

Carolina Voyager Staff Handbook Acknowledgement Form

IMPORTANT NOTICE – DISCLAIMER

(To be signed and filed in employee’s personnel file)

THIS EMPLOYEE HANDBOOK (“HANDBOOK”) IS A GUIDE TO GENERAL EMPLOYMENT PROCEDURES AND POLICIES OF CAROLINA VOYAGER CHARTER SCHOOL (HEREINAFTER REFERRED TO AS “CAROLINA VOYAGER” OR “SCHOOL”). THE HANDBOOK IS FOR INFORMATION ONLY, AND IS NOT A CONTRACT OF EMPLOYMENT. ANY SCHOOL PROCEDURE OR POLICY, INCLUDING ANY POLICY, PROCEDURE, OR PROVISION IN OR REFERRED TO IN THIS HANDBOOK, MAY BE MODIFIED, AMENDED, INCREASED, DECREASED, OR DELETED BY THE SCHOOL AT ANY TIME, WITH OR WITHOUT NOTICE.

THIS HANDBOOK SUPERSEDES AND REPLACES ALL OTHER HANDBOOKS OR SIMILAR MATERIALS WHICH HAVE BEEN PUBLISHED OR DISTRIBUTED. EFFECTIVE IMMEDIATELY, ALL (1) PRIOR HANDBOOKS, (2) PRIOR POLICY MANUALS, AND (3) PRIOR POLICIES OR PRACTICES COVERING TOPICS NOW ADDRESSED IN THIS HANDBOOK, ARE HEREBY REVOKED AND DECLARED NULL AND VOID.

THIS HANDBOOK DOES NOT AND IS NOT INTENDED TO ADDRESS EVERY POSSIBLE EMPLOYMENT/EMPLOYEE SITUATION. CAROLINA VOYAGER RESERVES THE RIGHT TO TAKE ACTION OR MAKE A DECISION WHICH IS INCONSISTENT WITH THE PROVISIONS OF THIS HANDBOOK, TO ADDRESS UNIQUE SITUATIONS, ON A CASE-BY-CASE BASIS, IN THE SCHOOL’S SOLE DISCRETION.

THIS HANDBOOK DOES NOT ALTER, IN ANY WAY, THE “AT-WILL” EMPLOYMENT STATUS OF SCHOOL EMPLOYEES. “AT-WILL” EMPLOYMENT MEANS THAT EITHER YOU OR CAROLINA VOYAGER CAN TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY OR NO REASON, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, SUBJECT TO RESTRICTIONS UNDER ANY APPLICABLE LAW. THE AT-WILL STATUS OF YOUR EMPLOYMENT CANNOT BE CHANGED EXCEPT THROUGH AN EXPRESS WRITTEN AGREEMENT COVERING EMPLOYMENT STATUS SIGNED BY THE SCHOOL LEADER OF CAROLINA VOYAGER.

EMPLOYEE ACKNOWLEDGMENT

I ACKNOWLEDGE RECEIPT OF THE NEW HANDBOOK AND UNDERSTAND IT IS EFFECTIVE JULY 1, 2017. I HAVE READ THE HANDBOOK CAREFULLY – PARTICULARLY THE ABOVE DEFINITION OF AT-WILL EMPLOYMENT. I UNDERSTAND THE HANDBOOK IS NOT AN EMPLOYMENT CONTRACT, AND I KNOW THAT MY EMPLOYMENT IS “AT WILL” AS DEFINED ABOVE.

Employee's Signature _____

Employee's Name (Please Print) _____

Date _____

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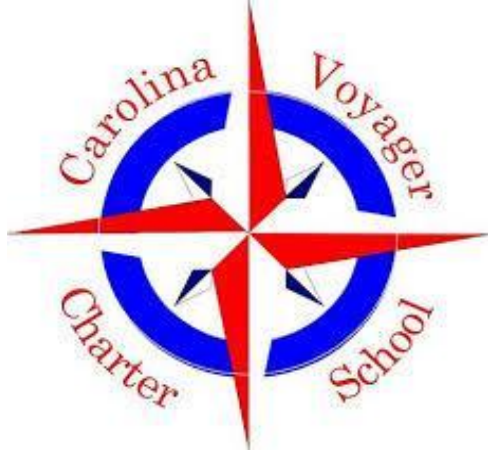
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Employee's Name (Please Print)

Date

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Updated August 10, 2021



Carolina Voyager Charter School

Employee Handbook

Updated 8/10/2021

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WELCOME

Letter from School Leader

Welcome to Carolina Voyager Charter School! You are a member of a team of skilled and dedicated educators who are committed to providing the highest quality education to the children of Charleston County. You were selected to join our team because of your experiences, your credentials, and most importantly, your belief and support of our school mission.

As a team member, your work is critical to our children's success. Our school has earned the reputation of providing an outstanding educational environment focused on the development of the whole child. Innovation drives our mission and personalization of learning for our children defines our programs. Your commitment to our school includes the following pledges:

- To always act in the best interest of our children
- To be flexible and willing to pivot to support the school's mission
- To be a lifelong learner

It is my pleasure to welcome you, or welcome you back, to our team for what will prove to be another exciting and successful year for our school community. We look forward to many fruitful years ahead for our children. Know that you will find ongoing opportunities for professional development, as well as deep personal satisfaction in the work that lies ahead.

I encourage you to review this Employee Handbook and become familiar with the policies and procedures of our school along with the benefits to which you are entitled. I look forward to working with you as a part of our team.

Best regards,

Amy Vesperman

Amy Vesperman
School Leader

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INTRODUCTION

Employment At Will

Nothing in this Handbook creates or is intended to create a promise or representation of continued employment. This Handbook is provided solely as a guide and is not intended to define all of the terms and conditions of employment. Employment at the School is employment at-will, which means that the School or employee can terminate it at any time, with or without cause or notice. Your status as an "at-will" employee cannot be altered by any oral statement or alleged oral agreement. It can only be changed by a legally binding, written contract covering employment status. An example of this would be a written employment agreement for a specific duration of time.

Mission Statement

The mission of the Carolina Voyager Charter School is to create resilient learners and empathetic citizens by fostering, supporting, and promoting excellence in learning in an engaging, technology rich environment balanced with the social and emotional development of the 21st century student.

Statement of Philosophy

Carolina Voyager creates inquisitive learners and empathetic citizens through innovative, responsive instruction and trusting relationships within a diverse, achievement-oriented culture that ensures graduates are fully and measurably prepared for success in high school, regardless of their level of achievement at matriculation to Voyager.

