

Excell Academy

EMPLOYEE HANDBOOK

**Issued
2019-2020 Academic School Year**



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Understanding Our Purpose

The **purpose** for the existence of any business is to provide a certain product or service.

We (Excell) are in the business of providing the service of quality education that causes our clients (students) to achieve academically and perform socially at very high levels.

Excell's **product** = excellent teaching and learning (quality education)

Q: How will we know if we have produced a quality product?

A: We will obtain / see our desired results.

Q: What are our desired results?

A: Desired results = critical & creative, independent & interdependent thinkers and learners

CEO / CAO (Chief Academic Officer) role

To effectively operate a \$5 million+ business that produces quality education.

To lead, manage, collaborate with, support and hold accountable the school's leaders in developing systems/processes that will result in Excell's product.

To provide quality **Instructional Leadership** by effectively leading staff and managing the systems/processes to produce the end product & desired results. How?

By...

- 1) Shaping a vision of academic success for all students
- 2) Creating a climate hospitable to education
- 3) Cultivating leadership in others
- 4) Improving instruction
- 5) Managing people, data and processes to foster school improvement.

Expectations for what CEO/CAO wants to see in place within the school - **What should Excell look like?**

A **community** of ...

Students and staff who value learning

- And hold a shared belief that all students can and will learn
- Are convinced and convicted to do whatever it takes to produce a quality product

High quality teaching and learning with

- Teachers as enthusiastic facilitators of learning
- Students enthusiastically engaged in learning
- Continuous progress learning systems
- Strategic, creative, HOTS/questioning imbedded in teaching in learning daily

Highly qualified / knowledgeable teachers (staff) with

- All staff involved in professional learning communities

High achieving students with

- 90% or more students proficient (or higher) in reading and math by year end annually
- Students involved in their personal academic and social goal setting

Quality curriculum

- That is content rich; being utilized in every classroom (core knowledge)
- With strong science, global studies, math & language arts teaching and learning
- That is differentiated to meet the needs of all achievement levels
- That is effective / excellent classroom management in every classroom
- With socially responsible students who model character traits
- With staff and students professional in appearance
- With staff, students, and parents taking ownership in the school

Nature of Employment

This handbook is intended to provide you with a general understanding of our personnel policies. You are encouraged to familiarize themselves with the contents of this handbook, for it will answer many common questions concerning employment with Excell Academy.

However, this handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor Excell Academy is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time.

In order to retain necessary flexibility in the administration of policies and procedures, we reserve the right to interpret, deviate, change, revise, or eliminate any of the policies and/or benefits described in this handbook, except for our policy of employment-at-will.

This handbook revokes and replaces all previous handbooks and policies regarding any of the matters addressed in this handbook. In the event of a conflict between this handbook and any previous handbook or policy, this handbook will control. In the event of a conflict between this handbook and any federal, state, or local law, the law will control.

Mission

Excell Academy for Higher Learning's mission is to equip and prepare its learners for higher levels of education and to be positive productive citizens.

We will achieve our mission by identifying, nurturing, and developing its learners' academic gifts, talents and creativity. With the belief that all students are capable of achieving at a higher level, we offer exceptional learning experiences and quality curricula to foster the learners' fullest potential.

Vision

Excell Academy for Higher Learning's board of directors envisions an excellent staff, excellent curriculum, excellent student body, and excellent parent and community involvement in the program. In addition, Excell Academy's **goals** included providing:

- Our students with learning opportunities and academic experiences which normally are not made available to them
- High standards and high expectations for all our learners
- Support in academic, social and emotional issues which are specific to the learners and their families
- A culturally comfortable learning environment in which students are free to express themselves intellectually, creatively, and affectively
- An environment where individual and cultural differences in teaching and learning styles are acknowledged
- A racially, culturally, and economically diverse student body
- A socially and academically responsive curriculum where problem solving and critical thinking apply to the culture and history of diverse groups
- Content about minority groups integrated as a regular integral part of the curriculum
- “Real-Life” learning experiences
- A “continuous progress” system for individualized learning
- Multi assessments to monitor student achievement
- Staff members who are active and proactive in seeking professional development to work effectively with diverse populations of students
- Extended-day enrichment activities and homework assistance
- Parental involvement training
- Opportunities for community partnerships and other types of community involvement

About Us...

Excell Academy for Higher Learning is a charter school, which is sponsored by Audubon Center of the North Woods. Our charter was approved by the Department of Children, Families and Learning in April 2000.

Excell Academy Charter School was opened to 65 students in the fall of 2001 in the city of Minneapolis. Now located at 6510 Zane Avenue North, in Brooklyn Park, Excell Academy serves over 450 students, grades pre-kindergarten through Eighth.

At Excell Academy we offer a challenging curriculum to all students. We also promote critical thinking, higher-level thinking skills, creativity, and problem solving. In addition, we also integrate character education throughout our daily program that provides students with training and skills in becoming responsible citizens and how to handle conflicts. Our curriculum is designed to meet the students at their achievement level. Our daily class schedule is synchronized to offer individualized learning. At Excell Academy we pride ourselves on creating a safe, comfortable learning atmosphere that fosters a joy for learning.

We work very hard at Excell Academy to make learning a very pleasurable experience for all involved.

Board of Directors

Excell Academy for Higher Learning Board Members:

- John Allen Chairperson, Staff/Teacher Rep.
- Casey Morrissette, Treasurer, Community Rep.
- Oliver Spraggins, Community Rep.
- Stephen Cole, Community Rep.
- Katy Yelle, Teacher Rep.
- Monica McGill, Community Rep.
- Jartue Kroma, Teacher Rep.
- Edna Granger, Community Rep.
- Riki Baker, Teacher Rep.

Commitment to Excell Academy Core Values

As a member of Excell's Community, each staff member, including the Community Education Director, commits to support the following core values of the school:

- A love for children and belief that every child can and will learn
- High expectations of self, students and co-workers
- Commitment to outreach and involve the broader community in Excell
- Commitment to creating a culturally inclusive and safe learning environment
- Commitment to supporting students' academic success and social competence
- Commitment to meeting individual needs of students
- Contributes to the success of the entire organization

Educational Program

We provide educational programs without regard to race, color, creed, religion, national origin, sex, marital status, sexual orientation, disability or age or any other applicable protected class status. We practice an *open enrollment* policy. All course work is designed to provide students with a greater sense of personal worth, dignity and self-respect by employing educational strategies and practices that consider the total emotional, social, and intellectual development of each child. Staff will be challenged to engage the student as an active decision-maker in the learning process.

Curriculum Definition

What Is Direct Instruction?

Direct Instruction is a structured method of teaching reading in small, individualized groups. We will be using the *Reading Mastery Series*. This highly effective series stresses early decoding skills and advanced comprehension of reading texts. Direct Instruction teaches students not only WHAT to learn but HOW to learn. The basic components of Direct Instruction include:

- A Tightly Coupled Curriculum
- Consistent Staff Development and Monitoring
- A Structured School-wide Management System
- A Strong Parent Involvement Program

What Is Core Knowledge?

The Core Knowledge Sequence (CKS) is a specific, carefully sequenced body of factual information and skills that is designed to build a broad foundation of knowledge for elementary students in the areas of American history, government, world history, geography, science, math, literature, English, music, and art. Developed by educators, subject specialists, and parents under the direction of Dr. E.D. Hirsch, CKS was influenced by curricula used in countries that score high on international assessments of student achievements. CKS is taught in over 800 schools throughout the United States. It comprises approximately half of the school's curriculum. The other half is used for instruction in the skill areas of reading, writing, physical education and local curriculum requirements. Consistency of curriculum content in all classes at each grade level is an important feature of Core Knowledge schools.

What Is Responsive Classroom?

Excell Academy's teaching and administrative staff is trained in the Responsive Classroom approach to learning. The Responsive Classroom philosophy entails schools becoming communities where children feel understood, safe, valued and respected, and where they learn to value and respect others. Children attain the greatest cognitive and social growth when they learn to care for themselves, and the school environment. Daily experience in the classroom has taught us to integrate academic and social learning throughout the school day, nurturing students who are informed, ethical problem solvers. Excell Academy is excited to utilize this approach to learning school wide.

Student Recognition/Rewards

Recognition of student achievements is a positive student motivator and keeps the focus of our school on academic success, talent and service. Teachers provide recognition and positive support on a daily basis and exemplary student work is displayed in classrooms and halls as much as possible, providing a positive model for other students. At the end of the year, a recognition assembly is held for students.

Other opportunities for recognizing achievement will be held monthly. At this time students will be recognized for **perfect attendance, good citizenship, most improved, and peacemaker**. On the **last Friday** of the month, teachers will choose one student from his/her class to be recognized as the “**Student of the Month**”. This recognition will be based on the student’s performances from the previous month.

In promoting a positive school climate and responsibility, all students are given an opportunity to earn **Excell Bucks**. Students, who show good behavior, a kind gesture, politeness, good leadership, and any other model behavior, will earn **Excell Bucks**. Every **fourth Friday** the school store will travel to each classroom to give students the opportunity to redeem their **Excell Bucks** for toys, games, etc.

Students who are displaying exemplary behavior will also have the opportunity to eat lunch with our School Principal.

Our students participate in our Ambassador program, Uniform Trophy and Non- Reflection monthly field trips.

Parent/Teacher Conference Days

Teachers at Excell Academy will be responsible for participation and coordination of parent/teacher/student conferences. These conferences will be held, a minimum of two (2) scheduled times each year, with time allowed for additional conferences, as necessary. Each classroom teacher will be responsible for scheduling their own conferences but are expected to coordinate times and dates based upon the time allowed in the School Calendar, the coordination of sibling conferences with other teachers, and the availability of support staff. Teachers should give a copy of completed schedule to the school secretary.

Conferences are expected to be held in a professional manner. It is time to share expectations and progress with families in addition to determining parental and student satisfaction and expectations. Teachers will also share each student’s portfolio with families, which include an accumulation of student work samples. Families will be encouraged to request additional time to meet (phone or in person) if the scheduled time is insufficient.

Teachers are required to complete the appropriate documentation for conferences with dates, times and completion of paperwork, and provide record of the documentation to the school secretary within two weeks following the conference dates.

Staff Development/Planning Day/Professional Employees

There are several non-student contact days that have been reserved for additional staff development or special projects. These days will be used to strengthen the skills of the staff. The Chief Education Officer reserves the right to schedule all or part of staff development at the School site. Dates of the non-student contact days will become a part of the Master Calendar. Absences or requests for PTO on these days will not be accepted or approved, unless you are on a legally protected leave.

Students, Parents and Public Relations

We are building our school's reputation on excellent service and quality work. To maintain this reputation requires the active participation of every employee, volunteer and contractor. The opinions and attitudes that students and parents have toward our school may be determined for a long period of time by the actions of one of us. It is sometimes easy to take a student or parent for granted, but when we do, we run the risk of losing not only the student, but their associates, friends or family who may also be parent(s) of students or prospective parents of students. Each employee must be sensitive to the importance of providing courteous treatment in all of our relationships.

Whatever your position, you are performing public relations for the School.

You are urged, in all contacts with persons outside the School, to present a positive image of the School. This image includes good manners, returning calls promptly, tactfulness, and friendly communications at all times. Employees must refrain from engaging in gossip and from engaging in disparaging remarks toward the School or other employees; but employees are not prohibited from engaging in legally protected speech. Personnel and other concerns should be directed to the Department Director. In addition, staff should not engage in any media coverage regarding Excell Academy without explicit permission from the Chief Education Officer. All media should be directed to the Chief Education Officer or her designee.

101 At Will Employment

Effective Date: 07/01/2017

Your employment with us is voluntary and is subject to termination by you or us at will, with or without cause, and with or without notice, at any time. Nothing in this handbook should be interpreted to be in conflict with or modify your status as an at-will employee. This handbook is not an employment contract, and no one outside of our executive team has the ability to offer you any sort of contract of employment.

102 Employee Relations

Effective Date: 10/20/2012

We believe that the work conditions, wages, and benefits we offer to our employees are competitive with those offered by other employers in this area and in this industry. If you have concerns about work conditions or compensation, you are strongly encouraged to voice these concerns directly to your supervisors or the HR department only.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that Excell Academy amply demonstrates its commitment to you by responding effectively to employee concerns.

103 Equal Employment Opportunity

Revised: 07/01/2017

This is to affirm Excell Academy's policy of providing equal employment opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity laws, directives and regulations of Federal, State, and Local governing bodies and agencies thereof.

We will not discriminate in employment opportunities or practices on the basis of race, color, creed, religion, sex, pregnancy, citizenship, national origin, age, disability, military service, veteran status, genetic information, union membership, marital status, familial status, sexual orientation, status with regards to public assistance, membership in a local human rights commission, lawful consumable products, or any other characteristic protected by law. We will not request or require a genetic test of any employee or applicant, nor will we collect or use any protected genetic information in connection with any employment-related decisions.

If you believe you have been treated in a way that violates this policy, contact your supervisor, the Human Resources Department, or any other representative of management. We will investigate allegations of discrimination or harassment as confidentially and promptly as possible, and will take appropriate action in response to these investigations.

104 Accommodating Individuals with Disabilities

Effective Date: 07/01/2017

We are committed to complying with all applicable provisions of the Americans with Disabilities Act (“ADA”). It is our policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual’s disability. This includes, but is not limited to, discrimination with respect to hiring, promotion, discharge, compensation, benefits, training, and all other aspects of employment.

If you believe you need a reasonable accommodation to perform the essential functions of your job, contact the Human Resources Department. Consistent with this policy of nondiscrimination, we will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, provided that such accommodation does not constitute an undue hardship on our organization. We encourage individuals with disabilities to come forward and request reasonable accommodations if needed.

On receipt of an accommodation request, a member of the Human Resources Department will meet with you to discuss and identify the precise limitations resulting from the disability and the potential accommodation that we might make to help you overcome those limitations. We may request reasonable medical documentation to help us better understand your limitations and necessary reasonable accommodations.

We will determine whether the requested accommodation constitutes an undue hardship by considering various factors, including, but not limited to the nature and cost of the accommodation in light of our financial resources and the accommodation’s impact on the operation of our company, including its impact on the ability of other employees to perform their duties and our ability to conduct business.

The ADA does not require us to reallocate essential job functions or to provide personal use items such as eyeglasses, hearing aids, and wheelchairs. We retain sole discretion to determine the reasonableness of requested accommodations.

You must comply with safety rules at all times. We make every effort to place applicants and employees in positions for which they are qualified. However, in the event that you are placed in a position where, with or without a reasonable accommodation, you would create a direct threat to the safety or health of yourself or others, we may remove you from the position until we can obtain medical documentation regarding your ability to safely perform the essential functions of the position.

