



TEACH Public Schools

TEACH Public School Regular Board Meeting

Date and Time

Tuesday September 29, 2026 at 5:00 PM PDT

Location

TEACH Elementary
8505 S Western Ave
Los Angeles, CA 90047

TEACH Academy of Technologies
1000 S Western Ave
Los Angeles, CA 90047
10045 S Western Ave, Los Angeles, CA 900100047

TEACH Tech Charter High School
10616 S Western Ave
Los Angeles, CA 90047

Location

Locations:

TEACH Elementary
8505 S Western Ave
Los Angeles, CA 90047

TEACH Academy of Technologies
1000 S Western Ave
Los Angeles, CA 90047
10045 S Western Ave, Los Angeles, CA 900100047

TEACH Tech Charter High School
10616 S Western Ave
Los Angeles, CA 90047

2079 Saturn Ave.
Huntington Park, Ca 90255

1513 E 103rd st Los Angeles CA 90002

and via Zoom at:

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Meeting ID: 835 6524 9750

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THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

Notice is hereby given that the order of consideration of matters on this agenda may be change without prior notice.

REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY

The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY

Pursuant to the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting TEACH Public Schools during normal business hours at as far in advance as possible, but no later than 24 hours before the meeting.

FOR MORE INFORMATION

For more information concerning this agenda or for materials relating to this meeting, please contact TEACH Public Schools, 10600 S. Western Ave. Los Angeles, CA 90047; phone: 323-872-0808; fax 323-389-4898.

www.teachpublicschools.org

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:00 PM
A. Record Attendance		Beth Bulgeron	2 m
B. Call the Meeting to Order		Cecilia Sandoval	
C. Public Comment		Cecilia Sandoval	5 m
II. Consent Items			5:07 PM
Consent Items- Items included as Consent Items will be voted on in one motion, unless a member of the Board requests than an item be removed and voted on separately, in which case the Board Chair will determine when it will be called and considered for action.			
A. Approve the Current Agenda and Approve the Minutes from the July 28, 2026 Meeting	Vote	Cecilia Sandoval	3 m
III. Items for Potential Action			5:10 PM
A. Executive Director Framing the Meeting & Update on TEACH Tech Renewal	FYI	Matthew Brown	5 m
B. Vote to Renew Board Member Lobdell for a New Term	Vote	Cecilia Sandoval	2 m
C. CEO Professional Goals for 2026-2027	Vote	Matthew Brown	6 m
D. Fiscal Report - Unaudited Actual Reports As of June 30, 2026	Vote	Richard McNeel	8 m
E. Fiscal Report July 30, 2026	FYI	Richard McNeel	5 m
F. Revised 2026-2027 TEACH Budgets	Vote	Richard McNeel	5 m

	Purpose	Presenter	Time
G. Updated CMO Agreements	Vote	Matthew Brown	3 m
H. TEACH Fiscal Policy Revision	Vote	Matthew Brown	3 m
I. Banking Resolution	Vote	Matthew Brown	3 m
J. Report on Inputs Impacting Academic Performance: Reducing Chronic Absenteeism, Improving Learning Outcomes for English Language Learners and Professional Development Focus for the 26-27 SY.	Discuss	Sione Thompson	6 m
K. Consideration of LAIRP Year One Partnership Agreement for Attendance Improvement Services	Vote	Sione Thompson	5 m

The Board will consider approval of a Year One Partnership Agreement with the Los Angeles Institute for Right-Brain Practices & Research (LAIRP) to support TEACH's efforts to address chronic absenteeism across all three school campuses. The 10-month engagement will provide attendance diagnostics, campus attendance task forces, data dashboards, intervention protocols, staff professional development, parent engagement, and ongoing progress monitoring. The Year One contract amount is \$110,947 and covers services from July 31, 2026 through May 30, 2027. Years Two and Three are optional and would require separate written agreements.

Recommended Action

Approve the LAIRP Year One Partnership Agreement in the amount of \$110,947.

L. Consider and Approve the English Learner Master Plan	Vote	Julian Filidore	4 m
M. Consider and Approve the Updates to the Student and Parent Handbook and the Comprehensive Safety Plan for TEACH Prep Elementary	Vote	Beth Bulgeron	2 m

Both of these documents required a few edits from LACOE:

The Student and Parent Handbook:

corrected typo on Admissions section, changed parent involvement to make it clear it is NOT mandatory, updated Uniform Compliant Policy timelines, corrected typos.

	Purpose	Presenter	Time	
The Comprehensive Safety Plan- aligned safety drills to calendar, added procedures for sudden cardiac arrest, corrected a few typos and added more specificity in the section describing the safety plan committee.				
N.	Updated Independent Study Policy for the 2026-2027 School Year and the High School Course Catalog for Independent Study	Vote	Beth Bulgeron	4 m
This policy includes all of the legally required updates to the Independent Study Policy, it also includes the required forms and agreements and the Course Catalog of eligible Independent Study Courses at the High School level.				
O.	Consider and Approve the Updated Employee Handbook	Vote	Maria Pimienta	2 m
Updates to the handbook include clarification on signs and displays in the classroom consistent with the curriculum.				
P.	Consider and Approved Updates to TEACH Prep's Daily Schedule	Vote	Beth Bulgeron	5 m
The fourth grade nutrition was moved to coincide with the 5th grader's nutrition and lunch. No impact on minutes.				
Closing Items				6:18 PM
A.	Board or Public Comment	FYI	Cecilia Sandoval	5 m
B.	The Next Regular Board Meeting will be held on October 27th at 5 pm	FYI	Cecilia Sandoval	
C.	Adjourn Meeting	Discuss	Cecilia Sandoval	

Coversheet

Approve the Current Agenda and Approve the Minutes from the July 28, 2026 Meeting

Section:	II. Consent Items
Item:	A. Approve the Current Agenda and Approve the Minutes from the July
28, 2026 Meeting	
Purpose:	Vote
Submitted by:	
Related Material:	2026_07_28_board_meeting_minutes.pdf

DRAFT



TEACH Public Schools

Minutes

Teach Regular Board Meeting

Date and Time

Tuesday July 28, 2026 at 5:00 PM

Location

Locations:

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8505 S Western Ave
Los Angeles, CA 90047

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Huntington Park, Ca 90255

1513 E 103rd st Los Angeles CA 90002

And Via Zoom at:

Join Zoom Meeting

<https://teachpublicschools-org.zoom.us/j/87597618914>

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[signature=iWx4gf0djwcaMqRWgYDSYGqoSV0quq8tPlx0HI_lxJ4](https://teachpublicschools-org.zoom.us/meetings/87597618914/invitations?signature=iWx4gf0djwcaMqRWgYDSYGqoSV0quq8tPlx0HI_lxJ4)

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Directors Present

A. Dragon (remote), J. Lobdell (remote), M. Maye (remote)

Directors Absent

C. Guardado, C. Sandoval

Guests Present

B. Bulgeron

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

J. Lobdell called a meeting of the board of directors of TEACH Public Schools to order on Tuesday Jul 28, 2026 at 5:02 PM.

C. Public Comment

There was no public comment.

II. Consent Items

A. Approve the Current Agenda and Approve the Minutes from the June 2, 2026 Special Board Meeting and the May 26, 2026 Regular Board Meeting

A. Dragon made a motion to approve the minutes from June 2, 2026 Special TEACH, Inc. Board Meeting on 06-02-26.

M. Maye seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

C. Guardado Absent

C. Sandoval Absent

A. Dragon Aye

J. Lobdell Aye

M. Maye Aye

A. Dragon made a motion to approve the minutes from May 26, 2026 Teach Regular Board Meeting on 05-26-26.

M. Maye seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

J. Lobdell Aye

C. Sandoval Absent

C. Guardado Absent

A. Dragon Aye

M. Maye Aye

III. Items for Potential Action

A.

Executive Director Framing the Meeting

Matt Brown framed the meeting and briefly outlined what was on the evening's agenda.

B. Financials

There was no financial report this month. Charter Impact is closing out the month of June and the financials will be reported in August.

C. Update on Staffing for the 2026-2027 School Year

Dr. Pimienta gave the staffing report. Eleven new staff memnbers have been onboarded for the upcoming school year. Shealso introduced Claire Go, the new AP at the high school and noted her experience of fourteen years of education. Ms. Go introduced herself and expressed gratitude and enthusiasm for the opportunity to serve at the high school. The board members welcomed her to TEACH.

D. Consider and Approve the Comprehensive Safety Plans for TEACH Prep Elementary, TEACH Academy of Technologies and TEACH Tech Charter High School

A. Dragon made a motion to Approve the Comprehensive Safety Plans for each school.

M. Maye seconded the motion.

Beth introduced this item and explained the Comprehensive Safety plans included plans for all types of emergency scenarios and that they were updated each year to include new compliance requirements.

The board **VOTED** to approve the motion.

Roll Call

M. Maye	Aye
A. Dragon	Aye
C. Guardado	Absent
C. Sandoval	Absent
J. Lobdell	Aye

E. Consider and Approve the Student and Parent Handbooks for TEACH Prep Elementary, TEACH Academy of Technologies and TEACH Tech Charter High School

A. Dragon made a motion to Approve the Student and Parent Handbooks for each school.

M. Maye seconded the motion.

Beth spoke on this agenda item and explained that the handbooks were updated annually with a new welcome page and any new school policies, as well as required compliance language.

The board **VOTED** to approve the motion.

Roll Call

A. Dragon	Aye
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Roll Call

M. Maye Aye
 J. Lobdell Aye
 C. Sandoval Absent
 C. Guardado Absent

F. Consider and Approve the Contract with Charter Impact

M. Maye made a motion to Approve the contract with Charter Impact.

A. Dragon seconded the motion.

Mr. Brown described our current relationship with Charter Impact and the services they provide and explained that the contract was a continuation of those services. He also explained that we would not be using Procurify so that portion of last year's contract would not continue. Board Member Lobdell commented that he was glad that Mr. Brown was able to identify cost savings.

The board **VOTED** to approve the motion.

Roll Call

A. Dragon Aye
 C. Sandoval Absent
 M. Maye Aye
 J. Lobdell Aye
 C. Guardado Absent

G. Enter into a Memorandum of Agreement with LACOE

M. Maye made a motion to Enter into the Memorandum of Agreement with LACOE.

A. Dragon seconded the motion.

Mr. Brown explained the purpose of the MOA with LACOE and explained the process and that we were still addressing redline items within the contract. The MOA is attached as materials.

The board **VOTED** to approve the motion.

Roll Call

C. Guardado Absent
 A. Dragon Aye
 C. Sandoval Absent
 M. Maye Aye
 J. Lobdell Aye

H. Approval of the Resolution to Submit the TEACH Tech Charter High School Renewal Petition

A. Dragon made a motion to Approve the Resolution to Submit the TEACH Tech Charter High School Renewal Petition.

M. Maye seconded the motion.

Mr. Brown reviewed the petition process, the timeline and our target submission date. He also reminded the board that they must complete the due diligence and questionnaire

and submit an updated resume. Board Member Lobdell noted that the reminder was agendized in closing items. Beth added that each board member was sent the forms and has asked for them to be returned complete by the end of July.

The board **VOTED** to approve the motion.

Roll Call

J. Lobdell	Aye
C. Guardado	Absent
M. Maye	Aye
C. Sandoval	Absent
A. Dragon	Aye

I. Approve the Corrected Academic Calendar

M. Maye made a motion to Approve the Corrected Academic Calendar.

A. Dragon seconded the motion.

Beth gave an updated Academic calendar which corrected one minor error in the earlier version- that the 12 month employees would not be required to work January 4-8. She emphasized that this correction did not impact student days, PD days or any other aspect of the work calendar.

The board **VOTED** to approve the motion.

Roll Call

M. Maye	Aye
J. Lobdell	Aye
C. Guardado	Absent
C. Sandoval	Absent
A. Dragon	Aye

J. Consider and Approve Annual Contracts for Transportation Services and Special Education Services for TEACH Prep, TEACH Academy of Technologies and TEACH Tech Charter High School

A. Dragon made a motion to Approve the Annual Contracts for Transportation Services and Special Education Services for each of the schools.

M. Maye seconded the motion.

Matt Brown gave details about the transportation contract with FCOC and the Special Education Services contract. Materials attached.

The board **VOTED** to approve the motion.

Roll Call

M. Maye	Aye
A. Dragon	Aye
J. Lobdell	Aye
C. Sandoval	Absent
C. Guardado	Absent

IV. Closing Items

A. Announcement: Board Due Diligence and Questionnaires Due

Beth reminded the board to complete the documents for the High School Renewal.

B. Board or Public Comment

Board Member Lobdell noted that the staff morale appears to be high, and that the schools looked ready to have a successful school year.

C. The Next Regular Board Meeting will be held on August 25, 2026

D. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:24 PM.

Respectfully Submitted,
J. Lobdell

Documents used during the meeting

None

Coversheet

CEO Professional Goals for 2026-2027

Section:	III. Items for Potential Action
Item:	C. CEO Professional Goals for 2026-2027
Purpose:	Vote
Submitted by:	
Related Material:	ED Annual Goals .pdf

EXECUTIVE DIRECTOR · YEAR-END REPORT & FORWARD LOOK

FY 2025–26 Year-End Report & FY 2026–27 Forward Look*A brief look back and a forward frame for the year ahead***To:** TEACH Inc. Board of Directors**From:** Matt Brown, Executive Director**Date:** September 29, 2026**Re:** FY 2025–26 close-out, current landscape, and proposed FY 2026–27 Executive Director goals for Board adoption**Purpose**

This memo does three things for the Board: it closes out reporting on the FY 2025–26 Executive Director objectives now that year-end unaudited actuals are in hand; it provides context on the operating landscape TEACH is entering in FY 2026–27; and it proposes three Executive Director objectives for FY 2026–27 recommended for Board adoption today.

FY 2025–26 in Brief

The Board adopted three Executive Director objectives for FY 2025–26. All three were met. In summary:

- **TEACH Prep renewal — met, exceeded original path.** After LAUSD denied the renewal petition, the organization secured a full five-year renewal from LACOE on appeal under AB 1505 — stronger than the two-year term LAUSD staff had originally recommended.
- **Finances and the refined CMO Agreement — met.** All three schools closed the year in deficit, driven primarily by enrollment coming in below the original budget at every site — TAT (\$92,850), TTHS (\$196,674), TPE (\$94,810). Expense discipline at the CMO level partially offset the pressure with a \$332,650 CMO surplus, bringing TEACH to a near-breakeven consolidated net position of (\$51,684). Every school ended the year with substantial cash reserves, positive fund balances, and full compliance with 45-day cash-on-hand and 1.10x base-rent coverage covenants. Combined cash was \$20.46M with a 2.54x current ratio.
- **CMO operational efficiency — met, continuing.** Core platforms (Inova, Aeries, OfficeBooks) are implemented and in daily use; the employee knowledge portal is live through Inova; the Continuity & Cross-Training Plan is complete; and Helios and Procurify have been retired.

The Environment Entering FY 2026–27

FY 2026–27 opens in a materially harder operating environment than the year just past, and the Board should have that view in front of it:

- **Declining enrollment across California and Los Angeles.** The K–12 population in the region is shrinking, and every charter and district school is now competing for a smaller pool of families. The enrollment pressure our sites felt this year is a signal, not an anomaly.
- **Charter renewals are becoming meaningfully more challenging.** Political pressure on charter authorization and LAUSD's own difficult fiscal position have raised the bar for renewal approvals — TEACH TECH's cycle this year will be conducted against that backdrop.
- **Compliance and reporting requirements are rising, not falling.** AB 126's expanded charter audit and internal-controls requirements will layer on top of an already-dense regulatory regime, requiring investment in systems and staff capacity ahead of the FY 2027–28 effective date.

Companion Board Action: Revised FY 2026–27 Budgets

Alongside these Executive Director goals, the Board will also consider and approve revised FY 2026–27 budgets at today's meeting. Two changes matter for the framing of this memo:

- **Enrollment assumptions reset lower across every school.** Budgets have been rebuilt against the ADA reality of FY 2026–27 and the continuing regional trend, putting each site on a more realistic revenue base.
- **CMO management services fee reduced from 9.5% to 8.5% of monthly school revenue.** A roughly 10% reduction, made to help each school project a surplus in FY 2026–27. The reduction was made possible by cutting CMO costs and headcount.

Proposed FY 2026–27 Executive Director Goals

The Executive Director recommends three objectives for FY 2026–27, proposed for Board adoption at today's meeting. The first two are operational at the school and CMO level; the third looks outward, testing whether strategic partnerships with peer nonprofits and charter organizations can strengthen TEACH's long-term position.

Objective 1 — Navigate TEACH TECH's Renewal Cycle From a Position of Strength

Rationale. TEACH TECH's renewal petition was submitted to LAUSD on August 19, 2026 — earlier in the cycle than TEACH Prep's petition last year, buying runway to prepare for every scenario. The goal is not simply to win a full-term renewal at LAUSD (an outcome we do not fully control); it is to position TEACH TECH and TEACH Inc. to succeed under any outcome the process may produce.

KR	Key Result — measurable target for FY 2026–27
KR 1.1	Sustain a compliance-clean posture through the entire LAUSD process — CSD review, September 15, 2026 public hearing, and November 17, 2026 Board action — with zero material findings from CMO internal audit and full documentary responsiveness to every LAUSD staff request.

KR	Key Result — measurable target for FY 2026–27
KR 1.2	Have a complete AB 1505 appeal record — evidentiary binder, retained outside counsel, LACOE contingency plan — ready by November 10, 2026, one week ahead of the LAUSD Board action, so an appeal can be filed within days of any adverse outcome.
KR 1.3	Maintain board-informed operational continuity readiness across TEACH Inc. throughout the LAUSD and LACOE processes, with detailed scenario briefings delivered to the Board as needed.

Key milestones: Petition submitted to LAUSD (Aug 19, '26) · LAUSD public hearing (Sep 15, '26) · AB 1505 appeal record ready (Nov 10, '26) · LAUSD Board action (Nov 17, '26) · Any LACOE appeal filed within the 30-day statutory window · LACOE outcome (Spring '27).

Objective 2 — Build the Systems and Controls Needed to Meet AB 126's Expanded Charter Compliance Requirements

Rationale. AB 126 adds a material new layer of expanded audit testing and internal-controls documentation to an already-dense charter compliance regime, with the new requirements taking effect in the FY 2027–28 audit cycle. FY 2026–27 is the build year — design and stand up the required systems, documentation, and staff accountability now, while continuing to meet every existing obligation cleanly.

KR	Key Result — measurable target for FY 2026–27
KR 2.1	Deliver a clean FY 2025–26 independent audit — zero material findings, no significant deficiencies, and no repeat comments from the prior year — to the Board by the statutory December 15, 2026 deadline.
KR 2.2	Complete a full AB 126 gap analysis by March 1, 2027 — mapping each new requirement to a named owner, a documentation artifact, and a target implementation date ahead of the FY 2027–28 audit cycle.
KR 2.3	Stand up updated internal-controls documentation by June 30, 2027 — segregation of duties, authorization matrices, cash and procurement controls, related-party disclosures, and a documented fraud-risk assessment — meeting or exceeding the AB 126 standard for the FY 2027–28 audit.
KR 2.4	Deliver a Board briefing by March 31, 2027 on the broader charter compliance landscape — the cumulative capacity and cost implications of AB 126 layered onto existing obligations, and any Board-level decisions the ED anticipates needing over the following 12 months.

Key milestones: FY 2025–26 audit delivered to Board (Dec 15, '26) · AB 126 gap analysis complete (Mar 1, '27) · Board briefing on the charter compliance landscape (Mar 31, '27) · Updated internal-controls documentation stood up (Jun 30, '27) · FY 2026–27 Unaudited Actuals (Jul '27).

Objective 3 — Explore Strategic Partnerships With Nonprofits and Charter Organizations to Strengthen TEACH's Long-Term Position

Rationale. The operating landscape for California charter schools is changing quickly and unpredictably — declining enrollment, harder renewals, rising costs, tightening authorizer posture, and shifting political conditions. Small organizations working alone are exposed to shocks that a broader coalition of like-minded operators could absorb more easily. FY 2026–27 is the right window for TEACH to explore whether strategic partnerships with peer nonprofits and charter organizations could strengthen the organization's long-term position, provide operating flexibility, and unlock operating efficiencies that no single small CMO can achieve on its own. This work is exploratory by design: the goal for this year is not to commit to a specific structure, but to build the relationships, learn the landscape, and reach an informed decision point.

KR	Key Result — measurable target for FY 2026–27
KR 3.1	Build direct working relationships with 3–6 peer nonprofit and charter organizations across Los Angeles County over the course of the year.
KR 3.2	Identify and evaluate a range of partnership models — shared services, back-office consolidation, feeder pipelines, network or consortium structures, and governance integration — with a written assessment of the benefits, risks, and TEACH-specific applicability of each.
KR 3.3	Use the NSI Exploratory Grant already secured with three peer operators as the primary vehicle for this year's structured landscape work, delivered on time and within the grant's scope and budget.
KR 3.4	By June 30, 2027, present the Board with a clear Executive Director recommendation on whether TEACH should pursue a deeper, formalized partnership pathway and, if so, which model(s) warrant deeper investment in the following year.

Key milestones: Landscape analysis and initial partner outreach (Fall '26) · Relationship-building and partnership-model exploration (Winter '26–'27) · Feasibility and scenario analysis (Spring '27) · ED recommendation to the Board on formalized pathway (Jun '27).

Closing

TEACH ends FY 2025–26 with a stable school portfolio, a leaner CMO, healthy cash reserves at every site, and a tested leadership team. That foundation is what the proposed FY 2026–27 objectives are designed to build on — clearing the TEACH TECH renewal from a position of strength, standing up the systems the organization will need to meet a rising compliance bar, and, through the NSI Exploratory Grant, looking honestly at whether long-term durability calls for collaboration with peer operators.

Requested Board Action

The Executive Director requests formal adoption of the three FY 2026–27 Executive Director Objectives and their Key Results as presented, with authority for the ED to refine measurement mechanics as the year progresses.

Coversheet

Fiscal Report - Unaudited Actual Reports As of June 30, 2026

Section:	III. Items for Potential Action
Item:	D. Fiscal Report - Unaudited Actual Reports As of June 30, 2026
Purpose:	Vote
Submitted by:	
Related Material:	TEACH-FY25-26 Financials- as of 06.30.26- Unaudited Actuals.pdf



TEACH Academy of Technologies, TEACH Tech Charter High School, TEACH Prep Elementary, TEACH Public Schools, Cunningham & Morris, LLC, Wooten Avila, LLC and TEACH Foundation, Inc.

Financial Presentation – As of June 30th, 2026 Close- Unaudited Actual Reports

Highlights (as of 6.30.26)

- All sites ended deficit except CMO.
- All Sites positive cash flow, and positive fund balances at year end.
- TEACH Academy , TEACH Tech, and TEACH Prep exceeded the 45-Day Cash on Hand Requirement.
- TEACH Academy , Teach Tech and Teach Prep all exceeded the required 1.10x Base Rent Coverage Ratio.

TEACH Inc. Board Summaries June 30, 2026

	TEACH Academy of Technologies	TEACH Tech Charter High	TEACH Prep Elementary	TEACH CMO
Revenue Projected	\$ 8,707,541	\$ 7,442,768	\$ 5,893,095	\$ 2,155,890
Expenses Projected	8,800,391	7,639,442	5,987,905	1,823,240
Surplus/Deficit	(92,850)	(196,674)	(94,810)	332,650
Beginning Fund Balance	6,990,005	7,797,504	3,232,906	902,847
Ending Fund Balance	\$ 6,897,155	\$ 7,600,830	\$ 3,138,096	\$ 1,235,497
Cash @ 6/30/2026	\$ 5,690,496	\$ 7,151,082	\$ 5,149,361	\$ 2,409,804
Enrollment/ Average Daily Attendance	439/ 386.73	345/ 317.78	256/ 223.82	
Average Daily Cash On Hand @ 6/30/26 (45 req)	236	342	314	
Base Rent Coverage Ratio (1.1 req)	1.95	1.81	1.93	

TPS, Inc. – Financial Position 6/30/26



TEACH, Inc.

Statement of Financial Position

June 30, 2026

	Teach Academy of Technology	Teach Tech High School	Teach Preparatory Mildred S. Cunningham & Edith H. Morris Elementary School	Teach Public Schools	C & M LLC	Wooten Avila LLC	TEACH Foundation Inc.	Eliminations	Combined
Assets									
Current Assets									
Cash & Cash Equivalents	\$ 5,700,299	\$ 7,162,213	\$ 5,156,301	\$ 2,367,750	\$ 32,568	\$ 43,970	\$ 0		\$ 20,463,101
Accounts Receivable	600,683	334,731	129,831	6,429	3,323	0	2,337		1,077,334
Public Funding Receivables	551,290	340,912	352,570	0	0	0	0		1,244,773
Due To/From Related Parties	1,375,716	(296,945)	(194,238)	(476,543)	(828,989)	420,999	0		0
Prepaid Expenses	30,169	19,163	9,624	8,938	0	0	0		67,894
Total Current Assets	8,258,157	7,560,074	5,454,088	1,906,574	(793,098)	464,969	2,337		22,853,102
Long-term Assets									
Property & Equipment, Net	378,330	242,273	166,092	68,060	8,918,965	17,139,119	0		26,912,838
Right-Of-Use Asset, Net	17,385,282	15,103,812	11,370,035	0	0	0	0		43,859,129
Deposits	0	162,517	99,750	8,750	0	3,625	0	(141,967)	132,675
Deferred Lease Asset	0	0	0	0	169,184	(44,499)	0		124,686
Investments	0	0	0	0	805,604	968,128	0		1,773,731
Securities	0	0	0	0	860,643	1,796,918	0		2,657,561
Securities Premium	0	0	0	0	1,548	(1,115)	0		433
Total Long-term Assets	17,763,612	15,508,602	11,635,877	76,810	10,755,944	19,862,177	0	(141,967)	75,461,053
Total Assets	\$ 26,021,769	\$ 23,068,676	\$ 17,089,965	\$ 1,983,384	\$ 9,962,846	\$ 20,327,146	\$ 2,337	\$ (141,967)	\$ 98,314,155

Note- Current Assets are 2.54 times more than Current Liabilities – organization does not have significant current debt and is able to meet financial obligations when due.

TPS, Inc. – Financial Position 6/30/26



TEACH, Inc.

Statement of Financial Position

June 30, 2026

	Teach Academy of Technology	Teach Tech High School	Teach Preparatory Mildred S. Cunningham & Edith H. Morris Elementary School	Teach Public Schools	C & M LLC	Wooten Avila LLC	TEACH Foundation Inc.	Eliminations	Combined
Current Liabilities									
Accounts Payable	\$ 163,029	\$ 159,439	\$ 111,819	\$ 18,594	\$ 0	\$ 0	\$ 0		\$ 452,881
Accrued Liabilities	120,110	75,659	808,270	1,308,206	0	0	0		2,312,245
Interest Payable	0	0	0	0	336,472	447,708	0		784,180
Deferred Revenue	2,060,556	260,028	2,253,017	0	0	0	0		4,573,601
Other Short-term Liabilities	358,702	309,426	213,842	0	0	0	0		881,969
Total Current Liabilities	2,702,397	804,552	3,386,948	1,326,800	336,472	447,708	0	0	9,004,876
Long-term Liabilities									
Notes Payable, Net of Current Portion	0	0	0	0	0	141,967	0	(141,967)	0
Bonds Payable	0	0	0	0	11,565,000	21,490,000	0		33,055,000
Bond Issue Cost	0	0	0	0	(209,519)	(404,350)	0		(613,868)
Discount on Bonds	0	0	0	0	(170,657)	0	0		(170,658)
Premium on Bonds	0	0	0	0	0	1,612,802	0		1,612,802
Other Long-term Liabilities	17,175,858	14,784,854	11,174,096	0	0	0	0		43,134,809
Total Long-term Liabilities	17,175,858	14,784,854	11,174,096	0	11,184,824	22,840,419	0	(141,967)	77,018,085
Total Liabilities	19,878,255	15,589,406	14,561,044	1,326,800	11,521,296	23,288,127	0	(141,967)	86,022,961
Net Asset	6,143,514	7,479,270	2,528,921	656,584	(1,558,450)	(2,960,981)	2,337		12,291,194
Liabilities & Net Assets	\$ 26,021,769	\$ 23,068,676	\$ 17,089,965	\$ 1,983,384	\$ 9,962,846	\$ 20,327,146	\$ 2,337	\$ (141,967)	\$ 98,314,155



TEACH Academy of Technologies

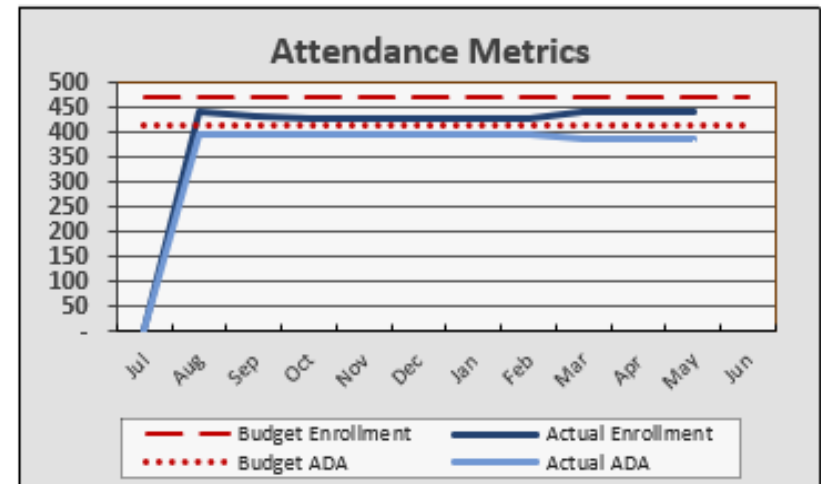
Monthly Financial Presentation – As of June 30th, 2026

TAT – Attendance Data and Metrics

Enrollment and Per Pupil Data

Enrollment & Per Pupil Data		
	<u>Forecast</u>	<u>Budget</u>
<i>Average Enrollment</i>	439	468
<i>ADA</i>	386.73	411.84
<i>Attendance Rate</i>	88.1%	88.0%
<i>Unduplicated %</i>	98.9%	98.9%
<i>Revenue per ADA</i>	\$22,516	\$22,266
<i>Expenses per ADA</i>	\$22,756	\$21,793

Attendance Metrics



ADA is currently projected at 386.73 ADA, which is 25.11 ADA below original approved budget.

TAT - Revenue

Revenue

	<i>Year-to-Date</i>		
	Actual	Budget	Fav/(Unf)
State Aid-Rev Limit	\$ 5,699,868	\$ 5,485,874	\$ 213,994
Federal Revenue	682,746	826,637	(143,891)
Other State Revenue	1,086,665	1,360,484	(273,819)
Other Local Revenue	177,351	200,000	(22,649)
Total Revenue	\$ 7,646,630	\$ 7,872,996	\$ (226,366)

	<i>Annual/Full Year</i>		
	Forecast	Budget	Fav/(Unf)
State Aid-Rev Limit	\$ 5,699,868	\$ 6,103,157	\$ (403,289)
Federal Revenue	1,055,688	1,115,964	(60,276)
Other State Revenue	1,774,635	1,750,817	23,818
Other Local Revenue	177,351	200,000	(22,649)
Total Revenue	\$ 8,707,541	\$ 9,169,938	\$ (462,397)

Note: Variance explanation(s) on next slide

TAT - Revenue

- **State Aid-Rev: \$5.82 MM (projected decrease of \$403.3k)-** Due to decrease of 25.11 ADA.
- **Federal Revenue: \$1.06MM (projected decrease of \$60.3k)-** Due to lower ADA projection.
- **Other State Revenue: \$1.78 MM (projected increase of \$23.8k)-** Due to added SSPDBG Grant offset by lower projected ADA.
- **Other Local Revenue: \$177.4k – (projected decrease of \$22.6k)-** Due to lower than projected interest run rate.

TAT – Expenses



Expenses	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Certificated Salaries	\$ 2,071,530	\$ 2,234,011	\$ 162,481	\$ 2,084,438	\$ 2,234,011	\$ 149,573
Classified Salaries	630,734	658,094	27,360	654,619	658,094	3,475
Benefits	1,043,644	1,029,840	(13,804)	1,043,644	1,029,840	(13,804)
Books and Supplies	847,954	810,395	(37,558)	847,954	810,395	(37,558)
Subagreement Services	1,039,902	1,178,000	138,098	1,039,902	1,178,000	138,098
Operations	457,950	394,900	(63,050)	457,950	394,900	(63,050)
Facilities	968,646	973,700	5,054	968,646	973,700	5,054
Professional Services	1,437,185	1,545,467	108,281	1,608,445	1,570,112	(38,332)
Depreciation	92,217	110,600	18,383	92,217	110,600	18,383
Interest	2,577	15,456	12,879	2,577	15,456	12,879
Total Expenses	\$ 8,592,339	\$ 8,950,464	\$ 358,125	\$ 8,800,391	\$ 8,975,109	\$ 174,718

Note: Variance explanation(s) on next slide(s)

TAT - Expense

- **Certificated Salaries: \$2.08MM (Surplus of \$149.6k)**- Due to open position.
- **Classified Salaries: \$654.6k (Savings of \$3.5k)**- Due primarily to some unfilled positions and removal of 1.0 Clerical salaries offset with 3.0 added Aides and .33 Director of Enrollment.
- **Benefits: \$1.04MM (Increase of \$13.8k)** – Increase based on added positions and slightly higher run rate.
- **Non-Personnel Related Expenses: \$5.02MM (Savings of \$35.5k)**- Savings due primarily to lower than projected Contracted Services costs, Depreciation, and Interest costs.

TAT – Fund Balance



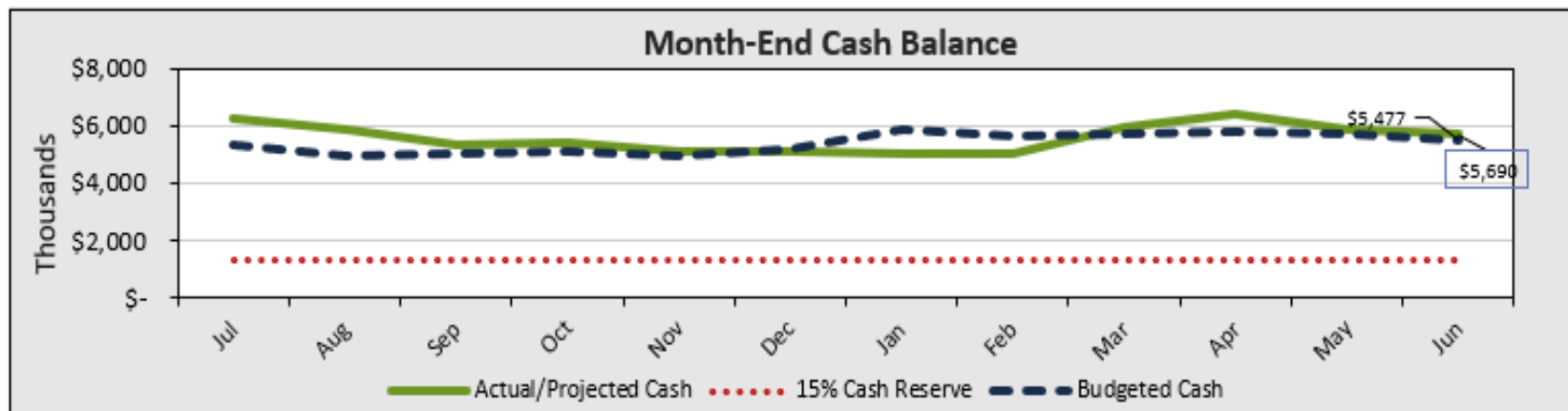
- Projected deficit of \$92.9k.
- Net assets projected at year-end of \$6.9MM= 78.4% of the operating budget.

	<i>Year-to-Date</i>			<i>Annual/Full Year</i>		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Total Surplus(Deficit)	\$ (945,709)	\$ (1,077,468)	\$ 131,759	\$ (92,850)	\$ 194,829	\$ (287,679)
Beginning Fund Balance	<u>6,990,005</u>	<u>6,990,005</u>		<u>6,990,005</u>	<u>6,990,005</u>	
Ending Fund Balance	<u>\$ 6,044,296</u>	<u>\$ 5,912,536</u>		<u>\$ 6,897,155</u>	<u>\$ 7,184,834</u>	
<i>As a % of Annual Expenses</i>	68.7%	65.9%		78.4%	80.1%	



TAT – Cash Balance

- Cash at 6/30/26= \$5.69MM which is 236 DCOH. 45 DCOH required by the bond.
- The Base Rent Coverage Ratio is projected to end at 1.95- bond requirement is 1.10- (Per Bond- Net Income plus Depreciation plus Management Fees plus Base Rent Divided by Base Rent.)





TEACH Tech Charter High School

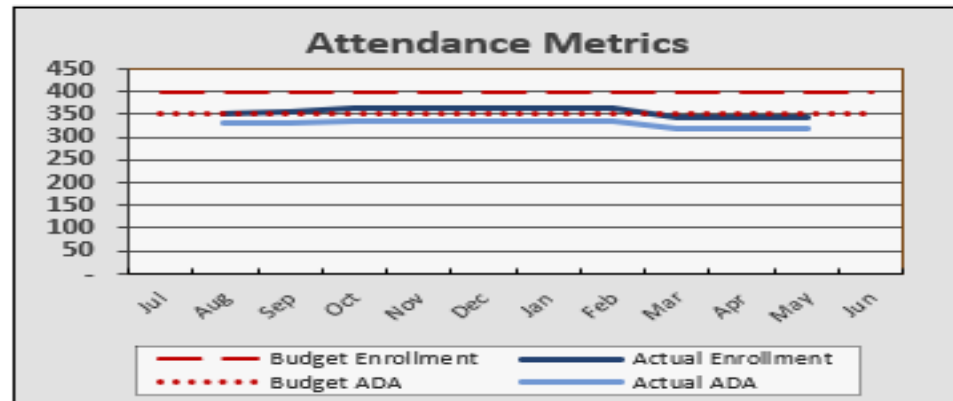
Monthly Financial Presentation – As of June 30th, 2026

TTHS – Attendance Data and Metrics

Enrollment and Per Pupil Data

Enrollment & Per Pupil Data		
	<u>Forecast</u>	<u>Budget</u>
<i>Average Enrollment</i>	345	400
<i>ADA</i>	317.78	352.00
<i>Attendance Rate</i>	92.1%	88.0%
<i>Unduplicated %</i>	94.0%	94.0%
<i>Revenue per ADA</i>	\$23,421	\$23,459
<i>Expenses per ADA</i>	\$24,040	\$22,877

Attendance Metrics



Current projected ADA is 317.78 a decrease of 34.22 ADA from Budgeted.

TTHS - Revenue

Revenue

	<i>Year-to-Date</i>		
	Actual	Budget	Fav/(Unf)
State Aid-Rev Limit	\$ 5,646,101	\$ 5,639,385	\$ 6,716
Federal Revenue	435,841	430,876	4,965
Other State Revenue	827,977	842,472	(14,495)
Other Local Revenue	208,278	375,000	(166,722)
Total Revenue	\$ 7,118,197	\$ 7,287,732	\$ (169,535)

	<i>Annual/Full Year</i>		
	Forecast	Budget	Fav/(Unf)
State Aid-Rev Limit	\$ 5,646,101	\$ 6,233,043	\$ (586,942)
Federal Revenue	494,128	574,616	(80,488)
Other State Revenue	1,094,261	1,074,870	19,390
Other Local Revenue	208,278	375,000	(166,722)
Total Revenue	\$ 7,442,768	\$ 8,257,529	\$ (814,762)

See next slide for variance explanation(s)

TTHS - Revenue

- ❑ **State- Aid Revenue: \$5.65MM (Projected Decrease of \$586.9k)-** Due to ADA decrease of 34.22 ADA.
- ❑ **Federal Revenue: \$494.1k (projected decrease of \$80.5k)-** Due primarily to ADA decrease.
- ❑ **Other State Revenue: \$1.09MM (Projected increase of \$19.4k)-** Due added SSPDBG grant partially offset by ADA decrease.
- ❑ **Other Local Revenue: \$208.3k (Projected decrease of \$166.7k)-** Due to actual Interest run rate below budgeted projection.

TTHS - Expenses

TEACH Public Schools - TEACH Public School Regular Board Meeting - Agenda - Tuesday September 29, 2026 at 5:00 PM

Expenses

Year-to-Date		
Actual	Budget	Fav/(Unf)
Certificated Salaries	\$ 1,888,593	\$ 2,046,125 \$ 157,532
Classified Salaries	516,093	671,008 154,915
Benefits	785,489	767,981 (17,508)
Books and Supplies	697,008	900,242 203,233
Subagreement Services	952,354	790,700 (161,654)
Operations	344,242	421,100 76,858
Facilities	836,415	883,000 46,585
Professional Services	1,409,804	1,463,998 54,194
Depreciation	81,185	71,000 (10,185)
Interest	-	15,456 15,456
Total Expenses	\$ 7,511,183	\$ 8,030,609 \$ 519,426

Annual/Full Year		
Forecast	Budget	Fav/(Unf)
\$ 1,897,659	\$ 2,046,125	\$ 148,466
539,978	671,008	131,030
785,489	767,981	(17,508)
697,008	900,242	203,233
952,354	790,700	(161,654)
344,242	421,100	76,858
836,415	883,000	46,585
1,505,111	1,485,936	(19,175)
81,185	71,000	(10,185)
-	15,456	15,456
\$ 7,639,442	\$ 8,052,547	\$ 413,106

Note: Variance explanation(s) on next slide

TTHS - Expense

- ❑ **Certificated Salaries: \$1.90MM- (Projected savings of \$148.5k)-** Savings primarily due to 1.0 less FTE than projected partially offset by some lower and higher salaries.
- ❑ **Classified Salaries: \$539.98k- (Projected savings of \$131.03K)-** Savings due primarily to 2 positions unfilled.
- ❑ **Benefits: \$785.5k –(projected increase of \$17.5K)-** Based on actual run rates above budgeted.
- ❑ **Non-Personnel Expenses: \$4.42MM- (Projected savings of \$151.1k)-** Savings due to decreased costs due primarily to lower ADA mostly in Books and Supplies partially offset by increases in Contracted Services.

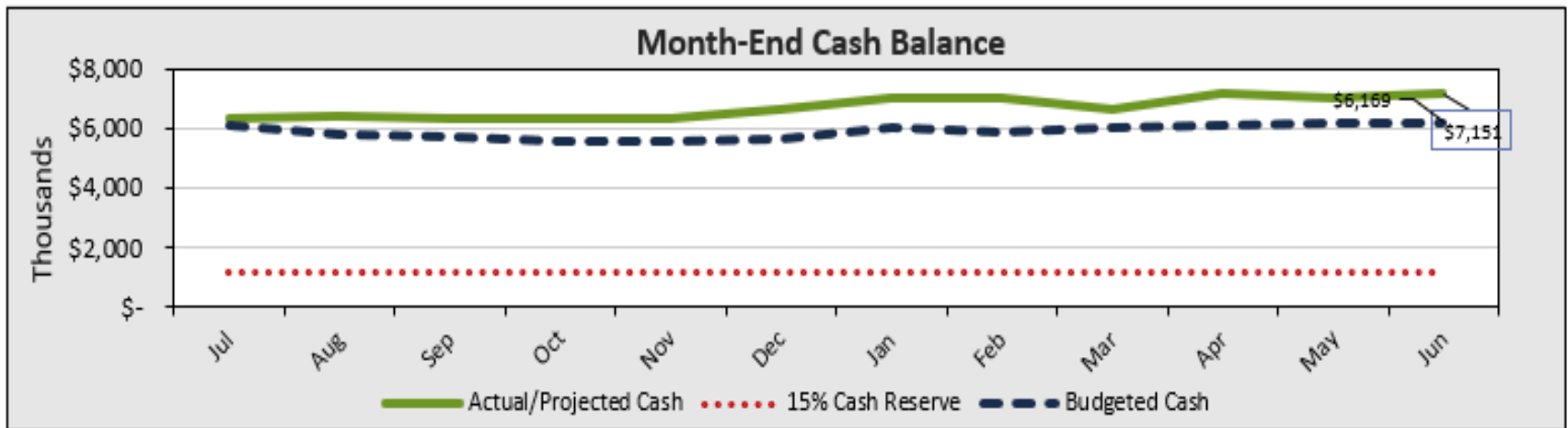
TTHS – Fund Balance

- Projected deficit of \$196.7k.
- Net assets projected to end positively at \$7.80MM, which is 99.5% of annual expenses.

	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Total Surplus(Deficit)	\$ (392,986)	\$ (742,877)	\$ 349,891	\$ (196,674)	\$ 204,982	\$ (401,656)
Beginning Fund Balance	<u>7,797,504</u>	<u>7,797,504</u>		<u>7,797,504</u>	<u>7,797,504</u>	
Ending Fund Balance	<u>\$ 7,404,518</u>	<u>\$ 7,054,627</u>		<u>\$ 7,600,829</u>	<u>\$ 8,002,486</u>	
<i>As a % of Annual Expenses</i>	96.9%	87.6%		99.5%	99.4%	

TTHS – Cash Balance

- Cash at 6/30/25 close is \$7.15MM which is 342 DCOH. 45 DCOH required by bond.
- The Base Rent Coverage Ratio projected to end at 1.81, Bond requirement is 1.10- (Per Bond-Surplus plus Depreciation plus Management Fees plus Base Rent divided by Base Rent.)





TEACH Prep Elementary School

Monthly Financial Presentation – As of June 30th, 2026

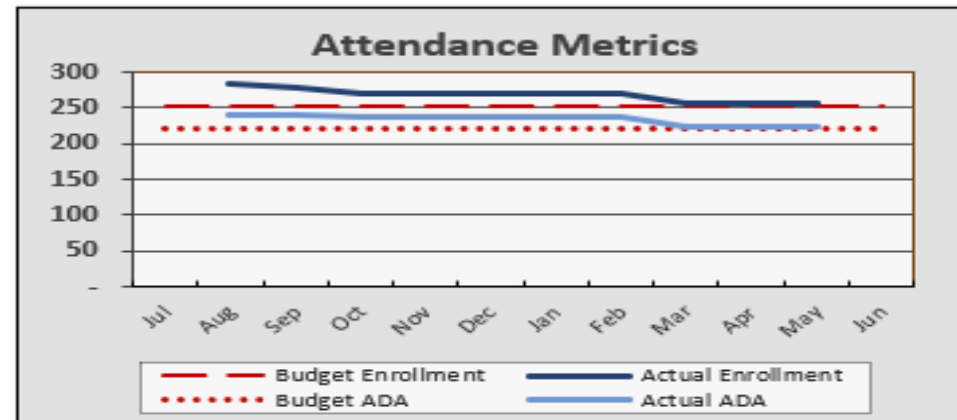


TES – Attendance Data and Metrics

Enrollment and Per Pupil Data

Enrollment & Per Pupil Data		
	<u>Forecast</u>	<u>Budget</u>
<i>Average Enrollment</i>	256	251
<i>ADA</i>	223.82	238.48
<i>Attendance Rate</i>	87.4%	88.0%
<i>Unduplicated %</i>	98.7%	98.4%
<i>Revenue per ADA</i>	\$26,330	\$25,626
<i>Expenses per ADA</i>	\$26,753	\$25,043

Attendance Metrics



Current enrollment at 223.82 which is below the budgeted number by 14.66 ADA.

TES – Revenue

Revenue

Year-to-Date		
Actual	Budget	Fav/(Unf)
State Aid-Rev Limit	\$ 3,583,609	\$ 3,438,760 \$ 144,849
Federal Revenue	312,294	269,763 42,531
Other State Revenue	832,714	1,363,614 (530,900)
Other Local Revenue	162,474	125,000 37,474
Total Revenue	\$ 4,891,090	\$ 5,197,137 \$ (306,047)

Annual/Full Year		
Forecast	Budget	Fav/(Unf)
\$ 3,587,819	\$ 3,772,200	\$ (184,381)
490,542	431,032	59,510
1,652,260	1,783,005	(130,745)
162,474	125,000	37,474
\$ 5,893,095	\$ 6,111,237	\$ (218,143)

- ❑ **State- Aid Revenue: \$3.6MM (Projected decrease of \$184.4k)-** Due to 14.66 lower ADA than budgeted.
- ❑ **Federal Revenue: \$490.5k (Projected increase of \$59.5k)-** Based primarily on higher Title-1 Apportionment and Child Nutrition revenue than budgeted partially offset by some Prior Year overpayment.
- ❑ **Other State Revenue: \$1.65MM (Projected decrease of \$130.7K)-** Primarily due to lower ADA than budgeted, slightly reduced ELOP revenue based on spend rates partially offset by higher SSPDBG Grant and higher Child Nutrition reimbursements.
- ❑ **Other Local Revenue: \$162.5k (projected increase of \$37.4k)-** Based on actual Interest revenue run rates.

TES – Expenses

Expenses

	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Certificated Salaries	\$ 1,371,680	\$ 1,276,129	\$ (95,551)	\$ 1,371,680	\$ 1,276,129	\$ (95,551)
Classified Salaries	581,936	481,769	(100,167)	581,936	481,769	(100,167)
Benefits	638,287	537,217	(101,070)	638,287	537,217	(101,070)
Books and Supplies	646,715	517,366	(129,349)	646,715	517,366	(129,349)
Subagreement Services	710,531	1,158,913	448,382	710,531	1,158,913	448,382
Operations	173,905	177,800	3,895	173,905	177,800	3,895
Facilities	578,578	711,700	133,122	697,835	711,700	13,866
Professional Services	926,674	1,029,042	102,368	1,118,339	1,043,496	(74,842)
Depreciation	48,677	52,500	3,823	48,677	52,500	3,823
Interest	-	15,456	15,456	-	15,456	15,456
Total Expenses	\$ 5,676,984	\$ 5,957,891	\$ 280,908	\$ 5,987,905	\$ 5,972,346	\$ (15,559)

Note: Variance explanation(s) on next slide

TES - Expense

- ❑ **Certificated Salaries: \$1.37MM- (Projected increase of \$99.6k)**-Increase due to added 1.0 FTE partially offset due to some salaries slightly lower than projected.
- ❑ **Classified Salaries: \$581.9K- (Projected increase of \$100.2k)**-Increase due to added .33 FTE plus slightly higher overall salaries than projected.
- ❑ **Benefits: \$638.3k- (Projected increase of \$101.1k)**- Increase based on added positions and run rates higher than budgeted.
- ❑ **Non-Personnel Expenses: \$3.40MM- (Projected savings of \$281.2k)**- Savings primarily due to Contracted Services.

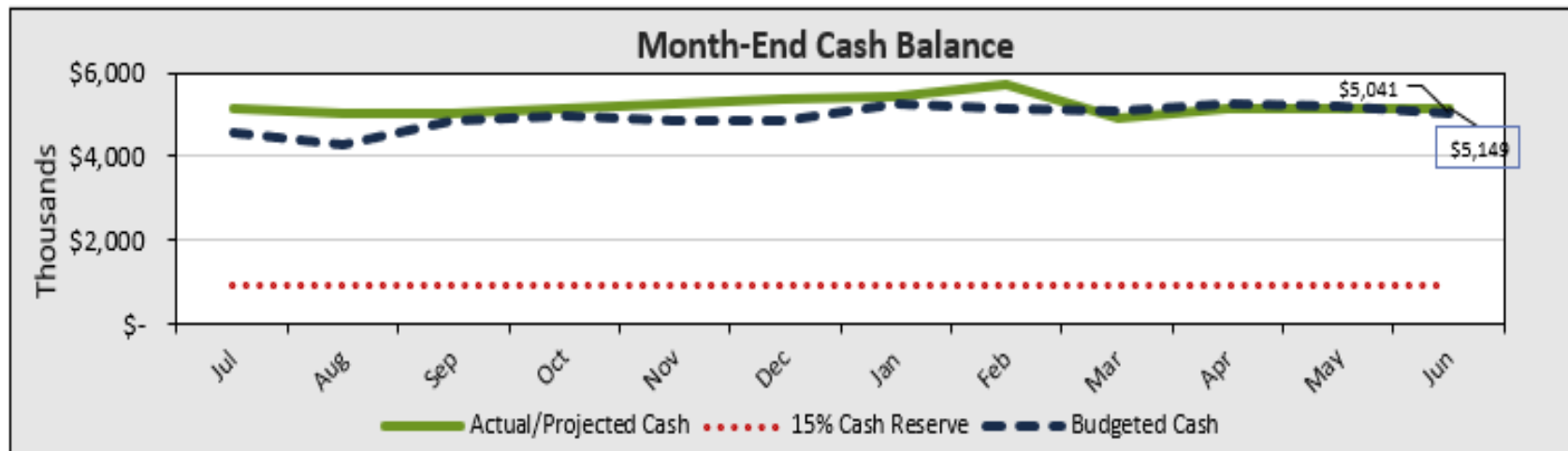
TES – Fund Balance

- Deficit of \$94.8k.
- Net assets projected to end positively at \$3.23MM which is 52.4% of the total operating expenses.

	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Total Surplus(Deficit)	\$ (785,894)	\$ (760,754)	\$ (25,139)	\$ (94,810)	\$ 138,891	\$ (233,701)
Beginning Fund Balance	<u>3,232,906</u>	<u>3,232,906</u>		<u>3,232,906</u>	<u>3,232,906</u>	
Ending Fund Balance	<u>\$ 2,447,012</u>	<u>\$ 2,472,152</u>		<u>\$ 3,138,096</u>	<u>\$ 3,371,798</u>	
<i>As a % of Annual Expenses</i>	40.9%	41.4%		52.4%	56.5%	

TES – Cash Balance

- Cash at 6/30/26- \$5.15MM which is 314 DCOH. 45 DCOH required by bond.
- The Base Rent Coverage Ratio projected to end at 1.93- Bond requirement is 1.10- (surplus plus depreciation plus management fees plus base rent divided by base rent.)





TEACH Public Schools

Monthly Financial Presentation – As of June 30th, 2026

TPS – Revenue

- Revenue- \$2.16MM –Decrease of \$92.3k from budgeted primarily due to the decrease of overall ADA partially offset by other grants such as SSPDBG.

	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Revenue						
Other Local Revenue	<u>1,672,776</u>	<u>2,060,829</u>	<u>(388,053)</u>	<u>2,155,890</u>	<u>2,248,177</u>	<u>(92,287)</u>
Total Revenue	<u>\$ 1,672,776</u>	<u>\$ 2,060,829</u>	<u>\$ (388,053)</u>	<u>\$ 2,155,890</u>	<u>\$ 2,248,177</u>	<u>\$ (92,287)</u>

TPS – Expenses

Expenses

	<i>Year-to-Date</i>			<i>Annual/Full Year</i>		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Certificated Salaries	\$ 453,958	\$ 503,252	\$ 49,294	\$ 513,800	\$ 549,002	\$ 35,202
Classified Salaries	708,731	602,904	(105,826)	687,232	657,714	(29,518)
Benefits	278,425	348,241	69,816	321,244	379,740	58,497
Books and Supplies	97,244	75,000	(22,244)	111,543	81,300	(30,243)
Subagreement Services	-	-	-	-	-	-
Operations	72,040	77,764	5,725	85,179	85,300	121
Facilities	2,227	825	(1,402)	2,283	900	(1,383)
Professional Services	62,018	37,167	(24,852)	63,905	41,200	(22,705)
Depreciation	34,872	38,225	3,353	38,054	41,700	3,646
Interest	-	-	-	-	-	-
Total Expenses	\$ 1,709,515	\$ 1,683,378	\$ (26,137)	\$ 1,823,240	\$ 1,836,856	\$ 13,616

- Overall savings of \$13.6k due primarily to salaries and benefits below projected.

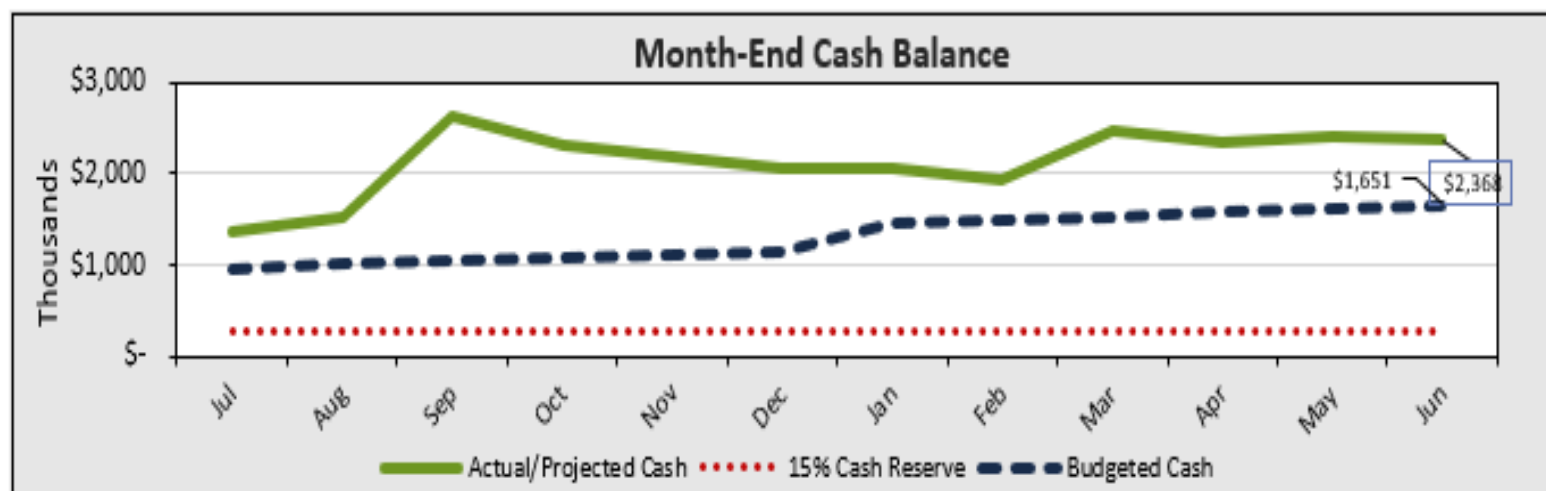
TPS – Fund Balance

- Projected surplus at year-end of \$332.7k.
- Ending positive fund balance of \$1.24MM- 67.8% of expenses.

	<i>Year-to-Date</i>			<i>Annual/Full Year</i>		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Total Surplus(Deficit)	\$ (36,739)	\$ 377,451	\$ (414,190)	\$ 332,650	\$ 411,321	\$ (78,671)
Beginning Fund Balance	<u>902,847</u>	<u>902,847</u>		<u>902,847</u>	<u>902,847</u>	
Ending Fund Balance	<u><u>\$ 866,108</u></u>	<u><u>\$ 1,280,298</u></u>		<u><u>\$ 1,235,498</u></u>	<u><u>\$ 1,314,168</u></u>	
<i>As a % of Annual Expenses</i>	47.5%	69.7%		67.8%	71.5%	

TPS – Cash Balance

- Cash at Year-end close is \$2.37MM.



Questions & Discussion

Appendix follows, including:

- Monthly Cash Flow/ Forecasts.
- Statement of Financial Position.
- Statement of Cash Flows.
- Monthly Check Register.
- 30-Day Compliance Calendar.

TEACH Academy of Technologies

Monthly Cash Flow/Forecast FY25-26

Revised 08/20/2026

Actuals Through: 4/30/2026

ADA = 386.73



		Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
Books and Supplies																	
4100	Textbooks and Core Materials	-	6,400	-	-	-	-	-	-	-	-	-	13,329	-	19,729	85,400	65,671
4200	Books and Reference Materials	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,000	3,000
4302	School Supplies	127	1,880	7,894	4,051	925	1,445	4,308	1,609	427	3,516	289	2,934	-	29,405	51,800	22,395
4305	Software	35,428	8,055	50,546	3,009	61,506	-	6,404	4,262	-	63	63	2,910	-	172,246	157,900	(14,346)
4310	Office Expense	12,153	6,592	5,835	5,405	1,116	8,480	10,987	8,244	3,567	6,385	5,161	13,792	-	87,716	114,400	26,684
4311	Business Meals	159	-	-	-	117	-	-	-	34	-	-	-	-	310	200	(110)
4312	School Fundraising Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	300	300
4400	Noncapitalized Equipment	285	9,766	43,358	3,516	-	8,203	5,179	3,204	-	2,478	-	3,200	-	79,189	54,200	(24,989)
4700	Food Services	-	4,632	33,577	49,322	54,799	-	79,901	33,102	58,880	24,562	60,362	60,223	-	459,359	343,195	(116,163)
		48,152	37,325	141,209	65,304	118,463	18,127	106,778	50,420	62,908	37,004	65,874	96,389	-	847,954	810,395	(37,558)
Subagreement Services																	
5101	Nursing	-	-	-	-	3,355	-	-	-	-	-	-	-	-	3,355	-	(3,355)
5102	Special Education	-	861	-	77,655	-	59,031	83,805	-	-	-	134,195	137,490	-	493,038	565,500	72,462
5103	Substitute Teacher	-	2,688	8,714	15,539	14,645	(6,840)	60,305	16,983	24,158	33,083	81,279	37,340	-	287,893	130,100	(157,793)
5104	Transportation	-	-	-	-	2,000	-	-	-	-	-	-	-	-	2,000	158,100	156,100
5105	Security	1,445	2,122	3,691	18,979	6,206	7,547	15,143	4,539	12,079	9,200	12,949	-	-	93,899	67,100	(26,799)
5106	Other Educational Consultants	-	-	-	-	26,333	23,633	33,924	34,245	3,355	-	5,676	32,552	-	159,717	257,200	97,483
		1,445	5,671	12,405	112,173	52,539	83,371	193,177	55,767	39,591	42,282	234,099	207,381	-	1,039,902	1,178,000	138,098
Operations and Housekeeping																	
5201	Auto and Travel	10,310	-	-	-	-	-	-	-	1,176	-	-	-	-	11,487	1,000	(10,487)
5300	Dues & Memberships	-	7,495	-	285	-	-	-	-	-	-	-	-	-	7,780	11,400	3,620
5400	Insurance	26,172	8,724	8,724	8,724	8,724	8,724	8,724	8,724	8,724	8,721	-	-	-	104,682	102,900	(1,782)
5501	Utilities	2,130	5,046	8,970	17,272	24,981	16	15,719	15,681	10,599	6,597	9,130	13,127	-	129,267	104,400	(24,867)
5502	Janitorial Services	3,714	22,990	8,493	26,589	10,481	9,109	26,153	10,218	9,163	14,081	17,847	20,619	-	179,456	163,000	(16,456)
5900	Communications	4,193	60	768	386	8,472	1,718	4,384	67	909	68	1,551	1,227	-	23,803	4,300	(19,503)
5901	Postage and Shipping	96	21	1,234	21	21	21	10	-	-	10	-	39	-	1,474	7,900	6,426
		46,615	44,335	28,188	53,277	52,679	19,588	54,991	34,690	30,570	29,477	28,527	35,012	-	457,950	394,900	(63,050)
Facilities, Repairs and Other Leases																	
5601	Rent	72,648	72,648	72,648	72,648	72,646	72,646	72,646	72,646	72,646	72,646	72,646	72,569	-	871,683	868,500	(3,183)
5602	Additional Rent	-	-	-	-	-	-	-	-	-	-	-	-	-	-	700	700
5603	Equipment Leases	467	1,214	452	3,594	-	2,973	2,020	3,987	1,813	1,688	412	13,685	-	32,305	33,200	895
5610	Repairs and Maintenance	1,255	2,159	6,691	5,103	3,530	2,240	12,158	8,256	331	6,467	16,091	378	-	64,659	71,300	6,641
		74,370	76,022	79,791	81,345	76,176	77,858	86,823	84,889	74,790	80,801	89,149	86,632	-	968,646	973,700	5,054
Professional/Consulting Services																	
5801	IT	-	-	-	-	-	2,434	-	-	-	-	-	-	-	2,434	200	(2,234)
5802	Audit & Taxes	-	5,012	51,620	-	1,400	-	11,191	-	-	254	-	6,573	-	76,050	15,100	(60,950)
5803	Legal	-	-	26	-	5,765	-	-	-	2,818	298	-	1,901	-	10,807	23,500	12,693
5804	Professional Development	-	6,000	1,500	-	-	-	-	97	3,000	-	1,500	-	-	12,097	25,700	13,603
5805	General Consulting	-	667	834	1,500	-	1,000	1,000	1,367	-	1,300	675	1,167	-	9,510	11,500	1,990
5806	Special Activities/Field Trips	3,849	2,250	3,900	19,051	5,250	3,201	12,651	6,241	25	5,201	10,701	7,332	-	79,651	11,500	(68,151)
5807	Bank Charges	159	160	160	159	160	159	159	161	161	161	161	161	-	1,920	2,900	980
5808	Printing	-	9,338	2,524	249	-	-	12,494	-	-	-	1,811	8,740	-	35,156	39,200	4,044
5809	Other taxes and fees	50	42	500	7	-	-	862	1,821	1,280	181	52	1,092	-	5,885	16,900	11,015
5810	Payroll Service Fee	851	851	851	851	851	851	851	792	792	792	792	792	-	9,917	7,800	(2,117)
5811	Management Fee	10,595	66,102	44,756	97,457	45,816	85,603	111,397	72,136	66,709	98,024	49,542	9,886	170,600	928,623	1,046,032	117,409
5812	District Oversight Fee	-	10,730	4,769	4,769	-	9,538	4,769	-	8,345	7,133	-	7,362	(416)	56,999	61,032	4,033
5813	County Fees	-	-	-	-	2,812	-	-	2,364	-	-	2,424	-	1,075	8,675	4,500	(4,175)
5814	SPED Encroachment	-	66,583	29,592	29,592	-	59,184	29,592	-	51,787	68,037	-	27,216	-	361,583	292,048	(69,535)
5815	Public Relations/Recruitment	-	9,139	-	-	-	-	-	-	-	-	-	-	-	9,139	12,200	3,061
		15,504	176,873	141,031	153,635	62,053	161,970	184,967	84,978	134,916	181,380	67,659	72,221	171,259	1,608,445	1,570,112	(38,332)
Depreciation																	
6900	Depreciation Expense	6,843	8,894	7,931	7,931	8,170	7,452	7,527	7,572	7,470	7,476	7,476	7,476	-	92,217	110,600	18,383
		6,843	8,894	7,931	7,931	8,170	7,452	7,527	7,572	7,470	7,476	7,476	7,476	-	92,217	110,600	18,383
Interest																	
7438	Interest Expense	1,288	1,289	-	-	-	-	-	-	-	-	0	-	-	2,577	15,456	12,879
		1,288	1,289	-	-	-	-	-	-	-	-	0	-	-	2,577	15,456	12,879
Total Expenses		321,311	645,452	720,350	883,075	787,419	692,939	942,582	628,135	705,958	695,458	789,810	779,850	208,052	8,800,391	8,975,109	174,718
Monthly Surplus (Deficit)		(295,652)	(54,348)	(353,297)	87,848	(459,024)	100,447	129,599	27,130	(107,823)	231,486	(447,544)	195,470	852,859	(92,850)	194,829	(287,679)

TEACH Academy of Technologies

Monthly Cash Flow/Forecast FY25-26

Revised 08/20/2026

Actuals Through: 4/30/2026

ADA = 386.73



	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
Cash Flow Adjustments																
Monthly Surplus (Deficit)	(295,652)	(54,348)	(353,297)	87,848	(459,024)	100,447	129,599	27,130	(107,823)	231,486	(447,544)	195,470	852,859	(92,850)		
Cash flows from operating activities																
Depreciation/Amortization	6,843	8,894	7,931	7,931	8,170	7,452	7,527	7,572	7,470	7,476	7,476	7,476	-	92,217		
Public Funding Receivables	758,904	101,671	-	68,985	-	3,642	-	-	107,812	-	-	(551,290)	(1,060,911)	(571,187)		
Grants and Contributions Rec.	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Accounts Receivable - Other ARO	7,139	7,939	-	-	(704)	(22,100)	-	22,100	-	704	-	-	-	15,079		
Due To/From Related Parties	(212,545)	(274,272)	(178,492)	(55,088)	11,072	(151,387)	(9,908)	(63,323)	845,778	(51,638)	(176,227)	(103,617)	-	(419,646)		
Prepaid Expenses	9,027	4,285	(1,137)	1,137	(19,229)	27,597	(27,685)	(25,251)	91	35,276	16,179	(1,227)	-	19,063		
Other Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Accounts Payable	(174,198)	(134,171)	-	-	2,645	1,711	(1,711)	-	3,530	(3,820)	289	165,538	208,052	67,865		
Accrued Expenses	(96,698)	(23,040)	(5,131)	(9,235)	(9,237)	(9,235)	(9,235)	(9,235)	(9,235)	(17,599)	(9,235)	30,784	-	(176,331)		
Other Liabilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Deferred Revenue	227,991	23,143	23,143	(44,327)	167,435	92,545	(172,768)	50,439	82,669	199,085	139,816	59,553	-	848,723		
Cash flows from investing activities																
Purchases of Prop. And Equip.	(51,575)	(50,630)	(18,000)	-	(9,186)	-	(9,809)	(1,427)	-	(2,265)	-	-	-	(142,891)		
Notes Receivable	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Cash flows from financing activities																
Proceeds from Factoring	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Payments on Factoring	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Proceeds(Payments) on Debt	(4,433)	(4,433)	-	-	-	-	-	-	-	-	-	-	-	(8,865)		
Total Change in Cash	174,804	(394,962)	(524,983)	57,249	(308,058)	50,673	(93,991)	8,005	930,292	398,705	(469,247)	(197,313)				
Cash, Beginning of Month	6,059,320	6,234,124	5,839,163	5,314,179	5,371,429	5,063,371	5,114,044	5,020,053	5,028,059	5,958,350	6,357,055	5,887,808				
Cash, End of Month	6,234,124	5,839,163	5,314,179	5,371,429	5,063,371	5,114,044	5,020,053	5,028,059	5,958,350	6,357,055	5,887,808	5,690,496				

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TEACH Tech Charter High

Monthly Cash Flow/Forecast FY25-26

Revised 08/20/2026

Actuals Through:

4/30/2026

ADA = 317.78



Books and Supplies

4100	Textbooks and Core Materials
4200	Books and Reference Materials
4302	School Supplies
4305	Software
4310	Office Expense
4311	Business Meals
4400	Noncapitalized Equipment
4700	Food Services

Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Year-End Accruals
10,912	1,207	-	-	2,750	-	-	-	-	-	-	37,500	-
-	-	-	-	-	-	-	-	-	-	-	223	-
3,162	17,270	10,015	53	6,292	1,667	1,475	8,518	323	6,035	2,769	7,221	-
82,277	21,603	5,559	1,504	50,487	-	6,402	4,261	-	1,262	-	2,250	-
15,399	2,200	3,264	3,467	301	842	10,696	4,588	150	8,113	305	4,854	-
-	-	-	70	-	-	-	-	(70)	157	2,308	31	-
-	2,036	43,895	592	-	355	294	3,368	-	230	-	516	-
-	3,828	24,255	33,779	32,187	78	37,827	19,822	38,712	32,184	30,932	42,442	-
111,750	48,145	86,989	39,465	92,017	2,942	56,695	40,557	39,115	47,983	36,314	95,036	-

Annual Forecast
52,369
223
64,802
175,606
54,178
2,497
51,288
296,046
697,008

Original Budget Total	Favorable / (Unfav.)
121,300	68,931
14,700	14,477
96,400	31,598
192,000	16,394
118,100	63,922
100	(2,397)
78,900	27,612
278,742	(17,304)
900,242	203,233

Subagreement Services

5101	Nursing
5102	Special Education
5103	Substitute Teacher
5104	Transportation
5105	Security
5106	Other Educational Consultants

-	-	-	-	-	1,556	610	786	-	-	-	-	-
-	-	-	105,778	-	72,394	91,971	-	-	-	160,877	124,807	-
-	11,396	24,005	58,703	24,319	15,791	17,649	20,356	26,403	21,864	39,487	27,505	-
-	-	-	-	2,000	2,611	-	-	-	-	-	-	-
2,198	1,045	3,326	24,207	5,043	9,053	16,649	5,602	13,112	5,547	14,051	1,063	-
-	-	-	-	-	-	-	-	-	-	589	-	-
2,198	12,441	27,331	188,688	31,362	101,404	126,879	26,744	39,515	27,411	215,004	153,376	-

2,952
555,828
287,479
4,611
100,896
589
952,354

-	(2,952)
328,400	(227,428)
175,400	(112,079)
205,900	201,289
80,100	(20,796)
900	311
790,700	(161,654)

Operations and Housekeeping

5201	Auto and Travel
5300	Dues & Memberships
5400	Insurance
5501	Utilities
5502	Janitorial Services
5900	Communications
5901	Postage and Shipping

-	-	-	-	-	-	-	-	-	-	-	85	-
-	7,413	-	285	-	-	-	-	-	-	-	-	-
20,629	6,876	6,876	6,876	6,876	6,876	6,876	6,876	6,876	6,876	-	-	-
11,654	13,223	16,245	13,472	10,065	-	1,925	9,290	27,874	1,039	1,014	1,550	-
1,847	19,709	5,999	21,535	5,608	7,845	14,906	6,077	6,527	10,669	15,491	12,441	-
4,191	340	156	219	8,410	1,072	1,499	6	(45)	7	1,316	767	-
-	-	-	-	-	-	-	-	-	-	-	-	-
38,321	47,560	29,276	42,388	30,959	15,793	25,206	22,250	41,232	18,592	17,822	14,844	-

85
7,698
82,515
107,352
128,653
17,939
-
344,242

500	415
12,600	4,902
95,600	13,085
129,600	22,248
149,600	20,947
25,500	7,561
7,700	7,700
421,100	76,858

Facilities, Repairs and Other Leases

5601	Rent
5602	Additional Rent
5603	Equipment Leases
5610	Repairs and Maintenance

61,626	61,626	61,626	61,624	60,834	60,834	60,833	60,833	60,833	60,833	60,833	60,845	-
-	-	-	-	-	-	-	-	-	-	-	-	-
467	1,070	744	2,071	1,755	-	3,187	2,864	1,009	2,856	412	5,752	-
3,089	5,643	1,378	4,086	5,107	7,998	3,315	16,670	11,648	11,183	5,732	5,200	-
65,182	68,339	63,748	67,781	67,696	68,832	67,335	80,366	73,490	74,872	66,976	71,797	-

733,181
-
22,186
81,049
836,415

754,200	21,019
200	200
18,100	(4,086)
110,500	29,451
883,000	46,585

Professional/Consulting Services

5801	IT
5802	Audit & Taxes
5803	Legal
5804	Professional Development
5805	General Consulting
5806	Special Activities/Field Trips
5807	Bank Charges
5808	Printing
5809	Other taxes and fees
5810	Payroll Service Fee
5811	Management Fee
5812	District Oversight Fee
5813	County Fees
5814	SPED Encroachment
5815	Public Relations/Recruitment

-	-	-	-	-	2,433	-	-	-	-	-	-	-
-	5,010	51,604	-	1,400	-	1,155	-	-	254	-	6,573	-
-	-	26	-	-	-	-	-	1,044	-	-	-	-
-	4,500	-	-	1,500	-	-	-	1,500	-	3,000	-	-
-	667	833	1,500	-	1,000	1,000	1,367	-	1,300	738	1,167	-
-	600	2,500	34,568	10,449	16,225	27,196	24,545	23,125	11,858	11,249	8,125	-
442	442	443	442	442	442	442	445	445	445	446	446	-
-	9,335	-	-	-	-	15,117	-	-	-	5,015	9,393	-
-	3,906	632	4,423	1,270	-	700	1,782	74	756	260	340	-
851	851	851	851	851	851	851	792	792	792	792	792	-
10,139	62,641	45,918	63,618	50,028	84,551	93,633	50,886	74,044	106,864	60,225	9,686	94,182
-	10,131	4,503	4,503	-	9,006	4,503	-	7,880	10,284	-	5,650	1
-	-	-	-	2,040	-	-	1,975	-	-	2,092	-	1,125
-	52,482	23,325	23,325	-	46,650	23,325	-	40,819	73,741	-	23,089	-
-	-	-	-	-	-	-	-	-	-	-	-	-
11,431	150,565	130,636	133,229	67,980	161,157	167,921	81,790	149,724	206,293	83,817	65,260	95,308

2,433
65,996
1,071
10,500
9,571
170,439
5,323
38,861
14,142
9,914
806,414
56,461
7,231
306,756
1,505,111

2,600	167
16,400	(49,596)
10,700	9,629
38,900	28,400
22,300	12,729
50,000	(120,439)
8,700	3,377
47,200	8,339
10,500	(3,642)
8,000	(1,914)
941,292	134,878
62,330	5,869
4,700	(2,531)
249,614	(57,142)
12,700	12,700
1,485,936	(19,175)

Depreciation

6900	Depreciation Expense
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6,367	8,136	7,225	7,225	7,208	7,208	7,014	7,014	6,286	5,834	5,834	5,834	-
6,367	8,136	7,225	7,225	7,208	7,208	7,014	7,014	6,286	5,834	5,834	5,834	-

81,185
81,185

71,000	(10,185)
71,000	(10,185)

Interest

7438	Interest Expense
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-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-

-
-

15,456	15,456
15,456	15,456

Total Expenses

397,455	612,415	600,041	722,607	632,396	653,257	712,840	535,630	637,477	650,746	698,002	658,316	128,259
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7,639,442

8,052,547	413,106
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Monthly Surplus (Deficit)

(376,578)	(55,636)	(218,647)	(145,392)	(217,947)	138,001	167,619	(101,947)	39,982	371,356	(151,267)	157,471	196,312
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(196,674)

204,982	(401,656)
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TEACH Tech Charter High

Monthly Cash Flow/Forecast FY25-26

Revised 08/20/2026

Actuals Through:

4/30/2026

ADA = 317.78



Cash Flow Adjustments

Monthly Surplus (Deficit)

Cash flows from operating activities

Depreciation/Amortization

Public Funding Receivables

Grants and Contributions Rec.

Accounts Receivable - Other ARO

Due To/From Related Parties

Prepaid Expenses

Other Assets

Accounts Payable

Accrued Expenses

Other Liabilities

Deferred Revenue

Cash flows from investing activities

Purchases of Prop. And Equip.

