Employee Handbook
2026-2027 School Year

STATESMEN
COLLEGE PREPARATORY ACADEMY FOR BOYS
Build Strong Boys

Statesmen College Preparatory Academy for Boys

4600 Livingston Road S.E. Washington, DC 20032

STATESMEN
COLLEGE PREPARATORY ACADEMY FOR BOYS
Build Strong Boys

"Build strong boys, or repair broken men"

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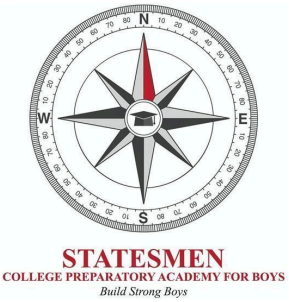

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WELCOME HOME

Congratulations! The entire Statesmen Academy for Boys family welcomes you. We look forward to sharing this journey with you as we will collectively do whatever it takes to ensure that our scholars are prepared with the personal fortitude, social competencies and academic skills necessary to lead in a community that they design.

That mission requires a committed team of adults all moving forward with one outcome in mind. The pages that follow are a *living* document. They will serve as your internal guide to everything (*or as close to everything*) you need to know as a valued member of the Statesmen College Preparatory Academy for Boys PCS family. Should you have any further questions, our leadership team is here to support.

Again**, *welcome home*.**

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THE CORE

We Are Going Somewhere

Our ***vision*** at Statesmen College Preparatory Academy for Boys PCS is that within 20 years of its inception, the District of Columbia will be widely known for the following:

- An abundance of well-rounded, well-educated, well-experienced African American and Latino men as candidates for each career opportunity that becomes available;
- An abundance of well-informed and deeply committed African American and Latino men meaningfully engaged in the frontline work of educational social justice, contributing time, talent, ideation and philanthropy to the forward progression of a high-quality public education for all;
- An emerging cohort of well-resourced and well-connected African American and Latino men leading a group of entrepreneurs in redesigning and reshaping the DC community with a plan of their own design; and
- Alumni of the academy ascending into leadership roles citywide, including an alumnus of the school assuming leadership of Statesmen College Preparatory Academy for Boys, re-conceptualizing its mission and carrying the work of the academy to a new level.

We Know What To Do To Get There

The ***mission*** of Statesmen College Preparatory Academy for Boys PCS is to create a boy-friendly pedagogy-informed academic environment within which young men are equipped with the academic skills, social competencies, and personal development necessary to navigate life challenges, attend and complete the college of their choice, and return to become the premier agents of social change within and for the communities they serve.

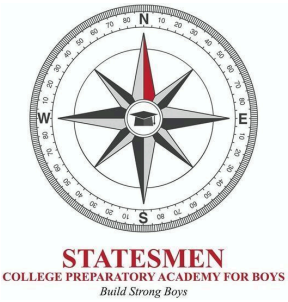
We Do What We Do With A Few Things In Mind

The ***values*** that drive the program are encapsulated in the following value statements:

Relationships – *"I am my brother's keeper."*
Rigor – *"I am excellence."*
Relevance – *"I matter and this matters."*
Resilience – *"I never quit."*

We Believe Something About Those We Serve

The ***philosophy*** of the Statesmen College Preparatory Academy for Boys PCS is founded on the core belief that accomplishing high levels of academic achievement for Black and Latino males, male students of urban poverty, is both possible and necessary. While the recipe may seem complex, it has two primary ingredients.



First and foremost, we believe that these young men respond consistently and favorably to school environments that promote “high expectations”, utilizing curriculum and instructional pedagogy that result in high levels of academic engagement. Immediately accompanying those high expectations is the second ingredient - warm, caring and trusting relationships. Their performance is solidified in an environment where high academic expectations are supported by adults - ***and peers*** - with whom they have bonded relationships and a shared goal.

To turn Male Students of Urban Poverty into Young Male Scholars, the primary ingredients are a “***tight knit crew and a worthy cause***” – relationships and relevance leading to rigor and resilience.

We Are A Public School In Education Equity and Reform

Statesmen College Preparatory Academy for Boys PCS is a *public school*. We are an open admissions public school funded by public dollars like every other public school. We are distinguished from *traditional schools* (DCPS) in that we are an autonomous charter with a mission aimed at educational equity and reform. As a charter school, we are a publicly funded independent school established by leaders, teachers, parents, and community members under the purview of our authorizer, the District of Columbia Public Charter School Board (PCSB). We enjoy wide programmatic autonomy and agree to acute programmatic accountability. If we do not perform to the goal established within our charter and approved by the PCSB, we will be sanctioned and eventually closed.

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EMPLOYMENT

We Are An Equal Opportunity Employer

Employment Status - An “employee” of Statesmen College Preparatory Academy for Boys PCS is a person who regularly works for the Organization on a wage or salary basis. “Employees” may include exempt, non-exempt, regular full-time, regular part-time, and temporary persons, and others employed with the Organization who are subject to the control and direction of the Organization in the performance of their duties.

Exempt - Employees whose positions meet specific criteria established by the Fair Labor Standards Act (FLSA) and who are exempt from overtime pay requirements.

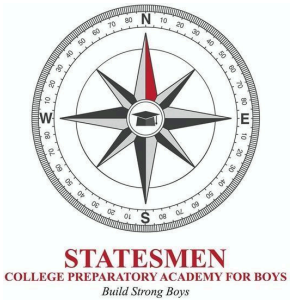
Non-Exempt - Employees whose positions do not meet FLSA criteria and who are paid one and one-half their regular rate of pay for hours worked in excess of 40 hours per week.

Regular Full-Time - Employees who have completed the 30-day probationary period and who are regularly scheduled to work [35] or more hours per week. Generally, they are eligible for the Statesmen Academy for Boys benefit package, subject to the terms, conditions, and limitations of each benefit program.

Regular Part-Time - Employees who have completed the 30-day probationary period and who are regularly scheduled to work less than 35 hours per week.

Temporary (Full-Time or Part-Time) - Those whose performance is being evaluated to determine whether further employment in a specific position or with Statesmen Academy for Boys is appropriate or individuals who are hired as interim replacements to assist in the completion of a specific project or for vacation relief. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status until they are notified of a change. They are not eligible for any of the Organization’s benefit programs.

At Will Employment - All employment at Statesmen College Preparatory Academy for Boys PCS is “at will.” This means that both employees and the School have the right to terminate employment at any time, with or without advance notice, and with or without cause. We do request and try to give 30-days notice. No one other than the Chief Executive Officer has the authority to alter this arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy, and any such agreement must be in writing and must be signed by the Chief Executive Officer. In addition, Statesmen College Preparatory Academy for Boys maintains a highly flexible culture. Given the entrepreneurial nature of the School, an employee’s position and/or position description may be changed at any given time by his or her supervisor. Nothing in this manual is intended to change this policy. However, the School will not discharge an employee who has legitimately invoked the Whistleblower Protection policy; for exercising their right to vote or to their political affiliation; answering the call for military duty;; answering



the call to jury duty; for filing a workers' compensation claim; or for receiving an order for wage garnishment.

Non-Discrimination Policy - Statesmen College Preparatory Academy for Boys PCS seeks diversity in its student/parent body, faculty, Board of Trustees, staff and administration. While Statesmen Academy for Boys is a single gender academy, it is an organization deeply committed to diversity, equity and inclusion and it is therefore the policy and commitment of the organization not to make employment decisions based on race; color; religion; national origin; sex (including pregnancy, childbirth, and related medical conditions; breastfeeding; and reproductive health decisions), age (18 and over); marital status; personal appearance; sexual orientation; gender identity or expression; family responsibilities; genetic information; veteran or parental status; disability; matriculation; political affiliation; lawful use of tobacco products; unemployment status; status as a victim of domestic violence, a sexual offense, or stalking; or any other status protected by applicable federal, state or local law. .

Gender Identity and Expression - Statesmen College Preparatory Academy for Boys is committed to following the entirety of the DC Human Rights Act regarding gender identity and expression with respect both to its employees and to all members of the public. Statesmen College Preparatory Academy for Boys is committed to the protection of individuals from employment discrimination on the basis of an individual's gender identity or expression. Statesmen College Preparatory Academy for Boys provides access to all facilities consistent with gender identity or expression and allows all employees and visitors to be called by preferred name and preferred pronouns. Should a person disclose a different legal name or gender for business purposes (i.e., insurance coverage, background checks, etc.), the information will be kept confidential unless disclosure is compelled by law.

Individuals with questions or concerns, or who believe this policy has been violated, should contact Human Resources or any member of leadership with whom they feel comfortable. Individuals who believe they have been discriminated against by Statesmen College Preparatory Academy for Boys on the basis of their gender identity or expression may also file a complaint with the DC Office of Human Rights.

Disability Accommodation - Statesmen College Preparatory Academy for Boys PCS is committed to complying with all applicable provisions of federal, state and local laws prohibiting discrimination on the basis of disability. It is the policy of Statesmen Academy for Boys not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability, perceived disability or record of a disability so long as the employee can perform the essential functions of the job with or without an accommodation. Consistent with this policy of nondiscrimination, Statesmen Academy for Boys will provide reasonable accommodations to a qualified individual with a disability provided that such accommodation does not constitute an undue hardship on the Organization.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Human Resources Manager. Statesmen Academy for Boys encourages individuals with disabilities to come forward and request reasonable accommodation.

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Consistent with the non-discrimination in employment policy, all students of Statesmen Academy for Boys are admitted, are accorded rights and privileges, and have access to programs and activities made available to them at Statesmen Academy for Boys in a non-discriminatory manner. Statesmen Academy for Boys does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs. All testing and evaluation materials and procedures used for the purpose of evaluation, testing, assessments and/or for placement of children with disabilities are selected and administered so as not to be discriminating.

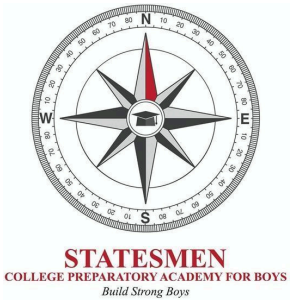
Religious Accommodation - Statesmen College Preparatory Academy for Boys will provide reasonable accommodation for employees' religious beliefs, observances, and practices when a need for such accommodation is identified and reasonable accommodation is possible. A reasonable accommodation is one that eliminates the conflict between an employee's religious beliefs, observances, or practices and the employee's job requirements, without causing undue hardship to Statesmen College Preparatory Academy for Boys. Statesmen College Preparatory Academy for Boys has developed an accommodation process to assist employees. Through this process, Statesmen College Preparatory Academy for Boys establishes a system of open communication between employees and the organization to discuss conflicts between religion and work and to take action to provide reasonable accommodation for employees' needs. The intent of this process is to ensure a consistent approach when addressing religious accommodation requests. Any employee who perceives a conflict between job requirements and religious belief, observance, or practice should bring the conflict and request for accommodation to the attention of Human Resources to initiate the accommodation process. Statesmen College Preparatory Academy for Boys requests that accommodation requests be made in writing, and in the case of schedule adjustments, as far in advance as possible.

Pregnancy Accommodation - Employees may request a reasonable accommodation for pregnancy, childbirth, related medical conditions, or breastfeeding. A reasonable accommodation will be provided unless the accommodation would impose an undue hardship on Statesmen College Preparatory Academy for Boys's operations.

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

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

Statesmen College Preparatory Academy for Boys may require that employees provide a certification from their health care provider regarding the medical advisability of a reasonable accommodation to the same extent as required for temporary disabilities.



Statesmen College Preparatory Academy for Boys will not take adverse employment actions against employees or applicants who request or use reasonable accommodations in accordance with this policy. Statesmen College Preparatory Academy for Boys will also not require an employee to accept an accommodation if the employee does not have a limitation relating to pregnancy, childbirth, related medical conditions, or breastfeeding or if the accommodation is not necessary for the employee to perform their duties. Statesmen College Preparatory Academy for Boys will not require an employee to take leave if a reasonable accommodation can be provided.

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

Lactation Accommodation - Statesmen College Preparatory Academy for Boys is committed to providing reasonable and necessary accommodations for a lactating parent. Any employee who is breastfeeding their child will be provided reasonable break times as needed to express breast milk. Statesmen College Preparatory Academy for Boys will provide reasonable daily breaks to accommodate an employee desiring to express breast milk for the employee's child. If possible, nursing parents should take time to express breast milk during their regular meal and/or rest breaks. If the break time cannot run concurrently with the meal and/or rest breaks already provided to the employee, the break time will be unpaid for nonexempt employees. Where these additional breaks are required, employees should work with their supervisor regarding scheduling. Employees should give notice, before returning to work after a birth, of their intent to use this benefit.

Statesmen College Preparatory Academy for Boys has designated the **[_Zen__]** room as a private space reserved for lactation. Employees should discuss with their supervisor or Human Resources to make any other arrangements under this policy. Statesmen College Preparatory Academy for Boys reserves the right to not provide additional break time or a private location for expressing breast milk if doing so would create an undue hardship for Statesmen College Preparatory Academy for Boys's operations. Refrigerators are offered for breast milk storage. Employees storing milk in the refrigerator assume all responsibility for the safety of the milk and the risk of harm for any reason, including improper storage or refrigeration and tampering.

Statesmen College Preparatory Academy for Boys strictly prohibits discrimination against or harassment of employees because they are breastfeeding parents and/or request or take breaks in accordance with this policy.

Immigration Law Compliance - Statesmen College Preparatory Academy for Boys PCS employs only persons authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1986. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Statesmen Academy within the past three years or if their previous I-9 is no longer retained or valid.

Accommodations and Protections for Victims of Domestic Violence, Sexual Assault or Stalking

Statesmen College Preparatory Academy for Boys will make reasonable safety accommodations for employees who are the victim or family member of a victim of domestic violence, a sexual offense or stalking when such accommodation is necessary to ensure that person's security and safety, unless providing the accommodation would impose an undue hardship on Statesmen College Preparatory Academy for Boys.

For purposes of this policy, a covered family member includes a spouse or domestic partner; the parents of a spouse; children, including foster children and grandchildren; spouses of children; parents; brothers and sisters; the spouses of brothers and sisters; a child who lives with an individual and for whom the individual permanently assumes and discharges parental responsibility; and a person with whom the individual shares or has shared, for not less than the preceding 12 months, a mutual residence and with whom the individual maintains a committed relationship as defined in the Health Care Benefits Expansion Act of 1992.

Reasonable accommodations may include, but are not limited to: a transfer; reassignment; modified work schedule; leave; change in work telephone number; change in work email address; change in work station; installed locks; assistance in documenting domestic violence, a sexual offense or stalking that occurs in the workplace, or the implementation of another safety procedure in response to actual or threatened domestic violence, sexual offense or stalking.

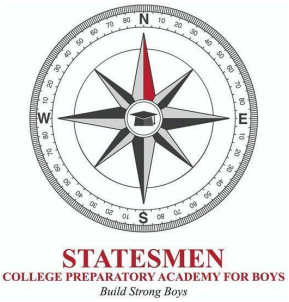
Confidentiality
Statesmen College Preparatory Academy for Boys will maintain the confidentiality of information that is provided by the employee and related to an employee's status as a victim or family member of a victim of domestic violence, a sexual offense or stalking. Statesmen College Preparatory Academy for Boys will not disclose such information unless it is:

- Requested or voluntarily authorized in writing by the employee;
- Ordered by a court or administrative agency or otherwise required by applicable federal or state law;
- Provided to a law enforcement agency;
- Necessary to protect other employees from imminent harm; or
- Necessary to provide a reasonable accommodation for the victim (to the extent necessary).

Statesmen College Preparatory Academy for Boys will notify the employee in the event of a disclosure made for one of the reasons described above.

No Retaliation or Discrimination
Statesmen College Preparatory Academy for Boys will not retaliate or otherwise take unlawful discriminatory action against an employee because the employee:

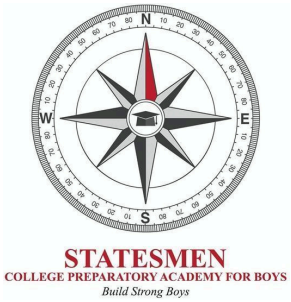
- Attended, participated in, prepared for or requested leave to attend, participate in or prepare for a criminal, civil or administrative proceeding relating to domestic violence, stalking or a sexual offense of which the employee or employee's family member was a victim, including meeting with an attorney or law enforcement officials;
- Sought physical or mental health treatment or counseling for domestic violence, a sexual offense, or stalking of which the employee or employee's family member was a victim; or



- Experienced a disruption of the workplace or threat to employment related to domestic violence, a sexual offense or stalking of which the employee or employee's family member was the victim.

Employees may also be entitled paid time off for reasons related to being a victim or family member of a victim of domestic violence, a sexual offense or stalking under Statesmen College Preparatory Academy for Boys' PTO policy and should consult that policy and/or Human Resources for additional information.

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



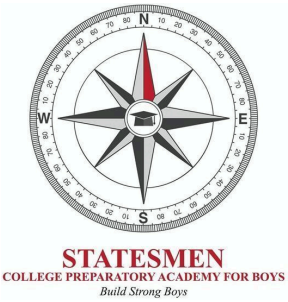
We Trust What You Tell Us

Employment Application - We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the selection process for employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.
Personal and Professional History - As a condition of their employment, all employees are required to submit to an FBI criminal background check. The criminal history review will include a fingerprint check and simultaneous FBI check. Individuals who refuse to submit to a criminal history review as required under the DC School Safety Omnibus Act or whose criminal history review reveals that they have been convicted of a crime or have violated the law may not be offered employment and/or may be subject to termination. Individuals whose criminal history review reveals that they have been convicted of a felony may not be offered employment and/or may be terminated. Individuals whose criminal history reveals that they have been convicted of or have pleaded nolo contendere to a crime listed in. No person employed or otherwise associated with Statesmen College Preparatory Academy for Boys PCS, including members of the Board of Trustees, who has been convicted of or has pleaded nolo contendere to a crime related to misappropriation of funds or theft shall be engaged in direct processing of charter school funds.

Employees are required to provide official transcripts or submit to an educational verification search to verify units earned/degree received or in-service hours. These requirements must be completed prior to beginning employment, and the information must be submitted to Human Resources. To the extent permitted by law, Statesmen Academy may require that these costs be borne by the employee.
Individuals whose educational background differs from that of the job description will not be considered for employment.

