



EMPLOYEE

HANDBOOK FOR

NEWGATE SCHOOL, INC.

Cultivate a Love of Life... Inspire Academic Excellence

to inspire a passion for excellence
to nurture curiosity, creativity, and imagination
to awaken the human spirit



Institutional Arrangements

The governance of NewGate School, Inc. 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.

Acknowledgement

The following employee handbook represents the policies and procedures of NEWGATE SCHOOL, INC., as of the handbook's latest revision date. NEWGATE SCHOOL, INC. reserves the right to alter, amend, delete, add or otherwise change any policies and procedures in this handbook with or without notice.

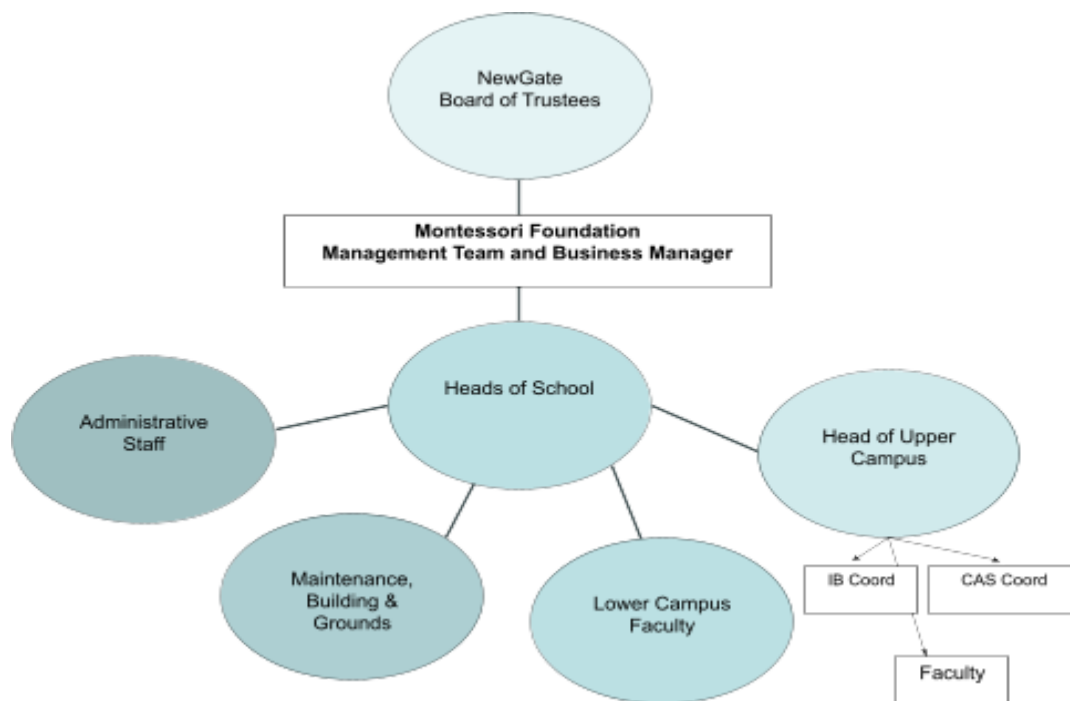
Nothing in this handbook shall be construed to create or imply any employment contract between NEWGATE SCHOOL, INC. and any of NEWGATE SCHOOL, INC.'S employees, nor shall it create or imply any promise of employment for any definite period of time.

NewGate School abides by the Florida State statutes describing all employment to 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. We also ask you to take 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 School Organizational Chart



NewGate Expectations and Affirmations

NewGate is a very special place for our students, families, and faculty and staff. As members of the faculty and staff, we each play a vital role in creating the spirit of NewGate 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 effort into my work.

It is our sincere intention that NewGate is a great place for you to work and grow. Welcome, and thank you for joining us as we realize our shared vision to inspire a passion for excellence, to nurture curiosity, creativity, and imagination, and to awaken the human spirit.