Notes Receivable

Cash flows from financing activities

Proceeds from Factoring

Payments on Factoring

Proceeds(Payments) on Debt

Total Change in Cash

Cash, Beginning of Month

Cash, End of Month

	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
	(376,578)	(55,636)	(218,647)	(145,392)	(217,947)	138,001	167,619	(101,947)	39,982	371,356	(151,267)	157,471	196,312	(196,674)		
	6,367	8,136	7,225	7,225	7,208	7,208	7,014	7,014	6,286	5,834	5,834	5,834	-	81,185		
	489,546	73,081	-	31,130	-	31,257	-	-	49,847	-	-	(260,421)	(324,571)	89,870		
	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	12,340	3,355	-	-	-	-	-	-	-	-	-	-	-	15,695		
	50,101	145,883	145,431	98,376	156,922	142,911	167,985	134,399	(540,749)	166,452	8,668	20,719	-	697,099		
	83,771	(2,686)	(1,137)	1,137	(7,743)	-	(88)	(21,477)	355	-	19,820	-	-	71,951		
	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	(76,766)	(73,965)	-	40	7,669	910	(1,150)	-	2,619	(3,530)	-	160,350	128,259	144,435		
	9,413	(5,102)	-	5,226	(789)	(49,111)	(1)	-	-	(1,951)	-	8,253	-	(34,063)		
	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	-	-	-	(3,120)	82,741	50,929	(13,022)	6,561	31,964	6,571	6,762	21,287	-	190,673		
	(3,360)	(34,680)	(3,126)	-	-	-	-	-	-	-	-	-	-	(41,166)		
	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	194,833	58,387	(70,253)	(5,378)	28,060	322,106	328,358	24,549	(409,697)	544,732	(110,183)	113,493				
	6,132,076	6,326,909	6,385,296	6,315,043	6,309,665	6,337,725	6,659,831	6,988,189	7,012,738	6,603,041	7,147,773	7,037,590				
	6,326,909	6,385,296	6,315,043	6,309,665	6,337,725	6,659,831	6,988,189	7,012,738	6,603,041	7,147,773	7,037,590	7,151,082				

TEACH Prep Elementary School

Monthly Cash Flow/Forecast FY25-26

Revised 08/25/2026

Actuals Through:

4/30/2026

ADA = 223.82



Revenues

State Aid - Revenue Limit

8011	LCFF State Aid
8012	Education Protection Account
8019	State Aid - Prior Year
8096	In Lieu of Property Taxes

Federal Revenue

8181	Special Education - Entitlement
8220	Federal Child Nutrition
8290	Title I, Part A - Basic Low Income
8291	Title II, Part A - Teacher Quality
8293	Title III - Limited English
8296	Other Federal Revenue
8299	Prior Year Federal Revenue

Other State Revenue

8311	State Special Education
8520	Child Nutrition
8545	School Facilities (SB740)
8550	Mandated Cost
8560	State Lottery
8598	Prior Year Revenue
8599	Other State Revenue

Other Local Revenue

8660	Interest Revenue
8690	Other Local Revenue

Total Revenue

Expenses

Certificated Salaries

1100	Teachers' Salaries
1175	Teachers' Extra Duty/Stipends
1200	Pupil Support Salaries
1300	Administrators' Salaries
1900	Other Certificated Salaries

Classified Salaries

2100	Instructional Salaries
2200	Support Salaries
2400	Clerical and Office Staff Salaries
2900	Other Classified Salaries

Benefits

3101	STRS
3301	OASDI
3311	Medicare
3401	Health and Welfare
3501	State Unemployment
3601	Workers' Compensation
3901	Other Benefits

		Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
																ADA = 238.48	
		-	134,817	134,817	242,671	242,671	242,671	242,671	242,671	221,384	221,384	221,384	396,106	-	2,543,247	2,732,473	(189,226)
		-	-	-	11,687	-	-	11,687	-	-	10,547	-	10,843	-	44,764	47,696	(2,932)
		-	-	-	-	-	-	-	-	828	828	(3,313)	1,657	4,210	4,210	-	4,210
		-	59,175	118,350	78,900	78,900	78,900	78,900	78,900	138,075	68,026	68,948	148,524	-	995,598	992,031	3,567
		-	193,992	253,167	333,258	321,571	321,571	333,258	321,571	360,287	300,785	287,019	557,130	4,210	3,587,819	3,772,200	(184,381)
		-	3,616	7,232	4,821	4,821	4,821	4,821	4,821	8,437	3,713	4,174	6,719	2,633	60,629	124,460	(63,831)
		-	-	-	-	3,390	26,379	29,669	29,991	19,391	21,226	-	-	156,705	286,750	180,574	106,176
		-	-	-	30,870	-	37,831	-	-	-	35,213	-	24,672	-	128,586	105,425	23,161
		-	-	-	3,346	-	-	-	-	-	-	-	39	10,155	13,540	10,573	2,967
		-	-	-	419	-	-	-	-	-	-	-	-	1,255	1,674	0	1,674
		-	-	-	-	2,500	-	-	-	-	-	-	-	7,500	10,000	10,000	-
		-	-	-	(10,647)	-	-	-	-	-	-	-	10	-	(10,637)	-	(10,637)
		-	3,616	7,232	28,809	10,711	69,031	34,490	34,812	27,828	60,152	4,174	31,440	178,248	490,542	431,032	59,510
		-	13,016	26,033	17,355	17,355	17,355	17,355	17,355	30,372	16,476	15,300	27,614	(1,889)	213,697	242,773	(29,076)
		-	-	-	-	886	6,345	14,145	-	4,680	4,998	-	-	38,399	69,454	17,092	52,362
		-	-	-	-	-	-	-	167,825	-	-	-	-	139,266	307,091	324,053	(16,961)
		-	-	-	-	-	4,796	-	-	-	-	-	-	-	4,796	4,825	(29)
		-	-	-	-	-	-	19,233	-	-	20,019	-	26,927	-	66,179	65,105	1,074
		-	-	-	-	-	(680)	(1,436)	-	(10,070)	-	-	922	-	(11,264)	-	(11,264)
		4,363	3,805	3,805	148,817	2,784	1,785	183,198	1,785	1,655	1,655	1,655	3,230	643,771	1,002,307	1,129,158	(126,851)
		4,363	16,821	29,838	166,172	21,025	29,601	232,494	186,965	26,637	43,149	16,955	58,693	819,547	1,652,260	1,783,005	(130,745)
		15,053	15,511	16,005	15,683	14,411	14,214	14,902	14,047	13,446	13,288	13,786	630	-	160,974	125,000	35,974
		-	-	1,500	-	-	-	-	-	-	-	-	-	-	1,500	-	1,500
		15,053	15,511	17,505	15,683	14,411	14,214	14,902	14,047	13,446	13,288	13,786	630	-	162,474	125,000	37,474
		19,416	229,940	307,742	543,921	367,718	434,417	615,144	557,395	428,198	417,373	321,934	647,893	1,002,005	5,893,095	6,111,237	(218,143)
		11,797	80,698	74,158	133,161	101,012	87,582	88,284	87,975	88,221	88,036	88,232	87,821	-	1,016,978	927,193	(89,785)
		-	-	-	8,559	14,780	-	-	-	-	-	-	-	-	23,339	-	(23,339)
		-	-	-	-	-	-	-	-	-	-	-	-	-	-	100,000	100,000
		20,739	20,739	20,739	20,739	20,739	20,739	20,739	20,739	20,739	20,739	20,739	20,739	-	248,863	248,936	73
		-	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	-	82,500	-	(82,500)
		32,536	108,937	102,397	169,959	144,031	115,821	116,523	116,214	116,460	116,274	116,471	116,059	-	1,371,680	1,276,129	(95,551)
		5,527	22,088	29,152	34,864	32,457	27,289	24,132	39,982	30,531	26,673	30,114	24,767	-	327,574	286,293	(41,281)
		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
		9,522	10,257	10,416	10,822	12,311	9,218	8,353	10,376	10,017	9,591	10,097	9,937	-	120,918	123,774	2,856
		10,171	11,341	11,595	12,346	13,319	10,191	9,775	11,474	10,750	11,094	11,185	10,205	-	133,443	71,701	(61,742)
		25,219	43,685	51,163	58,033	58,086	46,698	42,260	61,832	51,298	47,357	51,395	44,909	-	581,936	481,769	(100,167)
		6,214	20,807	17,429	29,838	22,018	22,122	22,256	22,197	22,244	22,208	22,246	22,167	-	251,746	243,741	(8,006)
		1,556	2,701	3,164	3,590	3,593	2,887	2,612	3,826	3,172	2,928	3,179	2,776	-	35,984	34,197	(1,787)
		836	2,209	2,222	3,302	2,926	2,349	2,294	2,574	2,424	2,365	2,426	2,326	-	28,252	26,502	(1,751)
		20,990	1,513	1,708	28,815	67,170	26,455	20,323	21,901	34,228	24,557	25,692	(345)	-	273,008	192,000	(81,008)
		-	523	30	103	91	62	7,496	2,052	1,170	408	182	10	-	12,126	15,190	3,064
		4,334	1,445	1,445	3,892	1,445	1,445	1,445	1,445	1,445	1,445	-	-	-	19,783	25,588	5,805
		1,122	1,872	1,801	2,427	1,968	1,975	(4,229)	1,979	1,978	2,166	2,166	2,163	-	17,388	-	(17,388)
		35,051	31,069	27,799	71,966	99,211	57,295	52,197	55,973	66,662	56,078	55,890	29,096	-	638,287	537,217	(101,070)

TEACH Prep Elementary School

Monthly Cash Flow/Forecast FY25-26

Revised 08/25/2026

Actuals Through: 4/30/2026

ADA = 223.82



Books and Supplies

4100	Textbooks and Core Curricula
4302	School Supplies
4305	Software
4310	Office Expense
4311	Business Meals
4400	Noncapitalized Equipment
4700	Food Services

Subagreement Services

5102	Special Education
5103	Substitute Teacher
5104	Transportation
5105	Security
5106	Other Educational Consultants

Operations and Housekeeping

5201	Auto and Travel
5300	Dues & Memberships
5400	Insurance
5501	Utilities
5502	Janitorial Services
5900	Communications
5901	Postage and Shipping

Facilities, Repairs and Other Leases

5601	Rent
5603	Equipment Leases
5610	Repairs and Maintenance

Professional/Consulting Services

5801	IT
5802	Audit & Taxes
5803	Legal
5804	Professional Development
5805	General Consulting
5806	Special Activities/Field Trips
5807	Bank Charges
5808	Printing
5809	Other taxes and fees
5810	Payroll Service Fee
5811	Management Fee
5812	District Oversight Fee
5813	County Fees
5814	SPED Encroachment
5815	Public Relations/Recruitment

Depreciation

6900	Depreciation Expense
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Interest

7438	Interest Expense
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Total Expenses

Monthly Surplus (Deficit)

	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
Books and Supplies																
4100 Textbooks and Core Curricula	76,473	10,357	5,383	-	260	-	-	-	-	-	-	-	-	92,473	70,600	(21,873)
4302 School Supplies	7,745	7,032	5,968	419	336	866	2,046	2,764	-	1,975	1,317	870	-	31,338	24,700	(6,638)
4305 Software	31,701	7,073	23,891	2,038	8,320	3,073	6,402	4,261	-	417	-	-	-	87,177	123,400	36,223
4310 Office Expense	5,892	2,718	886	3,409	1,687	1,818	1,018	5,568	2,315	3,103	1,080	7,043	-	36,537	76,300	39,763
4311 Business Meals	-	-	-	-	91	218	131	-	-	427	-	-	-	867	1,500	633
4400 Noncapitalized Equipment	35,757	355	-	590	5,201	1,250	-	1,984	-	673	-	230	-	46,041	23,200	(22,841)
4700 Food Services	-	4,817	29,497	37,844	40,266	-	53,345	25,400	36,309	36,755	35,759	52,290	-	352,282	197,666	(154,616)
	157,568	32,352	65,626	44,300	56,162	7,226	62,942	39,977	38,624	43,351	38,156	60,433	-	646,715	517,366	(129,349)
Subagreement Services																
5102 Special Education	-	3,536	560	67,126	-	49,025	61,302	-	28,871	-	54,193	98,394	-	363,006	400,100	37,094
5103 Substitute Teacher	-	2,692	6,289	23,225	11,860	3,292	7,288	12,802	23,435	10,615	28,139	20,170	-	149,806	68,100	(81,706)
5104 Transportation	-	-	-	-	2,000	-	-	-	-	-	-	-	-	2,000	195,800	193,800
5105 Security	1,196	598	2,051	12,525	2,521	4,371	7,630	2,905	6,556	2,774	10,665	-	-	53,791	43,700	(10,091)
5106 Other Educational Consultants	-	-	-	-	19,629	23,162	12,499	30,981	15,352	-	22,078	18,226	-	141,928	451,213	309,285
	1,196	6,825	8,900	102,876	36,010	79,850	88,719	46,688	74,214	13,389	115,075	136,790	-	710,531	1,158,913	448,382
Operations and Housekeeping																
5201 Auto and Travel	-	-	-	-	-	-	-	-	-	-	-	277	-	277	600	323
5300 Dues & Memberships	-	6,933	-	285	-	-	-	-	-	-	-	-	-	7,218	9,900	2,682
5400 Insurance	14,862	4,954	4,954	4,954	4,954	4,954	4,954	4,954	4,954	4,954	-	-	-	59,449	59,100	(349)
5501 Utilities	-	-	-	-	-	-	-	-	-	-	5,893	3,344	-	9,236	-	(9,236)
5502 Janitorial Services	-	14,319	2,761	13,204	2,456	5,203	7,362	4,255	4,269	5,838	11,263	1,193	-	72,124	84,400	12,276
5900 Communications	4,191	-	9	1,808	8,955	7	8,053	556	554	7	1,459	2	-	25,602	16,600	(9,002)
5901 Postage and Shipping	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,200	7,200
	19,054	26,206	7,724	20,251	16,365	10,164	20,369	9,765	9,777	10,799	18,615	4,816	-	173,905	177,800	3,895
Facilities, Repairs and Other Leases																
5601 Rent	46,490	46,490	46,490	46,488	45,893	45,893	45,892	45,892	45,892	45,892	45,892	10,843	119,256	637,300	637,300	-
5603 Equipment Leases	2,055	1,149	452	2,205	308	1,483	1,937	2,698	2,474	2,068	704	6,153	-	23,684	18,800	(4,884)
5610 Repairs and Maintenance	-	1,203	538	538	1,203	4,498	4,611	1,545	10,568	1,290	5,387	5,469	-	36,851	55,600	18,749
	48,545	48,842	47,480	49,231	47,404	51,873	52,439	50,135	58,933	49,250	51,982	22,465	119,256	697,835	711,700	13,866
Professional/Consulting Services																
5801 IT	-	-	-	-	-	2,433	-	-	-	-	-	-	-	2,433	-	(2,433)
5802 Audit & Taxes	-	5,010	51,604	-	1,400	-	11,191	-	-	254	-	3,287	-	72,745	15,300	(57,445)
5803 Legal	-	474	26	-	-	5,837	-	-	1,044	3,692	-	-	-	11,073	3,900	(7,173)
5804 Professional Development	-	-	-	-	-	800	-	-	(1,573)	-	3,073	1,500	-	3,800	15,100	11,300
5805 General Consulting	-	667	833	1,500	-	1,000	1,000	1,367	-	1,300	675	3,988	-	12,329	23,300	10,971
5806 Special Activities/Field Trips	3,099	-	-	12,799	-	3,200	6,949	6,790	7,020	5,224	7,847	4,912	-	57,840	11,100	(46,740)
5807 Bank Charges	68	68	68	68	68	68	68	68	68	68	69	69	-	818	1,300	482
5808 Printing	-	9,335	-	-	-	-	9,498	-	-	-	1,811	1,098	-	21,741	38,200	16,459
5809 Other taxes and fees	28	930	-	7	1,955	-	119	2,714	189	169	80	355	-	6,546	8,800	2,254
5810 Payroll Service Fee	851	851	851	851	851	851	851	792	792	792	792	792	-	9,914	7,700	(2,214)
5811 Management Fee	10,000	26,803	34,132	44,766	51,700	46,231	63,271	57,849	45,576	44,625	34,270	4,897	191,665	655,784	695,861	40,077
5812 District Oversight Fee	-	2,165	4,329	2,886	2,886	2,886	2,886	2,886	5,051	2,624	2,534	4,703	-	35,836	37,722	1,886
5813 County Fees	-	-	-	-	1,877	-	-	1,832	-	-	1,858	-	-	5,566	4,300	(1,266)
5814 SPED Encroachment	-	12,604	25,207	16,805	16,805	16,805	16,805	16,805	29,409	26,064	15,711	28,893	-	221,913	169,113	(52,800)
5815 Public Relations/Recruitment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	11,800	11,800
	14,045	58,906	117,051	79,680	77,541	80,110	112,638	91,102	87,576	84,813	68,719	54,493	191,665	1,118,339	1,043,496	(74,842)
Depreciation																
6900 Depreciation Expense	4,075	4,984	4,522	4,260	4,311	4,315	3,880	3,880	3,759	3,563	3,563	3,563	-	48,677	52,500	3,823
	4,075	4,984	4,522	4,260	4,311	4,315	3,880	3,880	3,759	3,563	3,563	3,563	-	48,677	52,500	3,823
Interest																
7438 Interest Expense	-	-	-	-	-	-	-	-	-	-	-	-	-	-	15,456	15,456
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	15,456	15,456
Total Expenses	337,289	361,807	432,661	600,554	539,123	453,352	551,967	475,565	507,302	424,874	519,866	472,624	310,921	5,987,905	5,972,346	(15,559)
Monthly Surplus (Deficit)	(317,873)	(131,867)	(124,919)	(56,633)	(171,405)	(18,935)	63,176	81,830	(79,104)	(7,500)	(197,933)	175,269	691,083	(94,810)	138,891	(233,701)

TEACH Prep Elementary School

Monthly Cash Flow/Forecast FY25-26

Revised 08/25/2026

Actuals Through: 4/30/2026

ADA = 223.82



	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
Cash Flow Adjustments																
Monthly Surplus (Deficit)	(317,873)	(131,867)	(124,919)	(56,633)	(171,405)	(18,935)	63,176	81,830	(79,104)	(7,500)	(197,933)	175,269	691,083	(94,810)		
Cash flows from operating activities																
Depreciation/Amortization	4,075	4,984	4,522	4,260	4,311	4,315	3,880	3,880	3,759	3,563	3,563	3,563	-	48,677		
Public Funding Receivables	196,266	171,917	-	54,862	70,036	1,201	-	-	56,206	-	-	(317,516)	(1,002,005)	(769,033)		
Grants and Contributions Rec.	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Accounts Receivable - Other ARO	718	-	4,819	-	-	-	-	-	-	-	-	-	-	5,537		
Due To/From Related Parties	47,078	19,717	99,028	155,326	163,360	66,215	119,683	104,402	(867,040)	74,983	79,928	4,236	-	66,915		
Prepaid Expenses	30,212	(1,139)	(1,137)	1,137	(4,205)	-	(88)	(20,477)	-	446	18,727	-	-	23,477		
Other Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Accounts Payable	16,095	(189,105)	-	8,303	(8,303)	-	-	-	1,765	(1,765)	-	111,819	310,921	249,731		
Accrued Expenses	29,156	(17,568)	(11,528)	1,011	(13,663)	(35,981)	(1)	-	-	(491)	-	(8,945)	-	(58,009)		
Other Liabilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Deferred Revenue	57,461	31,529	31,529	(85,217)	131,961	86,552	(119,598)	66,887	80,118	199,174	61,823	62,699	-	604,919		
Cash flows from investing activities																
Purchases of Prop. And Equip.	(4,675)	(17,340)	(4,675)	(2,500)	(3,090)	(1,320)	-	-	-	-	-	-	-	(33,600)		
Notes Receivable	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Cash flows from financing activities																
Proceeds from Factoring	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Payments on Factoring	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Proceeds(Payments) on Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Change in Cash	58,513	(128,871)	(2,360)	80,549	169,003	102,046	67,053	236,523	(804,296)	268,410	(33,892)	31,125				
Cash, Beginning of Month	5,105,558	5,164,071	5,035,200	5,032,840	5,113,389	5,282,392	5,384,438	5,451,491	5,688,014	4,883,718	5,152,128	5,118,236				
Cash, End of Month	5,164,071	5,035,200	5,032,840	5,113,389	5,282,392	5,384,438	5,451,491	5,688,014	4,883,718	5,152,128	5,118,236	5,149,361				

TEACH Public Schools
Monthly Cash Flow/Forecast FY25-26
Revised 06/18/2026



Actuals Through: 6/30/2026
ADA = 0.00

Revenues

Other Local Revenue	
8660	Interest Revenue
8689	Other Fees and Contracts
8690	Other Local Revenue

Total Revenue

Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
														ADA = 0.00	
1,173	2,107	5,657	5,550	5,036	3,750	3,541	3,316	5,402	4,298	5,894	16,012	-	61,737	12,000	49,737
6,265	130,893	100,338	181,323	109,926	191,917	243,833	156,403	161,860	224,810	119,453	-	467,102	2,094,123	2,236,177	(142,054)
-	-	-	-	-	-	-	30	-	-	-	-	-	30	-	30
7,439	133,000	105,995	186,873	114,962	195,668	247,374	159,749	167,263	229,107	125,347	16,012	467,102	2,155,890	2,248,177	(92,287)
7,439	133,000	105,995	186,873	114,962	195,668	247,374	159,749	167,263	229,107	125,347	16,013	467,103	2,155,890	2,248,177	(92,287)

TEACH Public Schools
Monthly Cash Flow/Forecast FY25-26

Revised 06/18/2026

Actuals Through:

6/30/2026

ADA = 0.00



Expenses

		Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
Certificated Salaries																	
1175	Teachers' Extra Duty/Stipends	-	-	-	-	11,239	-	-	-	-	-	-	-	-	11,239	-	(11,239)
1300	Administrators' Salaries	45,371	37,663	37,663	37,663	53,506	37,663	42,538	37,663	37,663	37,663	37,663	59,842	-	502,561	549,002	46,441
		45,371	37,663	37,663	37,663	64,745	37,663	42,538	37,663	37,663	37,663	37,663	59,842	-	513,800	549,002	35,202
Classified Salaries																	
2200	Support Salaries	4,347	8,694	8,694	8,694	15,147	8,694	8,694	8,694	8,694	8,694	8,694	14,076	(111,812)	0	-	(0)
2300	Classified Administrators' Salaries	29,235	29,235	29,235	29,235	47,545	29,235	34,110	29,235	29,235	29,235	29,235	42,674	-	387,441	542,778	155,336
2400	Clerical and Office Staff Salaries	9,136	11,498	9,136	9,136	15,318	9,136	9,136	4,568	9,136	9,136	9,136	13,996	-	118,468	114,936	(3,531)
2900	Other Classified Salaries	-	15,417	15,417	15,417	23,006	15,417	15,417	15,417	15,417	15,417	15,417	19,567	-	181,322	-	(181,322)
		42,717	64,843	62,481	62,481	101,015	62,481	67,356	57,913	62,481	62,481	62,481	90,313	(111,812)	687,232	657,714	(29,518)
Benefits																	
3101	STRS	8,628	7,155	5,432	7,155	9,302	7,155	7,155	7,155	7,155	7,155	7,158	7,155	-	87,763	104,859	17,096
3301	OASDI	2,599	3,967	3,820	3,820	4,913	2,838	4,154	3,571	3,852	3,852	3,852	5,577	-	46,815	40,778	(6,037)
3311	Medicare	1,258	1,467	1,432	1,432	2,384	1,441	1,582	1,375	1,441	1,441	1,441	2,166	-	18,861	17,497	(1,363)
3401	Health and Welfare	8,561	1,276	1,101	5,986	16,604	7,704	6,248	8,707	10,226	8,537	8,638	24,427	-	108,014	135,000	26,986
3501	State Unemployment	42	176	84	83	54	41	2,033	476	395	(205)	88	61	-	3,328	4,375	1,047
3601	Workers' Compensation	3,510	1,170	1,170	2,631	1,170	1,170	1,170	1,170	1,170	1,170	-	-	-	15,500	16,894	1,394
3901	Other Benefits	3,323	3,432	3,432	3,432	3,432	3,432	3,432	3,318	3,432	3,432	3,432	3,432	-	40,963	60,336	19,373
		27,921	18,643	16,471	24,540	37,859	23,781	25,775	25,773	27,671	25,382	24,609	42,819	-	321,244	379,740	58,497
Books and Supplies																	
4100	Textbooks and Core Curricula	-	-	-	-	-	-	-	-	-	-	-	12,562	-	12,562	-	(12,562)
4302	School Supplies	-	-	-	-	-	-	-	-	-	-	1,178	-	-	1,178	1,000	(178)
4305	Software	-	-	940	-	-	302	284	58,826	6,936	564	(2,296)	345	-	65,903	4,000	(61,903)
4310	Office Expense	734	1,398	-	1,107	17	1,552	-	709	4,168	3,745	2,974	702	-	17,104	61,900	44,796
4311	Business Meals	61	180	91	1,184	137	46	60	1,006	-	184	-	689	-	3,637	8,700	5,063
4400	Noncapitalized Equipment	455	2,124	-	3,060	-	268	3,036	1,224	992	-	-	-	-	11,159	5,700	(5,459)
		1,250	3,702	1,032	5,350	154	2,168	3,379	61,765	12,096	4,493	1,856	14,299	-	111,543	81,300	(30,243)
Subagreement Services																	
		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Operations and Housekeeping																	
5201	Auto and Travel	508	2,519	71	5,382	-	232	1,748	713	2,578	7,442	-	11,157	-	32,350	44,100	11,750
5400	Insurance	-	-	-	-	-	-	-	-	579	1,274	-	-	-	1,852	100	(1,752)
5501	Utilities	1,134	1,247	1,241	1,397	1,249	1,670	1,661	1,876	2,496	-	-	-	-	13,971	13,000	(971)
5502	Janitorial Services	-	-	-	-	-	-	-	-	13,419	-	-	-	-	13,419	-	(13,419)
5900	Communications	1,799	1,641	1,674	1,653	1,651	-	3,500	-	3,390	2,581	1,463	1,962	-	21,315	22,500	1,185
5901	Postage and Shipping	-	11	-	-	1,000	-	656	21	21	21	521	21	-	2,272	5,600	3,328
		3,441	5,418	2,985	8,433	3,900	1,902	7,565	2,610	22,484	11,317	1,984	13,140	-	85,179	85,300	121
Facilities, Repairs and Other Leases																	
5603	Equipment Leases	-	-	-	-	-	149	-	39	1,160	82	-	56	-	1,485	500	(985)
5610	Repairs and Maintenance	-	-	-	-	-	-	-	649	149	-	-	-	-	798	400	(398)
		-	-	-	-	-	149	-	687	1,309	82	-	56	-	2,283	900	(1,383)
Professional/Consulting Services																	
5802	Audit & Taxes	-	-	-	-	-	-	3,675	761	4,988	-	578	-	-	10,001	-	(10,001)
5803	Legal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,600	4,600
5804	Professional Development	-	-	-	3,001	4,794	525	700	-	(2,452)	6,200	-	1,500	-	14,268	24,900	10,632
5805	General Consulting	-	-	-	-	-	-	-	-	7,000	959	-	-	-	7,959	4,600	(3,359)
5806	Special Activities/Field Trips	-	-	-	-	-	-	-	-	-	14,346	7,950	-	-	22,296	100	(22,196)
5807	Bank Charges	125	125	125	125	130	130	382	382	442	382	402	382	-	3,132	1,900	(1,232)
5808	Printing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,300	3,300
5809	Other taxes and fees	1,836	-	486	-	-	-	22	1,416	744	912	829	4	-	6,249	300	(5,949)
5811	Management Fee	-	-	-	-	-	-	-	-	-	-	-	0	-	0	0	0
5814	SPED Encroachment	-	-	-	-	-	-	-	-	-	-	-	0	0	0	0	-
5815	Public Relations/Recruitment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,500	1,500
		1,961	125	611	3,126	4,924	655	4,779	2,559	10,721	22,799	9,758	1,886	0	63,905	41,200	(22,705)
Depreciation																	
6900	Depreciation Expense	2,826	2,865	2,884	2,911	2,911	4,709	3,111	3,111	3,182	3,182	3,182	3,182	-	38,054	41,700	3,646
		2,826	2,865	2,884	2,911	2,911	4,709	3,111	3,111	3,182	3,182	3,182	3,182	-	38,054	41,700	3,646
Interest																	
		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses		125,487	133,259	124,126	144,503	215,508	133,509	154,503	192,081	177,607	167,399	141,533	225,537	(111,812)	1,823,240	1,836,856	13,616
Monthly Surplus (Deficit)		(118,048)	(259)	(18,131)	42,369	(100,545)	62,159	92,871	(32,332)	(10,345)	61,708	(16,186)	(209,525)	578,915	332,650	411,321	(78,671)

TEACH Public Schools
Monthly Cash Flow/Forecast FY25-26
Revised 06/18/2026



Actuals Through: 6/30/2026
ADA = 0.00

	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Year-End Accruals	Annual Forecast	Original Budget Total	Favorable / (Unfav.)
Cash Flow Adjustments																
Monthly Surplus (Deficit)	(118,048)	(259)	(18,131)	42,369	(100,545)	62,159	92,871	(32,332)	(10,345)	61,708	(16,186)	(209,525)	578,915	332,652		
Cash flows from operating activities																
Depreciation/Amortization	2,826	2,865	2,884	2,911	2,911	4,709	3,111	3,111	3,182	3,182	3,182	3,182	-	38,054		
Public Funding Receivables	-	-	-	-	-	-	-	-	-	-	-	-	(467,103)	(467,103)		
Grants and Contributions Rec.	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Due To/From Related Parties	116,957	110,269	(64,336)	(197,013)	(329,890)	25,003	(276,392)	(174,197)	563,424	(188,433)	89,052	322,861	-	(2,695)		
Prepaid Expenses	7,247	-	-	(228,577)	59,504	62,470	37,746	60,428	(6,092)	-	5,582	-	-	(1,692)		
Other Assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Accounts Payable	62	(1,189)	-	-	-	-	-	-	-	-	-	18,594	(111,812)	(94,345)		
Accrued Expenses	(94,332)	32,254	1,174,609	73,856	234,106	(265,978)	142,175	2,417	(9)	(4,230)	(11,339)	(177,164)	-	1,106,365		
Other Liabilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Deferred Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Cash flows from investing activities																
Purchases of Prop. And Equip.	-	(3,465)	-	(1,645)	-	-	-	-	(4,272)	-	-	-	-	(9,382)		
Notes Receivable	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Cash flows from financing activities																
Proceeds from Factoring	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Payments on Factoring	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Proceeds(Payments) on Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Change in Cash	(85,288)	140,475	1,095,026	(308,099)	(133,915)	(111,637)	(489)	(140,574)	545,889	(127,773)	70,291	(42,052)				
Cash, Beginning of Month	1,465,898	1,380,610	1,521,085	2,616,110	2,308,011	2,174,097	2,062,460	2,061,970	1,921,397	2,467,285	2,339,512	2,409,804				
Cash, End of Month	1,380,610	1,521,085	2,616,110	2,308,011	2,174,097	2,062,460	2,061,970	1,921,397	2,467,285	2,339,512	2,409,804	2,367,752				

C & M LLC**Statement of Activities****For the period ended June 30, 2026**

Current Year Actual

Revenues

Other Local Revenue

Lease and Rental Income	\$ 789,643
Interest Revenue	39,551
Net Increase (Decrease) in the Fair Value of Investments	(2,269)
Unrealized Gain/Loss on FMV of Investments	-

Total Other Local Revenue	826,925
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Total Revenues	\$ 826,925
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Expenses

Operations & Housekeeping

Bond Amortization Expense	\$ 7,830
Total Operations & Housekeeping	7,830

Professional/Consulting Services

General Consulting	(3,859)
Bank Charges	12
Other Taxes and Fees	6,735
Total Professional/Consulting Services	2,887

Depreciation

Depreciation Expense	326,655
Total Depreciation	326,655

Interest

Interest Expense	625,232
Total Interest	625,232

Total Expenses	\$ 962,604
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Change in Net Assets	(135,680)
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Net Assets, Beginning of Period	(1,422,771)
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Net Assets, End of Period	\$ (1,558,451)
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Wooten Avila**Statement of Activities**

For the period ended June 30, 2026

Current Year Actual**Revenues**

Other Local Revenue	
Lease and Rental Income	\$ 1,190,672
Interest Revenue	90,832
Net Increase (Decrease) in the Fair Value of Investments	(6,864)
Unrealized Gain/Loss on FMV of Investments	-
Total Other Local Revenue	1,274,640
Total Revenues	\$ 1,274,640

Expenses

Operations & Housekeeping	
Bond Amortization Expense	\$ 11,553
Total Operations & Housekeeping	11,553
Professional/Consulting Services	
General Consulting	3,000
Bank Charges	12
Other Taxes and Fees	8,224
Total Professional/Consulting Services	11,236
Depreciation	
Depreciation Expense	760,712
Total Depreciation	760,712
Interest	
Interest Expense	939,149
Total Interest	939,149
Total Expenses	\$ 1,722,649

Change in Net Assets	(448,009)
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Net Assets, Beginning of Period	(2,512,972)
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Net Assets, End of Period	\$ (2,960,981)
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TEACH Foundation, Inc
Statement of Activities

For the period ended June 30, 2026

	Current Year Actual
Revenues	
Total Revenues	<u>\$ -</u>
Expenses	
Total Expenses	<u>\$ -</u>
Net Assets, Beginning of Period	<u>2,337</u>
Net Assets, End of Period	<u><u>\$ 2,337</u></u>

TEACH, Inc.

Statement of Financial Position
June 30, 2026

	Teach Academy of Technology	Teach Tech High School	Teach Preparatory Mildred S. Cunningham & Edith H. Morris Elementary School	Teach Public Schools	C & M LLC	Wooten Avila LLC	TEACH Foundation Inc.	Eliminations	Combined
Assets									
Current Assets									
Cash & Cash Equivalents	\$ 5,700,299	\$ 7,162,213	\$ 5,156,301	\$ 2,367,750	\$ 32,568	\$ 43,970	\$ 0		\$ 20,463,101
Accounts Receivable	600,683	334,731	129,831	6,429	3,323	0	2,337		1,077,334
Public Funding Receivables	551,290	340,912	352,570	0	0	0	0		1,244,773
Due To/From Related Parties	1,375,716	(296,945)	(194,238)	(476,543)	(828,989)	420,999	0		0
Prepaid Expenses	30,169	19,163	9,624	8,938	0	0	0		67,894
Total Current Assets	8,258,157	7,560,074	5,454,088	1,906,574	(793,098)	464,969	2,337		22,853,102
Long-term Assets									
Property & Equipment, Net	378,330	242,273	166,092	68,060	8,918,965	17,139,119	0		26,912,838
Right-Of-Use Asset, Net	17,385,282	15,103,812	11,370,035	0	0	0	0		43,859,129
Deposits	0	162,517	99,750	8,750	0	3,625	0	(141,967)	132,675
Deferred Lease Asset	0	0	0	0	169,184	(44,499)	0		124,686
Investments	0	0	0	0	805,604	968,128	0		1,773,731
Securities	0	0	0	0	860,643	1,796,918	0		2,657,561
Securities Premium	0	0	0	0	1,548	(1,115)	0		433
Total Long-term Assets	17,763,612	15,508,602	11,635,877	76,810	10,755,944	19,862,177	0	(141,967)	75,461,053
Total Assets	\$ 26,021,769	\$ 23,068,676	\$ 17,089,965	\$ 1,983,384	\$ 9,962,846	\$ 20,327,146	\$ 2,337	\$ (141,967)	\$ 98,314,155
Liabilities									
Current Liabilities									
Accounts Payable	\$ 163,029	\$ 159,439	\$ 111,819	\$ 18,594	\$ 0	\$ 0	\$ 0		\$ 452,881
Accrued Liabilities	120,110	75,659	808,270	1,308,206	0	0	0		2,312,245
Interest Payable	0	0	0	0	336,472	447,708	0		784,180
Deferred Revenue	2,060,556	260,028	2,253,017	0	0	0	0		4,573,601
Other Short-term Liabilities	358,702	309,426	213,842	0	0	0	0		881,969
Total Current Liabilities	2,702,397	804,552	3,386,948	1,326,800	336,472	447,708	0	0	9,004,876
Long-term Liabilities									
Notes Payable, Net of Current Portion	0	0	0	0	0	141,967	0	(141,967)	0
Bonds Payable	0	0	0	0	11,565,000	21,490,000	0		33,055,000
Bond Issue Cost	0	0	0	0	(209,519)	(404,350)	0		(613,868)
Discount on Bonds	0	0	0	0	(170,657)	0	0		(170,658)
Premium on Bonds	0	0	0	0	0	1,612,802	0		1,612,802
Other Long-term Liabilities	17,175,858	14,784,854	11,174,096	0	0	0	0		43,134,809
Total Long-term Liabilities	17,175,858	14,784,854	11,174,096	0	11,184,824	22,840,419	0	(141,967)	77,018,085
Total Liabilities	19,878,255	15,589,406	14,561,044	1,326,800	11,521,296	23,288,127	0	(141,967)	86,022,961
Net Asset	6,143,514	7,479,270	2,528,921	656,584	(1,558,450)	(2,960,981)	2,337		12,291,194
Liabilities & Net Assets	\$ 26,021,769	\$ 23,068,676	\$ 17,089,965	\$ 1,983,384	\$ 9,962,846	\$ 20,327,146	\$ 2,337	\$ (141,967)	\$ 98,314,155

TEACH, Inc.**Statement of Cash Flows****For the period ended June 30, 2026**

	Teach Academy of Technology	Teach Tech High School	Teach Preparatory Mildred S. Cunningham & Edith H. Morris Elementary School	Teach Public Schools	C & M LLC	Wooten Avila LLC	All Locations
Cash Flows from Operating Activites							
Change in Net Assets	\$ 294,689	\$ 232,223	\$ 257,177	\$ (209,525)	\$ (27,221)	\$ (63,393)	\$ 483,950
Adjustments							
Depreciation	7,475	5,834	3,563	3,182	27,221	63,393	110,668
(Increase) Decrease in Operating Assets							
Public Funding Receivables	(551,290)	(260,421)	(316,984)	0	0	0	(1,128,695)
Due from Related Parties	(199,905)	(49,475)	(73,481)	322,861	0	0	0
Prepaid Expenses	(1,227)	0	0	0	0	0	(1,227)
Increase (Decrease) in Operating Liabilities							
Accounts Payable	165,838	160,350	111,819	18,594	0	0	456,601
Accrued Expenses	37,358	14,826	(6,729)	(177,164)	0	0	(131,710)
Deferred Revenue	59,553	21,287	62,700	0	0	0	143,540
Total Cash Flows from Operating Activites	(187,509)	124,624	38,065	(42,052)	0	0	(66,873)
Change in Cash and Cash Equivalents	(187,509)	124,624	38,065	(42,052)	0	0	(66,873)
Cash & Cash Equivalents, Beginning of Period	5,887,809	7,037,589	5,118,236	2,409,803	32,568	43,970	20,529,974
Cash & Cash Equivalents, End of Period	\$ 5,700,299	\$ 7,162,213	\$ 5,156,301	\$ 2,367,750	\$ 32,568	\$ 43,970	\$ 20,463,101

TEACH Academy of Technologies

Check register

For the period Ended June 30, 2026

Bank	Date	Payee	Document no.	Amount
9003-101-PWB x7843 - TAT	Account no: 1001377843			
	6/4/2026	AFTE000--After-School All-Stars, Los Angeles	64799	11,223.64
	6/4/2026	TEAC002--Teachers on Reserve	64800	423.78
	6/4/2026	THEE000--The Education Team	64801	827.50
	6/11/2026	FOTO000--Fotorama	64802	2,154.75
	6/11/2026	SEHI000--Sehi Computer Products, Inc.	64803	2,678.95
	6/11/2026	TEAC002--Teachers on Reserve	64804	1,301.61
	6/11/2026	ZOOM000--Zoom Video Communications, Inc.	64805	4.86
	6/18/2026	ATTX7853--AT&T	64806	61.35
	6/18/2026	BAYA1934--Bay Alarm Company	64807	1,227.11
	6/18/2026	CHAR2901--Charter Communications	64808	549.99
	6/18/2026	THEE000--The Education Team	64809	285.00
	6/4/2026	COMP000--Comprehensive Therapy Associates I	ACH	52,519.65
	6/4/2026	SCOO000--Scoot Education Inc.	ACH	7,350.00
	6/11/2026	AMAZ002--Amazon Capital Services	ACH	10,341.25
	6/11/2026	CHAR000--Charter Impact, LLC	ACH	10,677.89
	6/11/2026	ALEX000--Daniel Alexander	ACH	350.00
	6/11/2026	FCOC000--FCOC Transportation	ACH	4,320.00
	6/11/2026	MCGR000--McGraw Hill LLC	ACH	388.35
	6/11/2026	PACI009--Pacific Business Technologies North	ACH	4,963.40
	6/11/2026	SCOO000--Scoot Education Inc.	ACH	6,087.00
	6/18/2026	FCOC000--FCOC Transportation	ACH	1,920.00
	6/18/2026	SCOO000--Scoot Education Inc.	ACH	13,725.00
	6/18/2026	FRES000--Fresh Start Healthy Meals, Inc.	ACH	48,371.53
	6/2/2026	LINC000--The Lincoln National Life Insurance Co	ACH	7,244.33
	6/9/2026	SOCA786--The Gas Company	ACH	17.51
	6/15/2026	LADW010--LADWP - 4653	ACH	4,230.42
	6/16/2026	LADW013--LADWP - 7514	ACH	70.70
	6/16/2026	LADW014--LADWP - 7788	ACH	281.12
	6/16/2026	LADW002--LADWP - 0000	ACH	435.01
	6/16/2026	LADW012--LADWP - 1536	ACH	2,639.19
	6/18/2026	SPEC3201--Spectrum X3201	ACH	549.99
	6/23/2026	REPU2066--Republic Services #902	ACH	1,337.55
	6/23/2026	REPU5991--Republic Services #902	ACH	1,250.91
Total for 9003-101-PWB x7843				199,809.34
9005-100-PWB x7850 - TPS	Account no: 1001377850			
	6/2/2026	VISI000--Vision Service Plan (CA)	ACH	308.33
Total for 9005-100-PWB x7850				308.33
9012-101-PWB x7835 - Imprest TAT	Account no: 1001377835			
	6/3/2026	SOCA3439--SoCalGas	ACH	15.88
	6/11/2026	FACI000--Facilitron Inc.	ACH	741.62
Total for 9012-101-PWB x7835				757.50

TEACH TECH High School

Check Register

For the period ended June 30, 2026

Bank	Date	Vendor	Document no.	Amount
9003-101-PWB x7843 - TAT				
	Account no: 1001377843			
	6/11/2026	CHAR000--Charter Impact, LLC	ACH	10,477.66
	6/18/2026	FCOC000--FCOC Transportation	ACH	1,920.00
	6/11/2026	FCOC000--FCOC Transportation	ACH	4,320.00
	6/11/2026	ZOOM000--Zoom Video Communications, Inc.	64805	4.86
Total for 9003-101-PWB x7843				16,722.52
9004-102-PWB x7868 - TTHS				
	Account no: 1001377868			
	6/11/2026	AMAZ002--Amazon Capital Services	ACH	2,593.61
	6/18/2026	BAYA2534--Bay Alarm Company	73297	1,063.36
	6/18/2026	CHAR3001--Charter Communications	ACH	50.05
	6/18/2026	CHAR3101--Charter Communications	ACH	549.99
	6/18/2026	CHAR9301--Charter Communications	73298	162.48
	6/11/2026	COLL002--College Board	73292	5,936.00
	6/4/2026	COMP000--Comprehensive Therapy Associates In	ACH	48,867.67
	6/11/2026	EMCO000--EMCOR Services Mesa Energy System	73293	2,730.00
	6/4/2026	EMCO000--EMCOR Services Mesa Energy System	73288	250.00
	6/4/2026	FOTO000--Fotorama	73289	2,395.64
	6/18/2026	FRES000--Fresh Start Healthy Meals, Inc.	ACH	32,181.13
	6/9/2026	GOLD7911--Golden State Water Company	ACH	1,023.35
	6/9/2026	GOLD4968--Golden State Water Company	ACH	38.13
	6/5/2026	GOLD7789--Golden State Water Company	ACH	434.94
	6/11/2026	ORKI000--Orkin	73294	315.17
	6/4/2026	ORKI000--Orkin	73290	269.99
	6/11/2026	PACI009--Pacific Business Technologies North	ACH	1,482.69
	6/4/2026	ROBE000--Robert's Custom Printing Services	ACH	1,231.88
	6/11/2026	RSWG000--RSW Group - Robe shop	73295	1,574.66
	6/18/2026	SCOO000--Scoot Education Inc.	ACH	6,398.00
	6/11/2026	SCOO000--Scoot Education Inc.	ACH	5,650.00
	6/4/2026	SCOO000--Scoot Education Inc.	ACH	6,794.00
	6/4/2026	SMIT002--Smith Garage Doors	ACH	625.00
	6/11/2026	TEAC002--Teachers on Reserve	73296	1,150.87
	6/4/2026	TEAC002--Teachers on Reserve	73291	792.47
	6/23/2026	WAST000--Waste Management	ACH	1,923.42
Total for 9004-102-PWB x7868				126,484.50
9005-100-PWB x7850 - TPS				
	Account no: 1001377850			
	6/2/2026	VISI000--Vision Service Plan (CA)	ACH	308.32
Total for 9005-100-PWB x7850				308.32
9012-101-PWB x7835 - Imprest TAT				
	Account no: 1001377835			
	6/30/2026	FACI000--Facilitron Inc.	Voided - ACH	-741.62
	6/11/2026	FACI000--Facilitron Inc.	ACH	741.62
Total for 9012-101-PWB x7835				0.00

Teach Prep M Cunningham & E Morris

Check Register

For the period Ending June 30, 2026

Bank	Date	Vendor	Document no.	Amount
9003-101-PWB x7843 - TAT	Account no: 1001377843			
	6/11/2026	CHAR000--Charter Impact, LLC	ACH	5,688.70
	6/18/2026	FCOC000--FCOC Transportation	ACH	960.00
	6/11/2026	FCOC000--FCOC Transportation	ACH	2,160.00
	6/11/2026	ZOOM000--Zoom Video Communications, Inc.	64805	2.45
Total for 9003-101-PWB x7843				8,811.15
9005-100-PWB x7850 - TPS	Account no: 1001377850			
	6/2/2026	VISI000--Vision Service Plan (CA)	ACH	308.32
Total for 9005-100-PWB x7850				308.32
9007-104-PWB x1471 - TES	Account no: 1001881471			
	6/4/2026	AFTE000--After-School All-Stars, Los Angeles	11487	12,744.79
	6/11/2026	AMAZ002--Amazon Capital Services	ACH	3,584.61
	6/11/2026	CALI001--California Science Center Foundation	11491	842.00
	6/4/2026	COMP000--Comprehensive Therapy Associates Inc	ACH	31,840.29
	6/18/2026	DELA4861--De Lage Landen Financial Services, Inc.	11494	320.65
	6/4/2026	DIAZ000--Diaz Locksmith	11488	159.00
	6/4/2026	EMCO000--EMCOR Services Mesa Energy Systems, I	11489	836.50
	6/18/2026	FRES000--Fresh Start Healthy Meals, Inc.	ACH	37,843.10
	6/15/2026	LADW011--LADWP - 4569	ACH	3,343.88
	6/11/2026	ORKI000--Orkin	11492	240.22
	6/11/2026	PACI009--Pacific Business Technologies North	ACH	1,826.68
	6/23/2026	REPU4453--Republic Services #902	ACH	1,193.17
	6/18/2026	SCOO000--Scoot Education Inc.	ACH	5,844.00
	6/11/2026	SCOO000--Scoot Education Inc.	ACH	3,570.00
	6/4/2026	SCOO000--Scoot Education Inc.	ACH	3,954.00
	6/18/2026	THEE000--The Education Team	11495	1,722.67
	6/11/2026	THEE000--The Education Team	11493	247.00
	6/4/2026	THEE000--The Education Team	11490	247.00
Total for 9007-104-PWB x1471				110,359.56
9024-104-PWB x1489 - Imprest TES	Account no:			
	6/15/2026	PUEN000--Cindy Puentes	1542	606.38
Total for 9024-104-PWB x1489				606.38

Teach Public Schools
Check register
For the period ended June 30, 2026

Bank	Date	Vendor	Document no.	Amount
9003-101-PWB x7843 - TAT	Account no: 1001377843			
	6/1/2026	CALP000--CALPERS	ACH	20,385.48
	6/1/2026	CALS000--CALSTRS	ACH	61,997.52
	6/30/2026	PLAN000--PlanConnect	ACH	13,590.36
	6/16/2026	PLAN000--PlanConnect	ACH	14,234.34
	6/2/2026	PLAN000--PlanConnect	ACH	13,902.59
Total for 9003-101-PWB x7843				124,110.29
9004-102-PWB x7868 - TTHS	Account no: 1001377868			
	6/1/2026	CALS000--CALSTRS	ACH	43,658.07
Total for 9004-102-PWB x7868				43,658.07
9005-100-PWB x7850 - TPS	Account no: 1001377850			
	6/11/2026	AMAZ002--Amazon Capital Services	ACH	83.21
	6/18/2026	CHAR2801--Charter Communications	81941	549.99
	6/16/2026	INOV000--Inova	ACH	35,116.52
	6/16/2026	INOV000--Inova	ACH	17,341.46
	6/12/2026	INOV000--Inova	ACH	64,188.78
	6/12/2026	INOV000--Inova	ACH	225,754.46
	6/11/2026	INOV000--Inova	ACH	254,050.59
	6/11/2026	INOV000--Inova	ACH	76,533.23
	6/18/2026	RIVE003--Karen Rivera	ACH	1,500.00
	6/18/2026	PIMI000--Maria Pimienta	81942	661.77
	6/15/2026	PACI002--Pacific Western Bank	ACH	382.00
	6/4/2026	STAP002--Staples	ACH	39.32
Total for 9005-100-PWB x7850				676,201.33
9007-104-PWB x1471 - TES	Account no: 1001881471			
	6/1/2026	CALS000--CALSTRS	ACH	34,155.47
Total for 9007-104-PWB x1471				34,155.47

Area	Due Date	Description	Completed By	Board Must Approve	Signature Required	Additional Information
FINANCE	Set by Authorizer	Unaudited Actual Reports - Annual unaudited financial statements for the preceding year are due by date set by the charter authorizer (no later than September 15th).	Charter Impact	Yes	Yes	https://www.cde.ca.gov/fg/sf/fr/cs/alternative.asp
FINANCE	Board approval before Sept 30	Prop 28 Annual Report - This annual report must be board approved, submitted to the CDE through the Arts and Music in Schools Portal, and posted to the LEA's website. The mandated information for this report includes: The number of full-time equivalent teachers, classified personnel, and teaching aides; The number of pupils served; The number of school sites providing arts education programs with AMS funds.	Charter Impact with TEACH support	Yes	No	https://www.cde.ca.gov/eo/in/prop28artsandmusicedfunding.asp
FINANCE	Sep-15	Education Protection Account (EPA) Final Expenditures - All charter schools are required to report on their websites an accounting of how much money was received from the EPA and how that money was spent. This is commonly approved by the school's Board following the Unaudited Actuals Report.	Charter Impact	Yes	No	https://www.cde.ca.gov/fg/aa/pa/pafaq.asp
FINANCE	Sep-30	Arts, Music, and Instructional Materials Digital Final Expenditure Report - A final expenditure report needs to be submitted to CDE no later than September 30, 2026, or, for a charter school that closes before June 30, 2026, within 60 days of ceasing operations. CDE will initiate collection of any unexpended funds. Any LEA that does not submit a final expenditure report forfeits all funds that were allocated.	Charter Impact	No	No	https://www.cde.ca.gov/ci/cr/cf/artsmusicimblockgrant.asp
FINANCE	Sep-30	ELO-P Expenditure Reporting - Reporting due for 2024-25 grant final expenditures through June 30, 2026. CDE shall initiate collection of any unexpended funds.	Charter Impact	No	No	https://www2.cde.ca.gov/elop/
FINANCE	Sep-30	The Educator Effectiveness Funds (EEF) Annual Report - Annual report due each year on Sep 30th through 2026. Funds may be expended during the 2021–22, 2022–23, 2023–24, 2024–25 and 2025–26 fiscal years. A final data and expenditure report will be due on or before September 30, 2026. Any funds not expended by June 30, 2026, must be returned to the CDE.	Charter Impact with TEACH support	No	No	https://www2.cde.ca.gov/eefannual/
DATA TEAM	Oct-07	California Basic Educational Data System (CBEDS) Information Day - The first Wed in Oct is CBEDS Information Day, used to collect information on student and staff demographics. Schools must complete the School Information Form (SIF). The SIF is used to report the count of classified staff, kindergarten program type, educational calendars, work visa applications, multilingual instructional programs, and languages of instruction. Data is due to CDE on November 20th .	TEACH	No	No	http://www.cde.ca.gov/ds/dc/cb/
FINANCE	Oct-07	Title III English Learner Program Annual Online Report - Title III English Learner (EL) Program subgrantees are required to report on the language instruction educational programs (LIEPs) and activities related to the teaching and learning of EL students. The online reporting system will be available to your LEA through October 7, 2026.	TEACH	No	No	https://www.cde.ca.gov/sp/ml/elannualonline rpt.asp
FINANCE	Oct-15	Comprehensive Support and Improvement (CSI) Final Reporting (Subgrant End Date 9/30/26) - 2024 Subgrant Final Expenditures Report and Subgrant Performance Report - Actual expenditures for each performance period within the grant period shall be reported to the California Department of Education (CDE) as part of regular grant management and administration.	Charter Impact with TEACH support	No	No	https://www.cde.ca.gov/sp/sw/t1/csileagrantrpt.asp
FINANCE	Oct-31	LCAP Upload to the California School Dashboard California Education Code Section 52065(c)(1) requires all LEAs upload their most recent Local Control and Accountability Plan (LCAP) to the California School Dashboard (Dashboard). The LCAP upload submission window will be open from October 13 through October 31, 2026. For further information regarding Dashboard Coordinators or the LCAP upload, please contact the Local Agency Systems Support Office by email at LCFF@cde.ca.gov.	TEACH	No	No	
DATA TEAM	Oct-31	CBEDS-ORA - Collection of FTE of classified staff, estimated teacher hires, Kindergarten program types, H-1B work visa application, education calendar, multilingual instructional programs, languages of instruction and district of choice transfer requests and transportation data.	TEACH	No	No	https://www.cde.ca.gov/ds/dc/cb/
FINANCE	Oct-31	Federal Cash Management - Period 2 - Charter schools that are awarded a grant under any of these programs: Title I, Title II, Title III and Title IV must submit the CMDC report for a particular quarter in order to receive an apportionment for that quarter; CDE will apportion funds to LEAs whose cash balance is below a certain threshold.	Charter Impact	No	No	http://www.cde.ca.gov/fg/aa/cm/
FINANCE	Oct-31	ASES -1st Quarter Expenditure Report - The ASES Program funds the establishment of local after school education and enrichment programs. These programs are created through partnerships between schools and local community resources to provide literacy, academic enrichment and safe constructive alternatives for students in kindergarten through ninth grade (K-9).	TEACH with After School Provider and Charter Impact Support	No	No	http://www.cde.ca.gov/ls/ba/as/
FINANCE	Oct-31	Comprehensive Support and Improvement (CSI) Expenditure Reporting - 2025 Subgrant Report - Actual expenditures for each performance period within the grant period shall be reported to the California Department of Education (CDE) as part of regular grant management and administration.	Charter Impact with TEACH support	No	No	https://www.cde.ca.gov/sp/sw/t1/csileagrantrpt.asp
FINANCE	Oct-31	Collect National School Lunch Program (NSLP) applications - Schools must collect or receive National School Lunch Program (NSLP) applications by October 31. Schools may process those applications after October 31, and if students are found to be eligible for free or reduced-price meals (FRPMs), those schools may update FRPM program records for eligible students with a start date before Census Day.	TEACH	No	No	https://www.cde.ca.gov/fg/aa/nt/index.asp?tabsection=1
DATA TEAM	Oct-31	Complete 20-Day Attendance Report - Charter schools in their first year of operation that begin instruction by September 30th, and continuing charter schools that are expanding by adding one or more grade levels, may apply for a special advance on their funding for LCFF State Aid and EPA State Aid. The special advance is based on actual ADA and pupil demographic data for the first 20 days of student instruction.	TEACH	No	Yes	https://www.cde.ca.gov/fg/aa/pa/csfunding.asp?tabsection=2
DATA TEAM	Oct-31	Collect Alternative Income Forms from Families Alternative income forms can be used in place of, or in conjunction with, federal meal applications to determine students whose household income meets FRPM eligibility levels. Determination is required to calculate UPC (Unduplicated Pupil Count) for Supplemental and Concentration funding, as well as other state grants.	TEACH	No	No	https://www.cde.ca.gov/fg/aa/pa/altincomeforms.asp
DATA TEAM	Nov-15	Complete Nutrition Verification process (requirement of School Nutrition Program) - Verification is the annual, mandatory process that confirms the eligibility of a sample of completed household meal eligibility applications in the National School Lunch and School Breakfast Programs. Each LEA must select and verify a sample of applications approved for free and reduced-price meal benefits. The required sample size of applications to be verified is based on the number of approved applications on file on October 1.	TEACH	No	Yes	https://www.cde.ca.gov/ls/nu/sn/verificationreport.asp

FINANCE	Nov-15	Review and/or Update Non-Profit IRS Form 990 Policies - although not required, it is recommended to review these policies annually. The IRS Form 990 is the annual information return filed by most non-profit charter schools. The IRS Form 990 includes a Governance, Management and Disclosure section. Charter Schools are required to disclose the following policies: Conflict of Interest Policy, Whistleblower Policy, Document Retention and Destruction Policy, Expense Reimbursement Policy, Gift Receiving Policy, and Compensation Approval Policy. A Form 990 must be filed by the 15th day of the 5th month after the close of the NPO’s fiscal year. Most schools extend this deadline to the following May 15th.	TEACH	Yes	No	http://www.publiccounsel.org/useful_materials?id=0025
FINANCE	Nov-30	Universal PreKindergarten (UPK) Planning and Implementation Grant Expenditure report #7 - Report 65 for resource code 6053 - Expenditure reports for the reporting period of November 1, 2025, to June 30, 2026. If your LEA or COE missed the reporting window for previous reports, or needs to submit a revision, please use the same link below to submit a separate report at this time. Charter schools that have informed the CDE of their intent to return these funds are not required to submit this report. If the LEA has spent all UPK P&I grant funds, they are not required to submit any further expenditure reports. Additional information: https://www.cde.ca.gov/ci/gs/em/upkpi.asp	Charter Impact with TEACH support	No	No	https://www.cde.ca.gov/ci/gs/em/kinderfaq.asp
FINANCE	Set by Authorizer (by Dec 15)	1st Interim Financial Report - Local educational agencies (LEAs) are required to file two reports during a fiscal year (interim reports) on the status of the LEA's financial health. The first interim report for the period ending October 31 is due by the date set by the charter authorizer (no later than December 15th).	Charter Impact	Yes	Yes	https://www.cde.ca.gov/fg/fi/ir/interimstatus.asp

Coversheet

Updated CMO Agreements

Section:	III. Items for Potential Action
Item:	G. Updated CMO Agreements
Purpose:	Vote
Submitted by:	
Related Material:	TEACH_Academy_CMO_Agreement_UPDATED.docx TEACH_Tech_CMO_Agreement_UPDATED.docx

MANAGEMENT SERVICES MEMORANDUM OF UNDERSTANDING Between TEACH Public Schools and TEACH Academy of Technologies

This Management Services Memorandum of Understanding ("MOU") is made and entered into as of September 29, 2026, by and between:

- **TEACH Public Schools**, a Charter Management Organization ("CMO" or "Manager") operating under TEACH Inc. a California nonprofit public benefit corporation; and
- **TEACH Academy of Technologies**, a public charter school authorized as a local educational agency (LEA) under the governance of TEACH Inc. ("School").

For purposes of this MOU, **"site leadership"** refers to the **School Principal**.

This MOU serves as a formal delegation of responsibilities between the central office of TEACH Public Schools and the charter school site, to document the internal delegation of responsibilities for operational management, academic oversight, and regulatory compliance across the TEACH Public Schools network. It is not a legal contract between separate legal entities, but an internal governance document acknowledging shared services, resource allocations, and oversight responsibilities within the TEACH Inc. corporate structure.

Background

TEACH Inc. operates multiple LEA charter schools under the authority of a single nonprofit corporate board. This Memorandum formalizes the shared service model and governance structure that supports fiscal integrity, academic performance, and operational efficiency across the organization.

1. Purpose

The purpose of this MOU is to formally document the internal delegation of responsibilities between TEACH Public Schools, as the CMO and TEACH Academy of Technologies, as an LEA charter school under its authority. This MOU clarifies operational, academic, and fiscal functions to ensure effective school performance, regulatory compliance, and alignment with TEACH Inc.'s charter obligations and nonprofit governance standards.

2. Term

This MOU shall be effective as of September 29, 2026, and shall remain in effect until amended or superseded by action of the TEACH Inc. Board. It is not a fixed-term contract, but a standing delegation of responsibilities that will be reviewed periodically to ensure ongoing alignment with organizational needs, charter obligations, and regulatory requirements.

3. Scope of Services

All services shall be delivered in accordance with TEACH Inc. Board-adopted policies and procedures, including but not limited to Fiscal, Personnel (as set forth in the Employee Handbook), and Data Protection policies. TEACH Public Schools shall provide the following centralized services to the School, subject to oversight by the Board of Directors of TEACH Inc.:

1. Governance support and regulatory compliance assistance, including board meeting preparation, charter authorizer coordination, monitoring of organizational compliance policies, support with state and federal reporting (e.g., LCAP, SARC, Uniform Complaint Procedures), maintenance of the nonprofit corporation's good standing through corporate filings, records, and policies, and compliance with applicable public meeting laws, including the Brown Act;
2. Charter petition development, renewal strategy, and authorizer engagement, including preparation of initial charter petitions, renewal applications, material revisions, and coordination of annual oversight processes and documentation; TEACH Public Schools shall also serve as the lead project manager for the authorizer oversight process and the annual independent audit, including auditor selection, deliverable coordination, deadline tracking, and cross-site compliance preparation; provided, however, that site leadership remains responsible for supplying site-level data, narrative components, and access to records or personnel as required;
3. Facilities planning, financing, regulatory coordination, and vendor oversight, including lease or acquisition negotiations, construction or renovation project management, long-term facilities strategy, and centralized support for compliance with applicable health, safety, and public contracting laws; provided, however, that site leadership remains responsible for day-to-day facility operations and campus-level custodial coordination;
4. Budget development, multi-year financial forecasting, and board fiscal advisement, including the preparation of annual operating budgets in consultation with school leadership, cash flow projections, interim reporting, LCFF revenue modeling, and support for board adoption of compliant and sustainable financial plans;
5. Accounting, payroll, accounts payable, and audit support, whether provided directly by TEACH Public Schools or through contracted third-party back-office service providers;
6. Human resources services, including support for organization-wide recruitment processes (e.g., job postings, initial screening, and process guidance), onboarding procedures (including compliance training, benefits enrollment, and personnel systems setup), benefits administration, personnel file maintenance, and guidance on employment law and workplace compliance; TEACH Public Schools shall maintain all official personnel policies and procedures and conduct or coordinate workplace investigations as needed, while site leadership remains responsible for local staff supervision, candidate selection, and ongoing performance management in alignment with established policies;
7. Legal support and risk management, including oversight of legal strategy and engagement of outside counsel for matters involving compliance, employment, special education, governance, facilities, or authorizer relations; TEACH Public Schools shall coordinate legal consultation and ensure consistency in policy application and risk mitigation across all schools;
8. Oversight of organizational banking, bond reporting, and investment management, including serving as the authorized signer on all bank accounts, administering fund segregation and reconciliation processes, and ensuring adherence to the Board-adopted

- investment policy and bondholder reporting obligations; school sites shall not establish or operate independent financial accounts;
9. Supervision and support of School leadership, including implementation of the Principal evaluation process developed by the Chief Academic & Strategic Initiatives Officer (CASIO), with decisions regarding the Principal's employment status made by the Executive Director based on CASIO's recommendations;
 10. Oversight of student information system (SIS) platform selection and compliance integration (e.g., CALPADS), including configuration, user access control, training, and compliance data submission protocols; as well as centralized IT systems management, including network security, device procurement standards, and enforcement of organizational data protection and FERPA compliance policies; provided, however, that site leadership shall remain responsible for day-to-day device usage, user support, and campus-level troubleshooting;
 11. School site leadership retains primary responsibility for executing student recruitment, community engagement, and enrollment activities. TEACH Public Schools shall provide enrollment marketing and public relations support, including centralized development of marketing materials, digital campaigns, enrollment data systems, and logistical support for school-led recruitment events and family engagement meetings;
 12. Grant application development and submission, including all state, federal, and private funding opportunities; TEACH Public Schools shall coordinate and manage application strategy, submission, and post-award compliance reporting, with school site leadership responsible for contributing programmatic and operational information as needed;
 13. Operational oversight and support for procurement and contracting processes in accordance with the TEACH Inc. Fiscal Policy, including vendor coordination, contract review, and purchasing compliance; school site leadership shall initiate procurement activity in alignment with applicable thresholds and procedures as established by TEACH Public Schools;
 14. Instructional leadership and school improvement support through the Chief Academic & Strategic Initiatives (CASIO) role, including coaching, data-driven instruction, professional development, and academic progress monitoring;
 15. Oversight of state-mandated testing coordination (e.g., CAASPP, ELPAC, FIAB), academic accountability compliance, curriculum alignment, and charter-aligned academic reporting in collaboration with site leaders; and
 16. Administration and compliance oversight of the federal school food program, including all responsibilities assigned to the Food Service Authority (FSA); and
 17. Coordination of special education compliance and SELPA reporting, including IEP system administration, vendor oversight, and procedural safeguard adherence in collaboration with site teams;
 18. Procurement and administration of organizational insurance policies, including general liability, workers' compensation, and facilities coverage, in compliance with state and authorizer requirements;
 19. Implementation of organization-wide fiscal policies, internal controls, and compliance with state financial reporting standards (e.g., SACS, AB1200); and
 20. Any other support services reasonably requested by the School and authorized by TEACH Public Schools

4. Centralized Systems and Platform Governance

TEACH Public Schools shall be responsible for managing key organization-wide systems and compliance platforms, including but not limited to:

- Student information systems (SIS) for attendance, CALPADS, and reporting,
- Special education management systems for IEP compliance,
- State and federal data submission portals,
- Financial and procurement software,
- Human resources and payroll platforms,
- Board meeting and governance documentation systems,
- School nutrition compliance and reimbursement software.

TEACH Public Schools will select and oversee these platforms with input from School leadership where appropriate. School sites retain autonomy over instructional materials, academic software, classroom tools, and site-specific platforms related to pedagogy, as long as such selections comply with all applicable policies and budgetary limits.

All other responsibilities not expressly delegated above remain the direct responsibility of the School site leadership, under the supervision of TEACH Public Schools

5. Service Fee

In consideration of the services rendered by TEACH Public Schools, the School shall allocate an internal management services fee in the amount of 8.5% of the School's Local Control Funding Formula (LCFF) revenue for the fiscal year, as determined by generally accepted accounting principles and State school funding methodologies. This fee rate is effective October 1, 2026.

The fee shall be internally recorded and reconciled within 30 days following the end of each month and reflected in both entities' financial reporting. The Parties acknowledge that this allocation is designed to equitably allocate centralized service costs in proportion to school-level revenues, consistent with TEACH Public Schools's obligations as a tax-exempt organization under Internal Revenue Code §501(c)(3).

6. Board Oversight

The TEACH Inc. Board of Directors serves as the governing body for the corporation and for all charter schools operated under its authority. Each TEACH Public School's school is governed solely by the TEACH Inc. Board of Directors; no separate or subordinate school-level boards exist. The Board maintains full fiduciary and legal oversight of all schools and their respective charters. Nothing in this MOU shall be interpreted to abridge the independent fiduciary responsibilities of the Board or its compliance obligations under state or federal law. Nothing herein shall be interpreted to delegate duties that must, by law or authorizer requirement, be exercised directly by the governing board.

7. Governance and Compliance

This MOU is intended to support:

- Internal controls and fiscal clarity;
- Transparency for audit and authorizer review;
- IRS compliance with nonprofit governance standards; and
- Operational consistency across the organization.

8. School Site Responsibilities

School site leadership shall remain responsible for all day-to-day campus operations, instructional delivery, student supervision, emergency preparedness and safety drills (e.g., fire, lockdown), discipline, staff scheduling, local vendor relations, and any other duties not expressly delegated to TEACH Public Schools in this MOU. School leadership shall collaborate with TEACH Public Schools to ensure compliance with organizational policies, state law, and the School's approved charter.

9. Amendment and Interpretation

This MOU may be amended by mutual written agreement of the TEACH Inc. Board. Any questions of interpretation regarding service responsibilities shall be resolved by the Executive Director in consultation with the School site leader and reported to the Board as needed.

Adoption

This Memorandum of Understanding was reviewed and ratified by the TEACH Inc. Board of Directors on September 29, 2026, as the governing body for TEACH Public Schools and all its operated charter schools.

Signatures

TEACH Public Schools, a CMO operated by TEACH Inc.

By: _____
 Name: _____
 Title: _____
 Date: _____

TEACH Academy of Technologies, an LEA charter school operated by TEACH Inc.

By: _____
 Name: _____
 Title: _____
 Date: _____

MANAGEMENT SERVICES MEMORANDUM OF UNDERSTANDING Between TEACH Public Schools and TEACH Tech Charter High School

This Management Services Memorandum of Understanding ("MOU") is made and entered into as of September 29, 2026, by and between:

- **TEACH Public Schools**, a Charter Management Organization ("CMO" or "Manager") operating under TEACH Inc. a California nonprofit public benefit corporation; and
- **TEACH Tech Charter High School**, a public charter school authorized as a local educational agency (LEA) under the governance of TEACH Inc. ("School").

For purposes of this MOU, **"site leadership"** refers to the **School Principal**.

This MOU serves as a formal delegation of responsibilities between the central office of TEACH Public Schools and the charter school site, to document the internal delegation of responsibilities for operational management, academic oversight, and regulatory compliance across the TEACH Public Schools network. It is not a legal contract between separate legal entities, but an internal governance document acknowledging shared services, resource allocations, and oversight responsibilities within the TEACH Inc. corporate structure.

Background

TEACH Inc. operates multiple LEA charter schools under the authority of a single nonprofit corporate board. This Memorandum formalizes the shared service model and governance structure that supports fiscal integrity, academic performance, and operational efficiency across the organization.

1. Purpose

The purpose of this MOU is to formally document the internal delegation of responsibilities between TEACH Public Schools, as the CMO and TEACH Tech Charter High School, as an LEA charter school under its authority. This MOU clarifies operational, academic, and fiscal functions to ensure effective school performance, regulatory compliance, and alignment with TEACH Inc.'s charter obligations and nonprofit governance standards.

2. Term

This MOU shall be effective as of September 29, 2026, and shall remain in effect until amended or superseded by action of the TEACH Inc. Board. It is not a fixed-term contract, but a standing delegation of responsibilities that will be reviewed periodically to ensure ongoing alignment with organizational needs, charter obligations, and regulatory requirements.

3. Scope of Services

All services shall be delivered in accordance with TEACH Inc. Board-adopted policies and procedures, including but not limited to Fiscal, Personnel (as set forth in the Employee Handbook), and Data Protection policies. TEACH Public Schools shall provide the following centralized services to the School, subject to oversight by the Board of Directors of TEACH Inc.:

1. Governance support and regulatory compliance assistance, including board meeting preparation, charter authorizer coordination, monitoring of organizational compliance policies, support with state and federal reporting (e.g., LCAP, SARC, Uniform Complaint Procedures), maintenance of the nonprofit corporation's good standing through corporate filings, records, and policies, and compliance with applicable public meeting laws, including the Brown Act;
2. Charter petition development, renewal strategy, and authorizer engagement, including preparation of initial charter petitions, renewal applications, material revisions, and coordination of annual oversight processes and documentation; TEACH Public Schools shall also serve as the lead project manager for the authorizer oversight process and the annual independent audit, including auditor selection, deliverable coordination, deadline tracking, and cross-site compliance preparation; provided, however, that site leadership remains responsible for supplying site-level data, narrative components, and access to records or personnel as required;
3. Facilities planning, financing, regulatory coordination, and vendor oversight, including lease or acquisition negotiations, construction or renovation project management, long-term facilities strategy, and centralized support for compliance with applicable health, safety, and public contracting laws; provided, however, that site leadership remains responsible for day-to-day facility operations and campus-level custodial coordination;
4. Budget development, multi-year financial forecasting, and board fiscal advisement, including the preparation of annual operating budgets in consultation with school leadership, cash flow projections, interim reporting, LCFF revenue modeling, and support for board adoption of compliant and sustainable financial plans;
5. Accounting, payroll, accounts payable, and audit support, whether provided directly by TEACH Public Schools or through contracted third-party back-office service providers;
6. Human resources services, including support for organization-wide recruitment processes (e.g., job postings, initial screening, and process guidance), onboarding procedures (including compliance training, benefits enrollment, and personnel systems setup), benefits administration, personnel file maintenance, and guidance on employment law and workplace compliance; TEACH Public Schools shall maintain all official personnel policies and procedures and conduct or coordinate workplace investigations as needed, while site leadership remains responsible for local staff supervision, candidate selection, and ongoing performance management in alignment with established policies;
7. Legal support and risk management, including oversight of legal strategy and engagement of outside counsel for matters involving compliance, employment, special education, governance, facilities, or authorizer relations; TEACH Public Schools shall coordinate legal consultation and ensure consistency in policy application and risk mitigation across all schools;
8. Oversight of organizational banking, bond reporting, and investment management, including serving as the authorized signer on all bank accounts, administering fund segregation and reconciliation processes, and ensuring adherence to the Board-adopted

- investment policy and bondholder reporting obligations; school sites shall not establish or operate independent financial accounts;
9. Supervision and support of School leadership, including implementation of the Principal evaluation process developed by the Chief Academic & Strategic Initiatives Officer (CASIO), with decisions regarding the Principal's employment status made by the Executive Director based on CASIO's recommendations;
 10. Oversight of student information system (SIS) platform selection and compliance integration (e.g., CALPADS), including configuration, user access control, training, and compliance data submission protocols; as well as centralized IT systems management, including network security, device procurement standards, and enforcement of organizational data protection and FERPA compliance policies; provided, however, that site leadership shall remain responsible for day-to-day device usage, user support, and campus-level troubleshooting;
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 16. Administration and compliance oversight of the federal school food program, including all responsibilities assigned to the Food Service Authority (FSA); and
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 20. Any other support services reasonably requested by the School and authorized by TEACH Public Schools

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- Human resources and payroll platforms,
- Board meeting and governance documentation systems,
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6. Board Oversight

The TEACH Inc. Board of Directors serves as the governing body for the corporation and for all charter schools operated under its authority. Each TEACH Public School's school is governed solely by the TEACH Inc. Board of Directors; no separate or subordinate school-level boards exist. The Board maintains full fiduciary and legal oversight of all schools and their respective charters. Nothing in this MOU shall be interpreted to abridge the independent fiduciary responsibilities of the Board or its compliance obligations under state or federal law. Nothing herein shall be interpreted to delegate duties that must, by law or authorizer requirement, be exercised directly by the governing board.

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Adoption

This Memorandum of Understanding was reviewed and ratified by the TEACH Inc. Board of Directors on September 29, 2026, as the governing body for TEACH Public Schools and all its operated charter schools.

Signatures

TEACH Public Schools, a CMO operated by TEACH Inc.

By: _____
 Name: _____
 Title: _____
 Date: _____

TEACH Tech Charter High School, an LEA charter school operated by TEACH Inc.

By: _____
 Name: _____
 Title: _____
 Date: _____

Coversheet

TEACH Fiscal Policy Revision

Section:	III. Items for Potential Action
Item:	H. TEACH Fiscal Policy Revision
Purpose:	Vote
Submitted by:	
Related Material:	TEACH_Fiscal_Policy_FY2026-27.docx

TEACH Inc.

TEACH Public Schools

Fiscal Policies and Procedures

Fiscal Year 2026–27

Board Adopted: September 29, 2026

(Prior adoption: May 26, 2026)

1. OVERVIEW, GOVERNANCE AND INTERNAL CONTROLS

The Board of TEACH Inc. (a 501(c)(3) nonprofit public benefit corporation that holds the three TEACH charters and operates a charter management organization (CMO) — TEACH Public Schools — the charter schools, and other educational programs), governing TEACH Academy of Technologies ("TEACH Academy"), TEACH Tech High School ("TEACH Tech") and TEACH Preparatory Mildred S. Cunningham & Edith H. Morris Elementary School ("TEACH Prep") (collectively, "TEACH") has reviewed and adopted the following policies and procedures to ensure the most effective use of the funds of the Organization to support the mission and to ensure that the funds are budgeted, accounted for, expended, and maintained appropriately.

- The Board approves financial policies and procedures, delegates administration of the policies and the procedures to the Executive Director/Chief Executive Officer (ED), or Chief Legal & Organizational Strategy Officer (CLOSO) and reviews operations and activities on a regular basis.
- The ED has responsibility for all operations and activities related to financial management. However, the Board and ED can appoint or delegate someone else to perform the responsibilities. References to "School Operations Manager" or "SOM" throughout this policy apply to the SOM position at each TEACH school site. The Chief Academic & Strategic Initiatives Officer (CASIO) provides oversight to the school sites and school principals and, except where these policies assign a specific approval to another officer or to the Board, serves as the primary approver for financial approvals under these policies; the ED serves as the backup approver and reviewer when the CASIO is unavailable, and the CLOSO serves as the tertiary backup approver when both the CASIO and the ED are unavailable.
- Financial duties and responsibilities must be separated so that no one employee has sole control authorizing transactions, recording financial transactions and custody of assets.
- TEACH will maintain in effect the following principles in its ongoing fiscal management practices to ensure that:
 - expenditures are authorized by and in accord with amounts specified in the board-adopted budget,
 - TEACH's funds are managed and held in a manner that provides a high degree of protection of the school's assets, and
 - all transactions are recorded and documented in an appropriate manner.

Record Keeping

Transaction ledgers, duplicate unsigned checks, attendance and entitlement records, payroll records, and any other necessary fiscal documents will be maintained by TEACH staff — primarily in electronic form in secure, access-controlled, cloud-based systems — for at least three years, or as long as required by applicable law, whichever is longer. Any documents that must be retained in original hard-copy form will be kept in a secure location.

Financial and attendance accounting data and other electronic records are maintained in cloud-based systems that provide user access controls and automated, redundant off-site backups. Where records are retained in paper form, appropriate back-up copies will be prepared and stored securely off-site, separate from the school. TEACH will retain the ability to reproduce required records in a usable format for audit and regulatory purposes throughout the retention period.

Whistleblower Protection and Fraud Reporting

Employees, vendors, or community members may report suspected fraud, waste, or abuse anonymously. TEACH will maintain a whistleblower process that ensures reports can be submitted without fear of retaliation. Reports may be submitted to the Executive Director through a reporting channel designated by TEACH or, when a report concerns the Executive Director or another senior officer, directly to the Board Chair (or a director the Board designates). Reports will be investigated promptly and impartially, and no person who is the subject of a report will review or investigate it.

Board Compensation

Board members may not receive compensation for their services as directors or officers. They may be reimbursed for reasonable, documented expenses incurred in their service to TEACH through the same expense-reimbursement process that applies to staff.

2. BUDGETING AND FINANCIAL PLANNING

Budget Development, Oversight Calendar and Responsibilities

TEACH will develop and monitor its budget in accord with the annual budget development and monitoring calendar as specified below.

January – April

Charter Impact (TEACH's outsourced back-office accounting provider) works with ED to review Governor's proposed state budget for the upcoming fiscal year and identify the likely range of revenues for the school's upcoming fiscal year (July 1 – June 30) based on projected enrollment. Once the revenue estimates are complete, Charter Impact and the ED develop the remainder of the budget including staffing levels, review of fixed costs and discretionary spending. Then a five-year budget projection is developed in accordance with TEACH's established strategic and growth plans.

May – June

Charter Impact and the ED reviews revenue projections subsequent to the Governor's annual "May Revise" budget figures, fine-tunes the upcoming fiscal year budget to accommodate any changes. This budget will include monthly cash flow projections. The Board reviews and formally adopts a budget for upcoming fiscal year before June 20. A copy of the final budget is provided to the charter-granting agency.

July – August

Books for prior fiscal year are closed by Charter Impact, all transactions are posted, and records assembled for audit.

The budget is reviewed subsequent to the adoption of the state Budget Act and necessary adjustments are made. A copy of the revised final budget is provided to the charter-granting agency, if applicable.

September – December

The independent auditor performs audit of the closed fiscal year and prepares audit report for submission to the Board.

At the end of the first full week of school, the ED, or CASIO reviews each of the school's actual attendance figures and notifies the Board if actual attendance is below budget projections. If needed, the school's budget is revised to match likely revenues.

The Board reviews a copy of the audit. The Executive Director addresses any audit exceptions or adverse findings. Once the Board approves the audit report, it is submitted to charter-granting agency.

On a monthly basis, the ED and Board reviews current year actual versus budgeted revenues and expenditures and other financial reports as presented by Charter Impact. The Board approves any needed changes to the annual budget.

Budget Transfers

The ED may transfer up to \$50,000 from one unrestricted budget item to another without board approval but shall notify the Board of the transfer at the next regularly scheduled meeting.

Cost Allocation Plan

The CMO function within TEACH Inc. provides shared services to the three TEACH charter schools. CMO costs are recovered through a CMO Management Fee charged to each school: the fee charged to TEACH Prep is the lesser of (a) TEACH Prep's share of actual allocated CMO cost or (b) fifteen percent (15%) of

TEACH Prep's Local Control Funding Formula (LCFF) revenue for the fiscal year; the fee charged to TEACH Academy and TEACH Tech is a flat eight and one-half percent (8.5%) of each school's LCFF revenue for the fiscal year. Shared school-level costs not delivered by the CMO are allocated under Schedule A using defined drivers (average daily attendance (ADA), enrollment, full-time equivalents (FTE), or direct attribution). Full methodology, definitions, documentation, and reporting requirements are set out in the separate TEACH Cost Allocation Plan, which the Board approves annually together with the adopted budget.

Fund Balance Reserve

A cash reserve of at least 5% of the annual expenses will be maintained. Charter Impact will provide the ED, or CLOSO with a Statement of Financial Position monthly. It is the responsibility of the ED, or CLOSO and the Governing Board to understand the school's cash situation. It is the responsibility of the ED, or CLOSO to prioritize payments as needed.

3. REVENUE, CASH RECEIPTS AND FUNDRAISING

Fundraising, Grant Solicitation, and Donation Recognition

All fundraising or grant solicitation activities on behalf of the school must be approved in advance by the CASIO or CLOSO (the ED serving as backup approver when the CASIO is unavailable). The CASIO or CLOSO shall inform the Board on any conditions, restrictions, or compliance requirements associated with the receipt of such funds, including grants or categorical programs sponsored by the state or federal government. The Board shall be notified no later than the next regular board meeting of the award or receipt of any funds and shall approve the receipt of any grants, donations, or receipts of fundraising proceeds prior to their deposit in the school's accounts.

General Procedures for Non-Governmental Cash Receipts

For fundraising activities approved by the board, and for checks received by mail or in person at the school sites, the School will establish internal controls to ensure the safeguarding of assets. The following are general procedures:

- All fundraising activities must receive written preapproval from the Executive Director/Chief Executive Officer, CASIO, or CLOSO.
- Checks and cash received by mail or in person at a school site will be received by a designated school staff member (the School Operations Manager), who will immediately record each item in a receipt log and restrictively endorse all checks "For Deposit Only" upon receipt. Where a second staff member is available, a second person will verify and initial the amounts received.
- Cash and any un-deposited checks will be held in the site lock box, which will be emptied at least two times per week on deposit days.
- Deposits are made by remote deposit capture using the digital deposit scanner located at the 10600 site office and are deposited into the school's designated bank account (currently Banc of California). Because the executive team is not based at the school sites, a deposit may be made by the School Operations Manager after receiving email approval to deposit from the ED (or the CLOSO as backup). The email approval identifies the deposit total and is retained with the deposit documentation.
- Deposits totaling over \$10,000 will be made within 48 hours; deposits totaling \$10,000 or less will be made at least weekly. Any cash deposits that cannot be made by remote deposit capture will be deposited in person by a designated school employee.
- The deposit total, the remote-deposit/bank confirmation, and copies of the deposited checks and supporting documentation (copy of check, letter, etc.) will be attached to the receipt log and forwarded to Charter Impact weekly.
- Charter Impact will record the deposit and, as part of the monthly bank reconciliation, will independently reconcile the receipt log to the amounts actually deposited and reported by the bank, reporting any discrepancies to the ED or the CASIO.

Returned Check Policy

A returned-check processing fee will be charged for checks returned as non-sufficient funds (NSF). Unless otherwise pre-approved by Charter Impact or the ED, or CASIO, payment of the NSF check and processing fee must be made by money order or certified check.

In the event that a second NSF check is received for any individual, in addition to the processing fee, the individual will lose check-writing privileges. Payment of the NSF check, the processing fee and any subsequent payment(s) by that individual must be made by money order or certified check.

In the case of NSF checks written by parents of students, the school will seek payment of the amount owed and the processing fee and may arrange a mutually agreeable payment plan approved by the ED, CASIO, or CLOSO and/or Governing Board. TEACH will not withhold student report cards, transcripts, grades, or other educational records or services as a means of collecting an NSF check or fee, except as expressly permitted by law. If unsuccessful in collecting funds owed, the school may initiate appropriate collection and/or legal action at the discretion of the ED or CLOSO and/or Governing Board.

Attendance Accounting

The Director of Operations, Data and Technology (DODT) will establish and maintain an appropriate attendance accounting system to record the number of days students are actually in attendance at the Schools and engaged in the activities required of them by the Schools. The annual audit will review actual attendance accounting records and practices to ensure compliance. The attendance accounting practices will be in conformance with the Charter Schools Act and the applicable California Administrative Code sections defining Charter School Average Daily Attendance. Therefore:

- ADA will be computed by dividing the actual number of days of student attendance by the number of calendar days of Instruction by the School.
- The School's Instructional calendar will include at least 175 days of Instruction to avoid the fiscal penalty for providing fewer than 175 days of Instruction as provided by the Administrative Code regulation. The calendar must also document that the school offers an amount of annual minutes of Instruction as required pursuant to applicable law.
- Independent study will be conducted and documented in accordance with California law governing independent study (Education Code section 51745 et seq.), including its written-agreement, signature, and documentation requirements and the timelines the law allows for completing that documentation (including for short-term independent study). Independent study average daily attendance will be claimed only as permitted by, and documented in compliance with, applicable law.

4. PURCHASING, CONTRACTS AND VENDOR PAYMENT

Segregation of Duties

TEACH will develop and maintain purchase order forms to document the authorization of non-payroll and non-recurring expenditures. All proposed expenditures must be approved by the ED, or CASIO, who will review the proposed expenditure to determine whether it is consistent with the Board-adopted budget. In the absence of a vendor invoice, TEACH will develop and maintain a check request form to document the approval of payment for specific items.

All transactions will be posted in an electronic general ledger maintained by Charter Impact. To ensure segregation of recording and authorization, the bookkeeper may not co-sign check requests for purchase orders.

Contracts

Consideration will be made of in-house capabilities to accomplish services before contracting for them. Except as otherwise provided in these policies, the ED may enter into contracts and agreements not to exceed \$50,000 without Board approval, provided funds sufficient for the contract or agreement are authorized and available within the school's board-adopted budget. Contracts and agreements over \$50,000 must be submitted for board approval and may be executed (signed) by the ED, or other person specifically designated by the Board after the Board has duly approved the contract or agreement. The \$50,000 Board-approval threshold applies to any single contract, or to any single procurement of related goods or services. A single procurement may not be divided into multiple purchases, purchase orders, or invoices for the purpose of avoiding the threshold or a competitive process. The threshold does not apply to the aggregate of unrelated purchases made from the same vendor over a fiscal year (e.g., routine supply purchases) where no single procurement or contract exceeds \$50,000; such purchases are controlled through budget authorization and the Board's review of the monthly check register.

The CLOSO will keep and maintain a contract file evidencing the competitive bids obtained (if any) and the justification of need for any contracts over \$50,000. Competitive bids will be obtained where required by law or otherwise deemed appropriate and in the best interests of the school.

Written contracts clearly defining work to be performed will be maintained for all contract service providers (i.e. consultants, independent contractors, subcontractors). Contract service providers must show proof of being licensed and bonded, if applicable, and of having adequate liability insurance and worker's compensation insurance currently in effect. The ED, or CLOSO may also require that contract service providers list the school as an additional insured.

If the contract service provider is a sole proprietor or a partnership (including LP and LLP), the individual school School Operations Manager (SOM) will obtain a W-9 from the contract service provider prior to submitting any requests for payments to Charter Impact. The CLOSO will obtain a W-9 for any CMO requests for payments.

The CASIO will approve proposed contracts and modifications in writing (the ED serving as backup approver when the CASIO is unavailable); the CLOSO will review each contract before approval, and, once the CASIO has approved and the CLOSO has reviewed the contract, the ED will sign (execute) the contract. Contract service providers will be paid in accordance with approved contracts as work is performed. The ED, CLOSO or CASIO will be responsible for ensuring the terms of the contracts are fulfilled. Potential conflicts of interest will be disclosed upfront, and the ED, CASIO or CLOSO and/or Member(s) of the Governing Board with the conflict will excuse themselves from discussions and from voting on the contract.

Before entering into a contract with a vendor, the contract will be reviewed by the CLOSO and TEACH will use due diligence to ensure that the vendor or contractor has not been suspended by the state or county or federal agencies for any cause. In awarding contracts, consideration will be given to the contractor's integrity, compliance with public policy, a record of past performance, and financial and technical resources. TEACH will not subcontract with or award sub-grants to any person or company who is debarred or suspended. For all contracts, TEACH verifies that the vendor with whom the school intends to do business is not excluded or disqualified. 2 C.F.R. part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300. All successful contractors must provide written certification that they have not been suspended or debarred from federal projects. The CLOSO will be responsible for verification. Such verification may include accessing the Online federal System for Award Management (SAM) to determine whether any relevant party is subject to any suspension or debarment restrictions.

Procedure

Before entering into a contract with a vendor, the CLOSO or designee will check the potential vendor or contractor against the debarment or suspension databases. If the vendor has not been debarred or suspended, the CLOSO will record the date and results of the search in the Contract Log. In addition, the CLOSO will conduct an annual review of existing contractors for suspension or debarment annually each May and will record the results of the annual review in the Contract Log document. The Contract Log will be kept by the CLOSO and made available to the fiscal team. The Contract Log will note the results of the review, the date of the review, and other pertinent contract information.

General Purchasing Procedures

Purchases of individual items and services over \$50,000 must include documentation of a good faith effort to secure the lowest possible cost for comparable goods or services, following the competitive procurement steps set out in this section. The ED, or CASIO shall not approve purchase orders or check requests lacking such documentation, and such documentation shall be maintained for at least three years.

Procurement Thresholds

- Up to \$50,000: the purchase may be made within the Board-adopted budget using an approved purchase order (approved by the CASIO, or the ED as backup). No formal competitive bidding is required, although staff will make a good-faith effort to obtain a fair and reasonable price and are encouraged to obtain written quotes for larger items.
- Over \$50,000: unless a documented exception below applies, the purchase or contract follows the Competitive Procurement Steps below and must be approved by the Board before execution.

Competitive Bidding and Exceptions

Competitive bidding shall be used when purchasing goods or services that are **commodities or interchangeable across multiple vendors**. However, competitive bidding is **not required** when the purchase:

- Involves proprietary curriculum, instructional materials, or software platforms selected based on programmatic fit;
- Is a sole-source item with no reasonable alternative;
- Relates to professional services (e.g., legal, accounting, consulting) selected based on expertise and relationship;
- Is necessary to maintain continuity of service with existing approved vendors; or
- Is required for emergency response to protect health, safety, or property.

All exceptions must be documented by the Executive Director and reported to the Board. Any single purchase or contract exceeding \$50,000 must be approved by the Board prior to execution, unless it qualifies as an emergency procurement.

Competitive Procurement Steps (Over \$50,000)

- Step 1 — Define the need. The requesting site or department documents the scope, specifications, quantity, and timeline for the purchase.
- Step 2 — Solicit competition. Obtain at least three written quotes or bids from qualified vendors, or issue a written Request for Proposals or Quotes. If fewer than three responsive vendors are reasonably available, the reason is documented.
- Step 3 — Evaluate and select. Compare the responses on price and other stated factors (such as quality, responsiveness, past performance, and total cost of ownership), and document the basis for the recommended selection.
- Step 4 — Verify the vendor. Confirm the vendor is not suspended or debarred (checked against SAM) as provided in the Contracts section, and obtain a W-9 and any required insurance.
- Step 5 — Internal review and recommendation. The CASIO approves the proposed contract in writing and the CLOSO reviews it, as provided in the Contracts section; the recommended award is then prepared for the Board.
- Step 6 — Obtain Board approval. Present the recommended award to the Board for approval before the purchase or contract is executed.
- Step 7 — Execute and document. After Board approval, the ED signs (executes) the contract as provided in the Contracts section, and a purchase order is issued. All solicitation, quote or bid, evaluation, and approval records are retained for at least three years.

Approval of Purchases

The CASIO (or the ED as backup approver) may authorize expenditures within the approved budget; related contracts are signed by the ED as provided in the Contracts section. The Governing Board must review all expenditures. This will be done via approval of a check register which lists all checks written during a set period of time and includes check #, payee, date, and amount. The Governing Board must also approve contracts and non-budgeted expenses over \$50,000.

When approving purchases, the ED, or CASIO must:

- Determine if the expenditure is budgeted
- Determine if funds are currently available for expenditures (i.e. cash flow)
- Determine if the expenditure is allowable under the appropriate revenue source
- Determine if the expenditure is appropriate and consistent with the vision, approved charter, school policies and procedures, and any related laws or applicable regulations
- Determine if the price is competitive and prudent.

Any individual making an authorized purchase on behalf of the TEACH must provide Charter Impact with appropriate documentation of the purchase. Individuals other than those specified above are not authorized to make purchases without pre-approval via approved purchase order or signed contract.

Individuals who use personal funds to make unauthorized purchases will not be reimbursed. Authorized purchases will be promptly (within 60 days) reimbursed after receipt of appropriate documentation of the purchase.

The ED, or CASIO may authorize an individual to use a school credit card to make an authorized purchase on behalf of the school, consistent with guidelines provided by the ED, or CLOSO and/or Governing Board. The following provisions apply to credit card purchases:

- The school card will be kept under locked supervision in the schools main office, and authorized individuals must sign the credit card out and must return the credit card promptly after use and submit related documentation of all purchases within 3 business days of the purchase, unless otherwise authorized by the ED, or CASIO.
- If receipts are not available or are "missing", the individual making the charge will be held responsible for payment.
- Credit cards will bear the names of both the Schools and the Principal, or ED for CMO credit card.

Purchase Orders

Non-recurring purchases should be accompanied by a purchase order (PO), which must be approved by the CASIO (or the ED as backup approver).

- The ED, Principals, the DODT, School Operations Managers (SOMs), and CLOSO all have the ability to generate a PO request in Office Books.
- The PO is then automatically sent in Office Books to the CASIO for approval (or to the ED as backup approver when the CASIO is unavailable).
- Once approved, the PO is then emailed to the vendor or copied and mailed for confirmation.

Payment Authorization

Credit Card Usage Policy

Purpose and Scope. This section governs issuance, permitted uses, limits, documentation, reconciliation, and oversight of TEACH Inc. company credit cards issued under a Company-Pay (control/sub-account) program. It applies to all school site cards and the central CMO card.

Program Model and Bank Setup

TEACH will operate a Company-Pay (control/sub-account) card program. The CMO control account is the billed account; each school will have a sub-account/card. Card issuance requires ED approval, a signed Cardholder Agreement, and recording in the Central Card Register maintained by the Card Administrator (ED). The Card Administrator will coordinate with the issuing bank and maintain eZBusiness and Authorizing Officer (AO) records.

Cardholder Assignments and Authorities

- Site cards: Principals are site cardholders.
- CMO card: The ED is the CMO cardholder and also serves as Card Administrator and AO for bank matters.
- Placing approved online/central charges: for a school-site online purchase, the SOM may place the approved charge on the site card; for a CMO/central online purchase, the ED places the approved charge. In each case the charge must already be approved under this policy, the person who places a charge may not be the person who approved it, the receipt and backup are uploaded, and placing a charge conveys no authority to approve the charge or to approve payment to the card issuer.

Cardholder Agreement and Issuance

A Cardholder Agreement (signed by the cardholder and the ED) is required before card activation. The Card Administrator issues cards only after (a) ED approval, (b) a completed Cardholder Agreement, and (c) entry in the Central Card Register.

Permitted and Prohibited Uses

- Permitted: bona fide school/CMO operating purchases consistent with TEACH procurement rules and any applicable grant/donor restrictions; approved travel/training; small equipment purchases under the capital threshold.
- Prohibited: personal/family/household purchases; cash advances; payments to family or related parties; purchases that circumvent procurement; purchases that violate grant restrictions or law; purchase of gift cards except with prior written ED approval and documented business purpose.

PO, Pre-Approval and Office Books Workflow

All purchases that require a PO must use Office Books. SOMs will create the PO and mark it "Credit Card Transaction" before any charge is incurred. The ED (or the CLOSO for programmatic review) must approve the PO prior to the charge. Virtual single-use cards may be used for one-time vendor payments provided a PO marked "Credit Card Transaction" is created in Office Books before the virtual card is issued. Once the required approval is recorded, the charge may be placed (executed) by the cardholder, by the SOM for a school-site purchase, or by the ED for a CMO/central purchase. The person who places a charge may not be the person who approved it; the person who places the charge uploads the receipt and backup for reconciliation by Charter Impact and review by the ED, and may not approve a charge or approve payment to the card issuer.

Limits, Merchant Controls and Exceptions

- Default school card limits: per transaction \$10,000; monthly \$50,000.
- CMO card limits: sized to accommodate documented recurring obligations (e.g., health insurance). TEACH prefers ACH or vendor invoice payments where practicable. If the CMO card is used for recurring obligations, the ED will document vendor names, frequency, and expected amounts in the Card Register and the Board must approve the use of the card and the limits.
- Common controls: cash advances disabled; MCC blocks for gambling, adult entertainment, and other inappropriate categories; foreign transactions blocked by default and permitted only with prior written ED approval. Any exception must be documented and pre-approved.

Documentation, Uploads and Timelines

- Cardholder uploads: Site cardholders must upload the PO (if applicable), original receipt(s), business purpose, and GL coding to the accounts payable Google Drive folder "Credit Card Backups" within 3 business days of the transaction. For CMO recurring/high-dollar charges, documentation must be uploaded within 1 business day of the charge.
- Charter Impact (AP): reconcile and post to Sage within 7 business days of statement generation and prepare the monthly Card Register. The Card Register shall identify cardholder, site, last four digits of card, per-transaction/monthly limits, recurring charges, and open exceptions.
- ED/CASIO sign-offs: The ED will review and sign the monthly Card Register within 5 business days after AP reconciliation. For the CMO card, the CASIO or CLOSO will provide independent attestation within 5 business days after ED review.

Reconciliation, Review and Payment Approval

Charter Impact will perform line-level reconciliation and prepare payment files. Charter Impact will hold payment execution until TEACH approval is received per this policy.

- School card payments: The ED approves payment to the issuer for school cards after AP reconciliation.
- CMO card payments: Because the ED is the CMO cardholder, the ED may not approve payment or reconcile the CMO card. Instead: (a) The CASIO or CLOSO is designated as the independent CMO reviewer, with view-only access to eZBusiness, and will provide written monthly attestation that all reconciled CMO charges, open exceptions, and approvals have been reviewed. (b) The CASIO or CLOSO (whichever did not serve as the independent reviewer under (a)) will serve as TEACH's approver for CMO card payments up to \$50,000. Any single CMO charge or aggregate monthly CMO charges over \$50,000 must be approved by the Board at a regular or special meeting. Charter Impact will execute payment only after the required approver(s) sign off.

Lost, Stolen and Disputed Charges

Cardholders must report lost/stolen cards or suspicious charges to the Card Administrator and the bank within 24 hours. Charter Impact will assist with disputes and the Card Administrator will coordinate bank action. Cardholders must provide dispute supporting documentation within 3 business days.

Personal Charges and Recovery

Personal charges must be reimbursed within 5 business days. Unreimbursed personal charges may be recovered through payroll deduction or other lawful means and may result in disciplinary action, up to termination.

Rewards and Accounting

Rewards/cash-back are TEACH property. Charter Impact will record accounting entries in Sage and advise on tax treatment.

