



# HEBREW ACADEMY

RABBI ALEXANDER S. GROSS

*STAFF HANDBOOK*

**RASG Hebrew Academy**  
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## **ABOUT OUR SCHOOL**

### **History of Our School**

Hebrew Academy is a Modern Orthodox school that believes in the preeminence of Torah and the fulfillment of Mitzvot according to the Halacha. We are committed to the centrality and religious significance of Medinat Yisrael (the State of Israel).

Serving students from Infant-Grade 12, Hebrew Academy places equal emphasis on excellence in both college preparatory curriculum and traditional Judaic religious instruction. The School is devoted to promoting a love of Torah, Israel and learning. Staff members are role models to our students, and to the community at-large. The entire Hebrew Academy community encourages a sense of mutual responsibility for one another, as well as dedication to community service, and to America and its democratic heritage. Mitzvot and Middot are a crucial component of our program, as these values are integrated into every aspect of our curriculum and student life at every age.

The School offers ESOL, Mechina, academic enrichment, accelerated programs and support to our diverse student body. Students learn vital 21st century skills through the use of technology and a blended learning approach. Critical thinking, creativity, inquiry, investigation, collaboration and innovation prepare students for their own individual paths in life.

Rabbi Alexander Sender Gross z"l was Hebrew Academy's first Head of School and later became our namesake. Seventy years ago, he and our founding families made history by creating the first Dati Tzioni (Modern Orthodox) Jewish Day School south of Baltimore. Their combined efforts and dedication enabled Hebrew Academy to grow from a few tiny classrooms into the pillar of the community the school has now become.

### **Vision Statement**

Through the light of Torah and academic excellence, the Hebrew Academy inspires each and every child to improve the world.

### **Statement of Expectations**

At the heart of Hebrew Academy is a culture defined by respect, balance, integrity, curiosity, leadership, as well as our commitment to the safety and health of employees

and students. All members of the community have an obligation to know and uphold the School's values and strive to embody them in word and deed.

We therefore expect that all members of the community will:

- Respect other people and their privacy and property, both within and beyond the School.
- Treat all human beings with dignity, refraining from behavior that intimidates, insults, threatens, bullies, coerces, abuses, exploits, harasses, humiliates, or demeans, acting with tolerance, courtesy, and thoughtful regard.
- Have an open mind and heart to the views and experiences of others, creating space for all to belong and thrive.
- Support and promote a school climate that does not discriminate against any individual or group.
- Use words constructively, avoiding gossip and other inappropriate or unproductive sharing of information.
- Maintain high standards of honesty, avoiding deception, half-truths, and deliberately misleading words or behavior.
- Exemplify principles of responsibility and fairness in daily life.
- Observe safe behavior and report unsafe conditions or practices.
- Cultivate caring and compassion, seeking to serve others, both within and beyond the School.

Our School cultivates a school environment in which all members of the community feel valued and safe. Part of living our values includes every member's responsibility to support a safe school environment by refraining from harmful and unsafe behavior and reporting such behavior when observed. In addition, we prohibit all boundary crossing behavior between adults and students (as outlined in our Student/Adult Interaction and Communication Policy) and sexual misconduct (whether between students or adults and students). Adults are expected to identify and report suspicions of harassment, abuse, and sexual or other misconduct in accordance with the applicable policy and will not engage in such behavior themselves. In addition, School employees are mandated reporters of suspected abuse, neglect, or abandonment as specified by Florida law. The School has conducted and will continue to conduct training for adults and students

on these important issues and employees should be aware that the School encourages all students and their parents to report any concern about boundary crossing behavior, sexual misconduct, or any other situation that impacts the safety, health, or security of any member of our community to their Division Head or the Head of School. Therefore, if a parent reports such concerns you to, you must report those concerns to the Head of School, and if the concerns relate to child abuse, you must report such concerns in accordance with the School's Child Abuse Reporting Obligations Policy.

All adults have an obligation to model through both language and behavior the values and expectations we have as a school, being especially conscious of their actions at times and places when students can observe them. Students must be mindful of the power they have in various roles at school. They must use their roles constructively, always avoiding intimidation and abuse of authority. Older and returning students must take seriously the power of their example on younger and newer students, accepting the responsibility to model and transmit our School values. Employees should report any student behavior not consistent with these expectations to the Head of School.

These community standards apply to our words and behavior not only in personal interactions, but also in all forms of electronic media and communications.

All members of the community help others to develop a sense of belonging, encourage empathy and compassion, and promote an environment that is safe, kind, and inclusive. As members of this community, we acknowledge that our actions reflect not only on ourselves, but also on the School as a whole and therefore strive to live in a way that is consistent with our values.

### **Accreditation and Memberships**

Prizmah

Consortium of Jewish Day Schools

Better Lesson

Learning Forward

ASCD

ISTE

Southern Association of Colleges and Schools (SACS)

Center for the Advancement of Jewish Education (CAJE)

Association of Independent School of Florida (AISF)

Greater Miami Jewish Federation (GMJF)

Torah U'Mesorah

Florida High School Athletic Association (FHSA)

Independent Schools of South Florida (ISSF)

National Council for Private School Accreditation (NCPSSA)

Early Learning Coalition of Miami Dade/Monroe County

Florida Department of Children and Families (DFC)

## **WHAT YOU CAN EXPECT FROM US**

### **Our Employee Relations Policy**

We are dedicated to continuing an excellent employee relation program. It is our goal to maintain good working conditions, competitive wages and benefits, open communications, and employee involvement.

Over the years, the RASG Hebrew Academy has earned an excellent reputation in the field of Jewish education. We know that our reputation is a direct result of the loyalty, commitment and continued efforts of our employees.

### **Purpose of this Handbook**

This Handbook has been prepared to acquaint you with the RASG Hebrew Academy and to give you a ready reference to answer questions regarding your employment with us. This Handbook offers two-way communication: what you can expect from us, and what we expect from you. However, the contents of this Handbook constitute only a summary of the employee benefits, personnel policies, and employment regulations in effect at the time of publication. This Handbook supersedes all previous handbooks, policies and practices, which are in any way inconsistent with the contents of this Handbook. Finally, this Handbook should not be construed as creating any kind of "employment contract," since the School reserves the right to add, change or delete benefits and policies as it deems appropriate.

If you are employed under a contract with the School, you should refer to your contract regarding specific terms outlined therein, concerning the duration of your employment. The provisions of this Handbook supplement your duties and responsibilities to the School as outlined in your contract.

If you are not employed under a contract with the School, this Handbook does not alter the "at-will" nature of your employment. You have the right, as an at-will employee, to terminate your employment at any time, with or without cause or notice, and the school has the same right. Your status as an "at-will" employee may not be changed, except in writing, signed by the Head of School.

### **Terminology**

When referring to "teachers" or "faculty", this includes full-time and part-time teachers and teaching assistants, unless otherwise specified.

## **Addressing Problematic Situations**

Our procedures for addressing problematic situations offer all employees the freedom to discuss anything they wish with their Administrators. Whenever you have an issue, it can usually be resolved by the following:

Any concern regarding Human Resource issues, such as payroll errors, benefits, etc., should be discussed with the Director of Business and Human Resources.

Any concern regarding academic, student or parental issues should be discussed first with your direct supervising Administrator. Please do not bring an issue to the attention of the Head of School until all efforts have been made to resolve the issue first.

In the event you have a concern, and for personal reasons you cannot follow the procedures outlined above because of a conflict with the Director of Business and Human Resources or your Administrator, you may go to the Head of School. If your concern relates to Harassment or discrimination, you must follow the guidelines in our Harassment Policy.

When you inform us of a concern or problem, we will try to address it in an expeditious manner.

## **Equal Employment Opportunity**

We are committed to providing equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and employees without regard to age, race, color, sex, national origin, citizenship status, marital status, religion, disability/handicap, genetic information, sexual orientation, gender identity or expression or any other protected status in accordance with the requirements of all federal, state, and local laws unless a particular status protected by federal, state, or local laws contradict the deeply held Jewish values and religious convictions of the RASG Hebrew Academy. If you believe you have been treated inconsistently with this policy, please immediately report your concern to the Head of School or the Director of Business and Human Resources. Rest assured that you will not be retaliated against for bringing good faith concerns to our attention.

## **Disability Accommodations**

The School is committed to complying with the laws protecting qualified individuals with disabilities. The School will provide a reasonable accommodation for any known physical or mental disability of a qualified individual with a disability to the extent

required by law, provided the requested accommodation does not create an undue hardship for the School and/or does not pose a direct threat to the health or safety of others in the workplace and/or to the individual. If you require an accommodation to perform the essential functions of your job, you must notify the Director of Operations, Business and Human Resources. Once the School is aware of the need for an accommodation, the School will engage in an interactive process to identify possible accommodations that will enable the employee to perform the essential functions of the job.