FACULTY POLICIES

Equal Opportunity Employment

NewGate School is committed to practicing Equal Opportunity Employment practices. NewGate School is committed to providing an open and accepting environment for all of its employees. NEWGATE SCHOOL, INC. prohibits any discrimination on the basis of gender, race, religion, sexual orientation, national origin, age, disability, or veteran status. NEWGATE 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.

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.

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 into 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 calculating 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 fewer 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 payment 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.

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.

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 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.



WHISTLEBLOWER POLICY

The Administration of NewGate School strongly encourages an “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.

Confidentiality: Violations or suspected 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.

Reporting Violations: If any employee reasonably believes that some policy, procedure 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 their supervisor, Head of School, 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 of 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, Chair of the Board of Trustees, or 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 they are being subject to retaliation as a result of whistleblowing activity must contact the Chair of the Board of Trustees or the Chair of the Board’s Audit Committee.

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.



CODE of CONDUCT/ETHICS

Statement of Values and Code of Ethics

Introduction

As a matter of fundamental principle, NewGate 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 NewGate 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.

NewGate 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.

NewGate 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 NewGate School to continually earn the public trust.

Also included is the IMC Code of Ethics.

Statement of Values

The values of NewGate 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.



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

NewGate 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

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

IV. Legal Compliance

NewGate 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

NewGate 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

NewGate 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

NewGate School regularly reviews program effectiveness and has mechanisms to incorporate lessons learned into future programs. The school is committed to improving the program and organizational effectiveness in both mechanism and capacity.

VIII. Inclusiveness and Diversity



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

X. Loyalty to NewGate School

Employees and volunteers at NewGate 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 precautions 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 relationships 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 the 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; a love of work and practice leading to proficiency; a passion for excellence; the pursuit of independence and personal development.

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 their 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 the child's needs.

TRANSFER AND ENROLLMENT POLICY

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 they are 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.

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. has accurate and up-to-date personal information for each employee, including current phone number, address, copy of your driver's 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.

CLASSROOM TEAMWORK

Teamwork creates greater opportunities for peer coaching and 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.



FACULTY OBSERVATION DAYS

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

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 NewGate School belong to NewGate 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 NewGate School. The teacher may use the NewGate School laminator and film to protect these personal materials.

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. Tops should be slogan free, other than the NewGate brand. No jeans. Shorts should be an appropriate length and should be tailored. Pants and shorts should be free of any tears or holes. 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.

DRUG AND ALCOHOL USE

NEW GATE SCHOOL, INC. prohibits the distribution, manufacture, use, or possession of any illegal drugs 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 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.



SMOKING

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

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 immediately 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 paycheck. If a personal day is approved, then it is the responsibility of the employee to schedule a substitute. If none can be arranged, then no personal time will be granted.

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.

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.

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 another verbal language 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.

PERFORMANCE REVIEWS

Once every year, the administration will conduct performance evaluations and reviews for each employee. Employees are evaluated based on the fulfillment of their job description, responsibilities, work ethic, adaptability, and commitment to NewGate School's mission, vision, and values. Each employee will then meet with their supervisor to discuss and review this evaluation. Wage increases and changes to an employee's job description (including advancement) will be discussed at this review.

DISCIPLINARY ACTION

As an employee of NewGate 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 the 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, NewGate School is not bound to any formal progression of disciplinary



action. Certain behavior may provoke an immediate and severe disciplinary response, including suspension or termination, without being preceded by a warning or other alternative disciplinary measure.

GRIEVANCE PROCEDURES

WHO BRINGS CONCERNS

Any member of the school administration, faculty, or staff finding himself or herself 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.

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.

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 the 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 the 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 a



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.

COMPENSATION AND BENEFITS

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.

TIMESHEETS (HOURLY EMPLOYEES)

Each part-time employee is responsible for keeping accurate records of his or her time worked for each day. All timesheets must be approved prior to submission by the Associate Head of School. Hourly employees will be paid semi-monthly.

SALARIED EMPLOYEES

Salaried employees will be paid semi-monthly. 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.

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 a direct deposit is selected, it will take effect one pay period after the employee's application is submitted and accepted by the school.