Honor Pledge

At Carolina Voyager Charter school, we pledge to:

- (a) come to school on time, every day, prepared to do our best;
- (b) we treat others the way we want to be treated;
- (c) we take ownership for our learning; and
- (d) we are curious and have fun learning.

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STANDARD WORKPLACE POLICIES AND PROCEDURES

Equal Employment Opportunity

We are committed to providing equal opportunity in all of our employment practices and to complying with all federal, state, and local laws that prohibit workplace discrimination and unlawful retaliation. Carolina Voyager strictly prohibits all discrimination on the basis of race, ancestry, color, age, national origin, ethnicity, religious creed or belief, physical or mental disability, marital or familial status, legally protected medical condition, genetic information, military or veteran status, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender (including gender identity and gender expression), sexual orientation, citizenship status, AIDS/HIV status, sickle-cell traits, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), or any other status or classification protected by applicable federal, state, and/or local laws. Carolina Voyager will also make reasonable accommodations for disabled applicants and employees and for the sincerely held religious beliefs of applicants and employees depending upon individual circumstances.

This commitment extends to all areas of personnel actions, including recruiting, selection, hiring, training, promotion, transfer, disciplinary actions, evaluation, work assignments, benefits and compensation. Every employee of the School must follow and adhere to this policy. If you believe you have been treated inconsistently with this policy, please immediately report your concern to the School Leader. You will not be retaliated against for bringing forth a complaint in good faith.

Anti-Harassment Policy

In accordance with our Equal Employment Opportunity Policy, Carolina Voyager is committed to providing its employees with a work environment free of all forms of unlawful harassment, including but not limited to harassment based on race, ancestry, color, age, national origin, ethnicity, religious creed or belief, physical or mental disability, marital or familial status, legally protected medical condition, genetic information, military or veteran status, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender (including gender identity and gender expression), sexual orientation, citizenship status, AIDS/HIV status, sickle-cell traits, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), or any other status or classification protected by applicable federal, state, and/or local laws. Carolina Voyager will not tolerate such harassing conduct that affects tangible job benefits, interferes with work performance, or creates a hostile, intimidating, or offensive work environment.

Prohibited harassment may take different forms:

A. Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and conduct of a sexual nature when:

1. Submission to, or tolerance of, such behavior is made a condition of employment; or

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2. Submission to, tolerance of, or rejection of such behavior is used as the basis for a decision; or
3. Such behavior interferes with an employee's ability to perform his or her work, or creates an intimidating and hostile work environment.

Sexual harassment may be a single incident or a series of harassing acts. Inappropriate conduct that is sexually harassing in nature can involve individuals of the same or opposite sex, a supervisor and subordinate, co-workers, an employee, or a non-employee such as a customer, contractor, vendor, or supplier.

Sexual harassment may result from a range of subtle to not-so-subtle conduct, depending on the circumstances. It can result from verbal, visual, or physical conduct. Examples of sexual harassment and similar inappropriate conduct prohibited by this policy include, but are not limited to:

1. Unwelcome sexual advances, demands, pressures, or requests for sexual acts or favors.
2. Making or threatening reprisals, whether explicitly or implicitly, after a negative response to sexual advances.
3. Repeated, unwanted sexual flirtations, advances, or propositions.
4. Unwelcome physical contact such as patting, grabbing, pinching, or brushing against another's body.
5. Offensive visual conduct, including leering, making sexual gestures, or the display of sexually suggestive objects, pictures, cartoons, or posters.
6. Offensively suggestive or sexually explicit communications in any form, including but not limited to letters, notes, invitations, email, text messages, blogs, instant messaging, or voicemail.
7. Sexually-oriented verbal teasing or jokes, inquiries into one's sexual experiences, or discussions of one's sexual activities.
8. Graphic or degrading comments about an individual's appearance or sexual activity.
9. Sexually explicit or offensive images in emails or other forms of electronic messaging.

B. Other Forms of Harassment

The following is a non-exhaustive list of additional behaviors based on a person's protected characteristics that will be considered harassment and are prohibited by this policy:

1. Derogatory comments, epithets, slurs, or jokes.
2. Posting or sharing derogatory materials such as posters, cartoons, drawings, or gestures.
3. Aggressive or unwelcome physical conduct such as assault, blocking normal movement, restraint, touching, or other physical interference.
4. Bullying behavior, including but not limited to threats, intimidation, coercion, ridicule, insults, or belittling.

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5. Spreading false, vicious, or malicious rumors.
6. Other behavior that creates a workplace where an employee reasonably feels threatened, humiliated, or intimidated.
7. The gratuitous sabotage or undermining of a person's work performance.

Retaliation

Retaliation bears special mention. Any act of retaliation against an employee who in good faith reports or otherwise opposes discrimination or harassment, if substantiated, will result in disciplinary action, up to and including termination of employment.

Reporting Procedure

Carolina Voyager cannot resolve matters that are not brought to its attention. If you feel that you are being harassed in any way by another employee, a parent, a student, or an employee of a vendor/supplier, you should notify the School Leader so that a proper and timely investigation and response can be conducted. In addition, if you believe that a student or employee is being harassed in any way by an employee, parent, student, or by an employee of a vendor, you should notify the School Leader immediately.

Investigation

Any reported allegations of unlawful harassment will be investigated promptly, thoroughly, and impartially. 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 protected through the investigative process to the extent possible, in accordance with applicable law. An employee who, in good faith believes he or she has been discriminated against or harassed unlawfully, or who in good faith reports harassment of another employee will not suffer any adverse consequences for reporting such conduct.

Compliance with the Americans with Disabilities Act

Carolina Voyager complies with the Americans with Disabilities Act ("ADA") and applicable state and local laws in ensuring equal opportunity and employment for qualified persons with disabilities. All employment practices, terms, and conditions of employment and privileges of employment are conducted on a non-discriminatory basis.

If you would like to discuss or request a reasonable accommodation, please contact the School Leader. On receipt of an accommodation request, the School will engage in an interactive process with the employee to identify possible reasonable accommodation options consistent with the ADA. Reasonable accommodations which do not result in an undue hardship on the operation of the School will be considered for all employees with physical or mental disabilities where their disabilities affect their ability to perform the essential functions of their job. All employment decisions are based on the merits of the situation in accordance with applicable job criteria, not the disability of any individual.