If you believe that you have been treated in a manner not in accordance with this policy, please notify the School immediately, by speaking to **the Director of Operations, Business and Human Resources**. You are encouraged to utilize this procedure without fear of reprisal.

This policy extends to all aspects of our employment practices, including but not limited to, recruiting, hiring, discipline, firing, promoting, transferring, compensation, benefits, training, leaves of absence, and other terms and conditions of employment.

### **No Harassment Policy**

We do not and will not tolerate unlawful harassment of our employees or students. The term "harassment" includes, but is not limited to, slurs, jokes, epithets, threats, other offensive remarks, and other verbal, graphic, menacing, or physical conduct relating to an individual's age, race, color, sex, national origin, citizenship status, pregnancy, religion, disability/handicap, genetic information, marital status, sexual orientation, gender identity or expression, or any other protected status in accordance with the requirements of all applicable federal, state, and local laws. Prohibited harassment can occur through any type of communications method, including face-to-face communications, phone, text, email, postings on social media (Facebook, Instagram, Snapchat GroupMe, etc.), camera phones, or other forms of technology. "Harassment" also includes sexual harassment.

Examples of sexual harassment include, without limitation:

- Unwanted sexual advances;
- Offering an employment benefit (such as a raise, promotion, or career advancement) in exchange for sexual favors, or threatening an employment detriment (such as a termination or demotion) for an employee's failure to engage in sexual activity;
- Visual conduct, such as leering, making sexual gestures, and displaying or posting sexually suggestive objects or pictures; cartoons or posters;
- Verbal sexual advances, propositions, requests, or comments;

- Sending or posting sexually-related messages, videos, or messages via text, instant messaging or social media;
- Verbal abuse of a sexual nature, graphic verbal comments about an individual's body, sexually degrading words used to describe an individual, and suggestive or obscene letters, notes, or invitations;
- Physical conduct, such as touching, pinching, grabbing, groping, assault, or blocking movement;
- Physical or verbal abuse concerning an individual's gender, gender transition, gender identity, or gender expression; and
- Verbal abuse concerning a person's characteristics such as pitch of voice, facial hair or the size or shape of a person's body, including remarks that a male is too feminine, or a female is too masculine.

In addition, no faculty member or other employee is authorized to make any academic or disciplinary decision based in any way on a student's submission to or rejection of sexual conduct or advances. No faculty member or other employee has the authority to suggest to any student that the student's continued attendance or future advancement will be affected in any way because the student enters into or refuses to enter into a form of sexual or other personal relationship with the faculty member or other employee.

**Violation of this policy will subject an employee to disciplinary action up to, and including, immediate discharge.**

If you feel that you are being harassed in any way by a coworker, parent, student, or by an employee of a vendor, please immediately contact either (1) Head of School, or (2) Executive Director.

In addition, if you believe that a student is being harassed in any way by an employee, parent, student, or by an employee of a vendor, you should notify one of the individuals designated above immediately. Any such matter will be thoroughly investigated, and where appropriate, disciplinary action will be taken.

You will not be penalized in any way for making a good faith report of improper conduct or participating in an investigation. If you believe that you have been retaliated against for making a report under this policy in good faith, please immediately contact one of the above individuals.

Please do not assume that the School is aware of your problem. Please bring your complaints and concerns to our attention so that we can resolve them.



## **Sexual Misconduct**

We are committed to creating a learning and working environment characterized by safety, trust, and respect for all. Sexual misconduct whether between students, between adults, or between adults and students is contrary to the standards and ideals of our community and will not be tolerated. All sexual activity between students and adults is prohibited (See the School's Student/Adult Interaction and Communication Policy). In accordance with Florida law, the School reports suspected instances of sexual misconduct involving minors to the Department of Children and Family. Sexual misconduct also includes any of the following types of behavior:

- Any sexual activity between age appropriate students for which clear and voluntary consent has not been given in advance or in which consent has been exceeded;
- Any sexual activity with someone who is incapable of giving valid consent because, for example, that person is under the age of consent, sleeping, or otherwise incapacitated or impaired;
- Any act of sexual harassment, intimate partner violence, or stalking; · Any digital media stalking and/or the non consensual recording of sexual behavior and the non consensual sharing of any recording; or
- Non-consensual sexual advances and propositions, or other undesirable verbal or physical conduct of a sexual nature. (See the School's No Harassment policy for additional information on sexual harassment).

Consent is defined as an affirmative, unambiguous, informed, and voluntary agreement to engage in specific sexual activity. Consent can be revoked at any time.

Reports of sexual misconduct or sexual assault are taken seriously. If you feel that you are a victim of sexual misconduct or sexual assault by a coworker, parent, student, or by an employee of a vendor, please immediately contact either (1) Head of School, or (2) Executive Director. In addition, if you believe that a student is a victim of sexual misconduct or sexual assault by an employee, parent, student, or by an employee of a vendor, you should notify one of the individuals designated above immediately. If the concerns relate to child abuse, you must report such concerns in accordance with the School's Child Abuse Reporting Obligations Policy. Any reported matter will be thoroughly investigated, and where appropriate, disciplinary action will be taken.

You will not be penalized in any way for making a good faith report of improper conduct. If you believe that you have been retaliated against for making a report under this policy in good faith, please immediately contact one of the above individuals.

If you believe that an Administrator, member of our Administrative Team, employee, parent, or vendor has acted inconsistently with this policy, please immediately contact either Head of School (for males) or Rachel Weinberger (for females).

### **Introductory Period**

For every new employee, the first ninety (90) calendar days of full-time active employment (beginning with your first day of active employment) is a trial period for both you and the School. This period is to allow you to learn about the School, your job, and your new surroundings. Your Supervisor will be available to answer any questions that you may have.

During this period your job performance, attendance, attitude and overall interest in your job will be carefully reviewed by your Supervisor. The School will then evaluate your performance and make a decision concerning your continued employment.

If, as a result of an illness or injury, you are absent from work for more than five days during your Introductory Period, we may choose to extend your Introductory Period as necessary to give you a fair opportunity to demonstrate your ability to do the job. If your Introductory Period is extended, you will be notified.

Should an employee's performance become unsatisfactory at any time during this trial period, the employee will be subject to discharge at that time.

### **Employee Status**

Full-time 12-month employees are active employees who are normally scheduled to work 40 hours per week all year long. Full-time, 12-month employees are eligible for all of the benefits set forth in the following pages.

Full-time 10-month employees are active employees who are normally scheduled to work 40 or more hours per week during the actual academic year, but not during the summer months. Full-time 10-month employees are eligible for many of the benefits set forth in the following pages.

Part-time 12-month employees are active employees who are normally scheduled to work fewer than 40 hours per week all year long and part-time 10-month employees are active employees who are normally scheduled to work fewer than 40 hours per week

during the actual academic year, but not during the summer months. Part-time employees are not eligible for most benefits.

If you have any questions concerning your status or the benefits for which you qualify, please contact the Business Office.

## **BENEFITS**

### Your Pay

Paychecks are distributed on the 15th and last day of each month. **Employees are asked not to leave campus during the day to go to the bank. If the 15<sup>th</sup> or the last day of the month falls out on a weekend (Saturday or Sunday), paychecks will be distributed the following Monday.** The first paycheck for faculty members for each school year is September 15<sup>th</sup>. A payday schedule will be distributed to staff during Orientation Week.

Each paycheck covers the hours worked during the previous pay period. Faculty members will receive their salary over 24 pay periods. Each paycheck shall have deducted from it withholding taxes, Social Security taxes and all other sums required by law or agreed upon between you and the School. Any questions or concerns about your paycheck amount or deductions should be submitted in writing to the attention of the Director of Business and Human Resources.

### **Salaried-Exempt Employees and Deductions**

The School treats certain employees as being “salaried-exempt,” meaning among other things that they are executive, administrative, or professional employees (except teachers) paid on a “salary basis” who are exempt from the minimum-wage, overtime, and timekeeping requirements of the federal Fair Labor Standards Act. Note that this policy does not apply to teachers, even if teachers are paid on a salary basis.

General Rule. Being paid on a “salary basis” means that generally the employee regularly receives a predetermined amount of pay which is not subject to reduction because of variations in the quality or quantity of work performed. Subject to the exceptions listed below under Permissible Deductions, such a salaried-exempt employee will receive the full salary for any workweek in which the employee performs any work, without regard to the number of days or hours worked. Under this general rule, deductions from the employee’s predetermined salary will not be made for absences occasioned by the School or by the operating requirements of the business.