Segregation of Duties (Credit Card)

No single person may both (a) authorize/charge a transaction, (b) perform line-level reconciliation/posting, and (c) approve payment for the same card. Charter Impact handles AP reconciliation and posting; the ED handles organizational approvals (except for CMO card payment approval and reconciliation); the independent CMO review/attestation and the CMO payment approval up to \$50,000 are performed by the CASIO or CLOSO and must be performed by different individuals; the Board approves CMO transactions over \$50,000. Whoever places an approved charge (a cardholder, the SOM for a school-site purchase, or the ED for a CMO/central purchase) does not also reconcile it or approve its payment: Charter Impact performs the independent reconciliation and the ED (or, for the CMO card, the CASIO or CLOSO) approves payment, so that placing a charge, reconciling it, and approving its payment are performed by different parties.

Record Retention and Audit

Card backup documentation and related records will be retained in accordance with the Record Keeping policy (at least three (3) years, and longer where required by grant terms, federal award requirements, or other applicable law). The CLOSO (or a party designated by the Board) will review card activity quarterly for the first 12 months and at least annually thereafter. Charter Impact will include the reconciled card statements and the monthly Card Register in the fiscal packet presented to the Board; the packet shall be delivered to the Board at least 5 business days prior to the meeting.

Enforcement

Violations of this policy are grounds for disciplinary action, suspension of card privileges, recovery of unauthorized charges, and termination.

Invoice Review and Approval

All original invoices will be forwarded to accounts payable@teachps.org for review and approval.

- The school SOMs will carefully review each invoice, match it to the purchase order, attach all supporting documentation (including a PO), and verify that the specified services and/or goods were received. When receiving tangible goods from a vendor, the person designated to receive deliveries should trace the merchandise to the packing list and note any items that were not in the shipment. The packing list should be submitted to Charter Impact with the invoice.
- Once reviewed and verified by the SOMs and approved by the CASIO (or the ED as backup), a cover page will be signed that lists the individual invoice number, invoice total, bill site, and PO or contract if available. The CLOSO will give a final review of the weekly AP batch and submit the final batch to Charter Impact each week. Charter Impact will then process the invoices with sufficient supporting documentation for payment.
- The CASIO, ED or CLOSO may authorize Charter Impact to pay recurring expenses (e.g. utilities, leases, etc.) without the CASIO's or ED's formal approval (signature) on the invoice when dollar amounts fall within a predetermined range. A list of the vendors and the dollar range for each vendor must be provided to Charter Impact in writing and updated on an annual basis. The organization will also use positive pay for all payments via the bank portal.

Imprest Checking Accounts

Each school site maintains an imprest checking account with a standing balance of \$10,000 for necessary transactions, typically deposits and emergency-type payments. After purchase approval in accordance with these policies, the School Operations Manager (SOM) may prepare imprest checks and the site Principal may sign imprest checks for individual transactions of up to \$5,000. Imprest checks may not be used to circumvent the purchasing, contract, or credit-card provisions of these policies. A copy of each imprest check and its supporting documentation will be sent to Charter Impact, which will transfer funds from the school's operating account to replenish the imprest account balance to \$10,000 within 5 business days. Charter Impact will reconcile each imprest account monthly as part of the bank reconciliation process.

Disbursement Approval and Accounts Payable Checks

All disbursements — whether paid by Charter Impact–processed check, ACH, or wire — require documented TEACH approval before release, and Charter Impact will hold payment execution until the required approval(s) are recorded. One authorized approver (the CASIO or the ED) is required for any disbursement of \$50,000 or less; two authorized approvers (any two of the CASIO, the ED, and the CLOSO) are required for any disbursement over \$50,000, regardless of payment method. Because most TEACH checks are processed and digitally signed by Charter Impact and many payments are made by ACH, this documented approval — not a physical signature — is the primary two-person control over large disbursements. Wire transfers require two authorized approvers regardless of amount, and any new or changed payee for a wire or ACH must be independently verified through a call-back to a previously known contact before the payment is released.

The Governing Board will approve, in advance, the list of authorized approvers and check signers on the school account. The CASIO, the ED, the CLOSO, and any other employee authorized by the Governing Board may approve disbursements or sign bank checks within established limitations.

- Charter Impact does not use pre-printed check stock to avoid the risk of theft.
- When there is a need to generate a check, the CLOSO will send appropriate approved documentation to Charter Impact (as part of the weekly AP batch submission). This is usually an approved invoice or Check Request Form.

- Once the required TEACH approval(s) are recorded, Charter Impact prepares the payment (check or ACH) based on the approved authorization; for any manually signed check, the appropriate signature(s) are then obtained.
- The approval thresholds above apply to every payment channel: one authorized approver for disbursements of \$50,000 or less, and two authorized approvers (any two of the CASIO, the ED, and the CLOSO) for disbursements over \$50,000. Charter Impact releases a check or ACH only after the required approval(s) are recorded.
- Manually signed checks (for example, imprest checks or any check issued outside the Charter Impact process) apply the physical-signature layer in addition to the approval above: one authorized signature for checks of \$50,000 or less, and two authorized signatures for checks over \$50,000. Charter Impact–processed checks carry Charter Impact's digital signature once the required TEACH approval(s) are recorded.
- ACH and wire payments are released by Charter Impact only after the required approval(s) are recorded. The organization uses positive pay for checks and maintains ACH debit-block/filter controls on its accounts through the bank portal.
- Checks may not be written to cash, bearer, or petty cash. Under no circumstance will any individual sign a blank check.
- Charter Impact will record the check transaction(s) into the appropriate checkbook and in the general ledger.
- A copy of any imprest check will be sent to Charter Impact with directions to transfer funds from the schools operating account to replenish the imprest account balance to \$10,000 within 5 business days.
- Charter Impact will distribute the checks and vouchers as follows:
 - Original – mailed or delivered to payee
 - Duplicate or voucher – attached to the invoice and filed by vendor name by a Charter Impact accountant.
 - Cancelled Checks – maintained with the banking institution.
- Voided checks will have the signature line cut out and will have VOID written in ink. The original check will be attached to the duplicate and forwarded to Charter Impact who will attach any other related documentation as appropriate.

Volunteer Expenses

All volunteers will submit a purchase requisition form to the ED, CASIO or CLOSO for all potential expenses. Only items with prior written authorization from the ED, or CLOSO will be paid/reimbursed.

Expense Reports

Employees will be reimbursed for expenditures within sixty (60) days of presentation of appropriate documentation. Receipts or other appropriate documentation will be required for all expenses over \$25, and all reports must be approved by the CASIO, or the ED as backup approver. Expenses greater than two months old will not be reimbursed.

The ED's expense reports must be approved by the CASIO, and the CASIO's expense reports must be approved by the ED or the CLOSO (in each case, an officer not receiving the reimbursement). Expense reports and reimbursement requests are submitted as part of the weekly accounts-payable batch to accountspayable@teachps.org and follow the accounts-payable process described in this policy, including

matching to any pre-approved purchase order and supporting receipts before approval and payment. Reimbursements are processed and paid by Charter Impact; petty cash may not be used.

Travel

All travel must be pre-approved before it is booked or the cost is incurred. The employee submits a purchase order (PO) for the anticipated travel costs — either directly or through their School Operations Manager (SOM) — for approval by the site Principal and the CASIO (the ED serving as backup approver when the CASIO is unavailable). Travel and travel-related costs are not reimbursable unless they were pre-approved through this process.

Mileage for pre-approved travel will be reimbursed at the government-mandated (IRS standard) rate for the distance traveled, less the distance from the employee's residence to the school site for each direction traveled.

Employees will be reimbursed for pre-approved overnight stays at hotels/motels when the event is more than 50 miles from either the employee's residence or the school site. Overnight stays for events within 50 miles may also be reimbursed when pre-approved and reasonable under the circumstances — for example, a multi-day event with early-morning or evening obligations, or where daily round-trip travel would be impractical or unsafe. Hotel rates should be negotiated at the lowest level available, including any corporate, nonprofit, or government rate offered.

Meal reimbursements on approved travel are capped at \$100 per day — breakfast \$25, lunch \$30, and dinner \$45. These limits are set at or above the federal GSA meal (M&IE) rate for Los Angeles; for travel to a location with a higher GSA rate, that higher rate applies. The limits take effect October 1, 2026 and will be reviewed at least annually to remain at or above the applicable GSA rate. Any amount above these limits is the employee's responsibility and will not be reimbursed.

After the trip, the employee submits a Travel Expense Report with itemized receipts. Reimbursement requests are submitted as part of the weekly accounts-payable batch by sending them to accountspayable@teachps.org and follow the normal accounts-payable process described in this policy; the expense report is matched against the pre-approved PO and the supporting receipts before approval and payment. TEACH does not issue travel advances.

5. PAYROLL AND HUMAN RESOURCES

Payroll Services and Setup

Charter Impact prepares payroll checks, tax and retirement withholdings, tax statements, and to perform other payroll support functions. The ED, CLOSO or Director of Human Resources will establish and oversee a system to prepare time and attendance reports and submit payroll check requests. The ED and the CASIO will both review and approve the payroll register each pay period to ensure that (1) the salaries are consistent with staff contracts and personnel policies and (2) the proper tax, retirement, disability, and other withholdings have been deducted and forwarded to the appropriate authority. All staff expense reimbursements will be on checks separate from payroll checks.

Upon hiring of staff, the Director of Human Resources will be responsible for the creation of a personnel file with all appropriate payroll-related documentation and completing or providing all of the items on the Employee Payroll Set-up/Change Form. Items include a federal I-9 form, tax withholding forms, retirement date, and an accounting of the use of sick leave.

Timesheets

All hourly employees will be responsible for completing a timesheet including vacation, sick, and holiday time (if applicable). The employee and the appropriate supervisor will sign the completed timesheet. Incomplete timesheets will be returned to the signatory supervisor for correction, and a late timesheet may delay processing until the next pay period. Consistent with law, non-exempt employees will be paid for all hours actually worked on the regular payday regardless of timesheet submission; repeated late or missing timesheets may be addressed as a performance or disciplinary matter. If an employee is unexpectedly absent and therefore prevented from working the last day of the pay period or turning in the timesheet (such as an employee calling in sick), the employee is responsible for notifying the signatory supervisor or for making other arrangements for the timesheet to be submitted. However, the employee must still complete and submit the timesheet upon return.

Overtime

Advanced approval in writing by the authorized supervisor is required for compensatory time and overtime. Overtime applies to non-exempt employees and is defined, consistent with California law, as hours worked in excess of eight (8) hours in a workday or forty (40) hours in a workweek, and as otherwise required by law. Any hours worked in excess of an employee's regular work schedule must be pre-approved by the supervisor, unless it is prompted by an emergency. Overtime will not be granted on a routine basis and is only reserved for extraordinary or unforeseen circumstances. If a supervisor identifies a recurring need for overtime in any given position, the supervisor should immediately consult with the ED, or Director of HR for further guidance.

Payroll Processing

For hourly employees, employees must sign timesheets to verify appropriate hours worked, resolve absences and compensations, and monitor number of hours worked versus budgeted. The Principal or Director of Human Resources will approve these timesheets. No overtime hours should be listed on timesheets without the supervisor's initials next to the day on which overtime was worked. For school site salaried employees, employees must sign into a logbook to verify working days for accuracy. The Director of Human Resources will provide the designated school employee with any payroll-related information such as sick leave, vacation pay, and/or any other unpaid time.

For substitute teachers, the School Operations Manager (SOM) will maintain a log of teacher absences and the respective substitutes that work for them. The SOM will verify that the substitutes initial the log next to their names before they leave for the day and that teacher, upon returning back to work, initial next to their names. The ED, or Director of Human Resources will notify Charter Impact of all authorizations for approved stipends.

Payroll is processed within 10 days after the period in which it is earned for hourly employees.

- The signatory supervisor will submit a Payroll Summary Report of timesheets to Charter Impact for processing.
- Charter Impact will prepare the payroll worksheet based on the summary report.
- The payroll checks (if applicable) will be delivered to the district office. The CLOSO or Director of Human Resources will document receipt of the paychecks and review the payroll checks prior to distribution.

Payroll Taxes and Record Keeping

Charter Impact, working as the payroll processor, will prepare payroll check summaries, tax and withholding summaries, and other payroll tracking summaries based on the reporting submitted.

Charter Impact prepares the state and federal quarterly and annual payroll tax forms for income tax withholdings, Social Security and Medicare and submit the forms to the respective agencies on behalf of the school. Charter Impact will prepare the quarterly state returns for unemployment and disability, review the forms with the ED, or CLOSO, and submit the forms to the state on behalf of the school.

The designated TEACH employee will maintain written records of all full time employees' use of sick leave, vacation pay, and any other unpaid time.

- The designated school employee will immediately notify the Director of Human Resources or CLOSO if an employee exceeds the accrued sick leave or vacation pay or has any other unpaid absences.
 - Records will be reconciled when requested by the employee. Each employee must maintain personal contemporaneous records.

6. BANKING, ASSETS, DEBT AND INSURANCE

Banking Arrangements

TEACH will maintain its operating accounts at federally insured commercial banks or credit unions, or in the County Treasury. Operating and reserve funds may be held in non-speculative, federally insured accounts — including checking, savings, high-interest/high-yield savings, and money market accounts. TEACH's bond reserve fund, and other funds available for investment, may be invested in low-risk, non-speculative instruments — such as certificates of deposit, commercial paper, and other instruments permitted under California Government Code section 53601 — in accordance with the Board-approved TEACH Public Schools Investment Policy, which governs the objectives of safety, liquidity, and yield, the permitted instruments, diversification, and the delegation of investment authority. If funds are held in accounts outside of the County Treasury, the Board must appoint and approve all individuals authorized to approve or sign disbursements in accord with these policies, and all disbursements over \$50,000 (whether paid by check, ACH, or wire) require two authorized approvers before release. Charter Impact will reconcile TEACH's ledger(s) with its bank and investment accounts, or accounts in the County Treasury, monthly.

Bank Reconciliations

Mailed bank statements will be received by the SOM and scanned and emailed to mail@teachps.org. Electronic bank statements shall be made available when possible (Charter Impact may be granted view-only online access). Once the statement is received:

- Charter Impact will examine all paid checks for date, name, cancellation, and endorsement. Checks will be valid for six (6) months; however any discrepancies regarding the paid checks or any checks over 90 days will be researched and if applicable deleted from the accounting system.
- Charter Impact will prepare the bank reconciliation, verifying the bank statements and facilitating any necessary reconciliation.
- Charter Impact will compare the reconciled bank balance to the cash in the bank account and to the general ledger, immediately reporting any discrepancies to the ED or the CASIO.

The CASIO (and the ED for the central CMO operating account) shall review and sign each completed monthly bank reconciliation within ten (10) business days of its preparation by Charter Impact. Signed reconciliations are retained in the monthly fiscal packet. The Board (or a director designated by the Board) shall review a sample of completed bank reconciliations at least quarterly.

Property Inventory

The ED, CASIO and the DODT shall together establish and maintain an inventory of all non-consumable goods and equipment worth over \$5,000. This inventory shall include the original purchase price and date, a brief description, serial numbers, and other information appropriate for documenting the school's assets. This property will be inventoried on an annual basis and lists of any missing property shall be presented to the Board.

All non-consumable school property lent to students shall be returned to the school no later than 5 working days after end of the school year. Any excess or surplus property owned by the school may be sold or auctioned by the ED or CASIO provided the ED, or CASIO engages in due diligence to maximize the value of the sale or auction to the school. The sale or auction of property owned by the school with a fair market value over \$10,000 shall be approved in advance by the Board.

The ED, or CASIO will immediately notify Charter Impact of all cases of theft, loss, damage, or destruction of assets.

Capitalization and Depreciation

Assets with a unit cost of over \$5,000 and a useful life greater than one year will be capitalized and recorded in the property inventory. Items below the capitalization threshold will be expensed when acquired. Capitalized assets will be depreciated using the straight-line method over the following useful lives: furniture and equipment, five (5) to seven (7) years; computers and technology, three (3) years; vehicles, five (5) years; and leasehold improvements, the lesser of the remaining lease term or the asset's useful life. Donated assets will be recorded at estimated fair value at the date of contribution and depreciated on the same basis. Disposals, retirements, write-downs for impairment, and removal from the property inventory require approval by the ED or CASIO and a journal entry recorded by Charter Impact.

Property and Liability Insurance

The ED, CLOSO or CASIO shall ensure that TEACH retains appropriate property and liability insurance coverage. Property insurance shall be obtained and address business interruption and casualty needs, including flood, fire, earthquake, and other hazards with replacement cost coverage for all assets listed in the school's Property Inventory and consumables. Premises and Board errors and omissions liability insurance shall also be obtained and kept in force at all times on a "claims made" form with a self-insured retention of no more than \$50,000 per occurrence and limit of no less than \$5 million per occurrence. The school's ED, or CLOSO and other staff who manage funds shall be placed under a fidelity bond.

Debt Management and Third Party Loans

The ED, or CLOSO and the Board will approve all loans from third parties. In the case of a long-term loan, approval may also be required from the charter-granting agency in accordance with the terms of the charter petition and/or other lenders in accordance with the loan documents.

Once approved, a promissory note will be prepared and signed by the ED, CASIO or CLOSO before funds are borrowed.

Any line of credit, short-term note, capital lease with total obligation exceeding \$50,000, or bond/note issuance must be approved by the Board in advance. No debt or lease obligation may be incurred to fund a structural operating deficit absent a Board-approved repayment plan, and no instrument may have a term that crosses the current charter term without explicit Board action. The ED or CLOSO shall report all outstanding debt, lines of credit, and capital leases to the Board at least quarterly.

Inter-School Borrowing

Routine billings under the CMO Management Fee and shared-cost reimbursements made pursuant to the TEACH Cost Allocation Plan are not loans. Any other cash advance or transfer between TEACH Prep, TEACH Academy, TEACH Tech, or between any school and the CMO, that is not contemplated in the adopted Cost Allocation Plan requires Board pre-approval, a written repayment schedule not to exceed twelve (12) months, and quarterly status reporting to the Board. No inter-school transfer may reduce the lending entity's unrestricted reserve below the Board-approved minimum. Charter Impact will record all such transfers as inter-entity receivables/payables and reconcile balances monthly.

7. FINANCIAL REPORTING AND AUDIT

Monthly Reporting

Charter Impact will submit a monthly financial report including:

- Statement of Financial Position
- Budget vs. Actual Report
- Monthly Forecast
- Accounts Payable Aging
- Monthly Check Register

The report will be reviewed at the scheduled board meeting and action will be taken, if appropriate.

Required Budget and Other Fiscal Reports

The ED, CLOSO or CASIO working in conjunction with Charter Impact, will produce and submit to the charter granting agency any and all required fiscal reports as may be required by state or federal law, or mandated by the terms of the school's charter. These include, but are not limited to, attendance reports, enrollment and other data reports required by the California Longitudinal Pupil Achievement Data System (CALPADS), and other related data. Consistent with Education Code section 47604.33, TEACH will submit to its chartering authority and the Los Angeles County Office of Education: a preliminary budget and Local Control and Accountability Plan (LCAP) on or before July 1; a first interim financial report (reflecting changes through October 31) on or before December 15; a second interim financial report (reflecting changes through January 31) on or before March 15; and a final unaudited report for the prior fiscal year on or before September 15. On an annual basis, the Board will also determine, in open session, how Education Protection Account (EPA) funds are expended, and TEACH will post the EPA spending determination as required by law.

Annual Financial Audit

The Board shall contract for the services of an independent certified public accountant to perform an annual fiscal audit. The audit shall include, but not be limited to (1) an audit of the accuracy of school's financial statements, (2) an audit of the school's attendance accounting and revenue claims practices, and in conjunction with (1) and (2) above, review the school's internal controls over financial reporting. The audit shall be prepared in accordance with 2 C.F.R. Part 200, Subpart F (Uniform Guidance), and TEACH will obtain a Single Audit for any fiscal year in which it expends \$1,000,000 or more in federal awards, which is the current Single Audit threshold under 2 C.F.R. § 200.501. The Audit shall be completed, reviewed by the Board, and submitted to the charter-granting agency, the County Office of Education, the Office of the State Controller, and California Department of Education prior to December 15 of each year.

The audit and audit report shall comply with Education Code section 47604.33 (charter school audit and reporting requirements) and Education Code section 41020 governing selection of the independent auditor, including competitive solicitation/bidding for audit services. Consistent with Education Code section 41020(f)(2), the Board shall ensure mandatory rotation of the audit firm or lead audit partner: the same audit firm shall not perform the annual audit for more than six consecutive years without rotation of the firm or, at a minimum, the lead audit partner, as required by law.

Coversheet

Banking Resolution

Section:	III. Items for Potential Action
Item:	I. Banking Resolution
Purpose:	Vote
Submitted by:	
Related Material:	TEACH_Board_Resolution_Bank_Account_Signers_1.docx

TEACH, INC.
dba TEACH Public Schools
Resolution of the Board of Directors

AUTHORIZATION OF BANK ACCOUNT SIGNERS AND CREDIT CARDHOLDERS

WHEREAS, TEACH, Inc., a California nonprofit public benefit corporation authorizing and operating charter schools, doing business as TEACH Public Schools (“TEACH”), maintains one or more checking, savings, and other depository accounts in TEACH's name at one or more banking institutions for its organization-wide operations (each, an “Organization Account”); and

WHEREAS, TEACH's three charter school sites — TEACH Academy of Technologies, TEACH Tech Charter High School, and TEACH Preparatory (Mildred S. Cunningham & Edith H. Morris Elementary) (each, a “School Site”) — each maintain a site-level imprest checking and/or savings account for site-level transactions in accordance with TEACH's fiscal policies (each, a “Site Account”); and

WHEREAS, TEACH also maintains, or may maintain, credit card accounts in TEACH's name for use by designated officers and School Site Principals in connection with organization-wide and School Site operating expenses, respectively, subject to TEACH's fiscal policies and any card-use limits then in effect; and

WHEREAS, the Board of Directors (the “Board”) has determined that it is in the best interest of TEACH to update and consolidate the list of persons authorized to sign checks and other orders for payment of money on, and to endorse and deposit items into, TEACH's Organization Accounts and the Site Accounts, and the list of persons authorized to hold TEACH-issued credit cards, and to rescind all prior signer and cardholder authorizations in connection therewith;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

I. BANK ACCOUNT SIGNERS

RESOLVED, that all prior authorizations, resolutions, banking signature cards, and other designations naming any person as an authorized signer, or otherwise granting check-signing, withdrawal, endorsement, or deposit authority, on any Organization Account or any Site Account are hereby rescinded, superseded, and revoked in their entirety, effective as of the date each applicable banking institution implements this resolution; and

RESOLVED, that the following individuals are hereby authorized, acting singly (subject to any dual-signature or other approval thresholds set forth in TEACH's fiscal policies then in effect), to sign checks, drafts, wire transfer instructions, and other orders for the payment of money drawn on, and to otherwise operate, TEACH's Organization Accounts, and that all prior authorized signers on the Organization Accounts other than those listed below are removed:

- Matt Brown, Executive Director

- Sione Thompson, Chief Academic and Strategic Initiatives Officer (CASIO)

RESOLVED, that the following School Site Principals are hereby authorized as signers on their respective School Site's Site Account(s), with authority to sign checks and other orders for the payment of money drawn on such Site Account(s), and to endorse and deposit checks and other items into such Site Account(s), in each case subject to TEACH's fiscal policies then in effect governing imprest accounts, and that all prior authorized signers on each Site Account other than the Principal listed below for that site are removed:

- James Cordero, Principal — TEACH Tech Charter High School
- Sharon Rhee, Principal — TEACH Preparatory (Mildred S. Cunningham & Edith H. Morris Elementary)
- Christian Gomez, Principal — TEACH Academy of Technologies

II. CREDIT CARDHOLDERS

RESOLVED, that all prior authorizations naming any person as an authorized holder of a TEACH-issued (or School Site-issued) credit card are hereby rescinded and revoked in their entirety, and that each cardholder not identified below shall promptly surrender or destroy any such card issued in their name; and

RESOLVED, that Matt Brown, Executive Director, is hereby authorized to hold one TEACH-issued nonprofit/organization credit card, to be used solely for TEACH's organization-wide operating expenses in accordance with TEACH's fiscal policies then in effect, including any independent review of the Executive Director's card charges required under TEACH's segregation-of-duties policy; and

RESOLVED, that each of the following School Site Principals is hereby authorized to hold one TEACH-issued credit card for their respective School Site, to be used solely for that School Site's operating expenses in accordance with TEACH's fiscal policies then in effect:

- James Cordero, Principal — TEACH Tech Charter High School
- Sharon Rhee, Principal — TEACH Preparatory (Mildred S. Cunningham & Edith H. Morris Elementary)
- Christian Gomez, Principal — TEACH Academy of Technologies

III. GENERAL

FURTHER RESOLVED, that the Executive Director, and any officer designated by the Executive Director, is hereby authorized and directed, on behalf of TEACH, to execute and deliver to each applicable banking institution or credit card issuer any signature cards, corporate banking or card resolutions, account agreements, or other documents that such institution or issuer may require to add, remove, or otherwise implement the signer and cardholder designations set forth in this resolution; and

FURTHER RESOLVED, that this resolution shall remain in full force and effect until amended, superseded, or rescinded by further resolution of the Board, and that any banking institution or credit card issuer may

rely upon this resolution as evidence of the signing or cardholder authority described herein until it receives written notice of a subsequent change from TEACH.

CERTIFICATION

The undersigned, Secretary of the Board of Directors of TEACH, Inc., hereby certifies that the foregoing is a true and correct copy of a resolution duly adopted by the Board of Directors at a meeting held on [DATE], at which a quorum was present and acting throughout, and that such resolution has not been amended, rescinded, or revoked and remains in full force and effect as of the date set forth below.

[BOARD SECRETARY NAME]

Secretary, Board of Directors, TEACH, Inc.

Date: _____

Coversheet

Report on Inputs Impacting Academic Performance: Reducing Chronic Absenteeism, Improving Learning Outcomes for English Language Learners and Professional Development Focus for the 26-27 SY.

Section: III. Items for Potential Action
Item: J. Report on Inputs Impacting Academic Performance: Reducing Chronic Absenteeism, Improving Learning Outcomes for English Language Learners and Professional Development Focus for the 26-27 SY.
Purpose: Discuss
Submitted by:
Related Material: TEACH_Board_Update_EL_Chronic_Absenteeism_2026-27.pptx

September 22, 2026–27 Board Update

English Learner Plan & Chronic Absenteeism

Plan • Implementation • Professional Development • Monitoring

Progress update for TEACH Public Schools Governing Board

Data Context

2025 CHRONIC ABSENTEEISM

CA: 17.1%

TEACH Prep

55.1%

RED

More than 3× statewide

TEACH Academy

48.3%

RED

Nearly 3× statewide

TEACH Tech

43.6%*

LOCAL

High school Dashboard indicator is N/A

ENGLISH LEARNER PROGRESS (ELPI)

CA: 46.4%

TEACH Prep

24.5%

RED

21.9 pts below statewide

TEACH Academy

15.3%

ORANGE

31.1 pts below statewide

TEACH Tech

53.2%

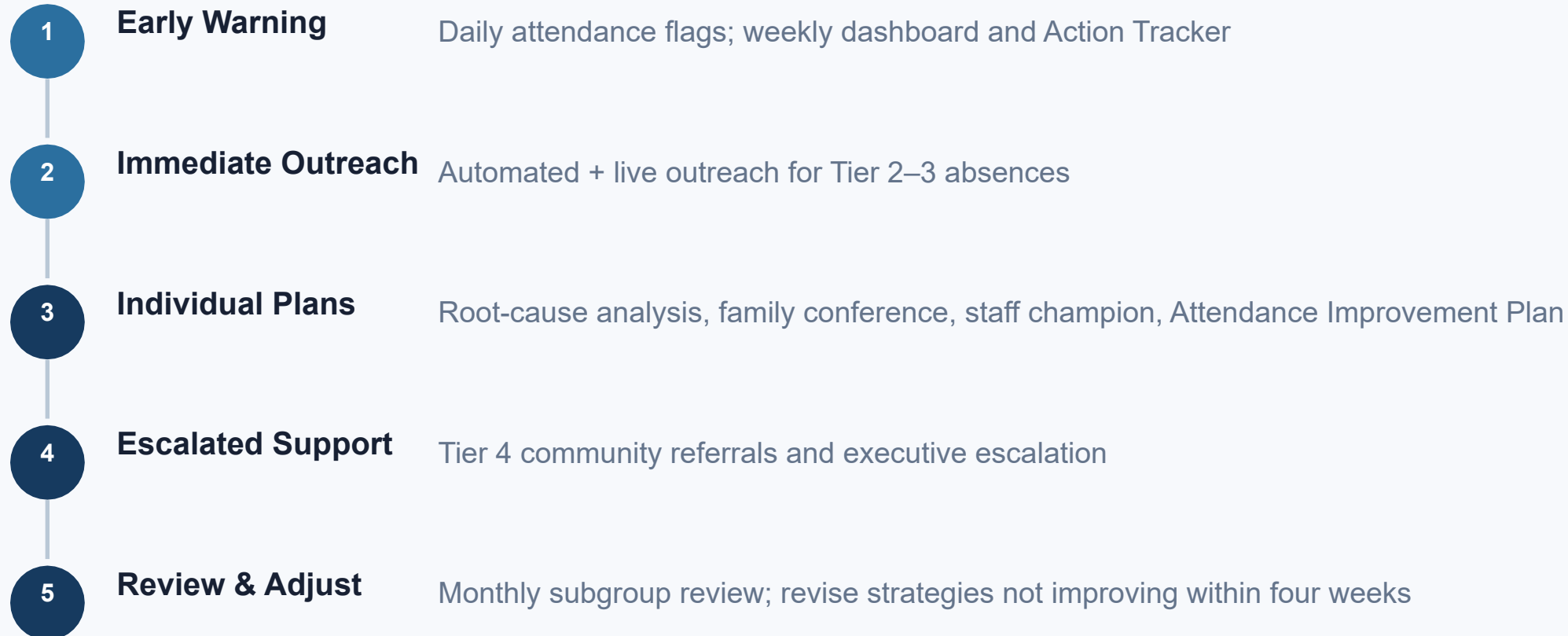
ABOVE STATE

6.8 pts above statewide

The need is not isolated to one campus. Attendance and English Learner progress require a coordinated TK–12 response.

Chronic Absenteeism:

One TEACH attendance framework across all schools, with site-level action and executive accountability.



English Learners:

One TK–12 EL framework across TEACH: consistent ELD expectations, progress monitoring, staff development, and accountability.

Dedicated Leadership

English Language Manager; TK–12 master plan alignment and implementation

Daily Designated ELD

Minimum 30-minute block for all EL students; standards-aligned curriculum

Integrated ELD

Academic vocabulary, text-based discussion, scaffolds embedded across content

Progress & Reclassification

Quarterly ELPAC/ELPI tracking and readiness review for Level 3–4 ELs

Family connection

Bilingual communication, parent ELD workshops, and academic-vocabulary strategies extend language development beyond the classroom.

Strategies for Student Success

Focused strategies to boost attendance and accelerate English learner achievement across our network.



CHRONIC ABSENTEEISM

KEY STRATEGIES



Data & Monitoring

- Real-time attendance dashboards (networkwide)
- Attendance flagging and root-cause coding
- Weekly data reviews and progress tracking



Tiered Interventions

- Tier 1: Universal engagement and positive incentives
- Tier 2: Targeted supports and student check-ins
- Tier 3: Intensive case management and re-engagement



Family & Community Partnerships

- Family outreach and conferences
- LAIRP support for attendance and re-engagement
- Community-based organizations and wraparound services



Systems & Accountability

- Attendance Action Tracker and staff owner completion
- Site-level implementation and accountability
- Regular reporting to executive leadership and the board



GOAL: ≤ 15% Chronic Absenteeism

ALL STUDENTS | ALL SCHOOLS | EVERY DAY COUNTS



ENGLISH LEARNER PLAN

KEY STRATEGIES



High-Quality Instruction

- Designated and Integrated ELD (daily)
- Standards-aligned, grade-level instruction
- Sheltered strategies across all content areas



Progress Monitoring

- ELPI and ELPAC progress monitoring
- Common formative assessments
- Data cycles and instructional adjustments



Reclassification Pathway

- Support toward English language proficiency
- Monitor and track reclassification readiness
- Ensure access to rigorous coursework and A–G



Professional Learning & Support

- Ongoing coaching and PD for teachers
- EL Master Plan implementation
- CMO EL/Multilingual Support Team



GOAL: Increased EL Progress & Reclassification

ALL STUDENTS | ALL SCHOOLS | BRIGHTER FUTURES



Stronger Attendance. Greater Opportunity. Brighter Futures.

TEACH PUBLIC SCHOOLS

Monitoring & Accountability

Two distinct initiatives, each with its own implementation and monitoring cycle.



CHRONIC ABSENTEEISM

MONITORING CYCLE & ACCOUNTABILITY



Daily

- Review attendance data and flags
- Tiered outreach (same-day for all tiers)
- Document outreach and next steps



Weekly

- Tier 2-4 student review
- Update Attendance Action Tracker
- Monitor intervention completion and follow-up



Monthly

- Schoolwide and subgroup chronic absenteeism review
- Evaluate effectiveness of interventions
- Adjust strategies based on data



As Needed

- Develop/monitor Attendance Improvement Plans
- Family conferences and home visits
- Leverage LAIRP and community supports



Executive Oversight

CAO-led Attendance Committee + Site Attendance Teams



ENGLISH LEARNER PLAN

MONITORING CYCLE & ACCOUNTABILITY



Daily

- Implement designated ELD (minimum daily time)
- Integrate ELD strategies in all content areas
- Monitor student participation and engagement



Monthly

- Review EL academic performance and progress
- Evaluate instructional implementation (observations)
- Provide coaching and feedback to teachers



Quarterly

- Monitor ELPI trajectory and ELPAC progress
- Review reclassification readiness
- Analyze subgroup data and adjust supports



Annually

- Summative ELPAC results and reclassification outcomes
- Full EL program review and goal progress
- Update and refine TK-12 EL plan for next year



Instructional Oversight

English Language Manager + Site Instructional/EL Teams



Separate initiatives • Shared expectation: consistent implementation, evidence, and board-level accountability

STUDENT ATTENDANCE. LANGUAGE OPPORTUNITY. BRIGHTER FUTURES.



Resources, Support & Next Steps

Strategic investments, partnerships, and key next steps to accelerate progress across both initiatives.



CHRONIC ABSENTEEISM

KEY SUPPORTS & RESOURCES



People

- Site Attendance Teams (multi-tiered support)
- Counselors, Student Support Staff, and Admin
- CMO Data & Accountability Support



Systems & Tools

- Aeries attendance dashboards
- Attendance Action Tracker
- Automated alerts and family communication (ParentSquare)



Partnerships

- LAIRP support for attendance and student re-engagement
- Community-based organizations and mental health partners
- Family outreach and support services



Professional Learning

- Attendance best practices for all school staff
- MTSS and tiered interventions
- Trauma-informed and culturally responsive engagement



ENGLISH LEARNER PLAN

KEY SUPPORTS & RESOURCES



People

- English Language Manager (Network)
- Site ELD Teachers and Classroom Teachers
- CMO EL/Multilingual Support Team



Curriculum & Instruction

- Designated ELD and Integrated ELD
- Standards-aligned, grade-level EL strategies
- Common formative assessments and progress monitoring



Professional Learning

- EL Master Plan implementation
- Ongoing coaching and teacher support
- Data-driven instruction and reclassification strategies



Data & Accountability

- ELPI and ELPAC progress monitoring
- Reclassification pipeline tracking
- Annual program review and continuous improvement



NEXT STEPS

TURNING PLANS INTO IMPACT



1 Finalize implementation plans and communicate to all sites (September 2026)



2 Launch monitoring cycles and provide ongoing support (2026-27)



3 Review progress with the board and adjust as needed (Quarterly)



Stronger Attendance. Greater Opportunity. Brighter Futures.

TEACH PUBLIC SCHOOLS

Coversheet

Consider and Approve the English Learner Master Plan

Section:	III. Items for Potential Action
Item:	L. Consider and Approve the English Learner Master Plan
Purpose:	Vote
Submitted by:	
Related Material:	TEACH EL Master PlanFinal.docx.pdf



2026-2027

Master Plan for English Learners



TEACH Public Schools

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ACKNOWLEDGMENTS

**TEACH Public Schools District
“The RAMS”**

English Learner Master Plan

Board Approval Date: [date]

Founders

**Mildred S. Cunningham
Edith H. Morris**

Governing Board of Directors

**Cecilia Sandoval, Board Chair
Marc Maye, Board Secretary
James Lobdell, Member
Austin Dragon, Member**

Mr. Matthew Brown, Executive Director

Prepared by:

Mr. Julian Filidor, English Learners Program Manager

**TEACH Public Schools
10600 S Western Ave
Los Angeles, CA, 90047
(323) 872-0808
www.teachps.org**

TEACH Public Schools gratefully acknowledges materials developed by Encinitas Union School District, Green Dot Public Schools, and the California Department of Education for the completion of this Master Plan.

TEACH PUBLIC SCHOOLS VISION, PURPOSE & GOALS

TEACH Public Schools are innovative, dynamic, creative, and educationally enriching institutions of positive-driven learning. We believe that all children can learn when taught well and given an opportunity. We adhere to the thinking of philosopher G. Givhan, “What you pay attention to grows.” By looking consistently at our students and the data of our practices, our teachers and students will “grow” in their development and to great successes in the 21st century.

VISION

TEACH Public Schools will reach students of all backgrounds by teaching the entire child which includes the social, physical, emotional and intellectual needs of the student. Upon graduation, the knowledge and the experiences acquired at our schools will be effectively applied to their daily life.

MISSION

The mission of TEACH Public Schools is to create a high quality, innovative teaching and learning environment that focuses on literacy; integrating state-of-the-art technologies across the core curriculum to achieve academic proficiency for all students.

GOALS

To fulfill our mission, we will:

- Challenge students who are unchallenged by traditional teaching applications to attain academic proficiency to grade level and above
- Allow each student the freedom to learn by exploring cutting edge technologies and concepts
- Enable students to become creative, self-motivated, competent college bound students, and lifelong learners that live responsibly as informed, and productive members of a complex social, economic, and global society

ELD VISION, PURPOSE & GOALS OF EL MASTER PLAN

VISION

TEACH Public Schools greatly values our students' multilingualism and the cultures they bring to our classrooms. The district provides various Master Plan instructional program options for students to achieve academically and learn one or more languages.

The TEACH Public Schools Master Plan for English Learners (ELs) sets the district's vision for educating our culturally and linguistically diverse students in an equitable way. Through a whole-school approach, EL students and their families are supported, included, and empowered to achieve mastery of content and language-specific standards while developing life skills and social-emotional awareness and intelligence that will foster lifelong learning and success.

PURPOSE

The purpose of this Master Plan is to support all stakeholders, (i.e., students, parents/guardians, families, teachers, faculty, admin and school leaders, community and city partners, organization leaders, and board directors) in understanding and providing feedback on our English Learner programs. The Master Plan provides information for school leaders to follow identification, assessment, and placement procedures, as well as programming options available for families of English Learner students. Herein are also resources for instructional leaders on how to implement and monitor integrated and designated instruction of those programs, and mark ways for parent, family, and the surrounding community involvement in the process.

This Master Plan is designed to ensure alignment and cohesion among all TEACH Public Schools to promote equity and fairness for all TEACH English Learner students and families. This document also delineates the educational support for TEACH public schools EL students transitioning from one school to the next (i.e., elementary to middle school, and middle school to high school), as well as an alumni support program offered to EL high school graduates who are transitioning to a college, university, or trade school post graduation. Next, information on Reclassified Fluent English Proficient (RFEP) students exiting the EL program(s) is included, and denotes the monitoring and services provided to those students and their families. Finally, in collaboration with the TEACH Director of Student & Family Engagement, this Master Plan details the organization's District English Learner Advisory Committee (DELAC) functions and meeting proceedings.

The content included in the Master Plan serves to ensure all schools within the TEACH district are in compliance and meet state and federal requirements while also fulfilling TEACH's vision to foster the development of English Learners' identities as English Learners/Multilingual students by valuing their life experiences and home languages. We will create equitable and rigorous instructional school experiences for all ELs in order to prepare them for college, career, and life in a modern, technologically-advanced world after graduation.

GOALS

To fulfill our ELD goals, we will:

- Develop a comprehensive EL Master Plan (this document) that outlines supports, services, and ensures compliance with California and US federal guidelines
- Build a shared sense of responsibility and urgency among all stakeholders to meet the needs of EL students
- Recognize families and community members as essential partners by honoring and leveraging their language, culture, skills, and lived experiences
- Position every teacher as an Integrated ELD educator, supported by collaboration with content area teams and sustained professional development
- Ensure educators understand and implement the CA ELD Standards and ELA/ELD Framework effectively, and are prepared to support students' success on the ELPAC
- Strengthen instructional programs and professional learning to ensure English Learners (ELs) engage with rigorous, intellectually stimulating, and appropriately challenging content
- Guide schools in the use of multiple data points to place, monitor, and support ELs across their academic journey
- Provide access to curriculum and professional development that helps English Learners gain confidence, strengthen communication skills, and become self-advocates in their learning
- Integrate and affirm students' cultural and linguistic identities within the curriculum
- Promote the use of texts and learning materials that reflect and celebrate the diverse identities of English Learners
- Collaborate with the Students with Exceptionalities (SwE) department to assist teachers in writing and implementing IEPs that prioritize language development and support reclassification for dually identified students
- Facilitate school-wide and cross-departmental dialogue focused on supporting the social-emotional well-being of English Learners

CHAPTER 1: IDENTIFICATION, ASSESSMENT & ENROLLMENT

This chapter outlines the policies and procedures used by TEACH Public Schools for the initial identification, assessment, and placement of students. These processes are designed to ensure consistency across enrollment, testing, and communication with families regarding available program options and placement decisions. It includes detailed guidance on identifying different types of English Learners, enrolling transfer students, and training staff and administrators on proper procedures, including parent rights and informed consent.

Step I: Initial Identification Procedure - Home Language Survey

- When a parent/guardian enrolls their child in a TEACH public school for the first time, they are asked to complete the Home Language Survey (**HLS**) as part of the registration packet. This survey consists of four questions pertaining to the home language of the family, and all four questions need to be answered.

*Note: the only HLS that is valid is the one completed by the parent/guardian at the initial enrollment in a California public school. Student language proficiency will be obtained from the California Longitudinal Pupil Achievement Data System (CALPADS) and prior records will be obtained from the former district.

- If the answers to questions 1, 2, 3, and 4 are “English,” the child is classified as English Only (**EO**). The parent/guardian is notified and provided a description of the English Language Mainstream (**ELM**) program available to their child.

- If only question #4 indicates a language other than English, the parent/guardian will be contacted to determine if English proficiency testing is necessary.

- The completed Home Language Survey must be kept on file in the student's permanent cumulative folder.

TEACH Public Schools - Home Language Survey (HLS)
California Department of Education

HOME LANGUAGE SURVEY/SONDEO DE PRIMER IDIOMA
ENGLISH VERSION/VERSIÓN EN ESPAÑOL

Name of Student:
(Nombre del Alumno):

Surname / Last Name (Apellido)

First Given Name (Nombre de Pila)

Second Given Name (Segundo Nombre)

School:
(Escuela)

Age:
(Edad)

Grade Level:
(Nivel de Año)

Teacher Name:
(Nombre del Maestro)

Directions to Parents and Guardians:
Instrucciones para los padres y tutores:

The California *Education Code* contains legal requirements which direct schools to determine the language(s) spoken in the home of each student. This information is essential in order for the school to provide adequate instructional programs and services.
El Código Educativo de California contiene requisitos legales que le indican a las escuelas determinar los idiomas hablados en el hogar de cada alumno. Esta información es esencial a fin de que la escuela proporcione programas y servicios instructivos adecuados.

As parents or guardians, your cooperation is requested in complying with this legal requirement. Please respond to each of the four questions listed below as accurately as possible. For each question, write the name(s) of the language(s) that apply in the space provided. Please do not leave any question unanswered.
Como padres o tutores, se solicita su cooperación en cumplir con este requisito legal. Favor de responder a cada una de las cuatro preguntas al seguir lo más correctamente que sea posible. Para cada pregunta, escriba los nombres de los idiomas que corresponden en el espacio proporcionado. Favor de no dejar una pregunta en blanco.

1. Which language did your child learn when he/she first began to talk?
¿Cuál idioma aprendió su hijo/a cuando él/ella inicialmente empezó a hablar?

2. Which language does your child most frequently speak at home?
¿Cuál idioma habla más frecuentemente su hijo/a en casa?

3. Which language do you (the parents or guardians) most frequently use when speaking with your child?
¿Cuál idioma usa usted (los padres o tutores) más frecuentemente al hablar con su hijo/a?

4. Which language is most often spoken by adults in the home? (parents, guardians, grandparents, or any other adults)
¿Cuál idioma se habla más frecuentemente por los adultos en el hogar? (padres, tutores, abuelos o cualquier otro adulto)

Please sign and date this form in the spaces provided below, then return this form to your child's teacher. Thank you for your cooperation.
Favor de firmar y notar la fecha en este formulario en los espacios proporcionados al seguir, luego entrega el formulario al maestro de su hijo/a. Gracias por su cooperación.

Signature of Parent or Guardian
Firma del Padre o Tutor

Date
Fecha

Form HLS, Revised October 2005
California Department of Education

(Formulario HLS, Modificado octubre de 2005)
(Departamento de Educación de California)

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Step II: English Language Proficiency Assessments

California state regulations require that if the student's Home Language Survey indicates a language other than English is used at home, the student's English language proficiency level must be assessed within **30 calendar days** of enrollment.

Transitional Kindergarten: TEACH Public Schools will administer the Home Language Survey to TK students as required. Because TK enrollment does not constitute "initial enrollment" for purposes of California English learner identification, TK students will not be administered the Initial ELPAC for purposes of English learner classification. TEACH may provide developmentally appropriate language-development support based on classroom observation and student need. Upon enrollment in kindergarten, students will be assessed in accordance with applicable state requirements.

English proficiency for **grades K-12** is the Initial English Language Proficiency Assessments for California, known as the **Initial ELPAC**. The official assessments can be located in the Test Operations Management System, or **TOMS**, and the student will need their California Statewide Student Identifier, or **SSID #**, assigned to the student upon enrollment to the school. The assessment is administered by personnel during the assessment window, and as close to the date of enrollment as possible. The administrator of the test must complete the appropriate training on the ELPAC Moodle Training site prior to administering any assessments: <https://moodle.caaspp-elpac.org/>.

The Initial ELPAC provides a consistent, standardized measurement of English language proficiency across the state to all eligible students, whose primary language is other than English, in four domains: **Listening, Speaking, Reading, and Writing**.

The Overall score consists of the student's Oral Language and Written Language performance levels. The weighting of the Oral Language and Written Language performance levels is based on the student's grade level.

Students will receive an Overall score that falls into one of three levels. As the Initial ELPAC is only administered once to eligible students, the same score ranges are used for all grade levels. The table below shows which scores fall within each range.

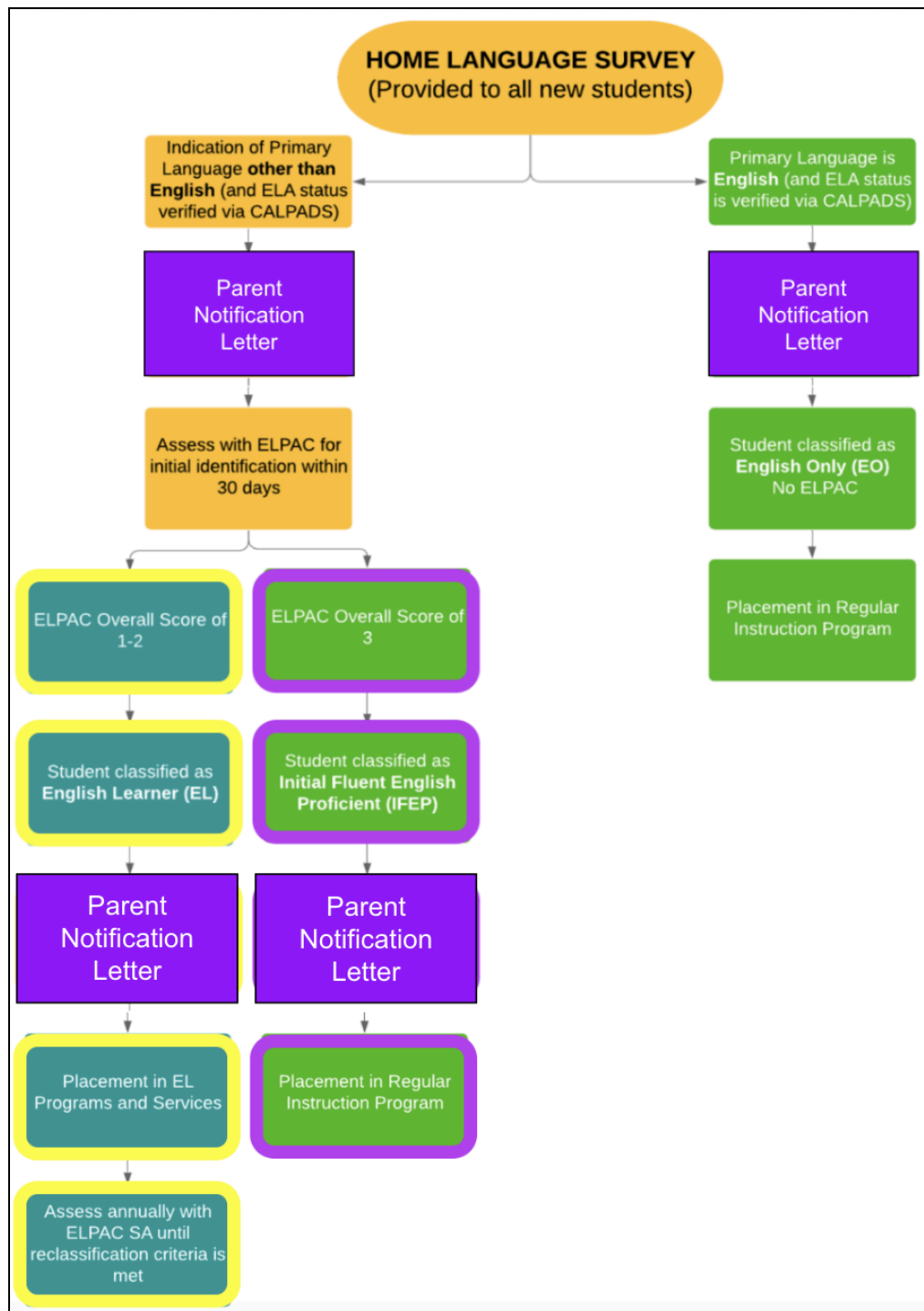
Initial ELPAC Overall Scale Score Ranges

Novice English Learner: 1	Intermediate English Learner: 2	Initial Fluent English Proficient (IFEP): 3
150–369	370–449	450–600

Once student assessment results are published in TOMS, a student who receives an overall score of **1** or **2** will be automatically classified as an English Learner (EL) in

TOMS, and will be placed in the school's ELD program and eligible for all services and supports provided by the school (see Chapter 2: ELD Instructional Programs & Support Services) A student who receives an overall score of **3** will be classified as Initial Fluent English Proficient (IFEP) and will be placed in the school's Regular Instruction Program.

Identification of EL students Flow Diagram



Step III: Parent Notification Letter

Prior to assessing the student for their English proficiency, the parent notification letter below will be provided to the parent/guardian of the child in compliance with Title I and Title III. This letter serves to inform stakeholders of the contents of the Initial ELPAC, as well as the determining classifications designated automatically by TOMS upon receiving the student's test results. Also, it describes the instructional program(s) provided by TEACH for English Learners, along with Parental Rights and additional supports offered.



TEACH Public Schools
10600 S. Western Ave. Los Angeles, CA 90047
323-872-0808 | www.teachps.org

[Date]

Subject: Parental Notification of English Learner Status (Title I & Title III Compliance)

Dear Parent/Guardian,

At **TEACH Public Schools**, we are committed to ensuring the academic success of all students, including those learning English as an additional language. **This notification is provided in accordance with Title I and Title III of the Every Student Succeeds Act (ESSA), which requires schools to inform parents if their child is identified as an English Learner (EL) and qualifies for language support services.**

State and federal laws require all public schools in California to assess the English proficiency of students whose primary language is not English. **Upon enrollment**, you completed a **Home Language Survey**, indicating that a language other than English is spoken at home. Therefore, as required by law, your child will be administered the **Initial English Language Proficiency Assessments for California (ELPAC)** within the next **30 days**.

What is the Initial ELPAC?

The **Initial ELPAC** consists of four sections:

- **Listening**
- **Speaking**
- **Reading**
- **Writing**

This assessment determines whether your child is classified as:

- ☒ **English Learner - (EL)** – Eligible for specialized English language support services.
- ☒ **Initial Fluent English Proficient (IFEP)** – Does not require additional English language development services.

Instructional Program for English Learners

If your child is identified as an **English Learner (EL)**, they will be placed in an appropriate **English Language Development (ELD) instructional program**. The Language Support model we provide is detailed as follows:

Structured English Immersion (SEI): A program where students receive English instruction with additional support to develop proficiency.

Last Revised: 8/4/2026



TEACH Public Schools
10600 S. Western Ave. Los Angeles, CA 90047
323-872-0808 | www.teachps.org

Parental Rights & Additional Support

- You have the **right to request a different instructional program** for your child.
- You may **decline or opt out** of specific EL services, though the school is still required to monitor your child's progress in English proficiency.
- You can schedule a meeting with our staff to discuss your child's **placement, progress, and available services**.

For more information about the **ELPAC and English Language Development (ELD) programs**, please visit the **California Department of Education (CDE)** website: <https://www.cde.ca.gov/ta/tg/ep/>

We are committed to working with you to ensure your child receives the best possible education. If you have any questions, please contact us at 323-872-0809.

Sincerely,

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Mr. Julian S. Filidor
English Learners Program Manager
TEACH Public Schools
jfilidor@teachps.org

[Name]
Principal
TEACH Tech Charter High School
[email]@teachps.org

Optional Parent Confirmation:

Parent Signature:

Date:

Last Revised: 8/4/2026

Step IV: Program Placement

Upon receiving the student's score on the Initial ELPAC published within TOMS, the parent/guardian is informed of the student's test results. A copy of the official Score Report will be provided along with the Parent Notification Letter. Within this letter, the available Language Acquisition program(s) offered by TEACH will be detailed. The primary Language Acquisition program TEACH Public Schools offers to English Learners, in compliance with Title 5, California Education Code 300-340, is the **Structured English Immersion Program (SEI)**. As mentioned in Step II, a student that

receives an overall score of **1** or **2** on the Initial ELPAC will be placed within the school's ELD program and receive designated supports. If the student receives an overall score of **3**, the student will be placed in the English Language Mainstream program.

Once a student is classified as an EL, then they are to be assessed annually by the **Summative ELPAC** each Spring during the mandated testing window until the student achieves all criteria necessary to be reclassified (see Chapter 5: Reclassification Procedures). Both the Initial and Summative ELPAC are standardized language proficiency tests designed to measure the English proficiency of non-native speakers in four domains: **Reading, Writing, Listening, and Speaking**. The child receives a score for each part of the test as well as an overall proficiency score. The score types include a raw score, a scale score, and a proficiency level.

Parental Exception Waiver

Parent Choice of Language Acquisition Program

Parents or legal guardians may choose a language acquisition program that best suits their child, consistent with California Education Code and applicable regulations. TEACH Public Schools currently offers Structured English Immersion as its language acquisition program. TEACH will provide parents with information regarding available language acquisition programs and applicable parent choice rights.

EL Transition from Elementary → Middle → High School

TEACH Public schools consists of three (3) schools across five (5) campuses:

TEACH Preparatory Mildred S. Cunningham & Edith H. Morris Elementary School
(a.k.a., TEACH Prep Elementary)

TEACH Academy of Technologies Middle School

TEACH Tech Charter High School

In our effort to create alignment and ensure that each English Learner is placed appropriately within the school's Language Acquisition programs, the district's serving English Learner Program Manager will work closely with the schools' EL Coordinators. This includes the transfer of student rosters, including ELPAC scores and EL Levels, for ELs graduating from the elementary school and enrolling into the middle school, as well as ELs graduating from the middle school and enrolling into the high school. Specific ELD supports (outlined in the next chapter) will continue to be provided for students depending on individual needs. TEACH Public Schools is committed to promote equity and fairness for all TEACH English Learner students and families.

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## ALIGNED CA STATE & FEDERAL CODES

### II-EL 03: EL Identification and Assessment

#### 3.0 (EC §§ 313, 60810)

Each LEA must properly identify and assess all students who have a home language other than English.

#### 3.1 (5 CCR §§ 11510[k], 11511[a])

A home language survey (HLS) must be used at the time of initial enrollment to identify language use in the home.

#### 3.2 (5 CCR §§ 11307[a], 11511)

Within 30 calendar days of initial enrollment, each student whose home language is other than English, as determined by the HLS, must be assessed for English proficiency by means of the current English language proficiency assessment. Administration of the assessment must follow all of the publisher's instructions.

#### 3.4 (EC §§ 313, 60810; 5 CCR § 11511[b])

All currently enrolled ELs must be assessed for English language proficiency by administering the current English Language Proficiency Assessments for California (ELPAC) during the annual assessment window.

### CA (EC § 310 (2025))

(a) Parents or legal guardians of pupils enrolled in the school may choose a language acquisition program that best suits their child pursuant to this section. Schools in which the parents or legal guardians of 30 pupils or more per school or the parents or legal guardians of 20 pupils or more in any grade request a language acquisition program that is designed to provide language instruction shall be required to offer such a program to the extent possible, based upon the requirements of Section 305.

(b) If a school district implements a language acquisition program pursuant to this section, it shall do both of the following:

(1) Comply with the kindergarten and grades 1 to 3, inclusive, class size requirements specified in Section 42238.02.

(2) Provide, as part of the annual parent notice required pursuant to Section 48980 or upon enrollment, the parent or legal guardian of a minor pupil with information on the

types of language programs available to pupils enrolled in the school district, including, but not limited to, a description of each program.

**3.6 (20 United States Code [U.S.C]. § 7011; EC § 60810)**

Each LEA must identify all immigrant children and youth (ages 3 through 21), who were not born in any state in the U.S. and have not attended school in any state in the U.S. for more than three full academic years.

## CHAPTER 2: ELD INSTRUCTIONAL PROGRAMS & SUPPORT SERVICES

### TEACH Language Acquisition Program Model

TEACH Public Schools values the life experiences and home languages of all of our students. We are also committed to providing all students and families with access to all instructional and non-instructional lessons, materials, announcements, extra-curricular clubs, communications, and supports on a daily basis.

**In an effort to best support our English Learner students, and thrive towards effective English language acquisition, TEACH Public Schools follows the Structured English Immersion (SEI) program with integrated and designated ELD.**

Structured English Immersion (SEI) is a language acquisition program for English learner (EL) students in which nearly all classroom instruction is provided in English, but with curriculum and a presentation designed for students who are learning English.

The goals of the SEI program are to help ELs:

- develop English proficiency in the areas of Reading, Writing, Listening, and Speaking quickly and progressively;
- participate fully in grade-level classroom instruction to achieve grade-level content standards and keep pace with non-English Learners;
- meet all reclassification criteria in order to transition to mainstream, fluent English-proficient classes

### Components of SEI

While attending a TEACH Public School, English Learner students receive:

#### 1. General Education Classroom Instruction

ELs will learn with grade-level classmates and receive instruction in all subjects, including English Language Arts, Mathematics, the Sciences, and elective courses.

#### 2. Integrated ELD Support

The district's EL Program Manager (see Chapter 3, *Positions & Roles* section) is responsible for providing periodic Professional Development to teachers on EL strategies and best practices, as well as in-the-classroom observations and feedback. Teachers use strategies such as visuals; vocabulary support; teacher exemplars; translated materials in student's home language; sentence starters/frames; English subtitles for videos; guided practice, additional time to complete assignments; strategic



seating and grouping; and other integrated strategies and supports to assist ELs understand grade-level content while continuing to learn English.

Besides Teacher implementation of Integrated ELD Support, the school's EL Instructional Aide will further assist English Learners acquire the comprehension and skills necessary to meet Standards. ELD Aides assist Teachers and students in the classroom based on an Integrated ELD Support rotating schedule.

### 3. Designated English Language Development (ELD) Instruction

EL students, upon the determination of the district's EL Program Manager and the school site's EL Coordinator, will receive focused, differentiated, and standards-based English Language Development instruction to improve reading, writing, listening and speaking skills on a daily basis. Data from language proficiency assessment scores and benchmarks (see Chapter 5, *Basic Skills* section) is utilized to group **emerging**, **expanding**, and **bridging** ELs to deliver differentiated ELD Standards (see p. 20 of this chapter) and Learning Targets for all grade levels. Details of Designated ELD instruction per school site are as follows:

#### TEACH Preparatory Mildred S. Cunningham & Edith H. Morris Elementary School

**Grades TK/Kindergarden:** Daily Designated ELD – 1-hour blocks on Mondays, Tuesdays, Thursdays, and Fridays. Wednesdays, which are early-release days, English Learners in these grades receive 45 minutes of designated ELD instruction during their 'Literacy Centers' (stations) within their ELA block. Daily ELD instruction totals **285 minutes per week**. Designated ELD is provided in a small-group instruction model provided by the certificated and EL-authorized Lead Teacher using curriculum such as The Science of Reading. This ELD block will be focused on building students' **phonological awareness, phonics, fluency, vocabulary, and comprehension**.

Within the regular TK schedule, Designated ELD takes place from 10 am – 11 am, immediately before lunch. On early-release Wednesday schedules, ELD is instructed from 11-11:45 AM, also immediately before lunch. For ELs in grade K, Designated ELD takes place from 11:30am – 12:30am, immediately after lunch. On Wednesday schedules, ELD takes place from 11:30 - 12:15 PM, after lunch.

**1st Grade:** Daily Designated ELD – 30-minute blocks on Mondays, Tuesdays, Thursdays, and Fridays; 20-minute blocks on Wednesdays for a total of **140 minutes per week**. Designated ELD instruction is provided in a small-group instruction model by the Lead Teacher using curriculum such as McGraw Hill's Wonders ELD. Key skills targeted include **Guided Reading, Collaborative Language Practice, and Interactive Writing**.

Within the 1st grade regular schedule, this ELD block takes place from 11:35 am – 12:05 pm, immediately after lunch. On early-release Wednesday schedules, small-group ELD instruction occurs within the ELA block from 10 am – 12:30 pm after Nutrition (a 20-minute block scheduled upon Teacher discretion).

**2nd & 3rd Grades:** Daily Designated ELD – 55-minute blocks, Mondays, Tuesdays, Thursdays, and Fridays; 20-minute blocks on Wednesdays for a total of **240 minutes per week**. Designated ELD instruction is provided in a whole-class setting by the assigned, certificated and EL-authorized ELD Instructor using curriculum such as McGraw Hill's Wonders ELD. 2nd & 3rd grade ELs are combined during this period, except on Wednesdays when they will remain with their regular Lead Teacher. Equally, English language proficiency levels (*emerging*, *expanding*, and *bridging*) will help guide strategic groupings and pairings, determined by student needs. Key skills targeted include **Guided Reading, Collaborative Speaking & Listening, and Response Writing**.

Within the regular schedule for grade 2, this ELD block takes place from 12:10 pm – 1:05 pm, after lunch and Math instruction. On early-release Wednesday schedules, small-group ELD instruction occurs within the ELA block from 10 am – 12:30 pm after Nutrition (a 20-minute block scheduled upon Teacher discretion). For ELs in grade 3, Designated ELD is also given from 12:10 – 1:05 pm, immediately after lunch, but before Math instruction. On Wednesday schedules, small-group ELD instruction occurs within the ELA block from 10:35 am – 12:45 pm after Nutrition (a 20-minute block scheduled upon Teacher discretion).

**4th & 5th Grades:** Daily Designated ELD – 45-minute blocks on Mondays, Tuesdays, Thursdays, and Fridays; 20-minute blocks on Wednesdays for a total of **200 minutes per week**. Designated ELD instruction is provided in a whole-class setting by the assigned, certificated and EL-authorized ELD Instructor using curriculum such as McGraw Hill's Wonders ELD. 4th & 5th grade ELs are combined, except on Wednesdays when they will remain with their regular Lead Teacher. Key skills targeted include **Close Reading & Language Analysis, Collaborative Conversations, and Academic Writing**.

Within the regular schedule for grade 4, this ELD block takes place from 1:10 pm – 1:55 pm, after lunch and Social Emotional Learning/Enrichment block. On early-release Wednesday schedules, small-group ELD instruction occurs within the ELA block from 10:35 am – 12:45 pm after Nutrition (a 20-minute block scheduled upon Teacher discretion). Within the regular schedule for grade 5, it takes place at the same time (1:10 pm – 1:55 pm), after lunch and PE, and before the Social Emotional Learning/Enrichment block. On Wednesday schedules, small-group ELD instruction

occurs within the ELA block from 11:10 am – 1 pm after Nutrition (a 20-minute block scheduled upon Teacher discretion).

### **TEACH Academy of Technologies Middle School**

**5th Grade:** Designated ELD – 50-minute block on Mondays, Tuesdays, Thursdays, and Fridays for a total of **200 minutes per week**. Designated ELD instruction is provided in a small-group instruction model by the Lead Teacher using curriculum such as McGraw Hill’s Wonders ELD. Key skills targeted include **Close Reading/Language Analysis, Collaborative Conversations, and Academic Writing**.

Within the daily schedule for grade 5, direct Designated ELD Instruction takes place at the end of the school day during the Success Academy block from 2:40 pm – 3:30 pm.

**Grades 6-8:** Designated ELD – 50-minute block on Mondays, Tuesdays, Thursdays, and Fridays for a total of **200 minutes per week**. Designated ELD instruction is provided in a whole-class setting by the assigned, certificated and EL-authorized ELD Instructor using curriculum selected by the EL Program Manager, which could include the McGraw Hill StudySync ELD embedded support lessons. Students across each individual grade level Advisory classes are combined during this period. Key skills targeted include **Sustained Silent Reading, Collaborative Dialogues using Academic Vocabulary, and Structured Academic Writing**.

Within the TEACH Academy of Technologies daily schedule, grades 6 & 8 receive ELD Instruction at the end of the school day during the Success Academy block from 2:40 – 3:30 pm. Grade 7 receives this block of instruction in the morning after Advisory and a passing period from 9:05 am – 9:55 am, also during the Success Academy period.

### **TEACH Tech Charter High School**

**Grades 9-12:** Designated ELD Instruction is provided in two (2) sections, ELD 1 and ELD 2. Placement into one of these sections is determined by the student’s overall language proficiency, determined by a number of factors, including their previous school year’s: ELPAC score; English SBAC score; Basic Skills in Reading / Language Use in school-wide assessment score range; performance in their ELA class. These two ELD sections take place within the school’s block schedule. Blocks consist of two (2) 100-minute segments per week on Mondays, Tuesdays, Thursdays, or Fridays, as well as one (1) 40-minute block on Wednesdays for a total of **240 minutes per week**. Designated ELD instruction is provided in a whole-class setting by the assigned, certificated and EL-authorized ELD Instructor using curriculum selected by the EL Program Manager, which could include the McGraw Hill StudySync ELD embedded support lessons. Key skills targeted include **Reading Fluency, Collaborative**

## **Project-based Discussions, Public Speaking & Academic Presentations and Structured College-ready Academic Writing.**

### **Additional Support Services**

Our school district provides additional supports to help English Learners succeed academically, develop their English skills, and continue to grow socially and emotionally. Addition services include:

#### **1. Individual/Small Group Tutoring**

All TEACH Public Schools Teachers are required to provide a minimum of one “Tutoring Hour” per week on their designated tutoring day after school. This provides ELs extra time and support to achieve academic skills from their classroom teacher.

#### **2. Individual/Small Group ELD Instruction**

New-comer ELs, as well as ELs deemed to be of high-needs (including, but not limited to, students who are dually classified and have an Individualized Education Plan (IEP)) may receive small-group ELD instruction from a California-authorized staff member. These small-setting lessons will take place during regular school hours on a periodic pull-out schedule determined by the EL Program Manager and the school’s EL Coordinator.

#### **3. Literacy Coach Support**

A school site’s Literacy Coach may provide additional reading and writing support to EL students. Like Individual/Small Group ELD Instruction, this support will be provided to students who need additional help to reach their academic content and/or language state standards.

#### **4. Expanded Learning Opportunities Program (ELOP)**

Free Saturday weekend learning sessions are provided on a periodic basis throughout the school year. Students, including ELs, who would like additional tutoring and Teacher support to continue to develop their English proficiency are highly encouraged to attend.

### **The K-12 California ELD Standards**

TEACH Public Schools, in accordance with California Education Code (EC) Section 60811, faithfully implements the California English Language Development Standards (CA ELD Standards) within every classroom from Kindergarten through grade 12.

The CA ELD Standards amplify the California State Standards for English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects (ELA/Literacy). The CA ELD Standards, when used in tandem with state content standards, assist English learner students to build English proficiency, refine the academic use of English, and provide students access to subject area content.

## EL students need:

- to understand how to use the language meaningfully;
- a purpose for using English within a social function;
- and know how to access resources to be precise and convey exact meaning.

By embedding the CA ELD Standards within every lesson, TEACH Public Schools actively strives to fulfill its Mission to provide a learning environment focused on literacy.



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ALIGNED CA STATE & FEDERAL CODES

EL 13: Language Program Options and Parent Choice

13.0 Language acquisition programs may include, but are not limited to, all of the following:

13.1 (EC § 305[a][2])

School districts and county offices of education must, at a minimum, provide ELs with a structured English immersion (SEI) program.

(EC § 306[c][3])

SEI programs provide nearly all classroom instruction in English, but with curriculum and a presentation designed for students who are learning English.

- (a) **(EC § 306[c][1])** Dual-language immersion programs that provide integrated language learning and academic instruction for native speakers of English and native speakers of another language, with the goals of high academic achievement, first and second language proficiency, and cross-cultural understanding.
- (b) **(EC § 306[c][2])** Transitional or developmental programs for ELs that provide instruction to students that utilizes English and a student's native language for literacy and academic instruction and enables an EL to achieve English proficiency and academic mastery of subject matter content and higher order skills, including critical thinking, in order to meet state-adopted academic content standards.

13.2 (EC § 306[c])

Parents or legal guardians of students enrolled in the school may choose a language acquisition program that best suits their child. "Language acquisition program" refers to educational programs designed to ensure English acquisition as rapidly and as effectively as possible and provide instruction to students on the state-adopted academic content standards, including the ELD standards. The language acquisition programs shall be informed by research and must lead to grade level proficiency and academic achievement in both English and another language.

13.3 (EC § 310[a])

Schools in which parents or legal guardians of 30 students or more per school, or the parents or legal guardians of 20 students or more in any grade request a language acquisition program designed to provide language instruction must be required to offer a program to the extent possible.

CHAPTER 3: STAFFING & PROFESSIONAL DEVELOPMENT

Certification & Credentialing

California state law requires appropriate authorization of teachers to provide instruction to English Learners, including individuals providing specified EL services (EC Section 44001, EC Section 44830(a), EC Section 44831, and EC Section 44253.1). Any Teacher assigned to provide English Language Development, Structured English Immersion or primary language instruction to English learner students at a TEACH Public School must possess an active English Learner or Bilingual Authorization designated by the **California Commission on Teacher Credentialing (CCTC)**. Teacher hiring and placement decisions are under the discretion of the acting Chief Academic & Strategic Initiatives Officer and based on student and program needs, including English Learner enrollment, data, and other relevant factors.

Notice of Nondiscrimination: TEACH Public Schools does not discriminate on the basis of race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information, the perception of one or more of such characteristics, or association with a person or group with one or more of these actual or perceived characteristics.

Positions & Roles

English Learners Program Manager

Under the direction of the Chief Academic & Strategic Initiatives Officer, the English Learners Program Manager serves as the organization-wide lead for English Learner programs across TEACH Public Schools' elementary, middle, and high school programs. This position is responsible for the development, implementation, monitoring, evaluation, and continuous improvement of the TEACH Public Schools English Learner Master Plan to ensure aligned TK–12 systems of instruction, compliance, support, and academic achievement for Multilingual learners. The English Learner Program Manager collaborates with school leaders, EL Coordinators, teachers, intervention staff, Special Education teams, families, and organizational leadership to support Designated and Integrated ELD instruction aligned to the California ELA/ELD Framework and California ELD Standards while overseeing systems related to identification, placement, progress monitoring, reclassification, RFEP support, family engagement, and compliance.

EL Coordinator

Under the supervision of the English Learners Program Manager, the ELD Coordinator is responsible for building the instructional capacity of teachers and developing systemic supports to improve outcomes for English Learner (EL) students within the individual school site. This position will provide specialized expertise in the implementation of English Language Development (ELD) standards, strategies, and frameworks that advance academic language acquisition and accelerate reclassification rates. This role is critical to enhancing schoolwide capacity for integrating EL supports into core instruction and fostering a culture of inclusivity and academic excellence for Multilingual learners.

EL Instructional Aide (ELD Aide)

Under the direction of the school-site EL Coordinator, this position assists the EL Coordinator, teachers, and EL students on a daily basis by providing support in the classroom as needed. ELD Aides are selected based on the needs of the district. Instructional Aides must possess a high school diploma or equivalent, and preferably have completed 48 post high school units, or passed the District Proficiency and Instructional Assistance Assessments.

Professional Development

As recognized by the California Department of Education (CDE) and the Commission on Teacher Credentialing (CTC), there is an integral relationship between educator effectiveness and student outcomes. In May 2015, the State Board of Education adopted the Quality Professional Learning Standards for California. The QPLS will serve as a guiding framework for providing Professional Development opportunities to TEACH Public Schools instructional staff in all areas, especially in regards to Professional Development to support English Learners. The QPLS identify characteristics of professional learning that are designed to support educators in building individual and collective capacity to meet professional, school, and student performance expectations. They are comprised of seven independent standards to support professional learning that is:

- Rooted in student and educator needs demonstrated through data
- Focused on content and pedagogy
- Designed to ensure equitable outcomes
- Designed and structured to be ongoing, intensive, and embedded in practice
- Collaborative with an emphasis on shared accountability
- Supported by adequate resources
- Coherent and aligned with other standards, policies, and programs

Professional Development, specifically for supporting English Learners, will be provided to all three school sites on a rolling, periodic basis. These PD's will be given by the EL Program Manager to teaching staff, and will consist of demonstrating research-based teaching strategies and accommodations, sharing of resources, news, and information pertinent to improving the support of English Learners.

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### ALIGNED CA STATE & FEDERAL CODES

#### **V-EL 11: Teacher EL Authorization**

**11.0 (20 U.S.C. § 6826 [c]; EC §§ 44253.1, 44253.2, 44253.3, 44253.4, 44253.5, 44253.10; Castañeda v. Pickard [5th Cir. 1981] 648 F.2d 989, 1012–1013)**

Teachers assigned to provide ELD and instruction in subject matter courses for ELs must be appropriately authorized.

#### **V-EL 12: Professional Development Specific to English learners**

**12.0** Each LEA must provide professional development specific to the implementation of programs for ELs.

#### **12.1 Castañeda v. Pickard [5th Cir. 1981] 648 F.2d 989, 1011-1013)**

Each LEA must provide sufficient professional development to effectively implement the LEA's EL program.

**12.2** Professional development is provided to classroom teachers, principals and other school leaders, administrators, and other school or community-based organizational personnel, that is:

- (a) **(20 U.S.C. § 6825[c][2][A])** Designed to improve the instruction and assessment of ELs.
- (b) **(20 U.S.C. § 6825[c][2][B])** Designed to enhance the ability of teachers, principals, and other school leaders to understand and implement curricula, assessment practices and measures, and instructional strategies for ELs.

## CHAPTER 4: ELPAC PREP, ASSESSMENT & PROGRESS MONITORING

Under the guidance of the English Learners Program Manager and the school's EL Coordinator, ELPAC prep will be provided to English Learners throughout the school year. The purpose of this preparation is to allow students to become familiar with the testing interface, build confidence in their testing abilities, and to understand the item types, format, and structure of the ELPAC. Through the TOMS online interface, Designated ELD Teachers could administer Training and Practice Tests, and Interim Assessments in a small-group, whole-class, or student-independent basis. ELPAC prep is a vital step to increase the readiness of English Learners and fulfill TEACH Public Schools' goals of maximizing EL Reclassifications.

### ELPAC Interim Assessments (IA) Practice & Training Tests

#### ELPAC Training Tests, Practice Tests, and Interim Assessments At-a-Glance

There are many tools available for teachers to gauge their students' learning and prepare them for the Summative English Language Proficiency Assessments for California (ELPAC) so that families can engage in student learning. This document provides a side-by-side comparison of ELPAC training tests, practice tests, and interim assessments to help educators decide which tool best fits their needs. These assessments are available for each domain (Listening, Speaking, Reading, and Writing) for kindergarten, grade one, grade two, and for grade spans three through five, six through eight, nine and ten, and eleven and twelve. There is an unlimited number of testing opportunities for each option.

| Information                   | Training Tests                                                                                                                                                       | Practice Tests                                                                                                                                                                      | Interim Assessments                                                                                                                                                                                                                |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Purpose</b>                | Allow students to become familiar with the testing interface and available accessibility resources for the ELPAC.                                                    | Provide students with opportunities to become familiar with the item types, format, and structure of the ELPAC.                                                                     | Provide teachers with information on student performance to help gauge students' knowledge and skills in learning English.                                                                                                         |
| <b>Grade Levels</b>           | One test is available for each domain for each grade level and grade spans.                                                                                          | One test is available for each domain for each grade level and grade span.                                                                                                          | Two test forms are available for each domain for each grade level and grade span.                                                                                                                                                  |
| <b>Items</b>                  | Offered by domain, these short assessments represent a variety of difficulty levels.                                                                                 | These full-length assessments mirror the summative assessments and are offered by domain with items that represent a variety of difficulty levels.                                  | These assessments, offered by domain, contain about half the items of a full-length summative assessment and represent a variety of difficulty levels.                                                                             |
| <b>Directions and Scoring</b> | <i>Directions for Administration (DFAs)</i> are available for each domain for each assessment. There are separate DFAs for braille. No scoring guides are available. | <i>DFAs</i> are available for each domain and assessment and contain scoring information. There are separate <i>DFAs</i> for braille. There are scoring guides for each assessment. | <i>DFAs</i> , training guides and exemplars, and test content and answer keys are available for each domain for each assessment. Results are generated once all scoring (including hand scoring) has been completed and submitted. |
| <b>Logon</b>                  | Access is available to anyone through a guest logon.                                                                                                                 | Access is available to anyone through a guest or secure logon.                                                                                                                      | Access is available to local educational agency staff through their secure logon.                                                                                                                                                  |

Find additional information on the [CAASPP and ELPAC Practice and Training Tests web page](#) and on the [CAASPP and ELPAC Interim Assessments web page](#).

## Summative ELPAC / Summative Alternate ELPAC

The Summative ELPAC / Alternate ELPAC is an annual assessment given to students who are classified as English learners. This set of assessments is administered every spring during the designated testing window (between February and May) until the EL student is reclassified (see Chapter 5, *Reclassification Criteria* section). The purpose of the Summative ELPAC is to determine the English language proficiency level of an EL student, assess the student's progress in acquiring English skills (listening, speaking, reading, and writing), and support decisions for reclassifying a student's English Learner Acquisition Status (**ELAS**) to RFEP, when appropriate.

Parents will receive a Summative ELPAC Score Report that describes the four possible Summative ELPAC performance levels, the student's scores (e.g., overall, oral language, and written language) and their Summative ELPAC performance level. A sample of a student score report is available on the ELPAC Sample Student Score Reports (SSRs). For information about the four performance levels, reference the Summative ELPAC General PLDs web page.

Students whose IEP identifies the use of an alternate assessment and who are classified as EL students will take the Summative Alternate ELPAC every year until they are reclassified as proficient in English. The Summative Alternate English Language Proficiency Assessments for California (Alternate ELPAC) is used to determine the English language proficiency (ELP) of students in kindergarten through grade twelve whose primary language is not English. The Alternate ELPAC is aligned with the 2012 California English Language Development (ELD) Standards via the ELD Connectors and assesses the four domains in an integrated manner. This test is designed for students with the most significant cognitive disabilities who are English learner (EL) students and whose individualized education program (IEP) teams have determined that they are eligible for an alternate assessment. There is no parent opt out or medical exemption for this assessment.

In the event a TEACH Public Schools IEP Team identifies a student to take the Alternate ELPAC, the school's LEA can partner with a certified neighboring Local Educational Agency by signing a Memorandum of Understanding (MOU). This allows the neighboring LEA to handle test examiner training or student test administration. A copy of the signed MOU is emailed annually to [elpac@scoe.net](mailto:elpac@scoe.net) for confirmation.

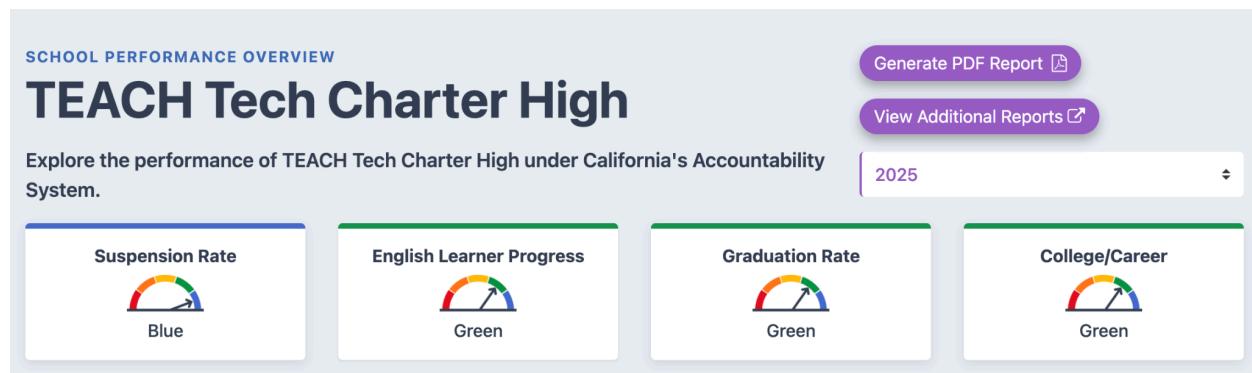
## Progress Monitoring

TEACH Public Schools supports English Learners from initial enrollment, through the ELD program, and after Reclassification. During a student's language acquisition journey, the school's EL Coordinator and school administrators strive to set incremental and achievement goals year over year. It is the responsibility of the EL Coordinator to

keep detailed records, including rosters of all ELs and their ELPAC Level, in an effort to monitor student progress and set goals for students.

### English Learner Progress Indicator (ELPI)

Every year, the California School Dashboard, a division of the California Department of Education, publishes indicators for every California public school highlighting a school's performance. The CA Dashboard serves as a useful tool to monitor a TEACH Public School's English Learner progress and allows for the district's EL Program Manager, EL Coordinators, and school administrators to set overall goals for each school every year.



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ALIGNED CA STATE & FEDERAL CODES

(EC Section 313[f][1])

Assessment of English language proficiency (ELP) using an objective assessment instrument developed pursuant to California Education Code (EC) Section 60810, which, in California, is the Summative English Language Proficiency Assessments for California (ELPAC) and Summative Alternate ELPAC.

3.3 (EC §§ 313, 60810; 5 CCR § 11306)

Each LEA must annually assess the English language proficiency and academic progress of each EL.

3.5 (5 CCR § 11516.5)

Each EL on an active individualized education plan (IEP) or Section 504 Plan must be annually assessed for English language proficiency using the accommodations, modifications, or alternate assessments for the current ELPAC as specified in the student's IEP or Section 504 Plan.

CHAPTER 5: RECLASSIFICATION PROCEDURES

Reclassification Criteria

TEACH Public Schools follows the California Department of Education requirements for reclassification of English Learner students. An English Learner will be considered for reclassification when the student has met all four required criteria:

1. Assessment of English Language Proficiency

The student achieves an Overall Performance Level of 4 on the Summative ELPAC. Students who take the Summative Alternate ELPAC must achieve an Overall Performance Level of 3.

2. Teacher Evaluation

The student's teachers and other certificated staff with direct responsibility for teaching or placement decisions will have an opportunity to provide an evaluation of the student's curriculum mastery and academic performance. The evaluation will be based on relevant student performance data and the student's ability to participate effectively in grade-level instruction in English.

3. Parent Opinion and Consultation

TEACH will provide the student's parent or guardian with notice of the student's eligibility for consideration for reclassification and an opportunity to participate in the reclassification process. TEACH will seek and consider the parent or guardian's opinion and input regarding the student's readiness for reclassification. Parent consent is not required for reclassification.

4. Basic Skills Relative to English-Proficient Students

The student demonstrates performance in basic skills within an empirically established range of performance for English-proficient students of the same grade. TEACH will use an objective English language arts assessment administered to students in the same grade to establish this comparison. The assessment and performance range used for this purpose will be determined by TEACH based on applicable state guidance and available student performance data.

TEACH Public Schools recognizes standardized assessments and benchmarks such as, but not limited to, the following for EL students to meet the Basic Skills criteria:

- K-12 grades: score of **Standard Met** or **Standard Exceeded** in the **ELA** California Assessment of Student Performance and Progress (**CAASPP**) Smarter Balanced Assessment Consortium (**SBAC**)
- TK: achieve a **Fluent English Speaker (FES)** score range in a post-assessment of the Ballard & Tighe's Idea Proficiency Test (**IPT**) Early Childhood language proficiency screening (must be administered within the same school year and after January 1st)

- Kindergarten: achieve **At-Grade Level or higher** score range on the **iReady** Reading Adaptive Assessment
- K - 2nd grade: achieve **At or Above Benchmark** score range on the Dynamic Indicators of Basic Early Literacy Skills (**DIBELS**)
- 1st - 7th grades: achieve a minimum of one (1) grade **Approaching-Level or higher** score range on the **iReady** Reading Adaptive Assessment
- 8th - 12th grades: achieve a minimum of two (2) grades **Approaching- Level or higher** score range on **iReady** Reading Adaptive Assessment
- 9th - 12th grades: achieve a minimum of **Approaching-Level or higher** score range on a recent Reading and/or Language Usage **NWEA Map** Achievement assessment; Achieve a minimum of one (1) grade **Approaching-Level or higher** Lexile Reading score on a recent **Achieve 3000** LevelSet assessment

K-12 Observation Protocol for Teachers of English Learners (OPTEL)

 Reclassification Form K-12 Observation Protocol for Teachers of English Learners (OPTEL)* This document fulfills requirements in Education Code 313(f)(2) for the teacher evaluation component of the statewide reclassification criteria.					
Student Name: _____		Grade Level: _____		Date: **	
Student ID: _____		School: _____		School Code: _____ Score: _____	
sELPAC Date	sELPAC Level Receptive Skills		sELPAC Level Expressive Skills		
sELPAC Level: 1 - Min Dev 3 - Mod Dev 2 - Som Dev 4 - Wel Dev	Listening	Reading	Speaking	Writing	
Found in EL Monitoring Roster					
A. Receptive Skills: Listening and Reading Comprehension (Select level) K-12 ELD Standards: Part I 1-8, Part II 1-7					
☐ Level 1: Emerging Substantial linguistic support needed to engage in grade-level learning • The student rarely exhibits listening and reading comprehension skills at a level of parity with English proficient grade-level peers. • Only with substantial teacher support can the student construct meaning while or after listening to our reading grade-level complex texts. • The student rarely appears to comprehend conversations, discussions, and complex texts unless linguistic supports are provided.					
☐ Level 2: Early- Mid Expanding Moderate linguistic support needed to engage in grade-level learning)					
			☐ IEP ☐ 504 Plan ☐ Gifted ☐ DLE Program		
			☐ PLTEL ☐ LTEL ☐ International Newcomer		
			 RECEPTIVE SKILLS		
			Instructional Setting(s): ☐ Designated ELD (<i>dELD</i>) ☐ Integrated ELD (<i>iELD</i>)		
			☐ ELA ☐ History/Social Studies ☐ Mathematics ☐ Science ☐ Other: _____		

TEACH Parent Recommendation Letter



TEACH Public Schools
10600 S. Western Ave. Los Angeles, CA 90047
teachps.org

2026-27 EL RECLASSIFICATION: PARENT RECOMMENDATION LETTER

TEACH Public Schools values our students' multilingualism and the cultures they bring to our classrooms. The District provides various Master Plan Instructional program options for students to achieve academically and learn one or more languages.

State and federal laws require all school districts to give a state test of English proficiency to students whose primary language is not English. All students entering a California public school for the first time, and who upon enrolling, indicate that a language other than English is spoken at home in the Home Language Survey (HLS), are given the English Language Proficiency Assessments for California (ELPAC). This test determines if a student is classified as an English Learner (EL) or is English Proficient (IFEP or RFEP).

Upon initial enrollment of your child, you indicated on the Home Language Survey that a language other than English is spoken at home. Therefore, your child was administered the ELPAC. There is evidence that your child is English Proficient. This evidence includes:

- Passing score of '4' on the Summative ELPAC
- Passing score of '4' on the SBAC (CAASPP) Test taken in 8th / 11th grade OR Approaching Grade Level minimum on basic skills test compared to peers
- Teacher recommendation (including a passing grade in student's ELA class)
- Parent consultation and recommendation (this letter)

Due to this evidence, and upon your approval, your child's ELA status will be changed from EL to RFEP. ***Please confirm that you recommend your child to be reclassified by signing here:***

[Student Name] - Parent/Guardian Signature:

Date:

We appreciate your support in determining the right instructional program for your child. If you have any questions about the ELPAC or the English Language Development services provided, please contact us to discuss your child's academic journey and instructional program.

