance. The director of operations can provide referrals to helpful resources.

Use of Tobacco & Vaping

All School buildings and facilities are non-smoking facilities. This includes nicotine and non-nicotine cigarettes including (herbal cigarettes) as well as e-cigarettes, and vaping. Smoking is prohibited within 20 feet of a school building and within 25 feet of a school playground.

Employees may not possess tobacco or marijuana products, paraphernalia of these products, or have evidence of using these products (such as odor) while in the work place. Doing so may lead to being sent home &/or termination.

Section 9: Employee Responsibilities

If employees do not meet the expectations outlined below, or from expectations communicated by the head of school, assistant principal, or director of operations, they should expect to receive a verbal corrective conversation, an email follow-up, a performance improvement plan, or a write-up in the form of a memo. These methods are intended to communicate that there needs to be improvement in a certain area. If the concern is not remedied, the employee is subject to immediate disciplinary action including termination of employment.

Professionalism

Employees at Endeavor are to serve as an example of professionalism for our students. This includes personal appearance, attendance & punctuality, meeting deadlines, oral & written communication, and interactions with and about colleagues. Some of these are described in other sections of this document, while the rest are described below.

Employees are expected to meet all deadlines and follow all school procedures because doing these things give our students the best educational opportunity. If at any time a deadline cannot be met, the employee should reach out for assistance.

Communication with families and students should be professional in nature being sure to use objective and solutions-oriented language and tone. Employees should never refer to other students or their consequences with another parent.

Our adult culture is a vital part of the educational opportunities we are able to provide students. Employees are expected to assume the best and go directly to the source when there is a problem. Employees should not participate in any form of gossip, venting, or complaining. Instead, if there is a concern, he or she should go directly to the person that can help them solve it.

The Think Tank is set up to be a productive place to work and collaborate. Conversations should be solutions-oriented and focused on improving student achievement. The Think Tank is a student-free zone since it serves as a teacher workspace, personal item storage, and lunchroom.

Confidential Information

Employees may have access to and learn confidential and personal information about the School's students. Employees are expected to keep such information confidential and not disclose such information to any third party without prior written authorization from the head of school. All records relating to special education students will be kept strictly confidential and maintained in a separate file. Unauthorized disclosure of confidential information may subject the employee to immediate disciplinary action including termination of employment.

Equipment Policy

The School attempts to provide all staff members with the equipment and supplies needed to do their job. Providing equipment is a great expense to the school. It is expected that everyone will protect and care for all equipment and supplies issued to them. Staff members are responsible for the cost of lost, stolen, or broken items issued to them including: keys, textbooks, teacher guides, laptops, and any other equipment that may be assigned to them or their classroom if the loss is due to willful misconduct or negligence.

Computers and Cell Phones

Laptop computers and cellular phones will be provided to employees who require use of them as part of their job. School-issued computers and telephones, including School cell phones, are the sole and exclusive property of the School, and their use is limited to School business. Accordingly, these devices are subject to the Electronic Communication policy below, and no employee should maintain any expectation of privacy regarding information transmitted over, received by, or stored in these devices.

All work-related computing must be done on a computer that is managed by the school. The School will not provide tech support for any personal computers or other devices.

Electronic Communications

This policy sets forth general principles to be applied to the use of the School's Electronic Communication Systems, including but not limited to computers, e-mail, connection to the Internet and World Wide Web, instant messaging, text messaging, telephones, voicemail, fax machines, external electronic bulletin boards, on-line services, and video conference. The School's "Electronic Communication Systems" applies to all electronic media and services that are accessed on or from the School's premises; accessed using the School's computer equipment, or via the School-paid access methods; and/or used in a manner which identifies the individual with the School.

The School Electronic Communication System is the sole and exclusive property of the School and is provided or made accessible by the School solely for use in conducting the School business. Employees should not maintain any expectation of privacy regarding information transmitted over, received by, or stored in the School Electronic Communication System, even for brief periods of time.

Prohibited Use of Electronic Systems: Any violations of the electronic communication policy may result in disciplinary action, up to and including termination.

The School has strict policies against unlawful discrimination and harassment based on any characteristic protected by state or federal law, and these policies apply to employee conduct on the School's Electronic Communication Systems. Accordingly, employees may not use electronic systems in any way that may be seen as insulting, harassing, or offensive by other persons. Examples of forbidden transmissions include sexually explicit or X-rated messages, cartoons, or jokes; unwelcome propositions or love letters; ethnic or racial slurs; or any other message that can be construed to be harassment or disparagement of others based on their sex, race, sexual orientation, age, national origin, or religious or other protected basis.