Personnel Data Policy - Employee personnel files may include the following: job application, job description, résumé, records of participation in training events, salary history, records of disciplinary action and documents related to employee performance reviews, coaching, and mentoring.

Personnel files are the property of Statesmen College Preparatory Academy for Boys PCS and access to the information is allowed with prior notice. Management personnel of Statesmen Academy who have a legitimate reason to review the file may be allowed to do so. Current employees who wish to review their own file should contact the Human Resources Manager. With reasonable advance notice, a current employee may review his/her personnel file in the offices of Statesmen Academy for Boys and in the presence of the Director of Operations or Human Resources Manager.



It is the responsibility of each employee to promptly notify the Human Resources of any changes in personnel data such as:

- mailing address,
- Telephone numbers,
- Name and number of dependents, and
- Individuals to be contacted in the event of an emergency.

An employee's personnel data should be accurate and current at all times.

We Work For The Mission Of The School

Conflict of Interest - Just as Statesmen College Preparatory Academy for Boys PCS expects the highest personal conduct from our students, we expect you to conduct business according to the highest ethical standards as well. Employees are expected to devote their best efforts to the interests of Statesmen Academy for Boys. Business dealings that appear to create a conflict between the interests of the Statesmen and an employee are subject to scrutiny and a request for cease and desist. Statesmen Academy for Boys recognizes your right to engage in activities outside of your employment which are of a private nature and unrelated to our business. However, we require that you disclose any possible conflicts so that Statesmen Academy for Boys may assess and prevent potential conflicts of interest from arising. Please disclose actual or potential conflicts of interest, in writing, to your supervisor. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings) as a result of the business dealings of Statesmen Academy. Although it is not possible to specify every action that might create a conflict of interest, this policy sets forth the ones that most frequently present problems. If you have any question as to whether an action or proposed course of conduct would create a conflict of interest, you should immediately contact your supervisor to obtain advice on the issue. The purpose of this policy is to protect you from any conflict of interest that might arise. A violation of this policy will result in immediate and appropriate discipline, up to and including termination.

Work Product Ownership - Please be aware that Statesmen College Preparatory Academy for Boys PCS retains legal ownership of the product of the work for which you have been hired and paid by Statesmen Academy to perform ("work product"). No work product created while employed by Statesmen Academy for Boys can be claimed, construed, or presented as property of the individual, even after employment with Statesmen Academy for Boys has been terminated or the relevant project completed. This includes written and electronic documents, audio and video recordings, system code, and also any concepts, ideas, or other intellectual property developed for Statesmen Academy for Boys, regardless of whether the intellectual property is actually used by Statesmen Academy for Boys.
Although it is acceptable for you to display and/or discuss a portion or the whole of certain work product as an example in certain situations (e.g., on a resume), please bear in mind that information classified as confidential must remain so even after the end of employment, and that supplying certain other entities with certain types of information may constitute a conflict of interest. In any event, it must always be made clear that work product is the sole and exclusive

property of Statesmen Academy for Boys.

We Always Represent Statesmen College Preparatory Academy for Boys PCS

Public Relations - The success of Statesmen College Preparatory Academy for Boys depends upon the quality of the relationships between the organization, its employees, students, parents and the general public. The public opinion of Statesmen Academy for Boys and its support of Statesmen Academy will rest in the hands of its employees. In recognition of the life of our character model, Frederick Douglass, employees are ambassadors. Employees of Statesmen Academy who take this seriously will positively impact our student and staff recruitment efforts as well as our partner and resource development.

Below are several things employees can do to help.

- Communicate with stakeholders regularly and respectfully.
- Conduct your work competently and reliably.
- Engage with students, families and colleagues honestly and pleasantly.
- Follow up on requests promptly and professionally.
- Respond to correspondence (email, voicemail, texts) quickly and respectfully.
- Conduct outside business on behalf of the school thoughtfully and judiciously.

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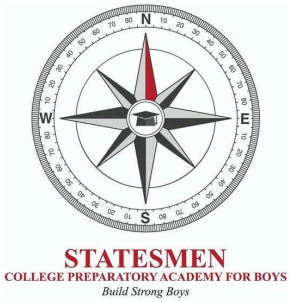
Employee Conduct: We Start The Way That We Mean To Go On

Employee Onboarding - Employees new to Statesmen College Preparatory Academy for Boys PCS will undergo New Employee Onboarding (Orientation, Induction, Commencement). Orientation is a formal welcoming process that is designed to make sure that each new family member has the operational elements of the job established - documentation and benefits initiation, equipment and room assignment, payroll and direct deposit set-up, staff manual and policy briefing. Induction is a formal welcoming process that is designed to align new family members to the vision, mission, values and operational philosophy of Statesmen Academy for Boys. Commencement is the formal progression process that is designed to support the slow matriculation into your specific role at Statesmen Academy.

In the early stages of New Employee Onboarding, you will be presented with all keys, codes, and procedures needed to navigate within the workplace. You will be introduced to colleagues throughout the Organization, review job descriptions, examine the Organization's evaluation procedures, and receive support in getting started in functions specific to your role.

Probationary Period - The probationary period for regular full-time and regular part-time employees lasts up to 30 days from date of hire. In special circumstances and as directed by leadership, that probationary period may be extended. During this time, employees have the opportunity to evaluate Statesmen College Preparatory Academy for Boys PCS as a place to work. The Organization will also use this period as an opportunity to initially evaluate the performance of new employees as well. All employees, regardless of classification or length of service, are expected to meet and maintain standards for job performance and behavior.

Harassment Policy - It is the policy of Statesmen College Preparatory Academy for Boys PCS to ensure equal employment opportunity without discrimination or harassment on the basis of race; color; religion; national origin; sex (including pregnancy, childbirth, and related medical conditions; breastfeeding; and reproductive health decisions), age (18 and over); marital status; personal appearance; sexual orientation; gender identity or expression; family responsibilities; genetic information; veteran or parental status; disability; matriculation; political affiliation; lawful use of tobacco products; unemployment status; status as a victim of domestic violence, a sexual offense, or stalking; or any other status protected by applicable federal, state, or local law. Statesmen Academy for Boys prohibits any such discrimination or harassment. It is our mission to provide a professional work and learning environment free of harassment that maintains equality, dignity, and respect for all. It shall be a violation of this policy for any student, teacher, administrator, volunteer, vendor, contractor or other employee of Statesmen Academy to harass a student, teacher, administrator, or other stakeholder through conduct or communication. This policy applies to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to Statesmen Academy for Boys (e.g., an outside vendor, consultant or family). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.



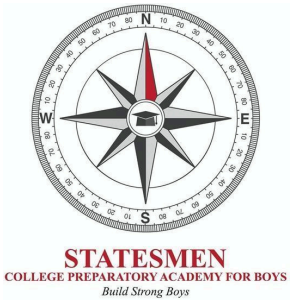
Harassment Definition - Harassment can take many forms. As used in this Employee Handbook, the term “harassment” includes:

- Offensive remarks, comments, jokes or slurs pertaining to an individual’s race; color; religion; national origin; sex, age; marital status; personal appearance; sexual orientation; gender identity or expression; family responsibilities; genetic information; veteran or parental status; disability; matriculation; political affiliation; status as a victim of domestic violence, a sexual offense, or stalking; or any other status protected by applicable federal, state, or local law.
- Offensive sexual remarks, sexual advances, flirtations, or requests for sexual favors regardless of the gender of the individuals involved.
- Offensive physical conduct, including touching, regardless of the gender of the individuals involved, including threats of harm, violence or assault.
- Offensive pictures, drawings or photographs or other communications, including e-mail.
- Threatening reprisals of an employee’s refusal to respond to requests for sexual favors or for reporting a violation to this policy.
- Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, regardless of gender, when:
    - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment.
    - Submission to, or rejection of, such conduct by an individual is used as a basis of employment decisions affecting such individual.
    - Such conduct has the purpose or effect of substantially interfering with the individual’s work performance or creating an intimidating, hostile or offensive working environment.

Harassment Responsibility Statement - All Statesmen College Preparatory Academy for Boys PCS employees have a responsibility for keeping our work environment free of harassment.

Harassment Reporting Policy - Statesmen Academy for Boys encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor, the Director of Operations or any other member Statesmen Academy management with whom the employee feels comfortable. In addition, Statesmen Academy for Boys 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. This action alone may stop the behavior immediately where an offender may not have understood that the behavior was problematic.

Statesmen Academy for Boys recognizes, however, that an individual may prefer to pursue the matter through other procedures. Every effort will be made to keep such reports as confidential as possible, although it is understood that an investigation will normally require the involvement of third parties and disclosure of information sufficient to conduct a fair and thorough investigation. Statesmen Academy is serious about enforcing its policy against harassment. As such, Statesmen Academy will work to resolve any harassment problem about which we are made aware. To support this, employees are responsible for bringing any such problems to attention of leadership so it can take whatever steps are necessary to correct the

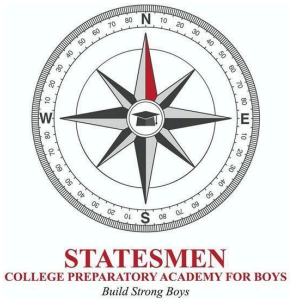


problem.

Investigation/Complaint Policy - All complaints of harassment will be promptly investigated. If the investigation substantiates the accusations, the appropriate corrective action will be taken. This may include, but not be limited to, reprimand, suspension or dismissal, depending on the nature and severity of the offense. Appropriate action will also be taken in the event the accusations are intentionally false or malicious in intent.

Reporting Procedure - If for any reason an individual does not wish to address the offender directly, or if such action does not successfully end the offensive conduct, the individual should notify his/her immediate supervisor, the Director of Operations or another member of Statesmen Academy management. In addition, there may be instances in which an individual seeks only to discuss matters with one of the Statesmen Academy for Boys designated representatives, and such discussion is encouraged. An individual reporting harassment, discrimination or retaliation should be aware; however, that Statesmen Academy for Boys may decide it is necessary to address such conduct beyond an informal discussion. This decision will be shared with the individual. The best course of action in any case will depend on many factors and, therefore, the informal procedure will remain flexible. Moreover, the informal procedure is not a required first step for the reporting individual.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.
Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as Statesmen Academy for Boys believes appropriate under the circumstances to stop the behavior from recurring. If a party to a complaint does not agree with its resolution, that party may appeal to the Chief Executive Officer of Statesmen Academy for Boys or the Board of Trustees. False and malicious complaints of harassment, discrimination or retaliation as opposed to complaints which, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.



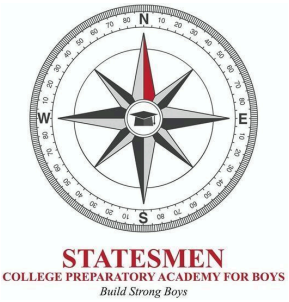
Harassment Reporting Retaliation - Retaliation against an individual for objecting to or reporting harassment or discrimination, or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately to the Human Resources. Manager of Director of Operations and will be promptly investigated and addressed.

This policy was developed to ensure that all employees can work in an environment free from harassment, discrimination and retaliation. Statesmen Academy for Boys will make every reasonable effort to ensure that all concerned are familiar with these policies and aware that any complaint in violation of such policies will be investigated and resolved appropriately. Any employee who has any questions or concerns about these policies should talk with the Director of Operations. Finally, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion in order to avoid allegations of harassment. The law and the policies of Statesmen Academy for Boys prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of employment.
The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

Grievance Policy - The grievance procedure is a process by which an employee of Statesmen College Preparatory Academy for Boys PCS can bring workplace concerns to upper levels of management. This is a formal process and requires rules be strictly followed. Failure to follow procedures will forfeit your right to this process. In the event of a dispute involving employment practices or the enforcement of the personnel policies contained in this Employee Handbook, and after a good faith effort with the supervisor to thoroughly resolve the dispute, all employees may submit their grievance following the procedures outlined below. The good faith effort shall be documented, including problem identification, possible solutions, selection of resolution, timeline for implementation, and follow-up. This documentation will be included in the personnel file. Failure to follow the procedures and timelines below constitutes a waiver of the employee's right to grieve.

Non-Grievance Issues: The following issues are not eligible for processing through the Statesmen Academy for Boys Employee Grievance Procedure.

- Complaints of discrimination, harassment or retaliation;
- Issues which are pending or have been concluded by the District of Columbia Office of Human Rights, the Equal Employment Opportunity Commission, the District of Columbia Department of Employment Services, the U.S. Department of Labor, or through other administrative or judicial forum.
- Concerns about workplace violence.
- Performance responsibilities, expectations, and evaluations.
- Temporary work assignments.
- Budget and organizational structure, including the number or assignments of positions in any organizational unit.
- The selection of an individual to fill a position, unless it is alleged that the selection is in



- violation of an Statesmen's written policy
- Termination, demotion, reassignment, furlough, layoff from duties because of lack of work, or other actions resulting from a reduction in the workforce or job abolition.

If the subject of your grievance is related to any of the areas listed above, your grievance cannot be processed through the Employee Grievance Procedure.

A grievance can have up to four steps: (1) grievance statement; (2) qualification for hearing; (3) hearing; and (4) review of the hearing decision. Not all grievances are qualified for hearing.

- **Step 1:** The employee may submit his/her grievance in writing either by email or pre-printed grievance forms to the Statesmen Academy for Boys Human Resources Manager within seven calendar days of a failed good faith effort to resolve the dispute.
- **Step 2:** Within fourteen calendar days of receipt of the written grievance, the Human Resources Manager will inform the employee of the decision to schedule a formal meeting. It will be scheduled at a mutually convenient time and place for discussion of the complaint with all parties involved, but in no event later than twenty days after receipt of the written grievance and after notification to the employee.
- **Step 3:** The Personnel Committee (Director of Operations and CEO designees) will hold a hearing and render a decision, as established by a majority vote of the members of the Personnel Committee. If the Director or any member of the Personnel Committee is an involved party, he/she will be precluded from hearing the grievance and participating in the decision. The decision shall be rendered within seven calendar days of the completion of the final hearing. Any such proceedings shall be conducted in closed session, unless otherwise requested by the employee. The employee may not have counsel present at the hearing. In the event that additional information, investigation, or hearings are necessary after the initial hearing, the hearing may continue and the final decision shall be made within seven calendar days of the last committee hearing.
- **Step 4:** The decision of the Personnel Committee shall be final unless appealed by the employee to the Chief Executive Officer, who may review and modify the decision of the Personnel Committee if the CEO finds that the Committee failed to properly follow the grievance process described above. A request for an appeal must be submitted to the CEO within seven calendar days of the decision of the Personnel Committee. After receiving an appeal request, the Chief Executive Officer shall schedule a meeting with the Personnel Committee to consider such an appeal as soon as administratively practical. Any employee or affiliate, who is an interested party, shall excuse themselves from any reviews of Personnel Committee decisions. Any such proceedings shall be conducted in closed session, unless requested otherwise by the employee. The employee may not have counsel participate in any such proceedings. Written notice of the result of the review shall be sent to the employee and the members of the Personnel Committee within 7 calendar days.

STATESMEN
COLLEGE PREPARATORY ACADEMY FOR BOYS
Build Strong Boys

Whistleblower Policy- Statesmen College Preparatory Academy for Boys PCS is committed to maintaining a workplace where employees are free to raise good faith concerns regarding the 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, the authorizer, law enforcement, or other governmental body; and (3) identifying potential violations of Statesmen Academy policy, specifically the policies contained in Statesmen Academy Employee Handbook.

An employee who wishes to report a suspected violation of law or Statesmen Academy for Boys policy may do so confidentially by contacting the Director of Instruction or the Director of Operations.

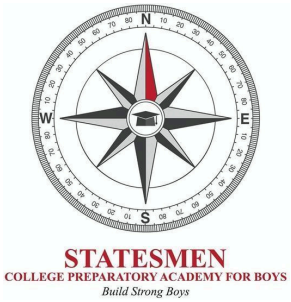
Statesmen Academy for Boys expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against employees who in good faith raise suspected violations of law, cooperate in inquiries or investigations, or identify potential violations of Statesmen Academy for Boys. 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 should immediately report the retaliation to one of the following: the employee's immediate supervisor, the Director of Operations or anyone in Statesmen Academy for Boys management with whom the employee feels comfortable. Supervisors, managers, and Operations staff who receive complaints of retaliation must immediately inform the Chief Executive Officer.

Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality, consistent with a full and fair investigation. The Director of Operations and a member of Statesmen Academy for Boys management will conduct or designate other internal or external parties to conduct the investigations. The investigating parties will notify the concerned individuals of the conclusion of the investigation directly.

Violence in The Workplace Policy - Statesmen College Preparatory Academy for Boys PCS has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect Statesmen Academy for Boys or which occur on the property of Statesmen Academy for Boys will not be tolerated. Examples of workplace violence include, but are not limited to, the following:

- All threats or acts of violence occurring on the premises of Statesmen Academy for Boys, regardless of the relationship between Statesmen Academy for Boys and the parties involved.



- All threats or acts of violence occurring off the premises of Statesmen Academy for Boys involving someone who is acting in the capacity of a representative of Statesmen Academy for Boys.

Specific examples of conduct, which may be considered threats or acts of violence, include, but are not limited to, the following:

- Hitting or shoving an individual.
- Threatening an individual or his/her family, friends, associates, or property with physical harm.
- Intentional destruction or threatening to destroy property of Statesmen Academy for Boys.
- Making harassing or threatening phone calls.
- Harassing surveillance or stalking (following or watching someone).
- Unauthorized possession or inappropriate use of firearms or weapons.

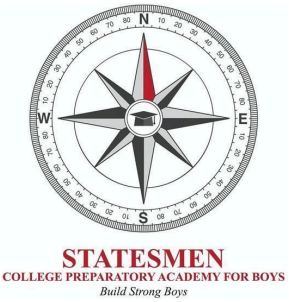
The Organization's prohibition against threats and acts of violence applies to all persons involved in Statesmen Academy for Boys operation, including but not limited to personnel, contract, and temporary workers and anyone else on the property of Statesmen Academy for Boys. Violations of this policy by any individual on the property of Statesmen Academy for Boys will lead to disciplinary action, up to and including termination. All employees are encouraged to report incidents of threats or acts of physical violence of which they are aware to their supervisors.

