

EMPLOYEE HANDBOOK

FOR

***NEW GATE SCHOOL,
INC.***

***Cultivate a Love of Life in an
Atmosphere that Inspires
Academic Excellence***

Revised as of December, 2014

TABLE OF CONTENTS

ACKNOWLEDGEMENT

NEW GATE EXPECTATIONS AND AFFIRMATIONS

INSTITUTIONAL ARRANGEMENTS

FACULTY POLICIES

EQUAL OPPORTUNITY EMPLOYMENT

- Equal opportunity employer
- Hiring Procedures
- Employment Agreement
- Employee Files
- Dismissal of an Employee
- Whistleblower Policy
- Professional Preparation
- Code of Conduct/Ethics
- Personal Information
- Classroom Teamwork
- Faculty Observations
- Personal Materials
- Faculty Dress Cods
- Drug and Alcohol Use
- Smoking
- Absences/Substitutes
- CPR & First Aid
 - Early Childhood – state mandated courses

- Harassment Policy
- Performance Reviews
- Disciplinary Action

ATTENDANCE

- Personal/Sick Days
- Holidays
- Jury Duty
- Military Leave
- Bereavement Leave
- Family and Medical Leave Act
- School Property
- Telephone Policy
- School Computers
- E-Mail Policy
- Internet Policy
- School Letterhead

STUDENT POLICIES

- Student Precautions
- Accident Procedures
- Illness policy and procedure
- Medication policy
- Emergency policy
- Disciplinary policy
- Procedure for extreme behavioral difficulties
- Attendance records
- Portfolios
- Record of student's activities
- Lesson plans
- Daily observation
- Incident/behavior reports
- Student records & evaluation
- Classroom activities
- Supervision of Students

PARENT POLICIES

- Parent communication
- Phone Calls
- Memos, reports and conferences
- Weekly folders
- Conferences
- Student evaluations
- Class meetings
- Student Demonstration night/Grandparent's day

- Open House tours
- Library
- Volunteers
- Parents and the Board of Trustees

NEWGATE SCHOOL'S PREPARED ENVIRONMENT

- The Montessori Environment
- Classroom arrangement
- Classroom maintenance
- Restrooms
- Plants and animals
- Common areas

NEWGATE SCHOOL'S DAY

- Morning arrivals
- Daily activities
- Room parents
- Faculty lunch
- Classroom lunch
- Dismissal
- Expanded care program
- Events
- Art
- Music
- Drama
- Spanish
- Cultural subjects
- Computer use for elementary and secondary students
- Field trips
- Celebrations

ACKNOWLEDGEMENT

The following employee handbook represents the policies, rules, practices, benefits and guidelines of NEW GATE SCHOOL, INC., as of the handbook's latest revision date. NEW GATE SCHOOL, INC. reserves the right to alter, amend, delete, add or otherwise change any policy, rule, practice, benefit, or other element of this handbook with or without notice.

Nothing in this handbook shall be construed to create or imply any employment contract between NEW GATE SCHOOL, INC. and any of NEW GATE SCHOOL, INC.'S employees, nor shall it create or imply any promise of employment for any definite period of time.

NewGate School abides by the Florida State statutes describing all employment be "at-will." The School reserves the right to terminate employment for any reason at any time not prohibited by law.

At the end of this handbook is a duplicate of this acknowledgment, along with a signature box. Please sign that page, detach it from the book, and return it to the Office as evidence that you have received this handbook and understand its purpose and contents.

NEWGATE EXPECTATIONS AND AFFIRMATIONS

NewGate is a very special place for our students, our parents, and the faculty and staff. As members of the faculty and staff we each play a vital role in creating the spirit of New Gate School. We hold these expectations for ourselves and singularly affirm:

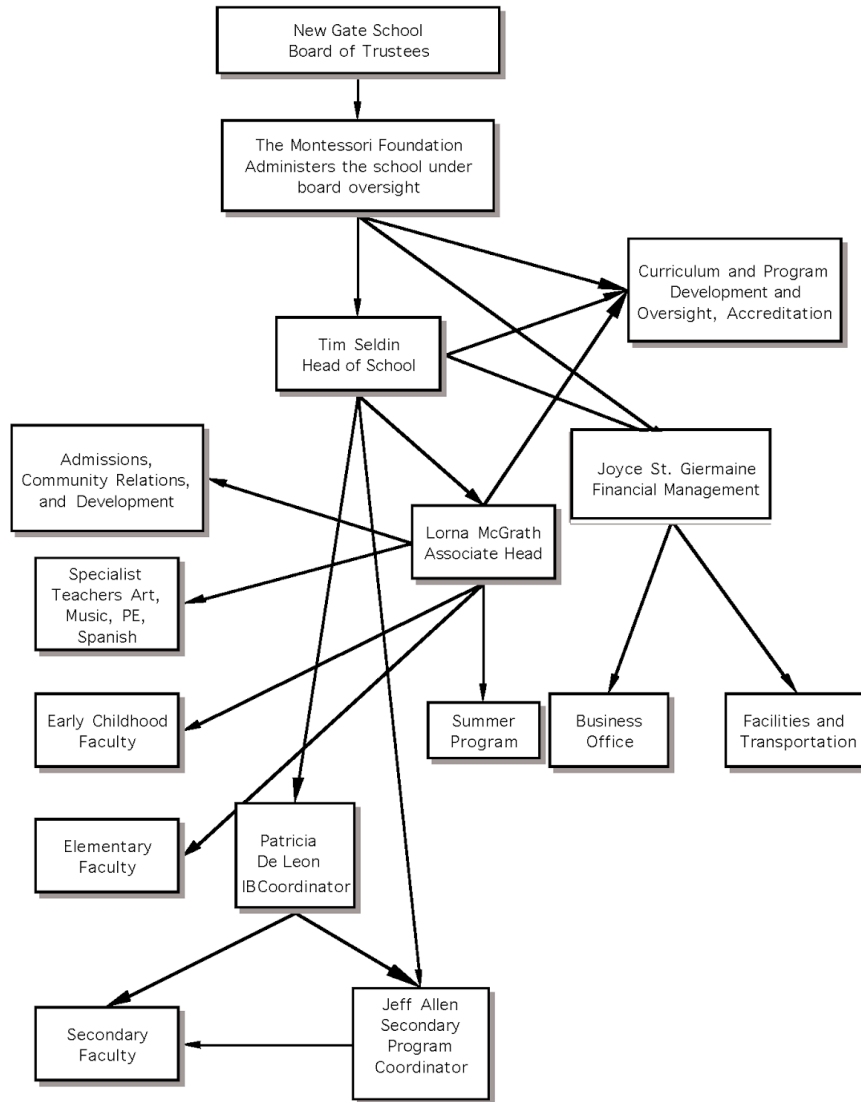
1. I will keep my eye on the mission,
2. I will express my gratitude,
3. I will create the intentions I set for my own growth and improvement,
4. I will not try to control things beyond my control,
5. I will follow my bliss,
6. I will be impeccable with my words,
7. Where I see a problem I shall offer a solution,
8. I will not take things personally,
9. I will not make assumptions,

10. I will take responsibility for my own world,
11. I will say thank you and please, and
12. I will put my best efforts into my work.

It is our sincere intention that NewGate be a great place for you to work and grow. Welcome, and thank you for joining us as we realize our shared vision of joyful scholars!

Institutional Arrangements

The governance of NewGate is vested in a national Board of Trustees, representing national leaders in Montessori education, the Montessori Foundation, and the local community. Day-to-day leadership of the school is provided by The Montessori Foundation under a management agreement with the school's Board of Trustees. The Board is required to meet at least quarterly. The Head of School is appointed by The Montessori Foundation with the advice and consent of the school's Board.



I. SCHOOL POLICIES

A. FACULTY POLICIES

1. EQUAL OPPORTUNITY EMPLOYMENT

1.0 EQUAL OPPORTUNITY EMPLOYER

NEW GATE SCHOOL, INC. is committed to providing an open and accepting environment for all of its employees. NEW GATE SCHOOL, INC. prohibits any discrimination on the basis of gender, race, religion, sexual orientation, national origin, age, disability, or veteran status. NEW GATE SCHOOL, INC. will take affirmative steps to correct any past action or practice inconsistent with these values, in accordance with local, state and federal law.

1.1 HIRING PROCEDURES

The hiring process will be the responsibility of a committee appointed by the Head of School. Employment and personal references will be checked to assure the applicant's stability and that it is appropriate for them to work with children. All employees will be screened for a criminal record on statewide and national levels.

1.2 EMPLOYMENT AGREEMENT

Employees are expected to commit to the completion of the school year. Teachers on salary will sign an annual employment agreement.

Job Classifications

Employees are classified by two major categories: "Exempt" and "Non-Exempt." This handbook applies to both Exempt and Non-Exempt employees.