If you have questions regarding this policy or believe you have been discriminated against based on a disability, you should notify the School Leader. All such inquiries will be treated as

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confidentially as possible without impeding the investigation process.

Business Ethics and Conduct

Successful business operations and the reputation of Carolina Voyager are built upon the principle of ethical conduct of our employees. The School's reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable law and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of Carolina Voyager is dependent upon public trust and we are dedicated to preserving that trust. Employees owe a duty to the School, the parents, students, and general public to act in a way that will merit their continued trust and confidence. Carolina Voyager will comply with all applicable laws and regulations and expects its employees to conduct business with the letter, spirit, and intent of all relevant laws and refrain from any illegal, dishonest, or unethical conduct.

In general, use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises in which it is difficult to determine the proper course of action, the matter should be discussed openly with School Leader for advice and consultation.

Compliance with this policy for business ethics and conduct is the responsibility of every Carolina Voyager employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including termination of employment.

Confidentiality

Employees must maintain the confidentiality of all trade secrets and other confidential information of the School, its students, parents and other family members, contributors, suppliers, or joint venture parties that is entrusted to them, except when disclosure is legally mandated or expressly authorized by the School. "Confidential information," for this purpose, includes any proprietary or other non-public information of the School, or of other entities or organizations, or of any of the students, parents and other family members that the School makes reasonable efforts to keep secret.

Confidentiality needs to be preserved as it relates to the individual student and their families. Discretion should be used at all times. All written and oral reports about children are confidential. If you wish to privately discuss a child with the previous teacher, this is acceptable. Gossip of any kind is destructive and should not take place at our School. All discussion should take place in a private setting. The lounges, work areas, common spaces, and outside spaces, hallways, and lunch tables may not be used for discussions about student performance or behavior.

Employees who receive a request to disclose confidential information must consult with the School Leader and receive confirmation that the disclosure is legally allowed or required before any such information is disclosed.

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Attendance Policy

Employees are required to work on campus as defined by the work hours specified by their job and/or in writing by the School Leader. The School Leader may change the hours at any time to respond to business needs. Each employee plays an important role in getting the day's work done, and attendance is an essential job requirement that employees are expected to meet. Therefore, each employee is expected to be at his or her workstation on time each day. Absenteeism or tardiness, even for good reasons, is disruptive of our operations and interferes with our ability to satisfy our students' needs. Excessive absenteeism or tardiness can result in disciplinary action, up to and including termination of employment.

If you are going to be late or absent from work for any reason, you must personally call and email the Leadership Team as far in advance as possible so proper arrangements can be made to handle your work during your absence. Of course, some situations may arise in which prior notice cannot be given. In those cases we expect you to notify the Leadership Team as soon as possible. When absence is due to illness, the School reserves the right to require appropriate medical documentation.

Holidays

The School observes holidays in accordance with the holidays in the Charleston County School District Calendar.

Employee Grievance Policy

CVCS encourages employees to act to resolve concerns that may arise in the course of employment through the grievance procedure outlined herein. Employees should review this grievance procedure thoroughly, including the timelines for exercising grievances and the officials to whom grievances must be directed.

The CVCS grievance process may be used by a CVCS employee as follows:

1. To address concerns pertaining to the aggrieved employee's employment arrangements.
2. To address an alleged violation of applicable law or regulation that directly affects the aggrieved employee.
3. To address an alleged violation of CVCS Board policy that directly affects the aggrieved employee.
4. To address an alleged violation of the CVCS charter that directly affects the aggrieved employee.
5. To address alleged discrimination or harassment against the aggrieved employee.

An aggrieved employee has the right to be represented by legal counsel at the employee's own expense.

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If an aggrieved employee fails to meet any of the timelines set forth herein, the employee's grievance may be deemed waived by the CVCS official(s) charged with investigating and deciding the grievance.

The CVCS official(s) charged with investigating and deciding grievances are entitled to extend the timelines herein for investigating and issuing decisions if necessary to conduct a thorough and complete investigation into a grievance or appeal.

Step One: Informal Discussion

Subject to the following paragraph, the aggrieved employee must first initiate an informal discussion with the other person(s) involved in the incident giving rise to the grievance within ten (10) work days of the incident or when the aggrieved employee learned of the incident for the purpose of attempting to resolve the grievance.

If the grievance includes allegations of discrimination or harassment against the aggrieved employee, the aggrieved employee is not required to initiate an informal discussion with the person(s) allegedly discriminating against or harassing the aggrieved employee, and the aggrieved employee may proceed immediately to Step Two.

Step Two: Submit a Written Grievance

If the informal discussion cannot resolve the aggrieved employee's concerns, the aggrieved employee has ten (10) work days after the informal discussion to submit a written Grievance Form to the aggrieved employee's direct supervisor. If the grievance includes allegations of discrimination or harassment, the aggrieved employee shall submit a written Grievance Form within ten (10) work days of the incident or when the aggrieved employee learned of the incident to the person closest up the chain of command who is a supervisor to both the aggrieved employee and the employee(s) who allegedly engaged in the discrimination or harassment, or to the Board pursuant to Step Four if such allegations are against the School Leader.

The aggrieved employee must include in the Grievance Form a description of the grievance, the actions already taken by the aggrieved employee to attempt to resolve the grievance, and the relief requested. A Grievance Form that does not contain such information will be deemed incomplete and returned to the aggrieved employee to complete within the required timeline. Submission of an incomplete Grievance Form does not extend the required timeline. Only the issues set forth in the written Grievance Form shall be considered thereafter.

Upon receipt of a Grievance Form, the supervisor shall schedule a conference or conferences with the aggrieved employee and any other individual(s) deemed necessary by the supervisor within fifteen (15) work days after receiving the Grievance Form. The supervisor shall issue a written decision to the aggrieved employee within ten (10) work days of the conclusion of the conference(s).

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Step Three: Appeal to the School Leader

If the aggrieved employee is not satisfied with supervisor's written decision, the aggrieved employee may submit a written appeal to the School Leader within ten (10) work days of receiving the supervisor's written decision. The written appeal must include a copy of the original Grievance Form, a copy of the supervisor's written decision, and a written description of why the aggrieved employee is not satisfied with the supervisor's written decision. An appeal that does not contain such information will be deemed incomplete and returned to the aggrieved employee to complete within the required timeline. Submission of an incomplete appeal does not extend the required timeline for submission of a complete written appeal.