To learn more about the ELPAC, review the California Department of Education's website at: <https://www.cde.ca.gov/ta/tg/ep/>

Sincerely,

[SIGN HERE]

NAME - TITLE

TEACH [school] - email@teachps.org

Last Revised: 7/7/2026

RFEP Monitoring & Support

The moment a classified English Learner meets all four of the above criteria, the district's EL Program Manager or school-site's EL Coordinator, in conjunction with the district's Director of Operations of Data & Technology, will enter the student's new ELAS of RFEP into the California Longitudinal Pupil Achievement Data System (**CALPADS**). The DODT will ensure that the student's Reclassification is synced with all School Operations platforms, demonstrating their Redesignated status.

A newly Reclassified student's performance in their classes, particularly in the student's ELA class, will be closely monitored by the school-site's EL Coordinator. This monitoring will take place for a minimum of four (4) complete school years. Just like EL students are monitored from one school to the next (see Chapter 1, *EL Transition from Elementary → Middle → High School* section), it is the responsibility of the district's English Learners Program Manager to ensure that an RFEP student is monitored and supported when transitioning from one school to another. If an RFEP student's performance in their ELA class falls below Passing, the student will receive academic intervention support on an at-need basis.

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### ALIGNED CA STATE & FEDERAL CODES

#### IV-EL 10: Reclassification

**10.0** Each LEA must reclassify a student from EL to proficient in English by using a process and criteria that includes, but is not limited to:

- (a) (**EC § 313[f][1]; 5 CCR § 11303[a]**) Assessment of English language proficiency.
- (b) (**EC § 313[f][2]; 5 CCR § 11303[b]**) Teacher evaluation that includes, but is not limited to, the student's academic performance. The term "teacher" refers to the classroom teacher and other certificated staff with direct responsibility for teaching or placement decisions of the student.
- (c) (**EC § 313[f][3]; 5 CCR § 11303[c]**) Opportunities for parent opinion, consultation, and involvement during the reclassification process.
- (d) (**EC § 313[f][4]; 5 CCR §§ 11302, 11303[d]**) Comparison of student's performance in basic skills against an empirically established range of performance in basic skills based upon the performance of English proficient students of the same age that demonstrate whether the student is sufficiently



proficient in English to participate effectively in a curriculum designed for students of the same age whose native language is English.

### **10.1 (5 CCR § 11305)**

Each LEA must maintain the following in the student's permanent record (regardless of the physical form of such record and to ensure transfer of documentation):

- (a) Language and academic performance assessments
- (b) Participants in the reclassification process
- (c) Decision regarding reclassification

### **10.2 (20 U.S.C. § 6841[a][4][5]; 5 CCR § 11304)**

Each LEA must monitor the progress of reclassified pupils for a minimum of four years to ensure correct classification, placement, and additional academic support, as needed.



## CHAPTER 6: FAMILY & COMMUNITY ENGAGEMENT

The TEACH Public Schools community is the bedrock of our school district. Located along Western Avenue between 85th and 107th streets in South Los Angeles, we are a safe-haven, partner, and ally of the communities we serve. We strive to be the first option for families within the community to educate their child(ren). Through the tireless work of the district's Director of Enrollment & Family Engagement, we create countless opportunities for TEACH community stakeholders to engage with community members and organizations.

### Parent Center & Classes

The TEACH Public Schools Parent Center provides a place for families to connect and engage directly with their child(ren)'s school. Work and print stations are provided, along with the school's current informational flyers. It is also the designated space where Parent Classes are conducted on a weekly basis. Classes include ESL & Technology, Mental Health Awareness in both English and Spanish (also provided virtually), with more Parent Classes planned. These classes are free to all TEACH Public Schools parents, guardians, and families of an enrolled child. Also within the district's Parent Center is where the periodic **School Site Council (SSC)**, **ELAC**, and **DELAC** meetings are held (these meetings are also conducted virtually).

### English Learner Advisory Committee (ELAC)

#### *Comité Asesor de Padres*

TEACH Public Schools averages more than 21 English Learner students enrolled within each school site at one time. TEACH is proud to offer parents, guardians, and families of English Learners informational sessions and a place to meet in our periodic (no less than seven per school year) **English Learner Advisory Committee (ELAC)** meetings. ELAC is composed of parents/guardians of English Learners with their attendance percentage being **equal to, or more**, than the percentage of English Learner students within each school site's total student population.

Held on regular school days and during after-school hours, these meetings, although organized by the EL Program Manager and the district's Director of Student & Family Engagement, are **parent-led**. Each school year, attending parents vote to elect the ELAC leadership team. These positions and duties are as follows:

- **President** - Call the meetings to order; lead attendees through agenda items; responsible for reporting information to school's principal and school staff

- **Vice-President** - takes the place and duties of the President if they are absent; assist the President with meeting functions, organization, and the like
- **Secretary** - responsible for taking notes and keeping records of minutes
- **Parliamentary** - keep mind of the agenda items and meeting time to ensure all agenda items are covered

The responsibilities of these parent-elected ELAC members are to:

- **Advise** the principal and staff in the development of a site plan for English learners and submitting the plan to the School Site Council for consideration of inclusion in the School Plan for Student Achievement
- **Assist** in the development of the schoolwide needs assessment
- **Strategize to create** ways to make parents aware of the importance of regular school attendance
- **Fulfill** the opportunity to elect at least one member of ELAC to the District English Learner Advisory Committee (DELAC).

Parents elected by their peers for these roles work closely with the aforementioned TEACH ELAC organizers. Through in-person meetings or phone conversations, TEACH provides training on ELAC leadership duties, expectations, and self-governance. Training shall be planned in full consultation with committee members, and funds from appropriate resources may be used to meet the costs of providing the training to include costs associated with the attendance of members at training sessions.

Along with being a place for parents/guardians of English Learners to meet and gain key information about the on-goings of their child and ELD programs, as mentioned above, each school site's ELAC is responsible for advising the school principal and staff. ELAC leadership teams are encouraged to set agenda items that will consider, evaluate, and provide feedback for their school site's ELD program in an effort to improve their child(ren)'s educational and overall school experience. This feedback is then communicated by the parent-elected president to the school's principal for review and implementation.

### **District English Learner Advisory Committee (DELAC)** **Comité Asesor de Padres a Nivel del Distrito**

With over 51 English Learners enrolled within our district at present, TEACH Public Schools offers parents, guardians, and families the **District English Learner Advisory Committee (DELAC)**. The agendas and minutes of the meetings are recorded and kept on file.

Each TEACH Public School (TEACH Preparatory Mildred S. Cunningham & Edith H. Morris Elementary School; TEACH Academy of Technologies Middle School; and

TEACH Tech Charter High School) is its own **Local Education Agency (LEA)**. Because of this, each school site's ELAC may elect to run their meetings concurrently with DELAC meetings.

The DELAC serves a distinct purpose from each school-site's ELAC. DELAC shall advise the school district's governing board on at least the following tasks:

- Development of the district EL Master Plan for education programs and services
- Conducting a district-wide needs assessment on a school-by-school basis
- Establishment of district program, goals, and objectives for programs and services for English learners
- Development of a plan to ensure compliance with any applicable teacher and/or teacher aide requirements
- Review and comment on the school district reclassification procedures
- Review and comment on the written notifications required to be sent to parents and guardians
- review and comment on the development or annual update of the Local Control and Accountability Plan (LCAP) and how funds affect English learners.

The TEACH Public Schools ELAC and DELAC are great sources for parents of English Learners to know the on-goings of their child(ren)'s day-to-day learning, build community with other parents of English Learners, provide feedback and action plans to school and district leaders, and learn of ways to best support their child(ren) at home during their English proficiency journey.

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Sections 35147, 52176(b) and (c), 62002.5, and 64001(a), California Education Code

Title 5, Section 11308, California Code of Regulations

2.2 (5 CCR § 11308[d])

Each LEA must provide appropriate training materials and training, planned in full consultation with committee members, to assist members in carrying out their legal advisory responsibilities.

EL 02: District English Learner Advisory Committee (DELAC)

2.0 (EC §§ 52176[a], 52063[b], 62002.5)

Each California public school district with 51 or more ELs must form a DELAC unless the district designates for this purpose a subcommittee of an existing districtwide advisory committee.

2.1 The DELAC shall advise the school district governing board on all of the following tasks:

(a) SPSA. (5 CCR) § 11308[c][1])

(b) (5 CCR § 11308[c][2])

(c) (5 CCR § 11308[c][3])

(d) (5 CCR § 11308[c][4])

(e) (5 CCR § 11308[c][6])

(f) (5 CCR § 11308[c][7])

(g) If the DELAC acts as the EL parent advisory committee under EC §§ 52063(b)(1) and 52062(a)(2), the DELAC shall also review and comment on the development or annual update of the Local Control and Accountability Plan (LCAP). Under the local control funding formula (LCFF), districts with at least 50 ELs and whose total enrollment includes (a) at least 15 percent ELs must establish a DELAC, and that DELAC must carry out specific responsibilities related to the LCAP.

CHAPTER 7: EVALUATION & CONTINUOUS IMPROVEMENT

TEACH Public Schools provide defined standards and expectations for student learning. These standards reflect the district's commitment to the importance of learning and how learning is best demonstrated. In response to statewide accountability reform, TEACH has a primary vision that all students will meet the district's academic content and performance standards while being supported socially and emotionally.

Through TEACH's assessment program, teachers carefully plan what students are asked to do, how student performance is evaluated, and how evaluation results are used. The assessment program is responsive to their developmental and linguistic differences, as well as the special needs of English learners. The district maintains information about the ongoing academic progress of English learners. Through multiple methods of assessment, TEACH is able to determine to what degree ELs are meeting district academic achievement goals.

Here, English Learner progress on CAASPP, ELPAC, and California School Dashboard is reviewed and discussed. As part of the LCAP process, metrics and/or indicators are reviewed as part of TEACH's system of English Learner Progress Monitoring to determine the effectiveness of EL positions and services provided in order to make recommendations for continuance or elimination of actions.

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IV-EL 09: Evaluation of EL Program Effectiveness

9.0 (20 U.S.C. §§ 1703[f], 6841[b],[c]; Castaneda v. Pickard [5th Cir. 1981] 648 F.2d 989,1009–1011)

A program evaluation must be provided by each LEA and must be used to determine:

- (a) The degree to which, within a reasonable amount of time:
 - i. ELs are attaining English language proficiency comparable to that of average native speakers of English in the district.
 - ii. EL students' academic results indicate that ELs are achieving and sustaining parity of academic achievement with students who entered the district's school system already proficient in English.
- (b) The effectiveness of programs and activities in assisting ELs to attain proficiency and to meet academic achievement and content standards.

- (c) Necessary improvements to programs and activities for which Title III funds have been used for EL and immigrant students.
- (d) Whether to eliminate specific EL activities proven to be ineffective.

II-EL 05: EL Program Inclusion in Development of the SPSA (Schoolwide)

5.0 The EL program must be included in the development of the SPSA.

5.1 (EC § 64001[f]) An approved SPSA must contain:

- (a) An analysis of academic performance and language development data to determine EL student and program needs.
- (b) **(EC § 64001[f])** School goals to meet the identified academic and language proficiency needs of ELs.
- (c) **(EC § 64001[f])** Activities to reach school goals to improve the academic performance of EL students.
- (d) **(EC § 64001[f])** The means to annually evaluating the progress of programs toward accomplishing the goals, including determining whether the needs of all children have been met by the strategies used, particularly the needs of low-achieving ELs and those at risk of not meeting state academic content standards.
- (e) **(EC § 64001[g])** Expenditures of Economic Impact Aid-Limited English Proficient (EIA-LEP) carryover allocated to the school through the Consolidated Application and Reporting System (CARS).

5.2 (EC §§ 64000[a], 64001[g]) The local governing board must review and approve the SPSA annually and whenever there are material changes to the plan.

5.3 (20 U.S.C. § 6823[b][3][G], [4]; EC § 64001[h])

The SPSA must be consistent with the district local plan.

(EC § 64001[d]) LEAs that distribute Title III funds or services directly to schools must ensure that the Title III programs operated at the schools are included in SPSAs, administered in accordance with the LCAP addendum or other EL plan submitted to the California Department of Education (CDE), and adhere to all applicable statutes and regulations.

II-EL 06: Title III and EIA-LEP Inventory

6.0 For all categorical programs, each LEA must maintain an inventory record for each piece of equipment with an acquisition cost of more than \$500 per unit that is purchased with EIA-LEP and Title III funds. The record must describe the acquisition by:

- (a) Type; (b) Model; (c) Serial number; (d) Funding source; (e) Acquisition date;

(f) Cost; (g) Location; (h) Current condition; (i) Transfer, replacement, or disposition of obsolete or unusable equipment.

6.1 (EC § 35168; 5 CCR § 3946; 2 Code of Federal Regulations [CFR] § 200.313[d])

Each LEA must have conducted a physical check of the inventory of equipment within the past two years and reconciled the results with inventory records.

END OF MASTER PLAN

Coversheet

Updated Independent Study Policy for the 2026-2027 School Year and the High School Course Catalog for Independent Study

Section: III. Items for Potential Action
Item: N. Updated Independent Study Policy for the 2026-2027 School Year and
the High School Course Catalog for Independent Study
Purpose: Vote
Submitted by:
Related Material: Inde study policy 2026-2027.pdf

Independent Study Policy for TEACH Public Schools

Applies to: TEACH Prep Academy, TEACH Academy of Technologies, TEACH Tech Charter High School

Policy Number	2370	Name of Policy	Independent Study
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Original Adoption: September 23, 2025 | Revised: _____, 2026 | Effective: 2026-27 School Year

I. PURPOSE AND SCOPE

This policy governs Independent Study ("IS") offered at TEACH Prep Elementary, TEACH Academy of Technologies and TEACH Tech Charter High School. Independent Study is a voluntary educational alternative to classroom-based instruction, available on a short-term or long-term, full-time or part-time basis, for individual courses or combinations of courses.

Independent Study shall remain aligned to the School's adopted course of study and substantially equivalent in quality and quantity to classroom-based instruction. No student may be required to participate in Independent Study, and Independent Study shall not be used as an alternative curriculum or a disciplinary placement, except as specifically authorized by law.

II. VOLUNTARY PARTICIPATION AND ELIGIBILITY

Participation in Independent Study is voluntary. A student may choose to participate, and a parent, guardian, or caregiver may request participation for a student under 18.

The School shall not impose a GPA, attendance-history, behavioral, or demonstrated-independence requirement, or any other eligibility condition, as a prerequisite to Independent Study unless that condition is required by applicable law or the student's individualized education program (IEP). A student may request to return to classroom-based instruction at any time, consistent with Section VIII.

A student with an IEP may participate in Independent Study only when the IEP specifically provides for Independent Study and the IEP team has determined that the student can receive a free appropriate public education (FAPE) through that placement. Students with Section 504 plans, English learners, and other students shall continue to receive the services and supports to which they are otherwise entitled.

III. SHORT-TERM AND LONG-TERM INDEPENDENT STUDY

- Short-term Independent Study means participation for 1–15 cumulative schooldays during a school year.
- Long-term Independent Study means participation for 16 or more cumulative schooldays during a school year.

The additional statutory requirements for tiered reengagement, synchronous instruction and live interaction, and return-to-classroom transition timelines described in Sections VII and VIII apply to long-term Independent Study and do not apply to short-term Independent Study, except where another provision of law makes a particular requirement applicable.

Short-term Independent Study shall nonetheless include an appropriate course of study, assigned work, a method for evaluating and documenting participation, an appropriately certificated supervising employee, and a written agreement containing the information required by law.

IV. WRITTEN INDEPENDENT STUDY AGREEMENT

Each student participating in Independent Study shall have a current written Independent Study agreement, valid for no longer than one school year, that includes at minimum:

1. The course of study, learning objectives, and methods of study and evaluation;
2. The manner, time, frequency, and place for submitting assignments and reporting academic progress, and the manner and frequency of communication regarding academic progress with the student's parent, guardian, or caregiver;
3. The specific resources available to the student, including materials, personnel, and technology and connectivity adequate to participate;
4. The maximum time between the date an assignment is made and the date it is due, which shall not exceed 15 schooldays unless a shorter period is established for an individual assignment;
5. The standard for satisfactory educational progress and the number of missed assignments that triggers an evaluation of whether continued Independent Study remains in the student's best educational interest, which shall be: two consecutive missed assignment due dates, or failure to complete three assigned work products within any four-continuous-week period;
6. The beginning and ending dates and the duration of the agreement;
7. The number of course credits or other measures of academic accomplishment to be earned;
8. Academic and other supports available to the student, including a student who is not performing at grade level; and
9. A statement that Independent Study is voluntary and that the student is not required to participate.

For long-term Independent Study, all legally required signatures shall be obtained before Independent Study instruction begins. For short-term Independent Study, signatures may be obtained at any point during the school year in which the Independent Study occurs, provided all requirements applicable to the student's participation are established and implemented when the student begins participation.

The written agreement shall be signed by: the student; the student's parent, guardian, or caregiver if the student is under 18; the certificated employee responsible for general supervision of the student's Independent Study; and the certificated employee responsible for the student's special education programming, if applicable. Agreements, related records, and signatures may be maintained and executed electronically where legally permissible.

V. ATTENDANCE

Attendance for apportionment purposes shall be based on the time value of completed student work products and other qualifying instructional activity, as personally evaluated by a certificated employee, consistent with Education Code section 51747.5. A student shall not generate more than one day of attendance for any calendar day on which school is in session.

VI. SYNCHRONOUS INSTRUCTION AND LIVE INTERACTION (LONG-TERM INDEPENDENT STUDY)

For students in long-term Independent Study, the School shall offer and make reasonably accessible opportunities for synchronous instruction and live interaction at least at the following minimum frequencies:

Grade Span	Minimum Live Interaction	Minimum Synchronous Instruction
TK–3	No separate live-interaction requirement	Daily
4–8	Daily	At least weekly
9–12	No separate live-interaction requirement	At least weekly

A student's nonparticipation in an individual offered opportunity does not, by itself, constitute an absence or truancy and does not automatically terminate the student's Independent Study participation. The School shall document participation and nonparticipation in scheduled opportunities.

VII. TIERED REENGAGEMENT AND RETURN TO CLASSROOM-BASED INSTRUCTION

For students in long-term Independent Study, the School shall initiate tiered reengagement when a student:

- fails to generate attendance for more than 10 percent of required minimum instructional time over four continuous weeks;
- does not participate in more than 50 percent of scheduled synchronous instruction opportunities during a school month; or
- violates the written Independent Study agreement.

Reengagement shall include: verification of the student's current contact information; notification of the parent, guardian, or caregiver within one school day; outreach to identify barriers to participation and connect the student to supports; and a student-parent-educator conference when required. All reengagement activity shall be documented. A reengagement trigger does not automatically terminate a student's Independent Study participation.

A student, or the student's parent, guardian, or caregiver, may request to return to available classroom-based instruction at any time. The School shall provide a plan to transition the student to classroom-based instruction no later than five instructional days after the request, and no minimum period of prior Independent Study participation shall be required before a student may request return.

VIII. RECORDS

The School shall maintain records sufficient to substantiate Independent Study participation and attendance/apportionment claims, including the written agreement and required signatures; assignment,

evaluation, and time-value records; attendance documentation; synchronous instruction, live interaction, and reengagement records; and applicable special education, Section 504, and residency records. Records shall be retained for the period required by law, regulation, and the annual audit guide, and may be maintained electronically.

IX. RATIO OF STUDENTS TO CERTIFICATED EMPLOYEES

The School shall maintain the ratio of Independent Study average daily attendance to full-time-equivalent certificated employees responsible for Independent Study supervision, instruction, and evaluation required by Education Code section 51745.6, using the charter-school ratio option of 25 pupils to one full-time-equivalent certificated employee, or another ratio method authorized by law. Independent Study attendance exceeding the applicable ratio shall not be claimed for apportionment.

X. FUNDING CONDITIONS: NO ENHANCED BENEFITS; RESIDENCY

Consistent with Education Code section 51747.3, the School shall not provide a student, or the student's parent, guardian, or caregiver, participating in Independent Study any funds or other thing of value that the School does not provide to students attending regular classroom-based instruction. Providing access to connectivity and School-owned devices adequate to participate in Independent Study is not considered funds or a thing of value for this purpose.

Independent Study attendance shall be claimed for apportionment only for students who reside in the county in which the apportionment claim is reported, or in a county immediately adjacent to that county, and only as otherwise permitted by law.

XI. NO ADDITIONAL RESTRICTIONS

Except as required by this policy or by applicable California or federal law, the School shall not impose additional eligibility, participation, attendance, curriculum, meeting, assignment, technology, or return-to-classroom requirements on Independent Study students, including a minimum GPA, a minimum period of prior enrollment or Independent Study participation, required daily campus attendance, or a requirement that a parent be physically present while the student works.

XIII. ADMINISTRATION

The CASI or designee is authorized to establish administrative guidelines, forms, and procedures — including the TEACH Independent Study Guidelines and the Independent Study Agreement — necessary to implement this policy. Administrative guidelines may exceed, but shall not fall below, the requirements of this policy or applicable law, and shall not impose restrictions on Independent Study participation beyond those authorized by this policy or by law. If an administrative procedure conflicts with this policy or applicable law, this policy and applicable law control.

XIV. LEGAL AUTHORITY

This policy is adopted consistent with California Education Code sections 46300, 47612, 47612.5, 49501.5 and applicable school nutrition program requirements, and 51744 through 51749.6 (including sections 51745, 51745.5, 51745.6, 51747, 51747.3, and 51747.5); Title 5 of the California Code of Regulations, sections 11700

through 11705; the Individuals with Disabilities Education Act; Section 504 of the Rehabilitation Act; and the School's approved charter petition(s).

XV. REVIEW

The governing body shall review this policy at least every five years, or sooner when changes to California law materially affect Independent Study.

Board Approved: _____	Effective Date: 2026-27 School Year
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Related Documents:

TEACH Tech Charter High School Course Offerings

Coversheet

Consider and Approve the Updated Employee Handbook

Section: III. Items for Potential Action
Item: O. Consider and Approve the Updated Employee Handbook
Purpose: Vote
Submitted by:
Related Material:
2026_Employee_Handbook_TEACH_Academy_of_Technologies_20260901.pdf
2026_Employee_Handbook_TEACH_Tech_Charter_High_School_20260901 copy.pdf
2026_Employee_Handbook_TEACH_Preparatory_Mildred_S._Cunningham_&_Edith_H._Morris_E
S_20260901.pdf



2026-2027 Employee Handbook

TEACH INC.
TEACH PUBLIC SCHOOLS
TEACH PREPARATORY SCHOOL
TEACH ACADEMY OF TECHNOLOGIES
TEACH TECH CHARTER HIGH SCHOOL

10600 S. Western Ave. Los Angeles, CA 90047
Phone: (323) 872-0808 Fax (323) 389-4898 Website: <http://www.teachps.org/>

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SECTION 1 – WELCOME

WELCOME TO TEACH Public Schools!

We are happy to have you join us at TEACH Public Schools. We believe our school is truly unique. We serve a diverse group of talented and hardworking students. We regard the work we do as being of utmost importance. Therefore, we have very high expectations for professionalism and performance for each one of our employees. All employees should treat all individuals, including students, teachers, administrators, volunteers, and family members, with respect, and approach all situations as opportunities to learn.

This handbook has been written to provide you with an overview of TEACH Public Schools, its personnel policies and procedures, and your benefits as a TEACH Public Schools employee.

This handbook is intended to explain in general terms those policies that most often apply to your day-to-day work activities. This handbook cannot anticipate every situation or answer every question about employment, and it is not an employment contract. Employees are expected to read this handbook thoroughly upon receipt, to know and abide by the policies outlined herein, and as revised over time, throughout their employment. No TEACH Public Schools guideline, practice, manual or rule may alter the “at-will” status of your relationship with TEACH Public Schools.

In order to retain necessary flexibility in the administration of its policies, procedures and benefits, TEACH Public Schools reserves the right to change, deviate from, eliminate, or revise the handbook, except for the at-will provisions, at any time, without notice, whenever TEACH Public Schools determines that such action is warranted. For these reasons, we urge you to check with the Human Resources Department to obtain current information regarding the status of any particular policy, procedure or practice. This handbook supersedes and replaces all previous personnel policies, practices and procedures.

I welcome you and wish you great success and fulfillment at TEACH Public Schools.

Sincerely

Matt Brown, Executive Director
TEACH Public Schools

SECTION 2 – GENERAL

This handbook serves as a guide for the employer/employee relationship. This handbook applies to faculty and staff at TEACH Public Schools. The standards of conduct apply to all individuals who work on the school premises including independent contractors, vendors, and visitors. Unless otherwise indicated, a benefit, policy, program, or procedure applies, or is available, to ALL eligible employees.

This handbook contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to your supervisor or the Human Resources Department. You are responsible for reading, understanding, and complying with the provisions of this Handbook. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

Neither this handbook nor any other TEACH Public Schools document confers any contractual right, either express or implied, to remain in TEACH Public School's employ, nor does it guarantee any fixed term or condition of your employment. Except as otherwise provided in an executed employment agreement, your employment is not for any specified period of time and may be terminated at will, with or without cause and without prior notice, by TEACH Public Schools or you may resign for any reason at any time.

No supervisor or other representative of TEACH Public Schools except the Executive Director or CFO/COO, with the approval of the Board of Directors, has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. Second, the procedures, practices, policies and benefits described herein may be modified or discontinued from time to time with or without advance notice. We will try to inform you of any changes as they occur.

Finally, this handbook contains proprietary information that should not be disclosed outside TEACH Public Schools, other than to individuals affiliated with TEACH Public Schools whose knowledge of the information is required in the normal course of business.

SECTION 3 – OUR MISSION and VISION

MISSION STATEMENT

At TEACH Public Schools, is to revolutionize education by establishing, operating and supporting schools that inspire a passion for learning and equip students with the knowledge, skills, and character to thrive in an ever-evolving world. We are committed to fostering a culture of innovation, inclusivity, and excellence in every educational institution we create, ensuring that each student reaches their full potential and becomes a positive force for change in society.

VISION STATEMENT

Our vision is to transform communities through education, where every child has access to world-class schools that nurture intellectual curiosity, critical thinking, and a love for lifelong learning. TEACH Public Schools envisions a future where educational equity is realized and innovative teaching practices prepare students to tackle complex challenges, embrace diversity, and contribute meaningfully to their local and global communities. At TEACH Public Schools, we strive to be at forefront of educational excellence, empowering the next generation of the leaders and change-makers to shape a brighter and more compassionate world.

SECTION 4 – EMPLOYMENT

EMPLOYMENT APPLICATIONS

We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

AT WILL EMPLOYMENT

We believe that an employment relationship is successful as long as both parties are mutually satisfied. Accordingly, both you and TEACH Public Schools will have the right to terminate your employment and all related compensation and benefits at any time, with or without cause and with or without notice. In addition, TEACH Public Schools may eliminate or change any term or condition of your employment (including but not limited to your job assignment, duties, or salary) at will, at any time, for any reason not prohibited by law, with or without cause and with or without previous notice.

This is called “employment at will,” and no one other than the Executive Director or CFO/COO TEACH Public Schools, with the approval of the Board of Directors, has the authority to alter your employment at-will status, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. Further, any such agreement must be in writing and must be signed by the Executive Director and CFO/COO. Statements of specific grounds for termination set forth in this Handbook, or elsewhere, are not all-inclusive and are not intended to restrict TEACH Public School’s right to terminate at-will.

EQUAL EMPLOYMENT OPPORTUNITY

TEACH Public Schools is an equal opportunity employer. In accordance with applicable law, the School prohibits discrimination against any employee or applicant for employment on the basis of an individual’s protected status, including race (which includes historically associated traits, such as hair styles and protective hair styles, e.g., braids, locks, and twists), color, religious creed (which includes, without limitation to religious dress and grooming practices), gender, gender identity, gender expression, transgender identity whether or not the employee is transitioning or has transitioned, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability (including HIV and AIDS), mental disability, medical condition (including cancer and genetic characteristics), use of cannabis/marijuana off the job and away from the workplace, genetic information, age (forty (40) and over), sexual orientation, marital status, registered domestic partner status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), reproductive health decision-making (including but not limited to a decision to use or access a particular drug, device or product or medical services for reproductive health), military or veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status or related protected activities (which includes undocumented individuals and human trafficking), protected medical and other protected leaves, domestic violence victim status, political affiliation, or any other consideration protected by applicable law. These categories include a perception that the individual has any of these characteristics or is associated with a person who has (or is perceived to have) any of these characteristics. The school will ensure that applicants and employees are treated in all aspects of employment without unlawful discrimination because of these or any other protected basis. Such aspects of employment include, but are not limited to, recruitment, hiring, promotion, demotion, transfer, layoff, termination, compensation, and training.

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

applicant or employee who believes they requires an accommodation in order to perform the essential functions of the job should contact Human Resources Department and request such an accommodation, specifying what accommodation they need to perform the job. Although the need for accommodations is determined on a case-by-case basis, generally TEACH Public Schools and the employee or applicant will engage in an interactive process with the employee's or applicant's health care provider(s) to confirm the existence of the condition, its limitations in the workplace, and possible reasonable accommodations, if any. The employee or candidate has an obligation to cooperate with TEACH Public Schools in this process, which may include authorizing TEACH Public Schools to communicate with their health care provider(s).

If you believe you have been subjected to discrimination, please follow the complaint procedure outlined below.

HARASSMENT

It is the policy of TEACH Public Schools to ensure equal employment opportunity without harassment on the basis of race (which includes historically associated traits, such as hair styles and protective hair styles, e.g., braids, locks, and twists), color, religious creed (which includes, without limitation, to religious dress and grooming practices), gender, gender identity, gender expression, transgender identity whether or not the employee is transitioning or has transitioned, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability (including HIV and AIDS), mental disability, medical condition (including cancer and genetic characteristics), use of cannabis/marijuana off the job and away from the workplace, genetic information, age (forty (40) and over), sexual orientation, marital status, registered domestic partner status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), reproductive health decision-making (including but not limited to a decision to use or access a particular drug, device or product or medical services for reproductive health), military or veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status or related protected activities (which includes undocumented individuals and human trafficking), protected medical and other protected leaves, domestic violence victim status, political affiliation, or any other consideration made unlawful by federal, state, or local laws, ordinances, or regulations. These categories include a perception that the individual has any of these characteristics or is associated with a person who has (or is perceived to have) any of these characteristics.

TEACH Public Schools prohibits any such harassment in the workplace. In addition, we prohibit abusive conduct/workplace bullying in the work environment. It is our mission to provide a professional work and learning environment free of harassment, discrimination and/or workplace bullying and that maintains equality, dignity, and respect for all. This policy protects all employees of the school as well as interns, volunteers, and potential employees (applicants). All employees of the school are required to abide by this policy, regardless of position or status, including supervisors, administration, and co-workers. In addition, this policy prohibits unlawful harassment by third parties, including students, parents, vendors or other third parties, who have workplace contact with our employees.

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business or field trips, meetings and business or school-related social events.

What is Harassment?

Harassment can take many forms. As used in this Employee Handbook, the term "harassment" includes all unwelcome conduct that comprises the following behavior pertaining to any of the above protected categories or characteristics: Unlawful Harassment: Prohibited unlawful harassment may include, but is not necessarily limited to, the following behavior pertaining to any of the above protected categories:

- o Verbal conduct such as flirting, epithets, derogatory jokes or comments, voicemails, slurs or unwanted sexual advances, sexually suggestive innuendos, conversations regarding sexual activities, invitations, or comments (including, but not limited to, threats of deportation against applicants and employees and family members of applicants and employees, derogatory comments about immigration status or disability, or mockery of an accent or a language or its speakers) (“hostile work environment” harassment).
- o Disrespectful or unprofessional conduct based on any of the protected categories listed above (“hostile work environment” harassment).
- o Comments or conduct that consistently target one gender, even if the content is not sexual (“hostile work environment” harassment).
- o Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, gestures, text messages, posts, social media, instant messages, e-mails, letters, pictures, or gifts (“hostile work environment” harassment).
- o Physical conduct such as assault, unwanted touching, intentionally blocking normal movement, or interfering with work because of any protected basis (“hostile work environment” harassment).
- o Threats and demands to submit to sexual requests or sexual advances as a condition of continued employment or to avoid some other loss and offers of employment benefits in return for sexual favors (“quid pro quo” harassment).
- o Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law and/or school policy.
- o Sexually harassing conduct does need not to be motivated by sexual desire to be unlawful or to violate this policy and may include situations that began as reciprocal relationships but later ceased to be reciprocal.

What is abusive conduct/workplace bullying?

- Conduct of an employee in the workplace that a reasonable person would find hostile, threatening, intimidating, humiliating and unrelated to an employer’s legitimate business interests. Examples may include:
 - o Use of derogatory remarks, insults and/or epithets
 - o Verbal or physical conduct that sabotages or undermines a person’s work performance that is threatening, humiliating or intimidating
- Bullying, gossip, profanity, abusive conduct and negative comments are destructive to our school culture, create false rumors, disrupt school operations and interfere with the privacy of others.

What is Retaliation?

Retaliation against an individual for reporting or threatening to report harassment, discrimination or for participating in an investigation of a claim of such conduct is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

As used in this policy, “retaliation” means taking any adverse employment action against an employee because the employee engaged in protected activity pursuant to this policy. Protected activity may include, but is not necessarily limited to, reporting or assisting in reporting suspected violations of this policy, cooperating or participating in investigations or proceedings arising out of a violation of this policy, or engaging in any other activity protected by applicable law.

As used in this policy, an “adverse employment action” means conduct or an action that materially affects the terms and conditions of the employee’s employment status or is reasonably likely to deter the employee from engaging in further protected activity. Adverse employment actions may include, but are not limited to, the following: demotion; suspension; reduction in pay; denial of a merit salary increase; failure to hire or consider for hire; refusing to promote or consider for promotion because of reporting a violation of this policy; harassing another employee for filing a complaint; denying employment opportunities because of making a complaint or for cooperating in an investigation; changing an employee’s work assignments for identifying harassment or other forms of discrimination in the workplace; treating an employee differently such as denying an accommodation; not talking to an employee (the “cold shoulder”) when

otherwise required by job duties; or otherwise excluding the employee from job-related activities because of engagement in activities protected under this policy.

Any retaliatory adverse action because of a protected activity will not be tolerated. If an employee believes they have been subjected to, has witnessed, or has knowledge of retaliation in violation of this policy, please follow the complaint procedure outlined below.

Responsibility

All TEACH Public Schools employees have a responsibility for keeping our work environment free of harassment, discrimination, retaliation and abusive conduct in accordance with this policy.

Reporting

TEACH Public Schools strongly encourages reporting of all perceived incidents of discrimination, harassment, abusive conduct or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been subjected to such conduct should immediately discuss their concerns with their immediate supervisor, or Human Resources Department. All employees who witness potential violations of this policy, and particularly supervisors, are required to immediately report such incidents to Human Resources. Supervisors must report any and all conduct of which they are made aware, which violates, or may violate, policies regarding discrimination, unlawful harassment, or retaliation to Human Resources Department. Supervisors who fail to report alleged violations may be subject to disciplinary action, up to and including termination. There is no requirement to report your complaint to any designated supervisor within TEACH Public Schools. Select the individual supervisor with whom you feel the most comfortable discussing your complaint. Do not report your complaint to any individual who has allegedly engaged in the inappropriate behavior that is the subject of your complaint.

Every effort will be made to keep such reports as confidential as possible, although confidentiality cannot be guaranteed. TEACH Public Schools is serious about enforcing its policy against discrimination, harassment and retaliation; however, TEACH Public Schools cannot resolve potential violations that it does not know about. Therefore, employees are responsible for bringing any such problems to TEACH Public School's attention so it can take whatever steps are necessary to correct the problems.

All complaints submitted pursuant to this policy can be done in writing or verbally. Your complaint should be specific and should include the names of the individuals involved, the names of any witnesses, and any supporting documentation. Employees may choose to submit their complaints anonymously. Anonymous complaints can be brought to the Human Resources Department in person, or via email: hr@teachps.org

Investigation/Complaint Procedure

Uniform Complaint Procedures (UCP)

Policies and Procedures

2024–25

California Department of Education

March 2024

TEACH Public Schools dbda, TEACH Academy of Technologies, TEACH Tech Charter High School, TEACH Preparatory Elementary School

10600 S. Western Ave.

Los Angeles, CA 90047

323-872-0808

www.teachps.org

Adopted by our Governing Board or authorized designee (here and after “the board”) on January 28, 2025.

This document contains rules and instructions about the filing, investigation, and resolution of a Uniform Complaint Procedures (UCP) complaint regarding an alleged violation by TEACH Public Schools' Local Educational Agencies (LEAs): TEACH Academy of Technologies, TEACH Tech Charter High School, and TEACH Preparatory Elementary School (hereinafter collectively referred to as "TEACH") of federal or state laws or regulations governing educational programs. This document presents information about how we process UCP complaints concerning particular programs or activities that are subject to the UCP.

A UCP complaint is a written and signed statement alleging a violation of federal or state laws or regulations, which may include an allegation of unlawful discrimination, harassment, intimidation or bullying. A signature may be handwritten, typed (including in an email) or electronically generated. Some complaints may be filed anonymously. A UCP complaint filed on behalf of an individual student may only be filed by that student or that student's duly authorized representative.

A complainant is any individual, including a person's duly authorized representative or an interested third party, public agency, or organization who files a written complaint alleging violation of federal or state laws or regulations, including allegations of unlawful discrimination, harassment, intimidation or bullying in programs and activities funded directly by the state or receiving any financial assistance from the state.

If the complainant is unable to put the complaint in writing, due to a disability or illiteracy, we shall assist the complainant in the filing of the complaint.

TEACH developed the Uniform Complaint Procedures (UCP) process with policies and procedures adopted by the governing board or the authorized designee.

According to state and federal codes and regulations, the programs and activities that are subject to the UCP are:

- Accommodations for Pregnant and Parenting Pupils
- Adult Education
- After School Education and Safety
- Agricultural Career Technical Education
- Career Technical and Technical Education and Career Technical and Technical Training Programs
- Child Care and Development Programs
- Compensatory Education
- Consolidated Categorical Aid Programs
- Course Periods without Educational Content
- Discrimination, harassment, intimidation, or bullying against any protected group as identified under California Education Code (EC) sections 200 and 220 and Government Code Section 11135, including any actual or perceived characteristic as set forth in Penal Code Section 422.55, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity conducted by an educational institution, as defined in EC Section 210.3, that is funded directly by, or that receives or benefits from, any state financial assistance.
- Educational and graduation requirements for pupils in foster care, pupils who are homeless, pupils from military families, pupils formerly in Juvenile Court now enrolled in a school district, pupils who are migratory, and pupils participating in a newcomer program.
- Every Student Succeeds Act (ESSA)
- Instructional Materials and Curriculum: Diversity
- Local Control and Accountability Plans (LCAP)
- Migrant Education
- Physical Education Instructional Minutes
- Pupil Fees
- Reasonable Accommodations to a Lactating Pupil
- Regional Occupational Centers and Programs
- School Plans for Student Achievement
- Schoolsite Councils
- State Preschool
- State Preschool Health and Safety Issues in LEAs Exempt from Licensing

- And any other state or federal educational program the State Superintendent of Public Instruction (SSPI) or designee deems appropriate.

The Responsibilities of TEACH

We shall have the primary responsibility to ensure compliance with applicable state and federal laws and regulations. We shall investigate and seek to resolve, in accordance with our approved UCP process, complaints alleging failure to comply with applicable state and federal laws and regulations including, but not limited to, allegations of discrimination, harassment, intimidation, or bullying or noncompliance with laws relating to all programs and activities we implement that are subject to the UCP.

The UCP Annual Notice

We disseminate on an annual basis the UCP Annual Notice which is a written notice of the our approved UCP complaint procedures to all of our students, employees, parents or guardians of its students, school and district advisory committee members, appropriate private school officials or representatives, and other interested parties.

This notice may be made available on our website and shall include the following:

- information regarding allegations about discrimination, harassment, intimidation, or bullying;
- the list of all federal and state programs within the scope of the UCP;
- the title of the position whose occupant is responsible for processing complaints, and the identity(ies) of the person(s) currently occupying that position, if known;
- a statement that the occupant responsible for processing complaints is knowledgeable about the laws and programs that they are assigned to investigate;
- a statement that in order to identify appropriate subjects of state preschool health and safety issues pursuant to Section 1596.7925 of the Health and Safety Code (HSC) a notice, separate from the UCP Annual Notice, shall be posted in each California state preschool program classroom in each school in the local educational agency notifying parents, guardians, pupils, and teachers of (1) the health and safety requirements under Title 5 of the California Code of Regulations (5 CCR) apply to California state preschool programs pursuant to HSC Section 1596.7925, and (2) the location at which to obtain a form to file a complaint.

Filing UCP Complaints

All UCP complaints shall be filed no later than one year from the date the alleged violation occurred.

Complaints within the scope of the UCP are to be filed with the person responsible for processing complaints:

Dr. Raul Carranza

Superintendent/Executive Director TEACH Public Schools

10600 S. Western Ave.

Los Angeles, CA 90047

323-872-0808

rcarranza@teachps.org

A pupil fee includes a purchase that a pupil is required to make to obtain materials, supplies, equipment, or clothes associated with an educational activity.

A pupil fees complaint may be filed with the principal of a school or with our superintendent or their designee. A pupil fees complaint may be filed anonymously, that is, without an identifying signature, if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

For complaints relating to Local Control and Accountability Plans (LCAP), the date of the alleged violation is the date when the reviewing authority approves the LCAP or annual update that we adopted. An LCAP complaint may be filed anonymously, that is, without an identifying signature, if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance.

We advise complainants of the right to pursue civil law remedies that may be available under state or federal discrimination, harassment, intimidation or bullying laws, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may also be available to complainants.

Investigating UCP Complaints

The UCP complaint investigation is our administrative process for the purpose of gathering data regarding the complaint. We provide an opportunity for complainants and/or representatives to present evidence or information.

Refusal by the complainant to provide the investigator with documents or other evidence related to the allegations in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegations.

Refusal by TEACH to provide the investigator with access to records and/or other information related to the allegation in the complaint, or to otherwise fail or refuse to cooperate in the investigation or engage in any other obstruction of the investigation, may result in a finding based on evidence collected that a violation has occurred and may result in the imposition of a remedy in favor of the complainant.

We ensure that complainants are protected from retaliation.

We investigate all allegations of unlawful discrimination, harassment, intimidation or bullying against any protected group. Unlawful discrimination, harassment, intimidation or bullying complaints shall be filed no later than six months from the date the alleged discrimination, harassment, intimidation or bullying occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation or bullying.

UCP Complaint Resolution

We will thoroughly investigate the UCP complaint and issue a written Investigation Report to the complainant within 60 calendar days from the date of the receipt of the complaint, unless the complainant agrees in writing to an extension of time.

This Investigation Report will contain the following elements:

- the findings of fact based on the evidence gathered;
- a conclusion that provides a clear determination for each allegation as to whether we are in compliance with the relevant law;
- corrective actions if we find merit in a complaint:

- for complaints regarding Pupil Fees; LCAP; Physical Education Instructional Minutes, or Course Periods without Educational Content, the remedy shall go to all affected pupils, parents, and guardians,

- for all other complaints within the scope of the Uniform Complaint Procedures the remedy shall go to the affected pupil,

- With respect to a Pupil Fees complaint, corrective actions shall include reasonable efforts to ensure full reimbursement to all pupils, parents and guardians who paid a pupil fee within one year prior to the filing of the complaint;

- a notice of the complainant's right to appeal our Investigation Report to the Department of Education (CDE); and
- the procedures to be followed for initiating an appeal to the CDE.

UCP Complaint Appeal Process

An appeal is a written and signed request by the complainant to the CDE seeking review of an LEA Investigation Report that was issued in response to a properly-filed complaint. A signature may be handwritten, typed (including in an email) or electronically-generated.

The complainant may appeal our Investigation Report of a UCP complaint to the CDE by filing a written appeal within 30 calendar days of the date. In order to request an appeal, the complainant must specify and explain the basis for the appeal, including at least one of the following:

- TEACH failed to follow its complaint procedures, and/or
- the Investigation Report lacks material findings of fact necessary to reach a conclusion of law, and/or
- the material findings of fact in the Investigation Report are not supported by substantial evidence, and/or
- the legal conclusion in the Investigation Report is inconsistent with the law, and/or
- in a case in which we were found in noncompliance, the corrective actions fail to provide a proper remedy.

The appeal shall be sent with: (1) a copy of the locally filed complaint; and (2) a copy of the LEA Investigation Report.

All complaints and responses are public records.

UCP Requirements Regarding State Preschool Health and Safety Issues Pursuant to HSC Section 1596.7925

To file a UCP complaint regarding a state preschool health and safety issue pursuant to HSC Section 1596.7925 the complainant must file with the preschool program administrator or their designee in TEACH.

A state preschool health and safety issues complaint about problems beyond the authority of the preschool program administrator shall be forwarded in a timely manner, but not to exceed 10 working days to our official for resolution.

A state preschool health and safety issues complaint may be filed anonymously. A complainant who identifies themselves is entitled to a response if they indicate that a response is requested. A complaint form shall include a space to mark to indicate whether a response is requested. If EC Section 48985 is otherwise applicable, the response, if requested, and our Investigation Report shall be written in English and the primary language in which the complaint was filed.

A complaint form for a state preschool health and safety issue shall specify the location for filing a complaint. A

complainant may add as much text to explain the complaint as they wish.

When investigating a UCP state preschool health and safety issue the preschool program administrator or the designee of the district superintendent shall make all reasonable efforts to investigate any problem within his or her authority, and investigations shall begin within 10 calendar days of the receipt of the complaint. A valid complaint shall be remedied within a reasonable time period, but not to exceed 30 working days from the date the complaint was received. The resolution of the complaint shall be reported to the complainant within 45 working days of the initial filing. If the preschool program administrator makes this report, he or she shall also report the same information in the same timeframe to the designee of the district superintendent.

Filing an Appeal Regarding UCP State Preschool Health and Safety Issues

A complainant not satisfied with the resolution of the preschool program administrator or the designee of the district superintendent has the right to describe the complaint at a regularly scheduled hearing of our board. A complainant will not be precluded from filing an appeal to the State Superintendent of Public Instruction (SSPI) if the complainant does not file a local appeal.

A complainant who is not satisfied with the resolution proffered by the preschool program administrator or the designee of our superintendent has the right to file an appeal to the SSPI within 30 calendar days of the date of the Investigation Report.

The complainant shall comply with the same appeal requirements of 5 CCR section 4632 as in the section above 'UCP Complaint Appeal Process.

The complainant shall include a copy of the Investigation Report and specify and explain the basis for the appeal, including at least one of the following:

- the preschool program administrator or the designee of our superintendent failed to follow its complaint procedures, and/or
- the Investigation Report lacks material findings of fact necessary to reach a conclusion of law, and/or
- material findings of fact in the Investigation Report are not supported by substantial evidence, and/or
- the legal conclusion in the Investigation Report is inconsistent with the law, and/or
- If the preschool program is found noncompliant, the corrective actions fail to provide a proper remedy.

The SSPI or his or her designee shall comply with the requirements of 5 CCR Section 4633 and shall provide a written Investigation Report for our agency to the State Board of Education describing the basis for the complaint, our response to the state preschool health and safety issues pursuant to HSC Section 1596.7925 complaint and its remedy or proposed remedy and, as appropriate, a proposed remedy for the issue described in the complaint, if different from our agency's remedy.

We shall report summarized data on the nature and resolution of all UCP state preschool health and safety issues complaints on a quarterly basis to the county superintendent of schools and our board. The summaries shall be publicly reported on a quarterly basis at a regularly scheduled meeting of our board. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints.

Legal References

20 United States Code (20 U.S.C.) Section 6301 et seq.

34 Code of Federal Regulations (34 CFR) sections 106.8, 299.10–13.

California Education Code (EC) sections 200, 201, 210.1, 210.3, 220, 221.1, 222, 234.1, 243, 260, 8200–8488, 8500–8538, 12030, 17002, 17592.72, 33126, 33315, 35161, 46015, 48645.7, 48850, 48853, 48853.5, 48911, 48915.5, 48987, 49010–49013, 49069.5, 51210, 51222, 51223, 51225.1–51225.3, 51228.1–51228.3, 52059.5, 52075, 52300–52462, 52500–52616.18, 54440–54445, 64000, 64001, 65000.

California Government Code (GC) sections 11135, 11136.

California Penal Code (PC) Section 422.55.

5 California Code of Regulations (CCR) sections 4600–4640, 4690–4694.

All complaints of unlawful harassment, discrimination or retaliation will be promptly investigated.

TEACH Public Schools encourages the prompt reporting of complaints or concerns so that rapid and appropriate remedial action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

TEACH Public School's investigation methods will vary depending on the nature of the complaint, the allegations, the witnesses, and other factors. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent possible and consistent with adequate investigation methods and appropriate corrective actions. The school has a compelling interest in protecting the integrity of its investigations. In every investigation, the school has a strong desire to protect witnesses from harassment, intimidation and retaliation, to keep evidence from being destroyed, to ensure that testimony is not fabricated, and to prevent a cover-up. If the School reasonably imposes a confidentiality requirement and you do not maintain such confidentiality, you may be subject to disciplinary action up to and including immediate termination.

All employees are required to fully cooperate with TEACH Public School's investigation, which includes, but is not limited to, providing all pertinent information in a truthful manner, submitting pertinent documents in their possession, not interfering with the investigation in any manner, and maintaining an appropriate level of discretion regarding the investigation. Failure to do so may result in disciplinary action, up to and including termination. During the investigation, TEACH Public Schools will provide regular progress updates, as appropriate, to those directly involved. TEACH Public Schools will strive to complete its investigation as efficiently as possible in light of the allegations and will reach any conclusions based on the evidence collected and credibility of the witnesses.

TEACH Public Schools may investigate conduct in the absence of a formal complaint if the TEACH Public Schools has reason to believe that an individual has engaged in conduct that violates TEACH Public Schools policies or applicable law. Further, TEACH Public Schools may continue its investigation even if the original complainant withdraws their complaint during the course of the investigation.

Any conduct which TEACH Public Schools believes constitutes harassment, discrimination, abusive conduct, or retaliation in violation of this policy will be dealt with appropriately. Corrective action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as TEACH Public Schools believes is appropriate under

the circumstances. Due to privacy protections, the TEACH Public Schools may not be able to fully disclose its entire decision regarding corrective action to the complainant. False and malicious complaints of harassment, discrimination, abusive conduct, or retaliation as opposed to complaints, which, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.

Conclusion

This policy was developed to ensure that all employees work in an environment free from harassment, discrimination, abusive conduct and retaliation. Any employee who has questions or concerns about these policies should talk with the Human Resources Director or Human Resources Manager.

If you believe you have experienced discrimination or harassment you may file a California Civil Rights Department ("CRD") or Equal Employment Opportunity Commission complaint. For information contact the CRD or EEOC. You may find their phone numbers online at www.eeoc.gov and www.calcivilrights.ca.gov, respectively.

Training Requirements

TEACH Public Schools requires all employees to abide by California's training requirements, which includes training within six months of hire and retraining every two years thereafter. Employees who fail to complete this required training will be subject to disciplinary action, up to and including termination.

WHISTLEBLOWER POLICY

TEACH Public Schools is committed to maintaining a workplace where employees are free to raise good faith concerns regarding certain business practices, specifically: (1) reporting suspected violations of law, including but not limited to federal laws and regulations; (2) providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement, or other governmental body; and (3) identifying potential violations of TEACH Public Schools policy, specifically the policies contained in TEACH Public School's Employee Handbook.

An employee who wishes to report a suspected violation of law or TEACH Public Schools policy may do so by contacting the Board Members.

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

Any employee who believes that they have been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report the retaliation to one of the following: Human Resources Director and Human Resources Manager. Any supervisor, manager, or staff member that receives complaints of retaliation must immediately inform the Human Resources Director or Human Resources Manager.

Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and, in a manner, intended to protect confidentiality to the extent possible, consistent with a full and fair investigation. Information will be disclosed only as it is necessary to complete the investigation and resolve the matter. The Human Resources Director and a member of TEACH Public Schools management will conduct the investigation or designate other internal or external parties to conduct the investigation. The investigating parties may notify the concerned individuals of their findings as appropriate.

OPEN COMMUNICATION POLICY

We want to hear from you. TEACH Public Schools strongly encourages employee participation in decisions affecting their employment and their daily professional responsibilities. Our greatest strength lies in our employees and our ability to work together. We encourage open communication about all aspects of our school and organization. Employees are encouraged to openly discuss with their supervisors any problems or suggestions they believe would make our organization better and stronger. TEACH Public Schools is interested in all our employee's success and fulfillment. We welcome all constructive suggestions and ideas.

Employees who have work-related concerns or complaints are encouraged to discuss them with the Human Resources Department. Employees are encouraged to raise their work-related concerns as soon as possible after the events that cause concern. TEACH Public Schools will attempt to keep the employee's concerns and complaints confidential to the extent feasible. However, in the course of resolving the matter, some dissemination of information to others may be necessary, appropriate, and/or required by law. Employees with concerns or complaints relating to harassment, discrimination or retaliation should follow the reporting procedure outlined in this Handbook.

LACTATION ACCOMMODATION POLICY

TEACH Public Schools provides a reasonable amount of break time to accommodate an employee's need to express breast milk for the employee's infant child.

A private location to express breast milk will be provided in close proximity to the employee's work area. The employee's normal work area may be used if it allows the employee to express milk in private. In certain circumstances, a temporary location, multipurpose room, or shared space may be provided in accordance with applicable law. The location will also meet the following requirements: not be a bathroom or restroom; be free from intrusion; be shielded from view; be safe, clean, and free of toxic or hazardous materials; contain a surface to place a breast pump and personal items; contain a place to sit; and have access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump. In addition, the school shall provide access to a sink with running water and a refrigerator suitable for storing milk in close proximity to the employee's work area. If a refrigerator cannot be provided, the school may provide another cooling device suitable for storing milk, such as a School-provided cooler.

An employee who would like to request an accommodation to express milk should complete an accommodation request form and contact the employee's supervisor or Human Resources Department. The school will engage the employee in an interactive process with the employee to determine when and where lactation breaks will occur, and will respond accordingly, generally within two business days. The school reserves the right to deny an employee's request for a lactation break if the additional break time will seriously disrupt operations.

Employees requesting an accommodation under this policy should comply with the following requirements:

1. The employee should [complete an accommodation request form and] contact their Human Resources Department to request designation of a location and time to express breast milk under this policy.
2. The requested break time should, if possible, be taken concurrently with other scheduled break periods. Non-exempt employees should clock out for any lactation breaks that do not run concurrently with normally scheduled rest periods. Any such breaks will be unpaid.

Retaliation for making a lactation accommodation request is strictly forbidden. If the employee believes the employee has been retaliated against it should be reported immediately to Human Resources. Discrimination against and harassment of lactating employees in any form is unacceptable will not be tolerated at TEACH Public Schools and will be handled in accordance with TEACH Public School's policy on discrimination and harassment.

If any employee believes that they have experienced retaliation or discrimination as a result of conduct protected by this policy, the employee may also file a complaint with their supervisor and/or the Labor Commissioner's Office. For more information, contact the Labor Commissioner's Office by phone or visit a local office by finding the nearest one on our website: www.dir.ca.gov/dlse/DistrictOffices.htm. The Labor Commissioner's Office provides an interpreter at no cost to the employee, if needed.

PUBLIC RELATIONS

The success of a charter school depends upon the quality of the relationship among the school, its employees, students, parents and the general public. The public impression of TEACH Public Schools and its interest in our school will be formed in part, by TEACH Public Schools employees. Our employees are ambassadors. The more goodwill an employee promotes, the more employees, students, parents and the general public will respect and appreciate the employee, TEACH Public Schools and our school's services.

Below are several things' employees can do to help leave people with a good impression of TEACH Public Schools.

These are the building blocks for our continued success:

- Communicate with parents regularly
- Act competently and deal with others in a courteous and respectful manner
- Communicate pleasantly and respectfully with other employees at all times
- Follow up on requests and questions promptly, provide business-like replies to inquiries and requests, and perform all duties in an orderly manner
- Respond to email and voicemail within 24 hours during the workweek
- Take great pride in your work and enjoy doing your very best

SECTION 5 - THE EMPLOYMENT PROCESS

EMPLOYEE CLASSIFICATIONS

Each TEACH Public Schools employee is either a “full-time,” “part-time,” or “temporary” employee and either an “exempt” or “non-exempt” employee. Some of the policies and benefits described in this handbook depend on whether the employee is full-time or part-time. Regular full-time employees are those employees regularly scheduled to work 32 or more hours each week. Regular part-time employees are those regularly scheduled to work less than 30 hours each week. Temporary employees are those employed for short-term assignments or in connection with a specific project or event. Temporary employees are not eligible for employee benefits, except those mandated by applicable law. Every member of the team is designated as a Classified or Certificated employee. Some of the policies and benefits described in this handbook depend on how the employee is designated.

Exempt employees: This category includes all employees who are determined by the school to be exempt from certain wage and hour provisions of state and federal laws. Exempt employees are paid a fixed salary that is intended to cover all of the compensation to which they are entitled. Because they are exempt, such employees are not entitled to additional compensation for extra hours of work or time off in lieu of additional compensation.

Non-exempt employees: This category includes all employees who are covered by certain wage and hour provisions of state and federal laws. Non-exempt employees are entitled to overtime and double time pay as well as meal and rest breaks, as prescribed by law.

Instructional or Certificated Employees are those employees hired by TEACH Public Schools for the primary purpose of instructing students.

Non-Instructional Employees: includes those employees hired by TEACH Public Schools that do not primarily instruct students, such as administrative, maintenance, assistants and other operational employees.

EMPLOYEE STATUS AND CLASSIFICATIONS

“Employees” may include exempt, non-exempt, regular full-time, regular part-time, and temporary persons.

Exempt

Employees whose positions meet specific criteria established by state and federal law and who are exempt from overtime pay requirements.

Non-Exempt

Employees whose positions do not meet specific criteria established by state and federal law and are paid overtime and double time pay in certain circumstances. Overtime and double time compensation will be paid in accordance with all state and federal laws, which is generally the following:

- **Overtime** (paid at one-and-a-half times the employee’s regular rate of pay): All hours worked in excess of 40 hours per workweek, in excess of 8 hours in a workday, and for the first 8 hours worked on the seventh consecutive workday.
- **Double time** (paid at twice the employee’s regular rate of pay): All hours worked in excess of 12 hours in a workday and in excess of 8 hours worked on the seventh consecutive workday.

Regular Full-Time

Employees who are regularly scheduled to work 30 or more hours per week are generally eligible for the TEACH Public School’s benefit package, subject to the terms and conditions, and limitations of each benefit program.

Regular Part-Time

Employees who are regularly scheduled to work less than 30 hours per week, and generally not eligible for TEACH Public

School's benefit package except for those required by law.

Temporary (Full-Time or Part-Time)

An employee who is hired for a particular project or job of limited or definite duration is considered a temporary employee. A temporary employee is not eligible to earn, accrue, or participate in any School benefits program, except as otherwise required by law.

Temporary employees retain that status until they are notified of a change, in writing, by the Human Resources Department.

WORK SCHEDULES

All employees will be assigned a work schedule suitable for their job assignment and will be expected to begin and end work according to the schedule. Please note that schedules may vary depending on a variety of factors including whether you work during the academic year or on an annual basis. The Executive Director or your supervisor will assign your individual work schedule. In order to accommodate the needs of our business, it may be necessary to change individual work schedules on either a short-term or long-term basis. All employees are expected to be at their desks or workstations at the start of their scheduled shift, ready to work. If you need to modify your schedule, request the change with Human Resources or your supervisor. All schedule changes or modifications must be approved by the Executive Director.

TEACH Public Schools reserves the right to assign employees to jobs other than their usual assignment, when necessary, provided the employee is capable of performing the essential functions of the alternate assignment. Non-exempt employees are not allowed to perform work at home or away from the school unless specifically authorized for each occurrence by their supervisor. Non-exempt employees are not to work before or to continue working after their scheduled hours unless specifically assigned by the supervisor. Non-exempt employees are not allowed to work "off the clock." Attendance at school-sponsored functions is not compensated unless the supervisor has required you to attend the function. Employees violating these rules may be subject to disciplinary action up to and including termination.

Instructional Employees:

The normal working hours for instructional employees at the school sites are from 7:30 a.m. to 4:30 p.m. with two ten (10) minute rest breaks and a thirty (30) minute meal break. Instructional employees may be required to work other than the normal hours and to take their lunch breaks and/or rest breaks on a rotating basis so that classes and student activities are always covered. There will occasionally be activities that will require teacher participation outside of regular business hours such as instructional prep, evening and Saturday family workshops or special meetings.

School site leadership must approve any exceptions to the regular work schedule for instructional employees.

Non-Instructional Employees:

School site leadership will determine the normal working hours for non-instructional employees. Non-exempt, non-instructional employees are entitled to two ten (10) minute rest breaks and a thirty (30) minute meal break and are entitled to overtime and double time pay as required by law.

Exempt employees, including Instructional and Non-Instructional employees, will be expected to work the number of hours necessary to complete their assigned responsibilities.

WORKWEEK AND WORKDAY

TEACH Public School's workweek is from Monday at 12:00 A.M. through the following Friday at 11:59 P.M. TEACH Public School's standard workday is 7:30 a.m. to 4:30 p.m. each day.

SCHOOL HOLIDAYS

The school observes 13 paid holidays during the year:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- Farm Workers Day

To be eligible for holiday pay, an employee must be full-time and non-exempt and must work both the business day before and after the holiday. Part-time employees, temporary employees, exempt employees (including, but not limited to, teachers) are not eligible for holiday pay. Exempt employees and teachers will receive their regularly scheduled pay during holidays.

Eligible employees will receive time off with pay at their regular rate of pay on the school- observed holidays listed above. When a holiday falls on a Saturday or Sunday, it is usually observed on the preceding Friday or following Monday. However, the School may close on another day. Holiday observance will be announced in advance. The school reserves the right to change this policy at any time, with or without notice.

Holiday hours do not count as hours worked for purposes of calculating overtime. For example, if you receive 8 hours of holiday pay on Monday and work 40 hours Tuesday-Saturday (8 hours/day), you will not be eligible for overtime. Recognized religious holidays may be taken off by an employee whose religion requires observance of the particular day. Employees must request the day off in advance by written notice to the Human Resources Department. The employee may use PTO if the employee has unused PTO available, otherwise the holiday will be unpaid. All steps will be taken to reasonably accommodate a religious holiday (or practice) absent an undue hardship.

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

At the Supervisor's request/approval Due to closure of schools because of inclement weather Prior to or following Jury Duty or Bereavement Leave Due to a previously scheduled and approved PTO.

ACADEMIC FREEDOM

Academic freedom is not an absolute. It must be exercised within the basic ethical responsibilities of the teaching profession. Those responsibilities include:

- An understanding of our academic traditions and methods;
- A concern for the welfare, growth, maturity and development of children;

The use of accepted scholastic methods; and

Application of good taste and judgment in selecting and employing materials and methods of instruction.

Classroom and School Displays

As a public school, TEACH determines the content displayed in its classrooms and other school-controlled instructional

spaces as part of its educational program. Materials displayed by employees in these spaces are made in the course of employment and represent the school rather than the individual employee.

Employee displays in these spaces are limited to: (a) materials directly related to the approved curriculum being taught; (b) student work; (c) required school notices and legally mandated postings; (d) schoolwide programs; and (e) school-sponsored events and activities.

Employees may not display personal flags, signs, symbols, posters, or other materials representing political, religious, ideological, social, or advocacy causes or movements, except where the material is part of the approved curriculum or instruction.

Nothing in this section limits or alters displays required by law, including display of the flag of the United States and the flag of the State of California and the conduct of patriotic exercises.

This section applies to all employees on a viewpoint-neutral basis and is enforced uniformly regardless of the particular cause, position, or movement a display may concern.

Nothing in this section restricts employees' legally protected rights to communicate regarding wages, hours, or other terms and conditions of employment, or to engage in protected concerted or organizing activity.

ATTENDANCE AND PUNCTUALITY

Employees are expected to observe regular attendance and be punctual. Each of our employees is critical to our success. Therefore, regular attendance and punctuality are considered an essential function of all positions. Employees are expected to report to work as scheduled, on time, and prepared to work. Employees also are expected to remain at work for their entire work schedule, except meal periods, rest periods or when required to leave on authorized School business. Late arrivals, early departures or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided.

If you are unable to report for work on any particular day, you must call, text, or email the site Principal or the Human Resources Department at least one hour before the time you are scheduled to begin working for that day. If you call in less than one hour before your scheduled time to begin work, you will be considered tardy for that day. Absent extenuating circumstances or a medical provider's order excusing you from work for a period of time, you must call in on any day you are scheduled to work and will not report to work. The school understands that in some cases, advance notice is not possible. In these cases, notify the site Principal or Human Resources Department personally at the earliest possible moment. In some circumstances, you may be required to provide verification of or documentation for your absence.

More than three instances of non-illness related tardiness by any employee during any twelve-month period are considered excessive. Any unexcused absence is considered excessive.

If you fail to report for work without any notification to the site Principal or Human Resources Department and the absence continues for a period of three business days, the school will determine that you have abandoned your job and voluntarily terminated your employment.

Absences protected by local, state and federal law do not count as violations of this policy. Paid sick time protected under California law does not count as a violation of this policy.

The presence or absence of each employee is of critical importance to the successful operation of the TEACH Public Schools. Regular attendance and punctuality are considered an essential function of each position. Therefore, TEACH Public Schools expects all of its employees to be on time, ready to begin work at the beginning of their day, and to work the full allotted time they are assigned each day.

Absences protected by local, state and federal law do not count as violations of this policy. Paid sick time protected under California law does not count as a violation of this policy.

TIME RECORDS (NON-EXEMPT EMPLOYEES)

Non-exempt employees must accurately complete time records within the school's timekeeping system on a daily basis. Each time record must show the exact time each work period began and ended, the meal periods taken, and your signature. Absences and overtime must be accurately identified on your time record. Any work performed before or after any regularly scheduled work shift must be approved in advance by the employee's supervisor or school leadership. All time actually worked must be recorded. This includes the use of laptops, computers, PDAs or cell-phones to check work email, voicemail or to send text messages after hours. You cannot record time and/or submit a time record for another employee. Each employee must sign and submit their own time record. Non-exempt employees are not allowed to work "off the clock." Working "off the clock" violates our school's policy. Any errors on an employee's time record should be reported immediately to the employee's supervisor or Human Resources.

Exempt employees must report full days of absence from work.

MEAL AND REST PERIODS (NON-EXEMPT EMPLOYEES)

All non-exempt employees are provided with an opportunity to take meal and rest periods consistent with the law. During your meal periods and rest periods, you may not work at all. You are excused from all duties. In addition, please understand that you may not combine required meal or rest periods in order to take a longer break. Also, you may not miss a required meal or rest period in order to start work later or leave work earlier. In the rare event that you believe you cannot take a meal or rest period, or you are unable to take a full meal or rest period pursuant to School policy or you must begin your meal period more than five hours after your work period began, you must notify Human Resources in advance whenever possible (and, in any event, as soon as possible) so that the proper measures may be taken. If you leave the premises for either a meal or rest break, you are doing so for strictly personal reasons and will not be covered by worker's compensation.

Failure to comply with the school's policy regarding meal and/or rest periods can lead to discipline, up to and including termination

Meal Periods

Non-exempt employees (hourly employees) scheduled to work more than five hours in a day are provided a 30-minute uninterrupted duty-free unpaid meal period. The meal period must be taken before the end of the fifth (5th) hour of work. For example, if the employee begins working at 7:00 a.m., then the employee must clock out to begin their meal period no later than 12:00 p.m. (noon). Your supervisor may schedule your meal periods.

The employee may waive this meal period if their workday will be completed within a total of six hours or less. To waive a meal period, the employee must receive prior written approval from the Human Resources Department and complete a "Meal Period Waiver" form.

If an employee's day exceeds ten hours of work time, the employee is entitled to an additional 30-minute uninterrupted duty-free unpaid meal break. The employee may only waive this second meal period if they have taken the required first meal break of at least 30 minutes and their workday will not exceed 12 hours. To waive the second meal period, the employee must receive prior written approval from the Director of Human Resources and complete a "Second Meal Period Waiver" form.

<u>Hours Worked</u>	<u>Number of Rest Periods</u>
0 hours to 5 hours	No meal period
Over 5 hours to 10 hours	1 30-minute meal period

Over 10 hours to 14 hours

2 30-minute meal periods

Non-exempt employees must observe assigned working hours, the time allowed for meal periods, and report any interrupted, missed, late or short meal periods on that days' time record and to the employee's supervisor immediately. The meal period must be accurately recorded on the employee's time sheet. Meal periods are unpaid time and employees are free to leave the premises. Meal periods may not be combined with rest periods or used to come in later or leave earlier on a workday. Non-exempt employees are expected to return to work promptly at the end of any meal period.

Rest Periods

Non-exempt employees are authorized and permitted to take a 10-minute uninterrupted rest period for each four (4) hours of work or major fraction thereof which is defined as any amount of time over two (2) hours. Your supervisor may schedule your rest periods. Rest periods should be taken as close to the middle of a work period as possible and cannot be taken in conjunction with a meal period. Rest periods are paid work time; they cannot be waived by the employee in order to shorten the workday or used towards additional time off. During rest periods, employees are not required to stay on the premises, however, non-exempt employees are expected to return to work promptly at the end of any rest period.

<u>Hours Worked</u>	<u>Number of Rest Periods</u>
3.5 hours to 6 hours	1 10-minute rest period
Over 6 hours to 10 hours	2 10-minute rest periods
Over 10 hours to 14 hours	3 10-minute rest periods

Non-exempt employees must observe assigned working hours, the time allowed for rest periods, and report any missed rest period on the days' time record and to the employee's supervisor immediately. Employees are encouraged to report any concerns regarding meal or rest periods to Human Resources.

In addition to reporting, it on their time record, any employee who misses a meal or rest period or who experiences a late, short, or interrupted meal period—for any reason—must immediately report this issue to their supervisor.

If an employee voluntarily chooses to miss a meal or rest period or take a late, short, or interrupted meal period (e.g., I chose to take my lunch later in the day or I chose to refuse an "authorized" meal period at the time provided by TEACH Public Schools), the employee is not entitled to premium pay (one additional hour of pay). If an employee involuntarily experiences a missed meal or rest period or a late, short, or interrupted meal period (e.g., my supervisor asked me to handle a call or meeting that caused me to miss or take a late meal period), the employee is entitled to premium pay. Employees must report the reason for the non-compliant meal or rest period to Human Resources.

PAYDAYS

Paydays at TEACH Public Schools are the 15th OF THE MONTH AND LAST DAY OF EACH MONTH. The Human Resources Department or their designee will distribute checks to those who do not have direct deposit. If a normally scheduled pay day falls on a weekend or holiday, paychecks will be distributed the preceding business day.

A written, signed authorization is required for mail delivery or for delivery of your paycheck to any other person. If you have automatic deposit for your paycheck, your funds will be deposited to the financial institution you requested by the end of business on the scheduled payday. While an automatic deposit may actually credit to your account before your actual "payday," the school is not responsible for automatic payments or withdraws dated prior to your actual payday and you should not depend on early deposits of your pay.

PAYROLL WITHHOLDINGS

TEACH Public Schools is required by law to withhold Federal Income Tax, State Income Tax, Social Security (FICA), State Teachers Retirement Service (STRS for eligible credentialed faculty or PERS, if the school participates) and State Disability Insurance from each employee's paycheck as outlined below. Additionally, if a garnishment, tax levy, or an order to withhold child support payments should be delivered, TEACH Public Schools must comply with that order within the time allowed by law and cannot postpone the payroll deduction for any reason. Voluntary deductions, which must be authorized in writing by employees, may include retirement plans, employee portion of insurance premiums, or any other benefit made available to employees.

If an employee believes an error has been made in their pay or deductions TEACH Public Schools will work in good faith to resolve errors as soon as possible. The employee should notify the Human Resources Director of any errors in pay or deductions withheld within seven (7) days from the date paid.

Every deduction from the employee's paycheck is explained on the check voucher/paystub. If the employee does not understand the deduction, then they should ask the Human Resources Director to explain it. The employee may change the number of withholding allowances they wish to claim for Federal and/or State Income Tax purposes before any pay period by filling out a new W-4 form and submitting it to the Human Resources Director.

SECTION 6 - CONDITIONS OF EMPLOYMENT

IMMIGRATION LAW COMPLIANCE

TEACH Public Schools employs only those authorized to work in the United States in compliance with the Immigration and Control Act of 1986. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 no later than the first day of work for pay and present original documentation establishing identity and employment eligibility as outlined on the I-9 instruction forms no later than three business days after they begin work. Former employees who are rehired must also complete the form if they have not completed an I-9 with TEACH Public Schools within the past three years or if their previous I-9 is no longer retained or valid.

CREDENTIAL REQUIREMENTS

If you are a credentialed team member, you must provide copies of your credential, certificate of clearance, transcripts, and test scores prior to your first day of actual work and if already employed, prior to the start of the academic year if applicable. Failure to provide these documents may delay your ability to begin work.

You are also responsible for keeping required certificates, credentials, and registrations current and in good standing, for paying the costs associated with renewal, and for providing both your principal and the school with verification of renewals. Failure to provide these updated documents to the school may result in suspension without pay until such time as the necessary documentation has been provided.

If you allow a credential, certificate, registration, or required course deadline to expire, or if you fail re-certification, training, or testing, or otherwise fail to maintain the necessary credential for your assignment, TEACH Public Schools is required to remove you from the work schedule until you meet the necessary requirements for your assignment or renew your credential.

Teachers actively enrolled in a Beginning Teacher Support and Assessment (BTSA) program are eligible for program reimbursement for up to \$1,500 per semester for up to 2 school years. Reimbursement must be received for accredited BTSA programs to achieve a Preliminary or Professional Clear Teacher Credential. Reimbursements for the Fall courses will be reimbursed in the Spring (up to 60 days from the start of the Spring Semester), and the Spring Semester will be reimbursed in the Fall (up to 60 days from the start of the Fall Semester). Employees should be in constant communication with the Human Resources Department on their credential status.

TUBERCULOSIS TEST

Before the first day of employment, all new employees must have had a tuberculosis test as described in Education Code 49406 or a TB Risk Assessment (pursuant to AB1667) within the past 60 days. Employees transferring from other public or private schools within the State of California must either provide proof of an examination or a completed Risk Assessment within the previous 60 days or a certification showing that they were examined within the past four (4) years and was found to be free of communicable tuberculosis. The current physician's statement or Risk Assessment must be on file in the office before the first day of employment. Failure to provide documentation on time may result in delay of your ability to begin work or termination.

Results of these tests are strictly confidential. TB Clearance is good for four years and it is the employee's responsibility to remain in compliance and ensure the school has a valid certificate on file.

The examination for applicants for employment is a condition of initial employment. Therefore, the expense incident thereto shall be borne by the applicant. The cost of the examination required for existing employees shall be a reimbursable expense. Employees should follow the school's reimbursement procedures.

CRIMINAL BACKGROUND CHECK

All employees must have Live Scan fingerprint results on file with TEACH Public Schools in accordance with applicable law. Live Scan fingerprinting will be required of all job applicants, employees, and volunteers as required by California and federal law. These background checks are performed through a fingerprinting service coordinated by the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). Civil or criminal background checks may be also be required of applicants and/or employees based on job duties or any other factors in accordance with applicable law.

All fingerprint and background information must be completed and the results in the possession of TEACH Public Schools before the first day of employment. Failure to complete this process will delay the employee's ability to begin work.

Employees with adverse background information (such as certain specific criminal conviction) may be ineligible for employment with TEACH Public Schools.

TEACH Public Schools shall also request subsequent arrest notification from the Department of Justice and take all appropriate action based upon such further notification in accordance with applicable law. Additionally, should an employee, during their employment with TEACH Public Schools, be arrested for, charged with, or convicted of any offense, the employee must immediately report as much to Human Resources.

For additional information on background checks, please contact the Human Resources Director.

CHILD ABUSE AND NEGLECT REPORTING ACT

If, within your professional capacity or within the scope of your employment, you observe or gain possession of knowledge that a child has been a victim of child abuse or sexual abuse or neglect, or you reasonably suspect it, California Penal Code Section 11166 requires you to immediately report this information or suspicion to a child protective agency or the police. The report shall be made by phone as soon as possible and a subsequent written report must be sent within 36 hours of your knowledge or suspicion of the abuse. Failure to meet these obligations can result in a monetary fine and/or jail.

While each employee has the responsibility to ensure the reporting of any child, they suspect is a victim of abuse, the employee is not to verify the suspicion or prove that abuse has occurred. It is extremely important that TEACH Public Schools employees comply with the requirements of the Child Abuse and Neglect Reporting Act (CANRA). No mandated reporter can be held civilly or criminally liable for any report required or authorized by CANRA.

The Human Resources Director is available to answer any questions employees may have about their responsibilities under CANRA, or to assist an employee in making a report under CANRA. If an employee makes a report pursuant to CANRA without TEACH Public School's assistance, they are required to notify TEACH Public Schools of the report if it is based on incidents they observed or became aware of during the course and scope of their employment with TEACH Public Schools.

FIRST-AID AND CPR TRAINING

All individuals working unsupervised with children or in a classroom setting (i.e. core teachers, advisors, coaches, non-core teachers, administrators) must receive, renew, and maintain basic first-aid and CPR certification by the first day of school. Any employee required to be first aid certified and hired after the beginning of the school year will be required to provide proof of completion of both First Aid and CPR training prior to the first day of work.

For additional information on the training required, please contact the Human Resources Director.

PERSONNEL FILES

An employee or former employee (or designee) has the right to inspect or receive a copy of their personnel records at reasonable times, at a reasonable place, and on reasonable advance notice to the Human Resources Director. All requests should be put in writing preferably on the form maintained by Administration. If the request includes a request for copies the employee or former employee may be required to pay for the actual costs of copying. Employer will respond to such a request within 30 days of receipt of the written request.

Employees are not entitled to inspect or copy: letters of reference, records that relate to an investigation of possible criminal activity, ratings, reports or records obtained prior to employment, prepared by examination committee members or obtained in connection with a promotional examination.

CHANGES IN EMPLOYMENT

An employee is responsible for notifying the Human Resources Department about changes in the employee's personal information and changes affecting the employee's status (for example, name changes, address or telephone number changes, marriages or divorces, etc.). This notification by the employee must occur as close to the change as possible, but no later than 30 days following the change.

SECTION 7 – PERFORMANCE

EMPLOYEE PERFORMANCE REVIEW

Supervisors will generally conduct performance reviews with all regular full-time and regular part-time employees annually. Supervisors may conduct informal performance reviews and goal setting sessions more often if they choose.

Performance reviews are designed for the supervisor and the employee to discuss their current job tasks, encourage and recognize attributes, and discuss positive, purposeful approaches for meeting work-related goals. Together, the employee and supervisor discuss ways in which the employee can accomplish goals or learn new skills. The goal setting sessions are designed for the employee and their supervisor to make and agree on new goals, skills, and areas for improvement.

Your performance review and goal setting sessions may or may not have a direct effect on any changes in your compensation. For this reason, among others, it is important to prepare for these reviews carefully, and participate in them fully.

PERFORMANCE EVALUATIONS

Administrative and Classified Staff:

Performance evaluations generally are conducted annually to provide both employees and supervisors with the opportunity to discuss the employee's position, tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss methods for improving performance. The performance evaluations are intended to make employees aware of their progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee an increase in salary or promotional opportunities, or even continued employment.

Teachers:

At the start of each academic year, each Teacher will meet with the principal to establish Performance Objectives for that school year. The Teacher will put these objectives in writing in accordance with a template to be provided by the principal.

The principal will generally evaluate the Teacher's performance at least once a year formally and on an ongoing basis informally. The evaluation will be based on factors including the Teacher's job description, accomplishment of the Performance Objectives, the TEACH Public School's charter, and standards for teaching performance developed by the Human Resources Department the TEACH Public School's Board of Directors, and/or other TEACH Public Schools staff.

In addition to these more formal performance evaluations, TEACH Public Schools encourages you and your supervisor to discuss your job performance on an ongoing basis.

TEACH Public School's provision of performance evaluations does not alter the at-will employment relationship. Nothing in this policy shall limit the right to terminate employment at-will or limit the TEACH Public School's right to transfer, demote, suspend, administer discipline, and change the terms and conditions of employment at its sole discretion. Employment is at the mutual consent of the employee and TEACH Public Schools. Accordingly, either the employee or TEACH Public Schools can terminate the employment relationship at-will, at any time, with or without reason and with or without notice.

Basis for Determining Pay

Numerous factors may influence your rate of pay, including but not limited to, education, experience, training and/or the operational needs of the school. It is TEACH Public School's goal to have a current Job Description for each employee that broadly defines the job responsibilities and essential functions for each position.

While TEACH Public Schools strives to complete wage increase determinations on an annual basis, there is no guarantee that employees will receive a salary increase, cost of living adjustment or promotion every school year. Salary increases, cost of living adjustments and promotions are solely within the discretion of TEACH Public Schools and depend upon many factors in addition to performance. Positive performance evaluations do not guarantee increases in salary or promotions. Increases may be determined the basis of various factors including, but not limited to, performance, adherence to school policies and procedures, ability to meet or exceed duties, salary schedules/ranges/bands, achievement of performance goals, or operational factors.

Changes to the amount of an employee's wage or salary will become effective on the first regular pay period following the change.

SECTION 8 - LEAVES

FAMILY MEDICAL LEAVE ACT (FMLA)/CALIFORNIA FAMILY RIGHTS ACT (CFRA)

Eligible employees may request a family and medical leave of absence under the circumstances described below. Eligible employees are those who have been employed by the school for at least 12 months (not necessarily consecutive), have worked at least 1250 hours during the 12 months immediately prior to the family and medical leave of absence. For purposes of FMLA leave, an eligible employee must also be employed at a worksite where there are 50 or more employees of the school within 75 miles. Please check with Human Resources Department to determine whether you are eligible for FMLA/CFRA leave.

Ordinarily, you must request a planned family and medical leave at least 30 days before the leave begins. If the need for the leave is not foreseeable, you must request the leave as soon as practicable. You should use the school's request form, which is available upon request from Human Resources Manager. Failure to comply with this requirement may result in a delay of the start of the leave.

A family and medical leave may be taken for the following reasons:

1. the birth of an employee's child or the placement of a child with the employee for foster care or adoption, so long as the leave is completed within 12 months of the birth or placement of the child;
2. the care of the employee's spouse, child, parent with a "serious health condition";
3. for CFRA only, the care of the employee's "family member with a "serious health condition";
4. the "serious health condition" of the employee;
5. for FMLA only, the care of the employee's spouse, child, parent, or next of kin who is a member of the Armed Forces, including a member of the National Guard or Reserves, and who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
6. any qualifying exigency as defined by the applicable regulations arising out of the fact that the employee's spouse, child, registered domestic partner (CFRA only) or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces.

For CFRA only, a "family member" includes the employee's spouse, parent, child of any age, registered domestic partner, grandparent, grandchild, sibling, parent-in-law, and a "designated person". A "designated person" is someone else with a blood or family-like relationship with the employee. The employee may identify this person at the time the employee requests a CFRA leave. The employee is limited to one (1) designated person per 12-month period for purposes of a CFRA leave.

A "serious health condition" is one that requires inpatient care in a hospital or other medical care facility or continuing treatment or supervision by a health care provider. You may take a leave under paragraph (2) or (3) above only if due to a serious health condition of a family member as described in paragraph (2) or (3) requires your care or assistance as certified in writing by the family member's health care provider. If you are seeking a leave under paragraph (4) above, you must provide the school with a medical certification from your health care provider establishing eligibility for the leave, and you must provide the school with a release to return to work from the health care provider before returning to work. You must provide the required medical certification to the school in a timely manner to avoid a delay or denial of leave. You may obtain the appropriate forms from the Human Resources Manager.

FMLA/CFRA leave is unpaid and both may be taken for up to 12 workweeks during the designated 12-month period (with the exception of FMLA qualifying leaves to care for a member of the Armed Services who has a serious illness or injury, which may be taken for up to a total of 26 workweeks of leave during a single 12-month period). The 12-month period will be defined as a "rolling twelve months" looking backward over the preceding 12 months to calculate how

much family and medical leave time has been taken and therefore determine the amount of leave that is available. FMLA qualifying leaves to care for a member of the Armed Services who has a serious illness or injury will be calculated on the 12-month period looking forward. All time off that qualifies as family and medical leave will be counted against your state and federal family and medical leave entitlements to the fullest extent permitted by law.

You will be required to use any accrued vacation during unpaid family and medical leave (e.g. for example, any period in which you are not receiving a wage supplement through the EDD). You will also be required to use any accrued paid sick leave during unpaid family and medical leave that is due to your own or a family member's serious health condition. However, if an employee is receiving benefit payments pursuant to a disability insurance plan (such as California's State Disability Insurance plan or Paid Family Leave program) or workers' compensation insurance plan, the employee and the school may mutually agree to supplement such benefit payments with available PTO (sick or vacation).

Benefit accrual, such as vacation/PTO, PSL, and holiday benefits, will be suspended during the approved leave period and will resume upon return to active employment. During FMLA/CFRA leave, group health benefits will be maintained as if you were continuously employed. However, you must continue to pay your share of applicable premiums (for yourself and any dependents) during the leave.

If you do not return to work on the first workday following the expiration of an approved FMLA/CFRA leave, you may be deemed to have resigned from your employment. Upon returning from such a leave, you will normally be reinstated to your original or comparable position and will receive pay and benefits equivalent to those you received prior to the leave, as required by law. In certain circumstances under FMLA, "key" employees may not be eligible for reinstatement following a family and medical leave. The school will provide written notice to any "key" employee who is not eligible for reinstatement.

If you have any questions concerning, or would like to submit a request for a family and medical leave of absence, please contact Human Resources.

PREGNANCY DISABILITY LEAVE

The school provides pregnancy disability leaves of absence without pay to eligible employees who are temporarily unable to work due to a disability related to pregnancy, childbirth, or related medical conditions. Employees should make requests for pregnancy disability leave to their supervisor at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events. A health care provider's statement must be submitted, verifying the need for such leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to the school. Employees returning from pregnancy disability leave must submit a health care provider's verification of their fitness to return to work.

The school will make a good faith effort to provide reasonable accommodations and/or transfer requests when such a request is medically advisable based on the certification of a health care provider. When an employee's health care provider finds it is medically advisable for an employee to take intermittent leave or leave on a reduced work schedule and such leave is foreseeable based on planned medical treatment because of pregnancy, the school may require the employee to transfer temporarily to an available alternative position. This alternative position will have equivalent rate of pay and benefits and must better accommodate recurring periods of leave than the employee's regular job. Eligible employees are normally granted unpaid leave for the period of disability, up to a maximum of four months (or 17 1/3 weeks or 693 hours) per pregnancy. Employees will be required to use any accrued sick time during any unpaid portion of pregnancy disability leave (e.g. for example, any period in which you are not receiving a wage supplement through the EDD). Employees may also elect to use any accrued vacation/PTO time during any unpaid portion of pregnancy disability leave. If an employee is receiving benefit payments pursuant to a disability insurance plan (such as

California's State Disability Insurance plan or Paid Family Leave program), the employee and the school may mutually agree to supplement such benefit payments with available PTO or sick leave.

Benefit accrual, such as vacation/PTO, sick leave, and holiday benefits, will be suspended during the approved pregnancy disability leave period and will resume upon return to active employment. Group health benefits will be maintained during the approved pregnancy disability leave as if you were continuously employed. However, you must continue to pay your share of applicable premiums (for yourself and any dependents) during the leave. So that an employee's return to work can be properly scheduled, an employee on pregnancy disability leave is requested to provide the school with at least one week's advance notice of the date they intend to return to work.

When an approved pregnancy disability leave ends, the employee will be reinstated to the same position, unless the job ceased to exist because of legitimate business reasons. An employee has no greater right to reinstatement to the same position or to other benefits and conditions of employment than if they have been continuously employed in this position during the pregnancy disability leave or transfer. If the same position is not available, the employee will be offered a comparable position in terms of such issues as pay, location, job content, and promotional opportunities, if one exists. An employee has no greater right to reinstatement to a comparable position or to other benefits or conditions of employment than if the employee would not have otherwise have been employed if leave had not been taken.

If you have any questions regarding pregnancy disability leave, please contact Human Resources.

MILITARY SPOUSE LEAVE

An eligible employee-spouse of a qualified service member is entitled to take ten (10) days of unpaid leave during a period when the spouse or registered domestic partner is on leave from military deployment.

An eligible employee must work an average of 20 hours per week; have a spouse or registered domestic partner who is a member of the Armed Forces, National Guard or Reserves; must provide notice of their intention to take the leave within two (2) business days of receiving official notice that the service member will be on leave from deployment; and submit written documentation certifying that the service member will be on leave during the time the leave is required.

The employee may use accrued vacation/PTO/sick leave during this unpaid time off.

WORKERS' COMPENSATION LEAVE

Employees that are temporarily disabled due to a work-related illness or injury will be placed on workers' compensation leave. The duration of your leave will depend upon the rate of your recovery and the medical provider's recommendation. Workers' compensation leave will run concurrently with any other applicable medical leave of absence (i.e., FMLA/CFRA if applicable). Human Resources will reach out to employees that have requested a workers' compensation leave regarding employer provided health insurance benefits. If you have any questions concerning this leave and/or any benefit related questions, please contact Human Resources.

BEREAVEMENT LEAVE

TEACH Public Schools provides time off to eligible employees in the event of the death of a "family member". To be eligible for Bereavement Leave, the employee must be employed for at least thirty (30) days prior to starting Bereavement Leave. If an employee is eligible for Bereavement Leave and the employee experiences the death of a family member, the employee may take up to five (5) days of Bereavement Leave.