1. Exempt employees are generally salaried and fall into one or more of the following four classifications: executive, professional, administrative, or sales. These employees are exempt from the applicable provisions of state and federal wage and hour laws (FLSA).
2. Non-Exempt employees are eligible to receive overtime pay in accordance with state and federal wage and hour laws (FLSA). These employees are required to submit a time record for each pay period, approved by the appropriate

supervisor, for the purpose of tracking hours worked and calculation compensation.

Employees are also classified within one of the following three statuses:

1. Full-time: any employee that is regularly scheduled to work 30 hours a week or more. Full-time employees are eligible for standard company benefits.
2. Part-time: any employee that is regularly scheduled to work less than 30 hours per week. Part-time employees are not eligible for standard company benefits.
3. Temporary: any temporary work that has a predetermined start and end date of employment. Temporary employees are not eligible for standard company benefits.

Pay Periods

All employees are paid on the 15th and the last working day of the month. When the pay date falls on a holiday or weekend, employees will be paid on the last business day preceding. Salaried employees will be paid in 24 installments during a 12 month period.

1.3 EMPLOYEE FILES

The office maintains a file on each employee. These files contain personal information, a list of emergency contacts, an affidavit of Good Moral Character, proof of citizenship or alien employment approval, copy of certifications, continuing education certificates, and a W-4 tax form. Please help us keep these files up to date. All employee personnel files are kept in a locked filing cabinet, considered confidential according to the law, and to access these files approval from the Business Manager needs to be obtained.

1.4 DISMISSAL OF EMPLOYEE

All employees are required at all times to sign and abide by their job descriptions. All employees must follow the guidelines outlined in this handbook and the Parent Handbook, and be a contributing member of the NewGate School community. NewGate School succeeds largely on the performance of its employees. Behavior

that detracts from our mission and goals will be viewed as counter-productive.

Failure to meet or follow any of the above requirements will be reviewed with the individual by the Head of School. The Head of School will counsel with the individual to outline a plan designed to bring the performance or conduct of the individual up to the required standard. Failure to meet the required standard within the stated time frame will require the Head of School to take appropriate action with the individual according to current employment or future employment agreements.

NewGate School abides by the Florida State statutes describing all employment be “at-will.” The School reserves the right to terminate employment for any reason at any time not prohibited by law without further payment.

1.5 Whistleblower Policy

The Administration of NewGate School strongly encourages and “open-door” policy. Employees should feel as though they are protected in reporting perceived violations of any federal, state or local law, including the school’s Code of Ethics. The policy stated below outlines that protection.

Reporting Violations: If any employee reasonably believes that some policy, practice or activity of NewGate School is in violation of a law, rule regulation, code of ethics, or a clear mandate of public policy, the employee must report such violations to his or her supervisor, the Head of School, the Chair of the Board of Trustees or the Chair of the Board’s Audit Committee. Employees must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report or wrongdoing will be subject to discipline up to and including termination.

No Retaliation: NewGate School will not retaliate against an employee who, in good faith raises a complaint, discloses, or threatens to disclose truthful information regarding some practice, policy or activity of the school or employee of the school that the reporting employee reasonably believes poses a violation to the

Head of School, the Chair of the Board of Trustees, or the Grievance Committee. The school will not retaliate against any employee that participates in an investigation relating to some practice, policy or activity of the school or employee of the school that is suspected to be in violation of a law, rule, regulation, or a clear mandate of public policy.

Retaliation includes discharge, demotion, suspension, threats, harassment, or any adverse employment action. Any whistleblower who believes that he/she is being subject to retaliation as a result of whistle blowing activity must contact the Chair of the Board of Trustees or the Chair of the Board's Audit Committee.

Confidentiality: Violations or suspect violations may be submitted on a confidential basis. Reports of violations will be kept confidential to the extent possible. However, identity may be disclosed to conduct a thorough investigation to comply with the law and to provide the school and/or accused individual their rights to legal defense.

Investigation: The Board's Grievance Committee is responsible for investigating and resolving all internal complaints and allegations of financial or accounting impropriety made under this policy. All other complaints will be investigated by the Head of School or a committee assigned by the Head and/or the Chair of the Board of Trustees.

1.6 PROFESSIONAL PREPARATION

All employees are expected to plan on a daily, weekly and monthly basis with their colleagues. Classroom personnel need to meet with each other at a minimum on a weekly basis, but preferably on a daily basis to discuss children's progress and class procedures.

1.7 CODE OF CONDUCT/ETHICS

Statement of Values and Code of Ethics

Introduction

As a matter of fundamental principle, New Gate School, its trustees, staff and volunteers should adhere to the highest ethical standards because it is simply, the right thing to do. In matters of public

trust, our performance is the bedrock of our legitimacy. Parents support New Gate School because they trust us to carry out our missions in the lives of their children, to be good stewards of their resources, and to uphold rigorous standards of conduct.

New Gate School's adherence to the law is the minimum standard of expected behavior. We must also embrace the spirit of the law, often going beyond legal requirements and making sure that what we do is matched by what the public understands about what we do. Transparency, openness and responsiveness to public concerns must be integral to our behavior.

New Gate School has adopted a code of ethics that represents all employee standards. The *Statement of Values* and the *Code of Ethics* provide a starting point for New Gate School to continually earn the public trust. Also included is the IMC Code of Ethics.

Statement of Values

The values of New Gate School include:

- Commitment to the education of young men and women;
- Accountability to their parents;
- Commitment to professional performance beyond the law;
- Respect for the worth and dignity of individuals;
- Inclusiveness and social justice;
- Respect for pluralism and diversity
- Transparency, integrity and honesty;
- Responsible stewardship of resources; and,
- Commitment to excellence and to maintaining the public trust.

These values lead directly to New Gate School's Code of Ethics that follows.

NewGate Code of Ethics

I. Personal and Professional Integrity

All staff, board members and volunteers of the organization act with honesty, integrity and openness in all their dealings as

representatives of the organization. The organization promotes a working environment that values respect, fairness and integrity.

II. Mission

New Gate School has a clearly stated mission and purpose, approved by the Board of Trustees, in pursuit of the education of young men and women. All of its programs support that mission and all who work for or on behalf of the organization understand and are loyal to that mission and purpose. The mission is responsive to the constituency and communities served by the organization and of value to the society at large.

III. Governance

New Gate School has an active governing body that is responsible for setting the mission and strategic direction of the organization and hold ultimate responsibility for the finances, operations, and policies of the organization.

IV. Legal Compliance

New Gate School is knowledgeable of and complies with all laws, regulations and applicable conventions. This includes the *Florida Department of Education Code of Ethics*. (Attached)

V. Responsible Stewardship

New Gate School manages its funds responsibly and prudently. This includes the following considerations including spending an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management;

VI. Openness and Disclosure

New Gate School provides comprehensive and timely information to the public, the media, and all stakeholders and is responsive in a timely manner to reasonable requests for information. All information about the organization will fully and honestly reflect the policies and practices of the organization.

VII. Program Evaluation

New Gate School regularly reviews program effectiveness and has mechanisms to incorporate lessons learned into future programs.

The school is committed to improving program and organizational effectiveness in both mechanism and capacity.

VIII. Inclusiveness and Diversity

New Gate School has a policy of promoting inclusiveness and its staff, board and volunteers reflect diversity in order to enrich its programmatic effectiveness. The school takes meaningful steps to promote inclusiveness in its hiring, retention, promotion, board recruitment and constituencies served.

IX. Fundraising

Funds raised by and for New Gate School are handled in accordance with solicitation materials. New Gate School respects the privacy concerns of individual donors and expends funds consistent with donor intent. New Gate School will disclose important and relevant information to potential donors.

X. Loyalty to New Gate School

Employees and volunteers at New Gate School support the mission, leadership and the commitment to place the child's education and well-being at the highest level. Employees will represent the policies in public and private, in writing and speech and will take precaution to distinguish private views from the official position of the school.

IMC Code of Ethics and Principles of Good Practice

Membership in the International Montessori Council shall imply that member schools observe, in spirit as well as in practice, high professional and ethical standards in their relationship with their own students, faculty, and employees, as well as with other schools. This is particularly necessary when there may be overlapping interests between schools with respect to faculty employment and student enrollment.

The following Principles of Good Practice are based on the concept that our strength as Montessori schools is derived from both the diversity that exists among us and from the support and cooperation that we can give to each other.

The Head of each school should bear ultimate responsibility for fulfilling this Code of Ethics and Principles of Good Practice. Complaints within member schools concerning the implementation of these guidelines should be directed to the appropriate authorities of the school concerned and processed internally. Advice and counsel may be sought from the state or national Ethics Committee of the International Montessori Council.

Members of the International Montessori Council are committed to standards of exemplary integrity in their professional relationships with parents, students, faculty, and other Montessori schools. Although our philosophies and programs are diverse in their emphasis, structure, and style, we follow a common code of ethics that emphasizes fair and consistent policies.