Upon receipt of a written appeal, the School Leader may, in the School Leader's discretion, schedule a conference or conferences with the aggrieved employee and any other individual(s) deemed necessary by the School Leader within fifteen (15) work days after receiving the written appeal. The School Leader shall issue a written decision to the aggrieved employee within ten (10) work days of the conclusion of the conference(s), or in the event no conferences are scheduled, within fifteen (15) work days of receiving the written appeal.

If the School Leader issued the written decision in Step Two, the aggrieved employee shall skip Step Three and proceed to Step Four.

Step Four: Final Appeal to the CVCS Board of School Leaders

If the aggrieved employee is not satisfied with the School Leader's written decision, the aggrieved employee may submit a written appeal to the CVCS Board of School Leaders within ten (10) work days of receiving the School Leader's written decision, which can be accomplished by submitting the written appeal to the CVCS Board Chair. The written appeal must include a copy of the original written Grievance Form, a copy of the supervisor's written decision, if any, a copy of the School Leader's written decision, if any, and the written descriptions of why the aggrieved employee was not satisfied with the supervisor's and School Leader's written decisions, if any. An appeal that does not contain such information will be deemed incomplete and returned to the aggrieved employee to complete within the required timeline. Submission of an incomplete appeal does not extend the required timeline for submission of a complete appeal.

Within thirty (30) days of receipt of a written appeal, the CVCS Board will schedule a hearing date for the appeal and provide the aggrieved employee with notice of the hearing date and the procedures for the hearing. All hearings conducted pursuant to this Grievance Policy are considered non-adversarial. After the hearing, the CVCS Board will issue a written decision within ten (10) business days, which will be final and binding. The CVCS Board is entitled to extend these timelines if necessary for the purpose of conducting a thorough and complete investigation.

Legal Reference(s):

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Disqualification from Employment Based on Criminal Background

Carolina Voyager is committed to ensuring a safe work environment for current and future employees and students. In order to ensure a safe and honest work environment, background checks will be conducted on all newly hired employees in accordance with applicable federal and state law. All offers of employment are contingent upon successful completion of a thorough background check. Carolina Voyager will obtain written authorization from applicants in accordance with federal and state law before conducting background checks through a third party. In some cases, new hires may start work before the background check has been initiated or completed. Continued employment is continued upon the satisfactory completion of the background check.

Employees are required to report to the School Leader within 48 hours any change in their criminal background (including, but not limited to, charges or arrests involving alcohol, drug, and sexual offenses). The School Leader will assess the information to determine whether the employee remains eligible to work for the School in the current or alternative position. Failure to self-report may result in immediate termination.

Drug-Free Workplace Policy

Carolina Voyager is committed to providing a safe, healthy, and efficient work environment for all employees. The School expects its employees to share the responsibility for maintaining this environment. This shared responsibility not only benefits the well-being of employees, but also enhances the School's success in providing exceptional educational experiences to its students. Drug and alcohol abuse poses a threat to the health and safety of employees and students, as well as to the security of the School's equipment and facilities.

An employee's unlawful manufacture, distribution, dispensation, possession, use, or purchase of drugs and/or alcohol while on School premises is strictly prohibited. Further, being under the influence of drugs and/or alcohol during working hours, or while performing services for the School, is strictly prohibited. Off-the-job illegal drug activity or alcohol use or abuse that could have an adverse effect on an employee's job performance or that could jeopardize the safety of other employees, students, School equipment, the public, or the School's relations with the public will not be tolerated.

For purposes of this policy, an "illegal drug" is any scheduled controlled substance under applicable state law. Over-the-counter drugs taken as directed, or prescription drugs obtained with a valid prescription and taken as directed by an employee's doctor, are excluded from this policy; provided that it is the obligation of each employee who uses such drugs to notify the School Leader in advance if such use is expected to impair the employee's ability to perform his or her job functions safely and effectively.

Employees should report any suspected violations of this policy to the School Leader immediately after learning of the potential violation.

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Employees suspected of violating this policy may be required to submit to a blood test, urinalysis, hair test, breath alcohol test, or other drug screening. If an employee refuses to complete the required screening, fails to report timely for a required screening, or tests positive for drug and/or alcohol impairment, the employee may be subject to disciplinary action, up to and including termination of employment.

Tobacco-Free Policy

Carolina Voyager is interested in the health, welfare, and safety of all its employees, students, vendors, and visitors. In an effort to protect all employees, students, vendors, and visitors, the School has established a tobacco-free policy. Smoking and use of tobacco products (including electronic cigarettes) are prohibited on campus and at School-sponsored events. Employees may report individuals seen abusing this policy to the School Leader. Violators of this policy may be subject to disciplinary action, up to and including termination of employment.

COMPENSATION & BENEFITS

Pay Schedule & Deductions

Our work week begins every Monday and ends Friday. Payroll is processed twice per month. Payday is the 15th and the last business day of the month. There are twenty-four (24) pay periods every year. Deductions will be made for income tax, social security tax, and other authorized withholdings. Questions regarding payroll deductions should be directed to the Operations Manager. It is the School's policy to reimburse employees for any such improper deduction and to make a good faith effort to stop any improper deductions from recurring.

Overtime

According to the Fair Labor Standards Act ("FLSA"), employees are classified as *exempt* or *nonexempt*. Exempt employees are not entitled to overtime pay. Nonexempt employees (both hourly and salary nonexempt) are entitled to overtime pay at one and one half times their normal rate of pay for all hours worked over forty (40) in a single workweek. All overtime work must be authorized by the School Leader in advance.

Overtime pay is based on actual hours worked. If overtime hours are worked on a holiday, nonexempt employees will be paid double-time for the approved overtime hours. Any overtime hours must be pre-approved by the School Leader before commencing work.

Failure to work scheduled overtime or working overtime without the School Leader's prior authorization may result in disciplinary action, up to and including termination of employment.

Certain positions at the School may be designated as exempt under the FLSA. The School prohibits deductions from an exempt employee's salary except as allowed by the FLSA. If an employee is aware of improper deductions from his or her salary, this violation should be reported immediately to the School Leader. All reported or suspected improper deductions from an exempt employee's pay will be promptly and thoroughly investigated. If the School determines that improper deductions were made from an exempt employee's salary, the School

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will promptly reimburse the employee the amounts improperly deducted. The School will also take reasonable steps to ensure that improper deductions from pay do not occur in the future.