Information obtained or provided in connection with the existence of a disability, or the need for an accommodation, will be kept strictly confidential, and will only be disclosed to those individuals who have an actual need to know about them, and then, only to the degree necessary.

If you have a question or concern about this policy, you are encouraged to bring these issues to the attention of the Human Resources Department. You can raise concerns and make reports without fear of reprisal. Anyone found to be in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

105 Personal Relationships in the Workplace

Effective Date: 08/01/2007

The employment of relatives or persons involved in dating relationships in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Although we have no prohibition against hiring or employing relatives of or persons involved in dating relationships with existing employees, we are committed to monitoring these situations, especially when they work in the same area. In case of actual or potential problems, we will take prompt action. This can include reassignment or, if necessary, termination of employment for one or both of the individuals involved.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

106 Non-Fraternization with Students

Effective Date: 08/01/2015

We expect you to maintain the highest professional, moral and ethical standards in your conduct with students. The expectations set forth in this policy extend to non-staff (e.g., Board members and volunteers) affiliated with the school.

You are expected to accept responsibility for your conduct, and to understand that even off-duty conduct may adversely affect your ability to effectively perform your duties. The interactions and relationships between you and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in an educational setting; and consistent with the educational mission of the Excell Academy. Specifically, we expect that you maintain appropriate professional relationships with students in particular, and any youth in general, and be sensitive to the appearance of impropriety in your conduct with students. You are encouraged to discuss issues with the principal whenever you are unsure whether particular conduct may constitute a violation of this policy.

You are prohibited from engaging in any of the following types of prohibited conduct, regardless of whether the conduct occurs on or off school property or whether the conduct occurs during or outside of school hours. The following list of prohibited conduct does not, and is not intended to, constitute an all-inclusive list of conduct for which discipline may be imposed:

- (a) Engaging in any romantic or sexual relationship with students, including dating, flirting, sexual contact, inappropriate physical displays of affection, or sexually suggestive comments between staff and students, regardless of whether staff or student initiates the behavior, whether the relationship is consensual, or whether the student has parental permission;
- (b) Fostering, encouraging, or participating in inappropriate emotionally or socially intimate relationships with students in which the relationship is outside the bounds of the reasonable,

professional staff-student relationship and in which the relationship could reasonably cause a student to view the staff person as more than a teacher, administrator, or advisor;

- (c) Initiating or continuing communications with students for reasons unrelated to any appropriate purpose, including oral or written communication; telephone calls; electronic communication such as texting, instant messaging, email, chat rooms, Facebook, Instagram or other social networking sites; webcams; or photographs, electronic and online communications with students, including those through personal accounts, should be accessible to supervisors and professional in content and tone;
- (d) Socializing with students outside of class time for reasons unrelated to any appropriate purpose or sponsored activity including allowing students to spend the night in the employee's home or providing rides to students in personal vehicles;
- (e) Providing alcohol (regardless of age) or drugs – either prescription or illegal (except for those provided in accordance with district policy on medication administration) – to students.

Any person with knowledge or suspicion of an improper relationship between staff and a student must immediately report the conduct to the principal or HR Director. Nothing in this paragraph is intended to relieve mandated reporters of their obligations under policy 501A or state and local law.

Staff who makes a good-faith report of a suspected fraternization violation, or who cooperates in inquiries or investigations related to the investigation of such a report, shall be protected from retaliation in accordance with school policy.

We will promptly investigate all reasonable allegations of prohibited staff/student relationships.

Staff found to have violated this policy including engaging in retaliatory conduct shall be subject to discipline, up to and including termination.

107 Immigration Law Compliance

Effective Date: 07/01/2017

We employ only individuals who are legally authorized to work in the United States. We do not unlawfully discriminate on the basis of citizenship or national origin.

When hired, as a condition of employment, you must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. If you were previously employed with us, you must complete a new form if you have not completed an I-9 for us within the past three years, or if your previous I-9 is no longer retained or valid.

We must terminate employees who are unable to provide appropriate documentation in support of their right to work in the United States within three (3) days of their start date.

If you have questions or would like more information on immigration law issues, contact the Human Resources Department. You may raise questions or complaints about immigration law compliance without fear of reprisal.

108 Conflicts of Interest

Effective Date: 10/01/2013

Activities or relationships that conflict with our interests or adversely affect the company's reputation should be avoided. We cannot describe every situation that may constitute a conflict of interest; rather, the purpose of these guidelines is to provide general direction so that you can seek further clarification on issues related to conflicts of interest. Contact the Human Resources Department if you have any questions about conflicts of interest.

A conflict of interest can generally be described as a situation in which your loyalty is, or appears to be, divided between self-interest or the interests of a third party and the interests of Excell Academy. The types of activities and relationships you must avoid include, but are not limited to:

- Accepting, agreeing to accept, or soliciting money or other tangible or intangible benefits in exchange for favorable decisions or actions in the performance of your job or that might appear to influence your decision-making or professional conduct;
- Accepting employment or compensation or engaging in any business or professional activity that might require disclosure of confidential information or trade secrets;
- Directly or indirectly personally engage in, own, manage, operate, join, control, consult with, participate in the ownership, operation or control of, be employed by, or be connected in any manner with any person or entity which provides any services similar to those which Excell Academy offers;
- Accepting employment or compensation that could reasonably be expected to impair your independent judgment in the performance of your duties;
- Accepting a kickback, bribe, substantial gift, or special consideration as a result of any business dealings involving Excell Academy;
- Giving preferential treatment to any person or company in which you, a relative or friend has a significant ownership interest or relationship.

You must disclose actual or potential conflicts or any relationships that may create the appearance of a conflict of interest to your supervisor as soon as you become aware of them so that safeguards can be established to protect all parties. Failure to make required disclosures or resolve conflicts of interest satisfactorily can result in discipline up to and including termination of employment.

109 Whistleblower Protections*Effective Date: 08/01/2011*

The purpose of this Whistleblower Policy is to create an ethical and open work environment, to ensure that we have a governance and accountability structure that supports our mission, and to encourage and enable you to raise legitimate concerns about the occurrence of illegal or unethical actions within Excell Academy instead of turning to outside parties for resolution.

This policy is intended to apply to employees who report activities they consider to be illegal, unethical, or dishonest to one or more of the individuals specified in this policy.

Whistleblowers should not feel responsible for formally investigating the activity or for determining fault or corrective measures. Instead, as discussed below, appropriate management officials are charged with these responsibilities.

Examples of illegal, unethical, or dishonest activities include, but are not limited to, such things as:

- Violations of federal, state or any applicable laws
- Activities that potentially violate health care reform laws
- Theft or inappropriate removal or possession of property
- Unethical, immoral, or criminal conduct in or outside of the workplace
- Falsification of timekeeping records
- Violation of OSHA or other regulatory standards
- Any unlawful or unwelcome harassment
- Unauthorized disclosure of business “secrets” or confidential information

If you have knowledge of or a concern of illegal or dishonest fraudulent activity, contact your immediate supervisor or the Human Resources Department. The Human Resources Department will be responsible for investigating any concerns, as well as determining the proper course of corrective action. If an individual in the Human Resources Department is the subject of the whistleblower complaint, another member of senior management will become responsible.

Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. We will not retaliate, nor permit retaliation against a whistleblower who brings forward a legitimate concern under this policy. Any whistleblower who believes he/she is being retaliated against must contact the Human Resources Department immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

You must exercise sound judgment to avoid baseless allegations. If you intentionally or recklessly file a false or baseless report of wrongdoing, you will be subject to discipline up to and including termination. If you have questions regarding this policy, contact your supervisor or the Human Resources Department.

110 Outside Employment*Effective Date: 07/01/2017*

You may hold outside jobs as long as you meet the performance standards of your job with Excell Academy. All employees will be judged by the same performance standards and will be subject to our scheduling demands, regardless of any existing outside work requirements. At all times, the interests of Excell Academy shall take priority over those of any outside employer.

You may not receive any income or material gain from individuals outside Excell Academy for materials produced or services rendered while performing your job with Excell Academy. Similarly, outside employment that constitutes a conflict of interest, or is performed for a competitor, is prohibited.

We prohibit you from working for any other employer during any leave of absence you have been granted from your position with us, unless prohibited by law.

If we determine that your outside work interferes with performance or your ability to meet the requirements of Excell Academy as they are modified from time to time, you may be asked to terminate the outside employment if you wish to remain with Excell Academy.

If you have questions as to whether employment with a particular outside employer might constitute a conflict of interest, you must seek approval from the Human Resources Department.

112 Confidentiality and Non-Disclosure*Effective Date: 08/01/2014*

The protection of confidential information is vital to the interests and the success of Excell Academy and its students and faculty. Such confidential information includes, but is not limited to, the following examples:

- Education records
- Financial information
- Student matters (discipline, test scores, personal matters, etc.)

In addition to the items above, employees must not improperly obtain or disclose without authorization any confidential employee data or information. Improper use or disclosure of confidential information will result in disciplinary action, up to and including termination of employment and legal action, even if you do not actually benefit from the disclosed information.

Nothing in this policy is intended to restrict you from exercising legal rights under any applicable law nor will you be subject to discipline for engaging in legally protected activity. Improper use or disclosure of trade secrets, confidential business information, or other information protected by law will result in disciplinary action, up to and including termination of employment and legal action, even if you do not actually benefit from the disclosed information.

Minnesota's Wage Disclosure Protection law enables you to share the amount of your own wages with others without being punished for doing so. You are entitled to, and Excell Academy complies with, all of the rights and remedies set forth under Minnesota Statute

§181.172, including but not limited to the right to disclose your wages and the right to discuss another employee's voluntarily disclosed wages. We will not retaliate against you for asserting your rights or remedies under Minnesota Statute § 181.172.

201 Employment Categories*Effective Date: 08/01/2007*

It is our intent to clarify the definitions of employment classifications so that you understand your employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both you and Excell Academy.

Your position is classified as either nonexempt or exempt from state and federal wage and hour laws. Nonexempt employees are entitled to overtime pay and other benefits under the wage and hour laws, whereas exempt employees are excluded from specific provisions of the wage and hour laws, and don't receive overtime pay. Nonexempt employees are usually paid on an hourly basis, while exempt employees are usually paid on a salaried basis. We determine whether your position is non-exempt or exempt based on the requirements of state and federal law.

Employees who only work during the ten-month school year (such as teachers) are considered "school year" employees.

In addition to the above categories, you will belong to one of the following employment categories:

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work our full-time schedule of at least 40 hours per week. Generally, regular full-time employees are eligible for our entire benefit package, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are not assigned to a temporary status and who are regularly scheduled to work less than 30 hours per week. While part time employees do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of Excell Academy's other benefit programs.

TEMPORARY employees are those who are hired as interim replacements to temporarily supplement the work force, on a seasonal basis (such as for the summer program), or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of Excell Academy's other benefit programs.

CASUAL employees are those who are occasional or incidental employees which comes without regularity.

202 Access to Personnel Files

Effective Date: 07/01/2017

We maintain a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are our property, and we restrict access to the information they contain. Generally, we only allow supervisors and managers who have a legitimate reason to review information in a file.

If you wish to review your file, contact the Human Resources Department. With written advance notice, you may review your personnel files within seven working days of our receipt of the written notice. The files may be reviewed in our offices and in the presence of an individual appointed by us to maintain the files. After review, and upon written request, we will provide you with a copy of your personnel record.

Employees are entitled to, and Excell Academy complies with, all of the rights and remedies as set forth in the Minnesota Personnel Files Statutes 181.960 through 181.965. We will not retaliate against you for asserting your rights or remedies provided in those statutes.

203 Employment Reference Checks

Effective Date: 10/01/2013

To ensure that individuals who join Excell Academy are well qualified and have a strong potential to be productive and successful, it is our policy to check the employment references of all applicants. We will generally contact at least three job-related references.

The Human Resources Department will respond to all employment reference check inquiries from other employers. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. Employees should not respond to employment reference check inquiries from other employers themselves; all such inquiries should be referred to the Human Resources Department.

204 Background Checks

Effective Date: 08/01/2015

We place great value on the safety and well-being of our students, families, staff, volunteers and guests. As such, we may, at our sole discretion, conduct background checks at a few critical junctures of the employment process. These critical junctures include, but are not limited to, the following:

- In connection with the application and hiring process;
- In connection with being given access to restricted or confidential items, information, or data;
- In connection with other significant employment events (such as promotions);
- Every three years for ongoing employees; and

- Periodically throughout the course of employment (as required by our insurance carrier and/or applicable law)

The types of checks we conduct may include inquiries such as criminal history, credit history, degree confirmation, employment references, driving history, and licensure confirmation. Consistent with Minnesota Statute 299C.62 and any other regulatory requirements regarding child protection, all employees will be required to complete a form that will be sent to the Minnesota Bureau of Criminal Apprehension. Our volunteers may likewise be subjected to background checks prior to starting a relationship with Excell Academy.

The information we obtain via such inquiries will be considered in light of the needs and concerns underlying the background check, and may take into account such things as the recency of the conviction and the relevance of the information to the work to be performed.

We retain the sole discretion to determine what impact the acquired information may have on the applicant or employee in question, including discontinuation of the application process, denying access to restricted items / information / and data, and even termination of employment. Decisions are made on an individualized basis.

205 Personnel Data Changes

Effective Date: 08/01/2007

It is the responsibility of each employee to promptly notify us of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the Human Resources Department.

208 Performance Evaluation

Effective Date: 08/01/2007

We strongly encourage supervisors, managers, and employees to discuss job performance and goals on an informal, day-to-day basis. Additional performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

New employees will generally be evaluated twice during their first year. Existing employees will generally be evaluated once each year between December and March, subject to administrative discretion.

301 Employee Benefits

Effective Date: 10/20/2012

We provide eligible employees with a wide range of benefits. This handbook may contain general descriptions of those benefits. You can find detailed descriptions of benefits in our benefit enrollment materials and the summary plan descriptions and/or insurance certificates for the plans, where applicable, or in policies within this handbook.

Your eligibility for benefits depends on a variety of factors, including your employee classification.

The following benefit programs are available to eligible employees:

- Dental Insurance
- Flexible Spending Account (FSA)
- Holidays
- Life Insurance
- Long-Term Disability
- Medical Insurance
- Short-Term Disability
- Sick Leave Benefits
- Paid Time Off (PTO) Benefits

Some benefit programs require you to make contributions, but most are fully paid by Excell Academy. If you waive or decline coverage for any of our benefits, you will not be entitled to any alternative compensation or benefits.

303 PTO Benefits

Revised: 07/01/2017

Paid Time Off (PTO) is an all-purpose time-off policy for eligible employees to use for vacation, illness or injury, and personal business. It combines traditional vacation and sick leave plans into one flexible, paid time-off policy. It is meant to function as wage replacement for times when you choose to be away from work for personal reasons, and is not considered to be compensation for work you have performed.