Employees are prohibited from using the School's Electronic Communication System to intentionally receive, save, store, send, forward, disseminate, deliver, publish, or solicit pornographic, obscene, graphic, X-rated, or sexually-suggestive or explicit material.

Employees are prohibited from using the School's Electronic Communication Systems to intentionally receive, save, store, send, forward, disseminate, deliver, publish, or solicit annoying, embarrassing, harassing, offensive, derogatory, or defamatory messages or information.

Management Right to Access Information - No Right of Privacy: The School's Electronic Communication Systems have been installed to facilitate school communications. Although employees may have individual passwords to access this system, the communications and the passwords belong to the School. The School reserves the right, in its discretion and without employee permission, to review any employee's electronic files, e-mail messages, voicemail messages, instant messages, text messages, telephone usage, and Internet usage to the extent necessary to ensure that its Electronic Communication System is being used in compliance with the law and with the School's policies. The School respects its employees' individual privacy interests; however, employee privacy does not extend to employees' work-related conduct or to the use of the School's Electronic Communication Systems. Therefore, employees should be aware that they have no expectation of privacy in communications taking place using the School's Electronic Communication System.

Personal Use of Electronic Systems: Electronic media and services are primarily for school use. Limited, occasional or incidental use of electronic media for personal, non-school purposes is understandable and acceptable. However, employees need to demonstrate a sense of responsibility and may not abuse the privilege. The School reserves the right to access and disclose all messages sent over its e-mail system and to monitor Internet activity. Any violations of the electronic communication policy may result in disciplinary action, up to and including termination.

All employees are required to sign off on the School's Acceptable Use of the Network and Internet policy and Internet Safety Policy, both of which will be provided upon hiring.

Social Media

The School recognizes that some employees may choose to post personal information on the Internet through personal websites, Facebook, Twitter, Instagram, blogs, forums, chat rooms, or other social media by uploading content, or by making comments on other websites or blogs. For simplicity, this policy refers to these platforms collectively as “social media.” Please remember as new devices, platforms, and technologies become available, this policy will still apply even though the next device or site is not explicitly referenced in this policy.

The School acknowledges that employees may be engaging in these forms of personal expression on personal time, devices, and systems and not on School time, devices or systems. In some cases, employees may be using social media as part of their School duties. This policy is intended to provide guidance for both work-related and personal use of social media.

Those who use social media should remember some simple guidelines:

1. **Personal posts or messages can influence others’ views of the employee professionally.** Although one may expect that only friends will view whatever is posted, in fact, students and co-workers can easily see anything posted on the Internet. That information may alter the students’ or co-workers’ view of the individual or the School. The School does not condone, and strongly cautions against, any posts of or links to any material that may be defamatory, discriminatory, harassing, pornographic or indecent on any personal site. Photos posted should always reflect professionalism.
2. **Maintain confidentiality.** Never post or comment on any confidential or proprietary information about the School as defined in our Confidentiality policies. Follow copyright, fair use, trademark and financial disclosure laws.
3. **Student photos.** Photos, videos, audio recordings or other means of identifying individual students should not be shared on social media unless approved by the director of operations as serving a legitimate school purpose.
4. **The employee is responsible for what he/she posts.** Anyone who posts on-line is responsible for what is written or presented online, both in a personal or professional capacity. The School may elect to discipline its employees for commentary, content or images, in either personal or work-related postings that are vulgar, obscene, threatening, intimidating, violent, pornographic, unethical, harassing, or that otherwise violate School policies.
5. **Do not use School resources for personal use of social media.** Employees are expected to adhere to all policies with respect to use of the School’s computers, Internet

access and other equipment or systems. Personal use of social media should not be done on work time or on School systems or devices, including monitoring Facebook or Twitter or watching YouTube videos for personal entertainment. Limited reasonable personal use of social media during breaks, meal periods or before/after work is acceptable as long as such activities do not otherwise violate School policies related to computers, Internet access or other equipment. When using any social media for personal matters, employees should use a personal email address device and system (not the School's).