Substance Abuse Policy - Statesmen College Preparatory Academy for Boys is committed to an alcohol and drug-free workplace. To that end, Statesmen Academy's policy forbids the possession, use, distribution, or sale of alcohol and illegal drugs in the workplace or while employees are on organization business. In establishing this policy, Statesmen Academy's goals are to:

- Establish and maintain a safe, healthy working environment for all employees;
- Reduce absenteeism and tardiness;
- Improve productivity; and
- Reduce the risk of injury to other employees, to the impaired employee, to third parties such as colleagues or clients, or to property.

Employees who begin work while impaired or who become impaired while at work are in violation of Statesmen Academy's policy and the law, and are subject to severe disciplinary action. Severe disciplinary action can include suspension, dismissal, or any other penalty appropriate under the circumstances. Likewise, the use, possession, transfer, or sale of any alcohol or illegal substance in Statesmen Academy's building or any other work site, such as a public charter school conference or professional development workshop, is prohibited, and violations are subject to severe disciplinary action.

Employees who are taking prescription drugs that might affect their ability to perform or the safety of themselves or others are responsible for reporting this fact to Human Resources. Individuals who are currently engaged in the illegal use of drugs are not protected as "individuals with a disability" under the Americans With Disabilities Act (ADA) or the DC Human Rights Act (DCHRA). Statesmen Academy will engage in the interactive process to determine whether individuals who



no longer are current drug users may qualify as disabled under the ADA and/or DCHRA and be entitled to a reasonable accommodation.

Smoking Policy - The use of tobacco products is not permitted anywhere on the premises of Statesmen Academy for Boys.

EMPLOYEE COMMUNICATION

Non-Disclosure/Confidentiality Policy - The protection of confidential business information is essential to the interests and success of Statesmen College preparatory Academy for Boys PCS. Such confidential information includes, but is not limited to, the following examples.

Marketing strategies

- Pending projects and proposals,
- Proprietary production processes,
- Personnel/Payroll records, and
- Conversations between any persons associated with the Organization.

All employees are required to sign a non-disclosure agreement as a condition of employment.

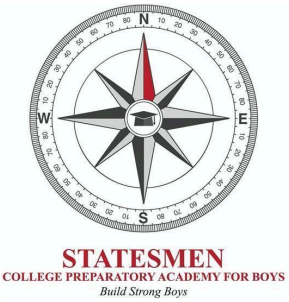
Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

Nothing in this handbook prohibits an employee from communicating with any governmental authority or making a report in good faith and with a reasonable belief of any violations of law or regulation to a governmental authority, or disclosing confidential information which the employee acquired through lawful means in the course of their employment to a governmental authority in connection with any communication or report, or from filing, testifying, or participating in a legal proceeding relating to any violations, including making other disclosures protected or required by any whistleblower law or regulation of a government authority.

To the extent an employee discloses any confidential information in connection with communicating with a governmental authority, the employee will honor the other confidentiality obligations in this handbook and will share such confidential information only with their attorney or with the government agency or entity. Nothing in this handbook shall be construed to permit or condone unlawful conduct, including but not limited to the theft or misappropriation of Statesmen Academy property, trade secrets, or information.

Computer System

The computers that you use at work and the email system are the property of Statesmen Academy for Boys and have been provided for use in conducting Statesmen Academy for Boys business. All communications and information transmitted by, received from, created or stored in its computer system (whether through word processing programs, email, the Internet or otherwise) are Statesmen Academy for Boys records and property of Statesmen Academy for



Boys. The computer system is to be used for Statesmen Academy for Boys purposes only. Employees may, however, use Statesmen Academy for Boys technology resources for the following incidental personal uses so long as such use does not interfere with the employee's duties, is not done for pecuniary gain, does not conflict with Statesmen Academy for Boys business, and does not violate any Statesmen Academy for Boys policy: (1) to send and receive necessary and occasional personal communications; (2) to prepare and store incidental personal data (such as personal calendars, personal address lists, and similar incidental personal data) in a reasonable manner; (3) to use the telephone system for brief and necessary personal calls; and (4) to access the Internet for brief personal searches and inquiries during meal times or other breaks, or outside of work hours, provided that employees adhere to all other usage policies.

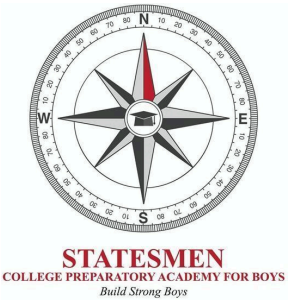
Computer, Email and Internet Policy - The following policy applies only to those employees with access to Statesmen College Preparatory Academy for Boys PCS computers and the Internet.

Every employee is responsible for using Statesmen Academy for Boys computer system, including, without limitation, its electronic mail (email) system and the Internet, properly and in accordance with this policy. Any questions about this policy should be addressed to the Director of Operations

No Expectation of Privacy

Although Statesmen Academy for Boys respects the privacy of staff, from time to time Statesmen Academy for Boys may need to access its technology resources, and thus may have access to personal information. Statesmen Academy for Boys has the right to monitor any and all of the aspects of its computer system, including, without limitation, reviewing documents created and stored on its computer system, deleting any matter stored in its system (including, without limitation, its email and word processing systems), monitoring sites visited by employees on the Internet, monitoring chat and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing email sent and received by users. Further, Statesmen Academy for Boys may exercise its right to monitor its computer system for any reason and without the permission of any employee. Employees therefore should not have an expectation of privacy in their usage of Statesmen Academy's computer system. Employee use of Statesmen Academy for Boys computer system constitutes consent to all the terms and conditions of this policy.

Even if employees use a password to access the computer system (or any aspect thereof), the confidentiality of any message stored in, created, received, or sent from Statesmen Academy for Boys computers is not assured. Use of passwords or other security measures does not in any way diminish Statesmen Academy for Boys right to monitor and access materials on its system or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed upon request to Statesmen Academy for Boys as files may need to be accessed by Statesmen Academy for Boys in an employee's absence or for any other reason that Statesmen Academy for Boys in its discretion deems appropriate. Further, employees should be aware that deletion of any email messages or files will not truly eliminate the messages from the system. All email messages and other files may be stored on a central back-up system in the normal course of data management. Therefore, employees should not have an expectation of privacy in anything they create, store, send or receive on the computer system. Notwithstanding the foregoing, even though Statesmen Academy for Boys has



the right to retrieve, read and delete any information created, sent, received or stored on its computer system, email messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to access the email boxes of colleagues without the prior approval of a supervisor or the colleague.

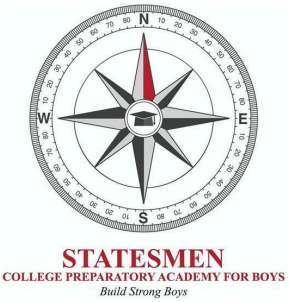
Professional Use of Computer System Required

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Emails, in particular, are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write email communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on Statesmen Academy for Boys letterhead. Because email and computer files may be subject to discovery in litigation, employees are expected to avoid making statements in email or computer files that would not reflect favorably on the employee or Statesmen Academy for Boys if disclosed in litigation or otherwise.

Offensive and Inappropriate Material

Statesmen Academy for Boys policy against discrimination and harassment, sexual or otherwise, applies fully to Statesmen Academy for Boys computer system, and any violation of that policy is grounds for discipline up to and including discharge. Therefore, no email messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning sexual comments or images, racial slurs, gender-specific comments, or any comments that would offend someone on the basis of their race, color, religion, national origin, sex (including pregnancy, childbirth, and related medical conditions; breastfeeding; and reproductive health decisions), age (18 and over), marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, veteran or parental status, disability, matriculation, political affiliation or any other classification protected by law. Further, material that fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or unlawful, inappropriate, offensive (including offensive material concerning sex, race, color, religion, national origin, sex (including pregnancy, childbirth, and related medical conditions; breastfeeding; and reproductive health decisions), age (18 and over), marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, veteran or parental status, disability, matriculation, political affiliation, or other characteristic protected by law) may not be downloaded from the Internet or displayed or stored in Statesmen Academy for Boys computers. Employees encountering or receiving this kind of material should immediately report the incident to the Director of Operations. Statesmen Academy for Boys may (but is not required) to use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by Statesmen Academy for Boys networks.

Notwithstanding the foregoing, Statesmen Academy for Boys is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an email address on the Internet may lead to receipt of unsolicited email containing offensive content. Users



accessing the Internet do so at their own risk.Employees who encounter inappropriate or sexually explicit material while browsing on the Internet should immediately disconnect from the site, regardless of whether the site was subject to Statesmen Academy for Boys blocking software.

Solicitations

Statesmen Academy for Boys computer system (including, without limitation, its email system) may not be used to solicit for political causes, commercial enterprises, outside organizations, or other non-job- related solicitations. Approval from a supervisor is required before anyone can post any information on commercial on-line systems or the Internet.

Licenses and Fees

Employees may not agree on behalf of Statesmen Academy for Boys to a license or download any material over the Internet for which a registration fee is charged without first obtaining the express written permission of a supervisor.

Games and Entertainment Software

Employees may not use a Statesmen Academy for Boys Internet connection to download games or other entertainment software, or to play games over the Internet.

Confidential Information

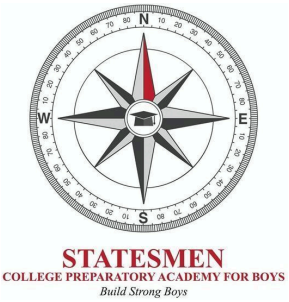
Employees may not transmit information over the Internet or through email that is confidential or proprietary to Statesmen Academy for Boys. Employees are referred to Statesmen Academy for Boys “Confidential Nature of Work” policy, contained herein, for a general description of what Statesmen Academy for Boys deems confidential or proprietary. When in doubt, employees must consult their immediate supervisor and obtain approval before transmitting any information which may be considered confidential or proprietary.

Copyrights and Trademarks

Statesmen College Preparatory Academy for Boys PCS computer system may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from a supervisor. Employees, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult a supervisor. Further, any Statesmen Academy for Boys approved material that is posted or sent via its computer system should contain all proper copyright and trademark notices. Absent prior approval from a supervisor to act as an official representative of Statesmen Academy for Boys, employees posting information related to the Organization must include a disclaimer in that information stating, “Views expressed by the author do not necessarily represent those of Statesmen Academy for Boys.”

Maintenance and Security of System

Employees must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to,



sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, engaging in online chat groups, printing excessive copies of documents, or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related. In addition, employees should routinely delete outdated or otherwise unnecessary emails and computer files. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs. To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to Statesmen Academy for Boys network must do so through an approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited unless the computer you are using is not connected to Statesmen Academy for Boys network. In addition, files obtained from sources outside Statesmen Academy, including disks brought from home; files downloaded from the Internet, news groups, bulletin boards, or other online services, files attached to email, and files provided by customers or vendors may contain dangerous computer viruses that may damage the Statesmen Academy computer network.
Employees should never download files from the Internet, accept email attachments from outsiders, or use disks from non-Statesmen Academy sources, without first scanning the material with Statesmen Academy-approved virus checking software. If you suspect that a virus has been introduced into Statesmen Academy network, notify technology personnel immediately.

Violations of Policy

Violations of this policy will be taken seriously and may result in disciplinary action, including possible termination, and report to law enforcement.

Amendment and Modification of Policy

Statesmen College Preparatory Academy for Boys PCS reserves the right to modify this policy at any time, with or without notice. In particular, Statesmen Academy may require employees to acknowledge and comply with a separate Acceptable Use Policy for Internet and Network Resources.

Acknowledgment

Employees acknowledge receipt by signing the receipt of this handbook.

Cell Phone Policy - While it is not the policy of Statesmen College Preparatory Academy for Boys PCS to provide all employees with an electronic device, we may choose to provide such devices for various individuals based on their role within the organization. The electronic device or cell phone is the property of the Statesmen Academy for Boys and should be cared for. An employee must report the loss or theft of a device within 24 hours to the school. This device is provided to you to ensure that you are reachable by other Statesmen Academy personnel for any matter during business and off-business hours. To get specifics regarding your plan, please refer to the Property Use Authorization form. The electronic device and cell phone must be returned to Statesmen Academy for Boys upon termination of employment, no matter the reason for leaving Statesmen Academy.

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Statesmen Academy for Boys staff may also be afforded an additional line on their personal PDA device or cell phone that can be used for professional purposes and to provide communication separate of their personal line. Statesmen Academy for Boys will cover the cost of the additional line. Statesmen Academy may require physical access to the device for legitimate business purposes, such as to implement security controls, or to respond to legitimate discovery requests arising out of administrative, civil, or criminal proceedings, investigate allegations of policy violations, or to implement a litigation hold. Statesmen Academy will, in its discretion, ask for access to a device so that it may inspect information stored on the device for these or other legitimate business purposes. Upon request, employees must provide their device for inspection. Statesmen Academy may request that employees provide the monthly bills for the device for inspection in connection with an investigation by the Organization. When a representative of Statesmen Academy accesses information stored on a device, the representative will make reasonable efforts to limit access to school information and other information relevant to the purpose of the inspection. However, the inspection could result in incidental access to information stored on the device which is unrelated to that purpose or which is unrelated to Statesmen Academy.

While Statesmen Academy for Boys employees are allowed to carry their personal cell phones, we do understand that personal engagement with technology can be a significant distraction to the work that is before us. As such, employees are prohibited from engaging electronic devices and personal cell phones at any time that would be in conflict with their professional responsibilities:

- During instruction of any kind
- During the administration of small groups or tutoring
- During planning time or classroom preparation times
- During the administration of assessments
- During PD, staff meetings, collaborative sessions
- During small and large group transitions in and out of the building
- During field excursions while chaperoning or supporting student group

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Employer Information and Property Policy - The protection of Statesmen College Preparatory Academy for Boys PCS business information, property and all other Statesmen Academy for Boys assets are vital to the interests and success of Statesmen Academy for Boys. No Statesmen related information or property, including without limitation, documents, files, records, computer files, equipment, office supplies or similar materials (except in the ordinary course of performing duties on behalf of Statesmen Academy) may, therefore, be removed from Statesmen Academy for Boys premises or disclosed, without permission from the Chief Executive Officer. In addition, when an employee leaves Statesmen Academy for Boys, the employee must return to Statesmen Academy for Boys all Statesmen Academy related information and property that the employee has in his/her possession, including without limitation, documents, roll books, files, records, manuals, information stored on a personal computer or on a computer disc, supplies, and equipment or office supplies.

Internal Investigations and Searches Policy - From time to time Statesmen College Preparatory Academy for Boys PCS may conduct internal investigations pertaining to security, auditing, or work-related matters, such as a complaint relating to the school's anti-discrimination/harassment policies. Employees are required to cooperate fully with and assist in these investigations if required to do so. Whenever necessary, in Statesmen Academy for Boys discretion, employees' work areas (i.e. desks, file cabinets, lockers, etc.) and personal belongings (i.e. briefcases, handbags, electronic devices, etc.) may be subject to a search without notice. Employees are required to cooperate. Because even a routine search for Statesmen Academy for Boys property might result in the discovery of an employee's personal possessions, all employees are encouraged to refrain from bringing into the workplace any item of personal property that they do not wish to reveal to Statesmen Academy for Boys.

Safety Policy - The management of Statesmen College Preparatory Academy for Boys PCS is committed to providing the resources and manpower necessary to develop, implement, and administer a safety program for the protection of its employees. All management personnel and employees are expected to meet their responsibilities to make the safety program effective and productive. Periodic reviews of our safety program will be conducted by school leadership to maintain its effectiveness.

All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to your supervisor and/or members of the School Operations team. If you or another employee is injured, you should promptly contact outside emergency response agencies, if needed and then inform a manager. If an injury does not require medical attention, an Incident Report must still be completed in case medical treatment is later needed and to ensure that any existing safety hazards are corrected. The Employee's Claim for Worker's Compensation Benefits Form must be completed in all cases

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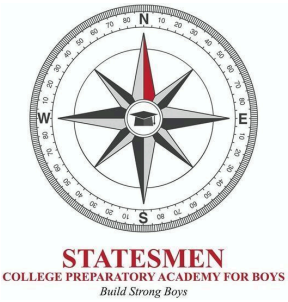
Safety Rules/ Emergency Plans

1. Smoking is not allowed on Statesmen Academy for Boys premises.
2. Horseplay and fighting is not allowed on Statesmen Academy for Boys premises.
3. Possession of unauthorized firearms, alcoholic beverages, illegal drugs, or unlawfully obtained prescription drugs is not allowed on Statesmen Academy for Boys premises.
4. Report all work related injuries to the Operations Team immediately.
5. Immediately report accidents, near accidents, and property damage to your supervisor regardless of severity.
6. Use required personal protective equipment (PPE) and/or safety procedures to protect yourself from potential hazards that cannot be eliminated. Maintain your PPE in good condition.
7. Operate equipment only if you are trained and authorized.
8. If you do not understand your job assignment, ask your supervisor for help.
9. Inspect your workstation for potential hazards and ensure that the equipment is in safe operating condition before using it.
10. Immediately report any unsafe condition or act to the Operations Team. Take any temporary corrective action you can to render the area safe until permanent corrections can be made.
11. If your work creates a potential hazard, correct the hazard immediately or use safety tape to isolate the area before leaving it unattended.
12. If there is any doubt concerning the safety work method to be used, consult the Operations Team before beginning the work.
13. Follow recommended work procedures outlined for the job including safe work methods.
14. Maintain an orderly environment. Store all equipment in a designated place. Put scrap and waste material in a refuse container.
15. Report any smoke, fire, or unusual odors to your supervisor.
16. Use proper lifting techniques. For objects exceeding 50 pounds in weight, specific methods for safe lifting should be determined by the Operations Team.
17. Never attempt to catch a falling object.
18. Comply with all state and local traffic laws, signs, signals, markers, and persons designated to direct traffic. Fasten seat belts before driving any motor vehicle. Do not use a handheld device while operating a vehicle for purposes of Statesmen Academy.
19. Know and follow departmental rules regarding first aid, emergency procedures, evacuation routes, and fire department notification.
20. Assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.

Employees who do not comply with these safety rules may be subject to disciplinary action and may be considered undesirable for continued employment with Statesmen Academy for Boys.



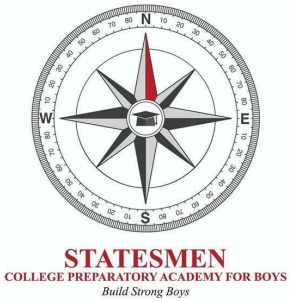
As a school that is co-located within an existing school complex, Statesmen Academy for Boys will adopt a Safety, Emergency and Fire Drill plan that is largely aligned to the plans in existence and in operation at the two other schools co-located in the P.R. Harris educational complex. A copy of that plan will be distributed to the staff and kept in the shared drive and as a hard copy in the main office.