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 will also be deducted if the employee is enrolled under the school's insurance plan.

NewGate School offers benefits that allow for pre-tax deductions for all health-related premiums, resulting in tax savings for all employee participants.

ELIGIBILITY FOR BENEFITS

Full-time employees who work at a minimum of 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.

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, a spouse and/or children are available; however, premiums for additional coverage will be paid by employees through payroll deduction.

SUPPLEMENTAL INSURANCE

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

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.

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.

SCHOOL PROPERTY

The school will provide the employee with all of the necessary tools, equipment, and resources to perform the 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. Pending approval, items purchased for classroom environments and/or materials are reimbursable.

ATTENDANCE

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. 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 the 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 the 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 6:30 am and no later than 7:30 am. Non-teaching staff must call the Associate Head of School as well as no earlier than 6:30 am and no later than 7:30 am. If an employee becomes ill during the evening, he/she should begin arranging for a substitute that night.

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

HOLIDAYS

Part-time employees are not paid for holidays.

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

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

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.

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 possible.

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.

FAMILY AND MEDICAL LEAVE ACT

The Family and Medical Leave Act applies 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 benefits coverage during the leave. After they leave, the employee must be restored to the same or equivalent position.

A NEWGATE FAMILY LEAVE

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

COMMUNICATION POLICIES

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.

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.

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.

EMAIL POLICY

Employees that are provided with a school email address are advised that all such email addresses are intended for business-related activities only, and not for personal use. The school reserves the right to access and review any emails or attachments sent or received from a school email address, with or without notice to the employee to whom the address is assigned. Email procedures and protocols may be established by the Heads of School to ensure clarity, branding, and appropriateness of communications as needed.

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

INTERNET AND SOCIAL MEDIA POLICY

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

Teachers are prohibited from posting pictures of any NewGate child(ren) on personal social media. Teachers need to confirm with the Office that a child has permission to use their photographs in publications intended for a public audience including the classroom community.

The use of social media to advance professional development is subject to review by NewGate administrators. Teachers are expected to behave professionally both in person and in Social Media.

Obscene, pornographic, or other inappropriate use of the Internet and Social Media, including violating individual sites' policies regarding prohibited and restricted content, including reviews, photos, and videos, is strictly prohibited and is grounds for disciplinary action, including termination.



SCHOOL LETTERHEAD

A 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.

STUDENT POLICIES

SAFETY PRECAUTIONS

It is the responsibility of every NewGate 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.

DIRECT SUPERVISION

All students at NewGate School must be under direct supervision while at school or on a school trip. 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 for specific age groupings and teacher/student ratio.

FIRE ANT PRECAUTIONS

- During the active ant season (June 1 to Sept 30) the Ashton Road Toddler and Primary playgrounds 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.
- 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.
- 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. Teachers will not allow children on the playground on that day.

- 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.
- During the active ant season (June 1 to Sept 30) the school will increase pest control company visits from bi-weekly to weekly.

INCIDENT PROCEDURES

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

- Go to the student quickly, and try to calm and comfort the student
- Assess the seriousness of the injury
- Call for first aid or certified CPR teacher if needed
- Call for another staff member if alone
- Stay calm
- Do not move the student if the injury is serious
- Call 911 if necessary - Call the parent
- If minor injury, treat as necessary
- Fill out an incident report

Any injury that requires special attention, such as washing, bandaging, and/or ice should be reported on an Incident Report Form. 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 orally (by phone) and in writing.**



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.**

MEDICATION POLICY

The NewGate 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 Head of School. 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 Head of School 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 Associate Head of School will call the parent.

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 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 severe weather conditions, 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.



INCLEMENT WEATHER

NewGate 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 NewGate will be closed as well.