For purposes of this policy, a family member is defined as a: spouse, domestic partner, child, parent, parent-in-law, sibling, grandparent and grandchild.

The days of Bereavement Leave do not need to be taken consecutively; however, the employee must use Bereavement Leave within three (3) months of the death of the family member, at which time any remaining unused Bereavement Leave will expire.

Within the first thirty (30) days of the first day of Bereavement Leave, an employee must provide the Human Resources with documentation to support the need for Bereavement Leave which may include a death certificate; a published obituary, verification of death, burial or memorial service from a mortuary, funeral home, burial society, crematorium, religious institution or governmental agency.

Up to five days will paid Bereavement Leave per school year. An employee may elect to use any accrued vacation/PTO for any remaining Bereavement Leave.

REPRODUCTIVE LOSS LEAVE

TEACH Public Schools grants time off to eligible employees in the event you suffer a qualifying reproductive loss event as defined in this policy.

To be eligible for reproductive loss leave, you must be employed for at least 30 days prior to starting leave.

If you are eligible and experience a reproductive loss event, you may take up to five days of reproductive loss leave.

For purposes of this policy, a reproductive loss event is the day, or the final day for a multiple day event, of one of the following:

- Failed adoption: The dissolution or breach of an adoption agreement with the birth mother or legal guardian, or an adoption that is not finalized because it is contested by another party, if you would have been a parent of the adoptee if the adoption had been completed.
- Failed surrogacy: The dissolution or breach of a surrogacy agreement, or a failed embryo transfer to the surrogate, if you would have been a parent of a child born as a result of the surrogacy.
- Miscarriage: May be a miscarriage by you, your current spouse or domestic partner, or by another individual if you would have been a parent of a child born as a result of the pregnancy.
- Stillbirth: May be a stillbirth resulting from your pregnancy, the pregnancy of your current spouse or domestic partner, or another individual if you would have been a parent of a child born as a result of the pregnancy.
- Unsuccessful assisted reproduction: An unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure (i.e., artificial insemination or an embryo transfer, including gamete and embryo donation). Assisted reproduction does not include reproduction through sexual intercourse. This event applies to you, your current spouse or domestic partner, or another individual, if you would have been a parent of a child born as a result of the pregnancy.

The days of reproductive leave do not need to be taken consecutively, however, you must complete your reproductive loss leave within three months of your reproductive loss event, or, if prior to or immediately following your reproductive loss event, you are on or choose to go on leave under California's pregnancy disability law, the California Family Rights Act, or any other leave provided by state or federal law, then you may complete your reproductive loss leave within three months of the end of the other leave, at which time any remaining unused reproductive loss leave will expire.

Reproductive loss leave is unpaid; however, you may choose to use previously accrued paid leave time available to you.

If you experience more than one reproductive loss event within a 12-month period, you can receive another five days of reproductive loss leave. You are limited to a total of 20 days of reproductive loss leave within a 12-month period.

Any information provided to TEACH Public Schools related to this leave will be maintained as confidential and will not be disclosed except to internal personnel or counsel, as necessary, or as required by law.

JURY DUTY LEAVE

All employees who receive a notice of jury/witness duty must notify their supervisor as soon as possible so that arrangements may be made to cover the absence. In addition, employees must provide a copy of the official jury/witness duty notice to their supervisor. Employees must report for work whenever the court schedule permits. Either the School or the employee may request an excuse from jury/witness duty if, in the school's judgment, the employee's absence would create serious operational difficulties.

Non-exempt employees who are called for jury/witness duty will be provided time off without pay. Exempt employees will receive their regular salary unless they do not work any hours during the course of a workweek. Employees may elect to use any accrued vacation/PTO during jury/witness duty leave.

In the event that the employee must serve as a witness within the course and scope of their employment with the School, the School will provide time off with pay.

TIME OFF TO VOTE

The school will allow any employee who is a registered voter and does not have enough time outside of working hours to vote in a statewide election up to two (2) hours of work time to vote. If employees are unable to vote in an election during their non-working hours, then the school will grant up to two hours of paid time off to vote. The request must be made at least two (2) working days in advance. The time must be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule unless the school and the employee agree otherwise.

An employee may also serve as an election official on Election Day without being disciplined, however the school will not pay the employee for this time off. Accrued unused vacation/PTO may be paid to the employee for this time off.

Employees must submit a voter's receipt on the first working day following the election to qualify for paid time off. Nothing in this policy requires the employee to bring their mail (absentee) ballot to work, including mailing such absentee ballot from work.

SCHOOL ACTIVITIES LEAVE

The school encourages employees to participate in the school activities of their child(ren). If you are the parent or guardian of a child who is in school up to grade 12, or who attends a licensed day care facility, you may take up to 40 hours of unpaid leave per year to participate in the activities of the school or day care facility, to find, enroll or reenroll your child in a school or with a licensed child care provider and/or to address a child care provider or school emergency.

The leave is subject to all of the following conditions:

- The time off for school activity participation cannot exceed eight (8) hours in any calendar month, or a total of forty (40) hours each year;
- Unless it is an emergency, employees planning to take time off for school visitations must provide as much advance notice as possible to their supervisor;
- If the School employs both parents, the first employee to request such leave will receive the time off. The other parent will receive the time off only if the leave is approved by their supervisor;
- Employees must use existing vacation/PTO in order to receive compensation for this time off;

- Employees who do not have paid time off available will take the time off without pay.

Documentation of participation may be requested and will be sufficient if it is provided in writing by the school or the licensed child care/day care facility.

SCHOOL APPEARANCE/SUSPENSION LEAVE

If the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert their supervisor as soon as possible before leaving work. To be eligible for time off to attend a child's school, the employee must be the parent of a child in kindergarten or in grades 1-12 and must present the school's letter, which requests the employee's appearance at the school, to their supervisor at least two days before the requested time off.

This leave is unpaid but the employee may choose to use accrued vacation/PTO. You will not be discharged or discriminated against because of an absence protected by this law.

CRIME VICTIM LEAVE

Employees are allowed to be absent from work to attend judicial proceedings related to a violent felony, serious felony (as defined by the California Penal Code) or felonies related to theft or embezzlement if:

- The employee is a victim of such a crime;
- An immediate family member (i.e., spouse, registered domestic partner, child, step-child, sibling, step-sibling, parent, step-parent, or the child or a registered domestic partner) of an employee is a victim of such a crime;

An employee must give reasonable advanced notice to the school by providing documentation of the proceeding.

Documentation may be from any of the following:

- Notice from the court or government agency setting the hearing;
- The district attorney or prosecuting attorney's office; or
- The victim/witness assistance office advocating on the victim's behalf.

This leave is unpaid but the employee may choose to use accrued vacation/PTO or sick leave. You will not be discharged or discriminated against because of an absence protected by this law.

DOMESTIC VIOLENCE LEAVE/SEXUAL ASSAULT/STALKING LEAVE

If you are a victim of crime or abuse, including domestic violence, sexual assault, stalking, or a crime that caused physical injury or, in certain cases, mental injury, or that caused the death of an immediate family member, you may take time off to obtain or attempt to obtain judicial relief, such as obtaining restraining orders, to help insure your health, safety or welfare or that of your child(ren). Employees may use available vacation /PTO (if applicable). Otherwise, the time off is unpaid. All employees can take time off from work to get medical attention or services from a domestic violence shelter, program, or rape crisis center, or receive psychological counseling or safety planning related to domestic violence, sexual assault, or stalking. Domestic violence, sexual assault and stalking victim's leave for medical treatment does not exceed or add to the unpaid leave time that FMLA/CFRA allows.

You must give the school reasonable notice unless advance notice is not feasible, and provide certification that you are seeking such assistance.

Certification may be sufficiently provided by any of the following:

- A police report indicating that you were a victim crime or abuse;
- A court order protecting or separating you from the perpetrator of an act of crime or abuse, or other evidence from the court or prosecuting attorney that you appeared in court; or,

- Documentation from a medical professional, domestic violence advocate or advocate for victims of sexual assault, health care provider, or counselor that you are undergoing treatment for physical or mental injuries or abuse due to the crime or abuse.
- Any other form of documentation that reasonably verifies the crime or abuse occurred which can include a written statement signed by you or an individual acting on your behalf certifying that the absence(s) is for the purpose authorized under this leave.

Employees have the right to ask the school for help or changes in their workplace to make sure they are safe at work. The school will work with its employees to see what changes can be made. Changes in the workplace may include putting in locks, changing shifts or phone numbers, transferring or reassigning the employee, or help with keeping a record of what happened to the employee. The school may ask the affected employee for a signed statement certifying that this request is for a proper purpose and may also request proof showing the need for an accommodation.

The school will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision. The school will not discharge, discriminate or retaliate against an employee who exercises their rights under this law.

TEACH Public Schools is committed to ensuring employees are not treated differently or retaliated against because of any of the following:

- The employee is a victim of domestic violence, sexual assault, or stalking.
- The employee asked for time off to get help.
- The employee asked TEACH Public Schools for help or changes in the workplace to ensure safety at work.

If any employee believes that they have experienced retaliation or discrimination as a result of conduct protected by this policy, the employee may file a complaint with their supervisor and/or the Labor Commissioner's Office.

For more information, contact the Labor Commissioner's Office by phone at 213-897-6595 or visit a local office by finding the nearest one on website: www.dir.ca.gov/dlse/DistrictOffices.htm. The Labor Commissioner's Office provides an interpreter at no cost to the employee, if needed.

MILITARY LEAVE

California's military leave laws and the Uniformed Services Employment and Reemployment Rights Act ("USERRA") ensure that employees are not adversely affected in their employment after taking leave for military service. Employees who serve in the military and are entitled to a military leave of absence without pay from the school under applicable laws should notify the Human Resources regarding the need for military leave.

Please see the Human Resources Director for more information regarding job reinstatement rights upon completion of military service.

ADULT LITERACY LEAVE

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

ORGAN DONOR / BONE MARROW DONOR LEAVE

The school will provide up to five business days of paid leave within a one-year period to an employee who donates bone marrow to another person. In addition, the school will provide up to 30 business days of paid leave within a one-year period and up to another 30 business days of unpaid leave within a one-year period to an employee who donates an organ to another person. The one-year period is measured from the date the employee's leave begins and shall consist of 12 consecutive months. You must give as much notice as is practicable and must provide certification of the medical necessity of the procedure. You will be required to use up to ten (10) days of any accrued paid leave sick and/or vacation/PTO for organ donation and up to five (5) days accrued paid leave sick and/or vacation/PTO for bone marrow donation. This leave does not run concurrently with FMLA/CFRA. You must have been employed for at least a 90-day period immediately preceding the beginning of the leave, if otherwise eligible.

You may take this leave incrementally, as medically necessary, or all at one time. All health benefits shall be maintained during this leave to the extent they exist at the time of the leave. This leave shall not be considered a break in service and the employee shall continue to accrue paid time off and other benefits as if they had continued working. The Employee shall be required to pay any portion of their benefits they are currently paying.

An employee shall not have any greater rights during this leave than if they have been actively working during this time but will be reinstated to their same or equivalent job prior to the leave. No employee shall be discriminated or retaliated against for taking an organ donation or bone marrow leave.

DRUG & ALCOHOL REHABILITATION LEAVE

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

This policy in no way restricts the TEACH Public School's right to discipline an employee, up to and including termination of employment, for violation of TEACH Public School's Drug and Alcohol Policy.

VOLUNTEER CIVIL SERVICE LEAVE/TRAINING

In California, no employee shall receive discipline for taking time off to perform emergency duty/training as a volunteer firefighter, reserve peace officer, or emergency rescue personnel. If you are participating in this kind of emergency duty/training, please alert your supervisor so that they may be aware of the fact that you may have to take unpaid time off for emergency duty/training. In the event that you need to take time off for emergency duty/training, please alert your supervisor before doing so whenever possible. Time off for emergency training may not exceed 14 days per calendar year.

Emergency Duty/Training Leave is unpaid. You may choose to use your accrued vacation/PTO if you wish to receive compensation for this time off, but you are not required to do so.

If you feel you have been treated unfairly as a result of taking or requesting Emergency Duty/Training Leave, you should contact your supervisor or any other manager, as appropriate

CIVIL AIR PATROL LEAVE

TEACH Public Schools provides eligible employees who are volunteer members of the California Wing of the Civil Air Patrol and are called to emergency operational missions up to 10 days of unpaid leave per calendar year. Leave for a single emergency operational mission will generally be limited to three days unless an extension is granted by appropriate government entities and approved by the school.

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

Employees are required to give the school as much notice as possible of the intended dates upon which the leave would begin and end. The school will restore the employee to the position they held when the leave began or to a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment, unless the employee is not restored because of conditions unrelated to the exercise of the leave rights by the employee. The time off is unpaid. However, an employee may utilize accrued vacation/PTO.

SECTION 9 - BENEFITS

VACATION

At TEACH Public Schools, we believe that taking time away to rest, recharge, and spend time with loved ones is essential for your well-being and long-term success. We encourage everyone to utilize their time off to maintain a healthy work-life balance.

How vacation is managed depends on your role within our organization:

School-Site Employees

Because school-site calendars already include built-in days off, school-site employees do not earn, accrue, or receive payouts for vacation time.

CMO Employees

Full-time, salaried CMO employees earn vacation time based on their years of continuous service in an eligible role. This vacation time begins accruing on your official date of hire.

Requesting Time Off

To keep operations running smoothly, all vacation requests must be submitted to and approved by your supervisor at least 30 days in advance.

Please refer to the table below to see your specific annual accrual rates:

Years of Continuous Eligible Service	Annual Time Provided	Maximum Accrual Allowed	Maximum Annual Cash Out Option
1-3 years	15 days	20 days	NA
4-6 years	18 days	23 days	
7-9 years	23 days	28 days	
10+ years	26 days	32 days	

Paid Sick Leave (PSL) Overview

At TEACH Public Schools, we prioritize the health and well-being of our team. In accordance with the California Healthy Workplaces, Healthy Families Act, we provide Paid Sick Leave (PSL) to support our eligible employees when they need it most.

Under this policy, all employees accrue six days of PSL each year. This paid time off ensures you can take care of yourself or your family members without a loss of income.

The following sections outline the specific eligibility requirements, permitted uses for your PSL, annual allotments, and limits of use, along with other important details.

Eligible Employees

All employees (including part-time and temporary) who work for the school 30 or more days within a year in California are allotted PSL as set forth in this policy.

Permitted Use

Permitted Uses for Paid Sick Leave (PSL)

Eligible employees can use their allotted PSL for the diagnosis, care, or treatment of an existing health condition, as well as for preventive care. This applies to both the employee and their eligible family members. Employees may also use PSL for reasons related to domestic violence, stalking, or sexual assault, including situations where the employee is a victim of a crime or abuse.

For the purposes of this policy, an eligible "family member" includes:

Child: A biological, adopted, foster, or step-child, a legal ward, a child of a registered domestic partner, or a child of a person standing in loco parentis (acting as a parent), regardless of the child's age or dependency status.

Parent: A biological, adoptive, foster, or step-parent, or a legal guardian of the employee, their spouse, or their registered domestic partner. This also includes anyone who assumed the responsibilities of raising the employee when they were a minor.

Spouse or Partner: A legal spouse (as defined by California law) or a registered domestic partner.

Extended Family: Grandparents, grandchildren, and siblings.

Designated Person: Any individual you identify at the time you request PSL. Please note that employees are limited to one designated person per 12-month period.

Allotment

Eligible employees will be allotted PSL days as follows:

- On July 1 (and on each subsequent July 1), all eligible employees will be allotted 5 days or 40 hours of PSL per fiscal year (July 1-June 30).
- If an employee is hired mid-year, they will receive 5 days or 40 hours of PSL days on their first day of employment for use during the remainder of the employee's first calendar year of employment.

PSL days are not accrued on an as-worked basis but rather are allotted to the eligible employees on July 1 each year for the following fiscal year. PSL days are "use it or lose it" and, as such, do not carry over from year to year.

Limits on Use

Eligible employees may use PSL beginning on the 1st day of employment.

PSL may be taken in minimum increments of one hour. If an exempt employee absents themselves from work for part or all of a workday for a reason covered by this policy, they will be required to use PSL to make up for the absence.

Notification

The employee must provide reasonable advance notification, orally or in writing, of the need to use PSL, if foreseeable. If the need to use PSL is not foreseeable, the employee must provide notice as soon as practicable.

Termination

Employees will not receive pay in lieu of unused PSL. Unused PSL will not be paid out upon termination.

No Discrimination or Retaliation

The school prohibits discrimination or retaliation against employees for using their PSL.

INSURANCE BENEFITS

At TEACH Public Schools, all full-time employees are eligible for our comprehensive insurance benefits package, which includes medical, dental, vision, and life coverage.

To help offset these costs, the school provides a defined contribution toward your organization-sponsored insurance premiums. This contribution amount is evaluated and determined on an annual basis, and your portion of the monthly premium is deducted directly from your paycheck on a pre-tax basis.

Please note that if medical insurance premium rates increase, employees may be required to contribute to the cost of the increase to maintain their coverage.

Unless otherwise required by law, employees on a leave of absence are responsible for continuing their health coverage and paying the premiums through COBRA. If you have any benefits-related questions while on a leave of absence, please contact Human Resources at hr@teachps.org.

COBRA BENEFITS

The Federal Consolidated Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under TEACH Public School's health plan when a "qualifying event" would normally result in the loss of eligibility.

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

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

SOCIAL SECURITY/MEDICARE

Social Security is an important part of every employee's retirement benefit. The school pays a matching contribution to each employee's Social Security taxes.

STATE DISABILITY INSURANCE (WAGE SUPPLEMENT)

All employees are enrolled in California State Disability Insurance (SDI), which is a partial wage replacement insurance plan for California workers. Employees may be eligible for SDI when they are ill or have non-work-related injuries, or may be eligible for work related injuries if they are receiving workers' compensation at a weekly rate less than the SDI rate. Specific rules and regulations relating to SDI eligibility are available from Human Resources.

PAID FAMILY LEAVE (WAGE SUPPLEMENT)

Under California law, eligible employees may participate in the Paid Family Leave (“PFL”) program, which is part of the state’s unemployment compensation disability insurance program. The PFL program provides up to eight weeks of partial wage replacement benefits to employees who take time off to care for a seriously ill or injured child, spouse, parent, registered domestic partner, siblings, grandparents, grandchildren, or parents-in-law or to bond with a new child (birth, foster care, adoption). The PFL program does not provide job protection or reinstatement rights. It is a wage supplement provided concurrently while an employee takes an eligible leave of absence under TEACH Public Schools policy and applicable law.

TEACH Public Schools will require you to take up to two weeks of accrued but unused vacation/PTO prior to your receipt of benefits under the PFL program.

The program will be administered in a manner consistent with California law. For more information regarding this program, you may contact the California Employment Development Department.

WORKER’S COMPENSATION INSURANCE

Eligible employees are entitled to workers’ compensation insurance benefits when suffering from an occupational illness or injury. This benefit is provided at no cost to the employee.

If an employee should become injured or in any way disabled on the job, they must report the injury immediately to their supervisor. It is a felony to file a fraudulent or false workers’ compensation claim.

SECTION 10 - EMPLOYEE COMMUNICATIONS

COMMUNICATIONS POLICY

Every employee is responsible for using the TEACH Public School's computer system, including, without limitation, its computers, laptops, iPads, tablets, cellular phones, electronic mail (Email) system, telephone, video conferencing, voicemail, facsimile systems and the Internet ("Communications Systems"), properly and in accordance with this policy. Any questions about this policy should be addressed to the Human Resources Department.

The Communication Systems are the property of TEACH Public Schools and have been provided for use in conducting TEACH Public Schools business. All communications and information transmitted by, received from, created, or stored in its Communication Systems are TEACH Public Schools records and property of TEACH Public Schools. The Communication Systems are to be used for school purposes only. Employees may, however, use TEACH Public Schools technology resources for the following incidental personal uses so long as such use does not interfere with the employee's duties, is not done for pecuniary gain, does not conflict with TEACH Public Schools business, and does not violate any TEACH Public Schools policies:

- To send and receive necessary and occasional personal communications;
- To use the telephone system for brief and necessary personal calls; and
- To access the Internet for brief personal searches and inquiries during meal periods or other breaks, or outside of work hours, provided that employees adhere to all other usage policies.

No Expectation of Privacy

TEACH Public Schools has the right, but not the duty, to monitor any and all of the aspects of its Communication Systems, including, without limitation, reviewing documents created and stored on its Communication Systems, deleting any matter stored in its system (including, without limitation, its Email and word processing systems), monitoring sites visited by employees on the Internet, monitoring chat and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing Email, voicemails and instant messages sent and received by users. Further, TEACH Public Schools may exercise its right to monitor its Communications Systems for any reason and without the permission of any employee. Employee use of TEACH Public School's Communication Systems constitutes consent to all the terms and conditions of this policy.

Even if employees use a password to access the Communication Systems (or any aspect thereof), the confidentiality of any message stored in, created, received, or sent from TEACH Public School's Communication Systems is not assured. Use of passwords or other security measures does not in any way diminish TEACH Public School's right to monitor and access materials on its Communication Systems, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed upon request to TEACH Public Schools for any reason that TEACH Public Schools, in its discretion, deems appropriate. Further, employees should be aware that deletion of any Email messages, voicemails or files would not truly eliminate the messages from the system. All Email messages, voicemails and other files may be stored on a central back-up system in the normal course of data management.

Employees have no expectation of privacy in anything they view, create, store, send or receive on the Communication Systems.

Notwithstanding the foregoing, even though TEACH Public Schools has the right to retrieve, read and delete any information viewed, created, sent, received or stored on its Communication Systems, Email messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any Email messages that are not sent to them or by them. Any exception to this policy must receive the prior approval of Human Resources Department.

Professional Use of Communication Systems Required

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Emails and other text communications, in particular, are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write Email communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on TEACH Public Schools letterhead.

Offensive and Inappropriate Material

TEACH Public School's policy against discrimination and harassment, sexual or otherwise, applies fully to TEACH Public School's Communication Systems, and any violation of that policy is grounds for discipline up to and including discharge. Therefore, no Email messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other characteristic protected by law. Further, material that is fraudulent, harassing, abusive, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, unlawful, inappropriate, or offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or any other characteristic protected by law) may not be downloaded from the Internet or displayed or stored in TEACH Public School's computers. Employees encountering or receiving this kind of material should immediately report the incident to the Human Resources Department.

TEACH Public Schools may (but is not required) to use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by TEACH Public Schools networks. Notwithstanding the foregoing, TEACH Public Schools is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an email address on the Internet may lead to receipt of unsolicited email containing offensive content. Users accessing the Internet do so at their own risk. Employees who encounter inappropriate or sexually explicit material while browsing on the Internet should immediately disconnect from the site, regardless of whether the site was subject to TEACH Public School's blocking software.

Solicitations

TEACH Public School's Communication Systems may not be used to solicit for political causes, commercial enterprises, outside organizations, or other non-job-related solicitations except if an employee is engaged in a protected activity related to improving the terms and conditions of their employment. Approval from Human Resources Department is required before anyone can post any information on commercial on-line systems or the Internet.

Licenses and Fees

Employees may not agree to a license or download any material over the Internet for which a registration fee is charged without first obtaining the express written permission of the Human Resources Department.

Employees may not use a TEACH Public Schools Internet connection to download games or other entertainment software, or to play games over the Internet.

Confidential Information

Employees may not transmit information over the Internet or through email that is confidential or proprietary. Employees are referred to TEACH Public School's "Confidential Information" policy, contained herein, for a general

description of what TEACH Public Schools deems confidential or proprietary. When in doubt, employees must consult their immediate supervisor and obtain approval before transmitting any information that may be considered confidential or proprietary.

Copyrights and Trademarks

TEACH Public School's Communication Systems may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from the Human Resources Department. Employees, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult a supervisor. Any TEACH Public Schools-approved material that is posted or sent via its computer system should contain all proper copyright and trademark notices.

Maintenance and Security of the System

Employees must not deliberately perform acts that waste resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, streaming video or audio files, engaging in online chat groups, printing excessive copies of documents, or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related.

To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to TEACH Public School's network must do so through an approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited unless the computer you are using is not connected to TEACH Public School's network.

Files obtained from sources outside TEACH Public Schools including disks brought from home; including files downloaded from the Internet, news groups, bulletin boards, or other online services; files attached to email; and files provided by students, parents or vendors, may contain dangerous computer viruses that may damage TEACH Public School's computer network. Employees should never download files from the Internet, accept email attachments from outsiders, or use disks from non- TEACH Public Schools sources, without first scanning the material with TEACH Public Schools-approved virus checking software. If you suspect that a virus has been introduced into TEACH Public Schools network, notify technology personnel immediately.

Violations of this Policy

Violations of this policy will be taken seriously and may result in disciplinary action, including possible termination, and civil and criminal liability.

This policy is not intended, nor should it be interpreted, to in any way limit the ability of an employee to:

- Discuss with others the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state or local law.

Amendment and Modification of this Policy

TEACH Public Schools reserves the right to modify this policy at any time, with or without notice. TEACH Public Schools may require employees to acknowledge and comply with a separate Acceptable Use Policy for Internet and Network Resources.

SOCIAL MEDIA POLICY

TEACH Public Schools has adopted the following policy with regard to employees' behavior on social networking sites including, but not limited to, Facebook, Twitter, LinkedIn, Pinterest, Instagram, Snap Chat and YouTube. If you wish to use networking protocols or set up a social media site as a part of the educational process, please work with your administrators and technology staff to identify and use a restricted, school-endorsed networking platform. Such sites will be the property of the school who will have unrestricted access to, and control of, such sites. This policy is intended to supplement, not replace, the school's other policies, rules, and standards of conduct. For example, School policies on confidentiality, use of School equipment, professionalism, employee references and background checks, workplace violence, unlawful harassment, and other rules of conduct are not affected by this policy.

You are required to comply with the following rules and guidelines when participating in social media activities that are governed by this policy:

- Comply with the law at all times. Do not post any information or engage in any social media activity that may violate applicable local, state, or federal laws or regulations.
- Do not engage in any discriminatory, harassing, or retaliatory behavior in violation of School policy.
- Respect copyright, fair use, and financial disclosure rules and regulations. Identify all copyrighted or borrowed material with proper citations and/or links.
- Maintain the confidentiality of the school's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how, and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications. This prohibition applies both during and after your employment with the school.
- Do not post confidential information (as defined in this Handbook) about the school, its employees, or its students. Remember that most student information is protected by the Family Educational Rights and Privacy Act, including any and all information that might identify the student. Publicizing student work and accomplishments is permitted only if appropriate consents are obtained.
- Confidential information (does not include information about the terms and conditions of your employment, such as wages, benefits, workplace safety and other topics an employee has the right to discuss with other employees under the law. Nothing in this policy prevents an employee from discussing or disclosing information about unlawful acts in the workplace, such as harassment or discrimination or any other conduct that the employee may have reason to believe is unlawful.
- While limited and incidental social media activities at work may be tolerated, such social media activities may not interfere with your job duties or responsibilities. Do not use your School-authorized e-mail address to register on social media websites, blogs, or other online tools utilized for personal use.
- Be knowledgeable about and comply with the school's background check procedures.
- Be knowledgeable about and comply with the school's reference policy. Do not provide employment references for current or former employees, regardless of the substance of such comments, without prior approval from the school.
- We encourage you to be fair and courteous to fellow employees, students, parents, vendors, customers, suppliers, or other people who work on behalf of the school. We also encourage you to avoid posting statements, photographs, video, or audio that could be reasonably viewed as malicious, obscene, threatening, or intimidating, that disparage employees, students, parents, vendors, customers, suppliers, or other people who work on behalf of the school, or that might constitute harassment or bullying.
- Make sure you always try to be honest and accurate when posting information or news, 51 and if you make a mistake, correct it quickly. Please do not post any information or rumors that you know to be false about the school, fellow employees, students, parents, vendors, customers, suppliers, people working on behalf of the school, or competitors.
- Never represent yourself as a spokesperson for the school unless authorized to do so. If you publish social media content that may be related to your work or subjects associated with the school, make it clear that you are not speaking on behalf of the school and that your views do not represent those of the school, fellow employees, students, parents, vendors, customers, suppliers, or other people working on behalf of the school. It is best to use a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the school."

- Never be false or misleading with respect to your professional credentials.
- Do not take any photos, videos, or other media in the workplace or on the school's premises or at School functions without permission of the school. It is your responsibility to ensure that your posts do not contain any prohibited information, or Confidential Information, including, but not limited to, photos, videos, or other media referencing or relating to student information, even if the student(s) is/are not specifically identified by name but could be easily determined or may be perceived as identifying any student or group of students. Violations may result in disciplinary action, up to and including termination.
- Supervisors who "friend" subordinates on social media accounts (whether personal or School accounts) are responsible for abiding by this policy at all times and immediately reporting any violations of this policy to the Human Resources Department. Failure to do so may result in disciplinary action, up to and including termination.

Employees are not to initiate "friendships" with students or parents. Employees shall not accept students as friends on any personal social networking sites and are to decline any student-initiated friend requests. Employees must delete any students already on their "friends" list immediately. Employees should also be aware that participation in social media, even in a private setting, may not remain private and posts may become public knowledge and/or reported to the school.

Employees should weigh whether a particular posting puts their effectiveness as a school employee at risk. TEACH Public Schools encourages employees to post only what they want the world to see. Imagine that students, their parents, or administrators will visit your site as most information is available to the general public even after it is removed from the site. Employees may not discuss students nor post images that include students. Employees may not comment on a student's blog or a student's other social networking commentaries. Employees may not use trade names, or logos belonging to the school without express written permission of the Executive Director.

In the event you have any questions about whether a particular social media activity may involve or implicate the school, or may violate this policy, please contact the Human Resources Department. Social media is in a state of constant evolution, and the school recognizes that there will likely be events or issues that are not addressed in these guidelines. Thus, each School employee is responsible for using good judgment and seeking guidance, clarification, or authorization before engaging in social media activities that may implicate this policy.

Failure to comply with TEACH Public School's social media policy will result in disciplinary action, up to, and including, immediate termination. Nothing in this policy is not intended to interfere with, restrain or prevent employees from using social media to:

- Communicate with others regarding wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state or local law.

EQUIPMENT POLICY

TEACH Public Schools is committed to equipping all staff members with the necessary tools, resources, and technology to perform their duties effectively. Because providing these items represents a significant financial investment for the school, all staff are expected to exercise a high standard of care, protection, and responsibility for the property issued to them or installed in their assigned spaces.

Staff members are financially responsible for the replacement or repair costs of any lost, stolen, or damaged items assigned to them or their classrooms—including keys, textbooks, teacher guides, laptops, mobile devices (such as cell phones and tablets), and predetermined mobile or fixed classroom equipment (such as digital boards and projectors)—if the loss or damage is determined to be the result of willful misconduct or negligence.

Reporting Mandate: Any loss, theft, or equipment malfunction must be reported to the employee's supervisor within 24 hours, along with submitting an IT Ticket to IT-Support@teachps.org.

Laptop Computers

Each staff member assigned a laptop or other computing device for professional use shall be required to sign a Laptop Agreement Form and may be held financially responsible for any loss, theft, or damage resulting from willful misconduct, negligence, misuse, or failure to follow School procedures and policies.

Allocation of School-issued computing devices is not universal. Devices are assigned based on an employee's specific role, job responsibilities, and operational need. Although issued to an individual employee, all computing devices remain the sole property of TEACH Public Schools and must be returned immediately upon termination of employment, separation from the School, reassignment of duties, extended leave, or upon request by an authorized School official at any time.

Employees are expected to take all appropriate measures and precautions to prevent the loss, theft, damage, unauthorized access, or misuse of School-issued equipment. Such precautions include, but are not limited to, the following:

- Keep computing devices in a locked and secure environment when not in use;
- Do not leave computing devices unattended in vehicles, particularly in plain sight or in extreme temperatures;
- Keep food and beverages away from computing devices and work areas;
- Do not leave computing devices unattended in unsecured locations such as unlocked classrooms or offices; and
- Maintain possession or direct supervision of computing devices at all times while in public places, including public transportation, airports, restaurants, conferences, or similar locations.

Employees are prohibited from using School-issued computing devices to upload, store, transmit, or share confidential, proprietary, student-related, or personnel information through unauthorized artificial intelligence ("AI") platforms, applications, or external systems. Employees must comply with all TEACH Public Schools technology, confidentiality, cybersecurity, communication, and data privacy policies when using School-issued devices and exercise appropriate professional judgment to protect the security and integrity of School data at all times.

No employee may establish, authorize, configure, or facilitate any external data exchange, integration, transfer, or system connection involving TEACH Public Schools data through an Application Programming Interface ("API"), Secure File Transfer Protocol ("SFTP"), third-party platform, cloud-based service, or similar technology without the direct collaboration and prior written approval of the Executive Director or designee, or the Director of Operations, Data and Technology.

Should a School-issued computing device be lost or stolen, the employee must:

1. Report the incident to their immediate supervisor and submit an IT support request to IT-Support@teachps.org within 24 hours;
2. Obtain an official police report documenting the theft or loss; and
3. Provide a copy of the police report to their immediate supervisor, along with the supporting IT support request, and notify the Executive Director or designee.

Failure to comply with these procedures may result in the employee being held financially responsible for replacement costs and/or disciplinary action. TEACH Public Schools is under no obligation to provide a replacement device for equipment that is lost, stolen, damaged, or misused.

TEACH Public Schools reserves the right to install security, monitoring, tracking, auditing, and management software on any School-issued computing device. Employees should have no expectation of privacy regarding information created, stored, transmitted, accessed, or maintained on School-issued devices or School systems. Non-compliance with School

policies or procedures may result in disciplinary action, up to and including termination of employment, and reimbursement of costs incurred by the School resulting from employee negligence, misuse, or willful misconduct.

LAPTOP COMPUTERS

Should an employee's role warrant a School-issued computing device, the employee's responsibilities for the appropriate care, security, and authorized use of the device begin immediately upon receipt. Device allocation is role-dependent and based on operational need, job responsibilities, and whether the technology is necessary to perform essential job functions. Not all employees are assigned a device. Employees may also be issued supplemental devices when deemed operationally necessary and approved by School Administration. Any supplemental device remains subject to the same care, security, confidentiality, monitoring, and usage expectations applicable to all School-issued equipment.

Employees are assigned devices and corresponding access to School systems, platforms, software, applications, and portals consistent with their job responsibilities and authorized access levels. Employees must comply with all TEACH Public Schools technology, cybersecurity, confidentiality, communication, data privacy, and artificial intelligence ("AI") usage policies when accessing or utilizing School systems, platforms, applications, networks, or devices. Employees may not upload, input, transmit, or disclose confidential, student, personnel, or protected School information into unauthorized artificial intelligence platforms, systems, or applications. TEACH Public Schools utilizes Mobile Device Management ("MDM") systems for Apple devices and Google Admin management systems for Chromebook assets to support cybersecurity protections, device management, inventory tracking, system updates, and operational security. These management systems are active upon issuance of the device.

Employees issued a School device are expected to use the device primarily for authorized educational and business purposes, including:

- Lesson planning and professional communication;
- Classroom instruction and instructional support; and
- Use of School-approved software and systems for administrative responsibilities, including attendance, grading, student information systems, and related operational functions.

All School-issued laptops and computing devices remain the sole property of TEACH Public Schools. Employees are expected to exercise reasonable care and security measures at all times. Devices may not be left unattended in unsecured locations, including unlocked classrooms or offices, and employees are expected to transport and store devices securely when off campus. Employees may be held financially responsible for lost, stolen, or damaged equipment resulting from willful misconduct, negligence, misuse, or failure to follow School policies or procedures.

Employees acknowledge and understand that TEACH Public Schools retains ownership and control of all information created, stored, transmitted, received, or maintained on School-issued devices, networks, and systems. Employees may utilize approved artificial intelligence ("AI") tools to support productivity, communication, research, lesson preparation, administrative tasks, or the generation of reports and work products; however, confidential, student, personnel, or protected School information may not be uploaded, inputted, transmitted, or disclosed into AI platforms, systems, or applications due to data privacy and cybersecurity risks unless expressly authorized by TEACH Public Schools and supported by approved enhanced security, privacy, and data protection measures. Employees are discouraged from storing personal information on School-issued devices or using such devices for excessive personal use. Employees should have no expectation of privacy regarding information stored on, accessed through, or transmitted using School-issued devices, networks, or systems. School-issued devices must be returned immediately upon separation from employment or upon request by the School.

Employees with questions, concerns, or technical support needs should submit an IT support request to IT-Support@teachps.org. Assistance may be provided by the Sr. IT Technician, Director of Operations, Data & Technology, or other authorized Technology Department personnel.

CELL PHONE POLICY

Cell Phone & Mobile Device Policy

TEACH Public Schools recognizes that mobile devices and modern communication systems are essential tools for collaboration. However, to maintain a safe, focused, and professional learning environment, employees must adhere to the following guidelines regarding personal, school-issued physical devices, and virtual communications.

1. Personal Cell Phone Use & Workplace Expectations

- **General Rule:** Personal cell phone use (including calls, text messaging, social media, and apps) is not permitted during instructional time, student supervision duties, or active working hours. Devices must be silenced or turned off and stored out of sight.
- **Breaks and Mealtimes:** Employees are welcome to use their personal mobile devices during designated duty-free breaks and lunch periods.

2. Emergency Condition Exceptions

Notwithstanding the restrictions above, employees may access their mobile devices during an "Emergency Condition" to seek assistance, assess situational safety, or verify the safety of loved ones.

An Emergency Condition is strictly defined as:

- Conditions of disaster or extreme peril to the safety of persons or property at the workplace caused by natural forces or a criminal act.
- An official order to evacuate the workplace, a worker's home, or the school of a worker's child due to a natural disaster or criminal act.

3. Student Privacy and Media Restrictions

To comply with federal and state privacy laws (including FERPA) and to protect the digital safety of our students:

- **No Photos/Videos:** Employees are strictly prohibited from using personal cell phones to take photographs, videos, or audio recordings of students, unless explicitly authorized for official school media and covered by an approved student media release.
- **No Direct Messaging:** Staff should not use personal cell phones, personal text messaging, or personal social media accounts to communicate individually with students. All digital outreach to students must go through official school-approved channels (e.g., school email, official LMS, or school-approved apps).

4. Safe Driving & Vehicle Operation

Safety is our absolute priority. If your job responsibilities require you to conduct school business while driving, you must strictly adhere to the following:

- **Hands-Free Only:** You must utilize a hands-free option or a headset/earpiece device.
- **Texting Prohibited:** Writing, sending, or reading text-based communications (including text messages, instant messages, and emails) while driving a school vehicle or your own vehicle for school business is strictly prohibited.
- **Liability:** Any employee who fails to comply with safe-driving provisions will be deemed to have engaged in conduct outside the course and scope of their employment. To the extent allowed by law, the employee will be solely responsible for any traffic violations, fines, or civil liability incurred.

5. Physical School-Issued Devices

- **Role-Based Issuance:** Certain operational or leadership roles within TEACH Public Schools will be issued a physical school cell phone to facilitate essential work-related communications. These devices are provided for official school business purposes only.
- **No Personal Use or Accounts:** Under no circumstances should a school-issued phone be used as a standalone personal device. Employees are strictly prohibited from logging into personal accounts on these devices, including but not limited to Apple IDs, Google Accounts, personal iCloud accounts, or personal social media profiles.

- **Adherence to Data/Cell Plans:** Employees are required to adhere to the restrictions and limits of the specific cell phone plan assigned to their device.
- **Financial Responsibility for Unauthorized Expenses:** Any accrued expenses (such as data overages, international roaming charges, premium app purchases, or unapproved directory assistance calls) that were not previously authorized or deemed job-essential will be the sole responsibility of the employee. The employee will be required to reimburse TEACH Public Schools for any such ineligible or unauthorized expenses.
- **Loss and Damage:** Employees are responsible for the care and safeguarding of school-issued property. If a school cell phone is misplaced, stolen, or damaged, it must be reported to your supervisor immediately and an official IT ticket must be submitted.

6. Virtual Numbers & Digital Communication (Zoom Phone)

- **Virtual Number Assignment:** While certain roles are not assigned a physical device, most instructional roles—including Teachers and Instructional Coaches—will be issued a virtual phone number integrated into our communication system (currently powered by Zoom).
- **Device Utilization & Working Hours:** The virtual number should primarily be accessed via the employee's TEACH-issued laptop or computer system. Communication through this virtual number is intended for use during normal business hours.
- **Use of Personal Devices:** TEACH Public Schools does not expect recipients of a virtual number to use their personal mobile devices for regular school communications outside of working hours, unless explicitly requested and authorized by the Executive Director or a Chief-level designee.
- **Scope of Use:** The primary purpose of the virtual number is to facilitate internal team collaboration and external communication with school families and stakeholders strictly within the United States.

7. Protected Concerted Activity

Nothing in this policy is intended to, nor shall it be interpreted to, limit or interfere with an employee's right to:

- Communicate with colleagues or third parties regarding the terms and conditions of their employment (including wages, workplace safety, workload, or supervisory practices).
- Engage in protected concerted activities under applicable federal, state, or local labor laws.

TELEPHONE CALLS AND TEXTING

TEACH Public Schools expects employees to provide their undivided attention to their professional responsibilities, our students, and their colleagues during active working hours.

To ensure that instructional time, school operations, and professional discussions are not disrupted, the following standards apply:

1. Active Working Hours & Meetings

- **Undivided Attention:** Cell phones, smartwatches, and other personal communication devices must not be used in a manner that distracts from your duties.
- **Meetings and Professional Development:** During staff meetings, professional development sessions, and collaborative planning time, all personal mobile devices must be silenced and put away. Texting, checking notifications, or answering personal calls during these times is prohibited.

2. Personal Communications

- **Designated Times:** Employees must restrict personal phone calls, text messages, and personal digital communications to their designated duty-free breaks or meal periods.
- **Exceptions:** Brief, urgent communications regarding family care or logistics are permitted, provided they do not disrupt the learning environment or school operations.

PERSONAL PHONE AND PERSONAL CELL PHONE USE

Personal phone calls should not be made or received during working hours. Any such calls must be made during employee breaks. Friends and relatives should be discouraged from calling during business hours unless there is an emergency. All emergency calls should be directed to the main office. When the call is received, the employee will be contacted.

In addition, the use of personal cell phones for placing or receiving calls, sending or receiving text messages, checking voicemail, or any other form of communication supported by the school's cell phone provider during working hours is strictly prohibited. Cell phones should be placed out of sight and completely silenced to avoid disruption to the learning environment. In the event of a field trip or other class outing where personal cell phones may be used for safety purposes, communication should be limited to school staff only. The school will not be responsible for lost or stolen cell phones or other personal property.

Notwithstanding the foregoing, employees may, in the event of an "emergency condition," access their mobile device or other communications device for seeking emergency assistance, assessing the safety of the situation, or communicating with a person to verify their safety. For purposes of this policy, an "emergency condition" is defined as:

- Conditions of disaster or extreme peril to the safety of persons or property at the workplace or worksite caused by natural forces or a criminal act; or
- An order to evacuate a workplace, a worksite a worker's home, or the school of a worker's child due to natural disaster or a criminal act.

This policy is not intended, nor shall it be interpreted, to in any way limit the ability of an employee to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or

Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state or local law.

Personal telephone calls should be made and received during non-teaching times. Personal calling cards or cell phones should be used for long distance personal calls. TEACH Public Schools expects that cell phones will be turned on a silent/meeting answer mode while employees are on the job and includes, but is not limited to, staff meetings and professional development.

Notwithstanding the foregoing, employees may, in the event of an "emergency condition," access their mobile device or other communications device for seeking emergency assistance, assessing the safety of the situation, or communicating with a person to verify their safety. For purposes of this policy, an "emergency condition" is defined as:

- Conditions of disaster or extreme peril to the safety of persons or property at the workplace or worksite caused by natural forces or a criminal act; or
- An order to evacuate a workplace, a worksite a worker's home, or the school of a worker's child due to natural disaster or a criminal act.

This policy is not intended, nor shall it be interpreted, to in any way limit the ability of an employee to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state or local law.

NO SOLICITATION/DISTRIBUTION POLICY

In order to minimize non-work-related activities that could interfere with providing quality education, teamwork, and safety, TEACH Public Schools has established the following policy concerning solicitation and the distribution of written

materials other than those directly related to the school's business. This policy is not intended, nor should it be interpreted, to in any way limit the ability of an employee to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state or local law.

Non-employees may not solicit or distribute written materials of any kind at any time on premises that are owned, leased, operated, managed or controlled by TEACH Public Schools.

Employees may not solicit other employees during the workday when either the person doing the solicitation or the person being solicited is engaged in or required to be performing work tasks.

Employees may not distribute written materials of any kind during the workday when either the distributing employee or the employee receiving the materials is engaged in or required to be performing work tasks.

Employees may solicit other employees when both parties are on non-work time. Employees may distribute written materials in non-work areas during non-work time.

The sole exceptions to this policy are charitable and community activities supported and approved by TEACH Public Schools, or if an employee is engaged in a protected activity related to improving the terms and conditions of their employment.

School bulletin boards are the only areas where any merchandise or notices may be placed. Such items must meet the guidelines established by the School and the National Labor Relations Act, if applicable. The site leadership must approve any postings prior to posting.

TEACH Public Schools reserves the right to discontinue any solicitation or distribution if the activities become disruptive to employees or the efficient operation of the school's business.

Employees are required to leave school premises and other work areas at the completion of their workday. Employees are not permitted to enter or remain on school premises or work areas unless the employee is on duty, scheduled for work, coming to or departing from scheduled work, or otherwise has specific authorization from school site leadership.

Definitions

Work time: any time when employees are engaged in or required to be performing work tasks or are otherwise "on the clock." Work time does not include break periods, meal times, or other periods during the workday when employees are properly not engaged in performing their work tasks.

Work areas: all areas controlled by the school where employees are performing work, except employee break areas, and parking lots (non-work areas).

Employee Responsibility

If you have a need to solicit and/or distribute materials on school premises, it must be in compliance with this policy. If you have questions, talk with the Human Resources. If solicitation or distribution is conducted within the parameters of this policy, the manner of activities must not harass or intimidate other employees. If you are subjected to such behavior at any time, report the activity to your supervisor. If solicitation or distribution occurs while you are working, report the activity to the Human Resources Department.

NEPOTISM POLICY

TEACH Public Schools permits the employment of qualified relatives of employees, of the employee's household or immediate family as long as such employment does not, in the opinion of TEACH Public Schools, create actual conflicts of interest. For purposes of this policy, "qualified relative" is defined as a spouse, registered domestic partner, child, parent, sibling, grandparent, grandchild, aunt, uncle, niece, nephew, first cousin, corresponding in-law, "step" relation, adoptive relative, guardian, ward, or any member of the employee's household. "Qualified relative" also includes persons engaged in amorous relationships, meaning a relation in which persons voluntarily have a physical relationship or are engaged in a romantic courtship (e.g. dating or engaged) that may or may not have been consummated. TEACH Public Schools will use sound judgment in the placement of related employees in accordance with the following guidelines:

A qualified relative is permitted to work in the same department, provided no direct reporting or supervisor-to-subordinate relationship exists. That is, no employee is permitted to work within "the chain of command" when one qualified relative's work responsibilities, salary, hours, career progress, benefits, or other terms and conditions of employment could be influenced by the other relative.

Qualified relatives may have no influence over the wages, hours, benefits, career progress and other terms and conditions of the other related staff members.

Current employees who marry will be permitted to continue working in the same job positions held only if they do not work in direct supervisory relationship with one another or in job positions involving conflicts of interest. If relatives are found to be employed in any of these prohibited job positions, the school will take action to eliminate the conflict, including possibly requiring one or both employees to accept a transfer to another position or to resign. The BOARD OF DIRECTORS must approve any exceptions to this policy.

BUILDING SECURITY/SCHOOL KEYS

All employees who are issued keys to the office and classrooms are responsible for their safekeeping

You will be assigned all appropriate building keys needed to conduct your daily job responsibilities. You are responsible for all keys. Duplication of any school key is not allowed and strictly prohibited. It is against School policy to loan or distribute your assigned keys to another employee or non-employee of the school. If your school keys are lost, misplaced, destroyed, or stolen, you must report it immediately to the Human Resources Department.

The last employee, or a designated employee, who leaves the office and /or the school site at the end of the business day assumes the responsibility to ensure that all doors are securely locked, the alarm system is armed, thermostats are set on appropriate evening and/or weekend setting, and all appliances and lights are turned off with exception of the lights normally left on for security purposes. Employees are not allowed on school property before or after hours without prior authorization.

INTERNAL INVESTIGATIONS & SEARCHES

From time to time, TEACH Public Schools may conduct internal investigations pertaining to security, auditing, or work-related matters. Employees are required to cooperate fully with and assist in these investigations if required to do so.

Whenever necessary, in TEACH Public School's discretion, employees' work areas (i.e. desks, file cabinets, lockers, etc.) may be subject to a search without notice. Employees are required to cooperate. Because even a routine search for TEACH Public Schools property might result in the discovery of an employee's personal possessions, all employees are

encouraged to refrain from bringing into the workplace any item of personal property that they do not wish to reveal to TEACH Public Schools. Employees have no expectation of privacy in their work areas.

VIOLENCE IN THE WORKPLACE

TEACH Public Schools has adopted a policy prohibiting workplace violence including a Workplace Violence Prevention Plan. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, bullying, and/or coercion, which involve or affect TEACH Public Schools or which occur on TEACH Public Schools property will not be tolerated. Examples of workplace violence include, but are not limited to, the following:

All threats or acts of violence occurring on TEACH Public Schools premises, regardless of the relationship between TEACH Public Schools and the parties involved.

All threats or acts of violence occurring off TEACH Public Schools premises involving someone who is acting in the capacity of a representative of TEACH Public Schools.

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

- Hitting or shoving an individual
- Threatening an individual or their family, friends, associates, or property with harm
- Intentional destruction or threatening to destroy TEACH Public Schools property
- Making harassing or threatening phone calls
- Harassing surveillance or stalking (following or watching someone)
- Unauthorized possession or inappropriate use of firearms or weapons

TEACH Public School's prohibition against threats and acts of violence applies to all persons involved in TEACH Public School's operation, including but not limited to all personnel, contract, unpaid interns, volunteers and temporary workers and anyone else, including parents on TEACH Public Schools property. Violations of this policy by any individual on TEACH Public Schools property will lead to disciplinary action, up to and including termination and/or legal action as appropriate. All employees are encouraged to report incidents of threats or acts of physical violence of which they are aware to their supervisors or to the Human Resources Department.

If an employee becomes aware of an imminent act of violence, a threat of imminent violence, or actual violence, emergency assistance must be sought immediately. In such situations, the employee should contact the law enforcement authorities by dialing 911. Immediately after contacting the law enforcement authorities, the employee must report the incident to Human Resources.

Employees should immediately inform their supervisor or Human Resources Department about any workplace security hazards. If these individuals are not available, the employee should immediately inform any other supervisor so that appropriate action can be taken.

There will be no retaliation against any employee who brings a complaint in good faith under the Violence in the Workplace Policy or who honestly assists in investigating such a complaint, even if the investigation produces insufficient evidence that there has been a violation, or if the charges cannot be proven. However, disciplinary action may be taken against employees who, in bad faith, make false or frivolous accusations.

In certain circumstances, the school may seek a workplace violence restraining order on behalf of one or more employees in furtherance of its commitment to providing a workplace that is free from acts of violence or threats of violence.

SECTION 11 - STANDARDS OF CONDUCT

PERSONAL STANDARDS

Each employee must be neatly groomed and wear clothing that is professional and appropriate for the employee's position. The principal will inform you of any special clothing requirements. Employees will not be permitted to wear clothing or otherwise present an appearance that may cause disruption, be taken as offensive or reduce productivity. If you are assigned a school uniform, your uniform must be clean and presentable when you report to work.

PUBLIC IMAGE/DRESS CODE

The following items are considered inappropriate working attire for TEACH Public Schools employees:

- Spaghetti-strapped shirts
- Tank tops or revealing
- Short apparel of any kind
- Sheer clothing
- T-shirts with inappropriate or offensive gestures or advertising.
- Leggings and Jeans
- Open-toe shoes of any kind

The principal will be the final arbiter of what is considered to be inappropriate attire. You may be required to return home to change clothing if deemed necessary. Non-exempt employees will not be paid for time away from work to change attire. If management occasionally designates "casual days," appropriate guidelines will be provided to you.

Consult your supervisor if you have any questions regarding appropriate attire.

PERSONAL APPEARANCE/STANDARDS OF DRESS

The Board of Directors believes that teachers and other TEACH Public Schools staff serve as role models. They should therefore maintain professional standards of dress and grooming. Just as overall attitude and instructional competency contribute to a productive learning environment, so do appropriate dress and grooming.

The Board of Directors encourages staff, during school hours, to wear clothing that will add dignity to the educational profession, will present an image consistent with their job responsibilities, and will not interfere with the learning process. Accordingly, all staff shall adhere to the following standards of dress:

- Clothing and jewelry must be safe and appropriate to the educational environment.
- All clothing must be clean and in good repair. Slits or tears in pants or other articles of clothing are not permitted except for modest slits in any apparel that are no higher than three (3) inches above the knee.
- Head coverings, including hats of any kind, except those worn for religious or safety reasons, are not to be worn inside school buildings including assemblies, classrooms, labs and offices. Hats may be worn outside for sun protection. All hats are to be removed upon entering school buildings. For exceptions to this policy, the Executive Director must grant prior approval.
- Slacks and shorts are to be worn on the waist with no portion of an undergarment showing. Shorts should be modest in length and should be no higher than three (3) inches above the knee.
- All tops must be appropriate to the work environment, and should be clean, neat, and provide proper coverage.
- For safety purposes, earrings must not dangle more than one (1) inch below the ear.
- Clothing or jewelry that depict and/or promote gangs (as defined in Ed. Code § 35183), drugs, alcohol, tobacco, sex, violence, illegal activities, profanity, or obscenity are not permitted.
- Appropriate shoes must be worn at all times.
- Executive Director will be the final arbiter of what constitutes appropriate dress and attire.

DISCIPLINARY PHYSICAL CONTACT WITH STUDENTS

It is the policy of TEACH Public Schools that no teacher or other staff member will use corporal punishment against a student. This prohibition includes spanking, slapping, pinching, hitting, tying, taping, or the use of any other physical force as retaliation or correction for inappropriate behavior.

STAFF-STUDENT INTERACTIONS

Boundaries Defined

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

Acceptable and Unacceptable Behaviors

Some activities may seem innocent from a staff member’s perspective but may be perceived as flirtation or sexual insinuation from a student or parental point of view. The purpose of the following lists of unacceptable and acceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to or may be perceived as inappropriate, or sexual misconduct, or “grooming.” Grooming is defined as an act or series of acts by a sexual predator to gain physical and/or emotional control by gaining trust (of staff and/or family and a minor) and desensitizing the minor to various forms of touching and other intimate interaction.

Staff members must understand their own responsibilities for ensuring that they do not cross the boundaries as written in this policy. If a student specifically requests that they not be touched, then that request must be honored. Violations could subject the teacher or staff member to discipline up to and including termination. Disagreeing with the wording or intent of these established boundaries will be considered irrelevant for any required disciplinary purposes. Thus, it is critical that all employees study this policy thoroughly and apply its spirit and intent in their daily activities.

Unacceptable Behaviors

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

- Giving gifts to an individual student that are of a personal and intimate nature (including photographs); or items such as money, food, outings, electronics, etc. without the written pre-approval of the Principal or School Leader. It is recommended that any such gifts be filtered through the Human Resources along with the rationale therefor.
- Kissing of ANY kind
- Massage [Note: Prohibited in athletics unless provided by massage therapist or other certified professional in an open public location. Coaches may not perform massage or rub-down. Permitted in special education only as instructed under an IEP or 504 plan.]
- Full frontal or rear hugs and lengthy embraces
- Sitting students on one’s lap (grades 3 and above)
- Touching buttocks, thighs, chest or genital area
- Wrestling with students or other staff member except in the context of a formal wrestling program
- Tickling or piggyback rides
- Any form of sexual contact
- Any type of unnecessary physical contact with a student in a private situation
- Intentionally being alone with a student away from school
- Furnishing alcohol, tobacco products, or drugs or failing to report knowledge of such
- “Dating” or “going out with” a student

- Remarks about physical attributes or physiological development of anyone. This includes comments such as “Looking fine!” or “Check out that [body part].”
- Taking photographs or videos of students for personal use or posting online
- Undressing in front of a student
- Leaving campus alone with a student for lunch
- Sharing a bed, mat, or sleeping bag with a student
- Making, or participating in, sexually inappropriate comments
- Sexual jokes, or jokes/comments with sexual overtones or double-entendres
- Seeking emotional involvement (which can include intimate attachment) with a student beyond the normative care and concern required of an educator.
- Listening to or telling stories that are sexually oriented
- Discussing your personal troubles or intimate issues with a student
- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior
- Giving students a ride to/from school or school activities without the express, advance written permission of the Human Resources and the student’s parent or legal guardian
- Being alone in a room with a student at school with the door closed and/or windows blocked from view
- Allowing students at your home and/or in rooms within your home without signed parental permission for a pre-planned and pre-communicated educational activity which must include another educator, parent, or designated school volunteer
- Staff mirroring the immature behavior of minors
- Sending emails, text messages, social media responses, making phone calls, or sending notes or letters to students if the content is not about school activities. Communication via private social media accounts is not acceptable.

Acceptable Behaviors

- Pats on the shoulder or back
- Handshakes
- “High-fives” and hand slapping
- When age appropriate, touching face to check temperature, wipe away a tear, remove hair from face, or other similar types of contact
- Placing TK through second grade students on one’s lap for purposes of comforting the child for a short duration only
- Holding hands while walking with small children or children with significant disabilities
- Assisting with toileting of small or disabled children in view of another staff member
- Touch required under an IEP or 504 Plan
- Reasonable restraint of a violent person to protect self, others, or property
- Obtaining formal written pre-approval from Human Resources to take students off school property for activities such as field trips or competitions, including parent’s written permission and waiver form for any sponsored after-school activity whether on or off campus
- Emails, text-messages, phone conversations, and other communications to and with students, if permitted, must be professional and pertain to school activities or classes (communication should be initiated via transparent [non-private] school-based technology and equipment)
- Keeping the door wide open when alone with a student
- Keeping reasonable and appropriate space between you and the student
- Stopping and correcting students if they cross your own personal boundaries, including touching legs, or buttocks, frontal hugs, kissing, or caressing
- Keeping administration informed when a significant issue develops about a student, such as a change in demeanor or uncharacteristic behavior
- Keeping after-class discussions with a student professional and brief
- Immediately asking for advice from senior staff or administration if you find yourself in a difficult situation related to boundaries

- Involving your supervisor in discussion about boundaries situations that have the potential to become more severe (including but not limited to: grooming or other red flag behaviors observed in colleagues, written material that is disturbing, or a student's fixation on an adult)
- Making detailed notes about an incident that in your best judgement could evolve into a more serious situation later
- Recognizing the responsibility to stop Unacceptable Behaviors of students and/or co-workers
- Asking another staff member to be present, or within close supervisory distance, when you must be alone with a student after regular school hours
- Prioritizing professional behavior during all moments of student contact
- Asking yourself if any of your actions, which are contrary to these provisions, are worth sacrificing your job and career.

This policy does not prevent: 1) touching a student for the purpose of guiding them along a physical path; 2) helping them up after a fall; or 3) engaging in a rescue or the application of Cardio Pulmonary Resuscitation (CPR) or other emergency first-aid. Nor does it prohibit the use of reasonable force and touching in self-defense or in the defense of another. Restraining a child who is trying to engage in violent or inappropriate behavior is also allowed. Only such force as necessary to defend one's self, another person, or the child or to protect property is legally permitted. Excessive force is prohibited.

Boundaries Reporting

When any staff member, parent, or student becomes aware of a staff member (or volunteer, guest, vendor) having crossed the boundaries specified in this policy, or has a strong suspicion of misconduct, they must report the suspicion to the Human Resources Director promptly. Reasonable suspicion means something perceived in spite of inconclusive or slight evidence. It is based on facts that would lead a reasonable person to believe the conduct occurred. Prompt reporting is essential to protect students, the suspected staff member, any witnesses, and the school as a whole. Employees must also report to the administration any awareness of, or concern about, student behavior that crosses boundaries, or any situation in which a student appears to be at risk for sexual abuse.

Investigating

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

Consequences

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

CUSTOMER & PUBLIC RELATIONS

The school's image in front of students, parents (i.e. our "customers") and the general public is critical to our success. All employees are expected to be prompt, polite, courteous and attentive to our customers and the public. It is possible an employee may come into contact with a dissatisfied or hostile individual based on the nature of the employee's work. If this happens, you should immediately notify your supervisor or the Human Resources Department. We will absolutely not tolerate conduct toward our customers or the general public that might be interpreted as unlawful discrimination or

harassment. If you witness conduct in violation of this policy, you should immediately bring it to the attention of your supervisor or the Human Resources Department

STANDARDS OF CONDUCT AND CIVILITY

At TEACH Public Schools, we are committed to upholding the highest standards of personal integrity and conduct. These standards are based on our dedication to treating people with dignity, respect, and civility, and taking individual and collective responsibility for our conduct. The manner in which we conduct ourselves defines us and how we are perceived by others. As school employees, we also serve as role models to our students.

TEACH Public Schools employees are accountable for integrity in conduct and for the consequences of their actions or inactions. The highest of ethical standards are expected in all matters internal, as well as with students, parents, and the community at large. All TEACH Public Schools employees and any individuals acting on behalf of TEACH Public Schools are required to conduct themselves in compliance with the essence of this Standards of Conduct and Civility policy. Any concerns must be promptly reported to a supervisor or the Human Resources Department. Failure to comply with this policy may result in disciplinary action, up to and including termination.

PROHIBITED CONDUCT

The following is a list of conduct that is prohibited and will not be tolerated by the school. It is not an all-inclusive list, but rather a list designed to give examples of the types of conduct prohibited by the school. Other types of conduct that threaten security, personal safety, employee welfare and/or the school's operations also may be prohibited and will result in disciplinary action up to and including termination.

- Falsification of employment records, employment information, or other School records.
- Recording the work time of another employee or allowing any other employee to record your work time, or allowing falsification of any time card, either your own or another's.
- Theft, deliberate or careless damage or loss of any School property or the property of any employee or customer.
- Provoking a fight or fighting during working hours or on School property.
- Participating in horseplay or practical jokes on School time or on School premises where such conduct might be a safety risk or might be interpreted as offensive.
- Carrying firearms or any other dangerous weapons on School premises at any time or while acting on behalf of the school.
- Violation of the Substance and Alcohol policy.
- Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening or abusive language toward a supervisor or member of management.
- Unreported absence on scheduled workdays unless otherwise excused.
- Excessive tardiness or absenteeism unless otherwise excused.
- Unauthorized use of School equipment, time, materials, facilities, or the school's name.
- Sleeping or malingering on the job.
- Failure to observe working schedules, including the required rest and meal periods.
- Soliciting other employees for membership, funds, or other similar activity in connection with any outside organization during your working time or the working time of the employee(s) solicited.
- Distributing unauthorized literature or any written or printed material during working time or in work areas. ("Working time" does not include your meal and break periods.)
- Failure to timely notify your supervisor when you are unable to report to work absent extenuating circumstances.
- Failure of an employee to obtain permission to leave work for any reason during normal working hours.
- Abuse of sick leave.
- Violation of the Communication Systems Policy.
- Violation of the Standards of Conduct and Civility Policy.

- Failure to provide a physician's certificate when requested or required to do so.
- Violating the School's PERSONAL APPEARANCE/STANDARDS OF DRESS.
- Breaching Confidentiality.
- Making derogatory racial, ethnic, religious or sexual remarks or gestures; any violation of the Harassment and/or Equal Employment Opportunity policy; or using profane or abusive language at any time on School premises or during working hours.
- Violation of any safety, health, security or School rule.
- Negligence or other conduct leading to the endangerment of harm of a child or children.
- Working overtime without authorization or refusing to work assigned overtime.
- Unsatisfactory job performance.
- Willfully or maliciously making false statements regarding any co-worker or submitting a complaint known to be false.

The school will not discipline employees for conduct that relates to employees' ability to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in concerted activity protected under federal, state or local law.

CONFIDENTIAL INFORMATION

You may, during the course of your duties be advised of certain confidential business matters and affairs of the school regarding its business practices, students, suppliers and employees. Your duties may also place you in a position of trust and confidence with respect to certain trade secrets and other proprietary information relating to the business of the school and not generally known to the public or competitors. Such proprietary information includes student information, competitive strategies, marketing plans, fundraising, personnel information and financial information. Confidential information does not include information about the terms and conditions of your employment, such as wages, benefits, workplace safety and other topics you have the right to discuss with other employees under the law. You shall not, either during your employment with the school or any time in the future, directly or indirectly:

- Disclose or furnish, directly or indirectly, to any other person, firm, agency, corporation, client, business, or enterprise, any confidential information acquired during your employment;
- Individually or in conjunction with any other person, firm, agency, School, client, business, or corporation, employ or cause to be employed any confidential information in any manner whatsoever, except in furtherance of the business of the school;
- Without the written consent of the school, publish, deliver, or commit to being published or delivered, any copies, abstracts, or summaries of any files, records, documents, drawings, specifications, lists, equipment and similar items relating to the business of the school, except to the extent required in the ordinary course of your duties.

Nothing in this policy prevents employees from discussing or disclosing information about unlawful acts in the workplace, such as harassment or discrimination or any other conduct that they have reason to believe is unlawful. This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Communicate with others regarding the terms and conditions of their employment during non-working times, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state or local law.

Employees shall not use their cell phone or similar device to engage in any form of audio or video recording on school property without the prior written approval of Human Resources Department and the written consent of the individual being recorded.

Upon an extended leave of absence, request from the school or termination of employment, employees are required to immediately return to the school all property of the school in as good condition as when received (normal wear and tear excepted) including, but not limited to, all files, records, documents, drawings, specifications, lists, equipment and supplies, promotional materials, and similar items relating to the business of the school. This policy also encompasses any and all identifying or confidential information of all former and current students which is protected under the Family Educational Rights and Privacy Act.

Failure to comply with this policy may result in disciplinary action, up to and including termination.

CONFLICTS OF INTEREST

All employees must avoid situations that result in actual or even potential conflicts of interest. Personal, social and economic relationships with competitors, suppliers, customers, parents, or co-employees that may impair an employee's ability to exercise good judgment on behalf of the school or which give the appearance of such impairment create an actual or potential conflict of interest.

TEACH Public Schools expects employees to devote their best efforts to the interests of our school. TEACH Public Schools recognizes your right to engage in activities outside of your employment, which are of a private nature and unrelated to our business. However, outside activities (second jobs, side businesses, clubs, etc.) must not interfere with your ability to fully perform your job duties at TEACH Public Schools or create a conflict of interest with your statutory duty of loyalty to the school. The school prohibits employees from working with another School or external organization that competes with TEACH Public Schools whether as a regular employee or as a consultant.

If you have any questions whether an action or proposed course of conduct would create a conflict of interest, you should immediately contact the Human Resources Department to obtain advice on this issue. A violation of this policy will result in immediate and appropriate discipline, up to and including immediate termination.

Outside Employment

If you are a full-time employee, we expect that you devote your full professional effort to your position at TEACH Public Schools. If you wish to participate in outside work activities you are required to obtain written approval from the Human Resources Department prior to starting those activities. Approval will be granted unless the activity conflicts with TEACH Public School's interests. In general, outside work activities are not allowed when they:

- Prevent you from performing work for which you are employed at TEACH Public Schools.
- Involve organizations that are doing or seek to do business with TEACH Public Schools including actual or potential vendors.
- Violate provisions of law or TEACH Public Schools policies or rules.
- When the employee is on a medical leave (FMLA/CFRA/PDL or any other medical leave).

Your obligations to TEACH Public Schools must be given priority. Full time employees are hired and continue employment with the understanding that TEACH Public Schools is their primary employer and that other employment, commercial involvement or volunteer activity that is in conflict with the business interests of the school is strictly prohibited.

This section is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engaging in protected concerted activity that employees have the right to engage in under federal, state or local law.

EXPENSE REIMBURSEMENT POLICY

The school reimburses employees for reasonably necessary business expenses incurred within the course and scope of employment. Employees who have incurred pre-authorized business expenses, including, but not limited to mileage, must submit receipts, invoices, or route information fully documenting the expense. Do not incur expenses without prior authorization via approved purchase order from the Director Business Services of TEACH Public Schools. Employees who have incurred business expenses should submit required receipts to the school business office within 30 days of incurring the expense.

TEACH Public Schools expects employees to act responsibly and professionally when incurring and submitting expenses. The organization will reimburse employees for reasonable expenses on pre-approved business. This includes, for example, travel fares, accommodations, meals, tips, telephone and fax charges, and purchases made on behalf of the organization.

TEACH Public Schools does not pay for local travel to and from the office (regular commute). If employees use their vehicles for business travel, mileage will be reimbursed as per the IRS current mileage rates and for appropriate parking fees. TEACH Public Schools will not be responsible for fuel, maintenance, traffic or parking violations.

General guidelines

Original receipts are required for reimbursement of all expenses except for per diems. These expenses include:

- Original boarding passes for airplane / train travel
- Credit card receipts
- Detailed merchant receipts

Receipts must be accompanied by a summary which outlines:

- The nature of the expense
- The name and titles of the individuals involved
- The purpose for the expense

Expense summaries must be submitted with receipts and approved by the CFO/COO. All expenses and summaries must be submitted within 30 days to CFO/ COO for payment.

Travel guidelines

Employees are required to fly coach class with the lowest available airfare for non-stop travel. If a car rental is required, employees are requested to rent mid-sized or compact vehicles.

Employees will be reimbursed for the fuel costs associated with renting a vehicle. Employees will be reimbursed for reasonable hotel accommodations. Discounted room rates should be requested at the time of room booking.

For work-related trips, employees will be eligible for reimbursement of actual expenses up to a maximum of \$750 per day. Reimbursements will not be paid where other meal arrangements are provided. For example, a luncheon included with an event. The following list includes examples of non-reimbursable expenses:

- Personal travel insurance
- Personal reading materials
- Childcare
- Toiletries, cosmetics, or grooming products
- Expenses incurred by spouses, children, or relatives
- In-room movies or video games
- Sporting activities, shows, etc.
- Alcohol with meals

Any questions related to the content of this policy or its interpretation should be directed to Director of Business Operations.

Cell Phone Reimbursement

All School employees who are required to use their personal cell phones for work-related purposes are eligible for a reimbursement of \$35.00 - \$50.00 per month for a personal cell phone plan. This amount is intended to cover the proportion of the employee's personal cell phone plan which is used for work purposes. If an employee believes this amount is insufficient, the employee must provide the school with a copy of their most recent cell phone bill in the employee's name (either as the primary account holder or a user of the plan) as valid documentation that the employee has incurred an expense higher than the normal reimbursement. The school may periodically request follow-up documentation to verify that the employee is incurring the expense. If you believe you are entitled to an additional amount, please contact Human Resources.

SECTION 12 - SAFETY

SUBSTANCE AND ALCOHOL POLICY

It is the intent of TEACH Public Schools to promote a safe, healthy and productive work environment for all employees. The school recognizes that the illegal and/or excessive use of drugs and/or alcohol is not conducive to safe working conditions, employees' health, efficient operations or School success.

For purposes of this policy, "illegal drugs" includes, but is not limited to, substances that are prohibited by law (such as cocaine, heroin, etc.), controlled substances, marijuana (including medicinal marijuana, marijuana vaping or other recreational marijuana use), and prescription drugs (if they are not prescribed for the person using them and/or not being used as prescribed). "Drug paraphernalia" means any accessory for the use, possession, manufacture, distribution, dispensation, purchase, or sale of illegal drugs. "Under the influence" means that the employee is affected by alcohol, prescription medication that impairs cognitive or physical functions, and/or illegal drugs in any detectable manner.

The school complies with all Federal and State regulations regarding drug use while on the job. This policy prohibits the following:

- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia or alcohol during working hours, including meal and break periods, or in the presence of pupils;
 - Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia, or alcohol on School property at any time;
 - Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia, or alcohol while attending a school function or event;
- Storing alcohol (if unauthorized), illegal drugs, or drug paraphernalia in a locker, desk, automobile, or other repository on the school's premises;
- Refusing to submit to an inspection or testing when requested by administration;
- Being under the influence of illegal drugs, prescription medication that impairs cognitive or physical functions and/or alcohol during working hours, while on the school's premises and/or attending a school function or event.
- Conviction under any criminal drug statute for a violation occurring in the workplace, including failure to notify the school in writing of employee's conviction for a violation of a criminal drug statute occurring in the workplace no later than 5 calendar days after such conviction; or
- Failure to keep all prescribed medicine in its original container.

Employees taking physician-prescribed medications, which impairs the employee's job performance, (including medical prescribed marijuana) should not report to work. In addition, if you are required to take any kind of prescription or nonprescription medication that will affect your ability to perform your job, you are required to report this to the Human Resources Department. The Director of Human Resources will determine if it is necessary to temporarily place you on another assignment or take other action as appropriate to protect your safety and the safety of other employees and students.

Employees taking physician-prescribed medication which will not impair their job performance may be required to present a statement from the prescribing physician to the employee's supervisor indicating the duration of the prescription and stating that the use of the prescription will not impair the employee's ability to perform their specific job duties. This policy does not require or request the prescribing physician or the employee to identify any prescription drug or the medical condition for which it is prescribed. No employee shall use or have in their possession on the school premises any prescription medication other than medications currently prescribed by a physician for the employee.

TEACH Public Schools will not discriminate against employees for the use of cannabis/marijuana off the job and away from the worksite, nor will TEACH Public Schools take disciplinary action against employees for such use, so long it does not result in the employee being under the influence of marijuana while on the job (e.g., using marijuana off-duty and outside of work and then coming to work while still under the influence/impaired).

This policy will not be construed to prohibit the use of alcohol at social or business functions sponsored by the school where alcohol is served. However, employees must remember their obligation to conduct themselves appropriately at all times while at School-sponsored functions or while representing the school.

The school may at times conduct unannounced searches of School property for alcohol, illegal drugs, drug paraphernalia, and/or unauthorized controlled substances or to ensure compliance with any other School-related policy. This may include desks, storage areas and rooms normally used to store employees' personal property. As a result, employees do not have an expectation of privacy in this regard.

Violation of this Drug and Alcohol Policy may result in disciplinary action, up to and including termination, at the school's sole discretion.

Employees should be aware that participation in a rehabilitation program will not necessarily prevent the imposition of disciplinary action, including termination, for violation of this policy. Employees who undergo voluntary counseling or treatment and who continue to work, if any, must meet all established standards of conduct and job performance.

Compliance with this Drug and Alcohol Policy is a condition of employment at the school. Failure or refusal of an employee to cooperate fully, sign any required document, submit to any inspection, or follow any prescribed course of substance abuse treatment will result in discipline, up to and including termination.

Because the use, sale, purchase, possession, or furnishing of an illegally obtained substance is a violation of the law, the school may report such illegal drug activities to an appropriate law enforcement agency.

The school may require a test by intoxicator, blood test, urinalysis, medical examination of those persons whom the school reasonably suspects of using, possessing, or being under the influence of a drug or alcohol or is acting in such manner that they may harm themselves or another employee during the work day.

Any refusal to submit to such testing will be considered a positive screen. An employee's consent to submit to such a test is required as a condition of employment, and an employee's refusal to consent may result in disciplinary action, including termination for a first refusal or any subsequent refusal. The school shall determine the manner in which such testing is conducted with the goal being to ensure that the test results are accurate.

Such a test may be required of employees involved in any work-related accident or unsafe practice where the safety of the employee or other employees was jeopardized. Periodic retesting may also be required following positive test results or after any violation of this policy or rehabilitation.

SMOKING

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

SECURITY

All employees are responsible for helping to maintain a secure workplace. Be aware of persons loitering for no apparent reason. All staff is expected to question any unknown person seen in the workplace who does not have a visitor's pass. If you are leaving late at night or are in any other situation that presents security concerns or where you do not feel comfortable, please seek the assistance of other employees or call 911. Report any suspicious persons or activities to the Human Resources. Never attempt to force an individual to leave the workplace if s/he is uncooperative. Immediately contact your supervisor or school administrators for assistance or call 911. Secure your desk or work area at the end of the day or when called away from your work area for an extended length of time, and do not leave valuable and/or personal articles that may be accessible in or around your work area. Please report any problems with our security systems to the Human Resources Department

PARKED VEHICLES

Employees are responsible for their own parked vehicles and the personal possessions within while parked on TEACH Public Schools property. Be cautious: keep school property and/or personal possessions out of sight and lock your car. Insuring your vehicle and personal property against loss and damage is recommended for your protection.

USE OF PERSONAL VEHICLE FOR SCHOOL BUSINESS

Personal vehicles used by employees to conduct TEACH Public Schools business must be insured by the employee's personal automobile insurer. TEACH Public School's liability insurance applies on a secondary basis if the underlying personal auto insurance is insufficient. In no event does TEACH Public School's automobile liability insurance coverage pay for damage to the employee's vehicle. Insuring your vehicle against collision damage is recommended for your protection.

PERSONAL AUTOMOBILE

Employees who use their own automobiles for travel on authorized school business will be reimbursed for mileage at the rate established by the Internal Revenue Services. Employee must have prior supervisory approval for the use of personal vehicles and must carry, at their own expense, the minimum insurance coverage for property damage and public liability.

PERSONAL PROPERTY

TEACH Public Schools cannot be responsible and will assume no liability for any loss or damage to employee personal property resulting from theft, fire, or any other cause on TEACH Public School's premises, including the parking area, or away from school property while on school business. TEACH Public Schools employees are prohibited from using personal property for work-related purposes unless approved in advance by the Human Resources Department.

SAFETY POLICY

TEACH Public Schools is firmly committed to maintaining a safe and healthy working environment. All employees of the school are expected to be safety conscious on the job at all times. All unsafe conditions or hazards should be corrected immediately. Report all unsafe conditions or hazards to your supervisor or the Human Resources Department immediately, even if you believe you have corrected the problem. If you suspect a concealed danger is present on School premises, or in a product, facility, piece of equipment, process or business practice for which the school is responsible, bring it to the attention of your supervisor or the Human Resources Department immediately. Supervisors should arrange for the correction of any unsafe condition or concealed danger immediately and immediately contact the Human Resources Department regarding the problem.

All workplace injuries and illnesses must be immediately reported to your supervisor and the Human Resources Department.

TEACH Public Schools has in place a written Injury and Illness Prevention Program and a Workplace Violence Prevention Plan as required by law. These documents are located in the main office for review.

ERGONOMICS

TEACH Public Schools has invested in providing a work environment that is safe for all employees. To lessen the risk of ergonomic hazards, the school will make necessary adjustments to an individual's workstation, educate employees on ergonomic safety, and modify processes when deemed necessary to ensure the well-being and safety of our employees. You should report any ergonomic concerns to the Human Resources Department.

CHEMICAL EXPOSURE WARNING

Employees should be aware that work areas might contain chemicals known to the State of California to cause cancer or to cause birth defects or other reproductive harm. If you have any questions or concerns about possible chemical exposure in your work area, contact the Human Resources Department. TEACH Public Schools uses chemicals in some of its operations. Employees should receive training and be familiar with the handling, use, storage and control measures relating to these substances if they will use or likely be exposed to them. Safety Data Sheets (SDS) are available for inspection. Employee must follow all labeling requirements.

SECTION 13 - TERMINATION

VOLUNTARY TERMINATION

TEACH Public Schools will consider an employee to have voluntarily terminated their employment if the employee does any of the following: (1) elects to resign from TEACH Public Schools; (2) fails to return from an approved leave of absence on the date specified without notifying the school for the need for continued leave including failure to communicate with the school; or (3) fails to report for work without notice to TEACH Public Schools for three consecutive work days. TEACH Public Schools requests that employees provide at least two weeks written notice of a voluntary termination. All TEACH Public Schools property must be returned immediately upon terminating employment. TEACH Public Schools retains the right to accept resignation immediately and pay the amount of straight time compensation an employee would have earned in lieu of further performance.

INVOLUNTARY TERMINATION

An employee may be terminated involuntarily for, among other reasons, poor performance, misconduct or other violations of TEACH Public School's Rules of Conduct as set forth herein. Notwithstanding the foregoing, or anything else contained in this handbook, pursuant to its at-will policy, TEACH Public Schools reserves the right to terminate any employee at any time, with or without advance notice and with or without cause.

EXIT INTERVIEWS

All employees who leave employment at TEACH Public Schools will be asked to take part in an exit interview with the Human Resources Department to communicate their challenges and growth while employed at TEACH Public Schools. Information shared during an exit interview will be treated as confidential to the extent possible.

VERIFICATION AND REFERENCE POLICY

disclosures must be directed to the Human Resources Department. Only the Human Resources Department is authorized to provide verifications or references, or disclose personal information, pertaining to current or former employees.

With respect to verification requests, TEACH Public Schools will disclose only the dates of employment and the title of the last position held. TEACH Public Schools will verify or disclose an employee's salary history only if the employee provides written authorization for TEACH Public Schools to provide the information. However, TEACH Public Schools will provide information about current or former employees as required by law or court order. TEACH Public Schools will not provide any letters of reference for current or former employees. Please refer all questions about this policy to the Human Resources Department.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

By my signature below, I acknowledge that I have received a copy of TEACH Public School's Employee Handbook, on the date indicated below and agree to my at-will employment as described below. I acknowledge that it is my responsibility to read and review the Employee Handbook carefully. I also acknowledge that it is my responsibility to ask for clarification if I do not understand any of the policies included in the Employee Handbook.

I also acknowledge that I have received a copy of TEACH Public School's Harassment, Discrimination and Retaliation Prevention Policy which is in the Employee Handbook. I understand and agree that it is my responsibility to read and familiarize myself with this policy and all the provisions of the Employee Handbook. I understand that TEACH Public Schools is committed to providing a work environment that is free from harassment, discrimination and retaliation. My signature below certifies that I understand that I must conform to and abide by the rules and requirements described in this policy.

I understand that the Employee Handbook contains important information regarding TEACH Public School's expectations, policies and guidelines and that I am expected to comply with these expectations, policies and guidelines at all times. I understand that the Employee Handbook does not provide a binding contract, but provides guidelines for personnel concerning some of TEACH Public School's policies.

Just as I am free to terminate the employment relationship with TEACH Public Schools at any time, TEACH Public Schools, in its sole discretion, also reserves the right to modify or terminate the employment relationship with me at any time for any or no reason and with or without notice. Further, there is no agreement, express or implied, written or verbal, between the employee and TEACH Public Schools for any specific period of employment, for continuing or long-term employment, or for guaranteed terms and conditions of employment. No one other than the Human Resources Department of TEACH Public Schools, with the approval of the Board of Directors, has the authority to alter my employment at-will status, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. Further, any such agreement must be in writing and must be signed by the Human Resources Department. This is the entire agreement between TEACH Public Schools and me regarding this subject. All prior or contemporaneous inconsistent agreements are superseded. If I have an individually negotiated written employment agreement with TEACH Public Schools, then the terms and conditions of that agreement will prevail to the extent it differs from the policies in this Handbook.

TEACH Public Schools reserves the right to modify, alter, add to or delete any of the policies, guidelines or benefits contained in this handbook at any time with or without notice.

Other than TEACH Public Schools Board of Directors, no other entity or person has the authority to modify this employee handbook.

Employee Name (print) _____

Employee Signature _____

Date: _____

Addenda Form A; Non-Exempt Employee Meal Period Waiver Agreement

TEACH Public Schools

NON-EXEMPT EMPLOYEE MEAL PERIOD WAIVER AGREEMENT

Waiver of First Meal Period (Applicable only when workday is 6 hours or less)

- I understand that I am entitled to and acknowledge that TEACH Public Schools provides me with an uninterrupted, unpaid thirty-minute meal period whenever I work more than five hours in a workday. I also understand that my first meal period must start before the end of my fifth hour of work (i.e., 5 hours and 0 minutes on the clock).
- I wish to voluntarily waive my right to a thirty-minute meal period when my workday will be completed in six hours or less.
- I understand that I may revoke this agreement to waive my first thirty-minute meal period at any time, in writing, by providing written notice of revocation to the Human Resources Department. As a result, I understand this waiver will remain in effect each workday unless and until I provide a written notice to the Human Resources Department revoking this waiver.

Acknowledging the above, I hereby voluntarily waive my right to a thirty-minute meal period whenever my workday will be completed in six hours or less. If I wish revoke this waiver, I will notify Human Resources Department immediately.

Second Meal Period (Applicable only when workday is more than 10 hours but not greater than 12 hours)

- I understand that I am entitled to and acknowledge that TEACH Public Schools provides me with a second, uninterrupted, unpaid thirty-minute meal period whenever I work more than ten hours in a workday. I also understand that my second meal period must start before the end of my tenth hour of work (i.e., 10 hours and 0 minutes on the clock).
- I wish to voluntarily waive my right to a second meal period when my workday will be completed in twelve hours or less, provided that I did not waive my first meal period on the same workday.
- I understand that I may revoke this agreement to waive my second meal period at any time, in writing, by providing written notice of revocation to Human Resources Department. As a result, I understand this waiver will remain in effect each workday unless and until I provide a written notice to the Human Resources Department revoking this waiver.

Acknowledging the above, I hereby voluntarily waive my right to a second meal period whenever my workday will be completed in twelve hours or less and I did not waive my first meal period on the same workday. If I wish revoke this waiver, I will notify the Human Resources Department immediately.

Employee Name (print)

Employee Signature

Date:

Addenda Form B; Non-Exempt Employee Meal and Rest Period Reporting Form

TEACH Public Schools
NON-EXEMPT EMPLOYEE
MEAL AND REST PERIOD REPORTING FORM
(ONE FORM FOR EACH APPLICABLE DAY)

Employee Name (Please Print): _____

Date: _____

Date/Time Issue Occurred: _____

Position: _____

Reported Issue(s)/Reason: (CHECK ALL THAT APPLY AND PROVIDE THE CORRESPONDING REASON FOR THE LATE, SHORT OR MISSED MEAL PERIOD AND/OR MISSED REST PERIOD)

Meal Periods

- ☐ Missed Meal Period
☐ Late Meal Period
☐ Interrupted Meal Period
☐ Short Meal Period

Reason for Missed, Late, Interrupted or Short Meal Period

- | | | |
|------------------------------------|--------------------------------------|--------------------------------|
| ☐ Voluntary | ☐ Involuntary | ☐ Other |
| ☐ Voluntary | ☐ Involuntary | ☐ Other |
| ☐ Voluntary | ☐ Involuntary | ☐ Other |
| ☐ Voluntary | ☐ Involuntary | ☐ Other |

Rest Periods

- ☐ Missed Rest Period Voluntary ☐ Involuntary ☐ Other

Circle/Select Applicable Missed Rest Period: 1 2 3 4

****Voluntary:** It was my own choice to refuse an authorized meal or rest period.**Involuntary:** Through no choice of my own, I was not able to take a complete and proper meal or rest period.

Please provide details of what happened below regarding your meal period and/or rest period:

I understand that I am entitled to an uninterrupted, thirty-minute meal period whenever I work more than five hours in a workday and that my meal period must begin before the end of the fifth hour of work (unless, for workdays of six hours or less, I voluntarily waived my meal period). I understand that I am entitled to a second, uninterrupted thirty-minute meal period whenever I work more than ten hours in a workday and that my second meal period must begin before the end of the tenth hour of work. I also understand that I am authorized, permitted, and strongly encouraged to take a 10-minute (net) paid rest period for every 4 hours worked or major fraction thereof. If I voluntarily miss a meal or rest period or voluntarily experience a late, short, or interrupted meal period (e.g., it was my own choice to refuse an authorized meal or rest period), I understand that I am not entitled to one hour of premium pay for that meal or rest period. If I involuntarily miss a meal or rest period or involuntarily experience a late, short, or interrupted meal period (e.g., I wasn't allowed to take a proper meal or rest period), I understand that I am entitled to one hour of premium pay for that meal or rest period.

Employee Signature _____ Date: _____

Supervisor's Signature _____ Date: _____

FORM MUST BE SUBMITTED IMMEDIATELY AFTER THE APPLICABLE MEAL OR REST PERIOD OCCURS TO THE HUMAN RESOURCES DEPARTMENT.



2026-2027 Employee Handbook

TEACH INC.
TEACH PUBLIC SCHOOLS
TEACH PREPARATORY SCHOOL
TEACH ACADEMY OF TECHNOLOGIES
TEACH TECH CHARTER HIGH SCHOOL

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SECTION 1 – WELCOME

WELCOME TO TEACH Public Schools!

We are happy to have you join us at TEACH Public Schools. We believe our school is truly unique. We serve a diverse group of talented and hardworking students. We regard the work we do as being of utmost importance. Therefore, we have very high expectations for professionalism and performance for each one of our employees. All employees should treat all individuals, including students, teachers, administrators, volunteers, and family members, with respect, and approach all situations as opportunities to learn.

This handbook has been written to provide you with an overview of TEACH Public Schools, its personnel policies and procedures, and your benefits as a TEACH Public Schools employee.

This handbook is intended to explain in general terms those policies that most often apply to your day-to-day work activities. This handbook cannot anticipate every situation or answer every question about employment, and it is not an employment contract. Employees are expected to read this handbook thoroughly upon receipt, to know and abide by the policies outlined herein, and as revised over time, throughout their employment. No TEACH Public Schools guideline, practice, manual or rule may alter the “at-will” status of your relationship with TEACH Public Schools.

In order to retain necessary flexibility in the administration of its policies, procedures and benefits, TEACH Public Schools reserves the right to change, deviate from, eliminate, or revise the handbook, except for the at-will provisions, at any time, without notice, whenever TEACH Public Schools determines that such action is warranted. For these reasons, we urge you to check with the Human Resources Department to obtain current information regarding the status of any particular policy, procedure or practice. This handbook supersedes and replaces all previous personnel policies, practices and procedures.