Building Security - All employees who are issued keys to any office or classroom are responsible for the safekeeping of the supplied keys. These employees will sign a Building Key Disbursement form upon receiving the key.

Solicitation/Distribution Policy - Non-employee visitors have a limited right of access to Statesmen College Preparatory Academy for Boys PCS facilities and should only be on Statesmen Academy for Boys property for purposes directly related to the education of their children, in direct association with contract work that they are conducting on behalf of the school and/or for purposes directly related to volunteer assignments or teacher support. Visitors who are not visiting for the purposes stated should report to the main office and will only be allowed visitation when the appropriate purpose and permissions are established. Exceptions to this policy can be obtained only through administrative approval and will be limited to members of the community, charitable nonprofit organizations, and school partners. Employees may not engage in solicitation or in the distribution of literature during working time in working areas. Working time means the period scheduled for the performance of job duties, not including mealtimes, break times, or other periods when employees are properly not engaged in performing work-related duties. Employees on their mealtimes, break times, or other non- working times may not solicit or distribute literature to other employees during the working time of such employees. Bulletin boards are used for workplace postings and to notify employees about work-related information approved in advance by administration.

Cash and Fee Policy - No staff member, other than specifically authorized individuals, is permitted to accept cash and/or checks. All school events, for which money is collected, must be approved by the School Operations Team. The Operations Team will supervise the collection of all fees and will be responsible for managing the receipts. Teaching staff and students are not permitted to do fundraising or fee collection; rather, all financial transactions should be coordinated with the School Operations Team. Teachers and staff are not permitted to conduct personal sales or fundraising (such as Avon, bath/beauty products, etc). Cash and/or checks should not be stored or locked in staff offices or desks.

Nepotism Policy - Statesmen College Preparatory Academy for Boys PCS permits the employment of qualified relatives of employees, of the employee's household or immediate family if such employment does not, in the opinion of Statesmen Academy for Boys, create actual conflicts of interest. For purposes of this policy, "qualified relative" is defined as a spouse, domestic partner, child, parent, sibling, grandparent,



grandchild, aunt, uncle, first cousin, corresponding in-law, "step" relation, or any member of the employee's household. Statesmen Academy for Boys will use sound judgment in the placement of related employees in accordance with the following guidelines: Individuals who are related by blood, marriage, or reside in the same household are permitted to work in the same department, provided no direct reporting or supervisor to subordinate relationship exists. That is, no employee is permitted to work within "the chain of command" when one relative's work responsibilities, salary, hours, career progress, benefits, or other terms and conditions of employment could be influenced by the other relative. Related employees may have no influence over the wages, hours, benefits, career progress and other terms and conditions of the other related staff members. Employees who marry while employed or become part of the same household are treated in accordance with these guidelines. That is, if in the opinion of Statesmen Academy for Boys, a conflict arises as a result of the relationship, one of the employees may be transferred at the earliest practicable time. Any exceptions to this policy must be approved by the Chief Executive Officer. Disclosure of the relationship Is mandatory.

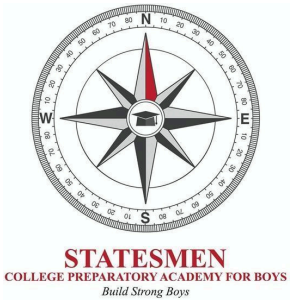
Parking Policy - Employees must park their cars in areas indicated and provided by the Statesmen College Preparatory Academy for Boys PCS. As a school that is co-located within the P.R. Harris educational complex, most employees will be required to use street parking. Statesmen Academy for Boys accepts no responsibility for lost or stolen items or damage to personal vehicles. We will keep a record of such events and use that data to inform the police.

EMPLOYEE PERFORMANCE

Standards of Conduct Policy - The work rules and standards of conduct for Statesmen College Preparatory Academy for Boys PCS are important, and Statesmen Academy for Boys regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting Statesmen Academy for Boys business. Please note that any employee who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment.

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, including termination of employment.

- Theft or inappropriate removal or possession of Statesmen Academy property;
- Falsification of timekeeping records;
- Working under the influence of alcohol or illegal drugs;
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace;
- Fighting or threatening violence in the workplace;
- Boisterous or disruptive activity in the workplace;



- Negligence or improper conduct leading to damage of school-owned or the property of others;
- Insubordination or other disrespectful conduct;
- Violation of safety or health rules;
- Smoking in the workplace;
- Sexual or other unlawful or unwelcome harassment;
- Excessive absenteeism or any absence without notice;
- Unauthorized use of telephones, or other school-owned equipment;
- Using school equipment for purposes other than business of Statesmen Academy;
- Unauthorized disclosure of business “secrets” or confidential information;
- Violation of personnel policies; and
- Unsatisfactory performance or conduct.

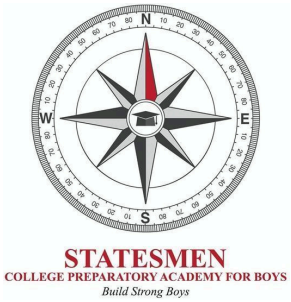
Product Quality Policy - Statesmen College Preparatory Academy for Boys PCS is committed to building and preserving quality outcomes for the scholars that we serve and the consummate reputation for that service. We have engaged students, families and communities to design a comprehensive academic and non-academic program to address the specific needs that were expressed. Our products, content, pedagogy, materials, communications as well as internal and external programming will be of the highest quality and aligned to the offering outlined in the approved charter school
application. Statesmen Academy for Boys employees will commit to these principles so that we can successfully meet the needs of the young male scholars that we serve.

- Meticulously attend to detail in accuracy and appearance of materials created for classroom instruction, professional development and public consumption.
- Relentlessly pursue ongoing learning, seeking feedback and immediately and appropriately applying feedback from students, peers and administrators.
- Rigorously aligning all services and products to the tenets of Statesmen Strategy and the vision and mission outlined in this policy manual.

Programs, materials and presentations not deemed to be minimally proficient will be subject to immediate guidance, redirection or cessation.

School Environment Policy - At Statesmen College Preparatory Academy for Boys PCS, it is our expectation that all employees create and maintain a neat, functional and visually appealing environment. Classrooms, office spaces, materials/supplies room and shared spaces will be kept to a high standard. Employees will be regularly asked to engage scholars in the maintenance of the whole school environment and the surrounding community. Environmental addressment may include:

- Prominently applied theme relevant to the discipline offered in the class
- Comfortable and efficient arrangement of furniture
- Well-lit vibrant space with limited non-instructional distractions
- Neatly and well-managed materials centers
- Materials management and arrangement
- Use of wall space



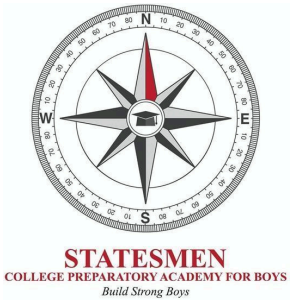
- Execution of protocols, procedures and routines (school-wide and in-class)
- Student management of environmental space
- Proper uniform management
- Accuracy and legibility of posted materials
- Neatly and completely executed Board Configuration
- Appropriately and properly hung posters
- Neatly managed and current bulletin boards
- Regularly updated representations of student work and images of students
- Neatly and well-maintained classroom libraries and work centers

Professional and Administrative Duties Policy - At Statesmen College Preparatory Academy for Boys PCS, we strive for commitment over compliance. All Statesmen Academy for Boys employees will have professional and administrative duties that extend beyond the duties strictly related to the position that they hold. The leadership of the school may work with the School Operations Team to assign administrative duties. Professional and administrative duties may be directly related to a seasonal activity (i.e. student recruitment, holiday gift package distribution, student performances) or regular school functions (i.e. safe passage, morning meeting, attendance support, lunch duty). These duties are not optional and employees are expected to be present and fully engaged in the assigned tasks. Failure to serve assigned duties will be seen as insubordination and subject to corrective action.

Professional Development Policy - Professional Development is a critical element of the Statesmen College Preparatory Academy for Boys PCS plan. As a school with a focus on relevant pedagogy that is specific to the needs of boys who may have been impacted by poverty, ongoing PD designed to develop and strengthen The Statesmen Way/North Star Strategy will be necessary. The professional development approach utilized at Stateman Academy includes Rotational Practice, which will require that employees regularly role play, simulate and practice the strategies associated with North Star Strategy. The following represent a battery of mandatory professional development for employees at Statesman Academy:

- Summer Bridge Teacher Institute:
  - New Staff Orientation - enrollment, documentation and compliance training, classroom assignments and materials distribution
  - All Staff Induction - relationship building, team building and mission alignment
  - Rise Institute Deep Dive - instructional on-setting and program elements deep-dive
- Teacher Institute Wednesdays - weekly rotation of professional development activities
- Teacher Institute Full PD Days - whole day rotation of professional development activities
- Teacher Institute Daily PLC - daily rotational practice PLCs

Employees will receive a schedule of planned PD and may research additional outside PD opportunities for submission. Professional development is a part of the mandated responsibilities of employees and cannot be opted out of. Statesmen Academy for Boys employees are forbidden from scheduling personal appointments on PD days or extending travel using these days.



Statesmen Academy for Boys expects all employees to maintain necessary certifications and expects all employees to attend meetings, conferences, and other educational sessions that provide training and ideas helpful to the development or operation of Statesmen Academy for Boys. Employee requests to attend short-term PD opportunities (two days or less) not sponsored by Statesmen Academy for Boys are subject to the approval of the Director of Instruction and/or the Chief Executive Officer.

Employees will be allowed with the approval of their supervisor and the Chief Executive Officer to attend extended PD programs. Extended professional development programs are considered more than two days. An employee will be expected to make up the time missed at work while participating in the extended program or choose to take an unpaid leave of absence to complete the program. PTO may be used.

Employees should submit written requests to take PD days to their supervisors for approval. The request shall include a printed or written agenda and/or printed material pertaining to the professional development. Statesmen Academy requests that employees submit requests to take professional development days at least 10 days in advance for in-town events and at least 30 days in advance for out- of-town events. The granting of request will be solely in the discretion of the Director of Instruction and/or Chief Executive Officer.

Public Image and Professional Dress Policy - Statesmen College Preparatory Academy for Boys PCS staff serve as role models for students and as representatives of Statesmen. All staff are expected to maintain a professional appearance and avoid dressing in a way that would raise issues or cause distractions. Employees should be well groomed, projecting a professional image that sets positive dress and grooming examples for scholars. All staff shall adhere to standards of dress and appearance that are compatible with an effective learning environment at Statesmen.

As a Statesmen College Preparatory Academy for Boys staff member, staff are expected to dress appropriately in accordance with the dress code. This sets a tone of respect and professionalism for students, families, and visitors, while eliminating unnecessary distractions. The attire is important in establishing a community that staff, students, and families take pride in. In family orientation sessions and interviews with potential teachers, Statesmen College Preparatory Academy for Boys promises to be a school where staff present themselves in the most professional of manners, always, out of respect for scholars and families. Moreover, Statesmen College Preparatory Academy for Boys asks that the scholars be professional in their dress, and in an effort to be consistent, the employees will always do the same. Statesmen College Preparatory Academy for Boys understands that it is a school for middle school boys and wants to dress in a way that honors this while at the same time avoids any distractions to learning. Statesmen College Preparatory Academy for Boys has learned over time that the best way to ensure consistent professional attire is to set clear norms that can hold each other accountable to following.

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	Monday - Thursday	Friday & Outdoor Events	Inappropriate For Work (Do NOT Wear)
Tops	• Button down shirt and a tie • Button down shirt with a tie and sweater of choice • Cardigan • Blouse, blouse and blazer or any business professional dress top	• Any appropriate shirt, sweater or sweatshirt promoting college or education • Statesmen swag • Greek letters	• T-shirts, including Statesmen branded t-shirts, are not allowed (except onFridays and other designated days). • Low cut blouses, see-through clothing, off the shoulder, halter style, tank tops, or clothing which reveals the midriff are not allowed • Sleeveless clothing must cover undergarments and straps must be at at least three fingers wide.

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Bottoms	• Slacks and casual dress pants • Khakis • Corduroys • Suits • Dresses and skirts which are no shorter than three inches above the knee. • Slacks and capri pants may be worn in an appropriate manner. Capri pants must be below the knee. • Leggings ONLY if paired with a skirt or dress	• Jeans • Slacks and casual dress pants • Khakis • Corduroys • Suits • Dresses and skirts which are no shorter than three inches above the knee. • Slacks and capri pants may be worn in an appropriate manner. Capri pants must be below the knee. • Leggings ONLY if paired with a skirt or dress	• Dress and skirts which are ankle length and tight enough to hinder walking • The slit of a dress or skirt is higher than three inches above the knee. • No jeans of any color are acceptable (except on Fridays and other designated days) • Leggings (Leggings are not a substitute for pants. If your pants are tight enough to be confused with leggings, they should not be worn) • Jeggings • Ripped Jeans • Jeans with holes • Rompers • Sweatpants • Yoga Pants • Shorts

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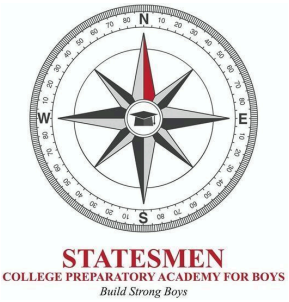
Footwear	• Dress Shoes • Boots • Sneakers/Tennis Shoes • Closed toe and heel shoes	• Dress Shoes • Boots • Sneakers/Tennis Shoes • Closed toe and heel shoes	• Flip-flops • Uggs/Ugg-like shoes with straps • Crocs/Croc-like shoes • Hats (Headwear and wraps as it relates to culture or religious observances are acceptable) • Tattoos that are considered a distraction, offensive, racist, vulgar show scenes of violence, drug-related, contain strong sexual imagery, gang related or contain obscene phrases may not ever be visible.

Additionally:
• If participating in Uniform Monday: Navy blazer, white shirt, khaki-colored bottoms, and tie for men and women (optional).
• Every day, perform a self check. During the day, there will be moving around, reaching, bending, and sitting. Before coming to work, please make sure that no clothing items become revealing or too short in any of these positions.
• If in doubt, do not wear it. If there is a question on whether or not an article of clothing should or should not be worn to school in the morning, it is likely that it should not be worn.
• All field trips and critical exposure excursions are in Uniform Monday attire for students and adults. All employees will adhere to the assigned trip attire.
• If the administration feels as though any staff attire is not aligned with the dress code policy, staff may be asked to return home to change.
• If any staff have a medical issue that is making the dress code inhibitive, please reach out to Human Resources.

By enacting this dress code policy, Statesmen College Preparatory Academy for Boys PCS recognizes that there are occasions when individuals may need to wear specific clothing due to



medical reasons. When such is the case, the employee must provide the proper medical documentation that gives rise to the need for deviation from this policy.

Any employee deemed inappropriately dressed according to this will be sent home to change and return with appropriate attire.

Attendance and Punctuality Policy - The presence or absence of each employee is of critical importance to the successful operation of the Statesmen College Preparatory Academy for Boys PCS. Therefore, Statesmen Academy for Boys expects all of its employees to be on time, ready to begin work at the beginning of their day, and to work the full allotted time they are assigned each day. We actively strive to accomplish 100% or Perfect Attendance with our students and the expectation is that the adults will model the way. To reduce the costs associated with substitute class coverage, Statesmen Academy for Boys will split cohorts across other classrooms or assign teachers to cover classes as a part of administrative duty. Statesmen Academy for Boys reserves the right to assign employees to jobs other than their usual assignment when necessary, provided the employee is capable of performing the essential functions of the alternate assignment. To further support 100% Attendance for team members, Statesmen Academy will pay out one full week of pay at the close of each year for any team member that has not used PTO for the preceding year.

Employees are not allowed to perform work at home or away from the Statesmen Academy for Boys 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 authorized for each occurrence by their supervisor.

Absent Without Notice Policy

From time to time, it may be necessary for employees to be absent from work. Statesmen College Preparatory Academy for Boys PCS is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside an employee's work hours may arise. Paid time off (PTO) has been provided for this purpose. Employees who are unable to report to work, or who will arrive late, should contact their Supervisor and inform him/her of their situation. Employees who know in advance that they will need to be absent should request this time off directly from their supervisor. Employees who are unable to call in themselves because of an illness, emergency or for some other reason, should be sure to have someone call for them. Employees who are absent because of an illness for three or more consecutive days may be asked by school leadership or their immediate supervisor to submit written documentation from their doctor stating that they are able to resume normal work duties before they will be allowed to return to work. A note from the doctor is also required for an illness-related absence prior to or after a weekend, a holiday or a professional development day. A consistent pattern of questionable absences can be considered excessive and may be cause for concern. In addition, excessive lateness or leaving early without informing administration will be considered a "lateness pattern" and may carry the same weight as an absence. Other factors, like the degree and reason for the lateness, will be taken into consideration. Three consecutive days of no call/no show will be considered a voluntary termination.

Supervisors will make a note of any employee's absence or lateness, and his or her reasons, and have it placed in the employee's personnel file. Employees should be aware that excessive absences, lateness or leaving early may lead to disciplinary action, up to and including termination.

Note: Please see section 4.3: Discipline for Statesmen College Preparatory Academy for Boys PCS discipline procedure.

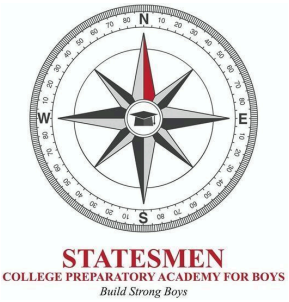
Inclement Weather and Emergency Closing Policy - At times, emergencies such as severe weather, fires, or power failures can disrupt school operations. The decision to close the school will be made by the Chief Executive Officer. When the decision is made to close the school, employees will receive official notification from their direct supervisors. Time off from scheduled work due to emergency closings will be unpaid for all non-exempt employees. However, if employees would like to be paid, they are permitted to use PTO time if it is available to them. Please listen to local news and radio reports. In general, Statesmen College Preparatory Academy for Boys PCS will follow the District of Columbia Public Schools as it relates to school closure and delay for inclement weather. Days that the schools are closed due to inclement weather may create a need to extend the school year or shorten holiday breaks.