As a member of the International Montessori Council, our school agrees to abide by the following code of ethics and principles of good practice:

Our school is worthy of trust.

As a member of the International Montessori Council, we pledge to represent our school truthfully and accurately to the general public and internally to our parent community.

We further pledge ourselves to respect the diversity of the community of Montessori schools. We will not engage in negative public relations nor make any negative statements about another Montessori school.

Our school honors its financial commitments to parents, staff, vendors, and others.

Core Values

Our primary focus will always be the well being and best interests of our students.

We recognize that a Montessori school is more than a place of learning; it is a community of children and adults that have a significant impact on our students' capacity to learn, grow, create, develop, assimilate values, and relate peacefully and respectfully to other people and to the natural world.

We treat all students, families, teachers, and staff members with kindness, warmth, and respect.

Our school will never permit the use of corporal punishment.

We consciously teach our students values fundamental to Montessori education, which include: respect for oneself, others, and their property; peacefulness, empathy and kindness; truthfulness; a search for the solution fairest to all; the pursuit of independence and self-mastery; and a love of work and a passion for excellence.

We endeavor to provide a school environment that will promote and protect the physical and emotional well being of our students and staff.

We seek to instill in our students, parents, and staff not only a reverence for the earth, its waters, and all living things, but also a sense of stewardship for the environment based on a conviction of our individual responsibility for the beauty of the land and the health of our ecosystems.

Our school does not discriminate in matters of admission or employment on the basis of race, religion, or ethnic background. We consciously teach children to accept, respect, and celebrate the rich cultural diversity of the global community.

We consciously work to build a constructive partnership between the family and school in support of each child's educational development. Within reasonable guidelines established to ensure the integrity of our educational program and the privacy of other students' records, parents are welcome to visit the school to observe their child in class or to review his/her academic progress.

We will promptly consult with parents should it ever become clear that a student is not benefiting from the school's program, or if the school is not the best program to meet his/her needs.

Transfer and Enrollment of Students

Our school recognizes each family's right to visit and consider other schools and to hold preliminary discussions regarding admission without feeling compelled to notify the school, which their children presently attend.

While we welcome inquiries and interest in our school, we will never knowingly attempt to enroll a student who is presently enrolled in or committed to attend another Montessori program.

Before filing an application for admission, we ask that families advise their children's present schools and authorize in writing the release to us of their children's academic records and student recommendations upon our request.

Employment

We consciously follow fair and equal employment practices in hiring, assigning, promoting, and compensating both teaching and non-teaching staff members. We endeavor to employ persons solely on the basis of the factors necessary in the performance of the job and the operation of our school without discrimination on the basis of religious affiliation (unless our school is operated either by or on behalf of an established church for the purpose of religious education), race, national origin, gender, and any other factor on which discrimination is prohibited by the laws of the jurisdiction within which our school is located.

No official of our school will seek to induce a teacher who is under contract at another school to break that contract. [There is nothing deemed improper if a member of the teaching or administrative staff of one school independently approaches another school about possible employment beyond the commitments of their current contract.]

Our school will not offer employment to a member of the faculty or staff of another

school without communicating with the Head of the school at which he or she is presently employed or committed for the upcoming school year to request a frank evaluation of a candidate's qualifications. This information will be considered absolutely confidential.

Our school will take all reasonable and lawful precautions to maintain the confidentiality of records and information concerning teachers and other staff members who are applying for employment at another school, in accordance with the rights of the individual.

1.8 PERSONAL INFORMATION

In order to be able to maintain accurate records, and to be able to contact you should the need arise, it is important that NEW GATE SCHOOL, INC. have accurate and up-to-date personal information for each employee, including current phone number, address, copy of your drivers license, copy of your social security card, personal email, and the name of the person to contact in case of emergency. If any of your personal information changes or requires an update, we ask that you contact the Business Office as soon as possible to submit your new information.

1.9 CLASSROOM TEAMWORK

Teamwork creates greater opportunity for peer coaching and an enjoyable work experience. The following suggestions should be helpful in developing a strong team:

- Spend time getting to know each other
- Communicate – be honest with each other
- When you have a problem with your co-worker, discuss it and try to work it out before you take it to a supervisor
- Recognize each other's strengths and accept that no one is perfect
- Never correct or criticize co-workers in front of children, other staff members, or parents
- Listen and adjust
- Be flexible
- Use eye contact and develop signals for communication during class

- Share responsibilities fairly. (Fair does not necessarily mean equal)
- Ask when you need something - don't demand
- Always be on time to class and meetings with each other
- Share a positive attitude
- Encourage each other
- Say thank you often
- Keep your absences to a minimum. Your co-worker needs you as much as the children

These same tips used with all staff members will help create harmony throughout our school.

1.10 FACULTY OBSERVATION DAYS

All teachers will be given one day per year to visit another school. Arrangements will be made for New Gate employees to observe classes within our school during the year. Discuss scheduling of these days with Administration.

1.11 PERSONAL MATERIALS

Employees should keep an inventory of materials that belong to them personally. Materials that are made on school time with supplies purchased by New Gate School belong to New Gate School. Materials made during personal time with personally paid for supplies will belong to the teacher. Recordkeeping (lesson plans, evaluations, syllabi, etc.) are the property of New Gate School. The teacher may use the New Gate School laminator and film to protect these personal materials.

1.12 FACULTY DRESS CODE

A professional appearance must be maintained at all times. Apparel must be clean, modest, and in good condition. Remember that you are a role model for the students and a representative of our school. No blue jeans. Shorts should be an appropriate length and should be tailored. Skirts, dresses, and shorts should be loose enough and long enough that they are comfortable and modest when sitting on the floor. Shoes should be comfortable and functional. Athletic clothing is only appropriate during athletic events or activities. **Clothing should not become a distraction.**

1.13 DRUG AND ALCOHOL USE

NEW GATE SCHOOL, INC. prohibits the distribution, manufacture, use, or possession of any illegal drug by its employees while performing any duties for the school, while on school property, while participating in any school activity, or while representing the school in any way. Employees are forbidden from reporting for work or being present on school property while under the influence of alcohol or of any other controlled substance. Any violation of these policies will be considered grounds for disciplinary action, including immediate termination of employment.

Employees who are 21 years of age or older may consume alcoholic beverages while attending school sanctioned events at which alcoholic beverages are being served by the school or by a representative of the school. Aside from school sanctioned events at which alcoholic beverages are being served, the school prohibits the consumption or possession of any alcoholic beverages while performing any duties for the school while on school property, while participating in any school activity, or while representing the school in any way.

1.14 SMOKING

Smoking is not permitted on school grounds or property at any time.

1.15 ABSENCES/SUBSTITUTES

At least a one-week notice should be given to the administration in the event that a personal day is needed. Only in emergency situations should less notice be given. Please be considerate of the school when scheduling personal appointments. Personal days are to be used for legal obligations, family emergencies such as illness or death, or immediate required medical care.

Personal days will not be granted when attached to other scheduled days off. It is not appropriate to request personal days on professional days. Please keep in mind that employees have an abundance of holidays throughout the year. Vacations should be planned to coincide with time off already scheduled. If actual time off exceeds allowable time off, a pro-rata deduction will be made to

the employees next pay check. If a personal day is approved it is the responsibility of the employee to schedule a substitute. If none can be arranged then no personal time will be granted.

1.16 CPR & FIRST AID

All faculty and staff are required to be certified in child and adult CPR and Child First Aid. Please give the Administrative Assistant a copy of your certification card when your course is completed.

1.16A STATE-MANDATED COURSE

All Early Childhood faculty must register for at least one section of the 40-hour state mandated courses or the online early literacy course within the first 90 days of employment. These courses must be completed within the first year of employment. Every year thereafter each employee must complete 10 hours of in-service training.

1.17 HARASSMENT

The school is firmly committed to providing its employees with a working environment free of harassment based on gender, race, religion, sexual orientation, national origin, age, disability, or veteran status.

The school's harassment policy includes a strong commitment to keeping the workplace free of sexual harassment of all sorts. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. The school neither condones nor permits any type of sexual harassment within the workplace or among its employees.

Any behavior that violates the school's harassment policy is grounds for disciplinary action, including immediate termination.

If you believe that you have experienced any sort of harassment, sexual or otherwise, you are asked to report the situation to the Head of School, and/or the Business Manager. School policy strictly prohibits any retaliatory action against those filing a report of harassment, and all such reports will be dealt with promptly and seriously.

1.18 PERFORMANCE REVIEWS

Once every year, the administration will conduct a performance evaluation and review for each employee. Employees will be evaluated based on their fulfillment of their job description, attitude, and dependability. Each employee will then meet with his or her supervisor to discuss and review this evaluation. Wage increases and changes to employee's job description (including advancement) will be discussed at this review.