6. **Please respect the School's intellectual property.** When using social media for personal purposes, employees may not misuse School trademarks, logos, or other images.
7. **Employees are not School spokespersons.** The employee may identify him/herself as an employee of the School, and is free to discuss matters related to the School's business (provided such discussions comply with School policies and do not disclose confidential, proprietary, or non-public financial information). If the employee chooses to identify himself or herself as a School employee, and regardless of the topic of discussion, he or she must state that the views expressed are his or her own, and do not necessarily reflect the view of the School.
8. **Social network friends may be separate from your work relationships.** Participation in Facebook and similar social media sites as a personal network should not include students and need not include coworkers. Employees should not accept friend requests from students or parents and should feel free to say "no" to requests from co-workers. Employees should understand and use the levels of privacy control available on personal social media accounts.
9. **Questions may be directed to the director of operations** for appropriate use of social media.

This policy should not be construed, and will not be applied, in a manner that violates employee rights under the National Labor Relations Act.

Workplace Searches

To ensure the safety of all students and employees, the School reserves the right to conduct searches of the School premises, School property, and employees' personal property consistent with federal and state law. Accordingly, employees do not have a reasonable expectation of

privacy when using any School property or facilities. Such inspection can occur at any time, with or without advance notice or consent.

Personal Appearance

In order to model professionalism and set an example for our students, teachers are expected to dress professionally and appear well-groomed, unless otherwise indicated by the head of school for special school days/events. For men, appropriate dress would be a dress shirt and tie with dress slacks or khakis. Employee grooming and dress may not disturb, interfere with, or detract from the educational setting.

For women, skirts, dresses, business suits, or slacks would be appropriate. Thighs should not be exposed when seated or when legs are crossed/uncrossed. Mini-skirts are prohibited. Fitted leggings, and spandex type leggings are not permitted as outerwear, however, they may be worn under a dress, skirt, or tunic top provided that the outerwear is an appropriate length. Dresses and skirts should contain only small slits, and slits must not be revealing. Undergarments should be covered at all times. Shirts, blouses and tops must cover the back and stomach areas. Shirts must be buttoned appropriately and should not be low cut or expose cleavage. Clothing should never be see through. No sandals, slippers, or clogs are allowed. Open-toe or peep-toe shoes are allowed as long as the shoe has an ankle strap.

Employee ID's or badges must be worn, and visible, at all times while on School premises.

No dress code can cover all situations so employees must exert a certain amount of judgment in their choice of clothing to wear to work. The above is not meant to be an exhaustive list of appropriate work attire. If an employee is unsure about what constitutes acceptable, professional appearance for work, they should ask their supervisor. The School reserves the right to determine if clothing or appearance fails to meet this standard for any non-discriminatory reason. If an employee fails to meet this standard, he or she will be informed accordingly. If the problem continues, the employee may be subject to disciplinary action, up to and including termination.

Personnel and Payroll Records

Personnel records, including medical information about an employee, are confidential. Access generally will be limited only to those who need to know the information. Under some circumstances, the School may be required to provide personnel records under federal or state law, or in response to a court order. Employees or their representative may obtain access to or copies of the employee's personnel records or wage statement information in accordance with applicable

state law by requesting in writing and by making an appointment with the Director of Operations at a reasonable time with reasonable notice.

Change of Personal Data

It is the responsibility of the employee to notify the Director of Operations of any change(s) in personal data that is necessary for communication with the employee or that may have an impact on future employment verification. Personal information such as address can be updated on Paycom.

Outside Employment

Employees must notify the Director of Operations if they have or subsequently obtain outside employment. Outside employment must not conflict in any way with staff responsibilities within the school. Employees may not conduct outside work or use school property, equipment, or facilities in connection with outside work while on school time.

Media Policy

We strive to build and protect the reputation of this growing institution. As such, we need to speak to external constituents with a consistent voice. To ensure the quality and consistency of information disseminated to media sources, the following policy shall be enforced:

All media contacts are to be handled by the founder, or the founder's designee, regardless of who the media representative is or whom he or she represents or how innocuous the request.

All press releases or other promotional materials are to be approved by the founder or his designee prior to dissemination.

Privately Owned Vehicle Use

Employees may use their personal vehicles to conduct official school business, provided prior approval has been granted by the director of operations. Employees must possess a valid driver's license and proof of insurance at the time the personal vehicle is used for school business. Such insurance shall meet or exceed minimum requirements as established by the State of California. Employees are expected to drive safely and obey all traffic, vehicle safety, and parking laws or regulations.