Employee Non-Fraternization Policy - At Statesmen College Preparatory Academy for Boys PCS, we strive for authentic relationships - a tight knit crew with a worthy cause. That level of closeness will inevitably lead to situations within which two consenting adults may want to take it further. At Statesmen Academy for Boys, we strive to provide an environment for students, employees and stakeholders that is respectful, fair and free of unlawful harassment or discrimination. In keeping with its commitment to provide equal opportunity to students and employees, and in order to avoid potential conflicts of interest, favoritism, exploitation, harassment or breaches of professional standards, Statesmen College Preparatory Academy for Boys PCS strongly discourages romantic or sexual relationships between even consenting adults on the team and strictly prohibits such relationships where there is supervision, direction or control between the parties. While we understand that the proximity can cause attraction and respect the rights of individuals to pursue relationships for their personal edification, we deeply discourage personal relationships that could lead to issues later on. Specifically:

- No employee shall pursue, have or maintain a romantic or sexual relationship with any other employee under their direct or indirect supervision.
- No employee shall pursue, have or maintain a romantic or sexual relationship with the parents of any of the students who attend Statesmen Academy for Boys.
- No employee shall pursue, have or maintain a romantic or sexual relationship with the members of the Board of Trustees of Statesmen Academy, staff or Board of Trustees of funders, or partners

Any employee who becomes aware of a relationship prohibited by this policy should report such relationship to their supervisor, the Director of Operation and the Chief Executive Officer.

Student Non-Fraternization Policy/Sexual Misconduct - Statesmen College Preparatory Academy for Boys PCS has a strong focus on relationships - warm, caring and trusting relationships between students and the adult that preside over them. We will encourage that employees find



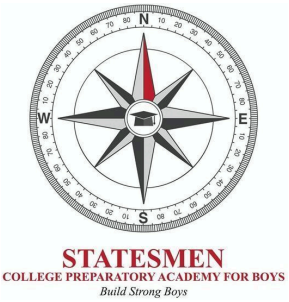
ways to build strong rapport, maintain bonded relationships and leverage those bonds for outcomes for children.

We also expect that this be executed in a way that keeps measured boundaries that will leave no perception of impropriety. To reduce the vulnerability to employees and avoid misunderstandings, complaints of favoritism, supervision problems, security problems, sexual misconduct and/or possible claims of sexual misconduct, physical, verbal, sexual, mental abuse and neglect, employees are strictly prohibited from inappropriate fraternizing with students. In pursuit of the tenets of our Student Rights and Code of Conduct, we expect all employees to:

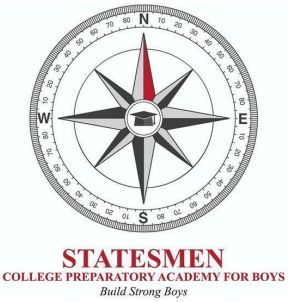
- Establish boundary limits and parameters early in relationships
- Maintain personal awareness
- Avoid risky behavior
- Use appropriate settings
- Motivate students and build self-esteem
- Document and communicate

Inappropriate fraternization with students includes but not limited to:

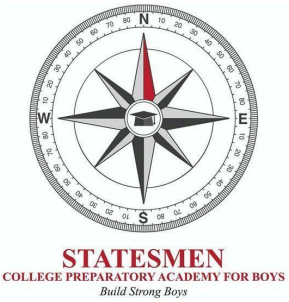
- Inappropriate conversation
    - Over-sharing personal life and problems
    - Sharing about personal dating habits
    - Having “secrets” with students
    - Focus on topics of a sexual nature
    - Comments about a child’s appearance, including excessive flattering or personal criticism and sexualized bullying
    - Obscene or inappropriate gestures (staring, glaring or sexual gesturing) as well as sexually explicit or suggestive language
- Inappropriate humor
    - Sarcasm
    - Ridicule
    - Name-calling, shaming, belittling, humiliation, derogatory or profane language, vilification
- Inappropriate physical contact
    - Regular violation of personal space
    - Lengthy or uncomfortable frontal embraces
    - Physical affection outside the open vision of others
    - Kissing
    - Contact with bottoms, chest and genital area



  - Uncomfortable horseplay and wrestling
    May include lap-sitting, tickling, piggyback riding, leg-holding,
  - Massaging and caressing
  - Physical affection that is unwanted
- Inappropriate communication
  - Any engagement of children on your social media
  - Any engagement on your part in the social media of the students
    - Social/Personal email (not copied to parents), accepting friend requests from students, texting, instagram, facebook, linkedIn, twitter and any old or new communication medium that are similar
    - Postings of students on your social media
- Inappropriate situations
  - Allowing students access to inappropriate material (hard copy or online)
  - Possession or viewing of sexually explicit or implicit content on campus that deliberately or inadvertently gives students access to inappropriate content
  - Closed door one-on-one interactions without another adult or in a place where you can be openly seen by others (counseling excluded)
  - Unscheduled and unannounced meetings with students
  - Failing to immediately report unusual incidents or interactions that might be misinterpreted by others
  - After school engagement not associated with scheduled clubs, sports and activities
  - After school engagements with less than two students or adults present
  - One-on-one tutoring/coaching
    - Not known and approved
    - Off school premises without express permission of the leadership of the school and the guardian of the child
    - Without a time and location pre and post recorded
  - One-on-one outings that do not include another adult
  - Sleepovers or any engagement of students in your home
    - Parents of students with groups of students may be excluded
  - Unsanctioned transport of a student
  - Gifts that have not been approved by school leadership and the guardian Other Considerations for High Risk Activities:
- Bathrooms
  - Lower school children are taken to the restrooms in groups
  - An adult waits in the doorway of the bathroom
  - Adults use student restrooms when no students are there
  - Students with toileting issues are supported by one adult only when another adult is aware and in earshot distance of an open bathroom door (this may include situations where a shower is needed)
- Transition and Free-Time



  - Free time that is not structured is to be avoided
  - Students will be allowed to be in classrooms during unscheduled class time when approved by school leadership, when supported by assigned staff and using the Rule of 3
  - Structured free time will be in an assigned area and scholars will be required to stay in the prescribed area until they return to their standard schedule
  - Assigned staff are required to be present for the entire duration of activities
  - All main hallways and open spaces are video monitored and video will be reviewed when an issue or compliant is raised
- Playground
  - Scholars will remain in line-of-site of team members at all times
  - Activities will be assigned to a specific location and with narrow geographic boundaries around the playground area
  - Team members will be assigned to a specific activity to lead and/or area to monitor (“zone monitoring”)
  - Staff to conduct periodic roll calls for each group
  - Leadership will conduct periodic check-ins and assessments of the activity
- Transportation
  - Without written permission of the legal guardian, immediate approval of school leadership and immediate notification of the legal guardian, team members are strictly forbidden from transporting scholars in their personal vehicles
  - Updated copies of valid license and insurance must be kept on file for all team members who transport children
  - All scholar transport will follow the rule of 3 – a minimum of 2 students and 1 adult or 2 adults and 1 student
  - Each trip will be pre and post recorded with time of exit, time of arrival and any incidents that were unusual or could be interpreted as unusual
  - Scholar transport is directly from location to location with no additional stops
  - All non-fraternization policies are in effect for the entire time that students are in our care, on or off campus
- Overnight Activities
  - All overnight activities must be documented and approved
  - Specific adult: student ratios will be established, small groups assigned scholars assigned to groups and individual team members
  - Each activity will start and end with head counts and missing students will be retrieved
  - Team members will be assigned to specific areas for each activity
  - Leadership team members will be assigned to participate in and oversee each night of engagement
  - All high risk and unique situations and students will be discussed and planned
  - Sleeping arrangements will be assigned
  - Teams of overnight staff will be assigned for ongoing walkthrough



- Staff will be assigned to student bunk rooms to increase supervision
- Parents/guardians will receive written information about the overnight activity, will sign a permission slip for consent of each such trip
- Public meetings describing the trips will be hosted

- Uncomfortable horseplay and wrestling
  - May include lap-sitting, tickling, piggyback riding, leg-holding,
- Massaging and caressing
- Physical affection that is unwanted

4.4 Inappropriate communication

- Any engagement of children on your social media
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  - Social/Personal email (not copied to parents), accepting friend requests from students, texting, instagram, facebook, linkedIn, twitter and any old or new communication medium that are similar
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STATESMEN
COLLEGE PREPARATORY ACADEMY FOR BOYS
Build Strong Boys

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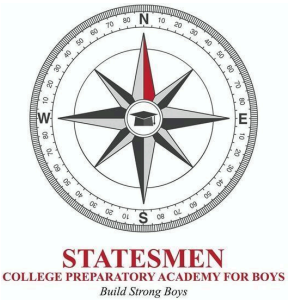


- Staff will be assigned to student bunk rooms to increase supervision
- Parents/guardians will receive written information about the overnight activity, will sign a permission slip for consent of each such trip
- Public meetings describing the trips will be hosted

All employees at Statesmen Academy for Boys are responsible for maintaining the safety of our students and avoiding undo vulnerability to their teammates. As certificate holding Mandated Reporters, you are required to immediately report any relationships, engagements, interactions, exchanges that could be interpreted by a general observer as improper. The report, written or verbal, must be submitted immediately following the observation of the event. Failure to report will result in swift and severe penalty, up to and including separation from Statesmen Academy.

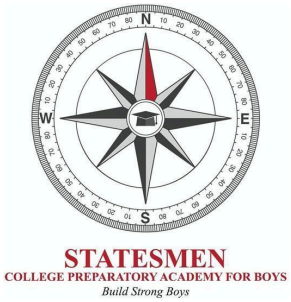
Additionally, we expect that from time-to-time students will engage in inappropriate misconduct. It is our expectation that you will immediately report this behavior as well.

Student Discipline Policy - At Statesmen College Preparatory Academy for Boys PCS, we believe that unaligned behavior is an immediate demonstration of an unmet need and an opportunity to strengthen relationships. As such, we only apply discipline as a way to move an unaligned behavior long enough to engage relationships to permanently change or remove an unaligned behavior. We balance positive adult relational pressure and positive peer pressure to support students on a trajectory to remove unaligned behavior and replace them with new behavior. We also employ Positive Behavior Incentives and Support (PBIS), Restorative Justice Practices (RJ) and Social Emotional Academic Development (SEAD) as a way to further support scholars in developing aligned behavior. Employees are encouraged to employ to practice and employ the practices that are aligned with this model:

- Responsibility - supporting students in taking responsibility for the behavior and the impact on others
- Restitution - supporting students in taking action to restore losses as a result of the unaligned behavior
- Restoration - supporting students in returning to full membership in the community

That said, we expect that discipline may be necessary to remove behavior that is unsafe while new behavior is being integrated. Appropriate discipline may include:

- **Tier One Disciplinary Responses** may include - general redirection, needs assessment, action/impact feedback, reflections/timeout**,** teach/model/practice behavior, Crew Mini-Circle, student/teacher 1on1 restorative conversation, temporary assignment to a “cooling off” area or partner, temporary disciplinary assignment with the school.
- **Tier Two Disciplinary Responses** may include - all Tier One responses and loss of privilege (demerits, detention, adjusted engagement during class, monitored engagement, etc.) confiscation of inappropriate materials, referral to mandatory counseling, restitution, referral to mandatory drug screening and/or to a substance abuse program, parent communication (letter, call, text, conference), daily/weekly behavioral contract, tracker, community restitution,



program adjustment, finding a mentor to support the student's social emotional development and decision making, illicit posting of inappropriate images of peers, staff or other persons.

- **Tier Three Disciplinary Responses** may include - all Tier Two responses and Needs assessment, parent communication, referral to mandatory counseling, mandatory drug screening, and/or to a substance abuse program, adjustment of student program, finding a mentor to support the student's social emotional development and decision making, community restitution, in-school suspension, out-of-school suspension, expulsion.

Responses to unaligned student behavior must not include:

- Any forms of corporal punishment
- Yelling, screaming, use of profanity or abusive language
- Intimidation and bullying
- Ridicule and humiliation

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 allowed. Excessive force is prohibited.

STUDENT SAFETY:

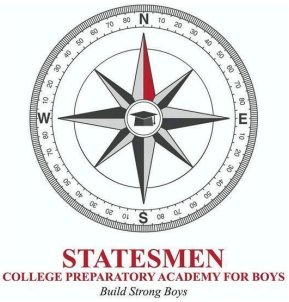
The effective employee is concerned for the welfare of students and takes measures to insure their welfare. That employee is always legally responsible to act in a reasonable and prudent manner.

Specifically, the employee must do the following:

1. Never leave students unsupervised. Leaving a classroom without another responsible adult present is leaving students unsupervised.
2. Require students to conduct themselves in an orderly, safe manner and administer such disciplinary actions as are reasonable and proper in any situation involving student misconduct.
3. Report any unsafe condition in the room or on campus to the principal so that it may be corrected.
4. Strictly adhere to all stated policy of Statesmen Academy.

Failure by teachers to meet their responsibilities may have severe consequences, e.g., revocation of their license, criminal charges, etc... Additionally, employees may be held legally liable for negligence in the performances of their duties.

Mandated Reporter Policy - Pursuant to District of Columbia law, all Statesmen College Preparatory Academy for Boys PCS employees are Mandated Reporters. **Mandated Reporters** are professionals obligated by law to report known or suspected incidents of child abuse and neglect. As a mandated reporter, Statesmen Academy for Boys employees are part of the



citywide safety net that provides life- saving interventions for vulnerable children and youth in our community. Specifically, we are required to report the following to the appropriate agencies:

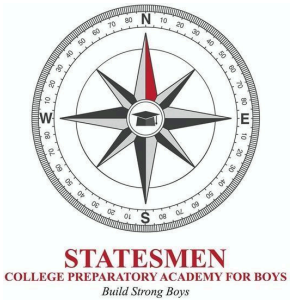
- Abuse, neglect or the suspicion of both for children 5 to 13 years of age must be reported to the Metropolitan Police Department (MPD) or Child and Family Services Agency (CFSA),
- Unexcused absences in excess of 10 days for children 5 to 13 years of age must be reported to CFSA.

Beyond this, Statesmen Academy employees are expected to report any conduct adult to adult, adult to student and student to adult that would otherwise be considered inappropriate or unaligned to the professional standards established within this document.

Confidentiality and Student Records Policy - All information contained in student records, including information contained in an electronic database, is confidential and maintained in accordance with the Family Educational Rights and Privacy Act (FERPA). These records are the property of Statesmen College Preparatory Academy for Boys PCS, whose responsibility it is to secure the information against loss, defacements, tampering or use by unauthorized persons. Please do not speak about children in hallways or public areas. The information about our scholars is confidential and must not be discussed outside the school community. No scholar's files are to be taken off premises unless granted permission by the Chief Executive Officer. Only teachers, administrative and office personnel are permitted to review a scholar's files. When a file is requested from the main office, it must be signed out and returned the same day. Files may not be copied, photographed or taken off the premises without express authorization from the Chief Executive Officer or a CEO designee. If a file is needed by 8:00 a.m. the following morning, you must request this file the day before, not later than 2:30 p.m. and that file will be pulled and ready for you when you arrive the following day. Please do not remove any materials from any scholar's file. If you request a scholar's file, you will be responsible for its contents.

Performance Review/Evaluation - At Statesmen College Preparatory Academy for Boys PCS, performance evaluations are a method of formally supporting the job effectiveness of employees. To be eligible for renewal, a teacher must score effective or highly effective consistently on the Statesman Instructional Rubric by the end of the year. While teachers will participate in between 15 to 30 informal observation and feedback cycles using the walkthrough version of the same rubric, they will be evaluated on a series of 2 to 5 formal evaluations conducted by a team of at least two leadership employees. The evaluation rubric will be developed by the leadership team and will include content knowledge, pedagogy, student relationships, peer relationships and academic growth.

If a teacher receives two rounds of Effective or Highly Effective ratings on the rubric, they may be issued a renewal appointment for the following year as early as March. This reassurance will support high performing teachers in solidifying the decision to return as the renewal serves as a vote of confidence from leadership. For employees who are still developing, they will have until the end of May to further build their capacity.



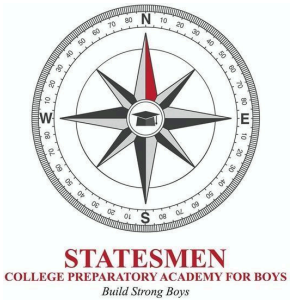
Supervisors may conduct informal performance reviews and goal setting sessions more often if they choose.

While performance is not the sole basis for wage and salary adjustments, employees who are not minimally effective will not be invited to return or will return with significant shifts in their role and responsibilities and with a performance improvement plan in place. Employees who disagree with a performance evaluation may submit comments that will be included in the employee's personnel file.

Renewal of Contract - When a decision to renew is made by Statesmen College Preparatory Academy for Boys PCS, an employee will receive an appointment letter inviting the employee to return for an additional year of service. The appointment letter will list a position, a period of service, any changes to role and salary. Upon signing the appointment letter, no additional action will be needed on the part of the employee. An acceptance of the offer of renewal does not alter the at-will relationship and means that the employee reserves the right to leave at any time and without reason. Additionally, a renewal appointment does not protect the employee against corrective action as a result of unaligned behavior or unsatisfactory performance after the renewal is issued.