1.19 DISCIPLINARY ACTION

As an employee of New Gate School, you will be expected to abide by the rules set forth in this handbook. However, any action or behavior that reflects poorly upon the school or that has (may have had, or may have in the future) an adverse effect on the school workplace or upon the performance of school business, may be grounds for disciplinary action against the individual(s) responsible for such actions. For example, the following types of behavior may lead to disciplinary action:

- Theft
- Fighting
- Repeated performance problems
- Repeated tardiness/absence
- Insubordination
- Dishonesty
- Vandalism

Again, please note that the items in the list above are only examples, and the school may take disciplinary action for any behavior that is harmful to the school's business, image, or workplace.

Disciplinary action by the school may take the form of any one or more of the following measures: oral warning; written warning; written reprimand (filed in employee's personnel record); suspension; termination from employment. While these options, as well as any other measures the school may deem necessary or appropriate, are available to the school for use as corrective or disciplinary measures, New Gate School is not bound to any formal progression of disciplinary action. Certain behavior may provoke immediate and severe disciplinary response, including suspension or termination, without being preceded by a warning or other alternative disciplinary measure.

2. ATTENDANCE

2.0 PERSONAL / SICK DAYS

Full-time employees are allowed one personal/sick day per month of employment. Ten-month employees will receive a total of ten (10) personal/sick days for the academic year. Twelve-month employees will receive a total of twelve (12) personal/sick days per academic year. Extenuating circumstances will be discussed with the Head of School. Personal days should not be scheduled for Professional days or for days before and after regularly scheduled days off.

Employees should keep personal days to a minimum.

In the event of an illness, a teacher must first call his/her teaching partner or head of level to notify them of absence. Then proceed to call the list of substitute teachers provided until arrangements have been made. Once a substitute has been arranged, the teacher must call the Associate Head of School, no earlier than 6:30am and no later than 7:30am. Non-teaching staff must call the Associate Head of School as well no earlier than 6:30am and no later than 7:30am. If an employee becomes ill during the evening, he/she should begin arranging for a substitute that night.

If an employee must be out of work for three or more consecutive days, she/he must submit a note from the physician.

2.1 HOLIDAYS

Full-time salaried employees will be given a paid day off on each of the following holidays:

- New Year's Day (including the day before)
- Martin Luther King, Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day (including the Wednesday & Friday before & after)
- Christmas Day (including the day before Christmas)

Part-time employees are not paid for holidays.

2.2 JURY DUTY

Employees are eligible to be paid for time served on jury duty for up to 3 weeks at a time. Employees intending to serve on a jury should submit to the school a copy of their jury summons as soon as possible. Additionally, upon completion of jury service, the employee must submit to the school a copy of the court's proof of service documenting the total number of days actually served on the jury.

2.3 MILITARY LEAVE

Employees in the military reserve are afforded 10 days of paid leave for military service per year. Only full-time employees are eligible for paid military leave. Employees must be employed by the school for at least 6 months in order to be eligible for paid military leave. Employees who are either not eligible for military leave, or who have exhausted their paid leave for that calendar year, will be afforded unpaid leave without loss of benefits for the duration of their military service.

Employees anticipating military service should submit copies of their report orders to their school supervisor as soon as is possible.

2.4 BEREAVEMENT LEAVE

Employees are eligible for up to 5 days of paid bereavement leave upon the death of an immediate family member. An immediate family member is a parent, stepparent, brother, stepbrother, sister, stepsister, child, stepchild, grandparent, grandchild, and spouse or domestic partner. Employees who wish to take more than 5 days bereavement leave may request such time from their supervisor, but any time off in excess of 5 days will be unpaid leave. Employees who wish to take bereavement leave after the death of someone who is not an immediate family member may request such leave from their immediate supervisor, and should identify the circumstances of their situation. Any bereavement leave taken for someone who is not an immediate family member will be unpaid, and shall not exceed 2 days.

2.5 FAMILY AND MEDICAL LEAVE ACT

The Family and Medical Leave Act apply to organizations that employ 50 or more employees and public agencies. Covered employers are required to provide eligible employees with up to twelve weeks of unpaid leave each year for:

1. The birth of a child
2. The placement of an adopted or foster child
3. To care for a child, spouse or parent with a serious health condition
4. For the employee's own serious health condition

The FMLA also requires covered employers to continue health benefit coverage during the leave. After the leave, the employee must be restored to the same or equivalent position.

2.5A NEWGATE FAMILY LEAVE

Because NewGate currently has less than 50 employees the Head of School addresses each case individually.

3 SCHOOL PROPERTY

The school will provide employee with all of the necessary tools, equipment and resources to perform his or her job. Employees are not permitted to remove any school equipment from the school workplace unless they have prior authorization from their supervisor to do so.

3.0 TELEPHONE POLICY

It is important that the school's telephones be available for business use. Therefore, you are asked to minimize your use of the school's telephone for personal use. Outgoing long distance calls are prohibited unless they are work-related.

3.0A CELL PHONES

Employees should have cell phones on their person in case of an emergency situation and the phone number must be registered in their employee file. **Cell phones should not be used when employees are actively involved with the supervision of students.**

3.1 SCHOOL COMPUTERS

Computer access is provided to employees solely for performing work related activities. Any use of a school computer for any obscene, harassing, fraudulent, or other inappropriate behavior is strictly prohibited.

Computers and computer-related equipment are the property of the school, and may not be removed from the workplace. All copyrighted software loaded onto school computers will be loaded by the school, and will be properly licensed and registered. Employees are prohibited from loading any copyrighted software or files onto any school computer, unless authorized by the Head of School or the Business Manager.

3.2 E-MAIL POLICY

Employees that are provided with a school e-mail address are advised that all such e-mail addresses are intended for business related activities only, and not for personal use. The school reserves the right to access and review any e-mails or attachments sent or received from a school e-mail address, with or without notice to the employee to whom the address is assigned.

Obscene, harassing, or fraudulent use of a school e-mail account is strictly prohibited, and is grounds for disciplinary action, including termination of employment.

3.3 INTERNET POLICY

Access to the Internet is provided to employees solely for use in the course of performing job-related functions.

Obscene, pornographic, or other inappropriate use of the Internet is strictly prohibited, and is grounds for disciplinary action, including termination.

3.4 SCHOOL LETTERHEAD

School letterhead is provided to employees solely for business use. Employees are prohibited from using the letterhead for any personal use, or for any obscene, harassing or fraudulent purpose. Misuse of school letterhead is grounds for disciplinary action.

B. STUDENT POLICIES

1.0 SAFETY PRECAUTIONS

It is the responsibility of every New Gate employee to keep the students safe at all times. Please do a safety check of your class on a regular basis. Make sure all potentially harmful products (including cleaning products) and maintenance equipment are put away. Make sure plugs remain in the outlets. Watch out for sharp or pointed edges on furniture. An adult should take care of all dangerous spills. Be sure doors and gates are secured. Always look over the playground when you first go out to be sure it is safe. Remove dangers from the playground such as: open gates, tools that were left out, dangerous tree branches, broken playground equipment, etc.

Watch students closely on the playground, especially on the playground equipment. Each teacher should be stationed where all students in your area can be seen. Please do not excessively engage in conversation with parents and/or teachers while supervising outdoor activities. Your job is to be sure that the students are safe.

1.0A Direct Supervision

Direct supervision is defined as: each student is within the sight of a supervising adult at all times. Adequate supervision is defined as written in the Florida Administrative Code re: age groupings and teacher/student ratio.

1.0B SPECIFIC FIRE ANT PRECAUTIONS

- 1) During the active ant season (June 1 to Sept 30) the Ashton Road Toddler and Primary playground will be inspected each day by the school maintenance staff prior to recess time. Active ant beds will be marked with orange paint and treated.
- 2) If the ant beds have not been deemed inactive by the maintenance staff prior to the children using the playgrounds, the maintenance staff will attach a red/orange flag on the playground gate. The maintenance staff will also distribute a written notice to all lead classroom teachers. Teachers will not allow children on the playground on that day.
- 3) If the maintenance staff determines that it cannot safely rule out the presence of active ant beds due to grass height, the maintenance staff will attach a red/orange flag on the playground gate. The maintenance staff will also distribute a written notice to all lead classroom teachers. Toddler teachers will not allow children on the playground on that day.
- 4) The maintenance staff will keep a daily log with a record of the number of ant beds treated on each playground, and a record of the days that the playground is closed for the day.
- 5) During the active ant season (June 1 to Sept 30) the school will increase pest control company visits from biweekly to weekly.

1.1 INCIDENT PROCEDURES

When a student is injured, these procedures should be followed:

- (1) Go to the student quickly, and try to calm and comfort the student
- (2) Assess the seriousness of the injury
- (3) Call for a first aid or certified CPR teacher if needed
- (4) Call for another staff member if alone
- (5) Stay calm
- (6) Do not move the student if the injury is serious
- (7) Call 911 if necessary - Call parent

- (8) If minor injury, treat as necessary
- (9) Fill out incident report

Any injury that requires special attention, such as washing, bandaging, and/or ice should be reported on an Incident Report form by the attending supervising adult. **The witnessing and/or attending teacher/s must complete this form.** The Associate Head of School signs the completed form. Then the form will be copied. One copy goes home with the parent/guardian, the parent/guardian signs one copy for the school's records, and the signed copy is returned to the school office to be signed by the Head of School and placed in the student's file.