DISCIPLINARY POLICY AND PROCEDURES

NewGate 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 DOs and DON'Ts must be adhered to when dealing with behavioral problems:

- 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.
- Never use physical force. No hitting, spanking, squeezing the arm, grabbing, etc.
- Never yell at a student.
- Do not correct a student in front of others.
- Do not speak to a student in a demeaning way.
- Do not punish the entire class for the actions of one or a few.
- 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.
- Evaluate the reason for the misbehavior and deal with it as warranted by the mistaken goal.
- Use natural consequences whenever possible.
- Redirect students when possible. A busy student absorbed in activities will not be as likely to cause problems.
- 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-quieting" is a "time out" in disguise.
- Only remove a student from class in extreme situations. Make sure the student is within your view.
- Students should only be sent to the office as a last resort in very extreme situations or when behavior is constantly recurring.
- Consult with the Head of School or Associate Head of School when having difficulty with a student.
- Document unusual behavior when patterns begin to develop (Montessori Compass or



behavioral journal).

- Keep in communication with parents of challenging students.
- Find opportunities to encourage and give power to the students who have behavioral problems.

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.

EXTREME BEHAVIOR 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 the 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.

ATTENDANCE RECORDS

Attendance records shall be maintained for each class, recording absences, tardiness and early dismissals in Montessori Compass. Teachers must take attendance by the start of school every day. All students arriving after the designated start of school must check-in at the office BEFORE going to class. Office personnel will record tardies.



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

RECORD OF STUDENT'S ACTIVITIES

Montessori Compass (online software system) is used to record the lessons that have been presented and those with which the students continue to work. Record keeping is mandatory and communication with parents through Montessori Compass is strongly suggested 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.

LESSON PLANS

Regularly recording and reviewing students' activities should help teachers generate three types of lesson plans.

- Lessons to be presented to individuals,
 - Lessons to direct the children to work when they need assistance, and
- 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 Head of Schools.

DAILY OBSERVATION

Observation is a Montessori key practice. You can and should take time every day 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.

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 into 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 NewGate 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 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.

CLASSROOM ACTIVITIES

Classroom activity outside the normal daily schedule should be communicated with the Front Office Staff, Head of School 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.

PARENT POLICY

PARENT COMMUNICATION

Teachers should contact each family within the first three weeks of school. Use this contact to assure the parent that the student is adjusting well. Answer questions and invite the parent to the upcoming events. Communication may need to be made periodically to individual parents to discuss problems or share an exciting achievement. Use Montessori Compass for your communication with parents.

Parent communications will be issued through officially sanctioned platforms such as Hubbli, Montessori Compass, or other platforms that may be implemented. Use of personal social media platforms or email addresses is strictly prohibited and grounds for disciplinary action, including termination.

Newsletters need to be proof-read by someone other than the teacher and 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 and Heads of School.

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.

MEMOS, REPORTS & CONFERENCES

Periodic notes should be sent home to tell the parents of 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, Head of School and/or the Associate Head of School must be present at conferences.

WEEKLY FOLDERS

Teachers are expected to send a folder home weekly with a variety of things of interest to parents'. Teachers are encouraged but not required to send home folders on Friday with a return date of Monday.

CONFERENCES

Conferences will be held twice a year, in September/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 Head of School 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.

PROGRESS REPORTS

Teachers at the Early Childhood and Elementary Levels will complete evaluations of each student. 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 ongoing records of student progress in Montessori Compass for Early Childhood and Elementary students



throughout the year. Secondary teachers will also write periodic progress reports.

SECONDARY LEVEL REPORTS

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

STUDENT ASSESSMENTS

As Montessori teachers, we assess students on a continual basis daily. Toddler and Primary teachers use the 3-period lesson and observations to assess children. Elementary and Secondary teachers use a variety of test instruments to use to inform decisions and lesson planning. Secondary students take practice tests in preparation for college entrance exams. In a more general way, we use formative assessments to track student progress and develop learning strategies. These tests are administered at least twice each year.

MONTESSORI FAMILY ALLIANCE NIGHTS

Montessori Family Alliance Nights are opportunities to conduct parent education workshops, have classroom meetings, or invite guest speakers. The Montessori Family Alliance Nights will be held monthly in the evening for parents throughout the school year. The goal of these nights is to build community and share in best practices in education and parenting. Teachers are encouraged to attend and participate.