We provide an opportunity to regular full time and regular part time employees to accrue and use PTO as described in this policy.

Upon entering an eligible employment classification, you begin to accrue PTO according to the schedule below.

PTO ACCRUAL SCHEDULE*

Employee Status	PTO Days Each Year	PTO Days Each Month
10-month (school year) employees	10 days	1 day (accrual only during 10-months)
12-month (year-round) employees	12 days	1 day

***Excessive absenteeism will result in suspension of PTO accrual for a period of 60 days.**

You will not accrue PTO during periods of unpaid leave, with the exception of regular school breaks, adhering to the guidelines of all policies. One day of PTO is equal to the hours the employee is regularly scheduled to work (i.e. teachers and 10-month employees receive 7.5 hours/day, while other staff may receive 8 hours/day).

PTO is accrued on a benefit-year basis (July 1st – June 30th). Starting each July 1st, eligible employees will begin accruing PTO at the rate above.

Furthermore, employee with excessive unexcused absences will forfeit further PTO accruals.

You are not able to use more PTO than you have actually accrued, if you are paid for days that you were not at work and you have exhausted your PTO you agree that the value of the excess PTO will be deducted from your paycheck. You may be required to sign a release to this effect.

PTO Usage

PTO is paid at your base pay rate at the time of your absence. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials. PTO does not count as hours worked for purposes of overtime calculations.

To schedule planned PTO, you must request advance approval from your supervisor at least two-weeks in advanced. Approval will be at our discretion, and requests will be reviewed based on a number of factors, including business needs and staffing requirements. Staff should generally limit planned PTO to no more than one week at a time.

PTO is only available for use on scheduled / contracted workdays or days you would otherwise be required to work. PTO may not be used on non-contracted/ non-scheduled days (i.e., Winter Break, Spring Break, Summer Break) or other days you would otherwise not be expected to work. You may not take PTO the week before or the week after an extended school break or holiday (such as Christmas Break or Spring Break). In addition, exempt employees may not take PTO *on*, two days before, or two days after professional development days or conferences.

There will be no days or time off granted during the months of August, September, May, June or during the MDE testing window in April, subject to the following exceptions which may or may not be granted:

- In the case of last-minute emergencies such as illness or death, you should request the time off as normal. However, you must have an official signed doctor's note or official copy of the obituary (in the case of funeral attendance).
- In cases such as weddings, graduations, or any other VERY IMPORTANT family or urgent situation, you must request the day(s) or time off at least 45 days in advance. The request must be formally submitted to Chief Education Officer in writing (typed) with full explanation of the situation. An official "Request" in Time Clock Plus as well as all supporting documentation must accompany the request.
- You are STRONGLY encouraged to schedule all (health related or any other) appointments before or after school hours, or on non-school days. *Please remember, we are not obligated to approve any request for time off, especially if the time off causes inconvenience to the organization in any way.*
- In the event that you are granted time off during August, September, April or June, you will be able to use your PTO only if you have available PTO and your supervisor determines you are in good standing with respect to your attendance and performance.

Similarly, employees hired to work during the summer in the summer program will not be allowed to use PTO or otherwise take time off, subject to the same exceptions and procedures described above.

If you have an unexpected need to be absent from work you should notify your direct supervisor as soon as possible, no later than 6:00 am on your scheduled workday, unless it is impossible to do so. The school secretary and direct supervisor must also be contacted on each additional day of unexpected absence. You may be required to produce a doctor's note or other written verification of the need for leave as a condition of using PTO.

As indicated in the Attendance and Punctuality policy (policy 704), you are expected to maintain acceptable levels of attendance. Absenteeism hinders our mission to prepare our students for higher learning and adversely impacts colleague. **Excessive absences, regardless of whether the employee has PTO available, will result in the suspension of PTO accrual for 60 days or discipline up to and including termination.**

When absent from work you are required to use any available PTO unless you are receiving compensation from some other source, such as disability insurance or worker's compensation. Once you have used all of your PTO, additional absences will be considered unexcused and may result in disciplinary action up to and including termination of employment. For this reason, you should use your PTO wisely and keep enough PTO to cover any unplanned illnesses. As always, absences that are covered under the Family and Medical Leave Act or Americans with Disabilities Act will be considered excused absences and will not count against you in any way.

PTO Rollover

At the end of the benefit year, accrued, unused PTO may be rolled over to the next benefit year.

Upon termination of employment, you will be paid for up to 10 days of unused PTO that has been accrued through the last day of work; any unused days in excess of this amount will be forfeited. In the case of resignation, in order to be eligible to receive payment for unused PTO, an exempt level employee must give at least 60 calendar days' written notice of resignation and a non-exempt level employee must give at least two weeks' written notice of resignation. You generally will be required to work all scheduled days during the notice period, unless we request otherwise. If you resign without giving the required notice, as outlined in our Resignation policy, or if you fail to work any scheduled days during that notice period, you will not be paid for any unused PTO days at termination and all such days will be forfeited.

303A PTO Sharing Program

Effective Date: 08/25/2010

We offer a PTO sharing program that allows you to donate accrued, unused PTO time to employees who would otherwise need to take leave without pay because of catastrophic illnesses or injuries.

Employees with 15 or more days of unused PTO are eligible to donate up to five days of unused PTO to the leave sharing program. All donations are made to a central pool to be distributed to eligible recipients; employees may not designate or restrict any specific employee to be the recipient of their donation. If you wish to donate PTO, notify the Human Resources Department.

You are eligible to request donations of leave if you are experiencing catastrophic illnesses or injuries or are caring for family members experiencing catastrophic illnesses or injuries. An illness or injury is considered catastrophic if it poses a threat to life and requires inpatient, hospice, or resident health care. Examples of catastrophic illnesses include heart attacks, cancer, and injuries suffered in serious auto accidents. Family members include the employee's spouse, parent, child, brother, or sister, including adoptive relatives, but not relatives by marriage (other than the employee's spouse).

To be eligible to request donations of leave, you must have worked for Excell Academy for a minimum of one year and exhausted all other paid leave available to you. Requests to use donated leave should be submitted in writing to the Human Resources Department explaining the reason for requesting donated leave and the amount of leave time being requested. We reserve the right to request documentation, e.g. a medical certification, to verify eligibility to request donated leave. Requests will be reviewed on a case-by-case basis based on the amount of donated time available in the pool, other existing or past requests for use of donated leave, business needs and staffing levels, and any other relevant factors.

Under no circumstances should you personally request or otherwise solicit other employees to donate PTO on behalf of you or any other employee. If there is insufficient donated PTO time available to honor a particular request, we may make suitable arrangements to request voluntary donations of PTO from other employees. Such requests will only identify the requesting employee and the circumstances prompting the request with the requesting employee's consent. All donations are strictly voluntary and employees should never be pressured nor feel obligated to donate PTO.

305 Holidays*Effective Date: 10/20/2012*

We will grant holiday time off to all eligible (see below) employees on the holidays listed below:

- Labor Day (first Monday in September) - 12-month employees only
- Thanksgiving Day (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Day (December 25)
- Christmas Break (see school calendar) – 10-month salaried employees only
- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- Presidents' Day (third Monday in February)
- Spring Break (see school calendar) – 10-month salaried employees only
- Memorial Day (last Monday in May)
- Independence Day (July 4th) – 12-month employees only

If a holiday falls on Saturday, the preceding Friday shall be observed. If the holiday falls on a Sunday, it will be observed on the following Monday.

Regular full-time employees receive holiday pay. If you are eligible, you will receive holiday pay at the regular rate of pay (including shift differential) (as of the date of the holiday) times the number of hours you would otherwise have worked on that day.

With the exception of pre-planned vacations or leaves, you must work the last scheduled day immediately preceding and the first scheduled day immediately following the holiday in order to be eligible for holiday pay. Calling in sick on either of those days will jeopardize an employee's ability to be paid for the holiday. In addition, any employee on an excused leave must be back to work for two full calendar weeks prior to the holiday in order to be eligible for holiday pay. However, if a recognized holiday falls during an eligible employee's PTO, then holiday pay will be provided instead of the PTO that would otherwise have applied. PTO may not be taken the week before or the week after an extended school break or holiday (such as Christmas Break, Thanksgiving Break or Spring Break). Employees taking unpaid leaves of absence will not be paid for holidays that occur during their unpaid leaves.

If eligible nonexempt employees are required to work on a recognized holiday, they will receive holiday pay plus wages at their straight-time rate for the hours worked on the holiday. Paid time off for holidays will not be counted as hours worked for the purposes of determining whether nonexempt employees are entitled to overtime for the week in which the holiday falls.

Requests for observance of religious holidays, up to two (2) days per calendar year, submitted at least four (4) weeks in advance will be approved by the Department Director.

306 Workers' Compensation Insurance*Effective Date: 10/01/2016*

We provide a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance may also provide wage replacement benefits after a short waiting period.

If you experience or witness a work-related injury or illnesses, you must inform your supervisor immediately, even if the injury or illness seems minor.

You have a right to report all work-related injuries and illnesses. Reporting the injury or illness timely will enable an eligible employee to qualify for coverage under our workers' compensation insurance program as quickly as possible. We will not discriminate or retaliate against you for reporting work-related injuries or illnesses. However, failure to promptly report workplace injuries or illnesses may be cause for discipline, up to and including termination of employment.

Neither Excell Academy nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Excell Academy.

307 Impact of Leaves of Absence on Employee Benefits*Effective Date: 07/01/2017*

In addition to paid absences, such as holidays and PTO, we offer a number of leaves of absence which either become unpaid at some point or are unpaid in their entirety. Unless otherwise noted in a specific leave policy, your employee benefits will be handled as described below.

Insurance and related benefits

During your leave, we will continue to provide you with the benefits in which you have enrolled for as long as any law might require us to do so, or until such time as you cease to be eligible under the terms, conditions, and limitations of the applicable plans.

While you are on leave, you will continue to be responsible for your share of the insurance premiums and will be required to make regular payments in order to continue your coverage. During any parts of your leave for which you may also be using PTO, we will continue to make payroll deductions as normal to collect your share of the premiums.

However, at the point that your leave becomes unpaid (e.g., you use up your available PTO), you will be required to submit monthly payments to the Human Resources Department by the 1st day of each month of your leave. If the payment is more than 30 days late, your health and other coverage may be terminated for the remainder of your leave.

In some cases, you may be offered COBRA or USERRA continuation coverage if you are gone from work long enough, or if we are not required by law to continue your benefits. If so, you will have to formally elect continuation in order to stay on the applicable insurance plans.

See our COBRA Continuation Coverage or Military Leave policy for more information.

If you lose coverage or have elected COBRA during your leave, we will reinstate you as an active participant upon your return from leave, according to the terms of each plan. If we have chosen to pay your portion of the premiums on your behalf during your leave, you will be required to repay us any such amounts at the end of your leave.

Other benefits

PTO and other accrual-based benefits will cease accruing during any leave periods not being paid directly by us. So, for instance, unpaid leave time, or leave periods that are being paid by third-parties (such as work comp or short-term disability) will result in the cessation of accruals. However, absences during which PTO is being used, or that are paid by us (such as jury duty), will not result in accrual discontinuation. Similarly, holiday pay will not be provided during any leave periods not being paid by us.

308 Time Off to Vote

Effective Date: 08/01/2011

We encourage you to vote. Generally, you can vote before or after your regular work schedule and should make every reasonable effort to do so. However, you may be eligible to take the time off from work that is necessary to appear at your polling place, cast a ballot, and return to work.

We encourage you to request time off to vote from your supervisor at least two working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

309 Bereavement Leave

Effective Date: 10/20/2012

If you wish to take time off due to the death of an immediate family member, notify your supervisor immediately. For purposes of this policy, we define “immediate family” as your spouse, parent, child, sibling; mothers or fathers-in-law; grandparents or grandchildren. Special consideration may also be given to any other person whose association with you was similar to any of the above relationships, including domestic partners and your domestic partner’s family.

If you are a regular full-time employee, you may be eligible for up to three days of bereavement leave and required to use your PTO.

You may, with your supervisor’s approval, use any available PTO for additional time off as necessary, or to attend the funerals of individuals not listed above. If you have no PTO available, you will not be compensated and will need to request an unpaid leave of absence from the Department Director.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. Bereavement pay is calculated based on the regular rate of pay

(including shift differential, if applicable) times the number of hours you would have otherwise worked on the day of the absence and will not include overtime or any special forms of compensation, such as incentives, commissions, or bonuses. If eligible, you will only be paid for hours for which you would normally have been scheduled.

311 Jury Duty

Effective Date: 07/01/2017

We encourage you to fulfill your civic responsibilities by serving jury duty when summoned and will provide you with whatever time may be necessary to do so. Although jury duty leave is normally unpaid, if you are a regular full time or a regular part time employee, you will be eligible to receive up to two weeks of paid jury duty leave each year. If eligible, your jury duty pay will be calculated by multiplying your regular rate of pay (including shift differential, if applicable) times the number of hours you would otherwise have worked on the day of absence, and will not include overtime or any special forms of compensation such as incentives, commissions, or bonuses. We may also deduct the amount you may receive from the court for serving jury duty from any jury duty pay we may provide. This includes, but is not limited to, jury duty fees, parking reimbursements, meal allowances, etc., unless otherwise prohibited by state law.

As required by law, exempt employees will be paid their full weekly salary during any week in which they perform any work while serving on jury duty. Exempt employees may be placed on unpaid leave for an entire work week while serving on jury duty at the discretion of their supervisor.

If you are required to serve jury duty beyond the period of paid jury duty leave, you may use any available paid time off or may request an unpaid jury duty leave of absence.

You must show the jury duty summons to your supervisor as soon as possible so that the supervisor may make arrangements to accommodate your absence. Where court rules permit jurors to call in the night before to determine whether they have to come into the courthouse the next day, you will have to provide written confirmation from the court that you actually were called in on the day in question in order to be eligible for jury duty pay under this policy. Of course, you are expected to report for work whenever the court schedule permits.

You or your supervisor may request an excuse from jury duty if, in our judgment, your absence would create serious operational difficulties.

For information about what happens to your insurance benefits, PTO accruals, and eligibility for holiday pay during an extended leave taken under this policy, see our Impact of Leaves of Absence on Employee Benefits policy.

312 Witness Duty

Effective Date: 08/01/2007

We encourage you to appear in court for witness duty when subpoenaed.

If we subpoena you or otherwise request you to testify as witnesses, we will pay you for the entire period of witness duty.

If a third party has asked or required you to appear in court as a witness, we will provide you with sufficient unpaid leave to satisfy your witness duty. You are free to use any available PTO to receive compensation for the period of this absence.