- 1) If the teacher who completed the incident report does not successfully obtain a parent/guardian signature before the child leaves the campus, the teacher shall contact the parent/guardian by phone to inform the parent of the incident. The teacher will give the unsigned Incident Report to the Associate Head of School who will scan the report and email it to the parent for signature.
- 2) If the school has not obtained the parent/guardian signature within 24 hours following the incident, the Associate Head of School will note that the parent was informed by email and did not sign or refused to sign.

*** Any Head, face or back injury requires parent notification by both phone and in writing.**

1.2 ILLNESS POLICY AND PROCEDURE

Students may not remain at school if they are exhibiting any symptoms of contagious disease. As per the Parent Handbook, students will be sent home if they exhibit any of the following symptoms: *"In the case of a common cold, the child should remain at home as long as fever is present, or if there is a sore throat, eye infection, or severe nasal excretions. Students with symptoms of vomiting, diarrhea, or undiagnosed skin rash should remain at home also."*

Teachers must use their judgment to determine if a student is ill or has head lice.

In the event a student should need to go home, take the student to the office. The teacher will call the parent. The student will be made comfortable while he/she waits in the office. Parents will be notified of any communicable diseases or lice. Teachers must notify the Associate Head of School of any such circumstances immediately.

*** Exception – Toddlers will be isolated in their own classroom until the parent or another authorized adult arrives to take the child home.**

1.3 MEDICATION POLICY

The New Gate policy is to administer medication only in life-threatening situations. If a parent attempts to leave medication with you, send the parent to the office. Approval for administering medication at school must come from the Dean. A form signed by a doctor explaining the necessity for the medication to be given during school hours will be required. If approval for administration is given, the Dean will appoint either the Front Office Staff or one of the child's teachers to be in charge of the medication.

If any medication comes to school in a lunchbox, it should be taken to the office immediately and the Front Office Staff or Dean will call the parent.

1.4 EMERGENCY POLICY

Fire Drills: Fire drills will take place regularly. Please discuss fire drill procedures with your class. Explain how to leave, where to go, and why it is important to practice. Do a practice on your own. Discuss alternative escape routes. During all fire drills, one teacher should lead the class out. The other teacher should check the bathrooms, get the attendance book, and leave with the last child. In the event of any other emergency situations, such as a severe weather condition, use your best judgment to keep the students calm and safe. Remember that your first responsibility is to the students. See "Critical Incident" information in classrooms.

Incident Weather: New Gate School will close in the event of a hurricane warning or flood conditions. Check local radio and television stations. If it is announced that the Sarasota County Public Schools are closed, then New Gate will be closed as well.

1.5 DISCIPLINARY POLICY AND PROCEDURES

New Gate is dedicated to a philosophy of respect for the individual. Behavioral difficulties must be handled with care. Use a positive approach with an emphasis on redirecting and helping the student learn appropriate problem solving. Always keep in mind that the ultimate goal is to develop the student's inner discipline.

The following **DO's** and **DON'T's** must be adhered to when dealing with behavioral problems:

- (1) Never deal with the student when you are angry. Any situation can wait for you to cool off. Obviously, there is an exception if someone is in physical danger.
- (2) Never use physical force. No hitting, spanking, squeezing the arm, grabbing, etc.
- (3) Never yell at a student.
- (4) Do not correct a student in front of others.
- (5) Do not speak to a student in a demeaning way.
- (6) Do not punish the entire class for the actions of one or a few.
- (7) If you find yourself in a power struggle with a student, walk away. Come back and deal with the problem in a neutral moment. Both the teacher and the student always lose in a power struggle. If he gets what he wants, he learns that inappropriate behavior gets his way. If he doesn't get his way, because you demand cooperation, the student's will is broken and he does not develop inner discipline. Refusing to participate in the power struggle is not giving in to the child. You simply wait to deal with the problem until you and the student can work out an acceptable agreement or consequence. In the neutral moment, guide the student into a discussion that will create solutions to the problem and agree on

consequences in case the student does not follow through.

- (8) Evaluate the reason for the misbehavior and deal with it as warranted by the mistaken goal.
- (9) Use natural consequences whenever possible.
- (10) Redirect students when possible. A busy student absorbed in activities will not be as likely to cause problems.
- (11) Don't make "self-quieting" into a "time out" punishment. Allow the student to return to normal activities when he/she feels he/she is ready to do so. Teacher controlled "self-quietly" is a time out in disguise.
- (12) Only remove a student from class in extreme situations. Make sure the student is within your view.
- (13) Students should only be sent to the office as a last resort in very extreme situations or when a behavior is constantly reoccurring.
- (14) Consult with the Dean/Head of School when having difficulty with a student.
- (15) Document unusual behavior when patterns begin to develop (Montessori Compass or behavioral journal).
- (16) Keep in communication with parents of challenging students.
- (17) Find opportunities to encourage and give power to the students who have behavioral problems.

1.5A INCIDENT/BEHAVIOR REPORTS

Any note/report sent to a parent concerning a child's behavior or an incident at school must be written in duplicate. Associate Head of School/Head of School will sign all reports. A copy of all signed incident report/notes must be placed in the child's file, one given to the parent/s, and one copy kept in Office Binder for Incident Reports.

1.6 PROCEDURE FOR EXTREME BEHAVIORAL DIFFICULTIES

We cannot allow one student's behavior to consistently disrupt the class and frustrate the teachers. When a teacher has tried all appropriate techniques and behavior is not improving, the following actions may be necessary:

- (1) Record your observations of the student's behavior. The number of incidences before moving on to the next stage is up to the teacher.
- (2) The teacher may consult with another teacher for an outside observation and/or call a conference with the parent. After another teacher observes and shares his/her observations, the parent may be called for a conference.
- (3) Create a plan with the parent. Discuss course of action and decide what time frame is adequate for changes to occur.
- (4) At the end of the established time period, have another conference with the parents to reevaluate the goal (has it been met, has progress been made, does a new goal need to be set?)
- (5) Repeat steps 2 through 4 as necessary.

*****After three conferences, if there is no progress, administrative support will be necessary. *****

Throughout this process, keep the Associate Head of School/Head of School informed of all steps and actions so he/she will be better informed of the situation.

1.7 ATTENDANCE RECORDS

Attendance—~~book~~ records shall be maintained for each class, recording absences, tardiness and early dismissals in Montessori Compass. Teachers must take attendance by 9:00am everyday. Toddler, Primary, and Elementary students arriving after 9:00am and Secondary students arriving after 8:30am must check in at the office BEFORE going to class. Office personnel will record tardies.

1.8 PORTFOLIOS

Student's File: The teachers and students shall maintain a file with samples of the student's work throughout the year. Please date the work when placing it in the file.

Student Portfolio: A compilation of the student's favorite work and/or work the student is most proud of because of effort, knowledge gained, etc. This portfolio will be taken home at the end of the three-year cycle.

1.9 RECORD OF STUDENT'S ACTIVITIES

Montessori Compass (on line software system) is used to records the lessons that have been presented and those that the students continue to work with. **Record keeping is mandatory and communication with parents through Montessori Compass is required at least twice per month if not weekly.** It will help the teacher guide the student in developmentally appropriate activities. The Associate Head of School/Head of School will occasionally review your records.

1.10 LESSON PLANS

Regularly recording and reviewing students' activities should help teachers generate three types of lesson plans. (1) Lessons to be presented to individuals, (2) Lessons to direct the children to work when they need assistance, and (3) unit plans. These lesson plans should be written out regularly. The teachers should plan one month ahead for unit studies, special activities, and special events. A list of these plans should be submitted on a weekly or monthly basis, depending on the kind of lesson, to the Dean/Head of School.

1.11 DAILY OBSERVATION

You can and should take time everyday to step back and watch the class. The Montessori system was developed through observation, and observation is still the most effective teaching tool you possess. You will learn something very valuable every time you take yourself out of the mainstream of the class and focus on the students. Record your observations of behavior, social interactions, and student's interest. Sometimes just sit back and enjoy the magic of childhood. It will give you a new perspective.

1.12 STUDENT RECORDS

Cumulative file for each student: The office maintains a file on each student containing personal information, emergency numbers, and

health forms. A copy of the student's progress report must go in this file. Incident reports and conference forms must also go in this file. **Faculty and staff may not take these files out of the office.**

Any and all student references for other schools or professionals must be sent directly by New Gate School's front office. These documents are not to be given to parents by individual faculty members. Both teachers should complete reference forms and the Dean/Head of School will approve these before they are sent out by the front office.