Endeavor College Prep will reimburse its employees for use of their personal vehicle on school business, if properly authorized and appropriately documented on a Mileage Reimbursement Form. Reimbursements will be made at the current business mileage rate established by the IRS. The business mileage rate covers all costs of operating the vehicle, including fuel, maintenance, repairs, and both liability and comprehensive insurance. For this reason, an employee's personal insurance is primary when using a personal vehicle. If the personal insurance is not sufficient to cover damages, then Endeavor College Prep may provide secondary coverage if the accident occurred while conducting official school business. Additionally, the driver's personal insurance will serve as primary coverage for injuries and liability to any passengers. For these purposes, "school business" does not include the regular commuting between the employee's home and school site.

Employees must promptly notify the School of any citations or accidents involving a personal vehicle for School purposes. Employees are responsible for any moving or parking violations and fines that may result when operating a personal vehicle for School purposes.

Failure to comply with these requirements, or having an unsatisfactory driving record, may result in discipline, including revocation of driving privileges and up to termination of employment.

Transportation of Students in Privately-Owned Vehicles

The use of personal vehicles to transport students is generally discouraged. However, school employees may be permitted to use personal vehicles to transport students, with proper authorization, under the following circumstances and provided the employee follows all appropriate child safety laws:

- A. When a student is ill or injured and must be transported home, to the school site, or to a medical treatment facility under non-emergency situations. The school must first attempt to contact the parent or guardian. If a parent or guardian is unavailable or cannot provide transportation, the director of operations, or his/her designee may authorize that the student be transported in a personal vehicle.
- B. If an emergency situation arises which prevents the parent or guardian from picking up their child from school and no other authorized emergency contact is available.
- C. With written authorization from parents to participate in a small-group field trip, to participate in an academic competition, to take a high school entrance exam, to present at a board meeting, or other academically meaningful activity approved by the director of operations.

School personnel may take whatever action necessary in an emergency situation that constitutes an imminent threat to a student's health or safety.

Section 10: Standards of Conduct

The School expects each employee to demonstrate unquestionable integrity and to contribute to the quality and reliability of the School's services within the scope of his or her job responsibilities. Not only will this promote efficiency and productivity, but it will also create a pleasant and cooperative work environment.

Any failure to adhere to the School's standards of conduct, or whose performance is unsatisfactory, may be subject to discipline, up to and including termination.

To provide employees some guidance regarding unacceptable behavior, the School has identified some examples of types of conduct that are impermissible. This list is illustrative only, and does not identify every potential type of impermissible conduct for which an employee may receive discipline up to and including termination.

- Insubordination, failure or refusal to carry out job assignments and management directives;
- Unauthorized release of confidential information;
- Falsifying any work, personnel, or other School records;
- Altering or falsifying time punches on your timesheet on Paycom;
- Falsifying or making a material omission on an employment application or other School record;
- Excessive personal cell phone calls and/or cell phone use;
- Unauthorized taking or removal of School or co-worker funds or property, or unauthorized charges to one of our accounts;
- Dishonesty;
- Discrimination against or harassment of co-workers, students, or third parties;
- Sexual harassment or other unlawful harassment, whether verbal, physical, or visual;
- Possession, consumption, sale, or being under any influence of alcohol or illegal drugs while at work or on work premises (except the use of medications as prescribed by a physician);
- Bringing on School property dangerous or unauthorized materials, such as explosives, firearms, or other similar items;
- Actual or threatened violence;

- Unacceptable or below-standard job performance;
- Excessive or recurring absenteeism, tardiness, or failure to report in when absent or late for work;
- Sleeping on the job;
- Profanity, or otherwise inappropriate language in the presence of students or their families
- Misusing, destroying, or damaging property of the School, a co-worker, a student, or anyone on School property.
- Violation of any policy contained in this Handbook or any other School policy or procedure communicated to employees.

Teacher-Student Interactions

Boundaries Defined

For the purposes of this policy the term “boundaries” is defined as acceptable professional behavior by staff members while interacting with a student. Trespassing beyond the boundaries of a student-teacher relationship is deemed an abuse of power and a betrayal of public trust.