I welcome you and wish you great success and fulfillment at TEACH Public Schools.

Sincerely

Matt Brown, Executive Director
TEACH Public Schools

SECTION 2 – GENERAL

This handbook serves as a guide for the employer/employee relationship. This handbook applies to faculty and staff at TEACH Public Schools. The standards of conduct apply to all individuals who work on the school premises including independent contractors, vendors, and visitors. Unless otherwise indicated, a benefit, policy, program, or procedure applies, or is available, to ALL eligible employees.

This handbook contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to your supervisor or the Human Resources Department. You are responsible for reading, understanding, and complying with the provisions of this Handbook. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

Neither this handbook nor any other TEACH Public Schools document confers any contractual right, either express or implied, to remain in TEACH Public School's employ, nor does it guarantee any fixed term or condition of your employment. Except as otherwise provided in an executed employment agreement, your employment is not for any specified period of time and may be terminated at will, with or without cause and without prior notice, by TEACH Public Schools or you may resign for any reason at any time.

No supervisor or other representative of TEACH Public Schools except the Executive Director or CFO/COO, with the approval of the Board of Directors, has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. Second, the procedures, practices, policies and benefits described herein may be modified or discontinued from time to time with or without advance notice. We will try to inform you of any changes as they occur.

Finally, this handbook contains proprietary information that should not be disclosed outside TEACH Public Schools, other than to individuals affiliated with TEACH Public Schools whose knowledge of the information is required in the normal course of business.

SECTION 3 – OUR MISSION and VISION

MISSION STATEMENT

At TEACH Public Schools, is to revolutionize education by establishing, operating and supporting schools that inspire a passion for learning and equip students with the knowledge, skills, and character to thrive in an ever-evolving world. We are committed to fostering a culture of innovation, inclusivity, and excellence in every educational institution we create, ensuring that each student reaches their full potential and becomes a positive force for change in society.

VISION STATEMENT

Our vision is to transform communities through education, where every child has access to world-class schools that nurture intellectual curiosity, critical thinking, and a love for lifelong learning. TEACH Public Schools envisions a future where educational equity is realized and innovative teaching practices prepare students to tackle complex challenges, embrace diversity, and contribute meaningfully to their local and global communities. At TEACH Public Schools, we strive to be at forefront of educational excellence, empowering the next generation of the leaders and change-makers to shape a brighter and more compassionate world.

SECTION 4 – EMPLOYMENT

EMPLOYMENT APPLICATIONS

We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

AT WILL EMPLOYMENT

We believe that an employment relationship is successful as long as both parties are mutually satisfied. Accordingly, both you and TEACH Public Schools will have the right to terminate your employment and all related compensation and benefits at any time, with or without cause and with or without notice. In addition, TEACH Public Schools may eliminate or change any term or condition of your employment (including but not limited to your job assignment, duties, or salary) at will, at any time, for any reason not prohibited by law, with or without cause and with or without previous notice.

This is called “employment at will,” and no one other than the Executive Director or CFO/COO TEACH Public Schools, with the approval of the Board of Directors, has the authority to alter your employment at-will status, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. Further, any such agreement must be in writing and must be signed by the Executive Director and CFO/COO. Statements of specific grounds for termination set forth in this Handbook, or elsewhere, are not all-inclusive and are not intended to restrict TEACH Public School’s right to terminate at-will.

EQUAL EMPLOYMENT OPPORTUNITY

TEACH Public Schools is an equal opportunity employer. In accordance with applicable law, the School prohibits discrimination against any employee or applicant for employment on the basis of an individual’s protected status, including race (which includes historically associated traits, such as hair styles and protective hair styles, e.g., braids, locks, and twists), color, religious creed (which includes, without limitation to religious dress and grooming practices), gender, gender identity, gender expression, transgender identity whether or not the employee is transitioning or has transitioned, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability (including HIV and AIDS), mental disability, medical condition (including cancer and genetic characteristics), use of cannabis/marijuana off the job and away from the workplace, genetic information, age (forty (40) and over), sexual orientation, marital status, registered domestic partner status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), reproductive health decision-making (including but not limited to a decision to use or access a particular drug, device or product or medical services for reproductive health), military or veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status or related protected activities (which includes undocumented individuals and human trafficking), protected medical and other protected leaves, domestic violence victim status, political affiliation, or any other consideration protected by applicable law. These categories include a perception that the individual has any of these characteristics or is associated with a person who has (or is perceived to have) any of these characteristics. The school will ensure that applicants and employees are treated in all aspects of employment without unlawful discrimination because of these or any other protected basis. Such aspects of employment include, but are not limited to, recruitment, hiring, promotion, demotion, transfer, layoff, termination, compensation, and training.

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

applicant or employee who believes they requires an accommodation in order to perform the essential functions of the job should contact Human Resources Department and request such an accommodation, specifying what accommodation they need to perform the job. Although the need for accommodations is determined on a case-by-case basis, generally TEACH Public Schools and the employee or applicant will engage in an interactive process with the employee's or applicant's health care provider(s) to confirm the existence of the condition, its limitations in the workplace, and possible reasonable accommodations, if any. The employee or candidate has an obligation to cooperate with TEACH Public Schools in this process, which may include authorizing TEACH Public Schools to communicate with their health care provider(s).

If you believe you have been subjected to discrimination, please follow the complaint procedure outlined below.

HARASSMENT

It is the policy of TEACH Public Schools to ensure equal employment opportunity without harassment on the basis of race (which includes historically associated traits, such as hair styles and protective hair styles, e.g., braids, locks, and twists), color, religious creed (which includes, without limitation, to religious dress and grooming practices), gender, gender identity, gender expression, transgender identity whether or not the employee is transitioning or has transitioned, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability (including HIV and AIDS), mental disability, medical condition (including cancer and genetic characteristics), use of cannabis/marijuana off the job and away from the workplace, genetic information, age (forty (40) and over), sexual orientation, marital status, registered domestic partner status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), reproductive health decision-making (including but not limited to a decision to use or access a particular drug, device or product or medical services for reproductive health), military or veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status or related protected activities (which includes undocumented individuals and human trafficking), protected medical and other protected leaves, domestic violence victim status, political affiliation, or any other consideration made unlawful by federal, state, or local laws, ordinances, or regulations. These categories include a perception that the individual has any of these characteristics or is associated with a person who has (or is perceived to have) any of these characteristics.

TEACH Public Schools prohibits any such harassment in the workplace. In addition, we prohibit abusive conduct/workplace bullying in the work environment. It is our mission to provide a professional work and learning environment free of harassment, discrimination and/or workplace bullying and that maintains equality, dignity, and respect for all. This policy protects all employees of the school as well as interns, volunteers, and potential employees (applicants). All employees of the school are required to abide by this policy, regardless of position or status, including supervisors, administration, and co-workers. In addition, this policy prohibits unlawful harassment by third parties, including students, parents, vendors or other third parties, who have workplace contact with our employees.

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business or field trips, meetings and business or school-related social events.

What is Harassment?

Harassment can take many forms. As used in this Employee Handbook, the term "harassment" includes all unwelcome conduct that comprises the following behavior pertaining to any of the above protected categories or characteristics: Unlawful Harassment: Prohibited unlawful harassment may include, but is not necessarily limited to, the following behavior pertaining to any of the above protected categories:

- o Verbal conduct such as flirting, epithets, derogatory jokes or comments, voicemails, slurs or unwanted sexual advances, sexually suggestive innuendos, conversations regarding sexual activities, invitations, or comments (including, but not limited to, threats of deportation against applicants and employees and family members of applicants and employees, derogatory comments about immigration status or disability, or mockery of an accent or a language or its speakers) (“hostile work environment” harassment).
- o Disrespectful or unprofessional conduct based on any of the protected categories listed above (“hostile work environment” harassment).
- o Comments or conduct that consistently target one gender, even if the content is not sexual (“hostile work environment” harassment).
- o Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, gestures, text messages, posts, social media, instant messages, e-mails, letters, pictures, or gifts (“hostile work environment” harassment).
- o Physical conduct such as assault, unwanted touching, intentionally blocking normal movement, or interfering with work because of any protected basis (“hostile work environment” harassment).
- o Threats and demands to submit to sexual requests or sexual advances as a condition of continued employment or to avoid some other loss and offers of employment benefits in return for sexual favors (“quid pro quo” harassment).
- o Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law and/or school policy.
- o Sexually harassing conduct does need not to be motivated by sexual desire to be unlawful or to violate this policy and may include situations that began as reciprocal relationships but later ceased to be reciprocal.

What is abusive conduct/workplace bullying?

- Conduct of an employee in the workplace that a reasonable person would find hostile, threatening, intimidating, humiliating and unrelated to an employer’s legitimate business interests. Examples may include:
 - o Use of derogatory remarks, insults and/or epithets
 - o Verbal or physical conduct that sabotages or undermines a person’s work performance that is threatening, humiliating or intimidating
- Bullying, gossip, profanity, abusive conduct and negative comments are destructive to our school culture, create false rumors, disrupt school operations and interfere with the privacy of others.

What is Retaliation?

Retaliation against an individual for reporting or threatening to report harassment, discrimination or for participating in an investigation of a claim of such conduct is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

As used in this policy, “retaliation” means taking any adverse employment action against an employee because the employee engaged in protected activity pursuant to this policy. Protected activity may include, but is not necessarily limited to, reporting or assisting in reporting suspected violations of this policy, cooperating or participating in investigations or proceedings arising out of a violation of this policy, or engaging in any other activity protected by applicable law.

As used in this policy, an “adverse employment action” means conduct or an action that materially affects the terms and conditions of the employee’s employment status or is reasonably likely to deter the employee from engaging in further protected activity. Adverse employment actions may include, but are not limited to, the following: demotion; suspension; reduction in pay; denial of a merit salary increase; failure to hire or consider for hire; refusing to promote or consider for promotion because of reporting a violation of this policy; harassing another employee for filing a complaint; denying employment opportunities because of making a complaint or for cooperating in an investigation; changing an employee’s work assignments for identifying harassment or other forms of discrimination in the workplace; treating an employee differently such as denying an accommodation; not talking to an employee (the “cold shoulder”) when

otherwise required by job duties; or otherwise excluding the employee from job-related activities because of engagement in activities protected under this policy.

Any retaliatory adverse action because of a protected activity will not be tolerated. If an employee believes they have been subjected to, has witnessed, or has knowledge of retaliation in violation of this policy, please follow the complaint procedure outlined below.

Responsibility

All TEACH Public Schools employees have a responsibility for keeping our work environment free of harassment, discrimination, retaliation and abusive conduct in accordance with this policy.

Reporting

TEACH Public Schools strongly encourages reporting of all perceived incidents of discrimination, harassment, abusive conduct or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been subjected to such conduct should immediately discuss their concerns with their immediate supervisor, or Human Resources Department. All employees who witness potential violations of this policy, and particularly supervisors, are required to immediately report such incidents to Human Resources. Supervisors must report any and all conduct of which they are made aware, which violates, or may violate, policies regarding discrimination, unlawful harassment, or retaliation to Human Resources Department. Supervisors who fail to report alleged violations may be subject to disciplinary action, up to and including termination. There is no requirement to report your complaint to any designated supervisor within TEACH Public Schools. Select the individual supervisor with whom you feel the most comfortable discussing your complaint. Do not report your complaint to any individual who has allegedly engaged in the inappropriate behavior that is the subject of your complaint.

Every effort will be made to keep such reports as confidential as possible, although confidentiality cannot be guaranteed. TEACH Public Schools is serious about enforcing its policy against discrimination, harassment and retaliation; however, TEACH Public Schools cannot resolve potential violations that it does not know about. Therefore, employees are responsible for bringing any such problems to TEACH Public School's attention so it can take whatever steps are necessary to correct the problems.

All complaints submitted pursuant to this policy can be done in writing or verbally. Your complaint should be specific and should include the names of the individuals involved, the names of any witnesses, and any supporting documentation. Employees may choose to submit their complaints anonymously. Anonymous complaints can be brought to the Human Resources Department in person, or via email: hr@teachps.org

Investigation/Complaint Procedure

All complaints of unlawful harassment, discrimination or retaliation will be promptly investigated.

TEACH Public Schools encourages the prompt reporting of complaints or concerns so that rapid and appropriate remedial action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

TEACH Public School's investigation methods will vary depending on the nature of the complaint, the allegations, the witnesses, and other factors. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent possible and consistent with

adequate investigation methods and appropriate corrective actions. The school has a compelling interest in protecting the integrity of its investigations. In every investigation, the school has a strong desire to protect witnesses from harassment, intimidation and retaliation, to keep evidence from being destroyed, to ensure that testimony is not fabricated, and to prevent a cover-up. If the School reasonably imposes a confidentiality requirement and you do not maintain such confidentiality, you may be subject to disciplinary action up to and including immediate termination.

All employees are required to fully cooperate with TEACH Public School's investigation, which includes, but is not limited to, providing all pertinent information in a truthful manner, submitting pertinent documents in their possession, not interfering with the investigation in any manner, and maintaining an appropriate level of discretion regarding the investigation. Failure to do so may result in disciplinary action, up to and including termination.

During the investigation, TEACH Public Schools will provide regular progress updates, as appropriate, to those directly involved. TEACH Public Schools will strive to complete its investigation as efficiently as possible in light of the allegations and will reach any conclusions based on the evidence collected and credibility of the witnesses.

TEACH Public Schools may investigate conduct in the absence of a formal complaint if the TEACH Public Schools has reason to believe that an individual has engaged in conduct that violates TEACH Public Schools policies or applicable law. Further, TEACH Public Schools may continue its investigation even if the original complainant withdraws their complaint during the course of the investigation.

Any conduct which TEACH Public Schools believes constitutes harassment, discrimination, abusive conduct, or retaliation in violation of this policy will be dealt with appropriately. Corrective action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as TEACH Public Schools believes is appropriate under the circumstances. Due to privacy protections, the TEACH Public Schools may not be able to fully disclose its entire decision regarding corrective action to the complainant. False and malicious complaints of harassment, discrimination, abusive conduct, or retaliation as opposed to complaints, which, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.

Conclusion

This policy was developed to ensure that all employees work in an environment free from harassment, discrimination, abusive conduct and retaliation. Any employee who has questions or concerns about these policies should talk with the Human Resources Director or Human Resources Manager.

If you believe you have experienced discrimination or harassment you may file a California Civil Rights Department ("CRD") or Equal Employment Opportunity Commission complaint. For information contact the CRD or EEOC. You may find their phone numbers online at www.eeoc.gov and www.cacivilrights.ca.gov, respectively.

Training Requirements

TEACH Public Schools requires all employees to abide by California's training requirements, which includes training within six months of hire and retraining every two years thereafter. Employees who fail to complete this required training will be subject to disciplinary action, up to and including termination.

WHISTLEBLOWER POLICY

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

agency, law enforcement, or other governmental body; and (3) identifying potential violations of TEACH Public Schools policy, specifically the policies contained in TEACH Public School's Employee Handbook.

An employee who wishes to report a suspected violation of law or TEACH Public Schools policy may do so by contacting the Board Members.

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

Any employee who believes that they have been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report the retaliation to one of the following: Human Resources Director and Human Resources Manager. Any supervisor, manager, or staff member that receives complaints of retaliation must immediately inform the Human Resources Director or Human Resources Manager.

Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and, in a manner, intended to protect confidentiality to the extent possible, consistent with a full and fair investigation. Information will be disclosed only as it is necessary to complete the investigation and resolve the matter. The Human Resources Director and a member of TEACH Public Schools management will conduct the investigation or designate other internal or external parties to conduct the investigation. The investigating parties may notify the concerned individuals of their findings as appropriate.

OPEN COMMUNICATION POLICY

We want to hear from you. TEACH Public Schools strongly encourages employee participation in decisions affecting their employment and their daily professional responsibilities. Our greatest strength lies in our employees and our ability to work together. We encourage open communication about all aspects of our school and organization. Employees are encouraged to openly discuss with their supervisors any problems or suggestions they believe would make our organization better and stronger. TEACH Public Schools is interested in all our employee's success and fulfillment. We welcome all constructive suggestions and ideas.

Employees who have work-related concerns or complaints are encouraged to discuss them with the Human Resources Department. Employees are encouraged to raise their work-related concerns as soon as possible after the events that cause concern. TEACH Public Schools will attempt to keep the employee's concerns and complaints confidential to the extent feasible. However, in the course of resolving the matter, some dissemination of information to others may be necessary, appropriate, and/or required by law. Employees with concerns or complaints relating to harassment, discrimination or retaliation should follow the reporting procedure outlined in this Handbook.

LACTATION ACCOMMODATION POLICY

TEACH Public Schools provides a reasonable amount of break time to accommodate an employee's need to express breast milk for the employee's infant child.

A private location to express breast milk will be provided in close proximity to the employee's work area. The employee's normal work area may be used if it allows the employee to express milk in private. In certain circumstances, a temporary location, multipurpose room, or shared space may be provided in accordance with applicable law. The location will also meet the following requirements: not be a bathroom or restroom; be free from intrusion; be shielded

from view; be safe, clean, and free of toxic or hazardous materials; contain a surface to place a breast pump and personal items; contain a place to sit; and have access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump. In addition, the school shall provide access to a sink with running water and a refrigerator suitable for storing milk in close proximity to the employee's work area. If a refrigerator cannot be provided, the school may provide another cooling device suitable for storing milk, such as a School-provided cooler.

An employee who would like to request an accommodation to express milk should complete an accommodation request form and contact the employee's supervisor or Human Resources Department. The school will engage the employee in an interactive process with the employee to determine when and where lactation breaks will occur, and will respond accordingly, generally within two business days. The school reserves the right to deny an employee's request for a lactation break if the additional break time will seriously disrupt operations.

Employees requesting an accommodation under this policy should comply with the following requirements:

1. The employee should [complete an accommodation request form and] contact their Human Resources Department to request designation of a location and time to express breast milk under this policy.
2. The requested break time should, if possible, be taken concurrently with other scheduled break periods. Non-exempt employees should clock out for any lactation breaks that do not run concurrently with normally scheduled rest periods. Any such breaks will be unpaid.

Retaliation for making a lactation accommodation request is strictly forbidden. If the employee believes the employee has been retaliated against it should be reported immediately to Human Resources. Discrimination against and harassment of lactating employees in any form is unacceptable will not be tolerated at TEACH Public Schools and will be handled in accordance with TEACH Public School's policy on discrimination and harassment.

If any employee believes that they have experienced retaliation or discrimination as a result of conduct protected by this policy, the employee may also file a complaint with their supervisor and/or the Labor Commissioner's Office. For more information, contact the Labor Commissioner's Office by phone or visit a local office by finding the nearest one on our website: www.dir.ca.gov/dlse/DistrictOffices.htm. The Labor Commissioner's Office provides an interpreter at no cost to the employee, if needed.

PUBLIC RELATIONS

The success of a charter school depends upon the quality of the relationship among the school, its employees, students, parents and the general public. The public impression of TEACH Public Schools and its interest in our school will be formed in part, by TEACH Public Schools employees. Our employees are ambassadors. The more goodwill an employee promotes, the more employees, students, parents and the general public will respect and appreciate the employee, TEACH Public Schools and our school's services.

Below are several things' employees can do to help leave people with a good impression of TEACH Public Schools.

These are the building blocks for our continued success:

- Communicate with parents regularly
- Act competently and deal with others in a courteous and respectful manner
- Communicate pleasantly and respectfully with other employees at all times
- Follow up on requests and questions promptly, provide business-like replies to inquiries and requests, and perform all duties in an orderly manner
- Respond to email and voicemail within 24 hours during the workweek
- Take great pride in your work and enjoy doing your very best

SECTION 5 - THE EMPLOYMENT PROCESS

EMPLOYEE CLASSIFICATIONS

Each TEACH Public Schools employee is either a “full-time,” “part-time,” or “temporary” employee and either an “exempt” or “non-exempt” employee. Some of the policies and benefits described in this handbook depend on whether the employee is full-time or part-time. Regular full-time employees are those employees regularly scheduled to work 32 or more hours each week. Regular part-time employees are those regularly scheduled to work less than 30 hours each week. Temporary employees are those employed for short-term assignments or in connection with a specific project or event. Temporary employees are not eligible for employee benefits, except those mandated by applicable law. Every member of the team is designated as a Classified or Certificated employee. Some of the policies and benefits described in this handbook depend on how the employee is designated.

Exempt employees: This category includes all employees who are determined by the school to be exempt from certain wage and hour provisions of state and federal laws. Exempt employees are paid a fixed salary that is intended to cover all of the compensation to which they are entitled. Because they are exempt, such employees are not entitled to additional compensation for extra hours of work or time off in lieu of additional compensation.

Non-exempt employees: This category includes all employees who are covered by certain wage and hour provisions of state and federal laws. Non-exempt employees are entitled to overtime and double time pay as well as meal and rest breaks, as prescribed by law.

Instructional or Certificated Employees are those employees hired by TEACH Public Schools for the primary purpose of instructing students.

Non-Instructional Employees: includes those employees hired by TEACH Public Schools that do not primarily instruct students, such as administrative, maintenance, assistants and other operational employees.

EMPLOYEE STATUS AND CLASSIFICATIONS

“Employees” may include exempt, non-exempt, regular full-time, regular part-time, and temporary persons.

Exempt

Employees whose positions meet specific criteria established by state and federal law and who are exempt from overtime pay requirements.

Non-Exempt

Employees whose positions do not meet specific criteria established by state and federal law and are paid overtime and double time pay in certain circumstances. Overtime and double time compensation will be paid in accordance with all state and federal laws, which is generally the following:

- **Overtime** (paid at one-and-a-half times the employee’s regular rate of pay): All hours worked in excess of 40 hours per workweek, in excess of 8 hours in a workday, and for the first 8 hours worked on the seventh consecutive workday.
- **Double time** (paid at twice the employee’s regular rate of pay): All hours worked in excess of 12 hours in a workday and in excess of 8 hours worked on the seventh consecutive workday.

Regular Full-Time

Employees who are regularly scheduled to work 30 or more hours per week are generally eligible for the TEACH Public School’s benefit package, subject to the terms and conditions, and limitations of each benefit program.

Regular Part-Time

Employees who are regularly scheduled to work less than 30 hours per week, and generally not eligible for TEACH Public

School's benefit package except for those required by law.

Temporary (Full-Time or Part-Time)

An employee who is hired for a particular project or job of limited or definite duration is considered a temporary employee. A temporary employee is not eligible to earn, accrue, or participate in any School benefits program, except as otherwise required by law.

Temporary employees retain that status until they are notified of a change, in writing, by the Human Resources Department.

WORK SCHEDULES

All employees will be assigned a work schedule suitable for their job assignment and will be expected to begin and end work according to the schedule. Please note that schedules may vary depending on a variety of factors including whether you work during the academic year or on an annual basis. The Executive Director or your supervisor will assign your individual work schedule. In order to accommodate the needs of our business, it may be necessary to change individual work schedules on either a short-term or long-term basis. All employees are expected to be at their desks or workstations at the start of their scheduled shift, ready to work. If you need to modify your schedule, request the change with Human Resources or your supervisor. All schedule changes or modifications must be approved by the Executive Director.

TEACH Public Schools reserves the right to assign employees to jobs other than their usual assignment, when necessary, provided the employee is capable of performing the essential functions of the alternate assignment. Non-exempt employees are not allowed to perform work at home or away from the school unless specifically authorized for each occurrence by their supervisor. Non-exempt employees are not to work before or to continue working after their scheduled hours unless specifically assigned by the supervisor. Non-exempt employees are not allowed to work "off the clock." Attendance at school-sponsored functions is not compensated unless the supervisor has required you to attend the function. Employees violating these rules may be subject to disciplinary action up to and including termination.

Instructional Employees:

The normal working hours for instructional employees at the school sites are from 7:30 a.m. to 4:30 p.m. with two ten (10) minute rest breaks and a thirty (30) minute meal break. Instructional employees may be required to work other than the normal hours and to take their lunch breaks and/or rest breaks on a rotating basis so that classes and student activities are always covered. There will occasionally be activities that will require teacher participation outside of regular business hours such as instructional prep, evening and Saturday family workshops or special meetings.

School site leadership must approve any exceptions to the regular work schedule for instructional employees.

Non-Instructional Employees:

School site leadership will determine the normal working hours for non-instructional employees. Non-exempt, non-instructional employees are entitled to two ten (10) minute rest breaks and a thirty (30) minute meal break and are entitled to overtime and double time pay as required by law.

Exempt employees, including Instructional and Non-Instructional employees, will be expected to work the number of hours necessary to complete their assigned responsibilities.

WORKWEEK AND WORKDAY

TEACH Public School's workweek is from Monday at 12:00 A.M. through the following Friday at 11:59 P.M. TEACH Public School's standard workday is 7:30 a.m. to 4:30 p.m. each day.

SCHOOL HOLIDAYS

The school observes 13 paid holidays during the year:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- Farm Workers Day

To be eligible for holiday pay, an employee must be full-time and non-exempt and must work both the business day before and after the holiday. Part-time employees, temporary employees, exempt employees (including, but not limited to, teachers) are not eligible for holiday pay. Exempt employees and teachers will receive their regularly scheduled pay during holidays.

Eligible employees will receive time off with pay at their regular rate of pay on the school- observed holidays listed above. When a holiday falls on a Saturday or Sunday, it is usually observed on the preceding Friday or following Monday. However, the School may close on another day. Holiday observance will be announced in advance. The school reserves the right to change this policy at any time, with or without notice.

Holiday hours do not count as hours worked for purposes of calculating overtime. For example, if you receive 8 hours of holiday pay on Monday and work 40 hours Tuesday-Saturday (8 hours/day), you will not be eligible for overtime. Recognized religious holidays may be taken off by an employee whose religion requires observance of the particular day. Employees must request the day off in advance by written notice to the Human Resources Department. The employee may use PTO if the employee has unused PTO available, otherwise the holiday will be unpaid. All steps will be taken to reasonably accommodate a religious holiday (or practice) absent an undue hardship.

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

At the Supervisor's request/approval Due to closure of schools because of inclement weather Prior to or following Jury Duty or Bereavement Leave Due to a previously scheduled and approved PTO.

ACADEMIC FREEDOM

Academic freedom is not an absolute. It must be exercised within the basic ethical responsibilities of the teaching profession. Those responsibilities include:

- An understanding of our academic traditions and methods;
- A concern for the welfare, growth, maturity and development of children;

The use of accepted scholastic methods; and

Application of good taste and judgment in selecting and employing materials and methods of instruction.

Classroom and School Displays

As a public school, TEACH determines the content displayed in its classrooms and other school-controlled instructional spaces as part of its educational program. Materials displayed by employees in these spaces are made in the course of employment and represent the school rather than the individual employee.

Employee displays in these spaces are limited to: (a) materials directly related to the approved curriculum being taught; (b) student work; (c) required school notices and legally mandated postings; (d) schoolwide programs; and (e) school-sponsored events and activities.

Employees may not display personal flags, signs, symbols, posters, or other materials representing political, religious, ideological, social, or advocacy causes or movements, except where the material is part of the approved curriculum or instruction.

Nothing in this section limits or alters displays required by law, including display of the flag of the United States and the flag of the State of California and the conduct of patriotic exercises.

This section applies to all employees on a viewpoint-neutral basis and is enforced uniformly regardless of the particular cause, position, or movement a display may concern.

Nothing in this section restricts employees' legally protected rights to communicate regarding wages, hours, or other terms and conditions of employment, or to engage in protected concerted or organizing activity.

ATTENDANCE AND PUNCTUALITY

Employees are expected to observe regular attendance and be punctual. Each of our employees is critical to our success. Therefore, regular attendance and punctuality are considered an essential function of all positions. Employees are expected to report to work as scheduled, on time, and prepared to work. Employees also are expected to remain at work for their entire work schedule, except meal periods, rest periods or when required to leave on authorized School business. Late arrivals, early departures or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided.

If you are unable to report for work on any particular day, you must call, text, or email the site Principal or the Human Resources Department at least one hour before the time you are scheduled to begin working for that day. If you call in less than one hour before your scheduled time to begin work, you will be considered tardy for that day. Absent extenuating circumstances or a medical provider's order excusing you from work for a period of time, you must call in on any day you are scheduled to work and will not report to work. The school understands that in some cases, advance notice is not possible. In these cases, notify the site Principal or Human Resources Department personally at the earliest possible moment. In some circumstances, you may be required to provide verification of or documentation for your absence.

More than three instances of non-illness related tardiness by any employee during any twelve-month period are considered excessive. Any unexcused absence is considered excessive.

If you fail to report for work without any notification to the site Principal or Human Resources Department and the absence continues for a period of three business days, the school will determine that you have abandoned your job and voluntarily terminated your employment.

Absences protected by local, state and federal law do not count as violations of this policy. Paid sick time protected under California law does not count as a violation of this policy.

The presence or absence of each employee is of critical importance to the successful operation of the TEACH Public Schools. Regular attendance and punctuality are considered an essential function of each position. Therefore, TEACH Public Schools expects all of its employees to be on time, ready to begin work at the beginning of their day, and to work the full allotted time they are assigned each day.

Absences protected by local, state and federal law do not count as violations of this policy. Paid sick time protected under California law does not count as a violation of this policy.

TIME RECORDS (NON-EXEMPT EMPLOYEES)

Non-exempt employees must accurately complete time records within the school's timekeeping system on a daily basis. Each time record must show the exact time each work period began and ended, the meal periods taken, and your signature. Absences and overtime must be accurately identified on your time record. Any work performed before or after any regularly scheduled work shift must be approved in advance by the employee's supervisor or school leadership. All time actually worked must be recorded. This includes the use of laptops, computers, PDAs or cell-phones to check work email, voicemail or to send text messages after hours. You cannot record time and/or submit a time record for another employee. Each employee must sign and submit their own time record. Non-exempt employees are not allowed to work "off the clock." Working "off the clock" violates our school's policy. Any errors on an employee's time record should be reported immediately to the employee's supervisor or Human Resources.

Exempt employees must report full days of absence from work.

MEAL AND REST PERIODS (NON-EXEMPT EMPLOYEES)

All non-exempt employees are provided with an opportunity to take meal and rest periods consistent with the law. During your meal periods and rest periods, you may not work at all. You are excused from all duties. In addition, please understand that you may not combine required meal or rest periods in order to take a longer break. Also, you may not miss a required meal or rest period in order to start work later or leave work earlier. In the rare event that you believe you cannot take a meal or rest period, or you are unable to take a full meal or rest period pursuant to School policy or you must begin your meal period more than five hours after your work period began, you must notify Human Resources in advance whenever possible (and, in any event, as soon as possible) so that the proper measures may be taken. If you leave the premises for either a meal or rest break, you are doing so for strictly personal reasons and will not be covered by worker's compensation.

Failure to comply with the school's policy regarding meal and/or rest periods can lead to discipline, up to and including termination

Meal Periods

Non-exempt employees (hourly employees) scheduled to work more than five hours in a day are provided a 30-minute uninterrupted duty-free unpaid meal period. The meal period must be taken before the end of the fifth (5th) hour of work. For example, if the employee begins working at 7:00 a.m., then the employee must clock out to begin their meal period no later than 12:00 p.m. (noon). Your supervisor may schedule your meal periods.

The employee may waive this meal period if their workday will be completed within a total of six hours or less. To waive a meal period, the employee must receive prior written approval from the Human Resources Department and complete a "Meal Period Waiver" form.

If an employee's day exceeds ten hours of work time, the employee is entitled to an additional 30-minute uninterrupted duty-free unpaid meal break. The employee may only waive this second meal period if they have taken the required first meal break of at least 30 minutes and their workday will not exceed 12 hours. To waive the second meal period, the employee must receive prior written approval from the Director of Human Resources and complete a "Second Meal Period Waiver" form.

<u>Hours Worked</u>	<u>Number of Rest Periods</u>
0 hours to 5 hours	No meal period
Over 5 hours to 10 hours	1 30-minute meal period
Over 10 hours to 14 hours	2 30-minute meal periods

Non-exempt employees must observe assigned working hours, the time allowed for meal periods, and report any interrupted, missed, late or short meal periods on that days' time record and to the employee's supervisor immediately. The meal period must be accurately recorded on the employee's time sheet. Meal periods are unpaid time and employees are free to leave the premises. Meal periods may not be combined with rest periods or used to come in later or leave earlier on a workday. Non-exempt employees are expected to return to work promptly at the end of any meal period.

Rest Periods

Non-exempt employees are authorized and permitted to take a 10-minute uninterrupted rest period for each four (4) hours of work or major fraction thereof which is defined as any amount of time over two (2) hours. Your supervisor may schedule your rest periods. Rest periods should be taken as close to the middle of a work period as possible and cannot be taken in conjunction with a meal period. Rest periods are paid work time; they cannot be waived by the employee in order to shorten the workday or used towards additional time off. During rest periods, employees are not required to stay on the premises, however, non-exempt employees are expected to return to work promptly at the end of any rest period.

<u>Hours Worked</u>	<u>Number of Rest Periods</u>
3.5 hours to 6 hours	1 10-minute rest period
Over 6 hours to 10 hours	2 10-minute rest periods
Over 10 hours to 14 hours	3 10-minute rest periods

Non-exempt employees must observe assigned working hours, the time allowed for rest periods, and report any missed rest period on the days' time record and to the employee's supervisor immediately. Employees are encouraged to report any concerns regarding meal or rest periods to Human Resources.

In addition to reporting, it on their time record, any employee who misses a meal or rest period or who experiences a late, short, or interrupted meal period—for any reason—must immediately report this issue to their supervisor.

If an employee voluntarily chooses to miss a meal or rest period or take a late, short, or interrupted meal period (e.g., I chose to take my lunch later in the day or I chose to refuse an "authorized" meal period at the time provided by TEACH Public Schools), the employee is not entitled to premium pay (one additional hour of pay). If an employee involuntarily experiences a missed meal or rest period or a late, short, or interrupted meal period (e.g., my supervisor asked me to handle a call or meeting that caused me to miss or take a late meal period), the employee is entitled to premium pay. Employees must report the reason for the non-compliant meal or rest period to Human Resources.

PAYDAYS

Paydays at TEACH Public Schools are the 15th OF THE MONTH AND LAST DAY OF EACH MONTH. The Human Resources Department or their designee will distribute checks to those who do not have direct deposit. If a normally scheduled pay day falls on a weekend or holiday, paychecks will be distributed the preceding business day.

A written, signed authorization is required for mail delivery or for delivery of your paycheck to any other person. If you have automatic deposit for your paycheck, your funds will be deposited to the financial institution you requested by the end of business on the scheduled payday. While an automatic deposit may actually credit to your account before your actual "payday," the school is not responsible for automatic payments or withdraws dated prior to your actual payday and you should not depend on early deposits of your pay.

PAYROLL WITHHOLDINGS

TEACH Public Schools is required by law to withhold Federal Income Tax, State Income Tax, Social Security (FICA), State Teachers Retirement Service (STRS for eligible credentialed faculty or PERS, if the school participates) and State Disability Insurance from each employee's paycheck as outlined below. Additionally, if a garnishment, tax levy, or an order to withhold child support payments should be delivered, TEACH Public Schools must comply with that order within the time allowed by law and cannot postpone the payroll deduction for any reason. Voluntary deductions, which must be authorized in writing by employees, may include retirement plans, employee portion of insurance premiums, or any other benefit made available to employees.

If an employee believes an error has been made in their pay or deductions TEACH Public Schools will work in good faith to resolve errors as soon as possible. The employee should notify the Human Resources Director of any errors in pay or deductions withheld within seven (7) days from the date paid.

Every deduction from the employee's paycheck is explained on the check voucher/paystub. If the employee does not understand the deduction, then they should ask the Human Resources Director to explain it. The employee may change the number of withholding allowances they wish to claim for Federal and/or State Income Tax purposes before any pay period by filling out a new W-4 form and submitting it to the Human Resources Director.

SECTION 6 - CONDITIONS OF EMPLOYMENT

IMMIGRATION LAW COMPLIANCE

TEACH Public Schools employs only those authorized to work in the United States in compliance with the Immigration and Control Act of 1986. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 no later than the first day of work for pay and present original documentation establishing identity and employment eligibility as outlined on the I-9 instruction forms no later than three business days after they begin work. Former employees who are rehired must also complete the form if they have not completed an I-9 with TEACH Public Schools within the past three years or if their previous I-9 is no longer retained or valid.

CREDENTIAL REQUIREMENTS

If you are a credentialed team member, you must provide copies of your credential, certificate of clearance, transcripts, and test scores prior to your first day of actual work and if already employed, prior to the start of the academic year if applicable. Failure to provide these documents may delay your ability to begin work.

You are also responsible for keeping required certificates, credentials, and registrations current and in good standing, for paying the costs associated with renewal, and for providing both your principal and the school with verification of renewals. Failure to provide these updated documents to the school may result in suspension without pay until such time as the necessary documentation has been provided.

If you allow a credential, certificate, registration, or required course deadline to expire, or if you fail re-certification, training, or testing, or otherwise fail to maintain the necessary credential for your assignment, TEACH Public Schools is required to remove you from the work schedule until you meet the necessary requirements for your assignment or renew your credential.

Teachers actively enrolled in a Beginning Teacher Support and Assessment (BTSA) program are eligible for program reimbursement for up to \$1,500 per semester for up to 2 school years. Reimbursement must be received for accredited BTSA programs to achieve a Preliminary or Professional Clear Teacher Credential. Reimbursements for the Fall courses will be reimbursed in the Spring (up to 60 days from the start of the Spring Semester), and the Spring Semester will be reimbursed in the Fall (up to 60 days from the start of the Fall Semester). Employees should be in constant communication with the Human Resources Department on their credential status.

TUBERCULOSIS TEST

Before the first day of employment, all new employees must have had a tuberculosis test as described in Education Code 49406 or a TB Risk Assessment (pursuant to AB1667) within the past 60 days. Employees transferring from other public or private schools within the State of California must either provide proof of an examination or a completed Risk Assessment within the previous 60 days or a certification showing that they were examined within the past four (4) years and was found to be free of communicable tuberculosis. The current physician's statement or Risk Assessment must be on file in the office before the first day of employment. Failure to provide documentation on time may result in delay of your ability to begin work or termination.

Results of these tests are strictly confidential. TB Clearance is good for four years and it is the employee's responsibility to remain in compliance and ensure the school has a valid certificate on file.

The examination for applicants for employment is a condition of initial employment. Therefore, the expense incident thereto shall be borne by the applicant. The cost of the examination required for existing employees shall be a reimbursable expense. Employees should follow the school's reimbursement procedures.

CRIMINAL BACKGROUND CHECK

All employees must have Live Scan fingerprint results on file with TEACH Public Schools in accordance with applicable law. Live Scan fingerprinting will be required of all job applicants, employees, and volunteers as required by California and federal law. These background checks are performed through a fingerprinting service coordinated by the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). Civil or criminal background checks may be also be required of applicants and/or employees based on job duties or any other factors in accordance with applicable law.

All fingerprint and background information must be completed and the results in the possession of TEACH Public Schools before the first day of employment. Failure to complete this process will delay the employee's ability to begin work.

Employees with adverse background information (such as certain specific criminal conviction) may be ineligible for employment with TEACH Public Schools.

TEACH Public Schools shall also request subsequent arrest notification from the Department of Justice and take all appropriate action based upon such further notification in accordance with applicable law. Additionally, should an employee, during their employment with TEACH Public Schools, be arrested for, charged with, or convicted of any offense, the employee must immediately report as much to Human Resources.

For additional information on background checks, please contact the Human Resources Director.

CHILD ABUSE AND NEGLECT REPORTING ACT

If, within your professional capacity or within the scope of your employment, you observe or gain possession of knowledge that a child has been a victim of child abuse or sexual abuse or neglect, or you reasonably suspect it, California Penal Code Section 11166 requires you to immediately report this information or suspicion to a child protective agency or the police. The report shall be made by phone as soon as possible and a subsequent written report must be sent within 36 hours of your knowledge or suspicion of the abuse. Failure to meet these obligations can result in a monetary fine and/or jail.

While each employee has the responsibility to ensure the reporting of any child, they suspect is a victim of abuse, the employee is not to verify the suspicion or prove that abuse has occurred. It is extremely important that TEACH Public Schools employees comply with the requirements of the Child Abuse and Neglect Reporting Act (CANRA). No mandated reporter can be held civilly or criminally liable for any report required or authorized by CANRA.

The Human Resources Director is available to answer any questions employees may have about their responsibilities under CANRA, or to assist an employee in making a report under CANRA. If an employee makes a report pursuant to CANRA without TEACH Public School's assistance, they are required to notify TEACH Public Schools of the report if it is based on incidents they observed or became aware of during the course and scope of their employment with TEACH Public Schools.

FIRST-AID AND CPR TRAINING

All individuals working unsupervised with children or in a classroom setting (i.e. core teachers, advisors, coaches, non-core teachers, administrators) must receive, renew, and maintain basic first-aid and CPR certification by the first day of school. Any employee required to be first aid certified and hired after the beginning of the school year will be required to provide proof of completion of both First Aid and CPR training prior to the first day of work.

For additional information on the training required, please contact the Human Resources Director.

PERSONNEL FILES

An employee or former employee (or designee) has the right to inspect or receive a copy of their personnel records at reasonable times, at a reasonable place, and on reasonable advance notice to the Human Resources Director. All requests should be put in writing preferably on the form maintained by Administration. If the request includes a request for copies the employee or former employee may be required to pay for the actual costs of copying. Employer will respond to such a request within 30 days of receipt of the written request.

Employees are not entitled to inspect or copy: letters of reference, records that relate to an investigation of possible criminal activity, ratings, reports or records obtained prior to employment, prepared by examination committee members or obtained in connection with a promotional examination.

CHANGES IN EMPLOYMENT

An employee is responsible for notifying the Human Resources Department about changes in the employee's personal information and changes affecting the employee's status (for example, name changes, address or telephone number changes, marriages or divorces, etc.). This notification by the employee must occur as close to the change as possible, but no later than 30 days following the change.

SECTION 7 – PERFORMANCE

EMPLOYEE PERFORMANCE REVIEW

Supervisors will generally conduct performance reviews with all regular full-time and regular part-time employees annually. Supervisors may conduct informal performance reviews and goal setting sessions more often if they choose.

Performance reviews are designed for the supervisor and the employee to discuss their current job tasks, encourage and recognize attributes, and discuss positive, purposeful approaches for meeting work-related goals. Together, the employee and supervisor discuss ways in which the employee can accomplish goals or learn new skills. The goal setting sessions are designed for the employee and their supervisor to make and agree on new goals, skills, and areas for improvement.

Your performance review and goal setting sessions may or may not have a direct effect on any changes in your compensation. For this reason, among others, it is important to prepare for these reviews carefully, and participate in them fully.

PERFORMANCE EVALUATIONS

Administrative and Classified Staff:

Performance evaluations generally are conducted annually to provide both employees and supervisors with the opportunity to discuss the employee's position, tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss methods for improving performance. The performance evaluations are intended to make employees aware of their progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee an increase in salary or promotional opportunities, or even continued employment.

Teachers:

At the start of each academic year, each Teacher will meet with the principal to establish Performance Objectives for that school year. The Teacher will put these objectives in writing in accordance with a template to be provided by the principal.

The principal will generally evaluate the Teacher's performance at least once a year formally and on an ongoing basis informally. The evaluation will be based on factors including the Teacher's job description, accomplishment of the Performance Objectives, the TEACH Public School's charter, and standards for teaching performance developed by the Human Resources Department the TEACH Public School's Board of Directors, and/or other TEACH Public Schools staff.

In addition to these more formal performance evaluations, TEACH Public Schools encourages you and your supervisor to discuss your job performance on an ongoing basis.

TEACH Public School's provision of performance evaluations does not alter the at-will employment relationship. Nothing in this policy shall limit the right to terminate employment at-will or limit the TEACH Public School's right to transfer, demote, suspend, administer discipline, and change the terms and conditions of employment at its sole discretion. Employment is at the mutual consent of the employee and TEACH Public Schools. Accordingly, either the employee or TEACH Public Schools can terminate the employment relationship at-will, at any time, with or without reason and with or without notice.

Basis for Determining Pay

Numerous factors may influence your rate of pay, including but not limited to, education, experience, training and/or the operational needs of the school. It is TEACH Public School's goal to have a current Job Description for each employee that broadly defines the job responsibilities and essential functions for each position.

While TEACH Public Schools strives to complete wage increase determinations on an annual basis, there is no guarantee that employees will receive a salary increase, cost of living adjustment or promotion every school year. Salary increases, cost of living adjustments and promotions are solely within the discretion of TEACH Public Schools and depend upon many factors in addition to performance. Positive performance evaluations do not guarantee increases in salary or promotions. Increases may be determined the basis of various factors including, but not limited to, performance, adherence to school policies and procedures, ability to meet or exceed duties, salary schedules/ranges/bands, achievement of performance goals, or operational factors.

Changes to the amount of an employee's wage or salary will become effective on the first regular pay period following the change.

SECTION 8 - LEAVES

FAMILY MEDICAL LEAVE ACT (FMLA)/CALIFORNIA FAMILY RIGHTS ACT (CFRA)

Eligible employees may request a family and medical leave of absence under the circumstances described below. Eligible employees are those who have been employed by the school for at least 12 months (not necessarily consecutive), have worked at least 1250 hours during the 12 months immediately prior to the family and medical leave of absence. For purposes of FMLA leave, an eligible employee must also be employed at a worksite where there are 50 or more employees of the school within 75 miles. Please check with Human Resources Department to determine whether you are eligible for FMLA/CFRA leave.

Ordinarily, you must request a planned family and medical leave at least 30 days before the leave begins. If the need for the leave is not foreseeable, you must request the leave as soon as practicable. You should use the school's request form, which is available upon request from Human Resources Manager. Failure to comply with this requirement may result in a delay of the start of the leave.

A family and medical leave may be taken for the following reasons:

1. the birth of an employee's child or the placement of a child with the employee for foster care or adoption, so long as the leave is completed within 12 months of the birth or placement of the child;
2. the care of the employee's spouse, child, parent with a "serious health condition";
3. for CFRA only, the care of the employee's "family member with a "serious health condition";
4. the "serious health condition" of the employee;
5. for FMLA only, the care of the employee's spouse, child, parent, or next of kin who is a member of the Armed Forces, including a member of the National Guard or Reserves, and who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
6. any qualifying exigency as defined by the applicable regulations arising out of the fact that the employee's spouse, child, registered domestic partner (CFRA only) or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces.

For CFRA only, a "family member" includes the employee's spouse, parent, child of any age, registered domestic partner, grandparent, grandchild, sibling, parent-in-law, and a "designated person". A "designated person" is someone else with a blood or family-like relationship with the employee. The employee may identify this person at the time the employee requests a CFRA leave. The employee is limited to one (1) designated person per 12-month period for purposes of a CFRA leave.

A "serious health condition" is one that requires inpatient care in a hospital or other medical care facility or continuing treatment or supervision by a health care provider. You may take a leave under paragraph (2) or (3) above only if due to a serious health condition of a family member as described in paragraph (2) or (3) requires your care or assistance as certified in writing by the family member's health care provider. If you are seeking a leave under paragraph (4) above, you must provide the school with a medical certification from your health care provider establishing eligibility for the leave, and you must provide the school with a release to return to work from the health care provider before returning to work. You must provide the required medical certification to the school in a timely manner to avoid a delay or denial of leave. You may obtain the appropriate forms from the Human Resources Manager.

FMLA/CFRA leave is unpaid and both may be taken for up to 12 workweeks during the designated 12-month period (with the exception of FMLA qualifying leaves to care for a member of the Armed Services who has a serious illness or injury, which may be taken for up to a total of 26 workweeks of leave during a single 12-month period). The 12-month period will be defined as a "rolling twelve months" looking backward over the preceding 12 months to calculate how

much family and medical leave time has been taken and therefore determine the amount of leave that is available. FMLA qualifying leaves to care for a member of the Armed Services who has a serious illness or injury will be calculated on the 12-month period looking forward. All time off that qualifies as family and medical leave will be counted against your state and federal family and medical leave entitlements to the fullest extent permitted by law.

You will be required to use any accrued vacation during unpaid family and medical leave (e.g. for example, any period in which you are not receiving a wage supplement through the EDD). You will also be required to use any accrued paid sick leave during unpaid family and medical leave that is due to your own or a family member's serious health condition. However, if an employee is receiving benefit payments pursuant to a disability insurance plan (such as California's State Disability Insurance plan or Paid Family Leave program) or workers' compensation insurance plan, the employee and the school may mutually agree to supplement such benefit payments with available PTO (sick or vacation).

Benefit accrual, such as vacation/PTO, PSL, and holiday benefits, will be suspended during the approved leave period and will resume upon return to active employment. During FMLA/CFRA leave, group health benefits will be maintained as if you were continuously employed. However, you must continue to pay your share of applicable premiums (for yourself and any dependents) during the leave.

If you do not return to work on the first workday following the expiration of an approved FMLA/CFRA leave, you may be deemed to have resigned from your employment. Upon returning from such a leave, you will normally be reinstated to your original or comparable position and will receive pay and benefits equivalent to those you received prior to the leave, as required by law. In certain circumstances under FMLA, "key" employees may not be eligible for reinstatement following a family and medical leave. The school will provide written notice to any "key" employee who is not eligible for reinstatement.

If you have any questions concerning, or would like to submit a request for a family and medical leave of absence, please contact Human Resources.

PREGNANCY DISABILITY LEAVE

The school provides pregnancy disability leaves of absence without pay to eligible employees who are temporarily unable to work due to a disability related to pregnancy, childbirth, or related medical conditions. Employees should make requests for pregnancy disability leave to their supervisor at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events. A health care provider's statement must be submitted, verifying the need for such leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to the school. Employees returning from pregnancy disability leave must submit a health care provider's verification of their fitness to return to work.

The school will make a good faith effort to provide reasonable accommodations and/or transfer requests when such a request is medically advisable based on the certification of a health care provider. When an employee's health care provider finds it is medically advisable for an employee to take intermittent leave or leave on a reduced work schedule and such leave is foreseeable based on planned medical treatment because of pregnancy, the school may require the employee to transfer temporarily to an available alternative position. This alternative position will have equivalent rate of pay and benefits and must better accommodate recurring periods of leave than the employee's regular job. Eligible employees are normally granted unpaid leave for the period of disability, up to a maximum of four months (or 17 1/3 weeks or 693 hours) per pregnancy. Employees will be required to use any accrued sick time during any unpaid portion of pregnancy disability leave (e.g. for example, any period in which you are not receiving a wage supplement through the EDD). Employees may also elect to use any accrued vacation/PTO time during any unpaid portion of pregnancy disability leave. If an employee is receiving benefit payments pursuant to a disability insurance plan (such as

California's State Disability Insurance plan or Paid Family Leave program), the employee and the school may mutually agree to supplement such benefit payments with available PTO or sick leave.

Benefit accrual, such as vacation/PTO, sick leave, and holiday benefits, will be suspended during the approved pregnancy disability leave period and will resume upon return to active employment. Group health benefits will be maintained during the approved pregnancy disability leave as if you were continuously employed. However, you must continue to pay your share of applicable premiums (for yourself and any dependents) during the leave. So that an employee's return to work can be properly scheduled, an employee on pregnancy disability leave is requested to provide the school with at least one week's advance notice of the date they intend to return to work.

When an approved pregnancy disability leave ends, the employee will be reinstated to the same position, unless the job ceased to exist because of legitimate business reasons. An employee has no greater right to reinstatement to the same position or to other benefits and conditions of employment than if they have been continuously employed in this position during the pregnancy disability leave or transfer. If the same position is not available, the employee will be offered a comparable position in terms of such issues as pay, location, job content, and promotional opportunities, if one exists. An employee has no greater right to reinstatement to a comparable position or to other benefits or conditions of employment than if the employee would not have otherwise have been employed if leave had not been taken.

If you have any questions regarding pregnancy disability leave, please contact Human Resources.

MILITARY SPOUSE LEAVE

An eligible employee-spouse of a qualified service member is entitled to take ten (10) days of unpaid leave during a period when the spouse or registered domestic partner is on leave from military deployment.

An eligible employee must work an average of 20 hours per week; have a spouse or registered domestic partner who is a member of the Armed Forces, National Guard or Reserves; must provide notice of their intention to take the leave within two (2) business days of receiving official notice that the service member will be on leave from deployment; and submit written documentation certifying that the service member will be on leave during the time the leave is required.

The employee may use accrued vacation/PTO/sick leave during this unpaid time off.

WORKERS' COMPENSATION LEAVE

Employees that are temporarily disabled due to a work-related illness or injury will be placed on workers' compensation leave. The duration of your leave will depend upon the rate of your recovery and the medical provider's recommendation. Workers' compensation leave will run concurrently with any other applicable medical leave of absence (i.e., FMLA/CFRA if applicable). Human Resources will reach out to employees that have requested a workers' compensation leave regarding employer provided health insurance benefits. If you have any questions concerning this leave and/or any benefit related questions, please contact Human Resources.

BEREAVEMENT LEAVE

TEACH Public Schools provides time off to eligible employees in the event of the death of a "family member". To be eligible for Bereavement Leave, the employee must be employed for at least thirty (30) days prior to starting Bereavement Leave. If an employee is eligible for Bereavement Leave and the employee experiences the death of a family member, the employee may take up to five (5) days of Bereavement Leave.

For purposes of this policy, a family member is defined as a: spouse, domestic partner, child, parent, parent-in-law, sibling, grandparent and grandchild.

The days of Bereavement Leave do not need to be taken consecutively; however, the employee must use Bereavement Leave within three (3) months of the death of the family member, at which time any remaining unused Bereavement Leave will expire.

Within the first thirty (30) days of the first day of Bereavement Leave, an employee must provide the Human Resources with documentation to support the need for Bereavement Leave which may include a death certificate; a published obituary, verification of death, burial or memorial service from a mortuary, funeral home, burial society, crematorium, religious institution or governmental agency.

Up to five days will paid Bereavement Leave per school year. An employee may elect to use any accrued vacation/PTO for any remaining Bereavement Leave.

REPRODUCTIVE LOSS LEAVE

TEACH Public Schools grants time off to eligible employees in the event you suffer a qualifying reproductive loss event as defined in this policy.

To be eligible for reproductive loss leave, you must be employed for at least 30 days prior to starting leave.

If you are eligible and experience a reproductive loss event, you may take up to five days of reproductive loss leave.

For purposes of this policy, a reproductive loss event is the day, or the final day for a multiple day event, of one of the following:

- Failed adoption: The dissolution or breach of an adoption agreement with the birth mother or legal guardian, or an adoption that is not finalized because it is contested by another party, if you would have been a parent of the adoptee if the adoption had been completed.
- Failed surrogacy: The dissolution or breach of a surrogacy agreement, or a failed embryo transfer to the surrogate, if you would have been a parent of a child born as a result of the surrogacy.
- Miscarriage: May be a miscarriage by you, your current spouse or domestic partner, or by another individual if you would have been a parent of a child born as a result of the pregnancy.
- Stillbirth: May be a stillbirth resulting from your pregnancy, the pregnancy of your current spouse or domestic partner, or another individual if you would have been a parent of a child born as a result of the pregnancy.
- Unsuccessful assisted reproduction: An unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure (i.e., artificial insemination or an embryo transfer, including gamete and embryo donation). Assisted reproduction does not include reproduction through sexual intercourse. This event applies to you, your current spouse or domestic partner, or another individual, if you would have been a parent of a child born as a result of the pregnancy.

The days of reproductive leave do not need to be taken consecutively, however, you must complete your reproductive loss leave within three months of your reproductive loss event, or, if prior to or immediately following your reproductive loss event, you are on or choose to go on leave under California's pregnancy disability law, the California Family Rights Act, or any other leave provided by state or federal law, then you may complete your reproductive loss leave within three months of the end of the other leave, at which time any remaining unused reproductive loss leave will expire.

Reproductive loss leave is unpaid; however, you may choose to use previously accrued paid leave time available to you.

If you experience more than one reproductive loss event within a 12-month period, you can receive another five days of reproductive loss leave. You are limited to a total of 20 days of reproductive loss leave within a 12-month period.

Any information provided to TEACH Public Schools related to this leave will be maintained as confidential and will not be disclosed except to internal personnel or counsel, as necessary, or as required by law.

JURY DUTY LEAVE

All employees who receive a notice of jury/witness duty must notify their supervisor as soon as possible so that arrangements may be made to cover the absence. In addition, employees must provide a copy of the official jury/witness duty notice to their supervisor. Employees must report for work whenever the court schedule permits. Either the School or the employee may request an excuse from jury/witness duty if, in the school's judgment, the employee's absence would create serious operational difficulties.

Non-exempt employees who are called for jury/witness duty will be provided time off without pay. Exempt employees will receive their regular salary unless they do not work any hours during the course of a workweek. Employees may elect to use any accrued vacation/PTO during jury/witness duty leave.

In the event that the employee must serve as a witness within the course and scope of their employment with the School, the School will provide time off with pay.

TIME OFF TO VOTE

The school will allow any employee who is a registered voter and does not have enough time outside of working hours to vote in a statewide election up to two (2) hours of work time to vote. If employees are unable to vote in an election during their non-working hours, then the school will grant up to two hours of paid time off to vote. The request must be made at least two (2) working days in advance. The time must be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule unless the school and the employee agree otherwise.

An employee may also serve as an election official on Election Day without being disciplined, however the school will not pay the employee for this time off. Accrued unused vacation/PTO may be paid to the employee for this time off.

Employees must submit a voter's receipt on the first working day following the election to qualify for paid time off. Nothing in this policy requires the employee to bring their mail (absentee) ballot to work, including mailing such absentee ballot from work.

SCHOOL ACTIVITIES LEAVE

The school encourages employees to participate in the school activities of their child(ren). If you are the parent or guardian of a child who is in school up to grade 12, or who attends a licensed day care facility, you may take up to 40 hours of unpaid leave per year to participate in the activities of the school or day care facility, to find, enroll or reenroll your child in a school or with a licensed child care provider and/or to address a child care provider or school emergency.

The leave is subject to all of the following conditions:

- The time off for school activity participation cannot exceed eight (8) hours in any calendar month, or a total of forty (40) hours each year;
- Unless it is an emergency, employees planning to take time off for school visitations must provide as much advance notice as possible to their supervisor;
- If the School employs both parents, the first employee to request such leave will receive the time off. The other parent will receive the time off only if the leave is approved by their supervisor;
- Employees must use existing vacation/PTO in order to receive compensation for this time off;

- Employees who do not have paid time off available will take the time off without pay.

Documentation of participation may be requested and will be sufficient if it is provided in writing by the school or the licensed child care/day care facility.

SCHOOL APPEARANCE/SUSPENSION LEAVE

If the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert their supervisor as soon as possible before leaving work. To be eligible for time off to attend a child's school, the employee must be the parent of a child in kindergarten or in grades 1-12 and must present the school's letter, which requests the employee's appearance at the school, to their supervisor at least two days before the requested time off.

This leave is unpaid but the employee may choose to use accrued vacation/PTO. You will not be discharged or discriminated against because of an absence protected by this law.

CRIME VICTIM LEAVE

Employees are allowed to be absent from work to attend judicial proceedings related to a violent felony, serious felony (as defined by the California Penal Code) or felonies related to theft or embezzlement if:

- The employee is a victim of such a crime;
- An immediate family member (i.e., spouse, registered domestic partner, child, step-child, sibling, step-sibling, parent, step-parent, or the child or a registered domestic partner) of an employee is a victim of such a crime;

An employee must give reasonable advanced notice to the school by providing documentation of the proceeding.

Documentation may be from any of the following:

- Notice from the court or government agency setting the hearing;
- The district attorney or prosecuting attorney's office; or
- The victim/witness assistance office advocating on the victim's behalf.

This leave is unpaid but the employee may choose to use accrued vacation/PTO or sick leave. You will not be discharged or discriminated against because of an absence protected by this law.

DOMESTIC VIOLENCE LEAVE/SEXUAL ASSAULT/STALKING LEAVE

If you are a victim of crime or abuse, including domestic violence, sexual assault, stalking, or a crime that caused physical injury or, in certain cases, mental injury, or that caused the death of an immediate family member, you may take time off to obtain or attempt to obtain judicial relief, such as obtaining restraining orders, to help insure your health, safety or welfare or that of your child(ren). Employees may use available vacation /PTO (if applicable). Otherwise, the time off is unpaid. All employees can take time off from work to get medical attention or services from a domestic violence shelter, program, or rape crisis center, or receive psychological counseling or safety planning related to domestic violence, sexual assault, or stalking. Domestic violence, sexual assault and stalking victim's leave for medical treatment does not exceed or add to the unpaid leave time that FMLA/CFRA allows.

You must give the school reasonable notice unless advance notice is not feasible, and provide certification that you are seeking such assistance.

Certification may be sufficiently provided by any of the following:

- A police report indicating that you were a victim crime or abuse;
- A court order protecting or separating you from the perpetrator of an act of crime or abuse, or other evidence from the court or prosecuting attorney that you appeared in court; or,

- Documentation from a medical professional, domestic violence advocate or advocate for victims of sexual assault, health care provider, or counselor that you are undergoing treatment for physical or mental injuries or abuse due to the crime or abuse.
- Any other form of documentation that reasonably verifies the crime or abuse occurred which can include a written statement signed by you or an individual acting on your behalf certifying that the absence(s) is for the purpose authorized under this leave.

Employees have the right to ask the school for help or changes in their workplace to make sure they are safe at work. The school will work with its employees to see what changes can be made. Changes in the workplace may include putting in locks, changing shifts or phone numbers, transferring or reassigning the employee, or help with keeping a record of what happened to the employee. The school may ask the affected employee for a signed statement certifying that this request is for a proper purpose and may also request proof showing the need for an accommodation.

The school will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision. The school will not discharge, discriminate or retaliate against an employee who exercises their rights under this law.

TEACH Public Schools is committed to ensuring employees are not treated differently or retaliated against because of any of the following:

- The employee is a victim of domestic violence, sexual assault, or stalking.
- The employee asked for time off to get help.
- The employee asked TEACH Public Schools for help or changes in the workplace to ensure safety at work.

If any employee believes that they have experienced retaliation or discrimination as a result of conduct protected by this policy, the employee may file a complaint with their supervisor and/or the Labor Commissioner's Office.

For more information, contact the Labor Commissioner's Office by phone at 213-897-6595 or visit a local office by finding the nearest one on website: www.dir.ca.gov/dlse/DistrictOffices.htm. The Labor Commissioner's Office provides an interpreter at no cost to the employee, if needed.

MILITARY LEAVE

California's military leave laws and the Uniformed Services Employment and Reemployment Rights Act ("USERRA") ensure that employees are not adversely affected in their employment after taking leave for military service. Employees who serve in the military and are entitled to a military leave of absence without pay from the school under applicable laws should notify the Human Resources regarding the need for military leave.

Please see the Human Resources Director for more information regarding job reinstatement rights upon completion of military service.

ADULT LITERACY LEAVE

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

ORGAN DONOR / BONE MARROW DONOR LEAVE

The school will provide up to five business days of paid leave within a one-year period to an employee who donates bone marrow to another person. In addition, the school will provide up to 30 business days of paid leave within a one-year period and up to another 30 business days of unpaid leave within a one-year period to an employee who donates an organ to another person. The one-year period is measured from the date the employee's leave begins and shall consist of 12 consecutive months. You must give as much notice as is practicable and must provide certification of the medical necessity of the procedure. You will be required to use up to ten (10) days of any accrued paid leave sick and/or vacation/PTO for organ donation and up to five (5) days accrued paid leave sick and/or vacation/PTO for bone marrow donation. This leave does not run concurrently with FMLA/CFRA. You must have been employed for at least a 90-day period immediately preceding the beginning of the leave, if otherwise eligible.

You may take this leave incrementally, as medically necessary, or all at one time. All health benefits shall be maintained during this leave to the extent they exist at the time of the leave. This leave shall not be considered a break in service and the employee shall continue to accrue paid time off and other benefits as if they had continued working. The Employee shall be required to pay any portion of their benefits they are currently paying.

An employee shall not have any greater rights during this leave than if they have been actively working during this time but will be reinstated to their same or equivalent job prior to the leave. No employee shall be discriminated or retaliated against for taking an organ donation or bone marrow leave.

DRUG & ALCOHOL REHABILITATION LEAVE

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

This policy in no way restricts the TEACH Public School's right to discipline an employee, up to and including termination of employment, for violation of TEACH Public School's Drug and Alcohol Policy.

VOLUNTEER CIVIL SERVICE LEAVE/TRAINING

In California, no employee shall receive discipline for taking time off to perform emergency duty/training as a volunteer firefighter, reserve peace officer, or emergency rescue personnel. If you are participating in this kind of emergency duty/training, please alert your supervisor so that they may be aware of the fact that you may have to take unpaid time off for emergency duty/training. In the event that you need to take time off for emergency duty/training, please alert your supervisor before doing so whenever possible. Time off for emergency training may not exceed 14 days per calendar year.

Emergency Duty/Training Leave is unpaid. You may choose to use your accrued vacation/PTO if you wish to receive compensation for this time off, but you are not required to do so.

If you feel you have been treated unfairly as a result of taking or requesting Emergency Duty/Training Leave, you should contact your supervisor or any other manager, as appropriate

CIVIL AIR PATROL LEAVE

TEACH Public Schools provides eligible employees who are volunteer members of the California Wing of the Civil Air Patrol and are called to emergency operational missions up to 10 days of unpaid leave per calendar year. Leave for a single emergency operational mission will generally be limited to three days unless an extension is granted by appropriate government entities and approved by the school.

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

Employees are required to give the school as much notice as possible of the intended dates upon which the leave would begin and end. The school will restore the employee to the position they held when the leave began or to a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment, unless the employee is not restored because of conditions unrelated to the exercise of the leave rights by the employee. The time off is unpaid. However, an employee may utilize accrued vacation/PTO.

SECTION 9 - BENEFITS

VACATION

School site employees do not earn or accrue vacation time or vacation payout because days off are built into the annual work calendar. Full-time, salaried CMO employees earn vacation time based on the number of years of continuous service in an eligible position. Vacation accrues from the date of hire. Vacation must be approved by a supervisor 30 days in advance. The table below shows annual accrual rates:

Years of Continuous Eligible Service	Annual Time Provided	Maximum Accrual Allowed	Maximum Annual Cash Out Option
1-3 years	15 days	20 days	na
4-6 years	18 days	23 days	
7-9 years	23 days	28 days	
10+ years	26 days	32 days	

SICK LEAVE

All employees accrue six days of sick leave per year.

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

Eligible Employees

All employees (including part-time and temporary) who work for the school 30 or more days within a year in California are allotted PSL as set forth in this policy.

Permitted Use

Eligible employees may use their allotted PSL to take paid time off for the diagnosis, care, or treatment of an existing health condition of (or preventive care for) the employee or the employee's family member. For purposes of this policy, "family member" means a child, parent, spouse, registered domestic partner, grandparent, grandchild, sibling of the employee or "designated person". "Child" means a biological child, a foster child, an adopted child, a step-child, a child of a registered domestic partner, a legal ward, or a child of a person standing in loco parentis, regardless of the age or dependency status of the child. "Parent" means a biological, foster, or adoptive parent; a step-parent; or a legal guardian of the employee or the employee's spouse or registered domestic partner. A parent may also be someone who accepted the duties and responsibilities of raising the employee when the employee was a minor child, even if they are not the employee's legal parent. "Spouse" means a legal spouse, as defined by California law. A "designated person" is any individual the employee identifies at the time of the employee requests PSL. An employee is limited to one designated person per 12-month period for purposes of PSL.

Employees may also use their PSL to take time off from work for reasons related to domestic violence, stalking, or sexual assault, including being a victim of crime or abuse.

Allotment

Eligible employees will be allotted PSL days as follows:

- On July 1 (and on each subsequent July 1), all eligible employees will be allotted 5 days or 40 hours of PSL per fiscal year (July 1-June 30).
- If an employee is hired mid-year, they will receive 5 days or 40 hours of PSL days on their first day of employment for use during the remainder of the employee's first calendar year of employment.

PSL days are not accrued on an as-worked basis but rather are allotted to the eligible employees on July 1 each year for the following fiscal year. PSL days are "use it or lose it" and, as such, do not carry over from year to year.

Limits on Use

Eligible employees may use PSL beginning on the 1st day of employment.

PSL may be taken in minimum increments of one hour. If an exempt employee absents themselves from work for part or all of a workday for a reason covered by this policy, they will be required to use PSL to make up for the absence.

Notification

The employee must provide reasonable advance notification, orally or in writing, of the need to use PSL, if foreseeable. If the need to use PSL is not foreseeable, the employee must provide notice as soon as practicable.

Termination

Employees will not receive pay in lieu of unused PSL. Unused PSL will not be paid out upon termination.

No Discrimination or Retaliation

The school prohibits discrimination or retaliation against employees for using their PSL.

INSURANCE BENEFITS

Full-time employees are entitled to insurance benefits offered by TEACH Public Schools. These insurance benefits will include medical, dental, vision and life. The school will set a defined contribution towards the employee's insurance premiums that are sponsored by TEACH Public Schools. This amount will be determined on an annual basis. The employee's portion of the monthly premiums will be deducted from the employee's paycheck on a pre-tax basis.

If medical insurance premium rates increase, employees may be required to contribute to the cost of the increase to retain coverage. Unless otherwise mandated by law, employees on a leave of absence may be responsible for selecting continuing health coverage and paying the premium for such coverage through COBRA. If you have any benefit related questions while on a leave of absence, please contact Human Resources via email: hr@teachps.org

COBRA BENEFITS

The Federal Consolidated Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under TEACH Public School's health plan when a "qualifying event" would normally result in the loss of eligibility.

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

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

SOCIAL SECURITY/MEDICARE

Social Security is an important part of every employee's retirement benefit. The school pays a matching contribution to each employee's Social Security taxes.

STATE DISABILITY INSURANCE (WAGE SUPPLEMENT)

All employees are enrolled in California State Disability Insurance (SDI), which is a partial wage replacement insurance plan for California workers. Employees may be eligible for SDI when they are ill or have non-work-related injuries, or may be eligible for work related injuries if they are receiving workers' compensation at a weekly rate less than the SDI rate. Specific rules and regulations relating to SDI eligibility are available from Human Resources.

PAID FAMILY LEAVE (WAGE SUPPLEMENT)

Under California law, eligible employees may participate in the Paid Family Leave ("PFL") program, which is part of the state's unemployment compensation disability insurance program. The PFL program provides up to eight weeks of partial wage replacement benefits to employees who take time off to care for a seriously ill or injured child, spouse, parent, registered domestic partner, siblings, grandparents, grandchildren, or parents-in-law or to bond with a new child (birth, foster care, adoption). The PFL program does not provide job protection or reinstatement rights. It is a wage supplement provided concurrently while an employee takes an eligible leave of absence under TEACH Public Schools policy and applicable law.

TEACH Public Schools will require you to take up to two weeks of accrued but unused vacation/PTO prior to your receipt of benefits under the PFL program.

The program will be administered in a manner consistent with California law. For more information regarding this program, you may contact the California Employment Development Department.

WORKER'S COMPENSATION INSURANCE

Eligible employees are entitled to workers' compensation insurance benefits when suffering from an occupational illness or injury. This benefit is provided at no cost to the employee.

If an employee should become injured or in any way disabled on the job, they must report the injury immediately to their supervisor. It is a felony to file a fraudulent or false workers' compensation claim.

SECTION 10 - EMPLOYEE COMMUNICATIONS

COMMUNICATIONS POLICY

Every employee is responsible for using the TEACH Public School's computer system, including, without limitation, its computers, laptops, iPads, tablets, cellular phones, electronic mail (Email) system, telephone, video conferencing, voicemail, facsimile systems and the Internet ("Communications Systems"), properly and in accordance with this policy. Any questions about this policy should be addressed to the Human Resources Department.

The Communication Systems are the property of TEACH Public Schools and have been provided for use in conducting TEACH Public Schools business. All communications and information transmitted by, received from, created, or stored in its Communication Systems are TEACH Public Schools records and property of TEACH Public Schools. The Communication Systems are to be used for school purposes only. Employees may, however, use TEACH Public Schools technology resources for the following incidental personal uses so long as such use does not interfere with the employee's duties, is not done for pecuniary gain, does not conflict with TEACH Public Schools business, and does not violate any TEACH Public Schools policies:

- To send and receive necessary and occasional personal communications;
- To use the telephone system for brief and necessary personal calls; and
- To access the Internet for brief personal searches and inquiries during meal periods or other breaks, or outside of work hours, provided that employees adhere to all other usage policies.

No Expectation of Privacy

TEACH Public Schools has the right, but not the duty, to monitor any and all of the aspects of its Communication Systems, including, without limitation, reviewing documents created and stored on its Communication Systems, deleting any matter stored in its system (including, without limitation, its Email and word processing systems), monitoring sites visited by employees on the Internet, monitoring chat and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing Email, voicemails and instant messages sent and received by users. Further, TEACH Public Schools may exercise its right to monitor its Communications Systems for any reason and without the permission of any employee. Employee use of TEACH Public School's Communication Systems constitutes consent to all the terms and conditions of this policy.

Even if employees use a password to access the Communication Systems (or any aspect thereof), the confidentiality of any message stored in, created, received, or sent from TEACH Public School's Communication Systems is not assured. Use of passwords or other security measures does not in any way diminish TEACH Public School's right to monitor and access materials on its Communication Systems, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed upon request to TEACH Public Schools for any reason that TEACH Public Schools, in its discretion, deems appropriate. Further, employees should be aware that deletion of any Email messages, voicemails or files would not truly eliminate the messages from the system. All Email messages, voicemails and other files may be stored on a central back-up system in the normal course of data management.

Employees have no expectation of privacy in anything they view, create, store, send or receive on the Communication Systems.

Notwithstanding the foregoing, even though TEACH Public Schools has the right to retrieve, read and delete any information viewed, created, sent, received or stored on its Communication Systems, Email messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any Email messages that are not sent to them or by them. Any exception to this policy must receive the prior approval of Human Resources Department.

Professional Use of Communication Systems Required

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Emails and other text communications, in particular, are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write Email communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on TEACH Public Schools letterhead.

Offensive and Inappropriate Material

TEACH Public School's policy against discrimination and harassment, sexual or otherwise, applies fully to TEACH Public School's Communication Systems, and any violation of that policy is grounds for discipline up to and including discharge. Therefore, no Email messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other characteristic protected by law. Further, material that is fraudulent, harassing, abusive, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, unlawful, inappropriate, or offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or any other characteristic protected by law) may not be downloaded from the Internet or displayed or stored in TEACH Public School's computers. Employees encountering or receiving this kind of material should immediately report the incident to the Human Resources Department.

TEACH Public Schools may (but is not required) to use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by TEACH Public Schools networks. Notwithstanding the foregoing, TEACH Public Schools is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an email address on the Internet may lead to receipt of unsolicited email containing offensive content. Users accessing the Internet do so at their own risk. Employees who encounter inappropriate or sexually explicit material while browsing on the Internet should immediately disconnect from the site, regardless of whether the site was subject to TEACH Public School's blocking software.

Solicitations

TEACH Public School's Communication Systems may not be used to solicit for political causes, commercial enterprises, outside organizations, or other non-job-related solicitations except if an employee is engaged in a protected activity related to improving the terms and conditions of their employment. Approval from Human Resources Department is required before anyone can post any information on commercial on-line systems or the Internet.

Licenses and Fees

Employees may not agree to a license or download any material over the Internet for which a registration fee is charged without first obtaining the express written permission of the Human Resources Department.

Employees may not use a TEACH Public Schools Internet connection to download games or other entertainment software, or to play games over the Internet.

Confidential Information

Employees may not transmit information over the Internet or through email that is confidential or proprietary. Employees are referred to TEACH Public School's "Confidential Information" policy, contained herein, for a general

description of what TEACH Public Schools deems confidential or proprietary. When in doubt, employees must consult their immediate supervisor and obtain approval before transmitting any information that may be considered confidential or proprietary.

Copyrights and Trademarks

TEACH Public School's Communication Systems may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from the Human Resources Department. Employees, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult a supervisor. Any TEACH Public Schools-approved material that is posted or sent via its computer system should contain all proper copyright and trademark notices.

Maintenance and Security of the System

Employees must not deliberately perform acts that waste resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, streaming video or audio files, engaging in online chat groups, printing excessive copies of documents, or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related.

To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to TEACH Public School's network must do so through an approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited unless the computer you are using is not connected to TEACH Public School's network.

Files obtained from sources outside TEACH Public Schools including disks brought from home; including files downloaded from the Internet, news groups, bulletin boards, or other online services; files attached to email; and files provided by students, parents or vendors, may contain dangerous computer viruses that may damage TEACH Public School's computer network. Employees should never download files from the Internet, accept email attachments from outsiders, or use disks from non- TEACH Public Schools sources, without first scanning the material with TEACH Public Schools-approved virus checking software. If you suspect that a virus has been introduced into TEACH Public Schools network, notify technology personnel immediately.

Violations of this Policy

Violations of this policy will be taken seriously and may result in disciplinary action, including possible termination, and civil and criminal liability.

This policy is not intended, nor should it be interpreted, to in any way limit the ability of an employee to:

- Discuss with others the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state or local law.

Amendment and Modification of this Policy

TEACH Public Schools reserves the right to modify this policy at any time, with or without notice. TEACH Public Schools may require employees to acknowledge and comply with a separate Acceptable Use Policy for Internet and Network Resources.

SOCIAL MEDIA POLICY

TEACH Public Schools has adopted the following policy with regard to employees' behavior on social networking sites including, but not limited to, Facebook, Twitter, LinkedIn, Pinterest, Instagram, Snap Chat and YouTube. If you wish to use networking protocols or set up a social media site as a part of the educational process, please work with your administrators and technology staff to identify and use a restricted, school-endorsed networking platform. Such sites will be the property of the school who will have unrestricted access to, and control of, such sites.

This policy is intended to supplement, not replace, the school's other policies, rules, and standards of conduct. For example, School policies on confidentiality, use of School equipment, professionalism, employee references and background checks, workplace violence, unlawful harassment, and other rules of conduct are not affected by this policy.

You are required to comply with the following rules and guidelines when participating in social media activities that are governed by this policy:

- Comply with the law at all times. Do not post any information or engage in any social media activity that may violate applicable local, state, or federal laws or regulations.
- Do not engage in any discriminatory, harassing, or retaliatory behavior in violation of School policy.
- Respect copyright, fair use, and financial disclosure rules and regulations. Identify all copyrighted or borrowed material with proper citations and/or links.
- Maintain the confidentiality of the school's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how, and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications. This prohibition applies both during and after your employment with the school.
- Do not post confidential information (as defined in this Handbook) about the school, its employees, or its students. Remember that most student information is protected by the Family Educational Rights and Privacy Act, including any and all information that might identify the student. Publicizing student work and accomplishments is permitted only if appropriate consents are obtained.
- Confidential information (does not include information about the terms and conditions of your employment, such as wages, benefits, workplace safety and other topics an employee has the right to discuss with other employees under the law. Nothing in this policy prevents an employee from discussing or disclosing information about unlawful acts in the workplace, such as harassment or discrimination or any other conduct that the employee may have reason to believe is unlawful.
- While limited and incidental social media activities at work may be tolerated, such social media activities may not interfere with your job duties or responsibilities. Do not use your School-authorized e-mail address to register on social media websites, blogs, or other online tools utilized for personal use.
- Be knowledgeable about and comply with the school's background check procedures.
- Be knowledgeable about and comply with the school's reference policy. Do not provide employment references for current or former employees, regardless of the substance of such comments, without prior approval from the school.
- We encourage you to be fair and courteous to fellow employees, students, parents, vendors, customers, suppliers, or other people who work on behalf of the school. We also encourage you to avoid posting statements, photographs, video, or audio that could be reasonably viewed as malicious, obscene, threatening, or intimidating, that disparage employees, students, parents, vendors, customers, suppliers, or other people who work on behalf of the school, or that might constitute harassment or bullying.
- Make sure you always try to be honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Please do not post any information or rumors that you know to be false about the school, fellow employees, students, parents, vendors, customers, suppliers, people working on behalf of the school, or competitors.
- Never represent yourself as a spokesperson for the school unless authorized to do so. If you publish social media content that may be related to your work or subjects associated with the school, make it clear that you are not speaking on behalf of the school and that your views do not represent those of the school, fellow employees, students, parents, vendors, customers, suppliers, or other people working on behalf of the

school. It is best to use a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of the school.”

- Never be false or misleading with respect to your professional credentials.
- Do not take any photos, videos, or other media in the workplace or on the school’s

premises or at School functions without permission of the school. It is your responsibility to ensure that your posts do not contain any prohibited information, or Confidential Information, including, but not limited to, photos, videos, or other media referencing or relating to student information, even if the student(s) is/are not specifically identified by name but could be easily determined or may be perceived as identifying any student or group of students. Violations may result in disciplinary action, up to and including termination.

- Supervisors who “friend” subordinates on social media accounts (whether personal or School accounts) are responsible for abiding by this policy at all times and immediately reporting any violations of this policy to the Human Resources Department. Failure to do so may result in disciplinary action, up to and including termination.

Employees are not to initiate “friendships” with students or parents. Employees shall not accept students as friends on any personal social networking sites and are to decline any student-initiated friend requests. Employees must delete any students already on their “friends” list immediately. Employees should also be aware that participation in social media, even in a private setting, may not remain private and posts may become public knowledge and/or reported to the school.

Employees should weigh whether a particular posting puts their effectiveness as a school employee at risk. TEACH Public Schools encourages employees to post only what they want the world to see. Imagine that students, their parents, or administrators will visit your site as most information is available to the general public even after it is removed from the site. Employees may not discuss students nor post images that include students.

Employees may not comment on a student's blog or a student’s other social networking commentaries.

Employees may not use trade names, or logos belonging to the school without express written permission of the Executive Director.

In the event you have any questions about whether a particular social media activity may involve or implicate the school, or may violate this policy, please contact the Human Resources Department.

Social media is in a state of constant evolution, and the school recognizes that there will likely be events or issues that are not addressed in these guidelines. Thus, each School employee is responsible for using good judgment and seeking guidance, clarification, or authorization before engaging in social media activities that may implicate this policy.

Failure to comply with TEACH Public School’s social media policy will result in disciplinary action, up to, and including, immediate termination.

Nothing in this policy is not intended to interfere with, restrain or prevent employees from using social media to:

- Communicate with others regarding wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state or local law.

EQUIPMENT POLICY

TEACH Public Schools attempts to provide all staff members with the equipment and supplies needed to do their job.

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

Laptop Computers

Each staff member assigned a laptop for professional use shall be required to sign a laptop Agreement Form and will be charged for any damages, loss or theft to the laptop caused by willful misconduct.

Although issued to an individual employee, all computing devices are considered the personal property of the primary organizational unit to which the receiving employee belongs and shall be returned upon termination of employment with the school, after reassignment of job duties or immediately upon request at any time by an official of the school.

Employees are expected to take all appropriate measures and precautions to prevent the loss, theft, damage and/or unauthorized use of such equipment. Such precautions shall include, but not be limited to the following:

- Keep the computing device in a locked and secured environment when not being used;
- Do not leave the computing device for prolonged periods of time in a vehicle, especially in extreme temperatures;
- Keep food and drinks away from all computing devices and work areas;
- Do not leave the computing device unattended at any time in an unsecured location (e.g., an unlocked empty classroom or office); and
- Keep the computing device in sight at all times while in public places, such as public transportation, airports, restaurants, etc. Should an employee's computing device be lost or stolen, the employee must:

o immediately report the incident to their immediate supervisor and Chief representative;

o obtain an official police report documenting the theft or loss; and

o provide a copy of the police report to their immediate supervisor or Executive Director.

If the employee fails to adhere to these procedures, the employee will be held legally and financially responsible to the school for the replacement of such equipment.

The school is under no legal, financial or other obligation to provide for a replacement computing device to any employee whose device is lost, stolen or damaged.

The school may add security and other tracking technology to any and all computing devices issued by it and any and all such usage is subject to review, monitoring and auditing by the school.

Non-compliance with any policies or procedures will result in appropriate disciplinary action and/or reimbursement of any and all costs to the school if resulting from an employee's willful misconduct.

LAPTOP COMPUTERS

Each full-time exempt employee receives a laptop computer for use in carrying out day-to-day functions such as lesson planning, email, enhancing classroom instruction, and using school- provided software for administrative duties (i.e. tracking attendance, logging grades, posting comments, etc.). Employee-issued laptops are property of TEACH Public Schools. Employees are required to treat their laptops with great care. Laptops may never be left unattended or in unlocked classrooms. Employees are required to bring their laptop computers home with them each night. Upon termination of employment, employees understand and agree that they must promptly return their school-issued laptop to the school. Employees are responsible for reimbursing the school for the cost of lost or damaged laptops when the loss or damage is due to the willful misconduct of the employee.

Employees acknowledge and understand that TEACH Public Schools is the owner of the laptop and of all information contained on the laptop. Employees are discouraged from keeping personal information on their school-issued laptops or using the laptops for personal use. There should be no expectation of privacy with regard to a school-issued laptop and employees must return their laptop upon request by the school.

CELL PHONE POLICY

Personal cell phone use is not permitted while you are working. Cell phones should be turned off and stored with your other personal belongings while you are working.

Notwithstanding the foregoing, employees may, in the event of an “emergency condition,” access their mobile device or other communications device for seeking emergency assistance, assessing the safety of the situation, or communicating with a person to verify their safety. For purposes of this policy, an “emergency condition” is defined as:

- o Conditions of disaster or extreme peril to the safety of persons or property at the workplace or worksite caused by natural forces or a criminal act; or
- o An order to evacuate a workplace, a worksite a worker’s home, or the school of a worker’s child due to natural disaster or a criminal act.

If you are required to perform business on a cell phone for TEACH Public Schools while driving, you must utilize the hands-free option on the cell phone or a headset/earpiece device. Sending, writing, or reading text-based communications on your cell phone while driving a school vehicle or your own vehicle to conduct School business is prohibited. Text based communications include, but are not limited to, text messages, instant messages and email.

Employees whose job responsibilities do not specifically include driving as an essential function, but who use a cell phone for business purposes, whether issued by TEACH Public Schools or not, are also expected to abide by the provisions above. Under no circumstances are employees allowed to place themselves or others at risk to fulfill business needs.

Any employee who fails to comply with this policy will be deemed to have engaged in grossly negligent conduct beyond the course and scope of their employment. As a result, any employee who is charged with a traffic violation or incurs any other form of liability resulting from a violation of this policy will, to the extent allowed by applicable law, be solely responsible for any such liability.

If you are assigned a school cell phone to conduct School business, please notify your supervisor if the cell phone is misplaced, stolen, or damaged. Personal calls, received or placed, are not allowed on School cell phones.

This policy is not intended, nor shall it be interpreted, to in any way limit the ability of an employee to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state or local law.

TELEPHONE CALLS AND TEXTING

While at work and during staff meetings, the employee’s undivided attention is expected. Cell phones, texting, and pagers are not allowed so that the activities or discussion are not disturbed. Employees should wait to make personal phone calls during breaks.

PERSONAL PHONE AND PERSONAL CELL PHONE USE

Personal phone calls should not be made or received during working hours. Any such calls must be made during employee breaks. Friends and relatives should be discouraged from calling during business hours unless there is an emergency. All emergency calls should be directed to the main office. When the call is received, the employee will be contacted.

In addition, the use of personal cell phones for placing or receiving calls, sending or receiving text messages, checking

voicemail, or any other form of communication supported by the school's cell phone provider during working hours is strictly prohibited. Cell phones should be placed out of sight and completely silenced to avoid disruption to the learning environment. In the event of a field trip or other class outing where personal cell phones may be used for safety purposes, communication should be limited to school staff only. The school will not be responsible for lost or stolen cell phones or other personal property.

Notwithstanding the foregoing, employees may, in the event of an "emergency condition," access their mobile device or other communications device for seeking emergency assistance, assessing the safety of the situation, or communicating with a person to verify their safety. For purposes of this policy, an "emergency condition" is defined as:

- o Conditions of disaster or extreme peril to the safety of persons or property at the workplace or worksite caused by natural forces or a criminal act; or
- o An order to evacuate a workplace, a worksite a worker's home, or the school of a worker's child due to natural disaster or a criminal act.

This policy is not intended, nor shall it be interpreted, to in any way limit the ability of an employee to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or

Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state or local law.

Personal telephone calls should be made and received during non-teaching times. Personal calling cards or cell phones should be used for long distance personal calls. TEACH Public Schools expects that cell phones will be turned on a silent/meeting answer mode while employees are on the job and includes, but is not limited to, staff meetings and professional development.

Notwithstanding the foregoing, employees may, in the event of an "emergency condition," access their mobile device or other communications device for seeking emergency assistance, assessing the safety of the situation, or communicating with a person to verify their safety. For purposes of this policy, an "emergency condition" is defined as:

- o Conditions of disaster or extreme peril to the safety of persons or property at the workplace or worksite caused by natural forces or a criminal act; or
- o An order to evacuate a workplace, a worksite a worker's home, or the school of a worker's child due to natural disaster or a criminal act.

This policy is not intended, nor shall it be interpreted, to in any way limit the ability of an employee to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state or local law.

NO SOLICITATION/DISTRIBUTION POLICY

In order to minimize non-work-related activities that could interfere with providing quality education, teamwork, and safety, TEACH Public Schools has established the following policy concerning solicitation and the distribution of written materials other than those directly related to the school's business. This policy is not intended, nor should it be interpreted, to in any way limit the ability of an employee to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state or local law.

Non-employees may not solicit or distribute written materials of any kind at any time on premises that are owned, leased, operated, managed or controlled by TEACH Public Schools.

Employees may not solicit other employees during the workday when either the person doing the solicitation or the person being solicited is engaged in or required to be performing work tasks.

Employees may not distribute written materials of any kind during the workday when either the distributing employee or the employee receiving the materials is engaged in or required to be performing work tasks.