(Note: If an employee does not work for an entire workweek, the employee need not be paid the salary for that workweek. If an employee is absent for part of a workweek and receives paid leave for the absence, such leave pay is deemed to be part of the salary payment.)

Permissible Deductions. In the following circumstances, a salaried-exempt employee's salary may be reduced:

1. Proportional deductions may be made for whole-day absences due to personal reasons other than sickness or disability. For example, if an employee is absent for two whole days to handle personal affairs, the salary may be reduced for two whole-day absences.
2. Proportional deductions may be made for whole-day absences due to sickness or disability (including accidents) in accordance with the School's policy of providing compensation for loss of salary due to such sickness or disability. For example, deductions for such full-day absences may be made when the employee has not yet qualified for benefits under the sick/disability plan and when the employee has exhausted such benefits.
3. The School may offset against the employee's salary any amounts received by the employee as jury fees, witness fees, or military pay for the particular workweek. Other than such offsets, salary deductions will not be made for absences within a workweek caused by jury duty, attendance as a witness, or temporary military leave.
4. Salary deductions may be made for penalties imposed in good faith for infractions of safety rules of major significance. Such deductions are for violations of major safety rules including those relating to the prevention of serious danger in the workplace or to other employees.
5. Salary deductions may be made for unpaid disciplinary suspensions of one or more full days imposed in good faith for infractions of workplace conduct rules. This refers to suspensions imposed pursuant to the School's written policy applicable to all employees regarding serious work-related misconduct.
6. The School may pay a proportionate part of the employee's full salary for the time actually worked in the first week of employment or the last week of employment.
7. When a salaried-exempt employee takes unpaid leave under the Family and Medical Leave Act (FMLA leave), the School may pay a proportionate part of the salary for the time actually worked in the workweek.

## Prohibited Deductions / Complaint Procedure.

In accordance with the General Rule, the School prohibits any other kind of salary reductions based upon the quantity or quality of work performed (i.e. such reductions other than those described under Permissible Deductions). If a salaried-exempt employee experiences a salary reduction and believes that it violates this policy, the employee is expected to report this promptly to the payroll administrator. The employee will not be penalized in any way for making such a complaint. It is the School's policy to reimburse the employee for any such improper salary reduction.

This policy is intended solely to implement FLSA regulatory requirements and is not to be considered any type of contract.

## **Holidays**

All faculty should refer to the School calendar to determine which holidays are observed each year. All other employees should refer to their department's calendar to determine vacation dates. All full-time employees will receive recognized School holidays off with pay, any time they fall on a regular workday. To be eligible for holiday pay, you must have been employed for at least 90 days and you must work your last scheduled day before the holiday and your first scheduled day after the holiday.

## **Personal Time Off (PTO)**

Personal leave is a privilege and a benefit, not a right. Employees are directly responsible for legitimate use of PTO leave. An employee's use of sick/personal leave (excused or unexcused) may be taken into consideration in the individual's periodic performance rating for pay increases, promotions, and continuation of employment.

Unexcused absences will be a factor in considering an employee's immediate and future employment with the School.

PTO must be taken in half or full day increments. PTO leave does not count as "hours worked" for purposes of calculating an employee's entitlement to overtime pay during the week in which PTO is taken.

PTO will not be paid if taken immediately before or after a holiday, other designated school day off, or when the School has scheduled a full-school in-service day, unless you have received prior approval or provided a physician's statement or other bona fide proof of illness.

The School reserves the right to require a doctor's note if an employee is absent due to illness (his or her own or a family member's), whether the absence is pre-arranged or unforeseeable.

It is required that all employees attend two school sponsored events per school year, such as sports events, annual dinner or shabbatons.

#### Faculty PTO Eligibility and Number of Days Off

New faculty members begin with seven (7) PTO days per year. One (1) day of PTO will be added per additional year of employment, up to a maximum of ten (10) PTO days per school year.

After all PTO has been exhausted, any further days off will be unpaid.

Faculty may not take PTO during orientation before the opening of the School, during the first month of school, during the last month of school, before a Professional Development Day (PD Day) or during teacher work days during the school year — unless they have received prior approval or provided a physician's statement or other bona fide proof of illness. If a faculty member does not report to work on a required attendance day, the School reserves the right to deduct from the faculty employee's wages a full day's absence and the faculty member may be subject to disciplinary action.

Faculty may not take more than two (2) consecutive days off, unless he/she provides a physician's statement or other bona fide proof of illness. PTO should be staggered throughout the calendar year so the work can be covered by others.

The School will pay returning faculty for any unused PTO at a rate of the higher of \$120 per day or 50% of the daily rate of the previous school year. This practice is subject to change without further notice. Faculty will be compensated for unused PTO days as described above during the month of July.

All unused PTO is forfeited upon separation of employment, regardless of the reason for separation.

#### Non-Faculty PTO Eligibility and Number of Days Off

Non-faculty employees receive PTO based on individual agreements.

The School's fiscal year runs from July 1 through June 30th. If PTO is not used by July 31st of the following fiscal year, it will be forfeited. There will be no exceptions to this deadline.

Non-Faculty employees may not take more than twelve (12) consecutive days off, unless they have received prior approval or provided a physician's statement or other bona fide proof of illness. PTO should be staggered throughout the calendar year so the work can be covered by others.

Any unused PTO will be forfeited upon termination of employment or resignation, regardless of the reason for separation.

#### Procedures for Authorizing Use of PTO

Faculty Employees: If the need for PTO is foreseeable, you must complete a PTO request form, and e-mail your PTO request to your Administrator and the Business Office at least one week prior to the date(s) requested. You will receive an email to let you know whether the request has been approved. It should not be assumed that PTO has been approved until you receive a return email approving the request. If the need for PTO is not foreseeable, you must notify your Administrator as soon as practicable. It should not be assumed that PTO has been approved until you receive a return email approving the request. Your Administrator will instruct you on the procedures for requesting a substitute for PTO. Adequate substitute lesson plans are mandatory.

Non-Faculty Employees: If the need for PTO is foreseeable, you must e-mail a PTO request to the Business Office at least one week prior to the date(s) requested.

Human Resources will reply to your email to let you know whether the request has been approved. It should not be assumed that PTO has been approved until you receive a return email approving the request. If the need for PTO is not foreseeable, you must notify your Administrator/ and the Business Office as soon as practicable. It should not be assumed that PTO has been approved until you receive a return email approving the request.

#### **Absences Covered by Workers' Compensation Insurance**

Absences due to on-the-job injury or illness as defined by the Workers' Compensation Act for which an employee receives Workers' Compensation payments, shall not be charged against an employee's accrued sick/personal leave and the employee will be entitled to the benefits provided by the Act. However, at the incapacitated employee's request, and with the approval of your Supervisor, the employee may be granted accumulated hours of sick/personal leave to supplement Workers' Compensation

payments being received by the employee to prevent a loss of income. The combined total of Workers' Compensation payments and payments for sick/personal leave granted shall not exceed the employee's salary at the regular rate.

### **Lactation Break**

The School will provide a reasonable amount of break time to accommodate a female employee's need to express breast milk for the employee's infant child for up to one year after the birth of the child. The break time should, if possible, be taken concurrently with other break periods already provided. Non-exempt employees should clock out for any time taken that does not run concurrently with normally scheduled rest periods, and such time generally will be unpaid. The School will also make access to a refrigerator available for the storage of breast milk and will ensure that the break room is both private and has access to an electrical outlet.

Employees should notify their immediate supervisor or the Director of Operations, Business and Human Resources to request time to express breast milk under this policy. The School does, however, reserve the right to deny an employee's request for a lactation break if the additional break time will seriously disrupt operations.

### **Leave for Civic Duty**

We encourage each of our employees to accept his or her civic responsibilities. As a good citizen, we are pleased to assist you in the performance of your civic duties.

**Jury Duty** - If you are a full-time employee and are called to jury duty by official order during regular school days, please notify your Supervisor immediately so we can plan the department's work with as little disruption as possible. You must also furnish him/her with a copy of the official notification to service. You will be paid for jury duty at your regular rate of pay. You must submit evidence of attendance and tender the Court's payment to the Director of Operations, Business and Human Resources

If you are released from jury service before the end of your regularly scheduled shift or you are not asked to serve on a jury panel, you are expected to report to work if a reasonable period of time remains in the work day. You must present papers from the court clerk reflecting the dates you spent on jury duty.

**Voting** - We want every full-time employee to have the opportunity to vote in every election. Generally, there will be sufficient time to vote either before or after your scheduled shift. However, if you foresee a problem getting to the polls, please notify your Supervisor so that arrangements can be made.