Show the subpoena to your supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate your absence. You are expected to report for work whenever the court schedule permits.

313 Benefits Continuation (COBRA)

Effective Date: 07/01/2017

A federal law called COBRA allows you, your spouse and/or dependent children to continue health insurance coverage under our health plan when a “qualifying event” occurs. Some common qualifying events are resignation, termination of employment, a reduction of hours or a leave of absence, death, divorce, and a dependent child’s loss of eligibility. Ordinarily, you may continue your health coverage for up to 18 months if you lose coverage as a result of a qualifying event.

If you, your spouse and/or dependents continue coverage under COBRA you must pay the full cost of coverage at our group rates plus any applicable administration fee.

We will provide you with an important written notice describing your rights and obligations under COBRA. Please read the notice.

401 Timekeeping*Effective Date: 08/01/2007*

If you are an hourly and/or nonexempt employee, this policy applies to you.

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require us to keep an accurate record of time worked in order to calculate your pay and benefits.

Time worked is all the time actually spent performing assigned duties, including work performed away from our workplace, such as at job sites, or from your home.

You should accurately record the time you begin and end your work, as well as the beginning and ending time of each meal period. You should also record the beginning and ending time of any split shift or departure from work for personal reasons. You must obtain your supervisor's approval before performing any overtime work.

It is your responsibility to review your time records to certify the accuracy of all time recorded. In addition, if corrections or modifications are made to the time record, both you and your supervisor must verify the accuracy of the changes by initialing the time record.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

403 Paydays*Effective Date: 08/01/2007*

You are paid semimonthly on the 15th and the final day of the month. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, you will receive pay on the last day of work before the regularly scheduled payday.

If a regular payday falls during your vacation, your paycheck will be available upon your return from vacation (unless you have elected direct deposit, in which case the paycheck will be directly deposited as usual).

404 Administrative Pay Corrections*Effective Date: 07/01/2017*

We take all reasonable steps to ensure that you are correctly and promptly paid. However, mistakes sometimes happen, so we encourage you to carefully review your pay statements.

In the unlikely event that there is an error in the amount of pay, you should promptly bring the discrepancy to the attention of the Payroll Department so that corrections can be made as quickly as possible. If we discover an error in the amount of your pay, we will correct it by using appropriate means. For example, we may recoup overpayments from future pay.

405 Employment Termination and Resignation

Effective Date: 07/01/2017

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

Resignation / Retirement occurs any time you notify us of your intent to end your employment with us. If you wish to resign from your employment with us, please notify your supervisor or the Human Resources Department in writing at least 2 weeks' (if you are a nonexempt employee) and at least 60 days' (if you are an exempt employee) prior to your last day of employment with us. Failure to give the required notice will result in forfeiture of unused PTO and ineligibility for rehire. You generally are not permitted to use PTO during your notice period.

If you resign, we may schedule an exit interview with you during your notice period to discuss the reasons for your resignation and the effect of the resignation on your benefits.

In some circumstances, we may need to adjust your last day of employment to a date sooner than the date you requested in your resignation.

Job Abandonment occurs any time you fail to report to work or contact your supervisor for two (2) or more scheduled workdays. Your official termination date will be the end of the last date you were actually at work.

Discharge / Termination occurs when we make the decision to terminate your employment for performance or conduct reasons. You are employed on an at-will basis (unless otherwise specifically agreed upon), which means that neither of us is obligated to continue the employment relationship, and either of us can choose to end it at any point.

Layoff occurs when we make the decision to end your employment for non-disciplinary reasons, such as business slow-downs, reorganizations, etc.

Your employment with us is voluntary and is subject to termination by you or us at will, with or without cause, and with or without notice, at any time. You will receive your final pay in accordance with applicable state laws.

501 Safety

Effective Date: 08/01/2007

We are committed to providing a safe environment for our students and employees. To meet this goal, we have established a workplace safety program. This program is a top priority. Its success depends on the alertness and personal commitment of all.

We provide information to you about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

You are expected to take ownership of your surroundings, to obey safety rules, and to exercise caution in all work activities. You must immediately report any unsafe condition to your supervisor. Employees who violate safety standards, who allow students to violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, you must immediately notify your supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

501A Child Protection and Mandated Reporting

Effective Date: 10/01/2013

All staff is expected to model respect and use of appropriate behavior at all times with our students. Corporal punishment is never permitted nor is inappropriate touching or touching that might be misinterpreted. A child who is not responding to verbal commands or directives and/or is unresponsive to sitting out time (supervised isolation), should be managed in accordance to teacher and/or school behavioral policies and procedures.

Harassing or intimidating words, behaviors, or actions directed at any child, as well as any inappropriate touching may result in immediate dismissal.

Minnesota law (sec. 626.556) requires that any professional or their delegates engaged in the practice of child care or education, who have reason to suspect that a child has been sexually, physically or psychologically abused or neglected is required to report to the local welfare agency, Hennepin County Child Protection, or the local police department, Brooklyn Park Police Department. The report is to be made immediately upon forming the suspicion of abuse or neglect, and is to be followed by a written report as soon as possible thereafter (same day).

Reasonable cause to suspect abuse or neglect is a matter of professional judgment. You should report if you know of circumstances that would give a cautious person reason to believe there was abuse or neglect. Contact the Chief Education Officer or their designee, or the Human Resources Department if you have any questions or concerns about mandated reporting.

While this legal and moral responsibility falls on each employee, volunteer or contractor individually, we need to know whenever there is a situation in which you suspect abuse or neglect. In such situations, you should contact the Chief Education Officer (or designee in the Director's absence) immediately with any suspicions and follow the procedure above. However, if you are unable to confer with the Chief Education Officer or designee, you should contact the local welfare agency or local police department (use your best judgment). Failure to comply with the above reporting requirement is a misdemeanor under Minnesota law, contributes to children being at-risk, and will result in disciplinary action.

501B Bloodborne Pathogen Exposure Control

Effective Date: 10/01/2013

Blood borne pathogens are microorganisms in human blood that can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B virus (HB), Hepatitis C virus (HC), and the human immunodeficiency virus (HIV). Occupational transmission of these viruses is rare, but their lethal nature requires that we take every possible measure to prevent exposure. The Occupational Safety Health Act (OSHA) standard mandates engineering controls, work practices and personnel protective equipment that, coupled with employees' training, will reduce on-the-job risks for all employees exposed to blood or other bodily fluids.

Each employee must adhere to the following universal precaution:

1. Hands should be washed before and after direct contact and immediately if hands become contaminated with blood or other bodily fluids;
2. Gloves should be worn whenever there is a possibility of contact with bodily fluids;
3. Masks should be worn whenever there is the possibility of splashing or splattering of bodily fluids;
4. Gowns should be worn if contact with soiled clothes or exposed skin is likely;
5. During resuscitation procedures, pocket masks or mechanical ventilation devices should be readily available;
6. Spills of blood or blood-containing bodily fluids should be cleaned up using a solution of household bleach and water in a 1:100 solution for smooth surfaces and 1:10 for porous surfaces;
7. Health care professionals who have open lesions, dermatitis or other skin irritation should not participate in direct patient care activities or handle contaminated equipment;
8. Contaminated needles should never be bent, clipped or recapped. Immediately after use, contaminated sharp objects should be discarded in to puncture-resistant "sharps" container designed for this purpose.

For additional instructions and procedures that apply to your job you must see the school nurse.

501C Pest Control Information

Effective Date: 10/01/2013

The space is monitored by Orkin. A representative from Orkin will need access to all rooms to inspect and treat areas in need. The following are things that need to be done to keep rodents and pests out of this space:

1. Keep all food and water sources cleaned up and put away on a daily basis. A small crumb of food is enough to sustain a mouse for two days!
2. All food items, even ones in the cupboards need to be taken out of their original package and placed into a sealed plastic container, glass jar, or a tin can with a lid.
3. Keep everything off the floor. If it must be stored on the floor due to lack of space, put it in a plastic container with a lid, not cardboard boxes.
4. Please do not store newspaper or stacks of paper on the floor or in corners. They too must be placed in a plastic container with a lid.
5. Do not prop doors open and unattended. This will let rodents into the building from the field.
6. If you do see droppings or evidence of pests, PLEASE let the office staff know IMMEDIATELY so they can communicate the problem to the pest control company.

By working together, we will be able to keep this under control.

501D Good Housekeeping

Effective Date: 08/01/2007

Good work habits and a neat place to work are essential for job safety and efficiency. You are expected to keep your place of work organized and materials in good order at all times. Report anything that needs repair or replacement to the school administration immediately by completing a work order form that can be obtained from the school secretary.

501E Identification Badges

Effective Date: 08/01/2007

You will be issued an identification badge within two months of your employment. When issued it must be worn at all times and be visible.

502 Work Schedules and Program Year

Revised: 08/01/2015

Work schedules vary throughout our organization. Your supervisor will normally determine your work schedule, as well as any variations from week to week. However, student hours are 9:05 a.m. to 4:00 p.m., Monday – Friday, as determined yearly by bussing schedules. Licensed staff hours are 8:45 a.m. to 4:15 p.m. Non-licensed staff hours will be determined on an individual basis with the Chief Education Officer.

The building will usually be open from 6:30 a.m. to 6:00 p.m. If you need to be in the building at additional times, please consult the Facilities / Operations Director.

504 Use of Phones, Electronic Devices and Mail Systems*Effective Date: 10/01/2016*

It is important to keep our telephone lines free for parent and student calls and normal business activity. Although the occasional use of the school's telephones for a personal emergency may be necessary, routine personal calls are discouraged. Messages from incoming phone calls will be placed in the employee's mailbox or message holder and can be checked throughout the day. You will not be called out of the classroom or away from work unless it is an emergency. Personal long-distance calls can only be made in emergencies and should be approved by the Chief Education Officer or a Director's Designee in her absence.

Electronic devices, including personal cell phones, iPods, personal gaming equipment, etc. are not allowed to be used while teaching or supervising students except for educational and timekeeping purposes. Additionally, you should generally not be reading or sending e-mails, text messages, instant messages, or accessing the Internet from your cell phone or other wireless devices during working times.

505 Smoking and Tobacco Products*Effective Date: 08/01/2014*

Consistent with our commitment to setting a good example for our students, and for promoting a healthy environment, smoking and the use of tobacco products (such as chewing tobacco) is absolutely prohibited anywhere on school grounds, anywhere in the vicinity of students, or while conducting work-related business. This policy also applies to e-cigarettes and similar products. Employees in violation of this policy will be subject to disciplinary action, up to and including possible termination of employment.

This policy applies equally to all employees, students, and visitors. Any employee who witnesses a student, employee, visitor, or anyone else smoking or using tobacco products anywhere on school grounds, or who witnesses an employee smoking or using tobacco products in the vicinity of students, must report it immediately to the Human Resources Department.

506 Meal Periods*Effective Date: 08/01/2007*

Hourly and non-teaching staff employees working 7-8 hours per day will receive a 30-minute paid meal break if taken on-site, plus they will receive an additional five minutes paid break for every additional hour worked over eight hours per day. Employees working between four and seven hours per day may receive up to a 20-minute paid break. Employees working less than four hours per day will not receive a paid or unpaid break.

Teachers will receive a 30-minute paid lunch period and 45 minutes of paid class preparation time (without students) to prepare lessons, conduct team meetings, contact parents, etc. However, from time to time, a teacher may be required to spend lunch periods or preparatory time with students.

All breaks will be determined by your supervisor, and you should discuss any break related questions with your supervisors and / or the Human Resource Department.

If you take your break off campus, you must clock out and your break must be at least 20 minutes.

507 Overtime

Effective Date: 08/01/2007

When operating requirements or other needs cannot be met during regular working hours, you may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive your supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, holidays, jury duty leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

If you work overtime without receiving prior authorization from your supervisor, you may be subject to disciplinary action, up to and including possible termination of employment.

508 Stipends

Effective Date: 08/01/2007

You may be offered opportunities to perform extra tasks, *which are not a part of your job description*, throughout the school that will bring you a stipend. These tasks must be pre-approved by the Chief Education Officer. Teachers will be paid an hourly rate of \$18 per hour. Hourly employees will be paid according to their hourly pay (plus overtime if applicable).

509 Use of Equipment and Vehicles

Effective Date: 10/20/2012

We are committed to providing a safe environment for our students and employees. Additionally, equipment and vehicles are also expensive and may be difficult to repair or replace. When using property, you are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

You must adequately maintain the cleanliness of any vehicles you drive for work purposes. Please notify your supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. Your supervisor can answer any questions about your responsibility for maintenance and care of equipment or vehicles used on the job.

You are expected to obey all traffic laws and all safety rules concerning the safe operation of motor vehicles while driving company vehicles or driving your own vehicles for work purposes. In particular, you are expected to follow the restrictions on the use of cell phones described in our phone use policy, including the prohibitions on talking, reading or sending e-

mails, text messages, instant messages, or accessing the Internet from your cell phone or other wireless devices while operating a motor vehicle at any time the vehicle is in motion, part of traffic (e.g., while sitting at a stop sign or stop light), or is anything other than parked.

If you drive for work purposes, you may be required to notify us of any moving violations you receive (whether received during working or nonworking hours). We will not pay the costs of any parking tickets or traffic violations you incur, regardless of whether they occur while work is being performed. If you drive your own vehicle for work purposes, you must adequately insure the vehicle, and provide us with proof of insurance upon request. In the event of an accident that results in damage of any kind, you may be required to obtain a police report before leaving the scene of the accident, and must immediately report the accident to your supervisor.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, or the failure to report damage, defects, or the need for repairs, can result in disciplinary action, up to and including termination of employment.

510 Emergency Closings

Effective Date: 08/01/2007

School will be open Monday through Friday, except as indicated on the school calendar. When severe weather warrants the closing of the school, such announcements will be made on radio stations WCCO 830 AM as well as local television and on the school website.

511 Breaks for Nursing Mothers

Effective Date: 08/01/2014

We will provide reasonable unpaid break time each day to employees who need to express breast milk for their infant children. Break time under this policy will generally run concurrently with any meal and/or break times that may already be provided to the employee. Employees who have a need to express milk for their infant children will be provided with a location (other than a bathroom or toilet stall), that is shielded from view and free from intrusion, where they may express milk in privacy.

To ensure you are appropriately accommodated under this policy, contact the Human Resources Department to make the necessary arrangements. We reserve the right to deny additional break time where doing so would unduly disrupt our business operations or would result in undue hardship. If additional breaks are approved, they may not be paid based on length and applicable law.