OPEN HOUSE TOURS

Open House tours will be held every Tuesday at the Ashton Road campus and every Wednesday at the Lakewood Ranch campus for the general public.

PARENT OBSERVATION

Teachers may identify the need for a parent to observe the classroom. Formal and informal observations by parents and others will be managed in ways that do not upset the three-hour uninterrupted work cycle or take a classroom teacher away from the classroom abruptly. Observers will use an observation chair, will be warmly welcomed and greeted by either a student or an available guide. If parents have questions, schedule a conference later or arrange to call them at home.

LIBRARY

Classrooms, common areas, and online resources give rise to a comprehensive approach to using and maintaining library resources. Teachers are expected to make sure reading books are available in every classroom. A variety of books, magazines, publications, and digital media will be maintained



by classroom teachers and volunteers to ensure access to research resources.

VOLUNTEERS

The Coordinator of Special Events will manage, organize and train volunteers. Every NewGate family will be invited to volunteer for committees that interest them. Volunteer opportunities range from building and grounds to special events. Teachers are expected to cultivate a culture of giving and volunteerism but not to the detriment of the work cycle or educational program.

PARENTS AND THE BOARD OF TRUSTEES

At NewGate 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 NewGate 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.

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

NEW GATE SCHOOL'S PREPARED ENVIRONMENT THE MONTESSORI 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!

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.

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.

RESTROOMS

The cleaning service will clean the restrooms at night.

Primary and at times, Elementary teachers are expected to wipe down bathrooms midday to ensure cleanliness.

Employees are expected to check and replenish the restrooms daily for soap, toilet paper, and paper towels as necessary. The cleaning service will replace supplies at night.

PLANTS AND ANIMALS

It is the responsibility of the classroom to care for all animals and plants. Arrangements must be made for the 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.

COMMON AREAS

Employees are responsible for the care of common areas.



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 administrative assistant 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. The use of large quantities of personal items should be pre-arranged with the administration. Pencils, scissors, staplers, etc. are placed there for everyone's use. Please do not take them to your classroom.

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, NewGate School, this is... How may 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 Head of School 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 Head of School so that he/she may take care of the message. Please do not attempt to answer questions.

OUTDOOR AREAS

Teachers are expected to help keep the school grounds tidy. Do not leave trash bags, bottles, or anything outside your door or on decks. Ensure that the tools are stored safely. Have your class pick up litter on the playground.

Playground equipment needs to be put away in enclosed areas when students and children are finished using the equipment.

Toddler sandboxes must be covered as is required by DCF.

NEWGATE SCHOOL'S DAY MORNING ARRIVALS

All faculty and staff, unless otherwise scheduled, must arrive at school no later than 8:00 am. Early students arrive and follow the early arrival procedure. Designated adults will be available for greeting Primary and Elementary children at the cars.

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

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 a 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 classrooms.
- (8) Opportunities to give oral reports and presentations.

PARENT LIAISONS

Parent Liaisons will be identified by classroom teachers. Parent Liaisons will work with the Coordinator of Special Events to organize and coordinate special events, field trips, and teacher appreciation activities.

FACULTY LUNCH

Full-day staff members are encouraged to take a maximum of 30-minute lunch break.



CLASSROOM LUNCH

Lunchtime can be a challenging transition time. Teachers 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 the bathroom, helping a friend, or getting necessary tools – Toddler, Primary & Elementary
- (5) Talking quietly only to the children sitting at their table – all levels
- (6) Cleaning up after themselves – all levels

Teachers 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 foods without specific closed containers excluded), or send a note explaining circumstances (too much food, didn't feel well, etc.). Teachers will assist children with the cleaning area. Teachers may plan a story or activities for the Primary students when they are finished eating. NewGate School encourages faculty members to remain with their own classroom children for lunch, as each class is a "family unit." Please see the Parent Handbook for more details.

DISMISSAL

Half Day: At 12:30 pm, all half-day Primary students should be dismissed from their classrooms. Half-day toddlers dismiss at 11:55 am from their classrooms.