**Subpoena** – The School will not penalize salary or PTO from an employee for who is responding to a court issued subpoena. Documentation must be submitted in advance to the Director of Business and Human Resources.

### **Bereavement Leave**

Employees are eligible to receive up to eight (8) consecutive calendar (not school calendar) days paid bereavement leave in the event they miss regularly scheduled work days due to the death or funeral of a member of the employee's immediate family. Your immediate family includes your spouse, children, stepchildren, parents, brother or sister. Employees are eligible to receive up to four (4) consecutive calendar days paid bereavement leave in the event they miss regularly scheduled work days due to the death or funeral of a member of the employee's extended family. For the purpose of this policy, extended family includes your spouse's parents, grandparents and grandchildren.

An employee who is notified of a death in his or her family while at work will be paid for the remainder of the scheduled hours that day. The four- or eight-day eligibility for paid bereavement leave will not commence until the next regularly scheduled work day which is lost. All time off in connection with the death of one of the above-listed individuals should be discussed with your Administrator and/or the Head of School.

### **Family and Medical Leave Act Policy**

The Family and Medical Leave Act (“FMLA”) provides eligible employees the opportunity to take unpaid, job-protected leave for certain specified reasons. The maximum amount of leave an employee may use is either 12 or 26 weeks within a 12-month period depending on the reasons for the leave.

### **Employee Eligibility**

To be eligible for FMLA leave, you must:

1. have worked at least 12 months for the School in the preceding seven years (limited exceptions apply to the seven-year requirement);
2. have worked at least 1,250 hours for the School over the preceding 12 months; and

3. currently work at a location where there are at least 50 employees within 75 miles.

All periods of absence from work due to or necessitated by service in the uniformed services are counted in determining FMLA eligibility.

### **Conditions Triggering Leave**

FMLA leave may be taken for the following reasons:

1. birth of a child, or to care for a newly-born child (up to 12 weeks);
2. placement of a child with the employee for adoption or foster care (up to 12 weeks);
3. to care for an immediate family member (employee's spouse, child, or parent) with a serious health condition (up to 12 weeks);
4. because of the employee's serious health condition that makes the employee unable to perform the employee's job (up to 12 weeks);
5. to care for a covered servicemember with a serious injury or illness related to certain types of military service (up to 26 weeks) (see Military-Related FMLA Leave for more details); or,
6. to handle certain qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on covered active duty or call to covered activity duty status in the Uniformed Services (up to 12 weeks) (see Military-Related FMLA Leave for more details).

The maximum amount of leave that may be taken in a 12-month period for all reasons combined is 12 weeks, with one exception. For leave to care for a covered servicemember, the maximum combined leave entitlement is 26 weeks, with leaves for all other reasons constituting no more than 12 of those 26 weeks.

### **Definitions**

A "Serious Health Condition" is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family

member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement includes an incapacity of more than three full calendar days and two visits to a health care provider or one visit to a health care provider and a continuing regimen of care; an incapacity caused by pregnancy or prenatal visits, a chronic condition, or permanent or long-term conditions; or absences due to multiple treatments. Other situations may meet the definition of continuing treatment.

### **Identifying the 12-Month Period**

The School measures the 12-month period in which leave is taken by the “rolling” 12-month method, measured backward from the date of any FMLA leave with one exception. For leave to care for a covered servicemember, the School calculates the 12-month period beginning on the first day the eligible employee takes FMLA leave to care for a covered servicemember and ends 12 months after that date. FMLA leave for the birth or placement of a child for adoption or foster care must be concluded within 12 months of the birth or placement.

### **Using Leave**

Eligible employees may take FMLA leave in a single block of time, intermittently (in separate blocks of time), or by reducing the normal work schedule when medically necessary for the serious health condition of the employee or immediate family member, or in the case of a covered servicemember, the servicemember’s injury or illness. Eligible employees may also take intermittent or reduced-scheduled leave for military qualifying exigencies. Intermittent leave is not permitted for the birth of a child, to care for a newly-born child, or for placement of a child for adoption or foster care. Employees who require intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt the School’s operations.

### **Use of Accrued Paid Leave**

Depending on the purpose of your leave request, you may choose (or the School may require you) to use accrued paid leave (such as sick leave, vacation, or PTO), concurrently with some or all of your FMLA leave. In order to substitute paid leave for FMLA leave, an eligible employee must comply with the School’s normal procedures for the applicable paid-leave policy (e.g., call-in procedures, advance notice, etc.).

### **Maintenance of Health Benefits**

If you and/or your family participate in our group health plan, the School will maintain coverage during your FMLA leave on the same terms as if you had continued to work. If applicable, you must make arrangements to pay your share of health plan premiums

while on leave. In some instances, the School may recover premiums it paid to maintain health coverage or other benefits for you and your family. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your leave.

### **Notice and Medical Certification**

When seeking FMLA leave, you are required to provide:

1. sufficient information for us to determine if the requested leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, a family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. You must also inform the School if the requested leave is for a reason for which FMLA leave was previously taken or certified.

If the need for leave is foreseeable, this information must be provided 30 days in advance of the anticipated beginning date of the leave. If the need for leave is not foreseeable, this information must be provided as soon as is practicable and in compliance with the School's normal call-in procedures, absent unusual circumstances.

2. medical certification supporting the need for leave due to a serious health condition affecting you or an immediate family member within 15 calendar days of the School's request to provide the certification (additional time may be permitted in some circumstances). If you fail to do so, we may delay the commencement of your leave, withdraw any designation of FMLA leave or deny the leave, in which case your leave of absence would be treated in accordance with our standard leave of absence and attendance policies, subjecting you to discipline up to and including termination. Second or third medical opinions and periodic recertifications may also be required;
3. periodic reports as deemed appropriate during the leave regarding your status and intent to return to work; and
4. medical certification of fitness for duty before returning to work, if the leave was due to your serious health condition. The School will require this certification to address whether you can perform the essential functions of your position.

Failure to comply with the foregoing requirements may result in delay or denial of leave, or disciplinary action, up to and including termination.

## **Employer Responsibilities**

To the extent required by law, the School will inform employees whether they are eligible under the FMLA. Should an employee be eligible for FMLA leave, the School will provide him or her with a notice that specifies any additional information required as well as the employee's rights and responsibilities. If employees are not eligible, the School will provide a reason for the ineligibility. The School will also inform employees if leave will be designated as FMLA-protected and, to the extent possible, note the amount of leave counted against the employee's leave entitlement. If the School determines that the leave is not FMLA-protected, the School will notify the employee.

## **Job Restoration**

Upon returning from FMLA leave, eligible employees will typically be restored to their original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

## **Failure to Return After FMLA Leave**

Any employee who fails to return to work as scheduled after FMLA leave or exceeds the 12-week FMLA entitlement (or in the case of military caregiver leave, the 26-week FMLA entitlement), will be subject to the School's standard leave of absence and attendance policies. This may result in termination if you have no other School-provided leave available to you that applies to your continued absence. Likewise, following the conclusion of your FMLA leave, the School's obligation to maintain your group health plan benefits ends (subject to any applicable COBRA rights).

## **Other Employment**

The School generally prohibits employees from holding other employment. This policy remains in force during all leaves of absence including FMLA leave and may result in disciplinary action, up to and including immediate termination of employment.

## **Fraud**

Providing false or misleading information or omitting material information in connection with an FMLA leave will result in disciplinary action, up to and including immediate termination.

## **Employers' Compliance with FMLA and Employee's Enforcement Rights**

FMLA makes it unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under FMLA, or discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

While the School encourages employees to bring any concerns or complaints about compliance with FMLA to the attention of the Human Resources Department, FMLA regulations require employers to advise employees that they may file a complaint with the U.S. Department of Labor or bring a private lawsuit against an employer.

Further, FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

## **MILITARY-RELATED FMLA LEAVE**

FMLA leave may also be available to eligible employees in connection with certain service-related medical and non-medical needs of family members. There are two forms of such leave. The first is Military Caregiver Leave, and the second is Qualifying Exigency Leave. Each of these leaves is detailed below.

### **Definitions**

A “covered servicemember” is either: (1) a current service member of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness incurred in the line of duty for which the servicemember is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list; or (2) a “covered veteran” who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

A “covered veteran” is an individual who was discharged under conditions other than dishonorable during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.

The FMLA definitions of “serious injury or illness” for current servicemembers and veterans are distinct from the FMLA definition of “serious health condition.” For current service members, the term “serious injury or illness” means an injury or illness that was incurred by the member in the line of duty while on active duty in the Armed Forces or that existed before the beginning of active duty and was aggravated by such service, that may render them medically unfit to perform the duties of their office, grade, rank or rating.