Please contact the Office if you have questions regarding your classification.

Paid Sick Leave

The School realizes that on occasion employees will be unable to perform duties due to illness. To help ensure that illness does not affect an employee's financial well-being, the School provides a sick leave benefit as a form of income security for the welfare and protection of employees. Sick leave is a privilege, not a right. Employees are directly responsible for legitimate use of sick leave. Sick leave may be used for personal illness or injury, the employee's own doctor's appointment, or to care for a sick family member (a spouse, significant other, child, sibling or parent only). Should an employee wish to care for an out-of-household family member who is ill, advanced permission is needed from the School Leader. Sick time will be paid at the eligible employee's regular rate. Sick leave does not count as "hours worked" for the purposes of calculating an employee's entitlement to overtime during the week in which the sick leave hours are taken. Hourly employees will receive a full day's pay (based on their standard work day) for each paid sick leave day. Salaried employees will receive their normal salary for the paid sick leave days taken. The taking of sick leave under false pretenses is a serious violation of School policy and may result in disciplinary action, up to and including termination of employment.

Personal Days

Up to three sick days may be used for vacation, personal leave, or for any other reason. Personal days must be **REQUESTED in writing at least two weeks in advance** of the absence. No personal days may be requested for the first three weeks of the school year, the last three weeks of the school year, or during state mandatory testing. There may only be a maximum of two staff members taking personal leave per day.

Eligibility

All employees who work at least 8 or more hours in a work week are eligible for sick leave upon hire. Employees will not be granted sick leave days until after the first 60 days of continuous employment.

Sick Leave Accrual

Full-time employees accrue sick leave at the rate of one work day (8 hours) per month up to a total accrual of 10 work days (80 hours) per fiscal year. Eligible part-time employees received a pro-rated monthly accrual in accordance with their full-time equivalent status. For example, a 0.5 FTE employee would accrue .5 sick days each month. Employees will not accrue paid sick leave during any unpaid leave of absence. While employees may carry over from year to year 5 unused sick leave days, there is a maximum cap on sick leave accrual of 20 days (160 hours).

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Accrual stops once this limit is reached, and additional sick leave will not accrue until sick leave is used to bring the total accrual below the cap.

Should you have any questions with regard to sick leave accrual, please contact the School Leader.

Reporting

Absences due to illness need to be reported to the School Leader and the Operations Manager as soon as possible or at least one hour prior to the normal work start time. Employees must call and email the School Leader and Operations Manager if they are going to be absent due to illness. Upon the employee's return, a form detailing the number of sick days taken must be completed by the employee and turned in to the School Leader.

If an illness/hospitalization is deemed serious enough, the School Leader may require, prior to the employee returning to work, a document signed by a physician authorizing the employee to return to work.

Unexcused absences, paid or unpaid, may result in disciplinary action, up to and including termination of employment. If you fail to inform the School Leader or report to work for two or more consecutive days, the School will consider you to have voluntarily terminated your employment.

Separation

Employees will not be compensated for any accrued but unused sick time upon termination, resignation, retirement, or other separation from Carolina Voyager.

Bereavement Leave

Carolina Voyager is compassionate when a member of one's immediately family passes away. To lend assistance, employees are eligible to receive up to three scheduled workdays of paid funeral leave. One additional funeral leave day will be granted for funeral services conducted beyond a 300-mile radius of the School for a member of the immediate family.

For purpose of this provision, immediate family is defined as an employee's spouse, significant other, children, grandchildren, foster children, step children, legal wards, parents, grandparents, foster parents, step parents, brothers, sisters, foster brothers, foster sisters, step brothers, step sisters, in-laws, nieces, nephews, corresponding relatives of the employee's spouse or other persons who are members of the employee's household. Special situations that do not fall into the above categories should be discussed with the School Leader and time off may be granted at the sole discretion of the School Leader.

Jury Duty

Employees are encouraged to participate as a juror whenever they are called. Employee should

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promptly notify the School Leader as soon as they learn that they have been summoned for jury duty. Employees required to serve on Jury Duty will have time off with pay on the days they are actually required to serve. The receipt from duty must be submitted to the School Leader. The employee must report back to work when excused or dismissed from official duty.

Voting

The School does not provide time off for voting with or without pay. Employees should make arrangements to vote before or following normal work hours.

USERRA & Military Leave

The School is committed to complying with all aspects of The Uniformed Services Employment and Reemployment Rights Act (USERRA). USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. Carolina Voyager will not discriminate against past and present members of the uniformed services, and applicants to the uniformed services. Carolina Voyager will not deny initial employment, reemployment, retention in employment, promotion or any benefit of employment based on your military status.

Subject to certain exceptions, you must give advance notice that you intend to leave your position to perform service in the uniformed services. Notice should be as far in advance as is reasonable under the circumstances.

If you leave your job to perform service in the uniformed services, you may have the right to be reemployed in the position that you would have attained if you had stayed continuously employed or in a comparable position. Upon completing service in the military services, you must notify us of your intent to return to your position by either reporting to work or submitting a timely application for reemployment, depending upon your length of service.

Military leave is unpaid, however, employees may use accrued, earned, and unused sick days during any such leave.

Please contact the School Leader if you have any questions.

Medical & Dental Plans

The School makes available medical and dental insurance coverage for its employees who are regularly scheduled to work at least 20 hours per week and who meet the eligibility requirements through its partnership with PEBA. It is your responsibility to notify the Office if you desire insurance coverage. The School currently pays a portion of the medical insurance premiums for its employees. Dental insurance and Family coverage is also available at the employees expenses through payroll deductions. You may obtain additional information about these plans through the Office. For specific details concerning eligibility and coverage, please consult the specific terms in the insurance contracts.

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Supplemental Insurance Plans

The School also makes available a variety of supplemental insurance plans, such as disability insurance coverage, for its employees who are regularly scheduled to work at least 20 hours per week and who meet the eligibility requirements through the provider. Premiums are paid by the employee. You may obtain additional information about the plans offered from the Office. For specific details concerning eligibility and coverage, please consult the specific terms in the insurance contracts.

Retirement

The School does not participate in the state retirement system; however, it does offer the opportunity to participate in a 403(b) Program. Any employee who chooses to participate will have their contributions matched up to 5 percent.

OTHER SCHOOL POLICIES

Mandatory Reporting of Child Abuse Policy

As educational professionals, we have a responsibility to provide the students we teach with the opportunity to obtain the best education possible. However, our responsibility does not end there. We also have a legal responsibility to report any information that we receive that leads us to suspect that a child has been abused, neglected, or abandoned.