512 Business Travel Expenses

Effective Date: 08/01/2007

We will reimburse you for reasonable expenses incurred while conducting school business. You are expected to use good judgment and discretion in incurring reasonable business-related expenditures and will be required to submit a request (*see Purchase Request form in the*

Appendix section) to the Business Manager for approval prior to making purchases. Mileage will be reimbursed in accordance with the current IRS standard mileage rate.

Teachers are given a stipend of \$100 at the beginning of the school year to spend towards classroom expenses. All receipts must be saved and submitted within 30 days of expenditure. You must use the tax-exempt form given when making school related purchases. **You will not be reimbursed for taxes spent.** Unreasonable, unauthorized and/or late expenditures will not be reimbursed and will be your sole responsibility.

You should contact your supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including incurring unreasonable expenses or falsifying expense reports, can be grounds for disciplinary action, up to and including termination of employment.

514 Visitors in the Workplace

Effective Date: 08/01/2007

To provide for the safety and security of students, employees and our facilities, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards student welfare, and avoids potential violence.

All visitors should enter Excell Academy at the reception area and check in at the front desk. Authorized visitors are required to sign in at the front desk and wear their visitor's pass while they are visiting. Visitors will receive directions or be escorted to their destination. You are responsible for the conduct and safety of your visitors.

If an unauthorized individual is observed on our premises, you should immediately notify your supervisor or escort the person to the reception area, or if you deem necessary, immediately contact the police, and then notify your supervisor.

516 Computer and E-mail Usage

Effective Date: 07/01/2017

We provide computers, e-mail and Internet access to assist you in completing your work, improving your efficiency and obtaining work-related data and technology. We have established the following guidelines to help ensure responsible and productive computer usage.

Computers (which, for the purposes of this policy, includes not only computer hardware, such as PCs, phones, tablets, and laptops, but our systems, networks, software, remote access abilities, e-mail and other communication tools, internet access, etc.) are our property, and are intended for business use. As a result, you have no right to privacy for any uses to which you may put the computers we have provided. We reserve the right to monitor any and all use to which our computers may be put, regardless of whether the use is personal in nature, or occurs

during non-working time. Do not use a password to protect access to files or other stored information unless authorized by a supervisor to do so.

You should take all anti-virus precautions available and prescribed by us. You should not attempt to bypass or disable any anti-virus precautions installed on our computers. When required, you should only send confidential, sensitive and/or proprietary information using company approved encryption or secure email methods.

You must comply with any and all potentially applicable laws (e.g., industry regulations, harassment laws, copyright restrictions, contractual obligations or restrictions, etc.) each and every time you use our computers for any purpose, as well as during any time you may be using your own personal computer networks, systems, or equipment in ways that may directly or indirectly be associated with us.

All data that is composed, transmitted, or received via our computer system is considered to be part of our official records and, as such, is subject to disclosure to law enforcement or other third parties, and may be used by us in any ways we feel may be necessary.

Appropriate Personal Use

While computer usage (including e-mail and Internet access) is intended for job and education related activities, incidental and occasional brief personal use is permitted within reasonable limits if approved in advance by the Chief Education Officer or designee.

Prohibited Communications

We strive to maintain a workplace free of harassment and sensitive to the diversity of our employees and students. Therefore, we prohibit the use of computers, the Internet and the e-mail system in ways that are disruptive, offensive to others, discriminatory, obscene, threatening, harassing, intimidating, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, gender-specific comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others. E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

Copyrights

We purchase and license the use of various computer software for business purposes and do not own the copyright to this software or its related documentation. Unless authorized by the software developer, we do not have the right to reproduce such software for use on more than one computer. You may only use software on local area networks or on multiple machines according to the software license agreement. We prohibit the illegal duplication of software and its related documentation.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if you did not create material, do not own the rights to it, or have not gotten authorization for its use, it should not be put on the Internet or transmitted through the e-mail system.

Anti-Virus Precautions

You should take all anti-virus precautions available to you and prescribed by Excell Academy. You should not attempt to bypass or disable any anti-virus precautions installed on our computers. Questions about anti-virus precautions can be directed to your supervisor or the Network Manager.

Other Prohibited Conduct

The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Using our computers for personal gain
- Using, or disclosing someone else's code or password without authorization
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization (such information includes, but is not limited to, non-public information, internal documents, memorandums, announcements, student information)
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Viewing or exchanging pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation or obstructing a security investigation
- Sending or posting chain letters or advertisements not related to business purposes or activities
- Using the computer for gambling of any sort
- Jeopardizing the security of the organization's electronic communications systems
- Sending or posting messages that disparage another organization
- Passing off personal views as representing those of the organization
- Sending anonymous e-mail messages
- Using the computer for purposes of seeking other employment or preparing or posting a resume
- Loading personal software without permission
- Engaging in any other illegal activities
- Engaging in any other computer related activity determined by Excell Academy to be inappropriate or unacceptable.

If you receive a suspicious email, you should not reply to it, click on any links in the email, or hand over sensitive financial or company information. You should forward any suspicious emails to your supervisor.

Consequences for Policy Violations

Abuse of the computer, Internet and e-mail system access provided by Excell Academy will result in disciplinary action, up to and including termination of employment. You may also be

held personally liable for any violations of this policy. You should notify your immediate supervisor or the Human Resources Department upon learning of violations of this policy.

The equipment and technology provided to you remains at all times the property of Excell Academy. To ensure compliance with this policy, computer, Internet and e-mail usage may be monitored by us. As such, we reserve the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our computers and stored in our computer systems. All data that is composed, transmitted, or received via our computer system is considered to be part of the official records of Excell Academy and, as such, is subject to disclosure to law enforcement or other third parties.

517 Internet Safety Policy

Effective Date: 10/01/2013

Introduction

It is the policy of Excell Academy to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Excell Academy online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision, Education and Monitoring

It shall be the responsibility of all members of the Excell Academy staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

In addition, all employees are responsible to educate minors regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms. Employees should discuss cyberbullying awareness and respond as necessary to allegations of cyberbullying.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Network Administrator or designated representatives.

518 Social Networking Websites and Online Communications

Effective 07/01/2017

Social Networking Websites

Social networking sites including, but not limited to, Facebook, YouTube, Twitter, LinkedIn and online journals and blogs, present unique opportunities for you to communicate with friends, family, colleagues and the general public. However, these websites also pose a significant risk to distract you, reduce productivity, and waste company resources where access is permitted during company time. **Accordingly, we will block all access to any such site during working hours or via any company owned equipment.**

Social networking also poses significant risks to the workplace, even if your social networking activities are conducted completely on your own time and on your personal devices and networks. As a result, you need to always be mindful of how the things you post and do online might impact your coworkers, our reputation, and your professional reputation.

Online Code of Conduct

Although you are solely responsible for what you post or endorse online, since what you say and do can impact us and your coworkers, we've come up with some examples of online behaviors that we consider to be unacceptable:

- Sending or posting discriminatory, defamatory, harassing, bullying or threatening messages or images (including photographs or videos) regarding any current or former Excell Academy employee
- Making any defamatory, slanderous or derogatory reference or post against any business partner that may harm or interfere with our brand statement, working relationship or current contracts with third-parties
- Posting any confidential, proprietary or non-public Excell Academy information or documents, including, but not limited to, internal memorandums, reports, announcements, policies or other internal communications, student information
- Posting any confidential information pertaining to employees or students, which may otherwise be protected under applicable laws such as state privacy and disability laws
- Disclosing any information protected by attorney-client privilege, legal hold or spoliation order

- Representing (or otherwise giving the impression) you are speaking on behalf of Excell Academy
- Failing to use proper disclaimers where Excell Academy is involved, such as “postings on this site are my own and do not represent Excell Academy’s opinions, philosophies or business strategies”
- Posting photographs, videos or other images of students, other employees, or school property without proper authorization, or failing to remove such images when requested by another employee
- Using Excell Academy logo for commercial gain, or otherwise using Excell Academy logo in a non-commercial setting that would be inconsistent with our code of ethics and brand
- Unlawfully gaining access to another employee’s social networking website or profile
- Demanding or otherwise requiring candidates or colleagues to relinquish any social networking password

Employment References or Endorsements

In an effort to ensure consistency and avoid allegations that we are providing negligent references, employees are prohibited from providing employment references or endorsements of any kind regarding former or current Excell Academy employees. Any such references or endorsements should be given only with the express permission of the Human Resources Department. Nothing in this policy shall prohibit employees from responding to any local, state or federal regulatory official.

Connecting with Colleagues and Clients Online

We have no opinion or prohibition regarding colleagues who network on-line during non-company time. However, due to the highly confidential and personal information often maintained in online profiles, supervisors are not permitted to make or accept invitations such as “friend requests” to or from direct reports.

Similarly, if you receive such requests from non-supervisor colleagues, you should not feel compelled to accept such requests if you desire to keep your personal information confidential. You are also encouraged to utilize all appropriate privacy settings to ensure your information is shared and viewed only by those you intend to have access.

In some situations, you may be permitted to network with colleagues using professional networking websites such as LinkedIn, but employees are required to exercise professional judgment when communicating on these professional networking websites and must comply with all of our policies. If you have any question as to whether a website or post would violate company policy, you are encouraged to seek input from the Human Resources Department without fear of reprisal or retaliation.

Interactions with Students Online

You are prohibited from connecting with current students online including, but not limited to, accepting or sending friend and similar online requests to current students or otherwise. See the Non-Fraternization policy (106) for prohibited conduct.

Open Door Policy

When communicating online, you are encouraged to be fair and courteous to current and former employees. Work-related issues are more likely to be resolved by speaking directly with colleagues or by utilizing our Open-Door Policy and Problem Resolution procedures.

You should avoid using statements, photographs, videos or audio that reasonably could be viewed as malicious, obscene, harassing, threatening, intimidating, bullying, or that disparages students, employees, or vendors.

Monitoring and Consequences for Policy Violations

While we have no general practice of reviewing your personal profiles on such sites, you should be aware that if such profiles contain information suggesting conduct that violates this or any of our other policies, such information may form the basis for an appropriate investigation and/or discipline. You may also be held personally liable for any violations of this policy, which also violates a state or federally protected right.

Nothing in this policy prohibits you from exercising any legal right under any applicable law nor will you be subject to discipline for any posts that are legally protected. However, you should be aware that not all posts to a personal social networking site outside of work time are entitled to legal protection and any such posts may result in disciplinary action up to and including termination of employment if they violate this or any other company policy.

If you believe you have been the subject of online harassment or bullying, you should notify the Human Resources Department without fear of reprisal or retaliation.

519 Transcript Submission

Effective 08/01/2015

If you would like for your graduate education credits to be considered in the compensation evaluation process for the upcoming school year, please submit your **“Official Transcripts”** promptly to the Human Resources Department. All transcripts must be submitted by June 30th each year and prior to signing your At-Will Agreement for the new school year. All employees must sign their At Will Agreement upon hire or, for returning employees, during the all-staff orientation. Transcripts submitted after these deadlines will result in forfeiture of consideration of those credits until the following school year.

520 Gossip-Free Workplace

Effective 10/01/2016

Gossip is problematic to our workplace and has a negative impact on individuals and the workgroup as a whole.

Some of the negative impacts of gossip include:

- Gossip results in misunderstandings that can quickly lead to conflict and strained relationships.
- Gossip breaks down the trust level within the group, which results in employees second-guessing each other, decreased teamwork and morale issues.

- Gossip impacts productivity, can result in deadlines not being met or work not getting done properly.

As such, we have implemented a gossip-free workplace policy. Employees of Excell Academy are responsible for holding each other mutually accountable for having a gossip free workplace.

- Do not participate in spreading gossip and rumors, and do not tolerate it from others. Rumor and gossip sabotages the team's ability to work together effectively. It is disrespectful, nonproductive, and a selfishly motivated act that impedes employees from performing their jobs.
- If you have concerns regarding anything in the workplace, please discuss directly with your supervisor or the Principal.

Nothing in this policy is intended to restrict you from exercising legal rights under any applicable law, nor will employees be subject to discipline for engaging in legally-protected activity.

601 Family and Medical Leave*Effective Date: 07/01/2017***General Provisions**

We grant up to 12 weeks (or 26 weeks, if leave is taken to provide care for qualifying family member injured during active military service) of family and medical leave during any 12-month period to eligible employees, in accordance with the Family and Medical Leave Act (FMLA).

Eligibility

In order to qualify to take family and medical leave under this policy, you must meet all of the following conditions:

1. You must have worked for us at least 12 months (these 12 months need not have been consecutive);
2. You must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave would begin (this calculation includes only actual hours worked, and will not include any holiday, vacation, sick time, or other forms of paid leave that may occur during the relevant 12-month review period, regardless of whether such time is counted as hours worked for overtime purposes); and
3. You must work at a location where 50 or more employees are employed within 75 miles of that office or worksite.

Reason for Leave

In order to qualify as FMLA leave under this policy, you must be taking the leave for one of the reasons listed below:

1. The birth of a child;
2. The adoption of a child, or the placement of a child with the employee for foster care;
3. Your own serious health condition;
4. To care for a spouse, child or parent with a serious health condition;
5. Due to a “qualifying exigency” for the spouse, children, or parents of individuals who are on, or are about to be on, “covered active duty”;
6. To provide care for a “*covered service member*” with a serious injury or illness incurred or exacerbated in the line of duty while on active duty (employees eligible to take military caregiver leave include the spouse, children, parents and next of kin of military personnel).

Consult with the Human Resources Department if you have questions about what illnesses are covered under this FMLA policy.

Duration of Leave

For all FMLA covered leaves other than leave taken to provide care for wounded military personnel, eligible employees can take up to 12 weeks of leave under this policy during any 12-month period. We will use a rolling 12-month period measured backward from the date you use any leave under this policy to determine whether you have exhausted your 12 weeks of leave. Each time you take leave, we will compute the amount of leave you have taken under this policy for any form of FMLA leave in the last 12 months and subtract that amount from

your 12 weeks of available leave; the balance remaining is the amount you are entitled to take at that time.

For all FMLA covered leaves taken to provide care for wounded military personnel, eligible employees can take up to 26 weeks of leave under this policy during any single 12-month period. This single 12-month period begins on the first day you take FMLA leave to provide care for wounded military personnel. Any FMLA time taken for any other reason listed in this policy during this single 12-month period shall count against the 26 weeks of leave available to care for wounded military personnel. Similarly, any FMLA time taken to care for wounded military personnel shall count against the 12 weeks of leave available to the employee for any other reason identified in this policy.

Spouses who are both employed by us are limited to a combined total of 12 weeks of leave for the birth of a child, adoption or placement of a child in foster care, and to care for a parent with a serious health condition. Similarly, spouses who both work for us are limited to a combined total of 26 weeks of leave to care for a covered member of the military who is injured in the line of duty.