For covered veterans, this term means a serious injury or illness that was incurred in the line of duty while on active duty in the Armed Forces or that existed before the beginning of active duty and was aggravated by such service and manifested itself before or after the individual assumed veteran status, and is: (1) a continuation of a serious injury or illness that was incurred or aggravated when they were a member of the Armed Forces and rendered them unable to perform the duties of their office, grade, rank or rating; (2) a physical or mental condition for which the covered veteran has received a VA Service Related Disability Rating (VASRD) of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for caregiver leave; (3) a physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service or would be so absent treatment; or (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

“Qualifying exigencies” include activities such as short-notice deployment, military events, arranging alternative childcare, making financial and legal arrangements related to the deployment, rest and recuperation, counseling, parental care, and post-deployment debriefings.

### **Military Caregiver Leave**

Unpaid Military Caregiver Leave is designed to allow eligible employees to care for certain family members who have sustained serious injuries or illnesses in the line of duty while on active duty. Military Caregiver Leave is a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period.

To be “eligible” for Military Caregiver Leave, the employee must be a spouse, son, daughter, parent, or next of kin of the covered servicemember. “Next of kin” means the nearest blood relative of the servicemember, other than the service member's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions; brothers and sisters; grandparents; aunts and uncles; and first cousins; unless the servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of Military Caregiver Leave. The employee must also meet all other eligibility standards as set forth within the FMLA Leave policy.

An eligible employee may take up to 26 workweeks of Military Caregiver Leave to care for a covered servicemember in a “single 12-month period.” The “single 12-month period” begins on the first day leave is taken to care for a covered servicemember and

ends 12 months thereafter, regardless of the method used to determine leave availability for other FMLA-qualifying reasons. If an employee does not exhaust his or her 26 workweeks of Military Caregiver Leave during this “single 12-month period,” the remainder is forfeited.

Military Caregiver Leave applies on a per-injury basis for each servicemember. Consequently, an eligible employee may take separate periods of caregiver leave for each and every covered servicemember, and/or for each and every serious injury or illness of the same covered servicemember. A total of no more than 26 workweeks of Military Caregiver Leave, however, may be taken within any “single 12-month period.”

Within the “single 12-month period” described above, an eligible employee may take a combined total of 26 weeks of FMLA leave including up to 12 weeks of leave for any other FMLA-qualifying reason (i.e., birth or adoption of a child, serious health condition of the employee or close family member, or a qualifying exigency). For example, during the “single 12-month period,” an eligible employee may take up to 16 weeks of FMLA leave to care for a covered servicemember when combined with up to 10 weeks of FMLA leave to care for a newborn child.

An employee seeking Military Caregiver Leave may be required to provide appropriate certification from the employee and/or covered servicemember and completed by an authorized health care provider within 15 days. Military Caregiver Leave is subject to the other provisions in our FMLA Leave Policy (requirements regarding employee eligibility, appropriate notice of the need for leave, use of accrued paid leave, etc.). Military Caregiver Leave will be governed by, and handled in accordance with, the FMLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

### **Qualifying Exigency Leave**

Eligible employees may take unpaid “Qualifying Exigency Leave” to tend to certain “exigencies” arising out of the covered active duty or call to covered active duty status of a “military member” (i.e. the employee’s spouse, son, daughter, or parent). Up to 12 weeks of Qualifying Exigency Leave is available in any 12-month period, as measured by the same method that governs measurement of other forms of FMLA leave within the FMLA policy (with the exception of Military Caregiver Leave, which is subject to a maximum of 26 weeks of leave in a “single 12-month period”). Although Qualifying Exigency Leave may be combined with leave for other FMLA-qualifying reasons, under no circumstances may the combined total exceed 12 weeks in any 12-month period



(with the exception of Military Caregiver Leave as set forth above). The employee must meet all other eligibility standards as set forth within the FMLA policy.

Persons who can be ordered to active duty include active and retired members of the Regular Armed Forces, certain members of the retired Reserve, and various other Reserve members including the Ready Reserve, the Selected Reserve, the Individual Ready Reserve, the National Guard, state military, Army Reserve, Navy Reserve, Marine Corps Reserve, Air National Guard, Air Force Reserve, and Coast Guard Reserve.

A call to active duty refers to a *federal* call to active duty, and *state* calls to active duty are not covered unless under order of the President of the United States pursuant to certain laws.

Qualifying Exigency Leave is available under the following circumstances:

- (1) **Short-notice deployment.** To address any issue that arises out of short notice (within seven days or less) of an impending call or order to covered active duty.
- (2) **Military events and related activities.** To attend any official military ceremony, program, or event related to covered active duty or call to covered active duty status or to attend certain family support or assistance programs and informational briefings.
- (3) **Childcare and school activities.** To arrange for alternative childcare; to provide childcare on an urgent, immediate need basis; to enroll in or transfer to a new school or daycare facility; or to attend meetings with staff at a school or daycare facility.
- (4) **Financial and legal arrangements.** To make or update various financial or legal arrangements; or to act as the covered military member's representative before a federal, state, or local agency in connection with service benefits.
- (5) **Counseling.** To attend counseling (by someone other than a healthcare provider) for the employee, for the military member, or for a child or dependent when necessary as a result of duty under a call or order to covered active duty.
- (6) **Temporary rest and recuperation.** To spend time with a military member who is on short-term, temporary rest and recuperation leave during the period of deployment. Eligible employees may take up to 15 calendar days of leave for each instance of rest and recuperation.
- (7) **Post-deployment activities.** To attend arrival ceremonies, reintegration briefings and events, and any other official ceremony or program sponsored by the

military for a period of up to 90 days following termination of the military member's active duty status. This also encompasses leave to address issues that arise from the death of a military member while on active duty status.

(8) **Parental care.** To care for the military member's parent who are incapable of self care. The parent must be the military member's biological, adoptive, step, or foster father or mother, or any other individual who stood in loco parentis to the military member when the member was under 18 years of age.

(9) **Mutually agreed leave.** Other events that arise from the military member's duty under a call or order to active duty, provided that the School and the employee agree that such leave shall qualify as an exigency and agree to both the timing and duration of such leave.

An employee seeking Qualifying Exigency Leave may be required to submit appropriate supporting documentation in the form of a copy of the military member's active duty or rest and recuperation orders or other military documentation indicating the appropriate military status and the dates of active duty status, along with a statement setting forth the nature and details of the specific exigency, the amount of leave needed and the employee's relationship to the military member, within 15 days. Qualifying Exigency Leave will be governed by, and handled in accordance with, the FMLA and applicable regulations, and nothing within this policy should be construed to be inconsistent with those regulations.

### **Limited Nature of This FMLA Policy**

This FMLA Policy (including Military-Related FMLA Leave) should not be construed to confer any express or implied contractual relationship or rights to any employee not expressly provided for by FMLA. The School reserves the right to modify this or any other policy as necessary, in its sole discretion to the extent permitted by law. State or local leave laws may also apply.

### **Victims of Domestic Violence Leave Policy**

Eligible employees may take up to 3 days of paid, job-protected leave in any 12-month period for specified domestic violence situations.

**Employee Eligibility:** To be eligible for domestic violence leave, you must have worked for the School for at least three months.

**Conditions Triggering Leave:** Domestic violence leave can involve one or more of the following reasons:

1. Seeking an injunction for protection against domestic violence, or an injunction for protection in cases of repeat violence, dating or sexual violence;
2. Obtaining mental health counseling or medical care for the employee or a family or household member to address physical or psychological injuries resulting from the act of domestic violence;
3. Obtaining services from a victim-services organization, including but not limited to, a domestic violence shelter or program or a rape crisis center as a result of the act of domestic violence;
4. Making the employee's home secure from the perpetrator of the domestic violence or to seek new housing to escape the perpetrator; or
5. Seeking legal assistance in addressing issues arising from the act of domestic violence or to attend and prepare for court-related proceedings arising from the act of domestic violence.

**Notice and Certification:** When seeking domestic violence leave, you must provide:

1. Advance notice of the need for leave except where you or a family member is in imminent danger such that notice is not possible.
2. Documentation, if we request, establishing the need for domestic violence leave.

**Usage of Other School Leave Available to Employee:** Any available vacation or other paid time off must be exhausted before domestic violence leave can be utilized.

**No Retaliation:** Employees who make a bona fide request for leave pursuant to this policy will not be unlawfully retaliated against for exercising his or her rights under this policy. However, employees remain subject to the School's other policies and procedures.

### **Military Leave of Absence**

Employees who require time off from work to fulfill military duties will be treated in accordance with applicable requirements of state and federal laws. You are expected to notify your Supervisor of upcoming military duty by providing us with a copy of your orders as soon as possible.