Unfortunately, child abuse, neglect and abandonment are all too frequent occurrences in today's society. In our capacities as educators or employees at an educational institution, at some point in our careers we are likely to come into contact with child abuse, neglect or abandonment. This prompts the question, "how do I recognize and deal with such a situation when it occurs?" This policy is designed to provide guidelines for reporting suspected child abuse or neglect.

South Carolina law requires that all School personnel report suspected child abuse or neglect to the department of social services ("DSS") or a law enforcement agency. In those instances where the alleged perpetrator is a parent, guardian or person responsible for the child's welfare, the report must be made to the county DSS. When the alleged perpetrator is not a parent, guardian or person responsible for the child's welfare, the report must be made to law enforcement in the county where the child resides.

If you have any belief or concern, or thought that you have witnessed, or heard about a situation possibly involving abuse, neglect, or abandonment of a student, by any person who is a parent, custodian, caregiver, or is otherwise responsible for the child's welfare, or is in a supervisory capacity over the child (for example, other relative, pastor, physician, counselor, instructor, School administrator, etc.), **you must report your concern to the School Leader.**

Employees who make a report in good faith are protected from civil and criminal liability under South Carolina law. "In good faith" means that the reporter has a genuine reason to believe that

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a child may have been abused or neglected. Proof is not required.

Other than the report itself and the communication of appropriate information to the School Leader (or designee), or as approved by the School Leader, the information about the suspected child abuse or neglect should remain confidential for the protection of the child.

Employees should also understand that the failure to promptly report suspected abuse and neglect can result in criminal charges and, if convicted, a fine up to \$500 or imprisonment up to six months, or both.

Failure to abide by this policy may result in disciplinary action, up to and including termination of employment.

Electronic Equipment and Communications Policy

Carolina Voyager owns the computers, iPads, software, telephones, networks, and any other equipment (collectively referred to as "Equipment") that it provides to its employees for use in performing their job responsibilities. Therefore, all messages sent, received, composed, stored, or accessed on any Equipment are the property of the School.

Equipment users should not and do not have an expectation of privacy in their workplace electronic communications, their use of the Internet, or of any Equipment. The School reserves the right to inspect the contents of e-mail, voice mail, or any other messages or material sent, received, composed, accessed, or stored on any Equipment. Also, the School may disclose any information obtained from any Equipment within or outside the School.

E-mails, voice mails, and other messages are subject to the same policies regarding harassment and discrimination as are any other workplace communications. Any such transmissions or communications containing sexually explicit images or messages, ethnic slurs, racial comments, or anything that may be perceived as harassment or offensive to others based on race, color, religion, sex, age, national origin, citizenship status, disability, uniformed service, or any other characteristic protected by applicable law is strictly prohibited.

While not all-inclusive, below are examples of violations of this policy:

1. Sending or forwarding, without authorization, student information and/or Confidential information (as defined above).
2. Using Equipment for any illegal purposes.
3. Accessing, sending, forwarding, downloading, printing or deliberate receipt of pornographic, vulgar, obscene, indecent, or other sexually explicit materials.
4. Using Equipment in connection with any outside employment, personal commercial venture, and/or personal business interest.
5. Using Equipment for personal purposes during working time (the time employees are expected to be working, which does not include meal, rest, and other authorized breaks).

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Employees who violate this policy may be subject to disciplinary action, up to and including termination of employment.

Social Media Policy

Purpose and Intent. Social media, including networking sites and blogs, are increasing in popularity and activity. It is important to keep in mind that what is posted on social media sites is track-able, traceable, and permanent. This policy advises employees as to the nature of appropriate and inappropriate online content that may affect the public, the School, or other employees. This policy must be read in conjunction with other applicable policies and requirements.

Disclaimer. This policy is in no way intended to deter, prevent, or in any way impede the activities of any employee that are protected under any state or federal law. In the event of a perceived or actual conflict between any applicable law and a provision of this policy, the applicable law shall control in every instance, and the School will not interpret or enforce this policy in a manner that violates the applicable law.

Scope. The sites covered by this policy include any electronic form of communication, including social networking sites such as Facebook, Instagram, Snapchat, Twitter, and Tik Tok; professional networking sites such as LinkedIn; as well as personal blogs and those hosted by the School or other organizations that an employee authors or where an employee posts comments. Employees who are uncertain about the scope or applicability of this policy may contact the School Leader for guidance.

General Guidance.

(a) Unless specifically and expressly authorized by an individual position description or by the School Leader, an employee:

(i) May not use the School's computer equipment for social media/networking purposes.

This prohibition applies to social media/networking of any format or kind, and includes use of an employee's personal computer using the School's system, whether remotely or in the workplace;

(ii) May not use social media/networking sites during working time; and

(iii) May not use social media/networking sites in any manner or at any time in a manner that identifies the individual as an employee of the School to create an appearance, whether intended or not, that the employee is speaking as a representative of, agent for, or in any way on behalf of the School.

(b) An employee must understand that use of social media/networking sites of any kind transmits information electronically and that the content may be viewed by anyone at any time. Therefore, employees cannot have any expectation of privacy in any social media/networking sites, and the School may read, review, monitor, or copy social media/networking sites that are publicly available or otherwise available to the School. Employees further acknowledge that the

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School may take all necessary steps to ascertain the identity of individual employees who engage in the use of social media/networking sites, except for use of social media/networking sites that expressly constitutes non-work-related use of social media/networking sites under this policy.

(c) Use of social media/networking sites by employees, whether it is authorized work-related use of social media/networking sites or non-work-related use of social media/networking sites, should follow the following General Guidelines:

(i) Social media/networking sites may not be used for personal or sexual harassment, malicious accusations, or to create or contribute to a hostile work environment;

(ii) Social media/networking sites may not disclose employee, student, vendor, and/or supplier information that has been communicated to the School with an expectation that such information will remain confidential;

(iv) Employees using social media/networking sites should avoid any activity or conduct involving, discussing, or in furtherance of the distribution of pornography and/or illegal acts or material;

(vi) Employees using social media/networking sites should ensure that opinions they express or relay are not capable of being seen as opinions of the School or its officials or employees unless expressly authorized; and

(vii) Employees using social media/networking sites should not assume that anonymous use, or use conducted under a pseudonym, protects their identity from disclosure.