Employees may solicit other employees when both parties are on non-work time. Employees may distribute written materials in non-work areas during non-work time.

The sole exceptions to this policy are charitable and community activities supported and approved by TEACH Public Schools, or if an employee is engaged in a protected activity related to improving the terms and conditions of their employment.

School bulletin boards are the only areas where any merchandise or notices may be placed. Such items must meet the guidelines established by the School and the National Labor Relations Act, if applicable. The site leadership must approve any postings prior to posting.

TEACH Public Schools reserves the right to discontinue any solicitation or distribution if the activities become disruptive to employees or the efficient operation of the school's business.

Employees are required to leave school premises and other work areas at the completion of their workday. Employees are not permitted to enter or remain on school premises or work areas unless the employee is on duty, scheduled for work, coming to or departing from scheduled work, or otherwise has specific authorization from school site leadership.

Definitions

Work time: any time when employees are engaged in or required to be performing work tasks or are otherwise "on the clock." Work time does not include break periods, meal times, or other periods during the workday when employees are properly not engaged in performing their work tasks.

Work areas: all areas controlled by the school where employees are performing work, except employee break areas, and parking lots (non-work areas).

Employee Responsibility

If you have a need to solicit and/or distribute materials on school premises, it must be in compliance with this policy. If you have questions, talk with the Human Resources. If solicitation or distribution is conducted within the parameters of this policy, the manner of activities must not harass or intimidate other employees. If you are subjected to such behavior at any time, report the activity to your supervisor. If solicitation or distribution occurs while you are working, report the activity to the Human Resources Department.

NEPOTISM POLICY

TEACH Public Schools permits the employment of qualified relatives of employees, of the employee's household or immediate family as long as such employment does not, in the opinion of TEACH Public Schools, create actual conflicts of interest. For purposes of this policy, "qualified relative" is defined as a spouse, registered domestic partner, child, parent, sibling, grandparent, grandchild, aunt, uncle, niece, nephew, first cousin, corresponding in-law, "step" relation, adoptive relative, guardian, ward, or any member of the employee's household. "Qualified relative" also includes

persons engaged in amorous relationships, meaning a relation in which persons voluntarily have a physical relationship or are engaged in a romantic courtship (e.g. dating or engaged) that may or may not have been consummated. TEACH Public Schools will use sound judgment in the placement of related employees in accordance with the following guidelines:

A qualified relative is permitted to work in the same department, provided no direct reporting or supervisor-to-subordinate relationship exists. That is, no employee is permitted to work within "the chain of command" when one qualified relative's work responsibilities, salary, hours, career progress, benefits, or other terms and conditions of employment could be influenced by the other relative.

Qualified relatives may have no influence over the wages, hours, benefits, career progress and other terms and conditions of the other related staff members.

Current employees who marry will be permitted to continue working in the same job positions held only if they do not work in direct supervisory relationship with one another or in job positions involving conflicts of interest. If relatives are found to be employed in any of these prohibited job positions, the school will take action to eliminate the conflict, including possibly requiring one or both employees to accept a transfer to another position or to resign. The BOARD OF DIRECTORS must approve any exceptions to this policy.

BUILDING SECURITY/SCHOOL KEYS

All employees who are issued keys to the office and classrooms are responsible for their safekeeping

You will be assigned all appropriate building keys needed to conduct your daily job responsibilities. You are responsible for all keys. Duplication of any school key is not allowed and strictly prohibited. It is against School policy to loan or distribute your assigned keys to another employee or non-employee of the school. If your school keys are lost, misplaced, destroyed, or stolen, you must report it immediately to the Human Resources Department.

The last employee, or a designated employee, who leaves the office and /or the school site at the end of the business day assumes the responsibility to ensure that all doors are securely locked, the alarm system is armed, thermostats are set on appropriate evening and/or weekend setting, and all appliances and lights are turned off with exception of the lights normally left on for security purposes. Employees are not allowed on school property before or after hours without prior authorization.

INTERNAL INVESTIGATIONS & SEARCHES

From time to time TEACH Public Schools may conduct internal investigations pertaining to security, auditing, or work-related matters. Employees are required to cooperate fully with and assist in these investigations if required to do so.

Whenever necessary, in TEACH Public School's discretion, employees' work areas (i.e. desks, file cabinets, lockers, etc.) may be subject to a search without notice. Employees are required to cooperate. Because even a routine search for TEACH Public Schools property might result in the discovery of an employee's personal possessions, all employees are encouraged to refrain from bringing into the workplace any item of personal property that they do not wish to reveal to TEACH Public Schools. Employees have no expectation of privacy in their work areas.

VIOLENCE IN THE WORKPLACE

TEACH Public Schools has adopted a policy prohibiting workplace violence including a Workplace Violence Prevention Plan. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, bullying, and/or coercion, which involve or affect TEACH Public Schools or which occur on TEACH Public Schools property will not be tolerated. Examples of workplace violence include, but are not limited to, the following:

All threats or acts of violence occurring on TEACH Public Schools premises, regardless of the relationship between TEACH Public Schools and the parties involved.

All threats or acts of violence occurring off TEACH Public Schools premises involving someone who is acting in the capacity of a representative of TEACH Public Schools.

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

- Hitting or shoving an individual
- Threatening an individual or their family, friends, associates, or property with harm
- Intentional destruction or threatening to destroy TEACH Public Schools property
- Making harassing or threatening phone calls
- Harassing surveillance or stalking (following or watching someone)
- Unauthorized possession or inappropriate use of firearms or weapons

TEACH Public School's prohibition against threats and acts of violence applies to all persons involved in TEACH Public School's operation, including but not limited to all personnel, contract, unpaid interns, volunteers and temporary workers and anyone else, including parents on TEACH Public Schools property. Violations of this policy by any individual on TEACH Public Schools property will lead to disciplinary action, up to and including termination and/or legal action as appropriate. All employees are encouraged to report incidents of threats or acts of physical violence of which they are aware to their supervisors or to the Human Resources Department.

If an employee becomes aware of an imminent act of violence, a threat of imminent violence, or actual violence, emergency assistance must be sought immediately. In such situations, the employee should contact the law enforcement authorities by dialing 911. Immediately after contacting the law enforcement authorities, the employee must report the incident to Human Resources.

Employees should immediately inform their supervisor or Human Resources Department about any workplace security hazards. If these individuals are not available, the employee should immediately inform any other supervisor so that appropriate action can be taken.

There will be no retaliation against any employee who brings a complaint in good faith under the Violence in the Workplace Policy or who honestly assists in investigating such a complaint, even if the investigation produces insufficient evidence that there has been a violation, or if the charges cannot be proven. However, disciplinary action may be taken against employees who, in bad faith, make false or frivolous accusations.

In certain circumstances, the school may seek a workplace violence restraining order on behalf of one or more employees in furtherance of its commitment to providing a workplace that is free from acts of violence or threats of violence.

SECTION 11 - STANDARDS OF CONDUCT

PERSONAL STANDARDS

Each employee must be neatly groomed and wear clothing that is professional and appropriate for the employee's position. The principal will inform you of any special clothing requirements. Employees will not be permitted to wear clothing or otherwise present an appearance that may cause disruption, be taken as offensive or reduce productivity. If you are assigned a school uniform, your uniform must be clean and presentable when you report to work.

PUBLIC IMAGE/DRESS CODE

The following items are considered inappropriate working attire for TEACH Public Schools employees:

- Spaghetti-strapped shirts
- Tank tops or revealing
- Short apparel of any kind
- Sheer clothing
- T-shirts with inappropriate or offensive gestures or advertising.
- Leggings and Jeans
- Open-toe shoes of any kind

The principal will be the final arbiter of what is considered to be inappropriate attire. You may be required to return home to change clothing if deemed necessary. Non-exempt employees will not be paid for time away from work to change attire. If management occasionally designates "casual days," appropriate guidelines will be provided to you.

Consult your supervisor if you have any questions regarding appropriate attire.

PERSONAL APPEARANCE/STANDARDS OF DRESS

The Board of Directors believes that teachers and other TEACH Public Schools staff serve as role models. They should therefore maintain professional standards of dress and grooming. Just as overall attitude and instructional competency contribute to a productive learning environment, so do appropriate dress and grooming.

The Board of Directors encourages staff, during school hours, to wear clothing that will add dignity to the educational profession, will present an image consistent with their job responsibilities, and will not interfere with the learning process. Accordingly, all staff shall adhere to the following standards of dress:

- Clothing and jewelry must be safe and appropriate to the educational environment.
- All clothing must be clean and in good repair. Slits or tears in pants or other articles of clothing are not permitted except for modest slits in any apparel that are no higher than three (3) inches above the knee.
- Head coverings, including hats of any kind, except those worn for religious or safety reasons, are not to be worn inside school buildings including assemblies, classrooms, labs and offices. Hats may be worn outside for sun protection. All hats are to be removed upon entering school buildings. For exceptions to this policy, the Executive Director must grant prior approval.
- Slacks and shorts are to be worn on the waist with no portion of an undergarment showing. Shorts should be modest in length and should be no higher than three (3) inches above the knee.
- All tops must be appropriate to the work environment, and should be clean, neat, and provide proper coverage.
- For safety purposes, earrings must not dangle more than one (1) inch below the ear.
- Clothing or jewelry that depict and/or promote gangs (as defined in Ed. Code § 35183), drugs, alcohol, tobacco, sex, violence, illegal activities, profanity, or obscenity are not permitted.
- Appropriate shoes must be worn at all times.
- Executive Director will be the final arbiter of what constitutes appropriate dress and attire.

DISCIPLINARY PHYSICAL CONTACT WITH STUDENTS

It is the policy of TEACH Public Schools that no teacher or other staff member will use corporal punishment against a student. This prohibition includes spanking, slapping, pinching, hitting, tying, taping, or the use of any other physical force as retaliation or correction for inappropriate behavior.

STAFF-STUDENT INTERACTIONS

Boundaries Defined

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

Acceptable and Unacceptable Behaviors

Some activities may seem innocent from a staff member’s perspective but may be perceived as flirtation or sexual insinuation from a student or parental point of view. The purpose of the following lists of unacceptable and acceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to or may be perceived as inappropriate, or sexual misconduct, or “grooming.” Grooming is defined as an act or series of acts by a sexual predator to gain physical and/or emotional control by gaining trust (of staff and/or family and a minor) and desensitizing the minor to various forms of touching and other intimate interaction.

Staff members must understand their own responsibilities for ensuring that they do not cross the boundaries as written in this policy. If a student specifically requests that they not be touched, then that request must be honored. Violations could subject the teacher or staff member to discipline up to and including termination. Disagreeing with the wording or intent of these established boundaries will be considered irrelevant for any required disciplinary purposes. Thus, it is critical that all employees study this policy thoroughly and apply its spirit and intent in their daily activities.

Unacceptable Behaviors

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

- Giving gifts to an individual student that are of a personal and intimate nature (including photographs); or items such as money, food, outings, electronics, etc. without the written pre-approval of the Principal or School Leader. It is recommended that any such gifts be filtered through the Human Resources along with the rationale therefor.
- Kissing of ANY kind
- Massage [Note: Prohibited in athletics unless provided by massage therapist or other certified professional in an open public location. Coaches may not perform massage or rub-down. Permitted in special education only as instructed under an IEP or 504 plan.]
- Full frontal or rear hugs and lengthy embraces
- Sitting students on one’s lap (grades 3 and above)
- Touching buttocks, thighs, chest or genital area
- Wrestling with students or other staff member except in the context of a formal wrestling program
- Tickling or piggyback rides
- Any form of sexual contact
- Any type of unnecessary physical contact with a student in a private situation
- Intentionally being alone with a student away from school
- Furnishing alcohol, tobacco products, or drugs or failing to report knowledge of such
- “Dating” or “going out with” a student

- Remarks about physical attributes or physiological development of anyone. This includes comments such as “Looking fine!” or “Check out that [body part].”
- Taking photographs or videos of students for personal use or posting online
- Undressing in front of a student
- Leaving campus alone with a student for lunch
- Sharing a bed, mat, or sleeping bag with a student
- Making, or participating in, sexually inappropriate comments
- Sexual jokes, or jokes/comments with sexual overtones or double-entendres
- Seeking emotional involvement (which can include intimate attachment) with a student beyond the normative care and concern required of an educator.
- Listening to or telling stories that are sexually oriented
- Discussing your personal troubles or intimate issues with a student
- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior
- Giving students a ride to/from school or school activities without the express, advance written permission of the Human Resources and the student’s parent or legal guardian
- Being alone in a room with a student at school with the door closed and/or windows blocked from view
- Allowing students at your home and/or in rooms within your home without signed parental permission for a pre-planned and pre-communicated educational activity which must include another educator, parent, or designated school volunteer
- Staff mirroring the immature behavior of minors
- Sending emails, text messages, social media responses, making phone calls, or sending notes or letters to students if the content is not about school activities. Communication via private social media accounts is not acceptable.

Acceptable Behaviors

- Pats on the shoulder or back
- Handshakes
- “High-fives” and hand slapping
- When age appropriate, touching face to check temperature, wipe away a tear, remove hair from face, or other similar types of contact
- Placing TK through second grade students on one’s lap for purposes of comforting the child for a short duration only
- Holding hands while walking with small children or children with significant disabilities
- Assisting with toileting of small or disabled children in view of another staff member
- Touch required under an IEP or 504 Plan
- Reasonable restraint of a violent person to protect self, others, or property
- Obtaining formal written pre-approval from Human Resources to take students off school property for activities such as field trips or competitions, including parent’s written permission and waiver form for any sponsored after-school activity whether on or off campus
- Emails, text-messages, phone conversations, and other communications to and with students, if permitted, must be professional and pertain to school activities or classes (communication should be initiated via transparent [non-private] school-based technology and equipment)
- Keeping the door wide open when alone with a student
- Keeping reasonable and appropriate space between you and the student
- Stopping and correcting students if they cross your own personal boundaries, including touching legs, or buttocks, frontal hugs, kissing, or caressing
- Keeping administration informed when a significant issue develops about a student, such as a change in demeanor or uncharacteristic behavior
- Keeping after-class discussions with a student professional and brief
- Immediately asking for advice from senior staff or administration if you find yourself in a difficult situation related to boundaries

- Involving your supervisor in discussion about boundaries situations that have the potential to become more severe (including but not limited to: grooming or other red flag behaviors observed in colleagues, written material that is disturbing, or a student's fixation on an adult)
- Making detailed notes about an incident that in your best judgement could evolve into a more serious situation later
- Recognizing the responsibility to stop Unacceptable Behaviors of students and/or co-workers
- Asking another staff member to be present, or within close supervisory distance, when you must be alone with a student after regular school hours
- Prioritizing professional behavior during all moments of student contact
- Asking yourself if any of your actions, which are contrary to these provisions, are worth sacrificing your job and career.

This policy does not prevent: 1) touching a student for the purpose of guiding them along a physical path; 2) helping them up after a fall; or 3) engaging in a rescue or the application of Cardio Pulmonary Resuscitation (CPR) or other emergency first-aid. Nor does it prohibit the use of reasonable force and touching in self-defense or in the defense of another. Restraining a child who is trying to engage in violent or inappropriate behavior is also allowed. Only such force as necessary to defend one's self, another person, or the child or to protect property is legally permitted. Excessive force is prohibited.

Boundaries Reporting

When any staff member, parent, or student becomes aware of a staff member (or volunteer, guest, vendor) having crossed the boundaries specified in this policy, or has a strong suspicion of misconduct, they must report the suspicion to the Human Resources Director promptly. Reasonable suspicion means something perceived in spite of inconclusive or slight evidence. It is based on facts that would lead a reasonable person to believe the conduct occurred. Prompt reporting is essential to protect students, the suspected staff member, any witnesses, and the school as a whole. Employees must also report to the administration any awareness of, or concern about, student behavior that crosses boundaries, or any situation in which a student appears to be at risk for sexual abuse.

Investigating

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

Consequences

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

CUSTOMER & PUBLIC RELATIONS

The school's image in front of students, parents (i.e. our "customers") and the general public is critical to our success. All employees are expected to be prompt, polite, courteous and attentive to our customers and the public. It is possible an employee may come into contact with a dissatisfied or hostile individual based on the nature of the employee's work. If this happens, you should immediately notify your supervisor or the Human Resources Department. We will absolutely not tolerate conduct toward our customers or the general public that might be interpreted as unlawful discrimination or

harassment. If you witness conduct in violation of this policy, you should immediately bring it to the attention of your supervisor or the Human Resources Department

STANDARDS OF CONDUCT AND CIVILITY

At TEACH Public Schools, we are committed to upholding the highest standards of personal integrity and conduct. These standards are based on our dedication to treating people with dignity, respect, and civility, and taking individual and collective responsibility for our conduct. The manner in which we conduct ourselves defines us and how we are perceived by others. As school employees, we also serve as role models to our students.

TEACH Public Schools employees are accountable for integrity in conduct and for the consequences of their actions or inactions. The highest of ethical standards are expected in all matters internal, as well as with students, parents, and the community at large. All TEACH Public Schools employees and any individuals acting on behalf of TEACH Public Schools are required to conduct themselves in compliance with the essence of this Standards of Conduct and Civility policy. Any concerns must be promptly reported to a supervisor or the Human Resources Department. Failure to comply with this policy may result in disciplinary action, up to and including termination.

PROHIBITED CONDUCT

The following is a list of conduct that is prohibited and will not be tolerated by the school. It is not an all-inclusive list, but rather a list designed to give examples of the types of conduct prohibited by the school. Other types of conduct that threaten security, personal safety, employee welfare and/or the school's operations also may be prohibited and will result in disciplinary action up to and including termination.

- Falsification of employment records, employment information, or other School records.
- Recording the work time of another employee or allowing any other employee to record your work time, or allowing falsification of any time card, either your own or another's.
- Theft, deliberate or careless damage or loss of any School property or the property of any employee or customer.
- Provoking a fight or fighting during working hours or on School property.
- Participating in horseplay or practical jokes on School time or on School premises where such conduct might be a safety risk or might be interpreted as offensive.
- Carrying firearms or any other dangerous weapons on School premises at any time or while acting on behalf of the school.
- Violation of the Substance and Alcohol policy.
- Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening or abusive language toward a supervisor or member of management.
- Unreported absence on scheduled workdays unless otherwise excused.
- Excessive tardiness or absenteeism unless otherwise excused.
- Unauthorized use of School equipment, time, materials, facilities, or the school's name.
- Sleeping or malingering on the job.
- Failure to observe working schedules, including the required rest and meal periods.
- Soliciting other employees for membership, funds, or other similar activity in connection with any outside organization during your working time or the working time of the employee(s) solicited.
- Distributing unauthorized literature or any written or printed material during working time or in work areas. ("Working time" does not include your meal and break periods.)
- Failure to timely notify your supervisor when you are unable to report to work absent extenuating circumstances.
- Failure of an employee to obtain permission to leave work for any reason during normal working hours.
- Abuse of sick leave.
- Violation of the Communication Systems Policy.
- Violation of the Standards of Conduct and Civility Policy.

- Failure to provide a physician's certificate when requested or required to do so.
- Violating the School's PERSONAL APPEARANCE/STANDARDS OF DRESS.
- Breaching Confidentiality.
- Making derogatory racial, ethnic, religious or sexual remarks or gestures; any violation of the Harassment and/or Equal Employment Opportunity policy; or using profane or abusive language at any time on School premises or during working hours.
- Violation of any safety, health, security or School rule.
- Negligence or other conduct leading to the endangerment of harm of a child or children.
- Working overtime without authorization or refusing to work assigned overtime.
- Unsatisfactory job performance.
- Willfully or maliciously making false statements regarding any co-worker or submitting a complaint known to be false.

The school will not discipline employees for conduct that relates to employees' ability to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in concerted activity protected under federal, state or local law.

CONFIDENTIAL INFORMATION

You may, during the course of your duties be advised of certain confidential business matters and affairs of the school regarding its business practices, students, suppliers and employees. Your duties may also place you in a position of trust and confidence with respect to certain trade secrets and other proprietary information relating to the business of the school and not generally known to the public or competitors. Such proprietary information includes student information, competitive strategies, marketing plans, fundraising, personnel information and financial information. Confidential information does not include information about the terms and conditions of your employment, such as wages, benefits, workplace safety and other topics you have the right to discuss with other employees under the law. You shall not, either during your employment with the school or any time in the future, directly or indirectly:

- Disclose or furnish, directly or indirectly, to any other person, firm, agency, corporation, client, business, or enterprise, any confidential information acquired during your employment;
- Individually or in conjunction with any other person, firm, agency, School, client, business, or corporation, employ or cause to be employed any confidential information in any manner whatsoever, except in furtherance of the business of the school;
- Without the written consent of the school, publish, deliver, or commit to being published or delivered, any copies, abstracts, or summaries of any files, records, documents, drawings, specifications, lists, equipment and similar items relating to the business of the school, except to the extent required in the ordinary course of your duties.

Nothing in this policy prevents employees from discussing or disclosing information about unlawful acts in the workplace, such as harassment or discrimination or any other conduct that they have reason to believe is unlawful. This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Communicate with others regarding the terms and conditions of their employment during non-working times, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state or local law.

Employees shall not use their cell phone or similar device to engage in any form of audio or video recording on school property without the prior written approval of Human Resources Department and the written consent of the individual being recorded.

Upon an extended leave of absence, request from the school or termination of employment, employees are required to immediately return to the school all property of the school in as good condition as when received (normal wear and tear excepted) including, but not limited to, all files, records, documents, drawings, specifications, lists, equipment and supplies, promotional materials, and similar items relating to the business of the school. This policy also encompasses any and all identifying or confidential information of all former and current students which is protected under the Family Educational Rights and Privacy Act.

Failure to comply with this policy may result in disciplinary action, up to and including termination.

CONFLICTS OF INTEREST

All employees must avoid situations that result in actual or even potential conflicts of interest. Personal, social and economic relationships with competitors, suppliers, customers, parents, or co-employees that may impair an employee's ability to exercise good judgment on behalf of the school or which give the appearance of such impairment create an actual or potential conflict of interest.

TEACH Public Schools expects employees to devote their best efforts to the interests of our school. TEACH Public Schools recognizes your right to engage in activities outside of your employment, which are of a private nature and unrelated to our business. However, outside activities (second jobs, side businesses, clubs, etc.) must not interfere with your ability to fully perform your job duties at TEACH Public Schools or create a conflict of interest with your statutory duty of loyalty to the school. The school prohibits employees from working with another School or external organization that competes with TEACH Public Schools whether as a regular employee or as a consultant.

If you have any questions whether an action or proposed course of conduct would create a conflict of interest, you should immediately contact the Human Resources Department to obtain advice on this issue. A violation of this policy will result in immediate and appropriate discipline, up to and including immediate termination.

Outside Employment

If you are a full-time employee, we expect that you devote your full professional effort to your position at TEACH Public Schools. If you wish to participate in outside work activities you are required to obtain written approval from the Human Resources Department prior to starting those activities. Approval will be granted unless the activity conflicts with TEACH Public School's interests. In general, outside work activities are not allowed when they:

- Prevent you from performing work for which you are employed at TEACH Public Schools.
- Involve organizations that are doing or seek to do business with TEACH Public Schools including actual or potential vendors.
- Violate provisions of law or TEACH Public Schools policies or rules.
- When the employee is on a medical leave (FMLA/CFRA/PDL or any other medical leave).

Your obligations to TEACH Public Schools must be given priority. Full time employees are hired and continue employment with the understanding that TEACH Public Schools is their primary employer and that other employment, commercial involvement or volunteer activity that is in conflict with the business interests of the school is strictly prohibited.

This section is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engaging in protected concerted activity that employees have the right to engage in under federal, state or local law.

EXPENSE REIMBURSEMENT POLICY

The school reimburses employees for reasonably necessary business expenses incurred within the course and scope of employment. Employees who have incurred pre-authorized business expenses, including, but not limited to mileage, must submit receipts, invoices, or route information fully documenting the expense. Do not incur expenses without prior authorization via approved purchase order from the CFO/COO of TEACH Public Schools. Employees who have incurred business expenses should submit required receipts to the school business office within 30 days of incurring the expense.

TEACH Public Schools expects employees to act responsibly and professionally when incurring and submitting expenses. The organization will reimburse employees for reasonable expenses on pre-approved business. This includes, for example, travel fares, accommodations, meals, tips, telephone and fax charges, and purchases made on behalf of the organization.

TEACH Public Schools does not pay for local travel to and from the office (regular commute). If employees use their vehicles for business travel, mileage will be reimbursed as per the IRS current mileage rates and for appropriate parking fees. TEACH Public Schools will not be responsible for fuel, maintenance, traffic or parking violations.

General guidelines

- Original receipts are required for reimbursement of all expenses except for per diems. These expenses include:
- Original boarding passes for airplane / train travel
- Credit card receipts
- Detailed merchant receipts

Receipts must be accompanied by a summary which outlines:

- The nature of the expense
- The name and titles of the individuals involved
- The purpose for the expense

Expense summaries must be submitted with receipts and approved by the CFO/COO.

All expenses and summaries must be submitted within 30 days to CFO/ COO for payment.

Travel guidelines

Employees are required to fly coach class with the lowest available airfare for non-stop travel.

If a car rental is required, employees are requested to rent mid-sized or compact vehicles. Employees will be reimbursed for the fuel costs associated with renting a vehicle.

Employees will be reimbursed for reasonable hotel accommodations. Discounted room rates should be requested at the time of room booking.

For work-related trips, employees will be eligible for reimbursement of actual expenses up to a maximum of \$750 per day. Reimbursements will not be paid where other meal arrangements are provided. For example, a luncheon included with an event.

The following list includes examples of non-reimbursable expenses:

- Personal travel insurance
- Personal reading materials
- Childcare
- Toiletries, cosmetics, or grooming products

- Expenses incurred by spouses, children, or relatives
- In-room movies or video games
- Sporting activities, shows, etc.
- Alcohol with meals

Any questions related to the content of this policy or its interpretation should be directed to Director of Business Operations.

Cell Phone Reimbursement

All School employees who are required to use their personal cell phones for work-related purposes are eligible for a reimbursement of \$35.00 - \$50.00 per month for a personal cell phone plan. This amount is intended to cover the proportion of the employee's personal cell phone plan which is used for work purposes. If an employee believes this amount is insufficient, the employee must provide the school with a copy of their most recent cell phone bill in the employee's name (either as the primary account holder or a user of the plan) as valid documentation that the employee has incurred an expense higher than the normal reimbursement. The school may periodically request follow-up documentation to verify that the employee is incurring the expense. If you believe you are entitled to an additional amount, please contact Human Resources.

SECTION 12 - SAFETY

SUBSTANCE AND ALCOHOL POLICY

It is the intent of TEACH Public Schools to promote a safe, healthy and productive work environment for all employees. The school recognizes that the illegal and/or excessive use of drugs and/or alcohol is not conducive to safe working conditions, employees' health, efficient operations or School success.

For purposes of this policy, "illegal drugs" includes, but is not limited to, substances that are prohibited by law (such as cocaine, heroin, etc.), controlled substances, marijuana (including medicinal marijuana, marijuana vaping or other recreational marijuana use), and prescription drugs (if they are not prescribed for the person using them and/or not being used as prescribed). "Drug paraphernalia" means any accessory for the use, possession, manufacture, distribution, dispensation, purchase, or sale of illegal drugs. "Under the influence" means that the employee is affected by alcohol, prescription medication that impairs cognitive or physical functions, and/or illegal drugs in any detectable manner.

The school complies with all Federal and State regulations regarding drug use while on the job. This policy prohibits the following:

- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia or alcohol during working hours, including meal and break periods, or in the presence of pupils;
 - Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia, or alcohol on School property at any time;
 - Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia, or alcohol while attending a school function or event;
- Storing alcohol (if unauthorized), illegal drugs, or drug paraphernalia in a locker, desk, automobile, or other repository on the school's premises;
- Refusing to submit to an inspection or testing when requested by administration;
- Being under the influence of illegal drugs, prescription medication that impairs cognitive or physical functions and/or alcohol during working hours, while on the school's premises and/or attending a school function or event.
- Conviction under any criminal drug statute for a violation occurring in the workplace, including failure to notify the school in writing of employee's conviction for a violation of a criminal drug statute occurring in the workplace no later than 5 calendar days after such conviction; or
- Failure to keep all prescribed medicine in its original container.

Employees taking physician-prescribed medications, which impairs the employee's job performance, (including medical prescribed marijuana) should not report to work. In addition, if you are required to take any kind of prescription or nonprescription medication that will affect your ability to perform your job, you are required to report this to the Human Resources Department. The Director of Human Resources will determine if it is necessary to temporarily place you on another assignment or take other action as appropriate to protect your safety and the safety of other employees and students.

Employees taking physician-prescribed medication which will not impair their job performance may be required to present a statement from the prescribing physician to the employee's supervisor indicating the duration of the prescription and stating that the use of the prescription will not impair the employee's ability to perform their specific job duties. This policy does not require or request the prescribing physician or the employee to identify any prescription drug or the medical condition for which it is prescribed. No employee shall use or have in their possession on the school premises any prescription medication other than medications currently prescribed by a physician for the employee.

TEACH Public Schools will not discriminate against employees for the use of cannabis/marijuana off the job and away from the worksite, nor will TEACH Public Schools take disciplinary action against employees for such use, so long it does not result in the employee being under the influence of marijuana while on the job (e.g., using marijuana off-duty and outside of work and then coming to work while still under the influence/impaired).

This policy will not be construed to prohibit the use of alcohol at social or business functions sponsored by the school where alcohol is served. However, employees must remember their obligation to conduct themselves appropriately at all times while at School-sponsored functions or while representing the school.

The school may at times conduct unannounced searches of School property for alcohol, illegal drugs, drug paraphernalia, and/or unauthorized controlled substances or to ensure compliance with any other School-related policy. This may include desks, storage areas and rooms normally used to store employees' personal property. As a result, employees do not have an expectation of privacy in this regard.

Violation of this Drug and Alcohol Policy may result in disciplinary action, up to and including termination, at the school's sole discretion.

Employees should be aware that participation in a rehabilitation program will not necessarily prevent the imposition of disciplinary action, including termination, for violation of this policy. Employees who undergo voluntary counseling or treatment and who continue to work, if any, must meet all established standards of conduct and job performance.

Compliance with this Drug and Alcohol Policy is a condition of employment at the school. Failure or refusal of an employee to cooperate fully, sign any required document, submit to any inspection, or follow any prescribed course of substance abuse treatment will result in discipline, up to and including termination.

Because the use, sale, purchase, possession, or furnishing of an illegally obtained substance is a violation of the law, the school may report such illegal drug activities to an appropriate law enforcement agency.

The school may require a test by intoxicator, blood test, urinalysis, medical examination of those persons whom the school reasonably suspects of using, possessing, or being under the influence of a drug or alcohol or is acting in such manner that they may harm themselves or another employee during the work day.

Any refusal to submit to such testing will be considered a positive screen. An employee's consent to submit to such a test is required as a condition of employment, and an employee's refusal to consent may result in disciplinary action, including termination for a first refusal or any subsequent refusal. The school shall determine the manner in which such testing is conducted with the goal being to ensure that the test results are accurate.

Such a test may be required of employees involved in any work-related accident or unsafe practice where the safety of the employee or other employees was jeopardized. Periodic retesting may also be required following positive test results or after any violation of this policy or rehabilitation.

SMOKING

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

SECURITY

All employees are responsible for helping to maintain a secure workplace. Be aware of persons loitering for no apparent reason. All staff is expected to question any unknown person seen in the workplace who does not have a visitor's pass. If you are leaving late at night or are in any other situation that presents security concerns or where you do not feel comfortable, please seek the assistance of other employees or call 911. Report any suspicious persons or activities to the Human Resources. Never attempt to force an individual to leave the workplace if s/he is uncooperative. Immediately contact your supervisor or school administrators for assistance or call 911. Secure your desk or work area at the end of the day or when called away from your work area for an extended length of time, and do not leave valuable and/or personal articles that may be accessible in or around your work area. Please report any problems with our security systems to the Human Resources Department

PARKED VEHICLES

Employees are responsible for their own parked vehicles and the personal possessions within while parked on TEACH Public Schools property. Be cautious: keep school property and/or personal possessions out of sight and lock your car. Insuring your vehicle and personal property against loss and damage is recommended for your protection.

USE OF PERSONAL VEHICLE FOR SCHOOL BUSINESS

Personal vehicles used by employees to conduct TEACH Public Schools business must be insured by the employee's personal automobile insurer. TEACH Public School's liability insurance applies on a secondary basis if the underlying personal auto insurance is insufficient. In no event does TEACH Public School's automobile liability insurance coverage pay for damage to the employee's vehicle. Insuring your vehicle against collision damage is recommended for your protection.

PERSONAL AUTOMOBILE

Employees who use their own automobiles for travel on authorized school business will be reimbursed for mileage at the rate established by the Internal Revenue Services. Employee must have prior supervisory approval for the use of personal vehicles and must carry, at their own expense, the minimum insurance coverage for property damage and public liability.

PERSONAL PROPERTY

TEACH Public Schools cannot be responsible and will assume no liability for any loss or damage to employee personal property resulting from theft, fire, or any other cause on TEACH Public School's premises, including the parking area, or away from school property while on school business. TEACH Public Schools employees are prohibited from using personal property for work-related purposes unless approved in advance by the Human Resources Department.

SAFETY POLICY

TEACH Public Schools is firmly committed to maintaining a safe and healthy working environment. All employees of the school are expected to be safety conscious on the job at all times. All unsafe conditions or hazards should be corrected immediately. Report all unsafe conditions or hazards to your supervisor or the Human Resources Department immediately, even if you believe you have corrected the problem. If you suspect a concealed danger is present on School premises, or in a product, facility, piece of equipment, process or business practice for which the school is responsible, bring it to the attention of your supervisor or the Human Resources Department immediately. Supervisors should arrange for the correction of any unsafe condition or concealed danger immediately and immediately contact the Human Resources Department regarding the problem.

All workplace injuries and illnesses must be immediately reported to your supervisor and the Human Resources Department.

TEACH Public Schools has in place a written Injury and Illness Prevention Program and a Workplace Violence Prevention Plan as required by law. These documents are located in the main office for review.

ERGONOMICS

TEACH Public Schools has invested in providing a work environment that is safe for all employees. To lessen the risk of ergonomic hazards, the school will make necessary adjustments to an individual's workstation, educate employees on ergonomic safety, and modify processes when deemed necessary to ensure the well-being and safety of our employees. You should report any ergonomic concerns to the Human Resources Department.

CHEMICAL EXPOSURE WARNING

Employees should be aware that work areas might contain chemicals known to the State of California to cause cancer or to cause birth defects or other reproductive harm. If you have any questions or concerns about possible chemical exposure in your work area, contact the Human Resources Department. TEACH Public Schools uses chemicals in some of its operations. Employees should receive training and be familiar with the handling, use, storage and control measures relating to these substances if they will use or likely be exposed to them. Safety Data Sheets (SDS) are available for inspection. Employee must follow all labeling requirements.

SECTION 13 - TERMINATION

VOLUNTARY TERMINATION

TEACH Public Schools will consider an employee to have voluntarily terminated their employment if the employee does any of the following: (1) elects to resign from TEACH Public Schools; (2) fails to return from an approved leave of absence on the date specified without notifying the school for the need for continued leave including failure to communicate with the school; or (3) fails to report for work without notice to TEACH Public Schools for three consecutive work days. TEACH Public Schools requests that employees provide at least two weeks written notice of a voluntary termination. All TEACH Public Schools property must be returned immediately upon terminating employment. TEACH Public Schools retains the right to accept resignation immediately and pay the amount of straight time compensation an employee would have earned in lieu of further performance.

INVOLUNTARY TERMINATION

An employee may be terminated involuntarily for, among other reasons, poor performance, misconduct or other violations of TEACH Public School's Rules of Conduct as set forth herein. Notwithstanding the foregoing, or anything else contained in this handbook, pursuant to its at-will policy, TEACH Public Schools reserves the right to terminate any employee at any time, with or without advance notice and with or without cause.

EXIT INTERVIEWS

All employees who leave employment at TEACH Public Schools will be asked to take part in an exit interview with the Human Resources Department to communicate their challenges and growth while employed at TEACH Public Schools. Information shared during an exit interview will be treated as confidential to the extent possible.

VERIFICATION AND REFERENCE POLICY

disclosures must be directed to the Human Resources Department. Only the Human Resources Department is authorized to provide verifications or references, or disclose personal information, pertaining to current or former employees.

With respect to verification requests, TEACH Public Schools will disclose only the dates of employment and the title of the last position held. TEACH Public Schools will verify or disclose an employee's salary history only if the employee provides written authorization for TEACH Public Schools to provide the information. However, TEACH Public Schools will provide information about current or former employees as required by law or court order. TEACH Public Schools will not provide any letters of reference for current or former employees. Please refer all questions about this policy to the Human Resources Department.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

By my signature below, I acknowledge that I have received a copy of TEACH Public School's Employee Handbook, on the date indicated below and agree to my at-will employment as described below. I acknowledge that it is my responsibility to read and review the Employee Handbook carefully. I also acknowledge that it is my responsibility to ask for clarification if I do not understand any of the policies included in the Employee Handbook.

I also acknowledge that I have received a copy of TEACH Public School's Harassment, Discrimination and Retaliation Prevention Policy which is in the Employee Handbook. I understand and agree that it is my responsibility to read and familiarize myself with this policy and all the provisions of the Employee Handbook. I understand that TEACH Public Schools is committed to providing a work environment that is free from harassment, discrimination and retaliation. My signature below certifies that I understand that I must conform to and abide by the rules and requirements described in this policy.

I understand that the Employee Handbook contains important information regarding TEACH Public School's expectations, policies and guidelines and that I am expected to comply with these expectations, policies and guidelines at all times. I understand that the Employee Handbook does not provide a binding contract, but provides guidelines for personnel concerning some of TEACH Public School's policies.

Just as I am free to terminate the employment relationship with TEACH Public Schools at any time, TEACH Public Schools, in its sole discretion, also reserves the right to modify or terminate the employment relationship with me at any time for any or no reason and with or without notice. Further, there is no agreement, express or implied, written or verbal, between the employee and TEACH Public Schools for any specific period of employment, for continuing or long-term employment, or for guaranteed terms and conditions of employment. No one other than the Human Resources Department of TEACH Public Schools, with the approval of the Board of Directors, has the authority to alter my employment at-will status, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. Further, any such agreement must be in writing and must be signed by the Human Resources Department. This is the entire agreement between TEACH Public Schools and me regarding this subject. All prior or contemporaneous inconsistent agreements are superseded. If I have an individually negotiated written employment agreement with TEACH Public Schools, then the terms and conditions of that agreement will prevail to the extent it differs from the policies in this Handbook.

TEACH Public Schools reserves the right to modify, alter, add to or delete any of the policies, guidelines or benefits contained in this handbook at any time with or without notice.

Other than TEACH Public Schools Board of Directors, no other entity or person has the authority to modify this employee handbook.

Employee Name (print) _____

Employee Signature _____

Date: _____

Addenda Form A; Non-Exempt Employee Meal Period Waiver Agreement

TEACH Public Schools

NON-EXEMPT EMPLOYEE MEAL PERIOD WAIVER AGREEMENT

Waiver of First Meal Period (Applicable only when workday is 6 hours or less)

- I understand that I am entitled to and acknowledge that TEACH Public Schools provides me with an uninterrupted, unpaid thirty-minute meal period whenever I work more than five hours in a workday. I also understand that my first meal period must start before the end of my fifth hour of work (i.e., 5 hours and 0 minutes on the clock).
- I wish to voluntarily waive my right to a thirty-minute meal period when my workday will be completed in six hours or less.
- I understand that I may revoke this agreement to waive my first thirty-minute meal period at any time, in writing, by providing written notice of revocation to the Human Resources Department. As a result, I understand this waiver will remain in effect each workday unless and until I provide a written notice to the Human Resources Department revoking this waiver.

Acknowledging the above, I hereby voluntarily waive my right to a thirty-minute meal period whenever my workday will be completed in six hours or less. If I wish revoke this waiver, I will notify Human Resources Department immediately.

Second Meal Period (Applicable only when workday is more than 10 hours but not greater than 12 hours)

- I understand that I am entitled to and acknowledge that TEACH Public Schools provides me with a second, uninterrupted, unpaid thirty-minute meal period whenever I work more than ten hours in a workday. I also understand that my second meal period must start before the end of my tenth hour of work (i.e., 10 hours and 0 minutes on the clock).
- I wish to voluntarily waive my right to a second meal period when my workday will be completed in twelve hours or less, provided that I did not waive my first meal period on the same workday.
- I understand that I may revoke this agreement to waive my second meal period at any time, in writing, by providing written notice of revocation to Human Resources Department. As a result, I understand this waiver will remain in effect each workday unless and until I provide a written notice to the Human Resources Department revoking this waiver.

Acknowledging the above, I hereby voluntarily waive my right to a second meal period whenever my workday will be completed in twelve hours or less and I did not waive my first meal period on the same workday. If I wish revoke this waiver, I will notify the Human Resources Department immediately.

Employee Name (print)

Employee Signature

Date:

Addenda Form B; Non-Exempt Employee Meal and Rest Period Reporting Form

TEACH Public Schools
NON-EXEMPT EMPLOYEE
MEAL AND REST PERIOD REPORTING FORM
(ONE FORM FOR EACH APPLICABLE DAY)

Employee Name (Please Print): _____

Date: _____

Date/Time Issue Occurred: _____

Position: _____

Reported Issue(s)/Reason: (CHECK ALL THAT APPLY AND PROVIDE THE CORRESPONDING REASON FOR THE LATE, SHORT OR MISSED MEAL PERIOD AND/OR MISSED REST PERIOD)

Meal Periods

- ☐ Missed Meal Period
☐ Late Meal Period
☐ Interrupted Meal Period
☐ Short Meal Period

Reason for Missed, Late, Interrupted or Short Meal Period

- | | | |
|------------------------------------|--------------------------------------|--------------------------------|
| ☐ Voluntary | ☐ Involuntary | ☐ Other |
| ☐ Voluntary | ☐ Involuntary | ☐ Other |
| ☐ Voluntary | ☐ Involuntary | ☐ Other |
| ☐ Voluntary | ☐ Involuntary | ☐ Other |

Rest Periods

- ☐ Missed Rest Period Voluntary ☐ Involuntary ☐ Other

Circle/Select Applicable Missed Rest Period: 1 2 3 4

****Voluntary:** It was my own choice to refuse an authorized meal or rest period.**Involuntary:** Through no choice of my own, I was not able to take a complete and proper meal or rest period.

Please provide details of what happened below regarding your meal period and/or rest period:

I understand that I am entitled to an uninterrupted, thirty-minute meal period whenever I work more than five hours in a workday and that my meal period must begin before the end of the fifth hour of work (unless, for workdays of six hours or less, I voluntarily waived my meal period). I understand that I am entitled to a second, uninterrupted thirty-minute meal period whenever I work more than ten hours in a workday and that my second meal period must begin before the end of the tenth hour of work. I also understand that I am authorized, permitted, and strongly encouraged to take a 10-minute (net) paid rest period for every 4 hours worked or major fraction thereof. If I voluntarily miss a meal or rest period or voluntarily experience a late, short, or interrupted meal period (e.g., it was my own choice to refuse an authorized meal or rest period), I understand that I am not entitled to one hour of premium pay for that meal or rest period. If I involuntarily miss a meal or rest period or involuntarily experience a late, short, or interrupted meal period (e.g., I wasn't allowed to take a proper meal or rest period), I understand that I am entitled to one hour of premium pay for that meal or rest period.

Employee Signature _____ Date: _____

Supervisor's Signature _____ Date: _____

FORM MUST BE SUBMITTED IMMEDIATELY AFTER THE APPLICABLE MEAL OR REST PERIOD OCCURS TO THE HUMAN RESOURCES DEPARTMENT.



2026-2027 Employee Handbook

TEACH INC.
TEACH PUBLIC SCHOOLS
TEACH PREPARATORY SCHOOL
TEACH ACADEMY OF TECHNOLOGIES
TEACH TECH CHARTER HIGH SCHOOL

10600 S. Western Ave. Los Angeles, CA 90047
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SECTION 1 – WELCOME

WELCOME TO TEACH Public Schools!

We are happy to have you join us at TEACH Public Schools. We believe our school is truly unique. We serve a diverse group of talented and hardworking students. We regard the work we do as being of utmost importance. Therefore, we have very high expectations for professionalism and performance for each one of our employees. All employees should treat all individuals, including students, teachers, administrators, volunteers, and family members, with respect, and approach all situations as opportunities to learn.

This handbook has been written to provide you with an overview of TEACH Public Schools, its personnel policies and procedures, and your benefits as a TEACH Public Schools employee.

This handbook is intended to explain in general terms those policies that most often apply to your day-to-day work activities. This handbook cannot anticipate every situation or answer every question about employment, and it is not an employment contract. Employees are expected to read this handbook thoroughly upon receipt, to know and abide by the policies outlined herein, and as revised over time, throughout their employment. No TEACH Public Schools guideline, practice, manual or rule may alter the “at-will” status of your relationship with TEACH Public Schools.

In order to retain necessary flexibility in the administration of its policies, procedures and benefits, TEACH Public Schools reserves the right to change, deviate from, eliminate, or revise the handbook, except for the at-will provisions, at any time, without notice, whenever TEACH Public Schools determines that such action is warranted. For these reasons, we urge you to check with the Human Resources Department to obtain current information regarding the status of any particular policy, procedure or practice. This handbook supersedes and replaces all previous personnel policies, practices and procedures.

I welcome you and wish you great success and fulfillment at TEACH Public Schools.

Sincerely

Matt Brown, Executive Director
TEACH Public Schools

SECTION 2 – GENERAL

This handbook serves as a guide for the employer/employee relationship. This handbook applies to faculty and staff at TEACH Public Schools. The standards of conduct apply to all individuals who work on the school premises including independent contractors, vendors, and visitors. Unless otherwise indicated, a benefit, policy, program, or procedure applies, or is available, to ALL eligible employees.

This handbook contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to your supervisor or the Human Resources Department. You are responsible for reading, understanding, and complying with the provisions of this Handbook. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

Neither this handbook nor any other TEACH Public Schools document confers any contractual right, either express or implied, to remain in TEACH Public School's employ, nor does it guarantee any fixed term or condition of your employment. Except as otherwise provided in an executed employment agreement, your employment is not for any specified period of time and may be terminated at will, with or without cause and without prior notice, by TEACH Public Schools or you may resign for any reason at any time.

No supervisor or other representative of TEACH Public Schools except the Executive Director or CFO/COO, with the approval of the Board of Directors, has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. Second, the procedures, practices, policies and benefits described herein may be modified or discontinued from time to time with or without advance notice. We will try to inform you of any changes as they occur.

Finally, this handbook contains proprietary information that should not be disclosed outside TEACH Public Schools, other than to individuals affiliated with TEACH Public Schools whose knowledge of the information is required in the normal course of business.

SECTION 3 – OUR MISSION and VISION

MISSION STATEMENT

At TEACH Public Schools, is to revolutionize education by establishing, operating and supporting schools that inspire a passion for learning and equip students with the knowledge, skills, and character to thrive in an ever-evolving world. We are committed to fostering a culture of innovation, inclusivity, and excellence in every educational institution we create, ensuring that each student reaches their full potential and becomes a positive force for change in society.

VISION STATEMENT

Our vision is to transform communities through education, where every child has access to world-class schools that nurture intellectual curiosity, critical thinking, and a love for lifelong learning. TEACH Public Schools envisions a future where educational equity is realized and innovative teaching practices prepare students to tackle complex challenges, embrace diversity, and contribute meaningfully to their local and global communities. At TEACH Public Schools, we strive to be at forefront of educational excellence, empowering the next generation of the leaders and change-makers to shape a brighter and more compassionate world.

SECTION 4 – EMPLOYMENT

EMPLOYMENT APPLICATIONS

We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

AT WILL EMPLOYMENT

We believe that an employment relationship is successful as long as both parties are mutually satisfied. Accordingly, both you and TEACH Public Schools will have the right to terminate your employment and all related compensation and benefits at any time, with or without cause and with or without notice. In addition, TEACH Public Schools may eliminate or change any term or condition of your employment (including but not limited to your job assignment, duties, or salary) at will, at any time, for any reason not prohibited by law, with or without cause and with or without previous notice.

This is called “employment at will,” and no one other than the Executive Director or CFO/COO TEACH Public Schools, with the approval of the Board of Directors, has the authority to alter your employment at-will status, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. Further, any such agreement must be in writing and must be signed by the Executive Director and CFO/COO. Statements of specific grounds for termination set forth in this Handbook, or elsewhere, are not all-inclusive and are not intended to restrict TEACH Public School’s right to terminate at-will.

EQUAL EMPLOYMENT OPPORTUNITY

TEACH Public Schools is an equal opportunity employer. In accordance with applicable law, the School prohibits discrimination against any employee or applicant for employment on the basis of an individual’s protected status, including race (which includes historically associated traits, such as hair styles and protective hair styles, e.g., braids, locks, and twists), color, religious creed (which includes, without limitation to religious dress and grooming practices), gender, gender identity, gender expression, transgender identity whether or not the employee is transitioning or has transitioned, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability (including HIV and AIDS), mental disability, medical condition (including cancer and genetic characteristics), use of cannabis/marijuana off the job and away from the workplace, genetic information, age (forty (40) and over), sexual orientation, marital status, registered domestic partner status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), reproductive health decision-making (including but not limited to a decision to use or access a particular drug, device or product or medical services for reproductive health), military or veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status or related protected activities (which includes undocumented individuals and human trafficking), protected medical and other protected leaves, domestic violence victim status, political affiliation, or any other consideration protected by applicable law. These categories include a perception that the individual has any of these characteristics or is associated with a person who has (or is perceived to have) any of these characteristics. The school will ensure that applicants and employees are treated in all aspects of employment without unlawful discrimination because of these or any other protected basis. Such aspects of employment include, but are not limited to, recruitment, hiring, promotion, demotion, transfer, layoff, termination, compensation, and training.

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

applicant or employee who believes they requires an accommodation in order to perform the essential functions of the job should contact Human Resources Department and request such an accommodation, specifying what accommodation they need to perform the job. Although the need for accommodations is determined on a case-by-case basis, generally TEACH Public Schools and the employee or applicant will engage in an interactive process with the employee's or applicant's health care provider(s) to confirm the existence of the condition, its limitations in the workplace, and possible reasonable accommodations, if any. The employee or candidate has an obligation to cooperate with TEACH Public Schools in this process, which may include authorizing TEACH Public Schools to communicate with their health care provider(s).

If you believe you have been subjected to discrimination, please follow the complaint procedure outlined below.

HARASSMENT

It is the policy of TEACH Public Schools to ensure equal employment opportunity without harassment on the basis of race (which includes historically associated traits, such as hair styles and protective hair styles, e.g., braids, locks, and twists), color, religious creed (which includes, without limitation, to religious dress and grooming practices), gender, gender identity, gender expression, transgender identity whether or not the employee is transitioning or has transitioned, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability (including HIV and AIDS), mental disability, medical condition (including cancer and genetic characteristics), use of cannabis/marijuana off the job and away from the workplace, genetic information, age (forty (40) and over), sexual orientation, marital status, registered domestic partner status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), reproductive health decision-making (including but not limited to a decision to use or access a particular drug, device or product or medical services for reproductive health), military or veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status or related protected activities (which includes undocumented individuals and human trafficking), protected medical and other protected leaves, domestic violence victim status, political affiliation, or any other consideration made unlawful by federal, state, or local laws, ordinances, or regulations. These categories include a perception that the individual has any of these characteristics or is associated with a person who has (or is perceived to have) any of these characteristics.

TEACH Public Schools prohibits any such harassment in the workplace. In addition, we prohibit abusive conduct/workplace bullying in the work environment. It is our mission to provide a professional work and learning environment free of harassment, discrimination and/or workplace bullying and that maintains equality, dignity, and respect for all. This policy protects all employees of the school as well as interns, volunteers, and potential employees (applicants). All employees of the school are required to abide by this policy, regardless of position or status, including supervisors, administration, and co-workers. In addition, this policy prohibits unlawful harassment by third parties, including students, parents, vendors or other third parties, who have workplace contact with our employees.

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business or field trips, meetings and business or school-related social events.

What is Harassment?

Harassment can take many forms. As used in this Employee Handbook, the term "harassment" includes all unwelcome conduct that comprises the following behavior pertaining to any of the above protected categories or characteristics: Unlawful Harassment: Prohibited unlawful harassment may include, but is not necessarily limited to, the following behavior pertaining to any of the above protected categories:

- o Verbal conduct such as flirting, epithets, derogatory jokes or comments, voicemails, slurs or unwanted sexual advances, sexually suggestive innuendos, conversations regarding sexual activities, invitations, or comments (including, but not limited to, threats of deportation against applicants and employees and family members of applicants and employees, derogatory comments about immigration status or disability, or mockery of an accent or a language or its speakers) (“hostile work environment” harassment).
- o Disrespectful or unprofessional conduct based on any of the protected categories listed above (“hostile work environment” harassment).
- o Comments or conduct that consistently target one gender, even if the content is not sexual (“hostile work environment” harassment).
- o Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, gestures, text messages, posts, social media, instant messages, e-mails, letters, pictures, or gifts (“hostile work environment” harassment).
- o Physical conduct such as assault, unwanted touching, intentionally blocking normal movement, or interfering with work because of any protected basis (“hostile work environment” harassment).
- o Threats and demands to submit to sexual requests or sexual advances as a condition of continued employment or to avoid some other loss and offers of employment benefits in return for sexual favors (“quid pro quo” harassment).
- o Communication via electronic media of any type that includes any conduct that is prohibited by state and/or federal law and/or school policy.
- o Sexually harassing conduct does not need to be motivated by sexual desire to be unlawful or to violate this policy and may include situations that began as reciprocal relationships but later ceased to be reciprocal.

What is abusive conduct/workplace bullying?

- Conduct of an employee in the workplace that a reasonable person would find hostile, threatening, intimidating, humiliating and unrelated to an employer’s legitimate business interests. Examples may include:
 - o Use of derogatory remarks, insults and/or epithets
 - o Verbal or physical conduct that sabotages or undermines a person’s work performance that is threatening, humiliating or intimidating
- Bullying, gossip, profanity, abusive conduct and negative comments are destructive to our school culture, create false rumors, disrupt school operations and interfere with the privacy of others.

What is Retaliation?

Retaliation against an individual for reporting or threatening to report harassment, discrimination or for participating in an investigation of a claim of such conduct is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

As used in this policy, “retaliation” means taking any adverse employment action against an employee because the employee engaged in protected activity pursuant to this policy. Protected activity may include, but is not necessarily limited to, reporting or assisting in reporting suspected violations of this policy, cooperating or participating in investigations or proceedings arising out of a violation of this policy, or engaging in any other activity protected by applicable law.

As used in this policy, an “adverse employment action” means conduct or an action that materially affects the terms and conditions of the employee’s employment status or is reasonably likely to deter the employee from engaging in further protected activity. Adverse employment actions may include, but are not limited to, the following: demotion; suspension; reduction in pay; denial of a merit salary increase; failure to hire or consider for hire; refusing to promote or consider for promotion because of reporting a violation of this policy; harassing another employee for filing a complaint; denying employment opportunities because of making a complaint or for cooperating in an investigation; changing an employee’s work assignments for identifying harassment or other forms of discrimination in the workplace; treating an employee differently such as denying an accommodation; not talking to an employee (the “cold shoulder”) when

otherwise required by job duties; or otherwise excluding the employee from job-related activities because of engagement in activities protected under this policy.

Any retaliatory adverse action because of a protected activity will not be tolerated. If an employee believes they have been subjected to, has witnessed, or has knowledge of retaliation in violation of this policy, please follow the complaint procedure outlined below.

Responsibility

All TEACH Public Schools employees have a responsibility for keeping our work environment free of harassment, discrimination, retaliation and abusive conduct in accordance with this policy.

Reporting

TEACH Public Schools strongly encourages reporting of all perceived incidents of discrimination, harassment, abusive conduct or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been subjected to such conduct should immediately discuss their concerns with their immediate supervisor, or Human Resources Department. All employees who witness potential violations of this policy, and particularly supervisors, are required to immediately report such incidents to Human Resources. Supervisors must report any and all conduct of which they are made aware, which violates, or may violate, policies regarding discrimination, unlawful harassment, or retaliation to Human Resources Department. Supervisors who fail to report alleged violations may be subject to disciplinary action, up to and including termination. There is no requirement to report your complaint to any designated supervisor within TEACH Public Schools. Select the individual supervisor with whom you feel the most comfortable discussing your complaint. Do not report your complaint to any individual who has allegedly engaged in the inappropriate behavior that is the subject of your complaint.

Every effort will be made to keep such reports as confidential as possible, although confidentiality cannot be guaranteed. TEACH Public Schools is serious about enforcing its policy against discrimination, harassment and retaliation; however, TEACH Public Schools cannot resolve potential violations that it does not know about. Therefore, employees are responsible for bringing any such problems to TEACH Public School's attention so it can take whatever steps are necessary to correct the problems.

All complaints submitted pursuant to this policy can be done in writing or verbally. Your complaint should be specific and should include the names of the individuals involved, the names of any witnesses, and any supporting documentation. Employees may choose to submit their complaints anonymously. Anonymous complaints can be brought to the Human Resources Department in person, or via email: hr@teachps.org

Investigation/Complaint Procedure

All complaints of unlawful harassment, discrimination or retaliation will be promptly investigated.

TEACH Public Schools encourages the prompt reporting of complaints or concerns so that rapid and appropriate remedial action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

TEACH Public School's investigation methods will vary depending on the nature of the complaint, the allegations, the witnesses, and other factors. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent possible and consistent with

adequate investigation methods and appropriate corrective actions. The school has a compelling interest in protecting the integrity of its investigations. In every investigation, the school has a strong desire to protect witnesses from harassment, intimidation and retaliation, to keep evidence from being destroyed, to ensure that testimony is not fabricated, and to prevent a cover-up. If the School reasonably imposes a confidentiality requirement and you do not maintain such confidentiality, you may be subject to disciplinary action up to and including immediate termination.

All employees are required to fully cooperate with TEACH Public School's investigation, which includes, but is not limited to, providing all pertinent information in a truthful manner, submitting pertinent documents in their possession, not interfering with the investigation in any manner, and maintaining an appropriate level of discretion regarding the investigation. Failure to do so may result in disciplinary action, up to and including termination.

During the investigation, TEACH Public Schools will provide regular progress updates, as appropriate, to those directly involved. TEACH Public Schools will strive to complete its investigation as efficiently as possible in light of the allegations and will reach any conclusions based on the evidence collected and credibility of the witnesses.

TEACH Public Schools may investigate conduct in the absence of a formal complaint if the TEACH Public Schools has reason to believe that an individual has engaged in conduct that violates TEACH Public Schools policies or applicable law. Further, TEACH Public Schools may continue its investigation even if the original complainant withdraws their complaint during the course of the investigation.

Any conduct which TEACH Public Schools believes constitutes harassment, discrimination, abusive conduct, or retaliation in violation of this policy will be dealt with appropriately. Corrective action may include, for example, training, referral to counseling and/or disciplinary action such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination, as TEACH Public Schools believes is appropriate under the circumstances. Due to privacy protections, the TEACH Public Schools may not be able to fully disclose its entire decision regarding corrective action to the complainant. False and malicious complaints of harassment, discrimination, abusive conduct, or retaliation as opposed to complaints, which, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.

Conclusion

This policy was developed to ensure that all employees work in an environment free from harassment, discrimination, abusive conduct and retaliation. Any employee who has questions or concerns about these policies should talk with the Human Resources Director or Human Resources Manager.

If you believe you have experienced discrimination or harassment you may file a California Civil Rights Department ("CRD") or Equal Employment Opportunity Commission complaint. For information contact the CRD or EEOC. You may find their phone numbers online at www.eeoc.gov and www.cacivilrights.ca.gov, respectively.

Training Requirements

TEACH Public Schools requires all employees to abide by California's training requirements, which includes training within six months of hire and retraining every two years thereafter. Employees who fail to complete this required training will be subject to disciplinary action, up to and including termination.

WHISTLEBLOWER POLICY

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

agency, law enforcement, or other governmental body; and (3) identifying potential violations of TEACH Public Schools policy, specifically the policies contained in TEACH Public School's Employee Handbook.

An employee who wishes to report a suspected violation of law or TEACH Public Schools policy may do so by contacting the Board Members.

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

Any employee who believes that they have been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report the retaliation to one of the following: Human Resources Director and Human Resources Manager. Any supervisor, manager, or staff member that receives complaints of retaliation must immediately inform the Human Resources Director or Human Resources Manager.

Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and, in a manner, intended to protect confidentiality to the extent possible, consistent with a full and fair investigation. Information will be disclosed only as it is necessary to complete the investigation and resolve the matter. The Human Resources Director and a member of TEACH Public Schools management will conduct the investigation or designate other internal or external parties to conduct the investigation. The investigating parties may notify the concerned individuals of their findings as appropriate.

OPEN COMMUNICATION POLICY

We want to hear from you. TEACH Public Schools strongly encourages employee participation in decisions affecting their employment and their daily professional responsibilities. Our greatest strength lies in our employees and our ability to work together. We encourage open communication about all aspects of our school and organization. Employees are encouraged to openly discuss with their supervisors any problems or suggestions they believe would make our organization better and stronger. TEACH Public Schools is interested in all our employee's success and fulfillment. We welcome all constructive suggestions and ideas.

Employees who have work-related concerns or complaints are encouraged to discuss them with the Human Resources Department. Employees are encouraged to raise their work-related concerns as soon as possible after the events that cause concern. TEACH Public Schools will attempt to keep the employee's concerns and complaints confidential to the extent feasible. However, in the course of resolving the matter, some dissemination of information to others may be necessary, appropriate, and/or required by law. Employees with concerns or complaints relating to harassment, discrimination or retaliation should follow the reporting procedure outlined in this Handbook.

LACTATION ACCOMMODATION POLICY

TEACH Public Schools provides a reasonable amount of break time to accommodate an employee's need to express breast milk for the employee's infant child.

A private location to express breast milk will be provided in close proximity to the employee's work area. The employee's normal work area may be used if it allows the employee to express milk in private. In certain circumstances, a temporary location, multipurpose room, or shared space may be provided in accordance with applicable law. The location will also meet the following requirements: not be a bathroom or restroom; be free from intrusion; be shielded

from view; be safe, clean, and free of toxic or hazardous materials; contain a surface to place a breast pump and personal items; contain a place to sit; and have access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump. In addition, the school shall provide access to a sink with running water and a refrigerator suitable for storing milk in close proximity to the employee's work area. If a refrigerator cannot be provided, the school may provide another cooling device suitable for storing milk, such as a School-provided cooler.

An employee who would like to request an accommodation to express milk should complete an accommodation request form and contact the employee's supervisor or Human Resources Department. The school will engage the employee in an interactive process with the employee to determine when and where lactation breaks will occur, and will respond accordingly, generally within two business days. The school reserves the right to deny an employee's request for a lactation break if the additional break time will seriously disrupt operations.

Employees requesting an accommodation under this policy should comply with the following requirements:

1. The employee should [complete an accommodation request form and] contact their Human Resources Department to request designation of a location and time to express breast milk under this policy.
2. The requested break time should, if possible, be taken concurrently with other scheduled break periods. Non-exempt employees should clock out for any lactation breaks that do not run concurrently with normally scheduled rest periods. Any such breaks will be unpaid.

Retaliation for making a lactation accommodation request is strictly forbidden. If the employee believes the employee has been retaliated against it should be reported immediately to Human Resources. Discrimination against and harassment of lactating employees in any form is unacceptable will not be tolerated at TEACH Public Schools and will be handled in accordance with TEACH Public School's policy on discrimination and harassment.

If any employee believes that they have experienced retaliation or discrimination as a result of conduct protected by this policy, the employee may also file a complaint with their supervisor and/or the Labor Commissioner's Office. For more information, contact the Labor Commissioner's Office by phone or visit a local office by finding the nearest one on our website: www.dir.ca.gov/dlse/DistrictOffices.htm. The Labor Commissioner's Office provides an interpreter at no cost to the employee, if needed.

PUBLIC RELATIONS

The success of a charter school depends upon the quality of the relationship among the school, its employees, students, parents and the general public. The public impression of TEACH Public Schools and its interest in our school will be formed in part, by TEACH Public Schools employees. Our employees are ambassadors. The more goodwill an employee promotes, the more employees, students, parents and the general public will respect and appreciate the employee, TEACH Public Schools and our school's services.

Below are several things' employees can do to help leave people with a good impression of TEACH Public Schools.

These are the building blocks for our continued success:

- Communicate with parents regularly
- Act competently and deal with others in a courteous and respectful manner
- Communicate pleasantly and respectfully with other employees at all times
- Follow up on requests and questions promptly, provide business-like replies to inquiries and requests, and perform all duties in an orderly manner
- Respond to email and voicemail within 24 hours during the workweek
- Take great pride in your work and enjoy doing your very best

SECTION 5 - THE EMPLOYMENT PROCESS

EMPLOYEE CLASSIFICATIONS

Each TEACH Public Schools employee is either a “full-time,” “part-time,” or “temporary” employee and either an “exempt” or “non-exempt” employee. Some of the policies and benefits described in this handbook depend on whether the employee is full-time or part-time. Regular full-time employees are those employees regularly scheduled to work 32 or more hours each week. Regular part-time employees are those regularly scheduled to work less than 30 hours each week. Temporary employees are those employed for short-term assignments or in connection with a specific project or event. Temporary employees are not eligible for employee benefits, except those mandated by applicable law. Every member of the team is designated as a Classified or Certificated employee. Some of the policies and benefits described in this handbook depend on how the employee is designated.

Exempt employees: This category includes all employees who are determined by the school to be exempt from certain wage and hour provisions of state and federal laws. Exempt employees are paid a fixed salary that is intended to cover all of the compensation to which they are entitled. Because they are exempt, such employees are not entitled to additional compensation for extra hours of work or time off in lieu of additional compensation.

Non-exempt employees: This category includes all employees who are covered by certain wage and hour provisions of state and federal laws. Non-exempt employees are entitled to overtime and double time pay as well as meal and rest breaks, as prescribed by law.

Instructional or Certificated Employees are those employees hired by TEACH Public Schools for the primary purpose of instructing students.

Non-Instructional Employees: includes those employees hired by TEACH Public Schools that do not primarily instruct students, such as administrative, maintenance, assistants and other operational employees.

EMPLOYEE STATUS AND CLASSIFICATIONS

“Employees” may include exempt, non-exempt, regular full-time, regular part-time, and temporary persons.

Exempt

Employees whose positions meet specific criteria established by state and federal law and who are exempt from overtime pay requirements.

Non-Exempt

Employees whose positions do not meet specific criteria established by state and federal law and are paid overtime and double time pay in certain circumstances. Overtime and double time compensation will be paid in accordance with all state and federal laws, which is generally the following:

- **Overtime** (paid at one-and-a-half times the employee’s regular rate of pay): All hours worked in excess of 40 hours per workweek, in excess of 8 hours in a workday, and for the first 8 hours worked on the seventh consecutive workday.
- **Double time** (paid at twice the employee’s regular rate of pay): All hours worked in excess of 12 hours in a workday and in excess of 8 hours worked on the seventh consecutive workday.

Regular Full-Time

Employees who are regularly scheduled to work 30 or more hours per week are generally eligible for the TEACH Public School’s benefit package, subject to the terms and conditions, and limitations of each benefit program.

Regular Part-Time

Employees who are regularly scheduled to work less than 30 hours per week, and generally not eligible for TEACH Public

School's benefit package except for those required by law.

Temporary (Full-Time or Part-Time)

An employee who is hired for a particular project or job of limited or definite duration is considered a temporary employee. A temporary employee is not eligible to earn, accrue, or participate in any School benefits program, except as otherwise required by law.

Temporary employees retain that status until they are notified of a change, in writing, by the Human Resources Department.

WORK SCHEDULES

All employees will be assigned a work schedule suitable for their job assignment and will be expected to begin and end work according to the schedule. Please note that schedules may vary depending on a variety of factors including whether you work during the academic year or on an annual basis. The Executive Director or your supervisor will assign your individual work schedule. In order to accommodate the needs of our business, it may be necessary to change individual work schedules on either a short-term or long-term basis. All employees are expected to be at their desks or workstations at the start of their scheduled shift, ready to work. If you need to modify your schedule, request the change with Human Resources or your supervisor. All schedule changes or modifications must be approved by the Executive Director.

TEACH Public Schools reserves the right to assign employees to jobs other than their usual assignment, when necessary, provided the employee is capable of performing the essential functions of the alternate assignment. Non-exempt employees are not allowed to perform work at home or away from the school unless specifically authorized for each occurrence by their supervisor. Non-exempt employees are not to work before or to continue working after their scheduled hours unless specifically assigned by the supervisor. Non-exempt employees are not allowed to work "off the clock." Attendance at school-sponsored functions is not compensated unless the supervisor has required you to attend the function. Employees violating these rules may be subject to disciplinary action up to and including termination.

Instructional Employees:

The normal working hours for instructional employees at the school sites are from 7:30 a.m. to 4:30 p.m. with two ten (10) minute rest breaks and a thirty (30) minute meal break. Instructional employees may be required to work other than the normal hours and to take their lunch breaks and/or rest breaks on a rotating basis so that classes and student activities are always covered. There will occasionally be activities that will require teacher participation outside of regular business hours such as instructional prep, evening and Saturday family workshops or special meetings.

School site leadership must approve any exceptions to the regular work schedule for instructional employees.

Non-Instructional Employees:

School site leadership will determine the normal working hours for non-instructional employees. Non-exempt, non-instructional employees are entitled to two ten (10) minute rest breaks and a thirty (30) minute meal break and are entitled to overtime and double time pay as required by law.

Exempt employees, including Instructional and Non-Instructional employees, will be expected to work the number of hours necessary to complete their assigned responsibilities.

WORKWEEK AND WORKDAY

TEACH Public School's workweek is from Monday at 12:00 A.M. through the following Friday at 11:59 P.M. TEACH Public School's standard workday is 7:30 a.m. to 4:30 p.m. each day.

SCHOOL HOLIDAYS

The school observes 13 paid holidays during the year:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- Farm Workers Day

To be eligible for holiday pay, an employee must be full-time and non-exempt and must work both the business day before and after the holiday. Part-time employees, temporary employees, exempt employees (including, but not limited to, teachers) are not eligible for holiday pay. Exempt employees and teachers will receive their regularly scheduled pay during holidays.

Eligible employees will receive time off with pay at their regular rate of pay on the school- observed holidays listed above. When a holiday falls on a Saturday or Sunday, it is usually observed on the preceding Friday or following Monday. However, the School may close on another day. Holiday observance will be announced in advance. The school reserves the right to change this policy at any time, with or without notice.

Holiday hours do not count as hours worked for purposes of calculating overtime. For example, if you receive 8 hours of holiday pay on Monday and work 40 hours Tuesday-Saturday (8 hours/day), you will not be eligible for overtime. Recognized religious holidays may be taken off by an employee whose religion requires observance of the particular day. Employees must request the day off in advance by written notice to the Human Resources Department. The employee may use PTO if the employee has unused PTO available, otherwise the holiday will be unpaid. All steps will be taken to reasonably accommodate a religious holiday (or practice) absent an undue hardship.

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

At the Supervisor's request/approval Due to closure of schools because of inclement weather Prior to or following Jury Duty or Bereavement Leave Due to a previously scheduled and approved PTO.

ACADEMIC FREEDOM

Academic freedom is not an absolute. It must be exercised within the basic ethical responsibilities of the teaching profession. Those responsibilities include:

- An understanding of our academic traditions and methods;
- A concern for the welfare, growth, maturity and development of children;

The use of accepted scholastic methods; and

Application of good taste and judgment in selecting and employing materials and methods of instruction.

Classroom and School Displays

As a public school, TEACH determines the content displayed in its classrooms and other school-controlled instructional spaces as part of its educational program. Materials displayed by employees in these spaces are made in the course of employment and represent the school rather than the individual employee.

Employee displays in these spaces are limited to: (a) materials directly related to the approved curriculum being taught; (b) student work; (c) required school notices and legally mandated postings; (d) schoolwide programs; and (e) school-sponsored events and activities.

Employees may not display personal flags, signs, symbols, posters, or other materials representing political, religious, ideological, social, or advocacy causes or movements, except where the material is part of the approved curriculum or instruction.

Nothing in this section limits or alters displays required by law, including display of the flag of the United States and the flag of the State of California and the conduct of patriotic exercises.

This section applies to all employees on a viewpoint-neutral basis and is enforced uniformly regardless of the particular cause, position, or movement a display may concern.

Nothing in this section restricts employees' legally protected rights to communicate regarding wages, hours, or other terms and conditions of employment, or to engage in protected concerted or organizing activity.

ATTENDANCE AND PUNCTUALITY

Employees are expected to observe regular attendance and be punctual. Each of our employees is critical to our success. Therefore, regular attendance and punctuality are considered an essential function of all positions. Employees are expected to report to work as scheduled, on time, and prepared to work. Employees also are expected to remain at work for their entire work schedule, except meal periods, rest periods or when required to leave on authorized School business. Late arrivals, early departures or other unanticipated and unapproved absences from scheduled hours are disruptive and must be avoided.

If you are unable to report for work on any particular day, you must call, text, or email the site Principal or the Human Resources Department at least one hour before the time you are scheduled to begin working for that day. If you call in less than one hour before your scheduled time to begin work, you will be considered tardy for that day. Absent extenuating circumstances or a medical provider's order excusing you from work for a period of time, you must call in on any day you are scheduled to work and will not report to work. The school understands that in some cases, advance notice is not possible. In these cases, notify the site Principal or Human Resources Department personally at the earliest possible moment. In some circumstances, you may be required to provide verification of or documentation for your absence.

More than three instances of non-illness related tardiness by any employee during any twelve-month period are considered excessive. Any unexcused absence is considered excessive.

If you fail to report for work without any notification to the site Principal or Human Resources Department and the absence continues for a period of three business days, the school will determine that you have abandoned your job and voluntarily terminated your employment.

Absences protected by local, state and federal law do not count as violations of this policy. Paid sick time protected under California law does not count as a violation of this policy.

The presence or absence of each employee is of critical importance to the successful operation of the TEACH Public Schools. Regular attendance and punctuality are considered an essential function of each position. Therefore, TEACH Public Schools expects all of its employees to be on time, ready to begin work at the beginning of their day, and to work the full allotted time they are assigned each day.

Absences protected by local, state and federal law do not count as violations of this policy. Paid sick time protected under California law does not count as a violation of this policy.

TIME RECORDS (NON-EXEMPT EMPLOYEES)

Non-exempt employees must accurately complete time records within the school's timekeeping system on a daily basis. Each time record must show the exact time each work period began and ended, the meal periods taken, and your signature. Absences and overtime must be accurately identified on your time record. Any work performed before or after any regularly scheduled work shift must be approved in advance by the employee's supervisor or school leadership. All time actually worked must be recorded. This includes the use of laptops, computers, PDAs or cell-phones to check work email, voicemail or to send text messages after hours. You cannot record time and/or submit a time record for another employee. Each employee must sign and submit their own time record. Non-exempt employees are not allowed to work "off the clock." Working "off the clock" violates our school's policy. Any errors on an employee's time record should be reported immediately to the employee's supervisor or Human Resources.

Exempt employees must report full days of absence from work.

MEAL AND REST PERIODS (NON-EXEMPT EMPLOYEES)

All non-exempt employees are provided with an opportunity to take meal and rest periods consistent with the law. During your meal periods and rest periods, you may not work at all. You are excused from all duties. In addition, please understand that you may not combine required meal or rest periods in order to take a longer break. Also, you may not miss a required meal or rest period in order to start work later or leave work earlier. In the rare event that you believe you cannot take a meal or rest period, or you are unable to take a full meal or rest period pursuant to School policy or you must begin your meal period more than five hours after your work period began, you must notify Human Resources in advance whenever possible (and, in any event, as soon as possible) so that the proper measures may be taken. If you leave the premises for either a meal or rest break, you are doing so for strictly personal reasons and will not be covered by worker's compensation.

Failure to comply with the school's policy regarding meal and/or rest periods can lead to discipline, up to and including termination

Meal Periods

Non-exempt employees (hourly employees) scheduled to work more than five hours in a day are provided a 30-minute uninterrupted duty-free unpaid meal period. The meal period must be taken before the end of the fifth (5th) hour of work. For example, if the employee begins working at 7:00 a.m., then the employee must clock out to begin their meal period no later than 12:00 p.m. (noon). Your supervisor may schedule your meal periods.

The employee may waive this meal period if their workday will be completed within a total of six hours or less. To waive a meal period, the employee must receive prior written approval from the Human Resources Department and complete a "Meal Period Waiver" form.

If an employee's day exceeds ten hours of work time, the employee is entitled to an additional 30-minute uninterrupted duty-free unpaid meal break. The employee may only waive this second meal period if they have taken the required first meal break of at least 30 minutes and their workday will not exceed 12 hours. To waive the second meal period, the employee must receive prior written approval from the Director of Human Resources and complete a "Second Meal Period Waiver" form.

<u>Hours Worked</u>	<u>Number of Rest Periods</u>
0 hours to 5 hours	No meal period
Over 5 hours to 10 hours	1 30-minute meal period
Over 10 hours to 14 hours	2 30-minute meal periods

Non-exempt employees must observe assigned working hours, the time allowed for meal periods, and report any interrupted, missed, late or short meal periods on that days' time record and to the employee's supervisor immediately. The meal period must be accurately recorded on the employee's time sheet. Meal periods are unpaid time and employees are free to leave the premises. Meal periods may not be combined with rest periods or used to come in later or leave earlier on a workday. Non-exempt employees are expected to return to work promptly at the end of any meal period.

Rest Periods

Non-exempt employees are authorized and permitted to take a 10-minute uninterrupted rest period for each four (4) hours of work or major fraction thereof which is defined as any amount of time over two (2) hours. Your supervisor may schedule your rest periods. Rest periods should be taken as close to the middle of a work period as possible and cannot be taken in conjunction with a meal period. Rest periods are paid work time; they cannot be waived by the employee in order to shorten the workday or used towards additional time off. During rest periods, employees are not required to stay on the premises, however, non-exempt employees are expected to return to work promptly at the end of any rest period.

<u>Hours Worked</u>	<u>Number of Rest Periods</u>
3.5 hours to 6 hours	1 10-minute rest period
Over 6 hours to 10 hours	2 10-minute rest periods
Over 10 hours to 14 hours	3 10-minute rest periods

Non-exempt employees must observe assigned working hours, the time allowed for rest periods, and report any missed rest period on the days' time record and to the employee's supervisor immediately. Employees are encouraged to report any concerns regarding meal or rest periods to Human Resources.

In addition to reporting, it on their time record, any employee who misses a meal or rest period or who experiences a late, short, or interrupted meal period—for any reason—must immediately report this issue to their supervisor.

If an employee voluntarily chooses to miss a meal or rest period or take a late, short, or interrupted meal period (e.g., I chose to take my lunch later in the day or I chose to refuse an "authorized" meal period at the time provided by TEACH Public Schools), the employee is not entitled to premium pay (one additional hour of pay). If an employee involuntarily experiences a missed meal or rest period or a late, short, or interrupted meal period (e.g., my supervisor asked me to handle a call or meeting that caused me to miss or take a late meal period), the employee is entitled to premium pay. Employees must report the reason for the non-compliant meal or rest period to Human Resources.

PAYDAYS

Paydays at TEACH Public Schools are the 15th OF THE MONTH AND LAST DAY OF EACH MONTH. The Human Resources Department or their designee will distribute checks to those who do not have direct deposit. If a normally scheduled pay day falls on a weekend or holiday, paychecks will be distributed the preceding business day.

A written, signed authorization is required for mail delivery or for delivery of your paycheck to any other person. If you have automatic deposit for your paycheck, your funds will be deposited to the financial institution you requested by the end of business on the scheduled payday. While an automatic deposit may actually credit to your account before your actual "payday," the school is not responsible for automatic payments or withdraws dated prior to your actual payday and you should not depend on early deposits of your pay.

PAYROLL WITHHOLDINGS

TEACH Public Schools is required by law to withhold Federal Income Tax, State Income Tax, Social Security (FICA), State Teachers Retirement Service (STRS for eligible credentialed faculty or PERS, if the school participates) and State Disability Insurance from each employee's paycheck as outlined below. Additionally, if a garnishment, tax levy, or an order to withhold child support payments should be delivered, TEACH Public Schools must comply with that order within the time allowed by law and cannot postpone the payroll deduction for any reason. Voluntary deductions, which must be authorized in writing by employees, may include retirement plans, employee portion of insurance premiums, or any other benefit made available to employees.

If an employee believes an error has been made in their pay or deductions TEACH Public Schools will work in good faith to resolve errors as soon as possible. The employee should notify the Human Resources Director of any errors in pay or deductions withheld within seven (7) days from the date paid.

Every deduction from the employee's paycheck is explained on the check voucher/paystub. If the employee does not understand the deduction, then they should ask the Human Resources Director to explain it. The employee may change the number of withholding allowances they wish to claim for Federal and/or State Income Tax purposes before any pay period by filling out a new W-4 form and submitting it to the Human Resources Director.

SECTION 6 - CONDITIONS OF EMPLOYMENT

IMMIGRATION LAW COMPLIANCE

TEACH Public Schools employs only those authorized to work in the United States in compliance with the Immigration and Control Act of 1986. Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 no later than the first day of work for pay and present original documentation establishing identity and employment eligibility as outlined on the I-9 instruction forms no later than three business days after they begin work. Former employees who are rehired must also complete the form if they have not completed an I-9 with TEACH Public Schools within the past three years or if their previous I-9 is no longer retained or valid.

CREDENTIAL REQUIREMENTS

If you are a credentialed team member, you must provide copies of your credential, certificate of clearance, transcripts, and test scores prior to your first day of actual work and if already employed, prior to the start of the academic year if applicable. Failure to provide these documents may delay your ability to begin work.

You are also responsible for keeping required certificates, credentials, and registrations current and in good standing, for paying the costs associated with renewal, and for providing both your principal and the school with verification of renewals. Failure to provide these updated documents to the school may result in suspension without pay until such time as the necessary documentation has been provided.

If you allow a credential, certificate, registration, or required course deadline to expire, or if you fail re-certification, training, or testing, or otherwise fail to maintain the necessary credential for your assignment, TEACH Public Schools is required to remove you from the work schedule until you meet the necessary requirements for your assignment or renew your credential.

Teachers actively enrolled in a Beginning Teacher Support and Assessment (BTSA) program are eligible for program reimbursement for up to \$1,500 per semester for up to 2 school years. Reimbursement must be received for accredited BTSA programs to achieve a Preliminary or Professional Clear Teacher Credential. Reimbursements for the Fall courses will be reimbursed in the Spring (up to 60 days from the start of the Spring Semester), and the Spring Semester will be reimbursed in the Fall (up to 60 days from the start of the Fall Semester). Employees should be in constant communication with the Human Resources Department on their credential status.

TUBERCULOSIS TEST

Before the first day of employment, all new employees must have had a tuberculosis test as described in Education Code 49406 or a TB Risk Assessment (pursuant to AB1667) within the past 60 days. Employees transferring from other public or private schools within the State of California must either provide proof of an examination or a completed Risk Assessment within the previous 60 days or a certification showing that they were examined within the past four (4) years and was found to be free of communicable tuberculosis. The current physician's statement or Risk Assessment must be on file in the office before the first day of employment. Failure to provide documentation on time may result in delay of your ability to begin work or termination.

Results of these tests are strictly confidential. TB Clearance is good for four years and it is the employee's responsibility to remain in compliance and ensure the school has a valid certificate on file.

The examination for applicants for employment is a condition of initial employment. Therefore, the expense incident thereto shall be borne by the applicant. The cost of the examination required for existing employees shall be a reimbursable expense. Employees should follow the school's reimbursement procedures.

CRIMINAL BACKGROUND CHECK

All employees must have Live Scan fingerprint results on file with TEACH Public Schools in accordance with applicable law. Live Scan fingerprinting will be required of all job applicants, employees, and volunteers as required by California and federal law. These background checks are performed through a fingerprinting service coordinated by the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). Civil or criminal background checks may be also be required of applicants and/or employees based on job duties or any other factors in accordance with applicable law.

All fingerprint and background information must be completed and the results in the possession of TEACH Public Schools before the first day of employment. Failure to complete this process will delay the employee's ability to begin work.

Employees with adverse background information (such as certain specific criminal conviction) may be ineligible for employment with TEACH Public Schools.

TEACH Public Schools shall also request subsequent arrest notification from the Department of Justice and take all appropriate action based upon such further notification in accordance with applicable law. Additionally, should an employee, during their employment with TEACH Public Schools, be arrested for, charged with, or convicted of any offense, the employee must immediately report as much to Human Resources.

For additional information on background checks, please contact the Human Resources Director.

CHILD ABUSE AND NEGLECT REPORTING ACT

If, within your professional capacity or within the scope of your employment, you observe or gain possession of knowledge that a child has been a victim of child abuse or sexual abuse or neglect, or you reasonably suspect it, California Penal Code Section 11166 requires you to immediately report this information or suspicion to a child protective agency or the police. The report shall be made by phone as soon as possible and a subsequent written report must be sent within 36 hours of your knowledge or suspicion of the abuse. Failure to meet these obligations can result in a monetary fine and/or jail.

While each employee has the responsibility to ensure the reporting of any child, they suspect is a victim of abuse, the employee is not to verify the suspicion or prove that abuse has occurred. It is extremely important that TEACH Public Schools employees comply with the requirements of the Child Abuse and Neglect Reporting Act (CANRA). No mandated reporter can be held civilly or criminally liable for any report required or authorized by CANRA.

The Human Resources Director is available to answer any questions employees may have about their responsibilities under CANRA, or to assist an employee in making a report under CANRA. If an employee makes a report pursuant to CANRA without TEACH Public School's assistance, they are required to notify TEACH Public Schools of the report if it is based on incidents they observed or became aware of during the course and scope of their employment with TEACH Public Schools.

FIRST-AID AND CPR TRAINING

All individuals working unsupervised with children or in a classroom setting (i.e. core teachers, advisors, coaches, non-core teachers, administrators) must receive, renew, and maintain basic first-aid and CPR certification by the first day of school. Any employee required to be first aid certified and hired after the beginning of the school year will be required to provide proof of completion of both First Aid and CPR training prior to the first day of work.

For additional information on the training required, please contact the Human Resources Director.

PERSONNEL FILES

An employee or former employee (or designee) has the right to inspect or receive a copy of their personnel records at reasonable times, at a reasonable place, and on reasonable advance notice to the Human Resources Director. All requests should be put in writing preferably on the form maintained by Administration. If the request includes a request for copies the employee or former employee may be required to pay for the actual costs of copying. Employer will respond to such a request within 30 days of receipt of the written request.

Employees are not entitled to inspect or copy: letters of reference, records that relate to an investigation of possible criminal activity, ratings, reports or records obtained prior to employment, prepared by examination committee members or obtained in connection with a promotional examination.

CHANGES IN EMPLOYMENT

An employee is responsible for notifying the Human Resources Department about changes in the employee's personal information and changes affecting the employee's status (for example, name changes, address or telephone number changes, marriages or divorces, etc.). This notification by the employee must occur as close to the change as possible, but no later than 30 days following the change.

SECTION 7 – PERFORMANCE

EMPLOYEE PERFORMANCE REVIEW

Supervisors will generally conduct performance reviews with all regular full-time and regular part-time employees annually. Supervisors may conduct informal performance reviews and goal setting sessions more often if they choose.

Performance reviews are designed for the supervisor and the employee to discuss their current job tasks, encourage and recognize attributes, and discuss positive, purposeful approaches for meeting work-related goals. Together, the employee and supervisor discuss ways in which the employee can accomplish goals or learn new skills. The goal setting sessions are designed for the employee and their supervisor to make and agree on new goals, skills, and areas for improvement.

Your performance review and goal setting sessions may or may not have a direct effect on any changes in your compensation. For this reason, among others, it is important to prepare for these reviews carefully, and participate in them fully.

PERFORMANCE EVALUATIONS

Administrative and Classified Staff:

Performance evaluations generally are conducted annually to provide both employees and supervisors with the opportunity to discuss the employee's position, tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss methods for improving performance. The performance evaluations are intended to make employees aware of their progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee an increase in salary or promotional opportunities, or even continued employment.

Teachers:

At the start of each academic year, each Teacher will meet with the principal to establish Performance Objectives for that school year. The Teacher will put these objectives in writing in accordance with a template to be provided by the principal.

The principal will generally evaluate the Teacher's performance at least once a year formally and on an ongoing basis informally. The evaluation will be based on factors including the Teacher's job description, accomplishment of the Performance Objectives, the TEACH Public School's charter, and standards for teaching performance developed by the Human Resources Department the TEACH Public School's Board of Directors, and/or other TEACH Public Schools staff.

In addition to these more formal performance evaluations, TEACH Public Schools encourages you and your supervisor to discuss your job performance on an ongoing basis.

TEACH Public School's provision of performance evaluations does not alter the at-will employment relationship. Nothing in this policy shall limit the right to terminate employment at-will or limit the TEACH Public School's right to transfer, demote, suspend, administer discipline, and change the terms and conditions of employment at its sole discretion. Employment is at the mutual consent of the employee and TEACH Public Schools. Accordingly, either the employee or TEACH Public Schools can terminate the employment relationship at-will, at any time, with or without reason and with or without notice.

Basis for Determining Pay

Numerous factors may influence your rate of pay, including but not limited to, education, experience, training and/or the operational needs of the school. It is TEACH Public School's goal to have a current Job Description for each employee that broadly defines the job responsibilities and essential functions for each position.