*Any student records or evaluations requested by another school, parent, or healthcare professional must be submitted to the Associate Head of School before sending them out. They **are not** to be given directly to a parent by faculty or staff.

1.14 CLASSROOM ACTIVITIES

Classroom activity outside the normal daily schedule should be communicated with the Front Office Staff, Admissions Director and Dean who will coordinate it with the rest of the school's calendar. Any trips or activities outside the classroom should be announced to the office and the appropriate forms filled out ahead of the activity.

C. PARENT POLICY

1.0 PARENT COMMUNICATION

The Associate Head of School must approve class newsletters or notes that go home to the parents. Newsletters must be submitted for approval two-three days before they are to be sent home.

Keeping the lines of communication open with the parents requires a great deal of teacher effort but is well worth it. Frequent communication will help avoid parental concerns and misunderstandings and will also build trust. It is the teacher's responsibility to communicate to the parent any difficulties or

suspected problems with the child and also to communicate accomplishments and improvements.

It is not appropriate to casually discuss a child's behavior, progress, or performance in general, with anyone other than the parent, Dean or Head of School.

1.0A COMMUNITY MEETINGS

NewGate invites all stakeholders to monthly Community Meetings. The format of the meetings is similar to a New England Town Hall Meeting as the agenda is not pre-set but rather created by the participants at the time of the meeting. We strongly encourage faculty and staff to attend as often as they are able.

1.1 PHONE CALLS

Within the first three weeks of school, teachers should call/email all parents. Use this contact to assure the parent that the student is adjusting well. Answer questions and invite the parent to the upcoming Parent Nights, class meetings, or orientation. Phone calls or E-Mails may need to be made periodically to individual parents to discuss problems or share an exciting achievement. Use Montessori Compass for as much of your communication with parents as you can.

1.2 MEMOS, REPORTS AND CONFERENCES

Periodic notes should be sent home to tell the parents of an achievement of a developmental milestone, the student's great attitude, or an act of kindness. Don't just communicate when there are problems. When you do send an incident report to inform the parent of a problem, be sure a signed copy goes to the Administrative Assistant for filing.

In the event that a student exhibits extreme behavioral difficulties or must remain at the same level for an additional year, the Dean or Head of School must be present at conferences.

1.3 WEEKLY FOLDERS

Folders will be sent home once a week. The specific day will be determined at the beginning of each year. These folders will include homework assignments, parent information, special events notices, newsletters, and student work. Parents are responsible for returning the folders to the school before the next time the folders go home.

1.4 CONFERENCES

Conferences will be held twice a year, in October and February/March, with an optional year-end conference in May. Teachers will need to prepare student evaluations and/or be ready to discuss students' work habits, social and academic development and goals for the student. Teachers may need to call a conference with a student's parents on occasion, and parents may also come in on their own for an informal conference. Please complete a conference form and bring it to the office for the Dean to review and sign. The Administrative Assistant will then put the form in the student's file. The same procedure will need to be followed for phone conferences.

1.5 PROGRESS REPORTS

Teachers at the Early Childhood and Elementary Levels will complete evaluations on each student during October, January, March, and May. Reports should give an accurate assessment of the student's accomplishments and abilities. Always include positive comments about the student. Each teacher is responsible for maintaining on-going records of student progress in Montessori Compass for Early Childhood and Elementary students throughout the year.

1.5A SECONDARY LEVEL REPORTS

Secondary teachers have records of tests scores, projects, assignment completion, etc. on file. Each teacher is responsible for maintaining on-going records of student progress throughout the school year.

1.5B STUDENT ASSESSMENTS

As Montessori teachers, we assess students on a continual basis daily. In a more general way we use formative testing to track

student progress and develop learning strategies. These assessments are administered at least twice each year.

1.6 CLASS MEETINGS

Class Meetings are held monthly in the evening for parents throughout the school year. These class meetings should give an overview of the “prepared environment,” general class policies and procedure, as well as presentations of lessons from each area. It will also give the parents an opportunity to get to know their child’s teachers and other parents. These meetings are great community builders.

1.7 STUDENT DEMONSTRATION NIGHT / GRANDPARENTS’ DAY

Special events are held throughout the school year, so that family members and friends can visit the class with the student to see the work. Teachers will need to be present.

1.8 OPEN HOUSE TOURS

Open House tours will be held every Tuesday at Ashton campus and every Friday at Clark campus for the general public. The Admissions Director will lead the group through the school.

1.8 PARENT OBSERVATION

Late September and October are observation months for the parents. Parents are encouraged to visit and observe the class. When parents are observing, smile at them and make them feel welcome, greet them, and then go about your work of attending to the class. Parents like to see how their child interacts with their teachers as well as work on their own. Be sure to give at least one lesson to their child while they are there. If parents have questions, schedule a conference later or arrange to call them at home. Visitors will periodically observe the class as well. Again, welcome them and send them to the office with their questions.

1.9 LIBRARY

Each classroom throughout the school has a library/resource center. As the school becomes more technically advanced, we will also use internet library sites such as Questia. Questia is already being used in the Secondary classes. Montessori books, educational books, reference books, storybooks, and parenting books, are available for parents, staff, and students to borrow.

1.10 VOLUNTEERS

The Room Parent Coordinator will help organize and train volunteers to assist teachers in any capacity. Please make use of ~~the~~ parents who are very willing to help. When a parent asks you what they can do to help or tell you that they would like to volunteer, thank them and tell them how happy you will be to have their assistance. Then tell them to contact the Room Parent Coordinator who will help them find a volunteer position to fit their interests, talents, and schedule or make the arrangements yourself. Let's ensure that parents always feel welcome and valuable at our school.

1.11 PARENTS AND THE BOARD OF TRUSTEES

At New Gate School, as in most independent schools, decision-making authority at the highest level resides in a volunteer Board of Trustees whose membership includes national Montessori leaders, Montessori Foundation staff, and at least one current New Gate parent. The Board of Trustees does not intervene in the daily affairs of the school, such as curriculum development and hiring, evaluating or firing of faculty and staff. Instead, the Board focuses on three areas critical to the success of any Independent school:

- 1) It approves the selection of and supports the Head of School, to whom it delegates authority to manage the school;
- 2) It develops broad institutional policies that guide the Head in running the school; and,
- 3) It is accountable for the financial well being of the school.

In the conduct of its official business, the Board acts only as a whole; individual Trustees, including the Board Chair, have no authority to act unless specifically authorized to do so by the Board acting as a whole.

Parents with concerns about the school or with decisions made by the administration or faculty are encouraged to inquire about and follow the school's review process, but they should not expect the Board of Trustees to act as an appeals board. Trustees often interact with others within the school community and hear concerns about the daily operation of the school. As a matter of good practice, the Trustee reports those concerns to the Head of School.

New Gate School employees are encouraged to advocate for the school by not entering into divisive conversation regarding the Board of Trustees or other personnel at the school or the school's program. Please see section 1.0; New Gate Expectations and Affirmations.

II. COMPENSATION AND BENEFITS

A. COMPENSATION

1.0 PART-TIME HOURLY EMPLOYEES

Employees are paid an hourly wage and work according to the schedule prepared by the supervisor of their program. The part-time employee's supervisor must authorize all work in excess of the regular schedule. Employees are expected to work additional hours when requested to do so by their supervisor.

Hourly employees will be paid bi-weekly.

1.1 TIME SHEETS (HOURLY EMPLOYEES)

Each part-time employee is responsible for keeping accurate records of his or her time worked for each day. All time sheets must be approved prior to submission by the Associate Head of School.

1.2 SALARIED EMPLOYEES

Salaried employees will be paid bi-weekly. Salaried employees are not eligible for overtime. However, they are expected to work such hours as needed or as requested by the school or by the employee's supervisor.

1.3. DIRECT DEPOSIT

All employees have the option of receiving their wage or salary compensation in the form of either a live check or direct deposit. If direct deposit is elected, it will take effect one pay period after the employee's application is submitted and accepted by the school.

1.4 PAYROLL DEDUCTIONS

In accordance with federal, state and local law, the school will withhold from the employee's paycheck all pertinent income taxes, including Federal Social Security and Federal Income Tax. Premiums for health insurance and supplemental insurance ~~and dental insurance~~ will also be deducted if the employee is enrolled under the school's insurance plan.

New Gate School maintains a Cafeteria Plan which allows for pre-tax deductions for all health related premiums, resulting in tax savings for all employee participants.

B. BENEFITS

1.0 ELIGIBILITY

Full-time ~~and part-time~~ employees who work at minimum of ~~25~~ 30 hours per week and have been employed with the school for at least 30 days are eligible for the benefits described in this section.

1.1 HEALTH INSURANCE

The school will contribute a minimum of 50% of the employee only premium for eligible employees. Only full-time employees are eligible. Additional coverage for families, spouse and/or children is available; however, premiums for additional coverage will be paid by employees through payroll deduction.