At the time designated by school leadership, a supervisor may recommend Non-Renewal of an employment appointment, effective at the end of the current school year. The reasons for nonrenewal must be for a lawful reason. Reasons for a recommendation of Non-Renewal include, but are not limited to the following:

- Deficiencies pointed out in observation reports, appraisals or evaluations, supplemental memoranda, or other communication
- Failure to fulfill administrative duties or job responsibilities
- Incompetency or inefficiency in the performance of required or assigned duties
- Inability to maintain discipline in the classroom or at assigned school-related functions
- Insubordination or failure to comply with official directives
- Failure to comply with policies or administrative regulations
- Conducting personal business during school hours when it results in neglect of duties
- Reduction in Force (RIF) because of financial exigency or program change
- Drunkenness or excessive use of alcoholic beverages; illegal use of drugs, hallucinogens, or other substances
- The possession, use, or being under the influence of alcohol, alcoholic beverages, or drugs and narcotics while on school property, working in the scope of the employee's duties, or attending any school or school sponsored activity
- Conviction of a felony or any crime involving moral turpitude
- Failure by an employee to report his or her indictment, conviction, or deferred adjudication for any felony or any crime involving moral turpitude as required by policy



- Failure to meet Statesmen's standards of professional conduct
- Failure to comply with reasonable requirements regarding advanced coursework or professional improvement and growth
- Immorality which is conduct that Statesmen Academy determines is not in conformity with the accepted moral standards of the community
- Immorality is not confined to sexual matters, but includes conduct inconsistent with rectitude, or indicative of corruption, indecency, or depravity
- Any activity, school-connected or otherwise, because of the publicity given it, or knowledge of it among students, faculty, community, impairs or diminishes the employee's effectiveness at Statesmen
- Reasons specified in individual employment appointment letters reflecting special conditions of employment such as but not limited to failure to fulfill requirements for certification
- Failure to maintain an effective working relationship, or maintain good rapport, with parents, the community, or colleagues
- A significant lack of student progress
- Assault on an employee or student
- Falsification of records or other documents related to Statesmen Academy activities
- Falsification of required information on an employment application
- Misrepresentation of facts to a supervisor
- Any attempt to encourage or coerce a child to withhold information from the child's parent

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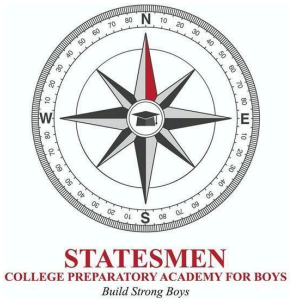
Staff Corrective Action Policy - All employees are expected to meet Statesmen College Preparatory Academy for Boys PCS standards of work performance. Work performance encompasses many factors, including but not limited to, attendance, punctuality, personal conduct, and job proficiency. If an employee does not meet these standards, Statesmen Academy may take corrective action, other than immediate dismissal. The intent of corrective action is to provide the employee with a reasonable time within which to improve performance. The process is designed to encourage development by providing employees with guidance in areas that need improvement such as attendance problems, personal conduct and job proficiency.

Warnings/Disciplinary Action

The direct supervisor should discuss any problem and present a warning to the employee that clearly identifies the problem and outlines a course of corrective action within a specific time frame. The employee should clearly understand both the corrective action and the consequence (i.e., termination) if the problem is not corrected or recurs. The employee should acknowledge receipt of the warning and include any additional comments of his or her own before signing it. A record of the discussion and the employee's comments should be placed in the employee's file. Employees who have had formal written warnings may not be eligible for salary increases, bonus awards, promotions, leaves of absence or



transfers during the warning period. Corrective action may include any of a variety of actions depending upon the circumstances and severity of the particular situation. Corrective actions may be taken at the discretion of management and include any of the following:

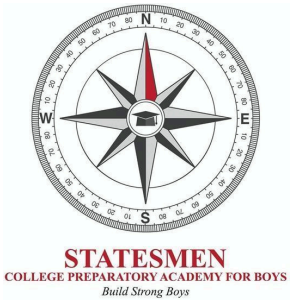
- Verbal counseling with you, which will be confirmed in writing by the supervisor for your personnel file
- Written warning, which will be placed in your file
- Performance Improvement Plan
- Suspension, which will be confirmed in writing for your personnel file
- Discharge, which will be documented in your file

Investigation - In the case where an employee is accused of any act of harassment, workplace violence or child abuse, an Administrative Leave will immediately be put in place pending investigation. An administrative leave does not in any way imply the school has predetermined that the employee engaged in the accused behavior.

All Statesmen Academy for Boys employees are expected to fully cooperate with all investigations of grievances and complaints of discrimination, harassment or child abuse whether conducted by Human Resources or a third-party investigator.

COMPENSATION

Wages and Salary - Several factors may influence the rate of pay for employees of Statesmen College Preparatory Academy for Boys PCS. Some of the items Statesmen Academy considers are the nature and scope of your job, a market analysis of what other employers pay their employees for comparable jobs, what Statesmen Academy pays their employees in comparable positions, and individual as well as Statesmen Academy performance. Each employee's hourly wage and/or annual salary will be reviewed at least once each year using these internal and external equity markers. The employee's compensation review will usually be conducted on or about the end of the school year. Such reviews may be conducted more frequently for a newly created position or based on a recent promotion. Increases will be determined on the basis of market analysis, adherence



to company policies and procedures, and ability to meet or exceed duties per job description and achieve performance goals.

Stipends - Employees may earn additional stipends related to leadership tasks assigned that are not a part of a specific leadership development trajectory. The stipend associated with each of these assignments will be determined by leadership.

Overtime Policy - Overtime compensation is paid to non-exempt employees in accordance with federal and state wage and hour requirements. Overtime is payable for all hours worked over 40 per week at a rate of one and one-half times the non-exempt employee's regular hourly rate. Time off on personal time, holidays, or any leave of absence will not be considered hours worked when calculating overtime. In addition, vacation time does not constitute hours worked. An employee should not work overtime without the prior approval of their supervisor. Overtime worked without prior authorization from the supervisor may result in disciplinary action.

Timekeeping Policy - All employees are required to record their arrival using the ADP time clock at the front desk. This will log all time and attendance records. Statesmen College Preparatory Academy for Boys PCS will keep record of time to support accountability and ensure proper and timely payment. Accurately recording time worked is the responsibility of every employee.

Non-Exempt Employees:
Time worked is the time actually spent on a job(s) performing assigned duties. Statesmen Academy does not pay for breaks of 30 minutes or longer. Time Sheets, electronic, digital or hand written will be used to record time.

Exempt Employees - Exempt employees are required to follow the school procedure for signing in and out so we are aware of who is in the building for safety reasons and in emergency situations.

Time Records - Time records will be reviewed by the School Operations Team each week. Questions regarding the timekeeping system or time cards should be directed to the School Operations Team.

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Pay Periods - All employees are paid on a biweekly schedule (26 total payments and minimally twice each month) that will be distributed according to a published pay period calendar. In the event that a regularly scheduled payday falls on a holiday, employees may receive pay on the prior day of operation. While all employees are paid using direct deposit, the first paycheck may be a “paper check”. Paychecks and direct deposits will not, under any circumstances, be given to any person other than the employee without written authorization.

An employee’s salary is paid based on a 12-month period, regardless of whether they work summers. If an exempt employee who is not expected to work during the summer terminates employment, they will be paid a prorated amount of what would have been paid during the summer.

Payment Method: Direct payroll deposit is the automatic deposit of your pay into the financial institution account of your choice. All employees are paid by direct deposit. Employees will be paid through direct deposit of funds to savings or checking accounts at their bank of choice (providing the bank has direct deposit capability). To activate direct deposit, a Direct Deposit Authorization form may be obtained from the School Operations Team. Due to banking requirements it may take several weeks for activation of the Direct Deposit. In the event of a lost paycheck please see School Operations for a Stop Check Request Form. In the event the lost paycheck is recovered and Statesmen Academy identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to Statesmen Academy within 24 hours of the time it is demanded. A statement of earnings is available via ADP and can be accessed online.

Voluntary deductions must be declared and authorized in writing by the employee through our “Voluntary Deductions Form”. The amount of Federal withholding is affected by the number of exemptions claimed on Form W-4, Employee’s Withholding Allowance Certificate. If an employee’s marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be submitted. This information can be reviewed and updated online as well.

Salary Deductions Policy - Statesmen College Preparatory Academy for Boys PCS will pay exempt employees a salary rather than an hourly wage. Once an employee’s PTO (paid time off) days have been exhausted or are otherwise unavailable, Statesmen Academy will deduct pay from an exempt employee’s salary under the following circumstances:

(i) one or more full days absences for personal reasons;
(ii) one or more full day absences for illness, injury, or sickness,
(iii) one or more full day disciplinary suspensions; and
(iv) partial or full day absences during an approved family or medical leave.

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Statesmen Academy will not deduct pay from an exempt employee's salary if the employee has a partial day absence unless the total allowed hours of PTO (40 hours) has been exhausted. Exempt employees who believe that Statesmen Academy made an incorrect or improper salary deduction should promptly report the deduction to the School Operations team. If Statesmen Academy incorrectly or improperly made a deduction from an exempt employee's salary, it will reimburse the employee for the deducted pay.

Wage Garnishment Policy - Statesmen College Preparatory Academy for Boys PCS hopes that its employees will manage their financial affairs so that it will not be obligated to execute any court- ordered wage garnishments. However, when an employee's wages are garnished by court order, Statesmen Academy is legally bound to withhold the amount indicated in the garnishment order from the employee's paycheck. Statesmen Academy will, however, honor the Federal Consumer Credit Protection Act, which places restrictions on the total amount that may be garnished from an employee's paycheck. A service fee may be charged per check written to cover the administration of the above, if permitted by the judgment of garnishment.

Error in Pay Policy - Every effort is made to avoid errors in your paycheck. Employees who believe an error has been made should report this to the School Operations Team immediately. They will take steps to research the problem and endeavor to make any necessary corrections by the next regular pay day.

Effective Date of Compensation Policy - Changes to the amount of an employee's wage or salary will become effective on the first regular pay period following the announcement of the change.

Expense Reimbursement Policy - Statesmen College Preparatory Academy for Boys PCS has the most generous instructional expenses allowances in the region. First year teachers receive up to $1000 for expenses related to their classroom and returning teachers receive up to $500 annually. This is designed to make sure that employees are not spending out of pocket to supply their classrooms. Expenses incurred by an employee must have prior approval by a supervisor. Reimbursements will be included in the employee's next regular paycheck. All completed reimbursement request forms should be turned in to the School Operations Team with receipts prior to the end of the school year.

Supplies and Procurement Policy - Only authorized persons may enter into contracts to purchase supplies in the name of Statesmen College Preparatory Academy for Boys PCS. No employee whose regular duties do not include purchasing shall incur any expense on behalf of Statesman Academy or bind Statesmen Academy by any promise or representation without written approval.

Any necessary supplies will be procured by the School Operations Team using the protocols that they have established and will distribute as a part of the onboarding process.

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Benefit Packages

Group Benefits - Statesmen College Preparatory Academy for Boys PCS offers a generous benefits program for its regular full-time and part-time employees approximating 15% to 24% of salary. Employees are eligible to receive benefits 30 calendar days following their start date with Statesmen Academy. The existence of a benefits program does not signify that an employee will necessarily be employed for the required time necessary to qualify for the benefits included in and administered through the program.

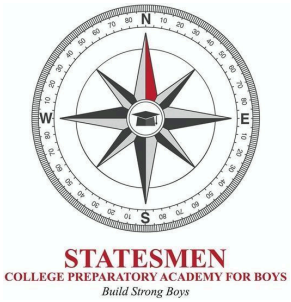
Statesmen Academy strives to provide the best, most equitable and cost-effective benefits for employees in recognition of the influence employment benefits have on the economic and personal welfare of our employees. Paid in various benefit forms on your behalf, the total cost to provide the benefit program described in this Handbook and other documents is a significant supplement to your pay and should be viewed as additional compensation.

Policies, provisions and procedures that govern the organization's benefit program apply to all regular full-time and part-time employees, whether exempt or nonexempt status, unless otherwise provided in a particular benefits plan.

Some benefits may earn credit during your new-hire introductory period, but eligibility to use the benefit will not occur in most cases until you obtain regular status or meet other conditions of employment specified in the Handbook or contained in the benefit policy/plan booklets.

Employee Cost Sharing
Discretionary employment benefits, those benefits that are not mandated by state or federal law, are selected and controlled by Statesmen Academy. Decisions to provide and continue providing these benefits are based on such considerations as cost, composition of our workforce, operational efficiency, and desirability of benefit provisions. Where costs of discretionary insurance benefit plans exceed the organization's interest, ability, or willingness to pay the full premium rate to maintain the current benefit level, you may be required to share in the cost to continue the insurance plan coverage.

Benefit Design and Modification
Statesmen Academy reserves the right to design plan provisions and to add, eliminate, or in other ways modify any discretionary benefits described in this Handbook or elsewhere in plan documents, where and when it is deemed in the organization's best interest to do so. These benefits are subject to change depending on annual negotiations with providers and the resources of the organization. There is no guarantee that a discretionary benefit will be continued.



Benefit Plan Documents
You will be provided with summary plan descriptions upon eligibility and enrollment. The benefit programs are explicitly defined in legal documents, including insurance contracts, official plan texts, and trust agreements. In the event of a conflict between these documents and this policy, the plan documents will govern. All of these official documents are readily available from the School Operations Team for your review. We ask that you refer any questions about this information to the School Operations Team.

Statesmen Academy Right to Modify
Statesmen Academy reserves the right, in its sole and absolute discretion, to amend, modify or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein. Further, Statesman Academy reserves the exclusive right, power and authority, in its sole and absolute discretion, to administer, apply and interpret the benefit plans described herein, and to decide all matters arising in connection with the operation or administration of such plans.

Other Benefits

Statesmen Academy will provide such other benefits to employees as may from time to time be mandated by applicable law and reserves the right at any time and from time to time to terminate, substitute or modify such benefits to the extent permissible under applicable law.

Benefits Offering - Statesmen College Preparatory Academy for Boys PCS offers all full-time employees access to the following benefits:

- HMO or PPO insurance options for medical, dental, and vision
- 5% Retirement Plan Match (vested immediately)
- Longevity Plus Plan – Paid Family Vacation, Employee Assisted Housing Program (up to $10,000 after 5 years of service)
- Life and Disability Insurance

COBRA Benefits - The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Statesmen College Preparatory Academy for Boys PCS health plan when a “qualifying event” would normally result in the loss of coverage.

Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee’s hours or leave of absence, divorce or legal separation and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Statesmen Academy group rates plus an administration fee. Statesmen Academy or our carrier provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Statesmen Academy health insurance plan. The notice contains important information about the employee's rights and obligations.

Social Security and Medicare - If you are a full-time regular employee contributing to Teachers Retirement System of the District of Columbia, your earnings from this job are not covered under Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of your husband or wife, or former husband or wife, your pension may affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected. Under the Social Security Law, there are two ways your Social Security benefit may be affected.

1. Windfall Elimination Provision
2. Government Pension Offset

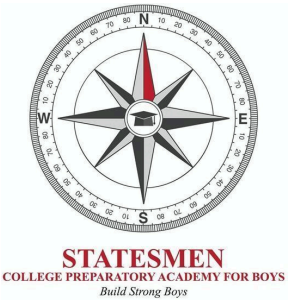
For more information please contact the School Operations Team.

Statesmen College Preparatory Academy for Boys PCS withholds income tax from all employees' earnings and participates in FICA (Social Security) and Medicare withholding and matching programs as required by law.

Paid Time Off Policy

Paid time off (PTO) provides employees with an entitlement of days away from work with pay on the first day of employment.. PTO days may be used for vacation, personal time and absences resulting from any of the following:

- The employee’s or eligible family member’s physical or mental illness, injury or medical condition;
- To obtain professional medical diagnosis or care or preventive medical care for the employee or eligible family member; or
- If the employee or eligible family member is a victim of stalking, domestic violence or sexual abuse; provided that the absence is directly related to social or legal services pertaining to the stalking, domestic violence or sexual abuse for the purpose of:
- Seeking medical attention for the employee or the employee's family member to treat or recover from physical or psychological injury or disability caused by the stalking, domestic violence or sexual abuse;
- Obtaining services for the employee or the employee's family member from a victim services organization;
- Receiving psychological or other counseling services for the employee or the employee's

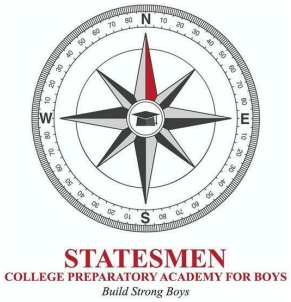


family member;

- Temporarily or permanently relocating;
- Taking legal action, including preparing for or participating in any civil or criminal legal proceeding relating to the stalking, domestic violence or sexual abuse incident; or
- Taking other actions that could be reasonably determined to enhance the physical, psychological or economic health or safety of the employee or the employee's family member or the safety of those who work or associate with the employee.
- Eligible family members include the employee's: children (including stepchildren and foster children), grandchildren, parents, parents-in-law, stepparents, spouse, spouses of children, domestic partners, siblings and brothers- and sisters-in-law. A person with whom the employee shares or has shared, for at least the 12 preceding months, a mutual residence and with whom the employee maintains a committed relationship is also an eligible family member under this policy, as is a child who lives with an employee and for whom the employee permanently assumes and discharges parental responsibility.

Instructional Employees

All teachers at Statesmen Academy enjoy significant PTO as a part of a general schedule of school- recognized breaks (5 full weeks over the course of the academic school year, an additional 2 to 4 full weeks during summer and all federally and locally recognized holidays - more than 40 days over the year). We encourage teachers to use these days for vacations and personal appointments whenever possible. Still, we have extended a limited number of additional PTO days - five (5) days, or 40 hours - so that employees have additional allocation for emergencies and other personal needs that cannot be tended to during school recognized holidays and breaks.



Administrative Employees

While administrators at Statesmen Academy will not have the same access to breaks as teachers, as full- time 12-month employees at a school, they will still enjoy considerable paid time off as compared to 12- month employees in the private sector (more than 15 days over the year). We encourage administrators to use these days for personal appointments wherever possible. Still, we have extended a limited number of additional PTO days - five (5) days, or 40 hours - so that employees have latitude for emergencies and other personal needs that cannot be tended to during school recognized holidays and breaks.

Under the DC Accrued Sick and Safe Leave Act, all employees regardless of classification are eligible to accrue paid time off at not less than one hour for every 43 hours worked not to exceed 5 days. The accrued leave can be accessed after 90 days of service.

Scheduling

PTO must be scheduled at least five (5) days in advance and approved by your supervisor, except in the case of an illness or emergency. In the case of illness or emergency you are required to contact your immediate supervisor at least one (1) hour before you are scheduled to arrive - where immediate emergency does not prevent you from contacting us. Employees using extended PTO time (in excess of 3 consecutive days) must submit a request at least two weeks before the extended PTO or if used as sick time the employee must submit a doctor's release upon return to work. Your supervisor uses his/her discretion to approve PTO without advance notice.

Blackout/Block-out

Certain recognized school breaks will be Blackout Breaks. These are breaks (most often for a minimum of a week) for which every employee will be on PTO. These breaks do not count against your allocated PTO days and will be times when no one on staff will be on duty. Each year, we will update and distribute a calendar that will indicate Blackout Breaks. Block-out dates are dates for which PTO may not be taken. PTO Block-out dates include the first or last month of each school year, dates for which scheduled formative and/or summative assessments are administered, dates for which scheduled PD and/or training takes place and dates immediately before or after holidays. Unless required by law, all such requests will be denied except by special permission of the Chief Executive Officer.