While TEACH Public Schools strives to complete wage increase determinations on an annual basis, there is no guarantee that employees will receive a salary increase, cost of living adjustment or promotion every school year. Salary increases, cost of living adjustments and promotions are solely within the discretion of TEACH Public Schools and depend upon many factors in addition to performance. Positive performance evaluations do not guarantee increases in salary or promotions. Increases may be determined the basis of various factors including, but not limited to, performance, adherence to school policies and procedures, ability to meet or exceed duties, salary schedules/ranges/bands, achievement of performance goals, or operational factors.

Changes to the amount of an employee's wage or salary will become effective on the first regular pay period following the change.

SECTION 8 - LEAVES

FAMILY MEDICAL LEAVE ACT (FMLA)/CALIFORNIA FAMILY RIGHTS ACT (CFRA)

Eligible employees may request a family and medical leave of absence under the circumstances described below. Eligible employees are those who have been employed by the school for at least 12 months (not necessarily consecutive), have worked at least 1250 hours during the 12 months immediately prior to the family and medical leave of absence. For purposes of FMLA leave, an eligible employee must also be employed at a worksite where there are 50 or more employees of the school within 75 miles. Please check with Human Resources Department to determine whether you are eligible for FMLA/CFRA leave.

Ordinarily, you must request a planned family and medical leave at least 30 days before the leave begins. If the need for the leave is not foreseeable, you must request the leave as soon as practicable. You should use the school's request form, which is available upon request from Human Resources Manager. Failure to comply with this requirement may result in a delay of the start of the leave.

A family and medical leave may be taken for the following reasons:

1. the birth of an employee's child or the placement of a child with the employee for foster care or adoption, so long as the leave is completed within 12 months of the birth or placement of the child;
2. the care of the employee's spouse, child, parent with a "serious health condition";
3. for CFRA only, the care of the employee's "family member with a "serious health condition";
4. the "serious health condition" of the employee;
5. for FMLA only, the care of the employee's spouse, child, parent, or next of kin who is a member of the Armed Forces, including a member of the National Guard or Reserves, and who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
6. any qualifying exigency as defined by the applicable regulations arising out of the fact that the employee's spouse, child, registered domestic partner (CFRA only) or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces.

For CFRA only, a "family member" includes the employee's spouse, parent, child of any age, registered domestic partner, grandparent, grandchild, sibling, parent-in-law, and a "designated person". A "designated person" is someone else with a blood or family-like relationship with the employee. The employee may identify this person at the time the employee requests a CFRA leave. The employee is limited to one (1) designated person per 12-month period for purposes of a CFRA leave.

A "serious health condition" is one that requires inpatient care in a hospital or other medical care facility or continuing treatment or supervision by a health care provider. You may take a leave under paragraph (2) or (3) above only if due to a serious health condition of a family member as described in paragraph (2) or (3) requires your care or assistance as certified in writing by the family member's health care provider. If you are seeking a leave under paragraph (4) above, you must provide the school with a medical certification from your health care provider establishing eligibility for the leave, and you must provide the school with a release to return to work from the health care provider before returning to work. You must provide the required medical certification to the school in a timely manner to avoid a delay or denial of leave. You may obtain the appropriate forms from the Human Resources Manager.

FMLA/CFRA leave is unpaid and both may be taken for up to 12 workweeks during the designated 12-month period (with the exception of FMLA qualifying leaves to care for a member of the Armed Services who has a serious illness or injury, which may be taken for up to a total of 26 workweeks of leave during a single 12-month period). The 12-month period will be defined as a "rolling twelve months" looking backward over the preceding 12 months to calculate how

much family and medical leave time has been taken and therefore determine the amount of leave that is available. FMLA qualifying leaves to care for a member of the Armed Services who has a serious illness or injury will be calculated on the 12-month period looking forward. All time off that qualifies as family and medical leave will be counted against your state and federal family and medical leave entitlements to the fullest extent permitted by law.

You will be required to use any accrued vacation during unpaid family and medical leave (e.g. for example, any period in which you are not receiving a wage supplement through the EDD). You will also be required to use any accrued paid sick leave during unpaid family and medical leave that is due to your own or a family member's serious health condition. However, if an employee is receiving benefit payments pursuant to a disability insurance plan (such as California's State Disability Insurance plan or Paid Family Leave program) or workers' compensation insurance plan, the employee and the school may mutually agree to supplement such benefit payments with available PTO (sick or vacation).

Benefit accrual, such as vacation/PTO, PSL, and holiday benefits, will be suspended during the approved leave period and will resume upon return to active employment. During FMLA/CFRA leave, group health benefits will be maintained as if you were continuously employed. However, you must continue to pay your share of applicable premiums (for yourself and any dependents) during the leave.

If you do not return to work on the first workday following the expiration of an approved FMLA/CFRA leave, you may be deemed to have resigned from your employment. Upon returning from such a leave, you will normally be reinstated to your original or comparable position and will receive pay and benefits equivalent to those you received prior to the leave, as required by law. In certain circumstances under FMLA, "key" employees may not be eligible for reinstatement following a family and medical leave. The school will provide written notice to any "key" employee who is not eligible for reinstatement.

If you have any questions concerning, or would like to submit a request for a family and medical leave of absence, please contact Human Resources.

PREGNANCY DISABILITY LEAVE

The school provides pregnancy disability leaves of absence without pay to eligible employees who are temporarily unable to work due to a disability related to pregnancy, childbirth, or related medical conditions. Employees should make requests for pregnancy disability leave to their supervisor at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events. A health care provider's statement must be submitted, verifying the need for such leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to the school. Employees returning from pregnancy disability leave must submit a health care provider's verification of their fitness to return to work.

The school will make a good faith effort to provide reasonable accommodations and/or transfer requests when such a request is medically advisable based on the certification of a health care provider. When an employee's health care provider finds it is medically advisable for an employee to take intermittent leave or leave on a reduced work schedule and such leave is foreseeable based on planned medical treatment because of pregnancy, the school may require the employee to transfer temporarily to an available alternative position. This alternative position will have equivalent rate of pay and benefits and must better accommodate recurring periods of leave than the employee's regular job. Eligible employees are normally granted unpaid leave for the period of disability, up to a maximum of four months (or 17 1/3 weeks or 693 hours) per pregnancy. Employees will be required to use any accrued sick time during any unpaid portion of pregnancy disability leave (e.g. for example, any period in which you are not receiving a wage supplement through the EDD). Employees may also elect to use any accrued vacation/PTO time during any unpaid portion of pregnancy disability leave. If an employee is receiving benefit payments pursuant to a disability insurance plan (such as

California's State Disability Insurance plan or Paid Family Leave program), the employee and the school may mutually agree to supplement such benefit payments with available PTO or sick leave.

Benefit accrual, such as vacation/PTO, sick leave, and holiday benefits, will be suspended during the approved pregnancy disability leave period and will resume upon return to active employment. Group health benefits will be maintained during the approved pregnancy disability leave as if you were continuously employed. However, you must continue to pay your share of applicable premiums (for yourself and any dependents) during the leave. So that an employee's return to work can be properly scheduled, an employee on pregnancy disability leave is requested to provide the school with at least one week's advance notice of the date they intend to return to work.

When an approved pregnancy disability leave ends, the employee will be reinstated to the same position, unless the job ceased to exist because of legitimate business reasons. An employee has no greater right to reinstatement to the same position or to other benefits and conditions of employment than if they have been continuously employed in this position during the pregnancy disability leave or transfer. If the same position is not available, the employee will be offered a comparable position in terms of such issues as pay, location, job content, and promotional opportunities, if one exists. An employee has no greater right to reinstatement to a comparable position or to other benefits or conditions of employment than if the employee would not have otherwise have been employed if leave had not been taken.

If you have any questions regarding pregnancy disability leave, please contact Human Resources.

MILITARY SPOUSE LEAVE

An eligible employee-spouse of a qualified service member is entitled to take ten (10) days of unpaid leave during a period when the spouse or registered domestic partner is on leave from military deployment.

An eligible employee must work an average of 20 hours per week; have a spouse or registered domestic partner who is a member of the Armed Forces, National Guard or Reserves; must provide notice of their intention to take the leave within two (2) business days of receiving official notice that the service member will be on leave from deployment; and submit written documentation certifying that the service member will be on leave during the time the leave is required.

The employee may use accrued vacation/PTO/sick leave during this unpaid time off.

WORKERS' COMPENSATION LEAVE

Employees that are temporarily disabled due to a work-related illness or injury will be placed on workers' compensation leave. The duration of your leave will depend upon the rate of your recovery and the medical provider's recommendation. Workers' compensation leave will run concurrently with any other applicable medical leave of absence (i.e., FMLA/CFRA if applicable). Human Resources will reach out to employees that have requested a workers' compensation leave regarding employer provided health insurance benefits. If you have any questions concerning this leave and/or any benefit related questions, please contact Human Resources.

BEREAVEMENT LEAVE

TEACH Public Schools provides time off to eligible employees in the event of the death of a "family member". To be eligible for Bereavement Leave, the employee must be employed for at least thirty (30) days prior to starting Bereavement Leave. If an employee is eligible for Bereavement Leave and the employee experiences the death of a family member, the employee may take up to five (5) days of Bereavement Leave.

For purposes of this policy, a family member is defined as a: spouse, domestic partner, child, parent, parent-in-law, sibling, grandparent and grandchild.

The days of Bereavement Leave do not need to be taken consecutively; however, the employee must use Bereavement Leave within three (3) months of the death of the family member, at which time any remaining unused Bereavement Leave will expire.

Within the first thirty (30) days of the first day of Bereavement Leave, an employee must provide the Human Resources with documentation to support the need for Bereavement Leave which may include a death certificate; a published obituary, verification of death, burial or memorial service from a mortuary, funeral home, burial society, crematorium, religious institution or governmental agency.

Up to five days will paid Bereavement Leave per school year. An employee may elect to use any accrued vacation/PTO for any remaining Bereavement Leave.

REPRODUCTIVE LOSS LEAVE

TEACH Public Schools grants time off to eligible employees in the event you suffer a qualifying reproductive loss event as defined in this policy.

To be eligible for reproductive loss leave, you must be employed for at least 30 days prior to starting leave.

If you are eligible and experience a reproductive loss event, you may take up to five days of reproductive loss leave.

For purposes of this policy, a reproductive loss event is the day, or the final day for a multiple day event, of one of the following:

- Failed adoption: The dissolution or breach of an adoption agreement with the birth mother or legal guardian, or an adoption that is not finalized because it is contested by another party, if you would have been a parent of the adoptee if the adoption had been completed.
- Failed surrogacy: The dissolution or breach of a surrogacy agreement, or a failed embryo transfer to the surrogate, if you would have been a parent of a child born as a result of the surrogacy.
- Miscarriage: May be a miscarriage by you, your current spouse or domestic partner, or by another individual if you would have been a parent of a child born as a result of the pregnancy.
- Stillbirth: May be a stillbirth resulting from your pregnancy, the pregnancy of your current spouse or domestic partner, or another individual if you would have been a parent of a child born as a result of the pregnancy.
- Unsuccessful assisted reproduction: An unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure (i.e., artificial insemination or an embryo transfer, including gamete and embryo donation). Assisted reproduction does not include reproduction through sexual intercourse. This event applies to you, your current spouse or domestic partner, or another individual, if you would have been a parent of a child born as a result of the pregnancy.

The days of reproductive leave do not need to be taken consecutively, however, you must complete your reproductive loss leave within three months of your reproductive loss event, or, if prior to or immediately following your reproductive loss event, you are on or choose to go on leave under California's pregnancy disability law, the California Family Rights Act, or any other leave provided by state or federal law, then you may complete your reproductive loss leave within three months of the end of the other leave, at which time any remaining unused reproductive loss leave will expire.

Reproductive loss leave is unpaid; however, you may choose to use previously accrued paid leave time available to you.

If you experience more than one reproductive loss event within a 12-month period, you can receive another five days of reproductive loss leave. You are limited to a total of 20 days of reproductive loss leave within a 12-month period.

Any information provided to TEACH Public Schools related to this leave will be maintained as confidential and will not be disclosed except to internal personnel or counsel, as necessary, or as required by law.

JURY DUTY LEAVE

All employees who receive a notice of jury/witness duty must notify their supervisor as soon as possible so that arrangements may be made to cover the absence. In addition, employees must provide a copy of the official jury/witness duty notice to their supervisor. Employees must report for work whenever the court schedule permits. Either the School or the employee may request an excuse from jury/witness duty if, in the school's judgment, the employee's absence would create serious operational difficulties.

Non-exempt employees who are called for jury/witness duty will be provided time off without pay. Exempt employees will receive their regular salary unless they do not work any hours during the course of a workweek. Employees may elect to use any accrued vacation/PTO during jury/witness duty leave.

In the event that the employee must serve as a witness within the course and scope of their employment with the School, the School will provide time off with pay.

TIME OFF TO VOTE

The school will allow any employee who is a registered voter and does not have enough time outside of working hours to vote in a statewide election up to two (2) hours of work time to vote. If employees are unable to vote in an election during their non-working hours, then the school will grant up to two hours of paid time off to vote. The request must be made at least two (2) working days in advance. The time must be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule unless the school and the employee agree otherwise.

An employee may also serve as an election official on Election Day without being disciplined, however the school will not pay the employee for this time off. Accrued unused vacation/PTO may be paid to the employee for this time off.

Employees must submit a voter's receipt on the first working day following the election to qualify for paid time off. Nothing in this policy requires the employee to bring their mail (absentee) ballot to work, including mailing such absentee ballot from work.

SCHOOL ACTIVITIES LEAVE

The school encourages employees to participate in the school activities of their child(ren). If you are the parent or guardian of a child who is in school up to grade 12, or who attends a licensed day care facility, you may take up to 40 hours of unpaid leave per year to participate in the activities of the school or day care facility, to find, enroll or reenroll your child in a school or with a licensed child care provider and/or to address a child care provider or school emergency.

The leave is subject to all of the following conditions:

- The time off for school activity participation cannot exceed eight (8) hours in any calendar month, or a total of forty (40) hours each year;
- Unless it is an emergency, employees planning to take time off for school visitations must provide as much advance notice as possible to their supervisor;
- If the School employs both parents, the first employee to request such leave will receive the time off. The other parent will receive the time off only if the leave is approved by their supervisor;
- Employees must use existing vacation/PTO in order to receive compensation for this time off;

- Employees who do not have paid time off available will take the time off without pay.

Documentation of participation may be requested and will be sufficient if it is provided in writing by the school or the licensed child care/day care facility.

SCHOOL APPEARANCE/SUSPENSION LEAVE

If the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert their supervisor as soon as possible before leaving work. To be eligible for time off to attend a child's school, the employee must be the parent of a child in kindergarten or in grades 1-12 and must present the school's letter, which requests the employee's appearance at the school, to their supervisor at least two days before the requested time off.

This leave is unpaid but the employee may choose to use accrued vacation/PTO. You will not be discharged or discriminated against because of an absence protected by this law.

CRIME VICTIM LEAVE

Employees are allowed to be absent from work to attend judicial proceedings related to a violent felony, serious felony (as defined by the California Penal Code) or felonies related to theft or embezzlement if:

- The employee is a victim of such a crime;
- An immediate family member (i.e., spouse, registered domestic partner, child, step-child, sibling, step-sibling, parent, step-parent, or the child or a registered domestic partner) of an employee is a victim of such a crime;

An employee must give reasonable advanced notice to the school by providing documentation of the proceeding.

Documentation may be from any of the following:

- Notice from the court or government agency setting the hearing;
- The district attorney or prosecuting attorney's office; or
- The victim/witness assistance office advocating on the victim's behalf.

This leave is unpaid but the employee may choose to use accrued vacation/PTO or sick leave. You will not be discharged or discriminated against because of an absence protected by this law.

DOMESTIC VIOLENCE LEAVE/SEXUAL ASSAULT/STALKING LEAVE

If you are a victim of crime or abuse, including domestic violence, sexual assault, stalking, or a crime that caused physical injury or, in certain cases, mental injury, or that caused the death of an immediate family member, you may take time off to obtain or attempt to obtain judicial relief, such as obtaining restraining orders, to help insure your health, safety or welfare or that of your child(ren). Employees may use available vacation /PTO (if applicable). Otherwise, the time off is unpaid. All employees can take time off from work to get medical attention or services from a domestic violence shelter, program, or rape crisis center, or receive psychological counseling or safety planning related to domestic violence, sexual assault, or stalking. Domestic violence, sexual assault and stalking victim's leave for medical treatment does not exceed or add to the unpaid leave time that FMLA/CFRA allows.

You must give the school reasonable notice unless advance notice is not feasible, and provide certification that you are seeking such assistance.

Certification may be sufficiently provided by any of the following:

- A police report indicating that you were a victim crime or abuse;
- A court order protecting or separating you from the perpetrator of an act of crime or abuse, or other evidence from the court or prosecuting attorney that you appeared in court; or,

- Documentation from a medical professional, domestic violence advocate or advocate for victims of sexual assault, health care provider, or counselor that you are undergoing treatment for physical or mental injuries or abuse due to the crime or abuse.
- Any other form of documentation that reasonably verifies the crime or abuse occurred which can include a written statement signed by you or an individual acting on your behalf certifying that the absence(s) is for the purpose authorized under this leave.

Employees have the right to ask the school for help or changes in their workplace to make sure they are safe at work. The school will work with its employees to see what changes can be made. Changes in the workplace may include putting in locks, changing shifts or phone numbers, transferring or reassigning the employee, or help with keeping a record of what happened to the employee. The school may ask the affected employee for a signed statement certifying that this request is for a proper purpose and may also request proof showing the need for an accommodation.

The school will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision. The school will not discharge, discriminate or retaliate against an employee who exercises their rights under this law.

TEACH Public Schools is committed to ensuring employees are not treated differently or retaliated against because of any of the following:

- The employee is a victim of domestic violence, sexual assault, or stalking.
- The employee asked for time off to get help.
- The employee asked TEACH Public Schools for help or changes in the workplace to ensure safety at work.

If any employee believes that they have experienced retaliation or discrimination as a result of conduct protected by this policy, the employee may file a complaint with their supervisor and/or the Labor Commissioner's Office.

For more information, contact the Labor Commissioner's Office by phone at 213-897-6595 or visit a local office by finding the nearest one on website: www.dir.ca.gov/dlse/DistrictOffices.htm. The Labor Commissioner's Office provides an interpreter at no cost to the employee, if needed.

MILITARY LEAVE

California's military leave laws and the Uniformed Services Employment and Reemployment Rights Act ("USERRA") ensure that employees are not adversely affected in their employment after taking leave for military service. Employees who serve in the military and are entitled to a military leave of absence without pay from the school under applicable laws should notify the Human Resources regarding the need for military leave.

Please see the Human Resources Director for more information regarding job reinstatement rights upon completion of military service.

ADULT LITERACY LEAVE

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

ORGAN DONOR / BONE MARROW DONOR LEAVE

The school will provide up to five business days of paid leave within a one-year period to an employee who donates bone marrow to another person. In addition, the school will provide up to 30 business days of paid leave within a one-year period and up to another 30 business days of unpaid leave within a one-year period to an employee who donates an organ to another person. The one-year period is measured from the date the employee's leave begins and shall consist of 12 consecutive months. You must give as much notice as is practicable and must provide certification of the medical necessity of the procedure. You will be required to use up to ten (10) days of any accrued paid leave sick and/or vacation/PTO for organ donation and up to five (5) days accrued paid leave sick and/or vacation/PTO for bone marrow donation. This leave does not run concurrently with FMLA/CFRA. You must have been employed for at least a 90-day period immediately preceding the beginning of the leave, if otherwise eligible.

You may take this leave incrementally, as medically necessary, or all at one time. All health benefits shall be maintained during this leave to the extent they exist at the time of the leave. This leave shall not be considered a break in service and the employee shall continue to accrue paid time off and other benefits as if they had continued working. The Employee shall be required to pay any portion of their benefits they are currently paying.

An employee shall not have any greater rights during this leave than if they have been actively working during this time but will be reinstated to their same or equivalent job prior to the leave. No employee shall be discriminated or retaliated against for taking an organ donation or bone marrow leave.

DRUG & ALCOHOL REHABILITATION LEAVE

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

This policy in no way restricts the TEACH Public School's right to discipline an employee, up to and including termination of employment, for violation of TEACH Public School's Drug and Alcohol Policy.

VOLUNTEER CIVIL SERVICE LEAVE/TRAINING

In California, no employee shall receive discipline for taking time off to perform emergency duty/training as a volunteer firefighter, reserve peace officer, or emergency rescue personnel. If you are participating in this kind of emergency duty/training, please alert your supervisor so that they may be aware of the fact that you may have to take unpaid time off for emergency duty/training. In the event that you need to take time off for emergency duty/training, please alert your supervisor before doing so whenever possible. Time off for emergency training may not exceed 14 days per calendar year.

Emergency Duty/Training Leave is unpaid. You may choose to use your accrued vacation/PTO if you wish to receive compensation for this time off, but you are not required to do so.

If you feel you have been treated unfairly as a result of taking or requesting Emergency Duty/Training Leave, you should contact your supervisor or any other manager, as appropriate

CIVIL AIR PATROL LEAVE

TEACH Public Schools provides eligible employees who are volunteer members of the California Wing of the Civil Air Patrol and are called to emergency operational missions up to 10 days of unpaid leave per calendar year. Leave for a single emergency operational mission will generally be limited to three days unless an extension is granted by appropriate government entities and approved by the school.

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

Employees are required to give the school as much notice as possible of the intended dates upon which the leave would begin and end. The school will restore the employee to the position they held when the leave began or to a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment, unless the employee is not restored because of conditions unrelated to the exercise of the leave rights by the employee. The time off is unpaid. However, an employee may utilize accrued vacation/PTO.

SECTION 9 - BENEFITS

VACATION

School site employees do not earn or accrue vacation time or vacation payout because days off are built into the annual work calendar. Full-time, salaried CMO employees earn vacation time based on the number of years of continuous service in an eligible position. Vacation accrues from the date of hire. Vacation must be approved by a supervisor 30 days in advance. The table below shows annual accrual rates:

Years of Continuous Eligible Service	Annual Time Provided	Maximum Accrual Allowed	Maximum Annual Cash Out Option
1-3 years	15 days	20 days	na
4-6 years	18 days	23 days	
7-9 years	23 days	28 days	
10+ years	26 days	32 days	

Paid Sick Leave

All employees accrue six (6) days of sick leave per year.

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

Eligible Employees

All employees (including part-time and temporary) who work for the school 30 or more days within a year in California are allotted PSL as set forth in this policy.

Permitted Use

Eligible employees may use their allotted PSL to take paid time off for the diagnosis, care, or treatment of an existing health condition of (or preventive care for) the employee or the employee's family member. For purposes of this policy, "family member" means a child, parent, spouse, registered domestic partner, grandparent, grandchild, sibling of the employee or "designated person". "Child" means a biological child, a foster child, an adopted child, a step-child, a child of a registered domestic partner, a legal ward, or a child of a person standing in loco parentis, regardless of the age or dependency status of the child. "Parent" means a biological, foster, or adoptive parent; a step-parent; or a legal guardian of the employee or the employee's spouse or registered domestic partner. A parent may also be someone who accepted the duties and responsibilities of raising the employee when the employee was a minor child, even if they are not the employee's legal parent. "Spouse" means a legal spouse, as defined by California law. A "designated person" is any individual the employee identifies at the time of the employee requests PSL. An employee is limited to one designated person per 12-month period for purposes of PSL.

Employees may also use their PSL to take time off from work for reasons related to domestic violence, stalking, or sexual assault, including being a victim of crime or abuse.

Allotment

Eligible employees will be allotted PSL days as follows:

- On July 1 (and on each subsequent July 1), all eligible employees will be allotted 5 days or 40 hours of PSL per fiscal year (July 1-June 30).
- If an employee is hired mid-year, they will receive 5 days or 40 hours of PSL days on their first day of employment for use during the remainder of the employee's first calendar year of employment.

PSL days are not accrued on an as-worked basis but rather are allotted to the eligible employees on July 1 each year for the following fiscal year. PSL days are "use it or lose it" and, as such, do not carry over from year to year.

Limits on Use

Eligible employees may use PSL beginning on the 1st day of employment.

PSL may be taken in minimum increments of one hour. If an exempt employee absents themselves from work for part or all of a workday for a reason covered by this policy, they will be required to use PSL to make up for the absence.

Notification

The employee must provide reasonable advance notification, orally or in writing, of the need to use PSL, if foreseeable. If the need to use PSL is not foreseeable, the employee must provide notice as soon as practicable.

Termination

Employees will not receive pay in lieu of unused PSL. Unused PSL will not be paid out upon termination.

No Discrimination or Retaliation

The school prohibits discrimination or retaliation against employees for using their PSL.

INSURANCE BENEFITS

Full-time employees are entitled to insurance benefits offered by TEACH Public Schools. These insurance benefits will include medical, dental, vision and life. The school will set a defined contribution towards the employee's insurance premiums that are sponsored by TEACH Public Schools. This amount will be determined on an annual basis. The employee's portion of the monthly premiums will be deducted from the employee's paycheck on a pre-tax basis.

If medical insurance premium rates increase, employees may be required to contribute to the cost of the increase to retain coverage. Unless otherwise mandated by law, employees on a leave of absence may be responsible for selecting continuing health coverage and paying the premium for such coverage through COBRA. If you have any benefit related questions while on a leave of absence, please contact Human Resources via email: hr@teachps.org

COBRA BENEFITS

The Federal Consolidated Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under TEACH Public School's health plan when a "qualifying event" would normally result in the loss of eligibility.

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

Under COBRA, the employee or beneficiary pays the full cost of coverage at TEACH Public Schools group rates plus an administration fee. TEACH Public Schools or our carrier provides each eligible employee with a written notice describing

rights granted under COBRA when the employee becomes eligible for coverage under TEACH Public School's health insurance plan. The notice contains important information about the employee's rights and obligations.

SOCIAL SECURITY/MEDICARE

Social Security is an important part of every employee's retirement benefit. The school pays a matching contribution to each employee's Social Security taxes.

STATE DISABILITY INSURANCE (WAGE SUPPLEMENT)

All employees are enrolled in California State Disability Insurance (SDI), which is a partial wage replacement insurance plan for California workers. Employees may be eligible for SDI when they are ill or have non-work-related injuries, or may be eligible for work related injuries if they are receiving workers' compensation at a weekly rate less than the SDI rate. Specific rules and regulations relating to SDI eligibility are available from Human Resources.

PAID FAMILY LEAVE (WAGE SUPPLEMENT)

Under California law, eligible employees may participate in the Paid Family Leave ("PFL") program, which is part of the state's unemployment compensation disability insurance program. The PFL program provides up to eight weeks of partial wage replacement benefits to employees who take time off to care for a seriously ill or injured child, spouse, parent, registered domestic partner, siblings, grandparents, grandchildren, or parents-in-law or to bond with a new child (birth, foster care, adoption). The PFL program does not provide job protection or reinstatement rights. It is a wage supplement provided concurrently while an employee takes an eligible leave of absence under TEACH Public Schools policy and applicable law.

TEACH Public Schools will require you to take up to two weeks of accrued but unused vacation/PTO prior to your receipt of benefits under the PFL program.

The program will be administered in a manner consistent with California law. For more information regarding this program, you may contact the California Employment Development Department.

WORKER'S COMPENSATION INSURANCE

Eligible employees are entitled to workers' compensation insurance benefits when suffering from an occupational illness or injury. This benefit is provided at no cost to the employee.

If an employee should become injured or in any way disabled on the job, they must report the injury immediately to their supervisor. It is a felony to file a fraudulent or false workers' compensation claim.

SECTION 10 - EMPLOYEE COMMUNICATIONS

COMMUNICATIONS POLICY

Every employee is responsible for using the TEACH Public School's computer system, including, without limitation, its computers, laptops, iPads, tablets, cellular phones, electronic mail (Email) system, telephone, video conferencing, voicemail, facsimile systems and the Internet ("Communications Systems"), properly and in accordance with this policy. Any questions about this policy should be addressed to the Human Resources Department.

The Communication Systems are the property of TEACH Public Schools and have been provided for use in conducting TEACH Public Schools business. All communications and information transmitted by, received from, created, or stored in its Communication Systems are TEACH Public Schools records and property of TEACH Public Schools. The Communication Systems are to be used for school purposes only. Employees may, however, use TEACH Public Schools technology resources for the following incidental personal uses so long as such use does not interfere with the employee's duties, is not done for pecuniary gain, does not conflict with TEACH Public Schools business, and does not violate any TEACH Public Schools policies:

- To send and receive necessary and occasional personal communications;
- To use the telephone system for brief and necessary personal calls; and
- To access the Internet for brief personal searches and inquiries during meal periods or other breaks, or outside of work hours, provided that employees adhere to all other usage policies.

No Expectation of Privacy

TEACH Public Schools has the right, but not the duty, to monitor any and all of the aspects of its Communication Systems, including, without limitation, reviewing documents created and stored on its Communication Systems, deleting any matter stored in its system (including, without limitation, its Email and word processing systems), monitoring sites visited by employees on the Internet, monitoring chat and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing Email, voicemails and instant messages sent and received by users. Further, TEACH Public Schools may exercise its right to monitor its Communications Systems for any reason and without the permission of any employee. Employee use of TEACH Public School's Communication Systems constitutes consent to all the terms and conditions of this policy.

Even if employees use a password to access the Communication Systems (or any aspect thereof), the confidentiality of any message stored in, created, received, or sent from TEACH Public School's Communication Systems is not assured. Use of passwords or other security measures does not in any way diminish TEACH Public School's right to monitor and access materials on its Communication Systems, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed upon request to TEACH Public Schools for any reason that TEACH Public Schools, in its discretion, deems appropriate. Further, employees should be aware that deletion of any Email messages, voicemails or files would not truly eliminate the messages from the system. All Email messages, voicemails and other files may be stored on a central back-up system in the normal course of data management.

Employees have no expectation of privacy in anything they view, create, store, send or receive on the Communication Systems.

Notwithstanding the foregoing, even though TEACH Public Schools has the right to retrieve, read and delete any information viewed, created, sent, received or stored on its Communication Systems, Email messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any Email messages that are not sent to them or by them. Any exception to this policy must receive the prior approval of Human Resources Department.

Professional Use of Communication Systems Required

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Emails and other text communications, in particular, are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write Email communications with no less care, judgment and responsibility than they would use for letters or internal memoranda written on TEACH Public Schools letterhead.

Offensive and Inappropriate Material

TEACH Public School's policy against discrimination and harassment, sexual or otherwise, applies fully to TEACH Public School's Communication Systems, and any violation of that policy is grounds for discipline up to and including discharge. Therefore, no Email messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other characteristic protected by law. Further, material that is fraudulent, harassing, abusive, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, unlawful, inappropriate, or offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or any other characteristic protected by law) may not be downloaded from the Internet or displayed or stored in TEACH Public School's computers. Employees encountering or receiving this kind of material should immediately report the incident to the Human Resources Department.

TEACH Public Schools may (but is not required) to use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by TEACH Public Schools networks. Notwithstanding the foregoing, TEACH Public Schools is not responsible for material viewed or downloaded by users from the Internet. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. Even innocuous search requests may lead to sites with highly offensive content. In addition, having an email address on the Internet may lead to receipt of unsolicited email containing offensive content. Users accessing the Internet do so at their own risk. Employees who encounter inappropriate or sexually explicit material while browsing on the Internet should immediately disconnect from the site, regardless of whether the site was subject to TEACH Public School's blocking software.

Solicitations

TEACH Public School's Communication Systems may not be used to solicit for political causes, commercial enterprises, outside organizations, or other non-job-related solicitations except if an employee is engaged in a protected activity related to improving the terms and conditions of their employment. Approval from Human Resources Department is required before anyone can post any information on commercial on-line systems or the Internet.

Licenses and Fees

Employees may not agree to a license or download any material over the Internet for which a registration fee is charged without first obtaining the express written permission of the Human Resources Department.

Employees may not use a TEACH Public Schools Internet connection to download games or other entertainment software, or to play games over the Internet.

Confidential Information

Employees may not transmit information over the Internet or through email that is confidential or proprietary. Employees are referred to TEACH Public School's "Confidential Information" policy, contained herein, for a general

description of what TEACH Public Schools deems confidential or proprietary. When in doubt, employees must consult their immediate supervisor and obtain approval before transmitting any information that may be considered confidential or proprietary.

Copyrights and Trademarks

TEACH Public School's Communication Systems may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from the Human Resources Department. Employees, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult a supervisor. Any TEACH Public Schools-approved material that is posted or sent via its computer system should contain all proper copyright and trademark notices.

Maintenance and Security of the System

Employees must not deliberately perform acts that waste resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, streaming video or audio files, engaging in online chat groups, printing excessive copies of documents, or otherwise creating unnecessary network traffic. Because audio, video and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related.

To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to TEACH Public School's network must do so through an approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited unless the computer you are using is not connected to TEACH Public School's network.

Files obtained from sources outside TEACH Public Schools including disks brought from home; including files downloaded from the Internet, news groups, bulletin boards, or other online services; files attached to email; and files provided by students, parents or vendors, may contain dangerous computer viruses that may damage TEACH Public School's computer network. Employees should never download files from the Internet, accept email attachments from outsiders, or use disks from non- TEACH Public Schools sources, without first scanning the material with TEACH Public Schools-approved virus checking software. If you suspect that a virus has been introduced into TEACH Public Schools network, notify technology personnel immediately.

Violations of this Policy

Violations of this policy will be taken seriously and may result in disciplinary action, including possible termination, and civil and criminal liability.

This policy is not intended, nor should it be interpreted, to in any way limit the ability of an employee to:

- Discuss with others the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state or local law.

Amendment and Modification of this Policy

TEACH Public Schools reserves the right to modify this policy at any time, with or without notice. TEACH Public Schools may require employees to acknowledge and comply with a separate Acceptable Use Policy for Internet and Network Resources.

SOCIAL MEDIA POLICY

TEACH Public Schools has adopted the following policy with regard to employees' behavior on social networking sites including, but not limited to, Facebook, Twitter, LinkedIn, Pinterest, Instagram, Snap Chat and YouTube. If you wish to use networking protocols or set up a social media site as a part of the educational process, please work with your administrators and technology staff to identify and use a restricted, school-endorsed networking platform. Such sites will be the property of the school who will have unrestricted access to, and control of, such sites.

This policy is intended to supplement, not replace, the school's other policies, rules, and standards of conduct. For example, School policies on confidentiality, use of School equipment, professionalism, employee references and background checks, workplace violence, unlawful harassment, and other rules of conduct are not affected by this policy.

You are required to comply with the following rules and guidelines when participating in social media activities that are governed by this policy:

- Comply with the law at all times. Do not post any information or engage in any social media activity that may violate applicable local, state, or federal laws or regulations.
- Do not engage in any discriminatory, harassing, or retaliatory behavior in violation of School policy.
- Respect copyright, fair use, and financial disclosure rules and regulations. Identify all copyrighted or borrowed material with proper citations and/or links.
- Maintain the confidentiality of the school's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how, and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications. This prohibition applies both during and after your employment with the school.
- Do not post confidential information (as defined in this Handbook) about the school, its employees, or its students. Remember that most student information is protected by the Family Educational Rights and Privacy Act, including any and all information that might identify the student. Publicizing student work and accomplishments is permitted only if appropriate consents are obtained.
- Confidential information (does not include information about the terms and conditions of your employment, such as wages, benefits, workplace safety and other topics an employee has the right to discuss with other employees under the law. Nothing in this policy prevents an employee from discussing or disclosing information about unlawful acts in the workplace, such as harassment or discrimination or any other conduct that the employee may have reason to believe is unlawful.
- While limited and incidental social media activities at work may be tolerated, such social media activities may not interfere with your job duties or responsibilities. Do not use your School-authorized e-mail address to register on social media websites, blogs, or other online tools utilized for personal use.
- Be knowledgeable about and comply with the school's background check procedures.
- Be knowledgeable about and comply with the school's reference policy. Do not provide employment references for current or former employees, regardless of the substance of such comments, without prior approval from the school.
- We encourage you to be fair and courteous to fellow employees, students, parents, vendors, customers, suppliers, or other people who work on behalf of the school. We also encourage you to avoid posting statements, photographs, video, or audio that could be reasonably viewed as malicious, obscene, threatening, or intimidating, that disparage employees, students, parents, vendors, customers, suppliers, or other people who work on behalf of the school, or that might constitute harassment or bullying.
- Make sure you always try to be honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Please do not post any information or rumors that you know to be false about the school, fellow employees, students, parents, vendors, customers, suppliers, people working on behalf of the school, or competitors.
- Never represent yourself as a spokesperson for the school unless authorized to do so. If you publish social media content that may be related to your work or subjects associated with the school, make it clear that you are not speaking on behalf of the school and that your views do not represent those of the school, fellow employees, students, parents, vendors, customers, suppliers, or other people working on behalf of the

school. It is best to use a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of the school.”

- Never be false or misleading with respect to your professional credentials.
- Do not take any photos, videos, or other media in the workplace or on the school’s

premises or at School functions without permission of the school. It is your responsibility to ensure that your posts do not contain any prohibited information, or Confidential Information, including, but not limited to, photos, videos, or other media referencing or relating to student information, even if the student(s) is/are not specifically identified by name but could be easily determined or may be perceived as identifying any student or group of students. Violations may result in disciplinary action, up to and including termination.

- Supervisors who “friend” subordinates on social media accounts (whether personal or School accounts) are responsible for abiding by this policy at all times and immediately reporting any violations of this policy to the Human Resources Department. Failure to do so may result in disciplinary action, up to and including termination.

Employees are not to initiate “friendships” with students or parents. Employees shall not accept students as friends on any personal social networking sites and are to decline any student-initiated friend requests. Employees must delete any students already on their “friends” list immediately. Employees should also be aware that participation in social media, even in a private setting, may not remain private and posts may become public knowledge and/or reported to the school.

Employees should weigh whether a particular posting puts their effectiveness as a school employee at risk. TEACH Public Schools encourages employees to post only what they want the world to see. Imagine that students, their parents, or administrators will visit your site as most information is available to the general public even after it is removed from the site. Employees may not discuss students nor post images that include students.

Employees may not comment on a student's blog or a student’s other social networking commentaries.

Employees may not use trade names, or logos belonging to the school without express written permission of the Executive Director.

In the event you have any questions about whether a particular social media activity may involve or implicate the school, or may violate this policy, please contact the Human Resources Department.

Social media is in a state of constant evolution, and the school recognizes that there will likely be events or issues that are not addressed in these guidelines. Thus, each School employee is responsible for using good judgment and seeking guidance, clarification, or authorization before engaging in social media activities that may implicate this policy.

Failure to comply with TEACH Public School’s social media policy will result in disciplinary action, up to, and including, immediate termination.

Nothing in this policy is not intended to interfere with, restrain or prevent employees from using social media to:

- Communicate with others regarding wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state or local law.

EQUIPMENT POLICY

TEACH Public Schools attempts to provide all staff members with the equipment and supplies needed to do their job.

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

Laptop Computers

Each staff member assigned a laptop for professional use shall be required to sign a laptop Agreement Form and will be charged for any damages, loss or theft to the laptop caused by willful misconduct.

Although issued to an individual employee, all computing devices are considered the personal property of the primary organizational unit to which the receiving employee belongs and shall be returned upon termination of employment with the school, after reassignment of job duties or immediately upon request at any time by an official of the school.

Employees are expected to take all appropriate measures and precautions to prevent the loss, theft, damage and/or unauthorized use of such equipment. Such precautions shall include, but not be limited to the following:

- Keep the computing device in a locked and secured environment when not being used;
- Do not leave the computing device for prolonged periods of time in a vehicle, especially in extreme temperatures;
- Keep food and drinks away from all computing devices and work areas;
- Do not leave the computing device unattended at any time in an unsecured location (e.g., an unlocked empty classroom or office); and
- Keep the computing device in sight at all times while in public places, such as public transportation, airports, restaurants, etc. Should an employee's computing device be lost or stolen, the employee must:
 - o immediately report the incident to their immediate supervisor and Chief representative;
 - o obtain an official police report documenting the theft or loss; and
 - o provide a copy of the police report to their immediate supervisor or Executive Director.

If the employee fails to adhere to these procedures, the employee will be held legally and financially responsible to the school for the replacement of such equipment.

The school is under no legal, financial or other obligation to provide for a replacement computing device to any employee whose device is lost, stolen or damaged.

The school may add security and other tracking technology to any and all computing devices issued by it and any and all such usage is subject to review, monitoring and auditing by the school.

Non-compliance with any policies or procedures will result in appropriate disciplinary action and/or reimbursement of any and all costs to the school if resulting from an employee's willful misconduct.

LAPTOP COMPUTERS

Each full-time exempt employee receives a laptop computer for use in carrying out day-to-day functions such as lesson planning, email, enhancing classroom instruction, and using school- provided software for administrative duties (i.e. tracking attendance, logging grades, posting comments, etc.). Employee-issued laptops are property of TEACH Public Schools. Employees are required to treat their laptops with great care. Laptops may never be left unattended or in unlocked classrooms. Employees are required to bring their laptop computers home with them each night. Upon termination of employment, employees understand and agree that they must promptly return their school-issued laptop to the school. Employees are responsible for reimbursing the school for the cost of lost or damaged laptops when the loss or damage is due to the willful misconduct of the employee.

Employees acknowledge and understand that TEACH Public Schools is the owner of the laptop and of all information contained on the laptop. Employees are discouraged from keeping personal information on their school-issued laptops or using the laptops for personal use. There should be no expectation of privacy with regard to a school-issued laptop and employees must return their laptop upon request by the school.

CELL PHONE POLICY

Personal cell phone use is not permitted while you are working. Cell phones should be turned off and stored with your other personal belongings while you are working.

Notwithstanding the foregoing, employees may, in the event of an “emergency condition,” access their mobile device or other communications device for seeking emergency assistance, assessing the safety of the situation, or communicating with a person to verify their safety. For purposes of this policy, an “emergency condition” is defined as:

- o Conditions of disaster or extreme peril to the safety of persons or property at the workplace or worksite caused by natural forces or a criminal act; or
- o An order to evacuate a workplace, a worksite a worker’s home, or the school of a worker’s child due to natural disaster or a criminal act.

If you are required to perform business on a cell phone for TEACH Public Schools while driving, you must utilize the hands-free option on the cell phone or a headset/earpiece device. Sending, writing, or reading text-based communications on your cell phone while driving a school vehicle or your own vehicle to conduct School business is prohibited. Text based communications include, but are not limited to, text messages, instant messages and email.

Employees whose job responsibilities do not specifically include driving as an essential function, but who use a cell phone for business purposes, whether issued by TEACH Public Schools or not, are also expected to abide by the provisions above. Under no circumstances are employees allowed to place themselves or others at risk to fulfill business needs.

Any employee who fails to comply with this policy will be deemed to have engaged in grossly negligent conduct beyond the course and scope of their employment. As a result, any employee who is charged with a traffic violation or incurs any other form of liability resulting from a violation of this policy will, to the extent allowed by applicable law, be solely responsible for any such liability.

If you are assigned a school cell phone to conduct School business, please notify your supervisor if the cell phone is misplaced, stolen, or damaged. Personal calls, received or placed, are not allowed on School cell phones.

This policy is not intended, nor shall it be interpreted, to in any way limit the ability of an employee to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state or local law.

TELEPHONE CALLS AND TEXTING

While at work and during staff meetings, the employee’s undivided attention is expected. Cell phones, texting, and pagers are not allowed so that the activities or discussion are not disturbed. Employees should wait to make personal phone calls during breaks.

PERSONAL PHONE AND PERSONAL CELL PHONE USE

Personal phone calls should not be made or received during working hours. Any such calls must be made during employee breaks. Friends and relatives should be discouraged from calling during business hours unless there is an emergency. All emergency calls should be directed to the main office. When the call is received, the employee will be contacted.

In addition, the use of personal cell phones for placing or receiving calls, sending or receiving text messages, checking

voicemail, or any other form of communication supported by the school's cell phone provider during working hours is strictly prohibited. Cell phones should be placed out of sight and completely silenced to avoid disruption to the learning environment. In the event of a field trip or other class outing where personal cell phones may be used for safety purposes, communication should be limited to school staff only. The school will not be responsible for lost or stolen cell phones or other personal property.

Notwithstanding the foregoing, employees may, in the event of an "emergency condition," access their mobile device or other communications device for seeking emergency assistance, assessing the safety of the situation, or communicating with a person to verify their safety. For purposes of this policy, an "emergency condition" is defined as:

- o Conditions of disaster or extreme peril to the safety of persons or property at the workplace or worksite caused by natural forces or a criminal act; or
- o An order to evacuate a workplace, a worksite a worker's home, or the school of a worker's child due to natural disaster or a criminal act.

This policy is not intended, nor shall it be interpreted, to in any way limit the ability of an employee to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or

Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state or local law.

Personal telephone calls should be made and received during non-teaching times. Personal calling cards or cell phones should be used for long distance personal calls. TEACH Public Schools expects that cell phones will be turned on a silent/meeting answer mode while employees are on the job and includes, but is not limited to, staff meetings and professional development.

Notwithstanding the foregoing, employees may, in the event of an "emergency condition," access their mobile device or other communications device for seeking emergency assistance, assessing the safety of the situation, or communicating with a person to verify their safety. For purposes of this policy, an "emergency condition" is defined as:

- o Conditions of disaster or extreme peril to the safety of persons or property at the workplace or worksite caused by natural forces or a criminal act; or
- o An order to evacuate a workplace, a worksite a worker's home, or the school of a worker's child due to natural disaster or a criminal act.

This policy is not intended, nor shall it be interpreted, to in any way limit the ability of an employee to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state or local law.

NO SOLICITATION/DISTRIBUTION POLICY

In order to minimize non-work-related activities that could interfere with providing quality education, teamwork, and safety, TEACH Public Schools has established the following policy concerning solicitation and the distribution of written materials other than those directly related to the school's business. This policy is not intended, nor should it be interpreted, to in any way limit the ability of an employee to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state or local law.

Non-employees may not solicit or distribute written materials of any kind at any time on premises that are owned, leased, operated, managed or controlled by TEACH Public Schools.

Employees may not solicit other employees during the workday when either the person doing the solicitation or the person being solicited is engaged in or required to be performing work tasks.

Employees may not distribute written materials of any kind during the workday when either the distributing employee or the employee receiving the materials is engaged in or required to be performing work tasks.

Employees may solicit other employees when both parties are on non-work time. Employees may distribute written materials in non-work areas during non-work time.

The sole exceptions to this policy are charitable and community activities supported and approved by TEACH Public Schools, or if an employee is engaged in a protected activity related to improving the terms and conditions of their employment.

School bulletin boards are the only areas where any merchandise or notices may be placed. Such items must meet the guidelines established by the School and the National Labor Relations Act, if applicable. The site leadership must approve any postings prior to posting.

TEACH Public Schools reserves the right to discontinue any solicitation or distribution if the activities become disruptive to employees or the efficient operation of the school's business.

Employees are required to leave school premises and other work areas at the completion of their workday. Employees are not permitted to enter or remain on school premises or work areas unless the employee is on duty, scheduled for work, coming to or departing from scheduled work, or otherwise has specific authorization from school site leadership.

Definitions

Work time: any time when employees are engaged in or required to be performing work tasks or are otherwise "on the clock." Work time does not include break periods, meal times, or other periods during the workday when employees are properly not engaged in performing their work tasks.

Work areas: all areas controlled by the school where employees are performing work, except employee break areas, and parking lots (non-work areas).

Employee Responsibility

If you have a need to solicit and/or distribute materials on school premises, it must be in compliance with this policy. If you have questions, talk with the Human Resources. If solicitation or distribution is conducted within the parameters of this policy, the manner of activities must not harass or intimidate other employees. If you are subjected to such behavior at any time, report the activity to your supervisor. If solicitation or distribution occurs while you are working, report the activity to the Human Resources Department.

NEPOTISM POLICY

TEACH Public Schools permits the employment of qualified relatives of employees, of the employee's household or immediate family as long as such employment does not, in the opinion of TEACH Public Schools, create actual conflicts of interest. For purposes of this policy, "qualified relative" is defined as a spouse, registered domestic partner, child, parent, sibling, grandparent, grandchild, aunt, uncle, niece, nephew, first cousin, corresponding in-law, "step" relation, adoptive relative, guardian, ward, or any member of the employee's household. "Qualified relative" also includes

persons engaged in amorous relationships, meaning a relation in which persons voluntarily have a physical relationship or are engaged in a romantic courtship (e.g. dating or engaged) that may or may not have been consummated. TEACH Public Schools will use sound judgment in the placement of related employees in accordance with the following guidelines:

A qualified relative is permitted to work in the same department, provided no direct reporting or supervisor-to-subordinate relationship exists. That is, no employee is permitted to work within "the chain of command" when one qualified relative's work responsibilities, salary, hours, career progress, benefits, or other terms and conditions of employment could be influenced by the other relative.

Qualified relatives may have no influence over the wages, hours, benefits, career progress and other terms and conditions of the other related staff members.

Current employees who marry will be permitted to continue working in the same job positions held only if they do not work in direct supervisory relationship with one another or in job positions involving conflicts of interest. If relatives are found to be employed in any of these prohibited job positions, the school will take action to eliminate the conflict, including possibly requiring one or both employees to accept a transfer to another position or to resign. The BOARD OF DIRECTORS must approve any exceptions to this policy.

BUILDING SECURITY/SCHOOL KEYS

All employees who are issued keys to the office and classrooms are responsible for their safekeeping

You will be assigned all appropriate building keys needed to conduct your daily job responsibilities. You are responsible for all keys. Duplication of any school key is not allowed and strictly prohibited. It is against School policy to loan or distribute your assigned keys to another employee or non-employee of the school. If your school keys are lost, misplaced, destroyed, or stolen, you must report it immediately to the Human Resources Department.

The last employee, or a designated employee, who leaves the office and /or the school site at the end of the business day assumes the responsibility to ensure that all doors are securely locked, the alarm system is armed, thermostats are set on appropriate evening and/or weekend setting, and all appliances and lights are turned off with exception of the lights normally left on for security purposes. Employees are not allowed on school property before or after hours without prior authorization.

INTERNAL INVESTIGATIONS & SEARCHES

From time to time TEACH Public Schools may conduct internal investigations pertaining to security, auditing, or work-related matters. Employees are required to cooperate fully with and assist in these investigations if required to do so.

Whenever necessary, in TEACH Public School's discretion, employees' work areas (i.e. desks, file cabinets, lockers, etc.) may be subject to a search without notice. Employees are required to cooperate. Because even a routine search for TEACH Public Schools property might result in the discovery of an employee's personal possessions, all employees are encouraged to refrain from bringing into the workplace any item of personal property that they do not wish to reveal to TEACH Public Schools. Employees have no expectation of privacy in their work areas.

VIOLENCE IN THE WORKPLACE

TEACH Public Schools has adopted a policy prohibiting workplace violence including a Workplace Violence Prevention Plan. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, bullying, and/or coercion, which involve or affect TEACH Public Schools or which occur on TEACH Public Schools property will not be tolerated. Examples of workplace violence include, but are not limited to, the following:

All threats or acts of violence occurring on TEACH Public Schools premises, regardless of the relationship between TEACH Public Schools and the parties involved.

All threats or acts of violence occurring off TEACH Public Schools premises involving someone who is acting in the capacity of a representative of TEACH Public Schools.

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

- Hitting or shoving an individual
- Threatening an individual or their family, friends, associates, or property with harm
- Intentional destruction or threatening to destroy TEACH Public Schools property
- Making harassing or threatening phone calls
- Harassing surveillance or stalking (following or watching someone)
- Unauthorized possession or inappropriate use of firearms or weapons

TEACH Public School's prohibition against threats and acts of violence applies to all persons involved in TEACH Public School's operation, including but not limited to all personnel, contract, unpaid interns, volunteers and temporary workers and anyone else, including parents on TEACH Public Schools property. Violations of this policy by any individual on TEACH Public Schools property will lead to disciplinary action, up to and including termination and/or legal action as appropriate. All employees are encouraged to report incidents of threats or acts of physical violence of which they are aware to their supervisors or to the Human Resources Department.

If an employee becomes aware of an imminent act of violence, a threat of imminent violence, or actual violence, emergency assistance must be sought immediately. In such situations, the employee should contact the law enforcement authorities by dialing 911. Immediately after contacting the law enforcement authorities, the employee must report the incident to Human Resources.

Employees should immediately inform their supervisor or Human Resources Department about any workplace security hazards. If these individuals are not available, the employee should immediately inform any other supervisor so that appropriate action can be taken.

There will be no retaliation against any employee who brings a complaint in good faith under the Violence in the Workplace Policy or who honestly assists in investigating such a complaint, even if the investigation produces insufficient evidence that there has been a violation, or if the charges cannot be proven. However, disciplinary action may be taken against employees who, in bad faith, make false or frivolous accusations.

In certain circumstances, the school may seek a workplace violence restraining order on behalf of one or more employees in furtherance of its commitment to providing a workplace that is free from acts of violence or threats of violence.

SECTION 11 - STANDARDS OF CONDUCT

PERSONAL STANDARDS

Each employee must be neatly groomed and wear clothing that is professional and appropriate for the employee's position. The principal will inform you of any special clothing requirements. Employees will not be permitted to wear clothing or otherwise present an appearance that may cause disruption, be taken as offensive or reduce productivity. If you are assigned a school uniform, your uniform must be clean and presentable when you report to work.

PUBLIC IMAGE/DRESS CODE

The following items are considered inappropriate working attire for TEACH Public Schools employees:

- Spaghetti-strapped shirts
- Tank tops or revealing
- Short apparel of any kind
- Sheer clothing
- T-shirts with inappropriate or offensive gestures or advertising.
- Leggings and Jeans
- Open-toe shoes of any kind

The principal will be the final arbiter of what is considered to be inappropriate attire. You may be required to return home to change clothing if deemed necessary. Non-exempt employees will not be paid for time away from work to change attire. If management occasionally designates "casual days," appropriate guidelines will be provided to you.

Consult your supervisor if you have any questions regarding appropriate attire.

PERSONAL APPEARANCE/STANDARDS OF DRESS

The Board of Directors believes that teachers and other TEACH Public Schools staff serve as role models. They should therefore maintain professional standards of dress and grooming. Just as overall attitude and instructional competency contribute to a productive learning environment, so do appropriate dress and grooming.

The Board of Directors encourages staff, during school hours, to wear clothing that will add dignity to the educational profession, will present an image consistent with their job responsibilities, and will not interfere with the learning process. Accordingly, all staff shall adhere to the following standards of dress:

- Clothing and jewelry must be safe and appropriate to the educational environment.
- All clothing must be clean and in good repair. Slits or tears in pants or other articles of clothing are not permitted except for modest slits in any apparel that are no higher than three (3) inches above the knee.
- Head coverings, including hats of any kind, except those worn for religious or safety reasons, are not to be worn inside school buildings including assemblies, classrooms, labs and offices. Hats may be worn outside for sun protection. All hats are to be removed upon entering school buildings. For exceptions to this policy, the Executive Director must grant prior approval.
- Slacks and shorts are to be worn on the waist with no portion of an undergarment showing. Shorts should be modest in length and should be no higher than three (3) inches above the knee.
- All tops must be appropriate to the work environment, and should be clean, neat, and provide proper coverage.
- For safety purposes, earrings must not dangle more than one (1) inch below the ear.
- Clothing or jewelry that depict and/or promote gangs (as defined in Ed. Code § 35183), drugs, alcohol, tobacco, sex, violence, illegal activities, profanity, or obscenity are not permitted.
- Appropriate shoes must be worn at all times.
- Executive Director will be the final arbiter of what constitutes appropriate dress and attire.

DISCIPLINARY PHYSICAL CONTACT WITH STUDENTS

It is the policy of TEACH Public Schools that no teacher or other staff member will use corporal punishment against a student. This prohibition includes spanking, slapping, pinching, hitting, tying, taping, or the use of any other physical force as retaliation or correction for inappropriate behavior.

STAFF-STUDENT INTERACTIONS

Boundaries Defined

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

Acceptable and Unacceptable Behaviors

Some activities may seem innocent from a staff member’s perspective but may be perceived as flirtation or sexual insinuation from a student or parental point of view. The purpose of the following lists of unacceptable and acceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to or may be perceived as inappropriate, or sexual misconduct, or “grooming.” Grooming is defined as an act or series of acts by a sexual predator to gain physical and/or emotional control by gaining trust (of staff and/or family and a minor) and desensitizing the minor to various forms of touching and other intimate interaction.

Staff members must understand their own responsibilities for ensuring that they do not cross the boundaries as written in this policy. If a student specifically requests that they not be touched, then that request must be honored. Violations could subject the teacher or staff member to discipline up to and including termination. Disagreeing with the wording or intent of these established boundaries will be considered irrelevant for any required disciplinary purposes. Thus, it is critical that all employees study this policy thoroughly and apply its spirit and intent in their daily activities.

Unacceptable Behaviors

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

- Giving gifts to an individual student that are of a personal and intimate nature (including photographs); or items such as money, food, outings, electronics, etc. without the written pre-approval of the Principal or School Leader. It is recommended that any such gifts be filtered through the Human Resources along with the rationale therefor.
- Kissing of ANY kind
- Massage [Note: Prohibited in athletics unless provided by massage therapist or other certified professional in an open public location. Coaches may not perform massage or rub-down. Permitted in special education only as instructed under an IEP or 504 plan.]
- Full frontal or rear hugs and lengthy embraces
- Sitting students on one’s lap (grades 3 and above)
- Touching buttocks, thighs, chest or genital area
- Wrestling with students or other staff member except in the context of a formal wrestling program
- Tickling or piggyback rides
- Any form of sexual contact
- Any type of unnecessary physical contact with a student in a private situation
- Intentionally being alone with a student away from school
- Furnishing alcohol, tobacco products, or drugs or failing to report knowledge of such
- “Dating” or “going out with” a student

- Remarks about physical attributes or physiological development of anyone. This includes comments such as “Looking fine!” or “Check out that [body part].”
- Taking photographs or videos of students for personal use or posting online
- Undressing in front of a student
- Leaving campus alone with a student for lunch
- Sharing a bed, mat, or sleeping bag with a student
- Making, or participating in, sexually inappropriate comments
- Sexual jokes, or jokes/comments with sexual overtones or double-entendres
- Seeking emotional involvement (which can include intimate attachment) with a student beyond the normative care and concern required of an educator.
- Listening to or telling stories that are sexually oriented
- Discussing your personal troubles or intimate issues with a student
- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior
- Giving students a ride to/from school or school activities without the express, advance written permission of the Human Resources and the student’s parent or legal guardian
- Being alone in a room with a student at school with the door closed and/or windows blocked from view
- Allowing students at your home and/or in rooms within your home without signed parental permission for a pre-planned and pre-communicated educational activity which must include another educator, parent, or designated school volunteer
- Staff mirroring the immature behavior of minors
- Sending emails, text messages, social media responses, making phone calls, or sending notes or letters to students if the content is not about school activities. Communication via private social media accounts is not acceptable.

Acceptable Behaviors

- Pats on the shoulder or back
- Handshakes
- “High-fives” and hand slapping
- When age appropriate, touching face to check temperature, wipe away a tear, remove hair from face, or other similar types of contact
- Placing TK through second grade students on one’s lap for purposes of comforting the child for a short duration only
- Holding hands while walking with small children or children with significant disabilities
- Assisting with toileting of small or disabled children in view of another staff member
- Touch required under an IEP or 504 Plan
- Reasonable restraint of a violent person to protect self, others, or property
- Obtaining formal written pre-approval from Human Resources to take students off school property for activities such as field trips or competitions, including parent’s written permission and waiver form for any sponsored after-school activity whether on or off campus
- Emails, text-messages, phone conversations, and other communications to and with students, if permitted, must be professional and pertain to school activities or classes (communication should be initiated via transparent [non-private] school-based technology and equipment)
- Keeping the door wide open when alone with a student
- Keeping reasonable and appropriate space between you and the student
- Stopping and correcting students if they cross your own personal boundaries, including touching legs, or buttocks, frontal hugs, kissing, or caressing
- Keeping administration informed when a significant issue develops about a student, such as a change in demeanor or uncharacteristic behavior
- Keeping after-class discussions with a student professional and brief
- Immediately asking for advice from senior staff or administration if you find yourself in a difficult situation related to boundaries

- Involving your supervisor in discussion about boundaries situations that have the potential to become more severe (including but not limited to: grooming or other red flag behaviors observed in colleagues, written material that is disturbing, or a student's fixation on an adult)
- Making detailed notes about an incident that in your best judgement could evolve into a more serious situation later
- Recognizing the responsibility to stop Unacceptable Behaviors of students and/or co-workers
- Asking another staff member to be present, or within close supervisory distance, when you must be alone with a student after regular school hours
- Prioritizing professional behavior during all moments of student contact
- Asking yourself if any of your actions, which are contrary to these provisions, are worth sacrificing your job and career.

This policy does not prevent: 1) touching a student for the purpose of guiding them along a physical path; 2) helping them up after a fall; or 3) engaging in a rescue or the application of Cardio Pulmonary Resuscitation (CPR) or other emergency first-aid. Nor does it prohibit the use of reasonable force and touching in self-defense or in the defense of another. Restraining a child who is trying to engage in violent or inappropriate behavior is also allowed. Only such force as necessary to defend one's self, another person, or the child or to protect property is legally permitted. Excessive force is prohibited.

Boundaries Reporting

When any staff member, parent, or student becomes aware of a staff member (or volunteer, guest, vendor) having crossed the boundaries specified in this policy, or has a strong suspicion of misconduct, they must report the suspicion to the Human Resources Director promptly. Reasonable suspicion means something perceived in spite of inconclusive or slight evidence. It is based on facts that would lead a reasonable person to believe the conduct occurred. Prompt reporting is essential to protect students, the suspected staff member, any witnesses, and the school as a whole. Employees must also report to the administration any awareness of, or concern about, student behavior that crosses boundaries, or any situation in which a student appears to be at risk for sexual abuse.

Investigating

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

Consequences

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

CUSTOMER & PUBLIC RELATIONS

The school's image in front of students, parents (i.e. our "customers") and the general public is critical to our success. All employees are expected to be prompt, polite, courteous and attentive to our customers and the public. It is possible an employee may come into contact with a dissatisfied or hostile individual based on the nature of the employee's work. If this happens, you should immediately notify your supervisor or the Human Resources Department. We will absolutely not tolerate conduct toward our customers or the general public that might be interpreted as unlawful discrimination or

harassment. If you witness conduct in violation of this policy, you should immediately bring it to the attention of your supervisor or the Human Resources Department

STANDARDS OF CONDUCT AND CIVILITY

At TEACH Public Schools, we are committed to upholding the highest standards of personal integrity and conduct. These standards are based on our dedication to treating people with dignity, respect, and civility, and taking individual and collective responsibility for our conduct. The manner in which we conduct ourselves defines us and how we are perceived by others. As school employees, we also serve as role models to our students.

TEACH Public Schools employees are accountable for integrity in conduct and for the consequences of their actions or inactions. The highest of ethical standards are expected in all matters internal, as well as with students, parents, and the community at large. All TEACH Public Schools employees and any individuals acting on behalf of TEACH Public Schools are required to conduct themselves in compliance with the essence of this Standards of Conduct and Civility policy. Any concerns must be promptly reported to a supervisor or the Human Resources Department. Failure to comply with this policy may result in disciplinary action, up to and including termination.

PROHIBITED CONDUCT

The following is a list of conduct that is prohibited and will not be tolerated by the school. It is not an all-inclusive list, but rather a list designed to give examples of the types of conduct prohibited by the school. Other types of conduct that threaten security, personal safety, employee welfare and/or the school's operations also may be prohibited and will result in disciplinary action up to and including termination.

- Falsification of employment records, employment information, or other School records.
- Recording the work time of another employee or allowing any other employee to record your work time, or allowing falsification of any time card, either your own or another's.
- Theft, deliberate or careless damage or loss of any School property or the property of any employee or customer.
- Provoking a fight or fighting during working hours or on School property.
- Participating in horseplay or practical jokes on School time or on School premises where such conduct might be a safety risk or might be interpreted as offensive.
- Carrying firearms or any other dangerous weapons on School premises at any time or while acting on behalf of the school.
- Violation of the Substance and Alcohol policy.
- Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening or abusive language toward a supervisor or member of management.
- Unreported absence on scheduled workdays unless otherwise excused.
- Excessive tardiness or absenteeism unless otherwise excused.
- Unauthorized use of School equipment, time, materials, facilities, or the school's name.
- Sleeping or malingering on the job.
- Failure to observe working schedules, including the required rest and meal periods.
- Soliciting other employees for membership, funds, or other similar activity in connection with any outside organization during your working time or the working time of the employee(s) solicited.
- Distributing unauthorized literature or any written or printed material during working time or in work areas. ("Working time" does not include your meal and break periods.)
- Failure to timely notify your supervisor when you are unable to report to work absent extenuating circumstances.
- Failure of an employee to obtain permission to leave work for any reason during normal working hours.
- Abuse of sick leave.
- Violation of the Communication Systems Policy.
- Violation of the Standards of Conduct and Civility Policy.

- Failure to provide a physician's certificate when requested or required to do so.
- Violating the School's PERSONAL APPEARANCE/STANDARDS OF DRESS.
- Breaching Confidentiality.
- Making derogatory racial, ethnic, religious or sexual remarks or gestures; any violation of the Harassment and/or Equal Employment Opportunity policy; or using profane or abusive language at any time on School premises or during working hours.
- Violation of any safety, health, security or School rule.
- Negligence or other conduct leading to the endangerment of harm of a child or children.
- Working overtime without authorization or refusing to work assigned overtime.
- Unsatisfactory job performance.
- Willfully or maliciously making false statements regarding any co-worker or submitting a complaint known to be false.

The school will not discipline employees for conduct that relates to employees' ability to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in concerted activity protected under federal, state or local law.

CONFIDENTIAL INFORMATION

You may, during the course of your duties be advised of certain confidential business matters and affairs of the school regarding its business practices, students, suppliers and employees. Your duties may also place you in a position of trust and confidence with respect to certain trade secrets and other proprietary information relating to the business of the school and not generally known to the public or competitors. Such proprietary information includes student information, competitive strategies, marketing plans, fundraising, personnel information and financial information. Confidential information does not include information about the terms and conditions of your employment, such as wages, benefits, workplace safety and other topics you have the right to discuss with other employees under the law. You shall not, either during your employment with the school or any time in the future, directly or indirectly:

- Disclose or furnish, directly or indirectly, to any other person, firm, agency, corporation, client, business, or enterprise, any confidential information acquired during your employment;
- Individually or in conjunction with any other person, firm, agency, School, client, business, or corporation, employ or cause to be employed any confidential information in any manner whatsoever, except in furtherance of the business of the school;
- Without the written consent of the school, publish, deliver, or commit to being published or delivered, any copies, abstracts, or summaries of any files, records, documents, drawings, specifications, lists, equipment and similar items relating to the business of the school, except to the extent required in the ordinary course of your duties.

Nothing in this policy prevents employees from discussing or disclosing information about unlawful acts in the workplace, such as harassment or discrimination or any other conduct that they have reason to believe is unlawful. This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Communicate with others regarding the terms and conditions of their employment during non-working times, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state or local law.

Employees shall not use their cell phone or similar device to engage in any form of audio or video recording on school property without the prior written approval of Human Resources Department and the written consent of the individual being recorded.

Upon an extended leave of absence, request from the school or termination of employment, employees are required to immediately return to the school all property of the school in as good condition as when received (normal wear and tear excepted) including, but not limited to, all files, records, documents, drawings, specifications, lists, equipment and supplies, promotional materials, and similar items relating to the business of the school. This policy also encompasses any and all identifying or confidential information of all former and current students which is protected under the Family Educational Rights and Privacy Act.

Failure to comply with this policy may result in disciplinary action, up to and including termination.

CONFLICTS OF INTEREST

All employees must avoid situations that result in actual or even potential conflicts of interest. Personal, social and economic relationships with competitors, suppliers, customers, parents, or co-employees that may impair an employee's ability to exercise good judgment on behalf of the school or which give the appearance of such impairment create an actual or potential conflict of interest.

TEACH Public Schools expects employees to devote their best efforts to the interests of our school. TEACH Public Schools recognizes your right to engage in activities outside of your employment, which are of a private nature and unrelated to our business. However, outside activities (second jobs, side businesses, clubs, etc.) must not interfere with your ability to fully perform your job duties at TEACH Public Schools or create a conflict of interest with your statutory duty of loyalty to the school. The school prohibits employees from working with another School or external organization that competes with TEACH Public Schools whether as a regular employee or as a consultant.

If you have any questions whether an action or proposed course of conduct would create a conflict of interest, you should immediately contact the Human Resources Department to obtain advice on this issue. A violation of this policy will result in immediate and appropriate discipline, up to and including immediate termination.

Outside Employment

If you are a full-time employee, we expect that you devote your full professional effort to your position at TEACH Public Schools. If you wish to participate in outside work activities you are required to obtain written approval from the Human Resources Department prior to starting those activities. Approval will be granted unless the activity conflicts with TEACH Public School's interests. In general, outside work activities are not allowed when they:

- Prevent you from performing work for which you are employed at TEACH Public Schools.
- Involve organizations that are doing or seek to do business with TEACH Public Schools including actual or potential vendors.
- Violate provisions of law or TEACH Public Schools policies or rules.
- When the employee is on a medical leave (FMLA/CFRA/PDL or any other medical leave).

Your obligations to TEACH Public Schools must be given priority. Full time employees are hired and continue employment with the understanding that TEACH Public Schools is their primary employer and that other employment, commercial involvement or volunteer activity that is in conflict with the business interests of the school is strictly prohibited.

This section is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Communicate with others regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engaging in protected concerted activity that employees have the right to engage in under federal, state or local law.

EXPENSE REIMBURSEMENT POLICY

The school reimburses employees for reasonably necessary business expenses incurred within the course and scope of employment. Employees who have incurred pre-authorized business expenses, including, but not limited to mileage, must submit receipts, invoices, or route information fully documenting the expense. Do not incur expenses without prior authorization via approved purchase order from the CFO/COO of TEACH Public Schools. Employees who have incurred business expenses should submit required receipts to the school business office within 30 days of incurring the expense.

TEACH Public Schools expects employees to act responsibly and professionally when incurring and submitting expenses. The organization will reimburse employees for reasonable expenses on pre-approved business. This includes, for example, travel fares, accommodations, meals, tips, telephone and fax charges, and purchases made on behalf of the organization.

TEACH Public Schools does not pay for local travel to and from the office (regular commute). If employees use their vehicles for business travel, mileage will be reimbursed as per the IRS current mileage rates and for appropriate parking fees. TEACH Public Schools will not be responsible for fuel, maintenance, traffic or parking violations.

General guidelines

- Original receipts are required for reimbursement of all expenses except for per diems. These expenses include:
- Original boarding passes for airplane / train travel
- Credit card receipts
- Detailed merchant receipts

Receipts must be accompanied by a summary which outlines:

- The nature of the expense
- The name and titles of the individuals involved
- The purpose for the expense

Expense summaries must be submitted with receipts and approved by the CFO/COO.

All expenses and summaries must be submitted within 30 days to CFO/ COO for payment.

Travel guidelines

Employees are required to fly coach class with the lowest available airfare for non-stop travel.

If a car rental is required, employees are requested to rent mid-sized or compact vehicles. Employees will be reimbursed for the fuel costs associated with renting a vehicle.

Employees will be reimbursed for reasonable hotel accommodations. Discounted room rates should be requested at the time of room booking.

For work-related trips, employees will be eligible for reimbursement of actual expenses up to a maximum of \$750 per day. Reimbursements will not be paid where other meal arrangements are provided. For example, a luncheon included with an event.

The following list includes examples of non-reimbursable expenses:

- Personal travel insurance
- Personal reading materials
- Childcare
- Toiletries, cosmetics, or grooming products

- Expenses incurred by spouses, children, or relatives
- In-room movies or video games
- Sporting activities, shows, etc.
- Alcohol with meals

Any questions related to the content of this policy or its interpretation should be directed to Director of Business Operations.

Cell Phone Reimbursement

All School employees who are required to use their personal cell phones for work-related purposes are eligible for a reimbursement of \$35.00 - \$50.00 per month for a personal cell phone plan. This amount is intended to cover the proportion of the employee's personal cell phone plan which is used for work purposes. If an employee believes this amount is insufficient, the employee must provide the school with a copy of their most recent cell phone bill in the employee's name (either as the primary account holder or a user of the plan) as valid documentation that the employee has incurred an expense higher than the normal reimbursement. The school may periodically request follow-up documentation to verify that the employee is incurring the expense. If you believe you are entitled to an additional amount, please contact Human Resources.

SECTION 12 - SAFETY

SUBSTANCE AND ALCOHOL POLICY

It is the intent of TEACH Public Schools to promote a safe, healthy and productive work environment for all employees. The school recognizes that the illegal and/or excessive use of drugs and/or alcohol is not conducive to safe working conditions, employees' health, efficient operations or School success.

For purposes of this policy, "illegal drugs" includes, but is not limited to, substances that are prohibited by law (such as cocaine, heroin, etc.), controlled substances, marijuana (including medicinal marijuana, marijuana vaping or other recreational marijuana use), and prescription drugs (if they are not prescribed for the person using them and/or not being used as prescribed). "Drug paraphernalia" means any accessory for the use, possession, manufacture, distribution, dispensation, purchase, or sale of illegal drugs. "Under the influence" means that the employee is affected by alcohol, prescription medication that impairs cognitive or physical functions, and/or illegal drugs in any detectable manner.

The school complies with all Federal and State regulations regarding drug use while on the job. This policy prohibits the following:

- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia or alcohol during working hours, including meal and break periods, or in the presence of pupils;
 - Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia, or alcohol on School property at any time;
 - Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia, or alcohol while attending a school function or event;
- Storing alcohol (if unauthorized), illegal drugs, or drug paraphernalia in a locker, desk, automobile, or other repository on the school's premises;
- Refusing to submit to an inspection or testing when requested by administration;
- Being under the influence of illegal drugs, prescription medication that impairs cognitive or physical functions and/or alcohol during working hours, while on the school's premises and/or attending a school function or event.
- Conviction under any criminal drug statute for a violation occurring in the workplace, including failure to notify the school in writing of employee's conviction for a violation of a criminal drug statute occurring in the workplace no later than 5 calendar days after such conviction; or
- Failure to keep all prescribed medicine in its original container.

Employees taking physician-prescribed medications, which impairs the employee's job performance, (including medical prescribed marijuana) should not report to work. In addition, if you are required to take any kind of prescription or nonprescription medication that will affect your ability to perform your job, you are required to report this to the Human Resources Department. The Director of Human Resources will determine if it is necessary to temporarily place you on another assignment or take other action as appropriate to protect your safety and the safety of other employees and students.

Employees taking physician-prescribed medication which will not impair their job performance may be required to present a statement from the prescribing physician to the employee's supervisor indicating the duration of the prescription and stating that the use of the prescription will not impair the employee's ability to perform their specific job duties. This policy does not require or request the prescribing physician or the employee to identify any prescription drug or the medical condition for which it is prescribed. No employee shall use or have in their possession on the school premises any prescription medication other than medications currently prescribed by a physician for the employee.

TEACH Public Schools will not discriminate against employees for the use of cannabis/marijuana off the job and away from the worksite, nor will TEACH Public Schools take disciplinary action against employees for such use, so long it does not result in the employee being under the influence of marijuana while on the job (e.g., using marijuana off-duty and outside of work and then coming to work while still under the influence/impaired).

This policy will not be construed to prohibit the use of alcohol at social or business functions sponsored by the school where alcohol is served. However, employees must remember their obligation to conduct themselves appropriately at all times while at School-sponsored functions or while representing the school.

The school may at times conduct unannounced searches of School property for alcohol, illegal drugs, drug paraphernalia, and/or unauthorized controlled substances or to ensure compliance with any other School-related policy. This may include desks, storage areas and rooms normally used to store employees' personal property. As a result, employees do not have an expectation of privacy in this regard.

Violation of this Drug and Alcohol Policy may result in disciplinary action, up to and including termination, at the school's sole discretion.

Employees should be aware that participation in a rehabilitation program will not necessarily prevent the imposition of disciplinary action, including termination, for violation of this policy. Employees who undergo voluntary counseling or treatment and who continue to work, if any, must meet all established standards of conduct and job performance.

Compliance with this Drug and Alcohol Policy is a condition of employment at the school. Failure or refusal of an employee to cooperate fully, sign any required document, submit to any inspection, or follow any prescribed course of substance abuse treatment will result in discipline, up to and including termination.

Because the use, sale, purchase, possession, or furnishing of an illegally obtained substance is a violation of the law, the school may report such illegal drug activities to an appropriate law enforcement agency.

The school may require a test by intoxicator, blood test, urinalysis, medical examination of those persons whom the school reasonably suspects of using, possessing, or being under the influence of a drug or alcohol or is acting in such manner that they may harm themselves or another employee during the work day.

Any refusal to submit to such testing will be considered a positive screen. An employee's consent to submit to such a test is required as a condition of employment, and an employee's refusal to consent may result in disciplinary action, including termination for a first refusal or any subsequent refusal. The school shall determine the manner in which such testing is conducted with the goal being to ensure that the test results are accurate.

Such a test may be required of employees involved in any work-related accident or unsafe practice where the safety of the employee or other employees was jeopardized. Periodic retesting may also be required following positive test results or after any violation of this policy or rehabilitation.

SMOKING

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

SECURITY

All employees are responsible for helping to maintain a secure workplace. Be aware of persons loitering for no apparent reason. All staff is expected to question any unknown person seen in the workplace who does not have a visitor's pass. If you are leaving late at night or are in any other situation that presents security concerns or where you do not feel comfortable, please seek the assistance of other employees or call 911. Report any suspicious persons or activities to the Human Resources. Never attempt to force an individual to leave the workplace if s/he is uncooperative. Immediately contact your supervisor or school administrators for assistance or call 911. Secure your desk or work area at the end of the day or when called away from your work area for an extended length of time, and do not leave valuable and/or personal articles that may be accessible in or around your work area. Please report any problems with our security systems to the Human Resources Department

PARKED VEHICLES

Employees are responsible for their own parked vehicles and the personal possessions within while parked on TEACH Public Schools property. Be cautious: keep school property and/or personal possessions out of sight and lock your car. Insuring your vehicle and personal property against loss and damage is recommended for your protection.

USE OF PERSONAL VEHICLE FOR SCHOOL BUSINESS

Personal vehicles used by employees to conduct TEACH Public Schools business must be insured by the employee's personal automobile insurer. TEACH Public School's liability insurance applies on a secondary basis if the underlying personal auto insurance is insufficient. In no event does TEACH Public School's automobile liability insurance coverage pay for damage to the employee's vehicle. Insuring your vehicle against collision damage is recommended for your protection.

PERSONAL AUTOMOBILE

Employees who use their own automobiles for travel on authorized school business will be reimbursed for mileage at the rate established by the Internal Revenue Services. Employee must have prior supervisory approval for the use of personal vehicles and must carry, at their own expense, the minimum insurance coverage for property damage and public liability.

PERSONAL PROPERTY

TEACH Public Schools cannot be responsible and will assume no liability for any loss or damage to employee personal property resulting from theft, fire, or any other cause on TEACH Public School's premises, including the parking area, or away from school property while on school business. TEACH Public Schools employees are prohibited from using personal property for work-related purposes unless approved in advance by the Human Resources Department.

SAFETY POLICY

TEACH Public Schools is firmly committed to maintaining a safe and healthy working environment. All employees of the school are expected to be safety conscious on the job at all times. All unsafe conditions or hazards should be corrected immediately. Report all unsafe conditions or hazards to your supervisor or the Human Resources Department immediately, even if you believe you have corrected the problem. If you suspect a concealed danger is present on School premises, or in a product, facility, piece of equipment, process or business practice for which the school is responsible, bring it to the attention of your supervisor or the Human Resources Department immediately. Supervisors should arrange for the correction of any unsafe condition or concealed danger immediately and immediately contact the Human Resources Department regarding the problem.

All workplace injuries and illnesses must be immediately reported to your supervisor and the Human Resources Department.

TEACH Public Schools has in place a written Injury and Illness Prevention Program and a Workplace Violence Prevention Plan as required by law. These documents are located in the main office for review.

ERGONOMICS

TEACH Public Schools has invested in providing a work environment that is safe for all employees. To lessen the risk of ergonomic hazards, the school will make necessary adjustments to an individual's workstation, educate employees on ergonomic safety, and modify processes when deemed necessary to ensure the well-being and safety of our employees. You should report any ergonomic concerns to the Human Resources Department.

CHEMICAL EXPOSURE WARNING

Employees should be aware that work areas might contain chemicals known to the State of California to cause cancer or to cause birth defects or other reproductive harm. If you have any questions or concerns about possible chemical exposure in your work area, contact the Human Resources Department. TEACH Public Schools uses chemicals in some of its operations. Employees should receive training and be familiar with the handling, use, storage and control measures relating to these substances if they will use or likely be exposed to them. Safety Data Sheets (SDS) are available for inspection. Employee must follow all labeling requirements.

SECTION 13 - TERMINATION

VOLUNTARY TERMINATION

TEACH Public Schools will consider an employee to have voluntarily terminated their employment if the employee does any of the following: (1) elects to resign from TEACH Public Schools; (2) fails to return from an approved leave of absence on the date specified without notifying the school for the need for continued leave including failure to communicate with the school; or (3) fails to report for work without notice to TEACH Public Schools for three consecutive work days. TEACH Public Schools requests that employees provide at least two weeks written notice of a voluntary termination. All TEACH Public Schools property must be returned immediately upon terminating employment. TEACH Public Schools retains the right to accept resignation immediately and pay the amount of straight time compensation an employee would have earned in lieu of further performance.

INVOLUNTARY TERMINATION

An employee may be terminated involuntarily for, among other reasons, poor performance, misconduct or other violations of TEACH Public School's Rules of Conduct as set forth herein. Notwithstanding the foregoing, or anything else contained in this handbook, pursuant to its at-will policy, TEACH Public Schools reserves the right to terminate any employee at any time, with or without advance notice and with or without cause.

EXIT INTERVIEWS

All employees who leave employment at TEACH Public Schools will be asked to take part in an exit interview with the Human Resources Department to communicate their challenges and growth while employed at TEACH Public Schools. Information shared during an exit interview will be treated as confidential to the extent possible.

VERIFICATION AND REFERENCE POLICY

disclosures must be directed to the Human Resources Department. Only the Human Resources Department is authorized to provide verifications or references, or disclose personal information, pertaining to current or former employees.

With respect to verification requests, TEACH Public Schools will disclose only the dates of employment and the title of the last position held. TEACH Public Schools will verify or disclose an employee's salary history only if the employee provides written authorization for TEACH Public Schools to provide the information. However, TEACH Public Schools will provide information about current or former employees as required by law or court order. TEACH Public Schools will not provide any letters of reference for current or former employees. Please refer all questions about this policy to the Human Resources Department.

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

By my signature below, I acknowledge that I have received a copy of TEACH Public School's Employee Handbook, on the date indicated below and agree to my at-will employment as described below. I acknowledge that it is my responsibility to read and review the Employee Handbook carefully. I also acknowledge that it is my responsibility to ask for clarification if I do not understand any of the policies included in the Employee Handbook.

I also acknowledge that I have received a copy of TEACH Public School's Harassment, Discrimination and Retaliation Prevention Policy which is in the Employee Handbook. I understand and agree that it is my responsibility to read and familiarize myself with this policy and all the provisions of the Employee Handbook. I understand that TEACH Public Schools is committed to providing a work environment that is free from harassment, discrimination and retaliation. My signature below certifies that I understand that I must conform to and abide by the rules and requirements described in this policy.

I understand that the Employee Handbook contains important information regarding TEACH Public School's expectations, policies and guidelines and that I am expected to comply with these expectations, policies and guidelines at all times. I understand that the Employee Handbook does not provide a binding contract, but provides guidelines for personnel concerning some of TEACH Public School's policies.

Just as I am free to terminate the employment relationship with TEACH Public Schools at any time, TEACH Public Schools, in its sole discretion, also reserves the right to modify or terminate the employment relationship with me at any time for any or no reason and with or without notice. Further, there is no agreement, express or implied, written or verbal, between the employee and TEACH Public Schools for any specific period of employment, for continuing or long-term employment, or for guaranteed terms and conditions of employment. No one other than the Human Resources Department of TEACH Public Schools, with the approval of the Board of Directors, has the authority to alter my employment at-will status, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. Further, any such agreement must be in writing and must be signed by the Human Resources Department. This is the entire agreement between TEACH Public Schools and me regarding this subject. All prior or contemporaneous inconsistent agreements are superseded. If I have an individually negotiated written employment agreement with TEACH Public Schools, then the terms and conditions of that agreement will prevail to the extent it differs from the policies in this Handbook.

TEACH Public Schools reserves the right to modify, alter, add to or delete any of the policies, guidelines or benefits contained in this handbook at any time with or without notice.

Other than TEACH Public Schools Board of Directors, no other entity or person has the authority to modify this employee handbook.

Employee Name (print) _____

Employee Signature _____

Date: _____

Addenda Form A; Non-Exempt Employee Meal Period Waiver Agreement

TEACH Public Schools

NON-EXEMPT EMPLOYEE MEAL PERIOD WAIVER AGREEMENT

Waiver of First Meal Period (Applicable only when workday is 6 hours or less)

- I understand that I am entitled to and acknowledge that TEACH Public Schools provides me with an uninterrupted, unpaid thirty-minute meal period whenever I work more than five hours in a workday. I also understand that my first meal period must start before the end of my fifth hour of work (i.e., 5 hours and 0 minutes on the clock).
- I wish to voluntarily waive my right to a thirty-minute meal period when my workday will be completed in six hours or less.
- I understand that I may revoke this agreement to waive my first thirty-minute meal period at any time, in writing, by providing written notice of revocation to the Human Resources Department. As a result, I understand this waiver will remain in effect each workday unless and until I provide a written notice to the Human Resources Department revoking this waiver.

Acknowledging the above, I hereby voluntarily waive my right to a thirty-minute meal period whenever my workday will be completed in six hours or less. If I wish revoke this waiver, I will notify Human Resources Department immediately.

Second Meal Period (Applicable only when workday is more than 10 hours but not greater than 12 hours)

- I understand that I am entitled to and acknowledge that TEACH Public Schools provides me with a second, uninterrupted, unpaid thirty-minute meal period whenever I work more than ten hours in a workday. I also understand that my second meal period must start before the end of my tenth hour of work (i.e., 10 hours and 0 minutes on the clock).
- I wish to voluntarily waive my right to a second meal period when my workday will be completed in twelve hours or less, provided that I did not waive my first meal period on the same workday.
- I understand that I may revoke this agreement to waive my second meal period at any time, in writing, by providing written notice of revocation to Human Resources Department. As a result, I understand this waiver will remain in effect each workday unless and until I provide a written notice to the Human Resources Department revoking this waiver.

Acknowledging the above, I hereby voluntarily waive my right to a second meal period whenever my workday will be completed in twelve hours or less and I did not waive my first meal period on the same workday. If I wish revoke this waiver, I will notify the Human Resources Department immediately.

Employee Name (print)

Employee Signature

Date:

Addenda Form B; Non-Exempt Employee Meal and Rest Period Reporting Form

TEACH Public Schools
NON-EXEMPT EMPLOYEE
MEAL AND REST PERIOD REPORTING FORM
(ONE FORM FOR EACH APPLICABLE DAY)

Employee Name (Please Print): _____

Date: _____

Date/Time Issue Occurred: _____

Position: _____

Reported Issue(s)/Reason: (CHECK ALL THAT APPLY AND PROVIDE THE CORRESPONDING REASON FOR THE LATE, SHORT OR MISSED MEAL PERIOD AND/OR MISSED REST PERIOD)

Meal Periods

- ☐ Missed Meal Period
☐ Late Meal Period
☐ Interrupted Meal Period
☐ Short Meal Period

Reason for Missed, Late, Interrupted or Short Meal Period

- | | | |
|------------------------------------|--------------------------------------|--------------------------------|
| ☐ Voluntary | ☐ Involuntary | ☐ Other |
| ☐ Voluntary | ☐ Involuntary | ☐ Other |
| ☐ Voluntary | ☐ Involuntary | ☐ Other |
| ☐ Voluntary | ☐ Involuntary | ☐ Other |

Rest Periods

- ☐ Missed Rest Period Voluntary ☐ Involuntary ☐ Other

Circle/Select Applicable Missed Rest Period: 1 2 3 4

****Voluntary:** It was my own choice to refuse an authorized meal or rest period.**Involuntary:** Through no choice of my own, I was not able to take a complete and proper meal or rest period.

Please provide details of what happened below regarding your meal period and/or rest period:

I understand that I am entitled to an uninterrupted, thirty-minute meal period whenever I work more than five hours in a workday and that my meal period must begin before the end of the fifth hour of work (unless, for workdays of six hours or less, I voluntarily waived my meal period). I understand that I am entitled to a second, uninterrupted thirty-minute meal period whenever I work more than ten hours in a workday and that my second meal period must begin before the end of the tenth hour of work. I also understand that I am authorized, permitted, and strongly encouraged to take a 10-minute (net) paid rest period for every 4 hours worked or major fraction thereof. If I voluntarily miss a meal or rest period or voluntarily experience a late, short, or interrupted meal period (e.g., it was my own choice to refuse an authorized meal or rest period), I understand that I am not entitled to one hour of premium pay for that meal or rest period. If I involuntarily miss a meal or rest period or involuntarily experience a late, short, or interrupted meal period (e.g., I wasn't allowed to take a proper meal or rest period), I understand that I am entitled to one hour of premium pay for that meal or rest period.

Employee Signature _____ Date: _____

Supervisor's Signature _____ Date: _____

FORM MUST BE SUBMITTED IMMEDIATELY AFTER THE APPLICABLE MEAL OR REST PERIOD OCCURS TO THE HUMAN RESOURCES DEPARTMENT.