Teachers (including coaches, instructors, etc.) are subject to some special rules under the FMLA. First, days that teachers would not otherwise work over summer vacation will not count against their FMLA entitlement. Second, if a teacher needs to take family or medical leave near the end of the school term, the teacher must comply with one of three special rules listed below. The applicable rule depends on how close to the end of the term the leave will be taken:

1. If you begin leave more than five weeks prior to the end of the academic term, we may require you to continue taking leave until the end of the term if: (1) the leave is scheduled to last at least three weeks; and (2) you would not return until sometime during the last three weeks of the school term.
2. If you begin leave less than five weeks prior to the end of the academic term, we may require you to continue taking leave until the end of the school term if the scheduled leave is longer than two weeks and you would not return to work until sometime during the last two weeks of the school term.
3. If you begin leave less than three weeks prior to the end of the academic term, and the scheduled leave is longer than five days, we may require you to continue taking leave until the end of the term.

Employee Benefits During Leave

While you are on leave, we will continue your medical, dental, and other benefits during the leave period at the same level and under the same conditions as if you had continued to work. For information about premium payments during your leave, see our Impact of Leaves of Absence on Employee Benefits policy.

Employee Status After Leave

If you take leave under this policy, you will be returned to the same job or a job with equivalent status, pay, benefits and other employment terms at the conclusion of your leave. The position will be the same or one that entails substantially equivalent skill, effort, responsibility and authority. We may choose to exempt certain highly compensated employees from this requirement and not return them to the same or similar position; you will be notified if this restriction applies to you. If you are unable to (or choose not to) return to work at the

end of 12 (or 26) weeks may be considered to have resigned their positions, unless you are granted additional leave time as an accommodation under the Americans with Disabilities Act.

Use of Paid and Unpaid Leave

FMLA leave is unpaid. However, we require you to use all available PTO during any FMLA leave first.

FMLA and parental leave will run concurrently when the reason for the FMLA leave also qualifies it as parental leave. Leave that qualifies for workers' compensation may still be covered by the FMLA (even though the leave is paid), and will count against your overall FMLA balance.

Intermittent Leave or a Reduced Work Schedule

In addition to taking leave in consecutive blocks of time, eligible employees may be allowed to take time off intermittently (i.e., reduced workweeks or reduced workdays) if needing leave for one of the following reasons:

1. Your own serious health condition;
2. The serious health condition of a spouse parent or child;
3. To provide care for wounded military personnel; or
4. Due to a "qualifying exigency" for the spouses, children or parents of individuals who are on, or are about to be on, active military duty.

To qualify for intermittent leave, you must show that the intermittent leave is medically necessary or related to a "qualifying exigency." If leave is taken on an intermittent or reduced leave schedule, we may temporarily transfer you to an available alternative position with equivalent pay and benefits.

Teachers (including coaches, instructors, etc.) are subject to some special rules under the FMLA such that teacher's whose intermittent leave involves them missing more than 20% of the time may be required to choose between a temporary transfer to an alternative position or an extended leave for the duration of the treatment/condition.

Certification

We may ask for certification of a serious health condition or qualifying exigency. You must respond to such a request within 15 days of the request, or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of the leave. We may also require recertification during the leave to verify the status of the serious health condition.

We may directly contact the health care provider or other third-party to verify and clarify information contained in the certification. You are responsible for signing or obtaining any authorization necessary to permit the health care provider or other third party to provide us with the required information.

In the case of a serious health condition, we have the right to ask for a second opinion. Should we choose to do so, we will pay for you to get a certification from a second health care provider, which we will select. If it is necessary to resolve a conflict between the original certification and the second opinion, we will require the opinion of a third health care provider. We *(you and us) will jointly select the third doctor, and we will pay for the opinion. This third opinion will be considered final.

If you are returning from a leave of absence for your own serious health condition, you may be required to provide a fitness for duty assessment.

Procedure for Requesting Leave

When you plan to take leave under this policy, you must give us 30 days' notice. If it is not possible to give 30 days' notice, you must give as much notice as is practical. If you are undergoing planned medical treatment, you are required to make a reasonable effort to schedule the treatment to minimize disruptions to our operations. If you fail to provide 30 days' notice for foreseeable leave, the leave request may be denied until at least 30 days from the date we received notice.

To request leave under this policy, you must submit a request in writing to your immediate supervisor, with a copy to the Human Resources Department. Where the need for leave is not foreseeable, you must verbally notify your supervisor of the need for leave as soon as possible. You will be required to confirm your request in writing as soon as practical after giving verbal notice.

While on leave, you may be required to periodically report to us regarding the status of your medical condition, and your intent to return to work.

Rights, Remedies, and Additional Information

Words that appear in italics or quotes in this policy are terms defined by the FMLA and we will rely upon those definitions in the law and regulations.

We fully comply with the provisions of the FMLA. Accordingly, if you have questions regarding this policy, contact the Human Resources Department. Further information on your rights and remedies under the FMLA can be located on our FMLA poster (which can be found in the company break areas), or online on the Department of Labor's website at: <https://www.dol.gov/general/topic/benefits-leave/fmla>.

602 Pregnancy & Parental Leave

Effective Date: 07/01/2017

In accordance with the Minnesota Parental Leave Act, we provide parental leaves of absence without pay to:

- All eligible employees who wish to take time off in conjunction with the birth or adoption of a child; or
- Eligible female employees for prenatal care, incapacity due to pregnancy, childbirth, or related health conditions.

You are eligible to request parental leave as described in this policy if you work an average number of hours per week equal to one-half of our regular full time schedule in the 12 months preceding the request and have been employed by us for 12 months (need not be consecutive).

If eligible, you may request up to 12 weeks of parental leave. Both mothers and fathers are eligible to request parental leave.

In most cases, you will be eligible for both parental leave under this policy and FMLA leave. A leave of absence that qualifies as both parental leave and FMLA will run concurrently (i.e., the time off will be counted as both FMLA and parental leave). Parental leave may also be available if you are not otherwise eligible for FMLA leave or if you have exhausted your available time under our FMLA policy.

You should request leave under this policy from your supervisor at least 30 days before the start of the leave or as soon as you become aware of the need for a leave. You are required to notify us of the anticipated start and duration of leave. Parental leave must begin within 12 months of the birth or adoption of a child, except that, in the case where the child must remain in the hospital longer than the mother, the leave may not begin more than 12 months after the child leaves the hospital. However, in no case will you be permitted to take more than 12 total weeks of leave under this policy.

Leave under this policy is unpaid. However, we require that you use all available paid time off during any parental leave, except where you are receiving short-term disability or similar wage replacement benefits. Note that paid time off is taken as part of the 12 weeks of parental leave, not in addition to it.

For information about what happens to your insurance benefits, PTO accruals, and eligibility for holiday pay during leave taken under this policy, see our Impact of Leaves of Absence on Employee Benefits policy.

At the end of your leave, you will be returned to the same job you held when your leave began, or to a position that is substantially equivalent to the one you previously held, unless we have gone through a layoff or reorganization, where your position would have been eliminated even if you had not been on leave. If you are unable to (or choose not to) return to work at the end of the approved leave, you may be considered to have resigned your position.

602A School Conference and Activities Leave

Effective Date: 10/01/2013

You may take up to 16 hours of unpaid leave within a rolling 12-month period to attend school conferences or school-related activities related to your child, provided the conferences or school-related activities cannot be scheduled during non-work hours. If your child receives child care services or attends a prekindergarten regular or special education program, you may use the leave time to attend a conference or activity related to your child or to observe and monitor the services or program, provided the conference, activity or observation cannot be scheduled during non-work hours. When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, you must provide your supervisor with reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to unduly disrupt our operations. This leave is not paid; however, you may substitute any accrued paid vacation leave or other appropriate paid leave for any part of the leave.

602B Care of Relatives & Safety Leave*Effective Date: 07/01/2017***Care of Relatives**

You may use your PTO days in order to care for relatives who are ill.

For the purposes of this policy, “relative” means your spouse, siblings, parents, parents-in-law, grandchildren, grandparents, step parents, and minor and adult children. Child includes step, biological, adopted, and foster child. Grandchild includes step, biological, adopted and foster grandchild.

The use of PTO to take care of a relative who is ill is subject to the same conditions and restrictions as would apply to you using PTO for your own illness.

Safety Leave

PTO may also be used to take safety leave time off that may be necessary for your own safety, or to assist with the safety of relatives. For the purposes of this policy, “safety leave” is leave used to provide or receive assistance because of sexual assault, domestic abuse, or stalking.

The use of PTO for safety leave purposes is subject to the same conditions and restrictions as would apply to your own illness.

602C Bone Marrow Donation Leave*Effective Date: 07/01/2017*

We will provide you with up to 40 hours of paid leave for the purpose of undergoing medical procedures related to the donation of bone marrow. If your leave need extends beyond 40 hours, you can use any available PTO, or take unpaid leave. A doctor’s statement verifying the purpose and length of the leave is required. If there is a medical determination that you do not qualify as a bone marrow donor, paid leave granted prior to the medical determination is not forfeited.

602D Civil Air Patrol Leave*Effective Date: 07/01/2017*

If you work an average of 20 or more hours per week, you may be eligible to take unpaid leave to serve as a member of the civil air patrol on the request and under the authority of the state or any of its political subdivisions. We may deny a leave under this policy if your absence would be too disruptive to our operations.

This leave is not paid; however, you may use any accrued paid time off during the leave.

602E Military Personnel Injured / Killed in Service Leave*Effective Date: 08/01/2007*

You are entitled to up to 10 working days of leave of absence without pay whenever an immediate family member is injured or killed while engaged in active service. For the purposes of this policy, “immediate family member” means an employee’s parent, child, grandparents, siblings, or spouse. Employees seeking leave under this policy will be expected to give as much notice as practicable of their need for leave.

This leave is not paid; however, you may use any accrued paid time off during the leave.

602F Military Ceremony Leave*Effective Date: 08/01/2007*

Unless doing so would unduly interrupt our operations, you are entitled to up to one working day of leave of absence without pay for the send-off or homecoming ceremonies of family members (i.e., parents, legal guardians, siblings, children, grandchildren, spouses, fiancés, or fiancées) who have been ordered into active service in support of a war or other national emergency.

605 Military Leave*Effective Date: 10/01/2016*

You are entitled to take a military leave of absence related to military service in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

While all employees are eligible to take military leave, regular full time and regular part time employees may receive up to two-weeks of partial pay military leave. Upon presentation of satisfactory military pay verification data, you will be paid the difference between your normal base compensation and the pay (excluding expense pay) you received while on military duty. The portion of any military leaves of absence in excess of two weeks will be unpaid. However, employees may use any available PTO for the absence.

For information about what happens to your insurance benefits, PTO accruals, and eligibility for holiday pay during an extended leave taken under this policy, see our Impact of Leaves of Absence on Employee Benefits policy.

If you are on military leave for up to 30 days, you are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. If you are on a longer military leave, you must notify us of your intent to return, in accordance with USERRA and all applicable state laws.

If you are returning from military leave, you will be placed in the position you would have attained had you remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. You will be treated as though you were continuously employed for purposes of determining benefits based on length of service.

Contact the Human Resources Department for more information or questions.

607 Pregnancy-Related Conditions

Effective Date: 10/01/2016

We will not discriminate against any anyone who requests an excused absence for medical disabilities associated with pregnancy. Such leave requests will be evaluated according to the medical leave policy provisions outlined in this handbook and all applicable laws.

Upon request, we will consider providing reasonable accommodations for health conditions related to pregnancy or childbirth in accordance with all applicable laws. Depending on the accommodation requested, you may be required to provide medical substantiation of the need for accommodation. Similarly, if the requested accommodation would present an undue hardship to the performance of your position, we may not be able provide the accommodation.

Requests for accommodations or time off associated with pregnancy and/or childbirth that are not related to your medical incapacity (such as time off for bonding, pre-birth house preparations or childcare) will be considered in the same manner as other requests for unpaid family or personal leave.

701 Employee Conduct and Work Rules*Effective Date: 07/01/2017*

We are committed to providing a positive environment for our students and employees. To ensure orderly operations and provide the best possible educational environment, we expect you to follow rules of conduct that will protect the interests and safety of all employees and the organization. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft, inappropriate removal or possession of property
- Unethical, immoral, or criminal conduct in or outside of the workplace
- Violating the non-fraternization policy
- Dishonesty or misrepresentation including, but not limited to, falsification of timekeeping records, misrepresentation on employment applications, or dishonesty in an investigation
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Inappropriate or unprofessional conduct or any other conduct that sets a bad example for our students.
- Boisterous or disruptive activity in the workplace
- Inappropriate touching, pushing, or any physical or verbal aggression of students
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Unless allowed by law, possession of firearms, explosives or other dangerous or unauthorized materials, in the workplace or while working off company property. (This prohibition applies even if the employee has a legal permit to carry a weapon.)
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work area during the workday
- Performing work outside of your scheduled workday without prior authorization from your supervisor
- Unauthorized use of telephones, computers, mail system, or other employer-owned equipment or networks
- Unauthorized disclosure of business confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct

Employment with us is at the mutual consent of Excell Academy and you, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

702 Drug and Alcohol-Free Workplace

Effective Date: 08/01/2007

We are committed to providing a drug-free, healthful, and safe workplace. To promote this goal, you are required to report to work in appropriate mental and physical condition to perform your job in a satisfactory manner. Our school wishes to foster an environment where all employees can freely address and correct substance abuse issues in a confidential and supportive setting.

While on our premises and at any time while conducting business-related activities off our premises, you shall not use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair your ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

702A Drug and Alcohol Testing

Effective Date: 10/01/2016

Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks. To help ensure a safe and healthful working environment, job applicants and employees may be asked to provide body substance samples (such as urine and/or blood) to determine the illicit, illegal, or impermissible use of drugs and alcohol.

There are a variety of circumstances under which we might test for drugs or alcohol, including, but not limited to, in connection with a workplace accident or injury, with reasonable suspicion, and on applicants to whom a conditional job offer has been made.

To the extent that a drug test is conducted in connection with a workplace accident or injury, we will not require post-injury or post-accident drug testing unless the circumstances of the injury or accident are such that there is a reasonable possibility that alcohol or drug use by the employee involved in the incident could have been a contributing factor to the occurrence of the injury or accident.

If you suspect another staff member of alcohol/drug use, you should immediately notify your supervisor or the principal. You will remain anonymous if you choose. An investigation will be conducted by the supervisor and/or the Human Resources Department.