Guidance for Non-Work-Related Use of Social Media/Networking Sites When User is Directly or Indirectly Identified as a School Employee.

(a) When an employee engages in personal, non-work-related use of social media/networking sites, but the employee is identified, directly or indirectly, as an employee of the School, the School has an interest in protecting itself, the public, and other employees from potentially adverse effects of such use.

(b) Employee agrees that any such use of social media/networking sites shall clearly indicate that the content, opinions, and statements are solely those of the employee and do not necessarily represent the views of the School other employees, or the public.

(c) Such use of social media/networking sites may constitute a basis for discipline, up to and including termination of employment, if it:

(i) Violates the General Guidelines set forth above;

(ii) Contains confidential information of any School employee(s), student(s), vendor(s), supplier(s), or any combination thereof;

(iii) Constitutes illegal, fraudulent, or malicious conduct;

(iv) Contains any type of harassment;

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- (v) Contains intentionally false content about the School or its employees, students, vendors, suppliers, services, leadership, or any combination thereof;
- (vi) Contains one or more explicit sexual references or images;
- (vii) Contains one or more references to illegal drugs or activities;
- (viii) Contains vulgar language;
- (ix) Disparages any race, religion, gender, disability, or national origin; or
- (x) Is represented or appears to be made as part of the official duties of the employee unless the official duties of the employee include the authority to engage in use of social media/networking sites in the manner in which the use occurred.

Safety Policy

The health and well-being of every employee, student and visitor to the School is of vital importance. Carolina Voyager will strive to protect the health, safety and security of all employees and students using accepted and feasible policies, procedures, operations, and technologies. Further, the School will comply with all occupational health, safety, and environmental laws and regulations. Therefore, the School requires all employees to strictly follow all published health and safety policies, dress code, rules, and procedures as a condition of employment.

Carolina Voyager requires active participation by all employees by following the policies on safety. It is the policy of Carolina Voyager that employees report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees must report all accidents, injuries, health/safety concerns, or property issues (including damage) to the School Leader as they arise. No such good faith report will result in retaliation.

Employee recommendations to improve safety and health conditions will be given thorough consideration by the School Leader. The School Leader will give top priority to the correction of unsafe conditions. Similarly, an employee who violates workplace safety rules may be subject to disciplinary action, up to and including termination of employment.

Violence in the Workplace

It is Carolina Voyager's policy to maintain a work environment that is safe for employees, students, vendors, and guests. Threats or acts of violence in the workplace will not be tolerated.

The following is a non-exhaustive list of conduct prohibited by this policy:

1. Carrying/possessing a weapon or items that can be perceived as a weapon on or in School property, including in vehicles on School property, or at School sponsored events.
2. Carrying a concealed weapon.
3. Carrying/possessing explosives and/or explosive devices on School property.

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4. Threatening and/or attempting to cause, or causing physical harm to employees, students, or others.
5. Maliciously harassing or threatening telephone calls, e-mails, texts, or notes.
6. Maliciously harassing surveillance or staling.
7. Threatening and/or attempting to cause, or causing physical harm to School property.
8. Threatening and/or attempting to cause, or causing harm to other employees, students, or others.

All Carolina Voyager employees have a duty to report threats or acts of violence to the School Leader. Carolina Voyager will not retaliate against any employee for alerting it to the potential for threatened or actual violence in the workplace.

Violators of this policy may be subject to prosecution under applicable law and may be subject to disciplinary action by the School, up to and including termination of employment.

Communicable Diseases Policy

The School recognizes that employees may be exposed to communicable diseases in the workplace or while traveling. Such illness include but are not limited to influenza, tuberculosis, and hepatitis. Obviously, exposure to and the risks of these communicable diseases vary widely. In general, the School abides by the recommendations of the Centers for Disease Control and Prevention (CDC). Following is the School's policy on communicable disease.

Workplace Health and Safety Standards. Employees are expected to comply with all health and safety standards, especially when there is an outbreak of a communicable illness in the workplace or when they have one. For example, employees sick with the flu should remain at home to avoid exposing others at work. Employees are to wash their hands regularly and cover their mouths when sneezing or coughing. Employees are to report any areas of the workplace needing to be cleaned.

Reporting Communicable Illness. Employees diagnosed with a communicable illness are expected to follow the instructions of healthcare providers and inform the Company about their infection when directed to do so by their physician or public health officials. Carolina Voyager will issue reports of communicable diseases as required by law to local health officials, workers' compensation carriers and others as necessary. Employees should contact the School Leader if they believe they or any other employee needs information about an illness or if a concern arises about the possible contagious nature of an employee's illness.

Confidentiality. An employee's medical condition is confidential, and information about an employee's health is to be provided only to those persons with a need to know about it. Employees are expected to report information only as applicable law requires.

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Reports From Health Providers. Where there is a known or suspected incident of communicable disease involving an employee, the School Leader and, if appropriate, a consulting physician, will determine if a statement should be obtained from the employee's attending healthcare provider stating that the healthcare provider has knowledge of the employee's exposure to the specific communicable disease, the healthcare provider has performed a physical examination of the employee, the date of such examination, and the employee's continued presence at work will pose no significant risk of substantial harm to the employee, co-workers, and students.

Accommodations. The School will accommodate employees with communicable illnesses consistent with the business needs of the School and applicable law. If the Americans with Disabilities Act or applicable state law apply to a particular disease, the School will make reasonable accommodations for the employee. Factors to be considered include danger to the employee and others and methods of accommodation.

Dress Code

All employees have a direct impact on the image of the School and are expected to dress in a professional manner that is expected of those in the teaching profession. One aspect of the School's image is clothing; another is personal appearance. Carolina Voyager expects employees to use good judgment and common sense in presenting themselves in the work environment. The School has developed the following guidelines for acceptable appearance and dress in the work environment. Please contact the School Leader if you have any questions or would like to discuss any accommodation requests.

General Requirements:

- Hair should always be clean and neatly cut or trimmed. Reasonably long hair is permitted for male employees, as long as it is groomed.
- Beards and moustaches are permitted but should be neatly groomed and trimmed.
- The following articles of clothing are examples of appropriate attire: business suits, collared shirts (with or without ties), dresses and skirts (three inches above the knee or longer), slacks, sweaters, leggings with a tunic type top (three inches above the knee or longer) and on Fridays only, sweatshirts and tee shirts with school insignia.
- The following articles of clothing are examples of unacceptable attire: shorts (except for physical education), jeans (except on Fridays), hats, tank tops, halter tops, muscle shirts, transparent blouses, clothing with foul language or obscene images printed on them, clothing with holes or tears, sweat pants, sweat suits, "workout" clothes, revealing clothing, which may be distracting and not portray professionalism. This is not an exhaustive list.
- Coat and tie may be required for certain events as deemed by the School Leader.
- Attire for events/field trip must be approved by the School Leader.