Staggered Trade Block

While we are a year-round school, we know that all full-time employees will not need to be present for the entire summer. Each year, at the sole discretion of the leadership team of the school, we may choose to offer Staggered Trade Blocks of PTO to allow one-week blocks of time for employees to take additional regional (DC, Maryland, Virginia) PTO. These blocks of time will be in addition to your allocated PTO and will require that employees stay regional if there is a need for their support in performing tasks related to school operations.

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For instructional employees, Staggered Trade Blocks will mean that their summer may include as many as 5 weeks of PTO. When and who receives the additional trade blocks will be left to the sole discretion of leadership and will be designed based on the operational and program needs of the preceding summer.

For administrative employees, Staggered Trade Blocks can be upwards of one week, as many as 3 weeks and can stagger over the entire winter to summer seasons.

Leave Carryover

Each employee may carry over 5 days of accrued PTO into the next school year. Employees are responsible for monitoring their PTO over the course of the school year. No carryover will be allowed that will take a PTO bank beyond 20 days. Because allocated PTO is in addition to recognized holidays and breaks, PTO time in excess of 20 days not taken by the end of the school year (for school based employees) or by June 30th (for administrators or central office employees) will be lost.

PTO Exceptions:

- Employees who miss more than three consecutive unscheduled days, may be required to present a doctor's release to School Operations and/or their Supervisor that permits them to return to work.
- Days off taken in excess of the PTO accrued will result in disciplinary action up to and including employment termination. This time will be unpaid. The only possible exception to this policy must be granted by the Chief Executive Officer.
- Under the Family and Medical Leave Act (DCFMLA) policy, an employee can elect to use or not use PTO as part of FMLA leave.
- In the event that an employee has exhausted his or her PTO, any additional time off must be approved by your supervisor and will be taken without pay.
- Any employee who misses three consecutive days of work without notice to their supervisor may be considered to have voluntarily quit their job.
- Upon the voluntary or involuntary termination of employment, employees will be paid their earned hours of pay on their date of separation. PTO will not be paid out.
- PTO accrued prior to the start of a requested and approved unpaid leave of absence must be
- PTO cannot be taken before it is accrued and approved.

Attendance Payout

It is not the policy of Statesmen College Preparatory Academy for Boys to pay out unused portions of PTO to employees who are separating from the organization. A Leave Carryover Policy exists for returning staff.

That said, in recognition of the goal of Statesmen Academy to achieve 100% on-time attendance with the entire team as a model to our students who have the same goal, Statesmen Academy will honor an Attendance Payout. All employees who complete the school year with 100% attendance will be eligible to receive an Attendance Payout equivalent to one week's salary. Employees who take this payout will still be allowed to carry-over half of the total eligible carryover hours of unused PTO. Any pay out under this policy will be decided annually at the sole discretion of the Chief Executive Officer and will appear in the last pay period of the school year for those returning staff members completing the year having used no PTO (excluding FMLA) in the preceding year.

Holidays - Statesmen College Preparatory Academy for Boys PCS recognizes the following paid holidays for all school instructional employees:

- Labor Day
- Indigenous Peoples Day
- Veteran's Day
- Thanksgiving Break - includes Thanksgiving Day
- Holiday Break - includes Christmas and New Year's Day
- Martin Luther King, Jr. Day
- Mid-Winter Break - includes President's Day
- Spring Break - includes Emancipation Day
- Memorial Day
- Juneteenth

*In addition to the above, Statesmen recognizes **Independence Day** as a paid holiday for 12-month school-based administrators and central office staff*.

Unless otherwise provided in this policy, all Statesmen Academy employees will receive time off with pay at their normal base rate for each observed holiday. Employees on a leave of absence are ineligible for holiday benefits that accrue while on leave.

To qualify for holiday pay, all employees must work the last scheduled day before and the first scheduled day after the holiday unless the employee is absent:

- At the request and approval of the of school leadership
- Due to closure of schools because of inclement weather
- Due to sickness with a doctor's note verifying need for absence
- Due to. Intermittent FMLA
- Due to Jury Duty or Bereavement Leave

Bereavement Leave Policy - Statesmen College Preparatory Academy for Boys PCS provides full-time employees up to three days paid bereavement leave, beyond PTO, due to the death of an immediate family member. This includes a parent (including an in-law and step-parent), spouse, domestic partner, dependent, sibling, step-sibling, grandparent or grandchild. We encourage employees to take the time that is needed to support themselves and their families in difficult times.

Jury Duty - Statesmen College Preparatory Academy for Boys PCS encourages and expects all employees to fulfill their civic responsibility by serving jury duty when required. Statesmen Academy employees summoned for jury duty will be granted a leave of absence for the period of time required for such jury duty. The leave of absence will be granted without loss of PTO or any other benefit. If an employee is present at court and has not been picked to serve, he or she must turn in hours served from the clerk of court to their supervisor daily. If the employee has been picked to serve, for all time after the first day, he or she will be paid the difference between his or her regular salary or wage and the amount he or she receives as a juror. Any employee summoned for jury duty must provide the School Operations Team with an authentic summons, subpoena, or notice for such duty and upon returning to work must present proof of jury duty service, including the dates of the employee's service. Employees are expected to return to work if they are excused for jury duty during their regular working hours.

Voting Leave - Statesmen Academy provides employees time off to vote in state, national, and local elections.

Employees may receive up to three hours of paid time off to vote. Leave must be taken at the beginning or end of the employee's regularly scheduled work time, whichever allows the most free time for voting and the least time off from the regular working schedule, unless otherwise approved.

This time will not be deducted from leave balances. Employees must notify their managers at least one day prior to the day of the election if they are planning to take any time at the start or the end of the workday.

If additional time is needed to vote, employees can use accrued vacation or personal/sick leave at their discretion. Time off to vote is recorded for non-exempt employees as non-worked time when calculating overtime.

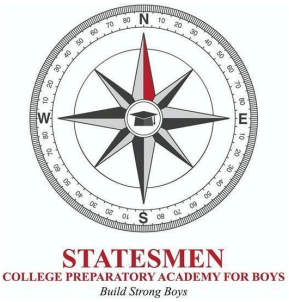
Military Duty

Federal law provides employees with the right to take leave in order to serve in the military. At the federal level, military leave rights are governed by the Uniformed Services Employment and Reemployment Rights Act, commonly referred to as USERRA. This policy discusses military leave under USERRA.

DC law may also provide an employee with rights to take military leave. If DC provides rights in addition to those provided under USERRA, Statesmen College Preparatory Academy for Boys PCS will provide those rights. If an employee plans to request leave based on military service, they should contact Human Resources for information on any additional rights or requirements, if applicable, under DC law.

Eligibility for Leave

Statesmen Academy provides unpaid military leaves of absence to employees who serve in the uniformed services as required by USERRA and applicable state laws. The uniformed services



are defined as the Army, Navy, Marine Corps, Air Force, Coast Guard, Army National Guard, Air National Guard, Commissioned Corps of the Public Health Service and any other category of persons designated by the President of the United States in time of war or national emergency. The uniformed services also include participants in the National Disaster Medical System when activated to provide assistance in response to a public health emergency, to be present for a short period of time when there is a risk of a public health emergency, or when they are participants in authorized training.

Service consists of performing any of the following on a voluntary or involuntary basis: active duty, active duty for training, initial active duty, inactive duty training, full time National Guard duty, State active duty for a period of 14 days or more, State active duty in response to a national emergency declared by the President under the National Emergencies Act or in support of a major disaster declared by the President under Section 401 of the Stafford Act, absence from work for an examination to determine fitness for such duty, and absence for performing funeral honors duty. For purposes of this policy "State active duty" means training or other duty, other than inactive duty, performed by a member of the National Guard of a State, under the authority of the Governor of a State. It does not include duty performed under federal authority (such as Title 10 or Title 32), nor duty for which the National Guard member is entitled to pay from the Federal Government.

Total military leave time may not exceed five years during employment, except in certain, defined circumstances.

Notice of Leave

Advance notice of leave is required, preferably in writing, unless giving of notice is impossible or unreasonable, or notice is prohibited by military necessity (which is defined by the United States Department of Defense). When notice is required, employees must provide their supervisor with as much advance notice as possible of any anticipated leave of absence for military service.

Compensation and Benefits During Leave

Accrued, unused PTO will be paid during military leave at the employee’s request. After 30 days of continuous military leave, employees may elect to continue their health plan coverage at their own expense, for up to 24 months or during the remaining period of service, whichever is shorter.

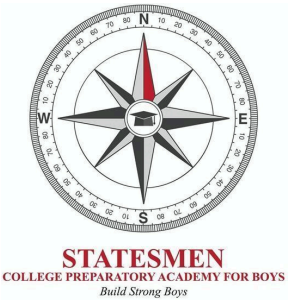
Reinstatement

In order to be eligible for reinstatement, an employee must have provided advance notice of the need for military leave (where required) and have completed service on a basis that is not dishonorable or otherwise prohibited under USERRA.

Employees whose military service will be for fewer than 31 days must report to back to work at the beginning of the first full, regularly scheduled work day following completion of service, after allowing for a period of safe travel home and eight hours of rest.

Employees whose military service will be for more than 30 days, but fewer than 181 days must apply for re-employment within 14 days after completing service.

Employees whose service is greater than 180 days must apply for re-employment within 90 days after completing service.



As with other leaves of absence, failure to return to work or to reapply within applicable time limits may result in loss of reemployment rights. Full details regarding reinstatement are available from Human Resources.

In general, an employee returning from military leave will be re-employed in the position and seniority level that the employee would have attained had there been no military leave of absence. If necessary, Statesmen Academy will provide training to assist the employee in the transition back to the workforce.

PTO benefits do not continue to accrue during a military leave of absence. An employee returning from military leave is entitled to any unused, accrued PTO benefits the employee had at the time the military leave began minus any PTO benefits the employee chose to use during the leave. Upon reinstatement, the employee will begin to accrue PTO benefits at the rate they would have attained if no military leave had been taken.

DC Family Leave and Medical Act Policy

Eligibility

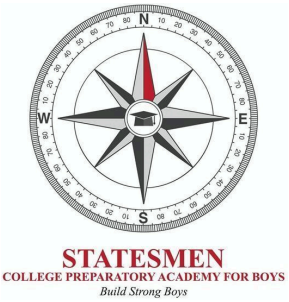
Employees who have been employed by Statesmen Academy for at least 12 consecutive or non-consecutive months (including any holiday, sick or personal leave) in the seven years preceding a leave request, worked for at least 1,000 hours during the 12-month period immediately preceding a leave request are entitled to 16 work weeks of unpaid family leave and 16 work weeks of unpaid medical leave within a 24-month period.

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

Terms of Family Leave

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

For purposes of this policy, a “family member” includes: (1) a person to whom the eligible employee is related by blood, legal custody or marriage (including same-sex marriage); (2) foster child; (3) a child who lives with an eligible employee and for whom the employee permanently assumes and discharges parental responsibility; or (3) a person with whom the employee shares or has shared, within the last year, a mutual residence and with whom the employee maintains a committed relationship. A “child” includes a person under the age of 21, a person, regardless of age, who is substantially dependent on the employee due to a physical or mental disability or a person under the age of 23 who is a full-time student at an accredited college or university. A “committed relationship” is a domestic partnership (as defined in section 2(4) of the Health Care Expansion Act of 1992; D.C. Official Code § 32-701(4)).



If two family members are employed by Statesmen Academy, Statesmen Academy may limit the total number of family leave work weeks to which the family members are entitled during the 24-month period to 16 work weeks. Statesmen Academy may also limit the number of work weeks to which family members may take family leave simultaneously during the 24 month period to four work weeks.

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

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

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

Family leave is unpaid unless the employee elects to substitute paid time off, including paid sick leave, if applicable. The use of paid time off or paid sick leave will count towards the employee's 16 work weeks of family leave entitlement, however, such time will not extend the leave time beyond 16 work weeks.

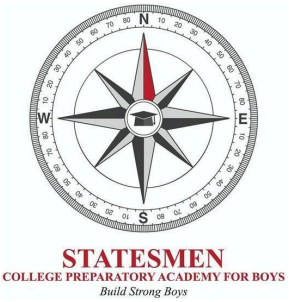
Terms of Medical Leave

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

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

If the need for medical leave is foreseeable, employees must provide reasonable prior notice and make a reasonable effort to schedule planned medical treatment in a manner that will not disrupt company operations.

Medical leave is unpaid except that employees may elect to substitute paid medical or sick leave and, with approval, may substitute accrued vacation, personal or compensatory time for



any part of the unpaid medical leave. The use of paid time off will count towards the employee's 16 work weeks of medical leave entitlement.

Alternative Employment in Lieu of Leave

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

Medical Certification

Leave taken due to the serious health condition of an employee or covered family member must be supported by a certification from a health care provider.

The medical certification must state the following:

(a) The date on which the serious health condition began, or is expected to begin;

(b) The probable duration of the condition;

(c) The appropriate medical facts known to the health care provider that would entitle the eligible employee to leave under the DC FMLA; and

(d) For purposes of medical leave, a statement that the employee is unable to perform the essential functions of the employee's position; or, for purposes of family leave, an estimate of the amount of time that the employee is needed to care for the family member.

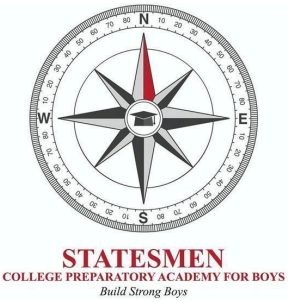
Employees seeking medical leave must submit the certification within 15 days of receiving an eligibility letter. If Statesmen Academy has reason to doubt the validity of the certification provided by the employee, Statesmen Academy may require a second opinion from a health care provider approved by Statesmen Academy and at Statesmen Academy's expense. If the employee's health care provider and the health care provider providing the second opinion do not agree, Statesmen Academy may require a third opinion, also at Statesmen Academy's expense, performed by a mutually agreeable health care provider who will make the final determination.

Statesmen Academy may require recertification on a reasonable basis and, before permitting the employee to return, may require the employee to provide medical certification that he or she is able to return to work.

Benefits and Reinstatement

During family or medical leave, employees are entitled to the continuation of available group health benefits under the same terms and conditions as if the employee had not taken leave. In other words, the employee must continue to pay their portion of premium contributions during the leave. Employees are not entitled to accrue any seniority or employment benefits during leave.

Upon return from leave, an employee usually will be restored to their prior position or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions



of employment. An employee has no greater right to continued employment or reinstatement than if the employee had been continuously employed. For example, employment may be terminated in conjunction with a layoff or job elimination during a leave of absence the same as if the employee was not on leave.

Certain highly compensated employees may be denied reinstatement if necessary to prevent substantial economic injury to Statesmen Academy's operations

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Confidentiality

Documents relating to medical certifications or recertifications of employees or employees' family members will be kept confidential.

Fraudulent Use of DC FMLA Prohibited

An employee who fraudulently obtains leave under this policy may be subject to disciplinary action.

Nondiscrimination/Anti-Retaliation

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

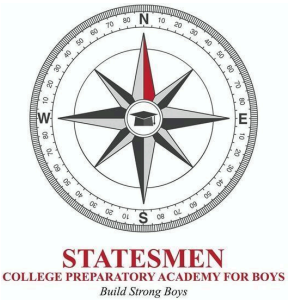
District of Columbia Paid Family Leave

In accordance with the District of Columbia's Universal Paid Leave Amendment Act of 2016 ("UPLAA"), eligible employees are entitled to paid leave benefits ("DCPFL") for parental leave to bond with a new child, family leave to care for an ill family member with a serious health condition or medical leave to care for the employee's own serious health condition. DCPFL includes partial wage replacement benefits that are provided through a Universal Paid Leave Implementation Fund administered by the District of Columbia's Department of Employment Services ("DOES"), Office of Paid Family Leave ("OPFL").

Employee Eligibility

Covered employees are those: (1) who spend more than 50% of their work time for Statesmen Academy A covered employer is any individual, partnership, general contractor, subcontractor, association, corporation, business trust, or any group of persons who directly or indirectly or through an agent or any other person, including through the services of a temporary services or staffing agency or similar entity, employs or exercises control over the wages, hours, or working conditions of an employee and is required to pay unemployment insurance on behalf of its employee. in the District of Columbia ("D.C."); or (2) who have a position that is based in D.C. and regularly spend a substantial amount of their work time for Statesmen Academy in D.C. and not more than 50% of their work time for Statesmen Academy in another jurisdiction.

Covered employees become eligible for DCPFL benefits if they experience a qualifying event, they do not perform their regular and customary work because of the occurrence of the



qualifying event, and they satisfy the following sets of criteria:

- The employee is employed by a covered employer at the time of application;
- The employee has earned income as a covered employee during at least one (1) of the past 5 completed quarters immediately preceding the qualifying event for which the DCPFL claim is being submitted; and
- The employee's wages were reportable to DOES by the covered employer.

Qualifying Reasons and Length Leave

Eligible employees can submit a claim to the OPFL for payment of DCPFL benefits for a period during which they do not perform their regular and customary work following the occurrence of a qualifying event through the DOES online portal. DCPFL benefits are generally available for the qualifying reasons and, for the time period of October 1, 2021 – September 30, 2022, in the amounts summarized below:

- **Family Leave:** Eligible employees can receive up to a maximum of twelve work weeks of DCPFL benefits during a 52-work week period when providing care or companionship to a family member following the diagnosis or occurrence of the family member's serious health condition.
- **Medical Leave**: Eligible employees can receive up to a maximum of twelve work weeks of DCPFL benefits within a 52-work week period following the diagnosis or occurrence of the employee's own serious health condition.
- **Parental Leave**: Eligible employees can receive up to a maximum of twelve work weeks of DCPFL benefits within a 52-work week period for qualifying Parental Leave events, meaning events (including bonding) associated with the birth of an eligible employee's child; the placement of a child with an eligible employee for adoption or foster care; or the placement of a child with an eligible employee for whom the employee legally assumes and discharges parental responsibility. DCPFL for Parental Leave must be taken within 52 calendar weeks of the birth or placement of the child.
- **Pre-natal Leave:** Eligible employees can receive up to a maximum of two work weeks of DCPFL benefits within a 52-work week period for prenatal medical care, meaning routine and specialty appointments, exams and treatments associated with pregnancy that are provided by a health-care provider, including, but not limited to, pre-natal check-ups, ultrasounds, treatment for pregnancy complications, bedrest that is required or prescribed by a healthcare provider and prenatal physical therapy. Employees are eligible to use Pre-natal Leave once they have been diagnosed as pregnant by a healthcare provider and prior to the occurrence of a qualifying Parental Leave event.