When an employee is tested, we may suspend the employee with pay pending the results of the evaluation. An employee and volunteer have the right to explain a positive test result (which indicates use) on an initial screening or request a retest. Re-testing is the financial responsibility of the employee or volunteer. If the evaluation by an independent assessor suggests counseling or rehabilitation for the employee or volunteer, the employee or volunteer must begin the recommended treatment as soon as possible. The treatment must be successfully completed. The employee or volunteer may be reinstated in his/her position while

ongoing treatment continues and will be subject to Excell Academy medical disability leave policies. Employees and volunteers must report all results of the evaluation and the progress of the treatment to us with documentation of the successful completion and follow-up program to the Chief Education Officer.

Refusal to undergo drug and /or alcohol testing or failure to complete the evaluation and any required treatment will result in termination. We reserve the right to take other appropriate and lawful actions to enforce this policy, including but not limited to the right to inspect the employee's or volunteer's personal property in certain circumstances, as well as school issued lockers, desks, vehicles, or other suspected areas of concealment. Consent to such inspections under the foregoing circumstance shall be a condition of employment/volunteerism or continued employment/volunteerism with our school. Any employee or volunteer who fails to undergo a properly requested inspection shall be subject to disciplinary action, up to and including termination.

All information acquired in this process, including test results, will be kept confidential and only disclosed on a need-to-know basis. All costs relating to treatment are the responsibility of the effected employee or volunteer.

Each employee or volunteer must also notify his/her supervisor or Excell Academy Administration of any criminal and/or drug conviction occurring during employment or volunteer service within three (3) working days of such conviction. Your employment/volunteer service or continued employment/volunteer service with our school is conditioned upon your full compliance with the foregoing drug and alcohol-free workplace policy. Any violation may result in disciplinary action, up to and including termination.

703 Harassment, Bullying & Offensive Behavior

Effective Date: 07/20/2017

We are committed to providing a work environment that is free of discrimination and unlawful harassment. We prohibit discrimination and harassment on the basis of race, creed, religion, color, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local human rights commission, disability, sexual orientation, age or any other protected characteristic.

Any employee who engages in harassment; who permits employees under his/her supervision to engage in such harassment; or who retaliates or permits retaliation against an employee who reports such harassment is guilty of misconduct and shall be subject to remedial action which may include discipline or termination of employment.

Employee Rights and Responsibilities:

You are entitled to timely resolution of any complaints about harassing or inappropriate behavior. In addition, you are protected from retaliation for making a complaint or exercising other rights protected by law.

It is your responsibility and obligation to report harassing or inappropriate behavior, whether it is directed at you or is something you have seen or heard that was directed at someone else. Any manager or supervisor who learns of or observes harassing or inappropriate behavior, or receives a complaint about this kind of behavior, should immediately report the behavior or complaint to the Human Resources Department or the Chief Education Officer.

We will investigate reports and take timely and appropriate action to correct harassing or inappropriate behavior. Every employee must cooperate fully during any fact-finding initiated by us, providing honest and complete information.

Failure to participate fully and honestly in the investigative process, or in any fact-finding process initiated by us, is a serious violation of company policy and grounds for corrective action, which may include termination from employment.

What is Harassment?

Harassment is offensive verbal or physical conduct regarding or because of another person's protected category status if that conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment, unreasonably interferes with an individual's work performance or opportunities, or otherwise affects the terms and conditions of employment.

Definition of Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact and other verbal or physical conduct of a sexual nature when:

1. Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance; or
4. The conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.

Definition of Other Harassment

Harassment may include any physical or verbal conduct demonstrating hostility towards a person because of his or her age, sex, race, color, religion, national origin, disability or other "legally protected status." For example:

- Age harassment – demeaning comments or conduct based on a person's age. It also can involve excluding an employee from certain activities because of age, or pressuring an employee to retire.
- Race/Color harassment – most often occurs as offensive comments, epithets, jokes, slurs or gestures, or through symbolic objects or drawings. Even when the victim and harasser are the same race, or the victim is not a minority, race harassment is unlawful and will not be tolerated at Excell Academy.

- Religious harassment – usually involves jokes, comments or other demeaning conduct based on a person’s affiliation with a particular religion or observance of religious holidays or dress. Coercing an employee to participate or not participate in religious activities also constitutes religious harassment.
- National origin harassment – derogatory words or conduct aimed at an individual’s nationality, ancestry, foreign name, accent, appearance or culture.
- Disability harassment – occurs when an individual is subject to comments, ridicule or other demeaning conduct because of a “perceived or actual disability”.

Examples of Harassment

Examples of harassment include, but are not limited to:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Leering or making sexual gestures.
- Displaying or circulating sexually suggestive objects, pictures, cartoons, e-mails or posters.
- Displaying or circulating offensive objects, pictures, cartoons, e-mails or posters based on a legally-protected characteristic such as race, religion or sexual orientation.
- Making or using derogatory comments, epithets, slurs, or jokes.
- Graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Unwelcome physical conduct including touching, assaulting, impeding or blocking movements, and threatening and intimidating behavior.
- Any other words and conduct that demean, stigmatize, intimidate, or single out a person because of his or her sex, race, color religion national origin, age, disability or other legally protected status.

Reporting Procedure

You are responsible for, and have an obligation to, report harassing or inappropriate behavior, whether it is directed at you or is something you saw or heard that was directed at someone else. Any manager or supervisor who learns of or observes harassing or inappropriate behavior, or receives a complaint about this kind of behavior, must immediately report the behavior or complaint to the Human Resources Department.

If you *experience* harassment in the workplace, whether by employees or non-employees, take the following steps:

- Take immediate action rather than ignoring the problem and waiting for it to go away;
- Tell the offending person, if they feel comfortable doing so, that his or her actions or comments are unwelcome, that the behavior is offensive and it must stop immediately;
- Report the incident as soon as possible to a supervisor, the Human Resources Department, or the Chief Education Officer; and

- Remember that we will not tolerate any retaliation against you for reporting concerns about harassing behavior or conduct.

If you *witness* harassment, take the following steps:

- Take the incident(s) seriously;
- Refuse to condone or participate in the behavior;
- Encourage the victim to speak with his or her supervisor, the Human Resources Department, or the Chief Education Officer; and
- Express suspicions or concerns to your supervisor, the Human Resources Department, or the Chief Education Officer so that we can be alerted to any possibly harassing situations.

If you *engage in* harassing behavior or have been accused of engaging in harassing or inappropriate behavior, take the following steps:

- Stop the behavior immediately;
- Listen to the person complaining about the behavior; and
- Learn from the experience and do not repeat it.

You are protected from retaliation for making a complaint or exercising other rights protected by law.

Supervisors

For purposes of this policy, Supervisors are exempt employees whose primary duties involve managing a division of the company and directing the work of at least two full time employees or equivalents. Among other duties, supervisors are responsible for hiring, firing, and disciplining others. Non-exempt employees who direct the work of employees, but do not have the authority to hire, fire, or discipline others, are not supervisors.

If you are a Supervisor who is responsible for hiring, firing and disciplining employees, and if you engage in harassment, permit others under your supervision to engage in such harassment, retaliate or permit retaliation against an employee who reports such harassment, you are guilty of misconduct and shall be subject to immediate disciplinary action that may include termination of employment.

Investigations

We will promptly investigate any reports of harassment, and we will take swift and appropriate action at the end of our investigation. Complaints will be handled as discreetly as possible, although we cannot guarantee absolute confidentiality. Strict confidentiality is not possible, since the alleged harasser is entitled to answer the charges, particularly if discipline or termination is a possible outcome. However, reasonable efforts will be made to respect the confidentiality of the individuals involved. Corrective action will be taken consistent with the results of our investigation.

You must cooperate during any harassment investigation or fact-finding we conduct and must provide honest and complete information. If you refuse to participate in the investigation, provide untruthful statements to the investigator, or otherwise obstruct the investigation process, you will be subject to discipline, up to and including termination of employment.

Retaliation

We do not tolerate any retaliation against any employee who reports an incident of alleged harassment on inappropriate workplace behavior or provides information during an investigation, and will take measures to protect all such employees from retaliation. *Engaging in retaliatory behavior is a violation of this policy, and is grounds for corrective action, up to and including termination of employment.*

Off-Site Events

On occasion, you may have the opportunity to participate in off-site events such as work-related social gatherings, planning sessions, retreats, customer meetings, or conferences. These settings, which may be more informal than our workplace, can facilitate new learning, creative thinking and camaraderie among employees, vendors, and third parties. We expect that you will demonstrate the same professional standards of behavior at these events as you would in the workplace. Two specific guidelines should be kept in mind:

- If alcoholic beverages are served, they must be consumed in moderation.
- Harassment in any form will not be tolerated.

Legal Liability for Harassment

If you violate this policy, you will be subject to disciplinary action, up to and including termination from employment. You may also be subject to personal legal liability for violation of this policy.

If you want more information about our harassment policy or complaint process, contact a supervisor, the Human Resources Department, or the Chief Education Officer.

704 Attendance and Punctuality

Effective Date: 10/20/2012

Performance

We expect and emphasize the importance of consistent quality performance. Quality performance includes, but is not limited to, high quality performance in all aspects of one's duties and responsibilities; conducting oneself with respect towards students, parents, staff and superiors; working with a spirit of collaboration and a willingness to assist fellow employees, students, and parents; promoting the School's mission in the community; assisting at all School sponsored events when asked; and working without unauthorized absences, unauthorized arrivals and early departures.

Attendance

Your reliability and dependability is essential for us to achieve our mission. We operate as a team, and this requires that each person be in the right place at the right time. Therefore, we reserve the right to authorize or refuse to authorize the advance request of an employee to be absent from work. Requests for paid or unpaid time off must be made at least two weeks in advance (*see Leave Request & Authorization Form in the Appendix section*) and approved by the Department Director or designee.

Employees who have not requested time off in advance must notify the Department Director or designee as soon as they know that they will either be late or unable to report for duty. Manageable absences (such as doctor's appointments) should be scheduled outside of normal working hours. **Unauthorized absences, excessive absences or tardiness may result in the suspension of PTO accrual for 60 days and are subject to discipline, up to and including termination.**

Employees without an approved request for time off who do not report to work for one (1) workday without contacting the Department Director (or another member of Administration in the Director's absence) will be deemed to have voluntarily terminated their employment.

Absence Procedure

- **Personal Day:**
 1. Complete proper online form to request personal day.
 2. Inform HR and your supervisor by 6:00 am to inform them if you will need a substitute for the day.
 3. Have your lesson plan prepared for the substitute.
- **Workshop/Professional Day:**
 1. Complete Substitute request form (if teacher) and turn in to the Curriculum Coordinator.
 2. Attach a copy of the workshop/activity to the sub request form.
 3. Have your lesson plan prepared for the substitute.
- **Illness or Family Emergency:**
 1. Call and text Human Resources before 6:00 a.m. each day
 2. Call and text your supervisor before 6:00 a.m. each day.
 3. Upon return, complete the proper online form and notify your supervisor that you have returned.

Teachers must leave a lesson plan (on his/her desk) prior to any absence so it will be available to the substitute when he or she reports to work. Teachers should prepare a *generic* classroom lesson plan that can be used on any given day in case of emergency (with a minimum of five days' worth of plans). This plan will become part of your substitute folder which should be located in the main office.

705 Personal Appearance

Effective Date: 07/01/2017

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees, set a good example for students, and affect the business image we present to customers and visitors.

During business hours or when representing us, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves

dealing with students, parents, or visitors.

Your supervisor is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

Below are some general dress code guidelines:

During the school year (August through June) each employee and volunteer is expected to dress professionally; no cut-off shorts, and shorts if worn are to be no shorter than four (4) inches above the knee; and no leggings of any kind (jeggings) are allowed. No shoulder drop, low front-cut, or back-out shirts or blue jeans (no colored jeans are acceptable). Denim/Jeans are only allowed on Fridays. During summer session (mid-June until the end of August), staff may wear the appropriate shorts (see above), and coordinating top. Any clothing that spell profanity, or shows gross acts or offensive wording are prohibited. Hats and scarves (on head) are prohibited except for religious reasons. Visible body piercing, other than ears are not allowed. Visible tattoos are not allowed. Employees and volunteers are expected to maintain the highest standards of personal cleanliness and present a neat, professional appearance at all times.

706 Return of Property

Effective Date: 08/01/2007

You are responsible for items issued by Excell Academy or in your possession or control, such as the following:

- Credit cards
- Equipment
- Keys
- Written materials

All Excell Academy property must be returned by you on or before your last day of work.

707 Personal Property in the Workplace

Effective Date: 08/01/2011

If you bring personal property onto work premises—whether in a parking area or in a building or workspace—you are solely responsible for such property. Therefore, we will not be responsible for any damage to, theft, or loss of personal property, and do not have insurance to cover any such loss, damage, or theft. As a result, if you are concerned about the safety of your personal items, including but not limited to, cell phones, laptops, backpacks, etc. you should leave them at home and not bring them to work.

710 Security Inspections

Effective Date: 08/01/2007

We wish to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, we prohibit the possession, transfer, sale, or use of such materials on our premises. We require the cooperation of all employees in administering this policy.

You are required to immediately notify your supervisor or the Human Resources Department of any illegal drugs, alcohol, firearms, explosives, or other inappropriate or improper materials which you observe or have reason to believe are on school grounds.

Desks, lockers, and other storage devices may be provided for your convenience but remain the sole property of Excell Academy. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of Excell Academy at any time, either with or without prior notice.

We likewise wish to discourage theft or unauthorized possession of the property of employees, Excell Academy, visitors, and students. To facilitate enforcement of this policy, we or our representative may inspect not only desks and lockers but also persons entering and/or leaving the premises and any packages or other belongings. If you wish to avoid inspection of any articles or materials, you should not bring such items onto our premises.

712 Solicitation

Effective Date: 08/01/2007

In an effort to ensure a productive and harmonious environment for both employees and students, persons not employed by us may not solicit or distribute literature in the workplace at any time for any purpose.

We recognize that you may have interests in events and organizations outside the workplace. However, you may never solicit or distribute literature concerning these activities or organizations to students, and may not distribute these activities to other employees during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

If you have a message of interest to the workplace, you may submit it to the Human Resources Department for approval. All approved messages will be posted by the Human Resources Department.

716 Progressive Discipline

Effective Date: 10/01/2016

The purpose of this policy is to state our position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

Our best interests lie in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare you for satisfactory service in the future.

Although employment with us is based on mutual consent and we (you and us) have the right to terminate employment at will, with or without cause or advance notice, we may use progressive discipline at our discretion.

Disciplinary action may call for any of four steps—verbal warning, written warning, suspension with or without pay, or termination of employment—depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed. We may also suspend accrual of PTO for periods of up to 60 days for disciplinary reasons.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment. At any step prior to termination, and at our discretion, you may be requested to undergo refresher training that was originally presented during your orientation and/or additional training.

We recognize that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both you and us.