Acceptable and Unacceptable Behavior

Some activities may seem innocent from a staff member’s perspective, but some of these activities can be perceived as flirtation or sexual insinuation from a student or parental point of view. The purpose of the following lists of unacceptable and acceptable behaviors is not to restrain innocent, positive relationships between staff and students but to prevent relationships that could lead to, or may be perceived as, sexual misconduct.

Staff members must understand their own responsibilities for ensuring that they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for any required disciplinary purposes. Thus, it is critical that all employees study this policy thoroughly and apply its spirit and intent in their daily activities.

Unacceptable Behaviors

These lists, and any subsequent lists, are not meant to be all-inclusive, but rather illustrative of the types of behavior addressed by this policy.

1. Giving gifts to an individual student that are of a personal and intimate nature.
2. Kissing of ANY kind.
3. Any type of unnecessary physical contact with a student in a private situation.

4. Intentionally being alone with a student away from school.
5. Making, or participating in, sexually inappropriate comments.
6. Sexual jokes, or jokes/comments with sexual overtones or double-entendres.
7. Seeking emotional involvement (which can include intimate attachment) with a student beyond the normative care and concern required of an educator.
8. Listening to or telling stories that are sexually oriented.
9. Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding.
10. Becoming involved with a student so that a reasonable person may suspect inappropriate behavior.
11. Giving students a ride to/from school or school activities without parent permission.
12. Being alone in a room with a student at school with the door closed.
13. Allowing students in one's home without signed parent permission for a pre-planned and pre-communicated educational activity, which must include another educator, parent, or other responsible adult.
14. Remarks about the physical attributes or physiological development of anyone.
15. Excessive attention toward a particular student.
16. Sending emails, text messages, social media responses, or letters to students if the content is not about school activities.
17. Any other behaviors deemed as inappropriate by the school.

Acceptable and Recommended Behaviors

1. Obtaining parents' written consent for any after-school activity on or off campus (exclusive of tutorials).
2. Obtaining formal approval (site and parental) to take students off school property for activities such as field trips or competitions.
3. Emails, text-messages, phone conversations, and other communications to and with students, if permitted, must be professional and pertain to school activities or classes (communication should be initiated via school-based technology and equipment). It is a good practice to copy another staff member on all emails to students.
4. Keeping the door open when alone with a student.
5. Keeping reasonable space between the employee and the student.
6. Stopping and correcting students if they cross personal boundaries.
7. Keeping parents informed when a significant issue develops about a student.
8. Keeping after-class discussions with a student professional and brief.
9. Asking for advice from senior-staff or administration if the employee finds him/herself in a difficult situation related to "boundaries."
10. Involving the direct supervisor about situations that have the potential to become more severe.

11. Making detailed notes about an incident that could evolve into a more serious situation later.
12. Recognizing the responsibility to stop unacceptable behavior of students and/or co-workers.
13. Asking another staff member to be present if the employee will be alone with any student who may have severe social or emotional challenges (and the employee is not the assigned case educator).
14. Asking another staff member to be present, or within close supervisory distance, when the employee must be alone with a student after regular school hours.
15. Giving students praise and recognition without touching them in questionable areas; giving appropriate pats on the back, high-fives, and handshakes are appropriate.
16. Keeping professional conduct is a high priority during all moments of student contact.
17. Asking oneself if any actions, which go contrary to these provisions, are worth sacrificing one's job and career.

Reporting

When any staff member, parent, or student becomes aware of a staff member having crossed the boundaries specified in this policy, he or she must report the suspicion to the director of operations promptly. Prompt reporting is essential to protect students, the suspected staff member, any witnesses, and the school as a whole. Employees must also report to the administration any awareness of, or concern about, student behavior that crosses boundaries, or any situation in which a student appears to be at risk for sexual abuse.

Investigating

The director of operations will promptly investigate and document the investigation of any allegation of sexual misconduct, using such support staff or outside assistance, as he or she deems necessary and appropriate under the circumstances. Throughout this fact-finding process, the investigating administrator, and all other privy to the investigation, shall protect the privacy interests of any affected student(s) and/or staff member(s) including any potential witnesses, as much as possible. The investigating administrator shall promptly notify the Governing Board in closed session of the existence and status of any investigations. Upon completion of any such investigations, the director of operations shall report to the Board of Directors any conclusions reached. The investigating administrator shall consult with legal counsel, as appropriate, prior to, during, and after conducting any investigation.