Afternoon: All Elementary and Secondary students dismiss at 3:30 pm. Full-Day Toddler and Primary students dismiss at 3:00 pm. Toddler students are picked up in their classrooms. Extended Day Early Childhood students dismiss between 3:30 and 5:45 pm.

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 3:15 pm, 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.

EXTENDED CARE AND AFTERSCHOOL STUDIO PROGRAM

NewGate School provides a before school and after school extended day program. Parents must sign up for this program. Students who are signed up for this program will be transitioned to the extended day teacher who will sign in and out students on a daily basis.

Primary children will continue their day in a Montessori all-day program with a trained Montessori guide.



Children who are not signed up for extended day and are found in need of before or after school care on a random basis will be charged a fee accordingly.

Students will be given opportunities to participate in afterschool studio programs. Studios will be offered by a wide variety of instructors who may or may not charge a fee for the class. Students will be transitioned to the studio class after school and must remain in the studio class until picked up by a parent or taken to the extended day environment. NewGate students cannot be on campus unsupervised during, before, or after school hours.

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 to as often as possible. Parents need to know that you are involved and care about the school.

Special events are held throughout the school year, so that family members and friends can visit the classroom, view student work, participate in community-building activities, and share in the joy of student achievement.

MONTESSORI CURRICULUM AND INTERNATIONAL BACCALAUREATE (IB) PROGRAM

Teachers are expected to plan, organize and offer educational opportunities that demonstrate best practices in Montessori education for each program. Environments will be prepared and all tenets of the best Montessori practices will be implemented.

NewGate students will graduate with the appropriate diploma required by state and federal law. The International Baccalaureate diploma and certificate programs will be offered to students as choices they and their families make in the eleventh year.

SENSORIAL EDUCATION

Toddler and Primary teachers are expected to prepare the indoor classroom and outdoor environment in ways dedicated to the cultivation of the unconscious and conscious mind. Children should be offered many sensorial experiences and opportunities to develop deep and deliberate concentration. It is expected that children will have an uninterrupted three-hour work cycle.

COSMIC EDUCATION AND THE CULTURAL CURRICULUM

Cosmic education is the core of the Montessori elementary program. 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. Teachers are expected to use the Great Lessons, Key Lessons and interests of the child to guide and integrate literature, writing, and mathematics.

FITNESS FOR LIFE

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

ART

Art appreciation should be a part of the daily classroom curriculum. Elementary and Secondary students will have access to art classes with an art specialist.

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 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.

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, and cooperation. Elementary and Secondary students participate in class plays and the Youth Opera.

FOREIGN LANGUAGE INSTRUCTION: SPANISH

In the early and elementary years, foreign language instruction is given in the classroom with work on the shelves to be done by the student as any other work. A dedicated Spanish teacher will give direct-instruction to Elementary and Secondary students. Small group instruction and best practices in foreign language instruction will be implemented using a variety of tools and materials. Teachers should familiarize themselves with these materials and songs so that Spanish activities can be followed through all during the week.



COMPUTERS, INTERNET ACCESS, AND SOCIAL MEDIA 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. Volunteers may be utilized to work one-on-one with students to further their studies in computer technologies and social media.

Students may have limited internet access for educational purposes only. The use of internet-based platforms will be monitored for appropriateness and safety.

The use of Social Media by students may be monitored for appropriateness and safety.

Guidelines for the use of smartphones and other technologies for educational purposes may also be monitored for appropriateness and safety.

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 the 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.

Florida Department of Child and Family Services requires that primary children be driven only by their legal guardian in most cases the parent.

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 the bus, when needed.
3. No private cars are to be used to transport children without prior approval and review of current insurance policies.
4. Record the names of all the students and adults in each who are on the field trip.
5. Obtain a contact name and cell phone number for each chaperone.
6. Prior to departure, a copy of this list must be left in the school office with the Front Office Staff.
7. If using cars, specific instructions for drivers will be filed with the office.
8. All cars carrying NewGate students must go directly to the event and back.
9. Take a headcount before you leave, during the trip, and before you return. An attendance



sheet should be on the bus and with the lead teacher. Take attendance before leaving the field trip site to return to school.