The maximum duration for each type of leave identified above is subject to change after September 30, 2022, in accordance with UPLAA. Employees will typically receive a maximum of eight work weeks of DCPFL during a 52 calendar week period, regardless of the number of qualifying leave events that occur during that period. However, within a 52-work week period, an eligible employee can receive the maximum amount of Pre-natal Leave and the maximum amount of Parental Leave available in the fiscal year during which the individual files a claim for DCPFL benefits. However, an eligible employee cannot receive any combination of Pre-natal Leave and Medical Leave that exceeds that maximum duration of Medical Leave available for the fiscal year during which they file the claim for DCPFL benefits. The first

qualifying event for which an employee seeks DCPFL benefits will generally be subject to a one week waiting period during which no benefits are payable. However, for claims filed after October 1, 2021 and before the 365th day after the end of the COVID-19 public health emergency, there will not be a one week waiting period.

The UPLAA does not provide eligible employees with job protection beyond that to which the employee is entitled under the DC Family and Medical Leave Act ("DCFMLA") or other applicable D.C. or federal law.

For purposes of this policy, a "family member" includes a: (1) biological, adopted, or foster son or daughter, stepson or stepdaughter, legal ward, a son or daughter of a domestic partner, or a person to whom an eligible employee stands in loco parentis; (2) biological, foster, or adoptive parent, parent-in-law, stepparent, legal guardian, or other person who stood in loco parentis to an eligible employee when the employee was a child; (3) domestic partner or spouse; (4) grandparent (i.e., the biological, foster, adoptive or step parent of the employee's biological, foster, adoptive or step parent); or (5) biological, half-, step-, adopted or foster sibling or sibling-in-law.

A "serious health condition" means a physical or mental illness, injury, or impairment that requires inpatient care in a hospital, hospice, or residential health care facility, or continuing treatment or supervision at home by a health care provider or other competent individual, including the occurrence of a stillbirth and the medical care related to a miscarriage. The term "treatment" includes, but is not limited to, examinations to determine if a serious health condition exists and evaluations of the condition. "Treatment" does not include routine physical examinations, eye examinations, or dental examinations.

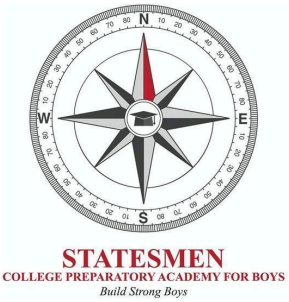
Intermittent Leave

Employees can receive DCPFL benefits for leave taken on an intermittent basis in increments of no less than one day. The total amount of DCPFL benefits for intermittent leave will not exceed 6 work weeks in a 52-work week period for Family Leave, two work weeks in a 52-work week period for Medical Leave, or eight work weeks in a 52-work week period for Parental Leave. Employees seeking intermittent DCPFL will be required to inform DOES and Statesmen Academy of the specific dates on which they wish to claim DCPFL benefits.

Wage Replacement Benefits

Eligible employees can seek wage replacement benefits through a mandated DCPFL benefits program. The DCPFL wage replacement benefits are calculated by DOES, not Statesmen Academy, in accordance with the following:

Eligible Employee's Weekly Wage	**Eligible Employee's Weekly Paid-Leave Benefits**
Average weekly wage equal to or less than 150% of DC's minimum wage multiplied by 40	Weekly paid-leave benefits equal 90% of the eligible employee's average weekly wage (up to maximum weekly benefit amount)
Average weekly wage greater than	Weekly paid-leave benefits equal to



150% of DC's minimum wage multiplied by 40	90% of 150% of the DC minimum wage multiplied by 40 plus 50% of the amount the eligible employee's weekly wage exceeds 150% of DC's minimum wage multiplied by 40 (up to maximum weekly benefit amount)

For claims with approved leave dates that began on or after September 26, 2021, the maximum weekly benefit amount is $1,009. On October 1 of each successive year, the maximum weekly benefit amount provided will increase in proportion to the annual average increase, if any, in the Consumer Price Index for All Urban Consumers, Washington-Baltimore Metropolitan area.

DOES will pay eligible employees the benefits on a biweekly payment schedule. DOES determines the days of the calendar week on which the biweekly payments will be made to eligible employees. DOES also determines the methods of payment by which the eligible employees will receive benefits.

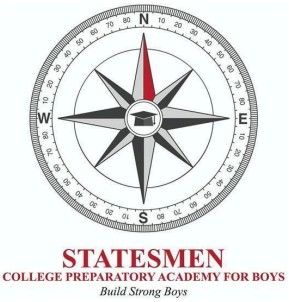
Eligible individuals can receive retroactive paid-leave benefits, if they submit a claim within 30 calendar days after a qualifying leave event. This 30-calendar day limitation can be waived, if an individual is unable to apply for benefits within that timeframe due to certain exigent circumstances.

Requesting Leave

Employees must, to the extent practicable, provide advance written notice to Statesmen Academy of their need to use DCPFL. When the need for leave is foreseeable, employees seeking DCPFL must provide at least 10 days advance written notice to Statesmen Academy. If the need for leave is unforeseeable, employees must provide notice in writing, or verbally in exigent circumstances, before the start of the work shift for which the paid leave is being used. In the case of an emergency that prevents an employee from providing advance notice of the need for leave, the eligible employee, or another individual acting on the employee's behalf, must notify Statesmen Academy of the need for DCPFL within 48 hours of the emergency occurring. The notice should explain the type of qualifying leave requested (i.e., Family Leave, Medical Leave, Parental Leave or Pre-natal Leave), the expected duration of the DCPFL, the expected start and end dates of the leave, and whether DCPFL benefits will initially be used continuously or intermittently. If notice is provided verbally, the employee or individual acting on behalf of the employee should also provide written notice of the need for leave as soon as practicable.

Employees can find additional information about filing for DCPFL paid-leave benefits through the OPFL's website: https://dcpaidfamilyleave.dc.gov/

The OPFL is required to notify Statesmen Academy within three business days of the employee's filing of a claim for paid leave benefits. No later than ten business days after an eligible individual files a claim for benefits, the OPFL is required to make and notify the employee of an initial determination as to:



- Whether the eligible employee may receive paid benefits;
- The weekly amount of paid benefits to the eligible employee;
- The date on which the payment will commence;
- The number of weeks for which the eligible employee will receive paid benefits and the dates on which the corresponding payments shall be made; and
- The right to appeal to the Office of Administrative Hearings if an eligible employee does not agree with one or more of the determinations made by the OPFL

If an employee is determined eligible to receive DCPFL benefits, the OPFL will make the first payment within 10 business days of the determination of eligibility and subsequent payments will be made biweekly thereafter.

It is the employee's responsibility to maintain current contact information in the online portal.

Benefits

Statesmen Academy will continue making contributions to employee group health benefits during DCPFL on the same terms as if the employee had continued to actively work. This means that if employees want their benefits coverage to continue during the DCPFL, they must also continue to make the same premium payments that they are now required to make for themselves or their dependents. Failure to make timely payments may result in termination of health insurance coverage.

Effect on Other Rights and Paid Leave

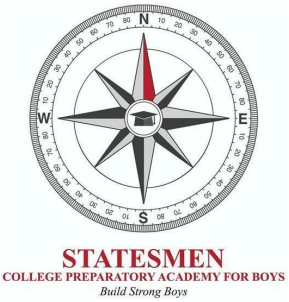
When an employee is receiving DCPFL benefits during leave that is also protected leave under the District of Columbia Family and Medical Leave Act ("DCFMLA") and/or any other federal or D.C. law, leave entitlements under those laws will run concurrently with, and not in addition to, DCPFL. Employees will not receive more than the maximum leave available under those leave laws.

Employees may be eligible for Statesmen Academy paid leave benefits in addition to those provided under the UPLAA. Where applicable, these organization paid leave benefits will first run concurrently with the leave entitlements under the UPLAA and DCFMLA.

If employees are receiving long-term disability payments, they will not be eligible to receive the benefits under the UPLAA. If employees are receiving temporary or short-term disability benefits from an insurer, benefits or income available under the temporary or short-term disability insurance policy will not be offset or reduced based on estimated or actual payment of DCPFL benefits from the DOES.

Where time off qualifies as DCPFL or DCFMLA leave employees can choose, but are not required, to use available vacation, paid sick leave or other paid time off during some or all of the leave**.**

Fraudulent Use of PFL Prohibited



It is unlawful for employees to provide intentionally false statements in order to obtain DCPFL benefits, and employees who do so may be subject to disciplinary action, up to and including termination of employment.

Protected Rights

Statesmen Academy takes its DCPFL obligations very seriously and will not interfere with, restrain, or deny the exercise of any right protected under the UPLAA. Statesmen Academy will not discriminate or retaliate against any individual because that person uses or attempts to use DCPFL. Statesmen Academy will also not retaliate against any individual because he or she opposes any practice made unlawful by UPLAA or gives any information or testimony in connection with an inquiry or proceeding related to the UPLAA. If an employee believes that his or her UPLAA rights have been violated in any way, he or she should immediately report the matter to Human Resources.

Employees may also contact Human Resources with questions.

Unpaid Leave of Absence

If the leave is unpaid and lasts longer than two pay periods, an employee must pay their portion of the premium, no later than the normal due date. Before commencing FMLA, an employee must contact Human Resources to arrange for payment of premiums. An employee's insurance coverage will cease if the premium payment is more than 45 days late. In addition, an employee does not accrue benefits (e.g., personal/sick leave, vacation, seniority, etc.) while on an unpaid leave of absence that lasts longer than two pay periods.

Continuation of Employment

Upon return from FMLA, employees will be restored to their original position or an equivalent position with equivalent pay, benefits, and other terms of employment. The only exception to the restoration procedure is for employees who are among the five highest paid employees ("key employees"). Key employees may be denied reinstatement if:

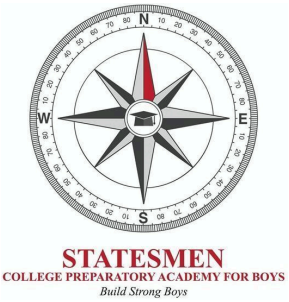
- The denial of restoration of employment is necessary to prevent substantial and grievous economic injury to Statesmen Academy's operations, and the injury is not directly related to the employee's need for FMLA; and
- Statesmen Academy notifies the employee of its intent to deny restoration to employment and the basis for the decision at the time it provides the eligibility for leave letter to the employee following a request for FMLA.

Fitness for Duty Certification

If the staff member is returning from a leave that was for their own serious health condition, the staff member must provide a fitness-for-duty medical certification prior to returning to work. Such certification may not be required where the leave is intermittent.

Failure to Return from Leave

Failure to return upon expiration of leave may be treated as a voluntary resignation. In



circumstances where a staff member requires leave beyond the expiration of an approved leave, the employee should contact Human Resources before the FMLA leave expires so Statesmen Academy can determine whether it is required to extend the leave or offer a reasonable accommodation under the Americans With Disabilities Act or the DC Human Rights Act.

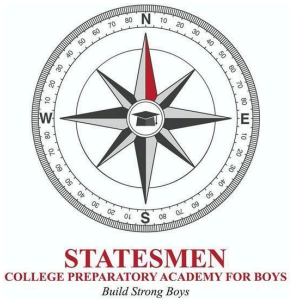
Fraudulent Use of DC FMLA Prohibited

An employee who fraudulently obtains DC Family and Medical Leave is not protected by DC FMLA's job restoration or maintenance of health benefits provisions. In addition, Statesmen Academy will take all available appropriate disciplinary action against such employee due to such fraud.

Parental Leave

Statesmen Academy provides 24 hours of unpaid parental leave per year to allow employees to attend school-related events. An employee may request to use available paid vacation and/or personal/sick leave in lieu of unpaid parental leave.

The employee must give 10 days' advance notice, unless such notice is impossible. Statesmen Academy may deny the leave if providing the requested leave would disrupt business operations and make the achievement of production or service delivery unusually difficult. Employees who are a parent, aunt, uncle, or grandparent can use parental leave to attend school-related events sponsored by a school or parent-teacher associations, including concerts, plays, rehearsals, sporting games or practices, and meetings with teachers or counselors.



Laptop Policy - Instructional and Administrative employees will be eligible to receive a laptop computer. Please see the communications policy regarding the management of these devices.

Talent Referral Policy - Employees at Statesmen College Preparatory Academy for Boys PCS have the opportunity to impact the long-term trajectory of the school and the program as a whole. We encourage employees to make referrals of candidates who match the identity of Statesmen Academy. For each candidate you refer who starts at Statesmen Academy, you will receive a $500 Talent Referral Credit.

SEPARATION

At Statesmen College Preparatory Academy for Boys PCS, we understand that at some point every employee will transition into the next phase of their work and their life. Separation is an inevitable part of the employment process. It is our intent to support these transitions in a way that is smooth and allows both parties to part with integrity. Since employment with Statesmen College Preparatory Academy for Boys PCS is based on mutual consent, both the employee and Statesmen Academy have the right to terminate employment at will, with or without cause.

- Voluntary Employment Termination – Voluntary employment termination is a separation initiated by an employee for reasons they may or may not disclose.
- Involuntary Employment Termination – Involuntary employment termination is a separation initiated by Statesmen Academy for disciplinary purposes.
- Non-Renewal - Non-renewal is a separation at the end of a service term when no additional appointment is made by Statesmen Academy.
- Reduction In Force - Reduction In Force is an involuntary employment termination initiated by Statesmen Academy for reasons including but not limited to, addressing budgetary concerns or programmatic shifts.

When a non-exempt employee intends to terminate his/her employment, he/she is encouraged to give Statesmen Academy at least two (2) weeks written notice. Exempt employees will be encouraged to give at least four (4) weeks written notice.

Any employee who separates from Statesmen Academy shall return all files, records, keys, and any other materials that are property of Statesmen Academy. Employee benefits will be affected by separation. Some benefits may be continued at the employee's expense if the employee elects to do so. The employee will be notified of the benefits that may be continued and of the terms, conditions, and limitations.

All new employees are given an initial appointment letter as a term of employment.

STATESMEN
COLLEGE PREPARATORY ACADEMY FOR BOYS
Build Strong Boys

Exit Interviews - For all separations, Statesmen Academy leadership may seek to conduct exit interviews to discuss an employee's reasons for leaving and any other impressions that the employee may have about Statesmen Academy. During the exit interview, employees can provide insights into areas for improvement that Statesmen Academy can make. Every attempt will be made to keep all information confidential.

Post-Employment Inquiries - Statesmen College Preparatory Academy for Boys PCS does not respond to oral requests for references. In the event an employee's employment with Statesmen Academy is terminated, either voluntarily or involuntarily, Statesmen Academy will provide a neutral reference to potential employers unless the employee has completed and signed a release form. Employees of Statesmen Academy should not under any circumstances respond to any requests for information regarding another employee unless it is part of their assigned job responsibilities. Employees who receive requests for information regarding other employees should forward those requests to their supervisor who should then forward them to the School Operations Team.

STATESMEN
COLLEGE PREPARATORY ACADEMY FOR BOYS
Build Strong Boys

HANDBOOK ACKNOWLEDGMENT

I acknowledge that I have received access to the “Statesmen College Preparatory Academy for Boys (“Statesmen Academy”) Employee Handbook” and that I have carefully read the information concerning the policies and other information applicable to employees of Statesmen Academy.

I understand the policies and other information described in the handbook and I accept responsibility and accountability for adhering to the principles and policies concerning my job performance and conduct while employed by Statesmen Academy. I am also aware that violations of these principles can lead to disciplinary action, up to and including dismissal.

In addition, I understand that this handbook states Statesmen Academy’s policies and practices currently in effect. I understand that nothing contained in the handbook may be construed as creating a promise of continued employment or future benefits, or an express or implied binding contract with Statesmen Academy for benefits or for any other purpose.

I understand and acknowledge that nothing in this handbook or in any other document or policy is intended to prohibit me from reporting concerns, making lawful disclosures, participating in an investigation by providing truthful information, or communicating with any governmental authority about conduct I believe violates any laws or regulations.

I understand that my employment with Statesmen Academy is “at-will,” meaning that either I or Statesmen Academy may terminate my employment with Statesmen Academy for any lawful reason. I also understand that this handbook does not constitute an employment contract or other form of contract and that the policies contained within this handbook may be revised at any time at Statesmen Academy’s sole discretion, with or without prior notice. Additionally, I understand that this handbook in no way changes the “at-will” nature of my employment relationship with Statesmen Academy.

_____
Date

_____
Employee’s Name Printed

_____
Employee’s Signature

STATESMEN
COLLEGE PREPARATORY ACADEMY FOR BOYS
Build Strong Boys

CONFIDENTIALITY AGREEMENT

Statesmen College Preparatory Academy for Boys and its employees have an ethical and legal obligation to respect the privacy of the members of the charter school community they work with, and to protect and maintain the confidentiality of all information that we learn about students, school administrators, school employees, and board members in the course of providing support and oversight to schools.

I agree to maintain the confidentiality of non-public, private, or proprietary information concerning Statesmen Academy that I received in connection with the performance of my duties as an employee of Statesmen Academy.

I understand that employees are not obligated, but are permitted, to inquire about, disclose, compare or discuss their wages or the wages of other employees. Statesmen College Preparatory Academy for Boys will not terminate, discipline, or otherwise discriminate against employees because they make such disclosures. However, I understand that Statesmen Academy prohibits employees who have regular access to other employees' wage information as part of their job responsibilities, such as a Human Resources representative or supervisor, from sharing such information, unless disclosure is in furtherance of or response to an investigation, action, or hearing, or the employer otherwise has a legal obligation to furnish the information.

Furthermore, I understand and acknowledge that nothing in this handbook or in any other document or policy is intended to prohibit me from reporting concerns, making lawful disclosures, participating in an investigation by providing truthful information, or communicating with any governmental authority about conduct I believe violates any laws or regulations.

_____
Date

_____
Employee's Name Printed

_____
Employee Signature