Consequences

Staff members who have violated this policy will be subject to appropriate disciplinary action, and where appropriate, will be reported to authorities for potential legal action.

Physical Contact with Students and Other Staff Members

It is the policy of Endeavor College Prep that no teacher or staff member will use corporal punishment against a student. This prohibition includes spanking, slapping, pinching, hitting, or the use of any consequence that causes physical pain to the child. While the use of appropriate touching is part of daily life and is important for student development, a teacher and staff member must ensure that they do not exceed appropriate behavior. If a student's parent or other staff member specifically requests that he or she not be touched, then that request must be honored without question. If the child or other staff member has not requested that they not be touched, then the following forms of touching are considered appropriate:

- Pats on the shoulder or back
- Hand-shakes
- "High fives", hand slapping, and fist bumps
- Touching shoulders and arms around the shoulder area
- Touching face to check temperature, wipe away a tear, and remove hair from face or other similar types of contact for similar purposes
- Patting a student on the knee (grades K through 4)
- Sitting students on one's lap (grades K-2) for purposes of comforting the child
- Holding hands while walking with small children or children with significant disabilities
- Arms around shoulders
- Reasonable self-defense

Reasonable defense of another

- Reasonable restraint of a violent person to protect others or property
- Safely carrying an injured child

Except as discussed above, the following forms of touching are never appropriate:

- Inappropriate or lengthy embraces
- Kisses
- Corporal punishment
- Sitting students on one's lap (grades 3 and up)
- Touching buttocks, chests or genital areas
- Pushing a person or another person's body part (other than in self-defense, defense of another or property)
- Showing affection in isolated areas
- Wrestling with students or other staff-member
- Bench-pressing another person
- Tickling, piggyback rides, or massages

- Any form of unwanted affection
- Any form of sexual contact

This policy does not prevent touching a student for the purpose of guiding them along a physical path, helping them up after a fall, engaging in a rescue or the application of Cardio Pulmonary Resuscitation (CPR), or other emergency first-aid. Nor does it prohibit the use of reasonable force and touching in self-defense or in the defense of another. Restraining a child who is trying to engage in violent or inappropriate behavior is also allowed. Only such force as necessary to defend one's self or another or to protect property is legally allowed. Excessive force is prohibited.

An attempt to violate this policy by placing another person in reasonable apprehension that they will be victim of one of the acts prohibited under this policy is also prohibited. A reasonable apprehension normally includes an overt act, but words alone may be sufficient to violate this policy if the words uttered were such that under the circumstances it could be reasonably assumed that physical contact would be attempted. Violation of this policy could subject the teacher or staff member to discipline to include termination. This policy must necessarily be somewhat flexible. Sometimes, especially when dealing with younger children or children with a disability, touching is more appropriate. A touch for the purpose of helping (i.e.: cleaning up a small child after a bathroom accident) may be appropriate in limited circumstances although clearly inappropriate in more general circumstances. An accidental touch is never inappropriate provided it is a true accident. It is impossible to define each and every instance when touching is inappropriate. Teachers and staff members should apply the rules of common sense in the circumstances they find themselves.

Questions

For questions regarding any policies described in this handbook, contact any of the following:

Danielle Lukk, head of school: dlukk@endeavorcollegeprep.org

David Marositz, director of operations: dmarositz@endeavorcollegeprep.org

Employee's Statement of Understanding

I, _____, acknowledge that I have received, read, and understand the Employee Handbook dated _____.

I also acknowledge that its purpose and content have been explained to me, and I have been offered an opportunity to ask questions regarding it. I understand the Employee Handbook summarizes various employment policies and procedures applicable to my employment with the School.

I further understand that the Employee Handbook is not an employment agreement or contract for employment. I have been told, and I understand that my employment with the School is "at-will," which means it may be terminated at any time, with or without cause, with or School notice, by either myself or the School. I also understand that I may be demoted, my job responsibilities changed, or my benefits altered after I accept employment with the School, with or without cause, and with or without notice.

I understand that this Handbook supersedes any prior handbooks or policy manuals regarding employment with the School issued by the School.

I understand that the School may add to, modify, or delete any of the policies and procedures contained in the Employee Handbook from time to time.

I agree to perform my job and otherwise act in a manner consistent with the Employee Handbook and any subsequent additions, modification, or deletions, which may be implemented by the School during my employment.