## **Civil Air Patrol Leave**

The School will provide eligible employees who are senior members, with at least an emergency services qualification, of the Florida Wing of the Civil Air Patrol up to fifteen (15) days of leave per calendar year to participate in a Civil Air Patrol training or mission. To be eligible, employees must have been employed with the School for at least ninety (90) days immediately preceding the commencement of leave.

Upon completion of the leave, employees shall promptly notify the School of their intent to return to work.

Leave under this policy is unpaid. However, upon request, returning employees may use accrued, but unused paid time off for leave taken under this policy.

## **Insurance and Retirement Benefits**

We offer the following insurance and retirement benefits to eligible employees.

### **Medical and Dental Insurance Plan**

The School offers medical and dental coverage for its employees who meet the eligibility requirements and who elect coverage. Coverage normally begins on the first day of the month following your employment provided that you have completed all necessary paperwork. Current employees can only enroll in, or make changes to, an insurance plan during open enrollment during teacher orientation week. It is your responsibility to notify the Director of Business and Human Resources if you desire insurance coverage. The School currently pays a portion of the insurance premiums for its eligible employees.

Family coverage is also available at the employee's expense through payroll deductions.

Our medical and dental provides the type of coverage needed to protect our employees and their families from catastrophic losses due to illness or injury. For specific details concerning eligibility and coverage, and for additional information about this plan, please contact the Director of Business and Human Resources or the Plan document.

We all must recognize that the cost of our insurance plans is based upon how much it is utilized. Therefore, each of us must work to utilize and strongly consider the cost containment provisions of the policy. This will help to keep the cost of our health care down and enable us to continue to provide this very valuable benefit.

## **Disability Insurance**

We provide short and long-term disability insurance coverage for our employees who meet the eligibility requirements and who elect coverage. Coverage normally begins on the first day of the next month of your employment. The employee pays the cost of this insurance. You may obtain additional information about the Plan through the Director of Operations, Business and Human Resources.

## **Retirement Savings Plan**

The School provides a retirement plan for all employees. During faculty orientation week, all employees are provided Summary Plan Description booklets and other materials as required by law. You may obtain additional information regarding the Plan through the Director of Operations, Business and Human Resources.

Consult the applicable plan document for all information regarding eligibility, coverage, and benefits. It is the plan document that ultimately governs your entitlement to benefits. As with all other policies and benefits, the School reserves the right to change or eliminate benefits and/or contribution amounts at any time.

## **Consolidated Omnibus Budget Reconciliation Act (COBRA)**

COBRA requires that most employers sponsoring group health plans offer employees and their families the opportunity for a temporary extension of health coverage (called "continuation coverage") at group rates in certain instances where coverage under the plan would otherwise end. This notice is intended to inform you, in a summary fashion, of your rights and obligations under the continuation coverage provisions of the law.

If you are an employee of the School, covered by the School's medical insurance plan, you have the right to choose continuation coverage if you lose your group health coverage because of a reduction in your hours of employment or the termination of your employment for reasons other than gross misconduct on your part. Your eligible dependents may also have the right to elect and pay for continuation coverage for a temporary period in certain circumstances where their coverage under the Plan would otherwise end. If you have any questions concerning your rights under COBRA, please contact the Plan Administrator for details.

## **Section 125 Cafeteria Plan**

Every employee is eligible to enroll in the School's Cafeteria Plan, a plan for reimbursement of unpaid medical expenses. Additional information regarding the

Section 125 Cafeteria Plans will be available from the Director of Business and Human Resources.

### **Workers' Compensation Insurance**

The School carries Workers' Compensation insurance for the protection of employees who are injured while at work. This coverage provides for medical expenses and lost income from these injuries. **Individuals who are hurt on the job, no matter how small or apparently insignificant their injury, must complete an accident report** (obtained from the Human Resource Office) and submit it immediately to the Director of Operation, Business and Human Resources in order to process a claim number. There is a limit within which claims for workers' compensation must be filed; therefore it is incumbent upon the employee to complete the proper paperwork in a timely manner.

Absences due to on-the-job injury or illness as defined by the Workers' Compensation Act shall not be charged against an employee's accrued personal leave and the employee will be entitled to the benefits provided by the Act. The combined total of Workers' Compensation payments and payments for personal leave shall not exceed the employee's annual salary.

### **Social Security Insurance**

Each pay period, the School deducts a percentage of your pay, matches it with an equal amount of the School's money, and sends it to the United States Government to be deposited in your Social Security account. If you are not familiar with the retirement and disability benefits provided under Social Security, check with your local Social Security Office for a more complete explanation.

### **Unemployment**

**The RASG Hebrew Academy, as a not-for-profit, religious educational institution, elects not to contribute to Unemployment.**

## **PERSONNEL POLICIES**

### **Rules to Protect Us All**

This section of your Handbook discusses your responsibilities to the School as an employee. Please thoroughly familiarize yourself with these policies and apply them in your work. The result of your effort will be a more efficient, productive and pleasant atmosphere for you, your co-workers, our parents and students.

We have certain reasonable policies and rules for the conduct of our employees in this School. Our most important rule is the “rule of reason.” In addition, successful business operations and the reputation of our School are built upon the principle of ethical and appropriate conduct of our employees, both on and off the job. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct, personal integrity, and honesty.

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

The School also expects that all employees will be role models for students of our School. When an employee has a choice to make, whether at school or away, we expect you to choose the course of action that reflects good judgment and the highest ethical principles. You should avoid even the appearance of impropriety and should act for the sole benefit of the School. You should avoid placing yourself in positions in which your personal interests are, or may be, in conflict with the interests of the School.

Violation of any of the rules or policies set forth in this Handbook or any other policy of the School or any misconduct on your part may lead to discipline, up to and including immediate discharge. Obviously, this list is not all inclusive and there may be other circumstances for which employees may be disciplined, up to and including immediate discharge. If you have any questions about School rules or policies, or what we expect of you as one of our employees, please discuss them with your Supervisor.

### **Absenteeism and Tardiness**

Each employee plays an important role in getting the day's work done. Therefore, each employee is expected to be at his or her workstation on time each day. Absenteeism or tardiness, even for good reasons, is disruptive to our operations and interferes with our ability to satisfy our students' needs. Excessive absenteeism or tardiness can result in discipline up to and including discharge.

If you are going to be late or absent from work for any reason, you must personally notify your Supervisor as far in advance as possible so proper arrangements can be made to handle your work during your absence. Of course, some situations may arise in which prior notice cannot be given. In those cases we expect you to notify your

Supervisor as soon as possible. Leaving a message does not qualify as notifying your Supervisor - you must personally contact your Supervisor.

When absence is due to illness, the School reserves the right to require appropriate medical documentation.

### **Cellular Phones, PDAs, and Other Handheld Electronic Devices**

Employees are expected to comply with all School policies when using cellular/smart phones, PDAs, and other handheld electronic devices while at School or on School Related business. In the remainder of this policy, these devices are collectively referred to as “handheld devices.” Excessive use of handheld devices during the workday can interfere with employee productivity and be distracting to others. A reasonable standard is to limit personal calls during work time to no more than one per day as needed. Employees should use these handheld devices on non-work time and ensure that friends and family members are aware of the School’s policy. In the event of an emergency or special circumstance (communicated to your supervisor) the School may be more flexible. The School will not be liable for the loss of handheld devices brought into the workplace.

### **Personal Use Of School-Provided Handheld Devices**

Where job or business needs demand immediate access to an employee, the School may issue a School-owned handheld device to an employee for work-related communications. These handheld devices should be used in accordance with all School policies, including the School’s Computer and Communications Systems Policy. The School reserves the right to inspect such devices, including reviewing any messages, texts, photos, images, searches, and other content, at any time. The School reserves the right to discipline an employee for inappropriate use and to deduct from an employee paycheck any charges incurred for an employee’s personal or unauthorized use of the handheld devices.

### **Recording Devices**

To maintain the security of our premises and systems, the School prohibits unauthorized photography, audio or video recording of its employees, confidential documents, students, or parents.

### **Safety Issues For Handheld Devices**



No person, including employees, may use handheld devices while driving on campus. In addition, employees are expected to refrain from using their handheld devices while driving off campus in connection with their job duties. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull over to the side of the road and safely stop the vehicle before using any handheld device. Under no circumstances are employees allowed to place themselves or anyone else at risk to fulfill business needs. Under no circumstances may an employee while driving use any electronic wireless communication device to write, send, or read any text-based communication, including text messages, instant messages, social media posts, and email messages.