718 Problem Resolution

Effective Date: 08/01/2007

We are committed to providing the best possible working conditions for our employees and the best possible learning environment for our students. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from our supervisors and management.

We strive to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. You are encouraged to offer positive and constructive criticism.

If you disagree with established rules of conduct, policies, or practices, you can express your concern through the problem resolution procedure. You will not be penalized, formally or informally, for voicing a complaint with us in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when you believe that a condition of employment or a decision affecting you is unjust or inequitable, you are encouraged to make use of the following steps. You may discontinue the procedure at any step.

1. Present the problem to immediate supervisor within 14 calendar days after the incident occurs. If supervisor is unavailable or you believe it would be inappropriate to contact that person, skip to step 3 and present problem to the Human Resources Department. However, if it is determined it was inappropriate for you to bypass your supervisor; you may be required to first discuss the matter with your supervisor.
2. Supervisor responds to problem during discussion or within 14 calendar days, after consulting with appropriate management, when necessary. Supervisor documents discussion.
3. You present problem to the Human Resources Department / Human Rights Coordinator within 14 calendar days, if problem is unresolved.
4. The Human Resources Department reviews and considers problem and discusses with your supervisor and management, when necessary. The Human Resources Department informs you of decision within 14 calendar days, and forwards copy of written response to your file. The Human Resources Department has full authority to make any adjustment deemed appropriate to resolve the problem.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can you and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.

719 Employee Concerns and Suggestions

Effective Date: 08/01/2007

We are committed to providing the best possible working environment for our employees and the best possible learning environment for our students. To achieve this goal, we realize that effective communication must take place between you and management. This is especially true with employees' complaints or grievances. If there is a misunderstanding about your job or the school's policies, we ask that you talk it over with the Department or your supervisor so that we may effectively address your concerns.

You are also encouraged to discuss your ideas and suggestions about how we can better serve both our employees and students. You should discuss these ideas and suggestions with your supervisor or the Human Resources Department, or submit your suggestions in writing to the Chief Education Officer.

Concerns that are expressed only to co-workers or to persons outside the school are not likely to be given the attention that they deserve and may violate confidentiality considerations.

In addition, recognizing that on-the-job work experience is the best source of suggestions for improvement in the workplace, management welcomes and solicits ideas from all employees.

Suggestions concerning the school's operation, general maintenance, facilities, services, or other matters should be made to your supervisor or in writing to the Chief Education Officer.

Employee Acknowledgement Form

The employee handbook describes important information about Excell Academy, and I understand that I should consult the Human Resources Department regarding any questions not answered in the handbook. I have entered into my employment relationship with Excell Academy voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or Excell Academy can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to Excell Academy's policy of employment-at-will. Only the Chief Education Officer and/or Board of Directors of Excell Academy have the ability to adopt any revisions to the policies in this handbook. All such changes may be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. I further understand a new Employee Acknowledgment Form may not be obtained for any subsequent changes.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Signature

Date

Employee's Name (typed or printed)

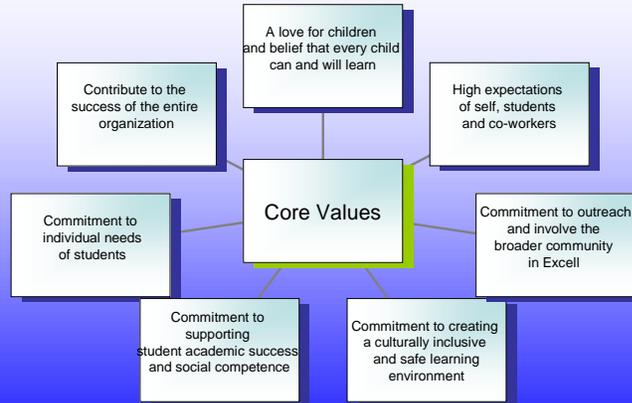
Excell Academy for Higher Learning | District No. 4068 | 2019-2020 | Approved Calendar

AUGUST 2019							New Teacher Orientation (TBD) 19-23 All Staff Orientation (Tentative) 26-30 Staff Flex Week (Tentative) 29 Student Orientation (PM, Tentative)	FEBRUARY 2020							13 4-8pm Parent Conferences 14 No School (AM Staff Dev, 1-4pm Parent Conferences) 17 No School (President's Day)* Instructional Days: 18 Staff Development Days: 0.5
S	M	T	W	T	F	S		S	M	T	W	T	F	S	
				1	2	3								1	
4	5	6	7	8	9	10		2	3	4	5	6	7	8	
11	12	13	14	15	16	17		9	10	11	12	13	14	15	
18	19	20	21	22	23	24		16	17	18	19	20	21	22	
25	26	27	28	29	30	31		23	24	25	26	27	28	29	
SEPTEMBER 2019							2 No School (Labor Day) 30 No School (Staff Dev)	MARCH 2020							12 Trimester 2 ends 13 No School (Teacher Reporting) 16 Trimester 3 Begins 30-31 No School (Spring Break) Instructional Days: 19
S	M	T	W	T	F	S		S	M	T	W	T	F	S	
1	2	3	4	5	6	7		1	2	3	4	5	6	7	
8	9	10	11	12	13	14		8	9	10	11	12	13	14	
15	16	17	18	19	20	21		15	16	17	18	19	20	21	
22	23	24	25	26	27	28		22	23	24	25	26	27	28	
29	30							29	30	31					
OCTOBER 2019							15 4-8pm Parent Conferences 16 No School (AM Staff Dev, 1-4pm Parent Conferences) 17 No School (Staff Dev)* 18 No School (Staff Dev)*	APRIL 2020							1-3 No School (Spring Break) Instructional Days: 19
S	M	T	W	T	F	S		S	M	T	W	T	F	S	
		1	2	3	4	5					1	2	3	4	
6	7	8	9	10	11	12		5	6	7	8	9	10	11	
13	14	15	16	17	18	19		12	13	14	15	16	17	18	
20	21	22	23	24	25	26		19	20	21	22	23	24	25	
27	28	29	30	31				26	27	28	29	30			
NOVEMBER 2019							5 No School (Staff Dev)* 27 No School (Reporting Day) 28-29 Thanksgiving Break (No School)	MAY 2020							25 Memorial Day (No School) Instructional Days: 20
S	M	T	W	T	F	S		S	M	T	W	T	F	S	
					1	2							1	2	
3	4	5	6	7	8	9		3	4	5	6	7	8	9	
10	11	12	13	14	15	16		10	11	12	13	14	15	16	
17	18	19	20	21	22	23		17	18	19	20	21	22	23	
25	26	27	28	29	30			24	25	26	27	28	29	30	
DECEMBER 2019							2 Trimester 2 Begins 23-31 No School (Winter Break)	JUNE 2020							5 Last Day for Students 8 Teacher Reporting Day 22 Summer School Begins (Tentative) Instructional Days: 5
S	M	T	W	T	F	S		S	M	T	W	T	F	S	
1	2	3	4	5	6	7			1	2	3	4	5	6	
8	9	10	11	12	13	14		7	8	9	10	11	12	13	
15	16	17	18	19	20	21		14	15	16	17	18	19	20	
22	23	24	25	26	27	28		21	22	23	24	25	26	27	
29	30	31						28	29	30					
JANUARY 2020							1-3 No School (Winter Break) 20 No School (Martin Luther King Day) 21 No School (Staff Dev)*	Trimester I (September 3, 2019 - November 27, 2019): 56 days Trimester II (December 2, 2019 - March 12, 2020): 60 days Trimester III (March 16, 2020 - June 5, 2020): 54 days							
S	M	T	W	T	F	S		Instructional Hours: Instructional Days: 170 Staff Dev Days: 5 (two ½) Flexible Learning Days: 5							
			1	2	3	4		■ = No School for Students * = Potential Flexible Learning Day for Students							
5	6	7	8	9	10	11									
12	13	14	15	16	17	18									
19	20	21	22	23	24	25									
26	27	28	29	30	31										

Appendix

Organizational Charts

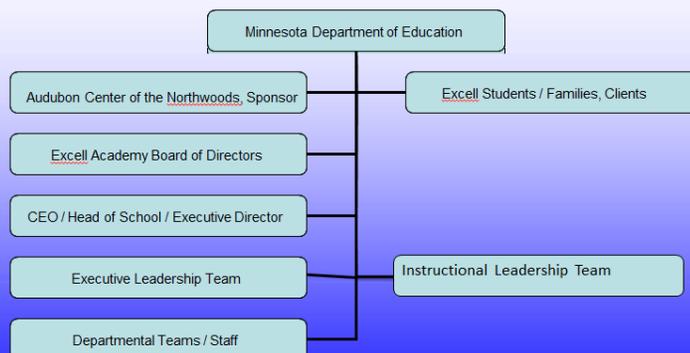
Staff Commitment to Excell's Core Values



Excell Academy Organizational Outline



Excell's Accountability Chart



Excell Academy School Key Agreement

Name of Employee: _____

Employee #: _____

Date Key Given: _____ **Date Key Returned:** _____

Key/Room #: _____ **Key/Room #:** _____

Key/Room #: _____ **Key/Room #:** _____

I agree to return my key at the end of my employment with Excell Academy or if requested at any time by Administration. If I do not return the key, I agree to pay for re-keying of the lock, the service charge and the number of keys that have to be replaced (approximately 65) at the current market value. Employees are responsible for any lost or stolen key and must pay to replace it. If the key is not returned, this cost will be deducted from employee's paycheck.

Employee Signature **Date**

Facilities Operations / Transportation Director **Date**

Excell Academy Semi-Monthly Employee Pay Schedule FY19

PAY PERIOD BEGIN DATE	PAY PERIOD END DATE	PAY DATE HOURLY	PAY DATE EXEMPT
7/1/2019	7/15/2019	7/31/2019	7/12/2019
7/16/2019	7/31/2019	8/15/2019	7/31/2019
8/1/2019	8/15/2019	8/30/2019	8/15/2019
8/16/2019	8/31/2019	9/13/2019	8/30/2019
9/1/2019	9/15/201	9/30/2019	9/13/2019
9/15/2019	9/30/2019	10/15/2019	9/27/2019
10/1/2019	10/15/2019	10/31/2019	10/15/2019
10/16/2019	10/31/2019	11/15/2019	10/31/2019
11/1/2019	11/15/2019	11/29/2019	11/15/2019
11/16/2019	11/30/2019	12/13/2019	11/29/2019
12/1/2019	12/15/2019	12/31/2019	12/13/2019
12/16/2019	12/31/2019	1/15/2020	12/31/2019
1/1/2020	1/15/2020	1/31/2020	1/15/2020
1/16/2020	1/31/2020	2/14/2020	1/31/2020
2/1/2020	2/15/2020	2/28/2020	2/14/2020
2/16/2020	2/28/2020	3/13/2020	2/28/2020
3/1/2020	3/15/2020	3/31/2020	3/13/2020
3/15/2020	3/31/2020	4/15/2020	3/31/2020
4/1/2020	4/15/2020	4/30/2020	4/15/2020
4/16/2020	4/30/2020	5/15/2020	4/30/2020
5/1/2020	5/15/2020	5/29/2020	5/15/2020
5/16/2020	5/31/2020	6/15/2020	5/29/2020
6/1/2020	6/15/2020	6/30/2020	6/15/2020
6/16/2020	6/30/2020	7/15/2020	Pay will continue through 8/15 for 24 pay option. See HR for details.

- All time sheets are due 2 days after pay period end date

Excell Academy Teachers' Expectations At-A-Glance

The following policies, procedures and expectations from all teaching staff. Everyone is expected to comply with these policies/procedures.

- 1) Recess duty
- 2) Bus duty – Take out to bus. Stay until bus pulls off. Each evening, remind your students of appropriate bus behavior.
- 3) All grievances should be address according to procedure in Handbook.
- 4) Data privacy is a must. Please be certain not to discuss student, teacher, parent issues with parents or unauthorized staff members. If discussion is necessary due to the welfare of the child or adult, please do so in a private appropriate manner.
- 5) Students should not be handled with force, grabbed, or verbally abused in any way (see Handbook for details).
- 6) If a teacher needs some type of maintenance work done in his/her classroom, please complete a work order, put in Facilities Operations / Transportation Director's mailbox.
- 7) Teamwork is expected from all teachers. Teachers are expected to meet weekly with their team for planning, etc. Typed or neatly written notes from meetings should be turned in to the Principal weekly.
- 8) If a teacher should decide to resign from Excell Academy, please refer to the proper procedures stated in your employee handbook.
- 9) If materials are needed that exceed your classroom stipends, please write out a request, place in the Finance Manager's mailbox. Requests will be determined according to need and budget.
- 10) Staff meetings are **MANDATORY**. If you are unable to attend a meeting, please notify the Principal or Chief Education Officer ahead of time. It is the absent person's responsibility to get notes and information from another staff member. It is not the Chief Education Officer or Principal's responsibility to notify you of what you missed.
- 11) Keep a journal of notes for students who have behavioral or others issues at school. Include the dates of all incidents and document all important information.
- 12) It's **EVERYBODY'S** responsibility to make Excell Academy successful. Let's promote a positive atmosphere with the students, staff and parents.
- 13) Cooperation is a must. It makes for a unified, comfortable, peaceful working environment. **"Team Work Makes the Dream Work!"**

Excell Academy for Higher Learning School Dist. No. 4068 Employee Agreement Form

I, _____, as an employee of Excell Academy, agree to adhere to the following policies, procedures, and/or expectations for my employment at Excell Academy. I understand that I will be reviewed/assessed after the first 60 days of employment and every 90 days thereafter (or as advised by the Chief Education Officer). I also understand that if I am not meeting the required expectations (below and listed in the Handbook and on my job description) I am subject to disciplinary actions and/or dismissal of my employment with Excell Academy:

- 1) On time for work daily, and will complete designated work schedule
- 2) Assertive in completing daily tasks and/or projects
- 3) Portrays professionalism in work habits (neat, timely work)
- 4) Portrays professionalism in dress
- 5) Portrays professionalism in daily interaction with co-workers, parents, students, supervisors, etc.
- 6) Portray professionalism in speech and discussion with students.
- 7) Will use company time for work purposes only unless otherwise authorized by the Chief Education Officer
- 8) Will make use of company supplies and materials for Excell Academy use only, unless otherwise authorized by the Chief Education Officer
- 9) Will handle conflicts and disputes with the proper authorities following the proper procedures in the Handbook.
- 10) Will maintain a positive attitude in the working environment and will handle grievances according to the Handbook.

By signing below, I acknowledge that I received this form, and I reviewed it and understand its contents. I also understand that this form is not a contract and that it in no way alters my status as that of an at-will employee as described elsewhere in this Handbook.

Employee

Print Name

Signature