1.2 SUPPLEMENTAL INSURANCE

Supplemental insurance policies are offered to full-time employees through AFLAC and paid by employees through payroll deduction.

1.3 COBRA

Under the Consolidated Omnibus Budget Reconciliation Act (COBRA), employees that lose their employer provided health benefits are given the right to continue temporarily their coverage under that group plan. Generally, it is the employee's responsibility to pay for premiums during this extended coverage period. COBRA laws apply to employers with 20 or more employees in the previous year.

1.4 TUITION REMISSION

Full-time staff members receive a 50% tuition remission on no more than two (2) children per family. Faculty and staff are welcome and encouraged to apply for financial aid. Financial aid is determined on a "needs" basis.

III. NEW GATE SCHOOL'S PREPARED ENVIRONMENT

A. ENVIRONMENT

1.0 THE ENVIRONMENT

The prepared environment is one of the key concepts in the Montessori philosophy of education. One of the most important aspects of teacher preparation is the preparation of one's inner spirit. The attitudes of the adults in the environment strongly affect the overall tone. Take time for yourself. Read both professional and pleasurable literature that will inspire the child within you. Share ideas and consult with other faculty and staff members. Make sure you get plenty of rest and take care of your health. Before class and occasionally, as needed, take a moment and center yourself. And remember to smile!

1.1 CLASSROOM ARRANGEMENT

It is the responsibility of the faculty and staff to set up and maintain the environment. The environment should be beautiful, inviting, and set up to ensure success. Classroom arrangement is the responsibility of the lead teachers/co-teachers. The administration reserves the right to make suggestions. The room should be arranged with the child in mind, assuring safety and success. Remember, a cluttered environment is an obstacle to learning.

1.2 CLASSROOM MAINTENANCE

One cannot expect the child to keep the environment orderly if the adults do not first set up the environment with order and then maintain it. The classroom teachers are responsible for maintaining the materials and shelves. Weekly dusting will be necessary to keep them clean. The administration should be notified when materials need repair or replacement. Do not keep broken or incomplete materials on the shelf. The floors should be swept at least once during the day and more as needed. Children should be encouraged to help with minor cleaning of the room. Tables must be wiped and chairs placed on the tables at the end of each school day. Decks and garden areas are part

of the classroom and should be maintained as such. A cleaning person will come in at night to mop and do more extensive cleaning.

1.3 RESTROOMS

The cleaning service will clean restrooms at night. However, the restrooms in the Early Childhood division should be wiped out midday to ensure cleanliness. Employees should check and replenish the restrooms daily for soap, toilet paper, and paper towels as necessary.

1.4 PLANTS AND ANIMALS

It is the responsibility of the classroom to care for all animals and plants. Arrangements must be made for care of living specimens over weekends, holidays, and summer vacation. Care must be given to keep animal environments clean and without odor. Animals and plants may not be left in the classrooms during the summer.

1.5 COMMON AREAS

Employees are responsible for the care of common areas.

- A. Resource Area:** Clean up all materials when completing projects in the resource area. Do not leave paper scraps or unwanted copies. If you are taking the last of something, replenish it or let the office manager know. Only use the laminator and copier after receiving instruction. If you are having difficulty with a machine, don't force it...GET HELP. The laminator and copier may be used for personal items on a small scale. Use for large quantities of personal items should be pre-arranged with the administration. Keep cutting board blade locked and turned toward the wall. Pencils, scissors, staplers, etc. are placed there for everyone's use. Please do not take them to your classroom.
- B. Office:** The front office is the reception area for parents. It must be kept tidy. Please do not leave personal or unwanted classroom items in the office. Do not remove files from the office. If you need information from a student's file, you must look at it in the office and return the file to its proper place.
 - 1) On the occasion that you answer the office phone, please answer cordially saying "Good Morning/Afternoon, New Gate School, this is _____. How can I help you?" Write

the message clearly, and place it in the employee's box, unless immediate delivery is required. If the caller wants information about the school, tell them that the Admissions Director is unable to take their call at this time, but will be glad to call them back and answer their questions. Take their name, phone number, age of their child, and the best time to return the call. This information must be given to the Admissions Director so that he/she may take care of the message. Please do not attempt to answer questions.

- C. Outdoor Areas:** Please help keep our school grounds tidy. Do not leave trash bags, bottles, or anything outside your door or on decks. Ensure that tools are stored safely. Have your class pick up litter on the playground. Put away any balls or equipment that your class uses.

IV. NEW GATE SCHOOL'S DAY

A. DAILY PROCEDURES

1.0 MORNING ARRIVALS

All faculty and staff, unless otherwise scheduled, must arrive at school no later than 8:00 am. Early students arrive in ~~Elementary and in Secondary~~ classrooms at 8:00am. ~~Extended day Early Childhood students can arrive as early as 7:30am. All other Early Childhood students can arrive at 8:30am.~~

Designated adults will be available for greeting Primary and Elementary children at the cars between 8:45am and 9:00am.

Faculty and staff should avoid long conversations with parents at arrival or dismissal time. Always greet a parent with a friendly smile and give necessary reassurances. Remember, an upset parent could be a bigger problem than the class not having your attention momentarily. If a parent has questions or problems, ask them if you can call them later when you can take a break or set up an appointment at dismissal time.

Parents who consistently try to initiate conversations at arrival time will need to be asked to attend a conference with the teachers or ~~the Dean~~ an administrator to explain the importance of the teacher's attention to the children at arrival time.

1.1 DAILY ACTIVITIES

Each class may vary the schedule to best meet the needs of their students; however, the following activities should be included on a regular basis:

- (1)**Group Time:** songs, dramatic play, readings, story-telling, group games, movement games, science and cultural unit activities, lessons in social graces, reviewing of ground rules and community responsibilities – fun, active – no more than 10 minutes for Primary classes and 15 minutes for Elementary classes.

- (2)**Individual Activities:** self-directed and guided work time with the Montessori and classroom materials.
- (3)**Snack:** Primary classes should have snack in the morning, which may be served to the group or set up for self-service. Extended Day classes provide afternoon snacks. Elementary and Secondary students will be responsible for bringing their own, appropriate snacks.
- (4)**Outdoor Activities:** free play, group movement games, gardening, and physical education.
- (5)**Clean-Up:** the students should help maintain the indoor and outdoor environments.
- (6)**Rest Time:** three and four-year-olds rest on mats; five-year-olds and older have a short silent reading period/quiet time/group lesson. Elementary and Secondary students have reading or personal reflection time.
- (7)**Show and Tell:** teachers set the “show and tell” policies and schedules for their class.
- (8)**Opportunities for:** oral reports, presentations, etc. in Elementary and Secondary programs.

1.2 ROOM PARENTS

The Volunteer Parent Coordinator will help to find a volunteer parent from each classroom to be the “room parent” if teachers are having difficulty doing so. In each classroom, the room parent is responsible for organizing and coordinating special activities, in conjunction with the teachers, by making phone calls to all the students’ parents.

1.3 FACULTY LUNCH

Full-day staff members may take a maximum of 30 minute lunch break. The lunch schedule will be announced during the Professional Week(s) before classes begin. Please return to the classroom on time no matter when you left for lunch, unless arranged with the Associate Head of School. If you are late returning from lunch, it affects everyone’s schedule.

1.4 CLASSROOM LUNCH

Lunchtime can be a challenging transition time. Lunch coordinators are encouraged to plan and consistently follow through with lunchtime procedures. These procedures must include children participating in the following:

- (1) Hand washing – all levels
- (2) Setting food out on placemat or napkin – Toddler, Primary, & Elementary
- (3) Removing lunchbox from the table – Toddler & Primary
- (4) Staying in their places during lunch, except for bathroom, helping a friend, or getting necessary tools – Toddler & Primary
- (5) Talking quietly only to the children sitting at their table – all levels
- (6) Cleaning up after themselves – all levels

Lunch Coordinators should sit and eat with the children. Encourage children to eat the main portion of lunch first and engage in pleasant conversation. Whatever food is not eaten should go home in the sealed containers in the lunchbox (open yogurt, etc. excluded), or send a note explaining circumstance (too much food, didn't feel well, etc.). Lunch coordinators will assist children with cleaning area. Coordinators will need to plan a story or activities for the Primary students when they are finished eating and the Elementary and Secondary students will go to recess. New Gate School encourages faculty members to remain with their own classroom children for lunch, as each class is a “family unit.” Please see Parent Handbook for more details.

1.5 DISMISSAL

Half Day: At 12:30pm, all half-day Primary students should be dismissed from their classrooms. Half-day toddlers dismiss at 12:00pm from their classrooms.

Afternoon: All Elementary and Secondary students dismiss at 3:30pm. Toddler and Primary students dismiss at 3:00pm. Toddler students are picked up in their classrooms. Extended Day Early Childhood students dismiss between 3:30 and 5:30pm.