Employees who are charged with traffic violations resulting from the use of their handheld devices while driving will be solely responsible for all liabilities that result from such actions. Employees who violate this policy will be subject to disciplinary action, up to and including termination.

### **Expectations of Teachers and Persons Supervising Students**

Teachers and any person supervising students at any time are prohibited from using handheld devices during any period of supervision, classroom activity, field trip, or other event in which the employee is responsible for the student's welfare, unless use of such device is for emergency or other specially authorized purposes.

### **Special Responsibilities For Managerial Staff**

As with any policy, administrators, managers, and supervisors are expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.

### **Child Abuse Reporting Obligations**

**Matters that Must be Reported.** Florida law requires that all school personnel immediately report to the Department of Children and Families (DCF) any knowledge or reasonable cause to suspect that a child has been abused, neglected, or abandoned. Abuse includes sexual abuse by another child.

**Abuse:** any willful act or threatened act that results in any physical, mental, or sexual injury or harm that causes or is likely to cause the child's physical, mental, or emotional health to be significantly impaired.

**Neglect:** when a child is deprived of necessary food, clothing, shelter, or medical treatment or a child is permitted to live in an environment when such deprivation or environment causes the child's physical, mental, or emotional health to be significantly impaired or to be in danger of being significantly impaired.

**Abandonment:** a situation in which the parent or caregiver responsible for the child's welfare makes no significant contribution to the child's care and maintenance. This includes leaving a child without adult supervision or an arrangement appropriate for the child's age or mental or physical condition, so that the child is unable to care for the child's own needs or another's basic needs or is unable to exercise good judgment in responding to any kind of physical or emotional crisis.

**Juvenile (or child-on-child) sexual abuse:** any sexual behavior by a child toward another child which occurs without consent, without equality (lacking the same level of power in the relationship), or as a result of coercion, including making obscene phone calls, the showing or taking of lewd photographs, or varying degrees of direct sexual contact, such as fondling, digital penetration, rape, and various other sexually aggressive acts.

**“Harm”:** to a child's health or welfare can occur when any person:

- Inflicts or allows to be inflicted upon the child physical, mental, or emotional injury, including willful acts causing injuries such as:
  - a. Sprains, dislocations, or cartilage damage.
  - b. Bone or skull fractures.
  - c. Brain or spinal cord damage.
  - d. Intracranial hemorrhage or injury to other internal organs.
  - e. Asphyxiation, suffocation, or drowning.
  - f. Injury resulting from the use of a deadly weapon.
  - g. Burns or scalding.
  - h. Cuts, lacerations, punctures, or bites.
  - i. Permanent or temporary disfigurement.
  - j. Permanent or temporary loss or impairment of a body part or function.
- Purposely gives a child poison, alcohol, drugs, or other substances that substantially affect the child's behavior, motor coordination, or judgment or that results in sickness or internal injury.
- Inflicts inappropriately or excessively harsh disciplinary action that is likely to result in physical injury, mental injury, or emotional injury. Corporal discipline

may be considered excessive or abusive when it results in any of the following or other similar injuries those injuries set forth in a. through j. above.

- Commits, or allows to be committed, sexual battery, or lewd or lascivious acts, against the child.

### **Standards of Ethical Conduct Greater Miami Hebrew Academy**

(Adapted from the Code of Ethics of the Education Profession in Florida and Principles of Professional Conduct for the Education Profession in Florida)

1. Our school values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
2. Our primary concern is the student and the development of the student's potential. Employees will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
3. Concern for the student requires that our instructional personnel:
  - a. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
  - b. Shall not unreasonably restrain a student from independent action in pursuit of learning.
  - c. Shall not unreasonably deny a student access to diverse points of view.
  - d. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
  - e. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
  - f. Shall not intentionally violate or deny a student's legal rights.
  - g. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
  - h. Shall not exploit a relationship with a student for personal gain or advantage.
  - i. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
4. Aware of the importance of maintaining the respect and confidence of colleagues, of students, of parents, and of the community, employees of our school must display the highest degree of ethical conduct. This commitment requires that our employees:
  - a. Shall maintain honesty in all professional dealings.
  - b. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.

- c. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
- d. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
- e. Shall not make malicious or intentionally false statements about a colleague.

**Training Requirement** All employees, educational support, instructional personnel and administrators are required as a condition of employment to complete training on these standards of ethical conduct.

**Reporting Misconduct by Instructional Personnel and Administrators** All employees, educational support, instructional personnel and administrators have an obligation to report misconduct by instructional personnel and school administrators which affects the health, safety, or welfare of a student. Examples of misconduct include obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating or testing violations, physical aggression, and accepting or offering favors.

Reports of misconduct of employees should be made to the executive director at [rweinberger@rasg.org](mailto:rweinberger@rasg.org).

Reports of misconduct committed by administrators should be made to the executive **director at [rweinberger@rasg.org](mailto:rweinberger@rasg.org)**.

Legally sufficient allegations of misconduct by Florida certified educators will be reported to the Office of Professional Practices Services.

Policies and procedures for reporting misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student are posted on the school Warrior Portal. And on our Web site at <https://hebrewacademymiami.org/>

**Reporting Child Abuse, Abandonment or Neglect** All employees and agents have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect. Call 1-800-96-ABUSE or report online at: <http://www.dcf.state.fl.us/abuse/report/>.

**Signs of Physical Abuse** The child may have unexplained bruises, welts, cuts, or other injuries; broken bones; or burns. A child experiencing physical abuse may seem withdrawn or depressed, seem afraid to go home or may run away, shy away from physical contact, be aggressive, or wear inappropriate clothing to hide injuries.

**Signs of Sexual Abuse** The child may have torn, stained or bloody underwear, trouble walking or sitting, pain or itching in genital area, or a sexually transmitted disease. A child experiencing sexual abuse may have unusual knowledge of sex or act seductively, fear a particular person, seem withdrawn or depressed, gain or lose weight suddenly, shy away from physical contact, or run away from home.

Signs of Neglect The child may have unattended medical needs, little or no supervision at home, poor hygiene, or appear underweight. A child experiencing neglect may be frequently tired or hungry, steal food, or appear overly needy for adult attention.

Patterns of Abuse: Serious abuse usually involves a combination of factors. While a single sign may not be significant, a pattern of physical or behavioral signs is a serious indicator and should be reported.

**Liability Protections** Any person, official, or institution participating in good faith in any act authorized or required by law, or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action. (F.S. 39.203)

An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under F.S. Chapter 760. (F.S. 768.095)

## **Code of Business Conduct and Ethics**

The School has adopted this Code of Business Conduct and Ethics (the “Code”) applicable to all employees. In implementing this Code, it is the School’s intention to take all measures necessary to promote and ensure honest and ethical conduct, including the ethical handling of conflicts of interest; full, fair, accurate, timely, and understandable disclosure in all financial reports prepared or distributed by the School; and compliance with applicable laws and governmental regulations. This Code also is intended to provide the School’s directives and procedures that: (1) protect the School’s legally protectable interests, including any business-related opportunities, assets, and/or confidential information of the School; (2) protect the School from incurring unauthorized or unnecessary contractual or other liability; (3) deter any employee from the commission of any wrongful act associated in any way with the School; and (4) provide a mechanism for prompt and consistent enforcement of the provisions of this Code. All employees are expected to be familiar with this Code and to adhere to the principles and procedures set forth in this Code that apply to such employees.

### **I. Honest and Candid Conduct**

Each employee owes a duty to the School to act with integrity. Integrity requires, among other things, being honest and candid. Deceit and subordination of principle are inconsistent with integrity. Each employee must at all times:

- act with integrity, including being honest and candid, while still maintaining the confidentiality of information where required, consistent with the School's policies;
- observe both the form and spirit of all applicable laws and governmental rules and regulations, accounting standards and the School's policies; and
- adhere to a high standard of ethics in all matters associated with the interests of the School.

## **II. Conflicts of Interest**

a. Conflicts of Interest Defined. A "conflict of interest" occurs when an individual's private interest interferes with, or appears to interfere with, the interests of the School, such as when an employee takes actions or has interests that may make it difficult to perform his or her work for the School objectively and effectively. For example, a conflict of interest would arise if an employee, or a member of his or her family, receives improper personal benefits as a result of his or her position with the School. Any transaction or relationship that could reasonably be expected to give rise to a conflict of interest should be discussed with the Head of School. Such situations may include:

- influencing or attempting to influence anyone who is involved in making or administering a contract or arrangement with the School;
- soliciting or receiving any gift, reward or promise for recommending, influencing or attempting to influence the award of a contract or arrangement with the School;
- drafting, negotiating, evaluating, administering, accepting or approving any contract or subcontract or procurement or arrangement of any type on behalf of the School if he/she has, directly or indirectly, any financial interest in such a contract or subcontract or arrangement;
- non-School employment which adversely affects the employee's availability or effectiveness in fulfilling job responsibilities;
- any type of private business, except for Head of School approved student services, during working time or on school property;

- the receipt of excessive entertainment or gifts of more than nominal value of \$25 from any person, entity, or organization with whom or with which the School has current or prospective dealings;
- being in the position of supervising, reviewing, or having any influence on the job evaluation, pay or benefit of any immediate family member employed by or otherwise associated with the School; and
- selling anything to the School or buying anything from the School on terms and conditions that are not pre-approved by the Head of School.