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Failure to comply with the above dress code may require corrective action, which may include leaving the premises to change and/or disciplinary action, up to and including termination of employment.

Hours

Your offer letter or job description will indicate if your position is considered exempt or nonexempt.

Carolina Voyager has specific hours expected for all its employees. In general, all employees are expected to be at School at least 10 minutes before the arrival of students or the beginning of any School meeting. All staff members are expected to be available at least 20 minutes after the last class to support students. The School Leader may require earlier arrival or later departure times for exempt employees to ensure the safety of students and/or smooth operations. All full-time employees are expected to work an eight-hour day. A 30-minute duty free lunch break should be built into the day. Hours may differ slightly depending on the needs of the School.

All nonexempt employees are to be relieved of all duties during the unpaid meal breaks for no less than 30 minutes, and these meal breaks should be taken away from the employee's work area. A nonexempt employee who is unable to take the complete duty-free lunch break because of being called away to complete work assignments should inform the School Leader and the employee will be compensated accordingly. Exempt employees are paid on a salary basis, regardless of hours worked. Employees should consult the School Leader to determine their meal schedule.

Maintenance and Housekeeping: The School may periodically schedule mandatory after-hours or weekend work in order to meet School needs. The School will attempt to give you as much advance notice as possible, and we expect that all employees who are scheduled to work after hours or weekends will be at work, unless excused by the School Leader. All nonexempt employees will be paid overtime compensation in accordance with federal and state wage and hour laws.

Professional Planning: Planning is an integral part of employees' schedules and is not to be considered "free time" for the pursuit of personal interests unrelated to work duties. Professional planning time should be used for activities including, but not limit to, the following:

- Meetings with horizontal grade level teams
- Meetings with vertical grade level teams
- Meetings with subject area teams
- Common planning time with other faculty members
- Individual lesson planning
- Individual grading of assignments

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- Completion of required paperwork
- Maintaining grade books and other student records
- Maintaining the classroom and school environment, including bulletin boards
- Observing other teachers
- Professional learning
- Communicating with parents/guardians

Professional planning time will be scheduled by the School Leader based on the needs of the School and the needs of employees. Generally, full-time employees will have one (1) professional planning period each day. Abuse of professional planning period may result in disciplinary action, up to and including termination of employment.

Staff Meetings: Regular staff meetings are a necessary part of the School's operation and continuation of the School's mission. All employees are required as part of their employment to attend staff meetings and are expected to arrive on time and be prepared according to any agenda provided by the School Leader. Failure to attend and participate in scheduled staff meetings may result in disciplinary action, up to and including termination of employment.

Grading Expectations

It is expected that all teachers keep updated and accurate gradebooks. Teachers must update grades weekly and send a grade report with any missing assignments on Fridays. This may be done in the agenda. Teachers, to include Homeroom teachers and Special Area teachers, are expected to meet all report card and interim report deadlines as set by the Leadership Team. Teachers should be able to promptly answer parent and student questions regarding student's grades within 24 hours of receiving the inquiry. In order to assist students to meet assignment deadlines, teachers must sign planners daily as a check in and check out.

Leaving School Property

Employees who must leave the premises during the School day MUST sign in and out at the office.

Sleeping and Inattention

Carolina Voyager expects employees to be fully alert while on the job to ensure the safety of all students and to properly carry out their duties and responsibilities. Carolina Voyager does not tolerate sleeping or inattention on the job. Employees observed sleeping or inattentive on the job may be subject to disciplinary action, up to and including termination of employment.

Inspection Policy

In order to protect the safety and property of employees, students, and parents, the School reserves the right to inspect all areas on campus and employees' personal property, including purses, briefcases, lockers, tool boxes, desks, packages, computers, electronic devices, cabinets,

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and vehicles brought onto School property or to School sponsored-events. Inspection of electronic devices includes inspection of all types of devices (computers, laptops, iPhones, iPads, Blackberries, cameras, etc.) and the contents, such as emails, texts, photos, images, documents, and any other information contained therein, including all communications on the School's systems from/to an employee's private email accounts. Failure to cooperate with such inspections is a violation of this policy and may subject you to discipline action, up to and including termination of employment.

Outside Employment

Employment held outside the School is permitted so long as (i) you satisfactorily perform your job responsibilities with Carolina Voyager, and (ii) the other position does not create a potential or actual conflict of interest or breach any other policies or codes of conduct contained in this Handbook. Outside employment that interferes with your performance or participation of your duties, either during school hours or at school-sponsored events, will not be permitted.

Outside employment may have an adverse impact on the School if it provides individuals or competitors with services they could obtain by enrolling or being employed at Carolina Voyager. Employees may not engage in non-Carolina Voyager related employment opportunities that require use of skills and resources that the employee provides to Carolina Voyager students and families.

If the School Leader determines your outside employment would interfere with performance or the ability to meet the requirements of Carolina Voyager, as they are modified from time to time, you may be asked to terminate the outside employment if you wish to remain with the School.

Disregarding or failing to comply with this policy could lead to disciplinary action, up to and including termination of employment. If you have any questions about the application of this policy to your situation, please contact the School Leader.

Tutoring

Under no circumstance should a Carolina Voyager teacher receive compensation for tutoring Carolina Voyager students currently enrolled in the teacher's class. Teachers may tutor Carolina Voyager students who are not currently enrolled in their class. Teachers should attempt to avoid situations where a family, a child, or members of the community could perceive conflict of interest or favoritism. Teachers should also refrain from making promises or guarantees to parents regarding the student's success or failure.

Solicitation and Distribution

Solicitation by an employee of another employee during the working time of either employee for any reason is strictly prohibited. (Working time is the time employees are expected to be working and does not include rest, meal or other authorized breaks.) Distribution of advertising materials, handbills or other literature is prohibited in all working areas at all times. Solicitation and distribution by non-employees is prohibited on School premises at all times. This prohibition does not include School-related fund-raising projects that have been approved

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Updated August 10, 2021

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