10. Take the Emergency Class binder with you on each trip.
11. Take the field trip first aid kit.
12. Keep the group together.
13. Make sure to have children with non-standard needs appropriately supervised to ensure the safety of self and others.
14. Call the school if you will be returning late.

Toddler and Primary classes do not go on field trips. Special activities with parents may be arranged for early childhood children with prior discussion and agreement from the Heads of School.

Celebrations

Birthdays: For primary children, birthdays are celebrated at school with a timeline of the child's life and the traditional "birthday walk" around the sun. Teachers will have a list of student birthdays. At the beginning of the month, teachers will send a note home inviting parents to send in one picture from each year of the child's life. Summer birthdays will be invited to celebrate their half birthdays, walking around the sun and stopping at the half-way mark from where they start. Elementary and Secondary students will plan birthday celebration procedures and protocols for themselves.

Holidays: Holiday activities focus on the study of cultural traditions. Celebrate unique holidays countries, cultures, and religions.

Show and Tell: Show and Tell takes on a different meaning depending upon the developmental stage of the group. "Show and Tell" gives students an opportunity to give a presentation to others. Teachers may set their own show and tell policies. "Show and Tell" should not interrupt children who are concentrating on work. Teachers should manage "Show and Tell" to give children opportunities to share but not require that they do so. Teachers should be clear with guidelines for parents as to what is appropriate for a "Show and Tell."

NewGate Employee Handbook Review

Please complete the Handbook Review and turn it into the office along with Employee Acknowledgement. This review and the signature page will be electronically delivered to you as a separate document giving you easy access for emailing or printing.

This is a True or False review. On the line prior to the statement put a T if the statement is true or an F if the statement is false.



1. _____ The vision and mission of the school is to inspire the best grades.
2. _____ The vision and mission of the school is to nurture an interest in money.
3. _____ The vision and mission of the school is to awaken the human spirit.
4. _____ Florida is an “at-will” employment state.
5. _____ Salaried employees are paid in 24 installments during a 12 month period.
6. _____ This handbook has a Statement of Values.
7. _____ Being worthy of trust is important to NewGate School.
8. _____ The handbook outlines at least 15 things that you can do to build classroom teamwork.
9. _____ Materials made during the school day and with purchased supplies by the school belong to the school.
10. _____ Jeans and pants with tears or holes are not allowed to be worn.
11. _____ All Early Childhood faculty must take the 40-hour state-mandated courses and the suicide prevention on-line course.
12. _____ A professional performance review will be conducted annually.
13. _____ The handbook gives information about Direct Deposit, Payroll Deductions, Health Insurance, and Eligibility for Benefits.
14. _____ The handbook specifically states that you are able to take Personal Days any time you need.
15. _____ The handbook covers policies for the use of telephones, computers, cell phones, social media, and the internet.
16. _____ Fire Ant precautions are listed in the handbook.
17. _____ Any head, face or back injury must be reported to parent/guardian by both phone and in writing.
18. _____ There is a set of specific actions to follow regarding extreme behavior



difficulties.

19. _____ Teachers are required to keep samples of students' work to be placed in students' files.

20. _____ Employees are responsible for the care of common areas.

Employee Acknowledgement

The NewGate School Employee Handbook represents the policies, rules, practices, benefits, and guidelines of NewGate 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 another element of this handbook with or without notice.

Nothing in this handbook shall be construed to create or imply any employment contract between NewGate School and any of the school'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".

As of the 2019-2020 school year, the NewGate School Employee Handbook has been delivered electronically. This page, Employee Acknowledgement, has been delivered separately and electronically along with a short review quiz as evidence that you have received this handbook and understand its purpose and contents. Please complete the quiz, sign the Employee Acknowledgment, and email or hand-deliver the signed copy to the administrative office.

Employee's Signature

Employee's Printed Name

Date