Primary, Elementary, and Secondary teachers will determine the responsible parties for dismissal. One teacher will oversee the children while another takes the students to the car. At 3:15pm, any Primary children remaining must be taken to the office. The dismissal teacher must call the parent(s).

Elementary and Secondary teachers will escort students to the main office at 3:45pm.

1.6 EXPANDED CARE PROGRAM

Elementary and Secondary students cannot be on campus unsupervised. New Gate School provides an Expanded Care program for students who arrive before school begins, and for those who must stay on campus after the school day ends. All students who are not enrolled in the Extended Care Program must be taken to the Extended Care Coordinator. The Coordinator will prepare an invoice to be signed by the parent or guardian picking up the child. Charge for Extended Care is \$12.00 per day.

1.6 EVENTS

The faculty and staff are encouraged to attend all school functions; however, some functions are mandatory. Any functions in which the students in your class are involved will require you to be at the function. School social functions should be attended as often as possible. Parents need to know that you are involved and care about the school.

1.7 FITNESS FOR LIFE

New Gate is committed to the development of the whole child, which includes mind, body, and spirit. Teachers should plan classroom and PE exercises and coordination and strength activities, which lead students to be able to follow directions and cooperate.

1.8 ART

Each class should also have art activities available in their room. Art appreciation should be a part of daily classroom curriculum. Elementary and Secondary students will have weekly art classes with an art specialist.

1.9 MUSIC

Teachers are responsible for integrating music into the curriculum. Students should be exposed to a variety of music styles and composers. Music from other countries should be played as part of cultural units. Singing should be part of the daily activities for younger students. Rhythm songs and games should be included regularly. The school has a collection of instruments, which can be

rotated from room to room, to give the students an opportunity to create their own music. The Montessori Bells ~~and the Music Moves curriculum~~ should also be incorporated into your program. Elementary students will have a weekly music class with a music specialist. Secondary students will have the option to choose a music class as an elective.

1.10 DRAMA

Creative expression should be encouraged with dramatic games. Group time activities should include the dramatization of familiar songs, poems, and stories. Role-playing should be used to teach grace and courtesy, ground rules, problem solving, etc. Elementary and Secondary students participate in class plays and the Youth Opera.

1.11 SPANISH

The Spanish teacher will spend time with Primary, Elementary, and Secondary students. He/She will work with small groups of students during work time and will do line time activities as well. Each class should set aside a shelf space for Spanish materials. Teachers should familiarize themselves with these materials and songs so that Spanish activities can be followed through all during the week. Elementary and Secondary students will have weekly Spanish classes with a Spanish specialist.

1.12 CULTURAL SUBJECTS

Teachers are expected to plan science, history, and geography units throughout the year. Teachers should also be spontaneous and take advantage of a child's interests to explore these areas. Cultural activities should bring the subject to life; plan celebrations of a nation's culture including their music, art, food, and clothing. Take advantage of our wonderful Florida climate and outdoor environment to enjoy nature study. Integrate your cultural studies into all areas of the classroom. Elementary teachers will implement the cosmic curriculum to give a context to science and cultural studies.

1.13 COMPUTER FOR ELEMENTARY & SECONDARY STUDENTS

The teachers should become familiar with the computer and the programs available for the class. Each student should receive lessons on computer programs appropriate for his/her development.

Volunteer parents may be utilized to work one-on-one with students on the computer.

1.14 FIELD TRIPS

Child **safety** is our first concern with every Field Trip. Teachers should plan several field trips throughout the year. These trips should coincide with subjects discussed in class, or take advantage of special community events. The parents must be notified of all field trips by use of permission slips designed by the school. No student may go on a field trip without a permission slip signed by a parent or guardian. NewGate Primary teachers may not drive on a field trip unless their own child is in the car. In that case, the teacher drives as a volunteer parent, not as a teacher. Teachers are responsible for the class when on a field trip. Please follow these procedures:

1. All field trips are to be approved by the Associate Head of School and will not be announced to students or parents until approval is obtained.
2. Request for bus, when needed.
3. If private cars are used assign each child to a car and a volunteer parent. (No children under 12 in front with air bags. Children under 5 years of age must ride in a car seat.)
4. Record the names of all the students and adults in each car/bus. Obtain a contact name and cell phone number for each car designated for the trip. Prior to departure, a copy of this list must be left in the school office with the Front Office Staff; copies will also need to be given to the drivers of each car before leaving school grounds.
5. All cars carrying New Gate students must go directly to the event and back.
6. Take a head count before you leave, during the trip, and before you return. An attendance sheet should be in the bus or with the main teacher.
7. Take the Emergency Class binder with you on each trip. Take the field trip first aid kit.
8. Keep the group together.
9. Keep children with special needs with a teacher/parent.
10. Take attendance before leaving the field trip site to return to school. Call the school if you will be returning late.

* Toddler classes do not go on field trips. Primary classes may take 3 to 5 trips per year – ex: 2 library, 2 theatres, and 1 Nature Park or museum.

1.15 CELEBRATIONS

Toddler and Primary Birthdays: Birthdays are celebrated at school with a special snack provided by the parents and with the traditional “birthday walk” around the sun. Teachers will have a list of student birthdays. At the beginning of the month, send home a note to the parents of that month’s birthday child/children. In the note, ask for one picture from each year of the child’s life and ask if the parent will provide a nutritious snack. Make sure you invite summer birthday children to have a “un-birthday” celebration before the school year ends. The Elementary and Secondary level classes will plan for birthday celebrations as well.

Holidays: Holidays are an exciting time for students. Plan your holiday activities carefully so that students do not become overwhelmed, but have an enjoyable celebration. Holiday crafts, songs, and decorations should be limited to about a week before the holiday. Use the holiday to study cultural traditions. Celebrate unusual holidays and holidays of other countries, cultures, and religions. Room Parents will help plan these events. Teachers should coordinate with other classes and with Room Parents well in advance.

Show and Tell: Students love to bring things to school to show the class. “Show and Tell” gives the students an opportunity to stand in front of the class and give a presentation. Teachers may set their own show and tell policies. However, show and tell should be scheduled at least once per month. Send a note home during the first week of school to explain the show and tell procedure for your class. Give suggestions of appropriate show and tell items to the parents.

V. GRIEVANCE PROCEDURES

1.0 WHO BRINGS CONCERNS

Any member of the school administration, faculty, or staff finding him or her self in disagreement with another member of the school administration, faculty, or staff over an action or policy is encouraged to bring his or her concerns to the attention of the staff member involved first.

1.1 RESOLVING CONCERNS

If after the initial meeting with the parties involved the concern has not been resolved, then every effort to resolve concerns will be made through conferences involving the Head of School and those connected when necessary.

1.2 UNRESOLVED CONCERNS

In the event that preliminary conferences fail to resolve any or all concerns, the following steps will be used:

A. Grievances will be heard by a Grievance Committee consisting of the Head of School, the School's legal counsel, and two members of the school administration, faculty, or staff selected by the person filing the grievance, and one other member of the school administration, faculty, or staff selected by the Head of School. If the Head of School is named in the grievance, the President of the Board of trustees will serve in his or her stead.

B. Grievances must be submitted in writing, stating the specific nature of the grievance. Upon receipt of formal submission of the written grievance, the Head of School will convene the Grievance Committee and schedule a formal meeting within fourteen (14) days at a mutually convenient time for all parties concerned. Any individual named in the formal written grievance may not serve on the committee.

C. The Head of School will chair the meeting unless the Head of School is involved in the dispute, in which case the President of the Board of Trustees will chair the meeting.

D. After consideration, the Grievance Committee will attempt to reach a resolution through compromise, recommendations, and/or agreed action in so far as the action does not conflict with the policies and/or requirements of the School's Board of Trustees.

E. All decisions are reached by a majority vote of the Grievance Committee, following the Montessori Rules of Meeting and Reaching Decisions. Every attempt will be made to reach consensus. If this is not possible, the minority opinion will be formally entered into the record. Written notification of all decisions and recommendations will be made within five (5) days of the hearing.

Need to have a current salary scale.

Need to update organizational chart.

Add “Drug-Free” Workplace Policy.

EMPLOYEE ACKNOWLEDGMENT

The following employee handbook represents the policies, rules, practices, benefits and guidelines of New Gate School, as of the handbook's latest revision date. The school reserves the right to alter, amend, delete, add or otherwise change any policy, rule, practice, benefit, or other element of this handbook with or without notice.

Nothing in this handbook shall be construed to create or imply any employment contract between New Gate School and any of the school's employees, nor shall it create or imply any promise of employment for any definite period of time. New Gate School abides by the Florida State statutes describing all employment be "at-will".

Please sign below, detach this page from the book, and return it to the Business Office as evidence that you have received this handbook and understand its purpose and contents.

Employee's Signature

Employee's Printed Name

Date