This is not an exhaustive list of all possible situations which would constitute conflicts of interest. Further, any relationship or action which creates an expectation of benefit or profit beyond an employee's normal employment relationship with the School can impair an employee's ability to exercise good judgment on behalf of the School, and therefore creates an actual or potential conflict of interest. It is the School's policy that all School employees must scrupulously avoid all such situations.

Any such transaction or relationship that would present an actual or potential conflict of interest for an employee also would likely present a conflict if it is related to a member of such person's family, including without limitation, spouse, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial (\$25 or less).

b. Duty to Disclose. In connection with any actual or potential conflict of interest, an employee must disclose the existence of the conflict in writing and all facts material to the conflict to the Head of School.

c. Determining Whether a Conflict of Interest Exists. After disclosure of the conflict and all material facts, the Head of School shall determine whether a conflict exists and if so, whether the employee needs to be removed from the matter.

### **III. Financial Disclosures**

Each employee involved in the School's financial disclosure process is required to be familiar with and comply with the School's disclosure controls and procedures and internal control over financial reporting, to the extent relevant to such employee's area of responsibility, so that the School's financial reports and documents comply in all material respects with the applicable federal, state and local laws, rules and regulations. In addition, each such employee having direct or supervisory authority regarding the School's communications with the public concerning its financial condition should, to the extent appropriate within the employee's area of responsibility, consult with other

employees of the School and take other appropriate steps regarding these disclosures with the goal of making full, fair, accurate, timely, and understandable disclosure.

Each employee who is involved in the School's financial disclosure process also must:

- become familiar with the disclosure requirements applicable to the School and the business and financial operations of the School;
- not knowingly misrepresent, or cause others to misrepresent, facts about the School to others, whether within or outside the School, including to the School's independent auditors, governmental regulators, and self-regulatory organizations; and
- properly review and critically analyze proposed disclosure for accuracy and completeness (or, where appropriate, delegate this task to others).

#### **IV. Legal Compliance**

At all times, it shall be the School's policy to comply with all applicable laws, rules, and regulations. It is the personal responsibility of each employee to adhere to the standards and restrictions imposed by such laws, rules, and regulations.

It is against the policy of the School and in many circumstances may be unlawful for an employee to profit from undisclosed information relating to the School or any other entity or organization with which the School has a business relationship.

#### **V. Reporting and Accountability**

The Head of School is responsible for the application and interpretation of this Code. Issues that involve allegations against or involving the Head of School may be reported directly to the Chair of the Board of Trustees.

Any employee who becomes aware of any existing or potential violation of this Code is required to promptly notify the Head of School or the Board Chair in the manner provided by the School's Employee Whistleblower Policy as in effect from time to time. The failure of any employee to notify the Head of School or the Board Chair of any such existing or potential violation will be considered a separate and independent violation of this Code subject to discipline up to and including termination of employment. Any questions relating to how this Code should be interpreted or applied should be addressed to the Head of School (or the Board Chair, as applicable).

Retaliation against any person for making a good faith report of any actual or potential violation of this Code will not be tolerated. Such retaliation will be considered a



separate and independent violation of this Code subject to discipline up to and including termination of employment. No employee should attempt to determine for himself or herself when a report of a violation of this Code was made “in good faith.” Rather, all such questions should be referred to and resolved by the Head of School (or by the Board Chair, as applicable).

The Head of School (or Board Chair, as applicable) shall take all appropriate action or cause such action to be taken (through the Head of School or otherwise) to investigate any potential violations of the Code that are reported. When it is determined that a violation has occurred, the School will take such disciplinary, preventive or corrective action as it deems appropriate under the circumstances (to include discipline up to and including termination of the employment of culpable individuals).

## **VI. Opportunities**

All employees owe a duty to the School to act solely in the School’s interests when faced with business or financial opportunity associated with the School. Employees are prohibited from taking advantage of (or directing to a third party) any business or other financial opportunity that is discovered through the use of any of the School’s property, or with the use of information obtained from the School, or by virtue of such person’s position with the School. Employees are further prohibited from using any such property, information or position for personal gain or in any way detrimental to the interests of the School. Any employee who intends to make use of any of the School’s property, information or services in a manner that is not solely for the benefit of School must first consult the Head of School and obtain the written approval of the Head of School before proceeding with any such use.

## **VII. Confidentiality**

Employees must maintain the confidentiality of all trade secrets and other confidential information of the School, its students, parents and other family members, suppliers, or joint venture parties that is entrusted to them, except when disclosure is legally mandated or expressly authorized by the School. “Confidential information,” for this purpose, includes any proprietary or other non-public information of the School, or of other entities or organizations, or of any of the students, parents and other family members that, if disclosed to persons not authorized to receive it, would be harmful to the relevant individual, entity or organization or detrimental to the School’s interests. Any employee who believes that any other confidential information must be disclosed because of legal requirements must consult with the Head of School and receive written confirmation that his or her understanding of the law is correct, before any such information is disclosed.

### **VIII. Fair Dealing**

The School has succeeded in its purposes as a non-profit organization and has made its reputation through consistently fair and honest dealings. Under no circumstances will the School tolerate efforts by any employee to seek any personal advantage or to seek any advantage on behalf of the School, through illegal or unethical practices. Each employee must endeavor to deal fairly at all times with other employees, faculty, students, parents, contributors, business associates, the general public and all others with whom the School deals or has contact or communication. No employee should take unfair advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, or any unfair dealing practice.

### **IX. Use of School Assets**

All employees should protect the School's assets and ensure their efficient use. All of the School's assets should be used only for legitimate business purposes.

### **X. Liability Prevention**

All employees have a duty to avoid, whenever possible, any act or omission that would subject the School to unnecessary liability, contractual or otherwise. This duty includes not only the obligation to comply with all applicable laws, rules, and regulations but also ensure that any representations to other employees, or to faculty, students, parents, contributors, vendors, suppliers, and/or business associates, or other third parties, are made in good faith. It shall be a violation of this Code for any employee to enter into any agreement that is legally binding upon the School without authority or without following required internal procedures for the approval of such agreements. Any questions concerning such procedures should be directed to the Head of School.

In addition, as a part of every employee's liability avoidance obligation to keep children and our campus safe, if you have received information reflecting that any person who may regularly or periodically visit the school's campus (student, employee, parent, spouse of an employee, family member, volunteer, or contractor) has engaged in behavior that could constitute abuse, has been accused, arrested, or convicted of any type of potential abuse or sexual misconduct toward any other person, you must immediately report such information to the Head of School.

### **XI. Waivers**

In special circumstances, it may be appropriate for the School to waive some provisions of this Code. Any request for a waiver of any provision of this Code must be submitted in writing to the Head of School. Only the Head of School and/or the Board Chair shall have authority to grant such a waiver, and such a grant will not be effective unless communicated in writing to the requesting person.

## **Communication and Computer Systems Security and Usage Policy**

### **Policy Overview**

All electronic communications to, from, about, or on school premises or at school-related events shall reflect the principles upon which the School is founded, in support of its educational goals. This Communication and Computer Systems Security and Usage Policy contains guidelines for the use, access, and disclosure of communications using any type of electronic device (including, among other things, telephone, mail, e-mail, voice mail, desk and laptop computers, pagers, mobile phones, camera phones, video cameras, electronic game devices, Blackberries, faxes or facsimiles, Internet, and intranet) sent, received, viewed, used, or shared by employees using any School Provided Communication or Computer Systems or other personal electronic devices on campus or at school-related events (“Systems”). **Note that in some cases, use of personal electronic devices at home or away from campus are covered by this policy where such communications impact the School, are to/from employees and students, parents, or third parties, such as communications on the Internet or on social networking sites.**

### **Confidentiality and Acceptable Systems Usage**

The School’s Systems are intended for School business only. Use of the School’s Systems for accessing or acquiring information and materials inappropriate to a school environment is against School policy and is prohibited. All information transmitted or stored in School Systems (e.g., employee lists, student lists, documents relating to policies and procedures) is the sole and exclusive property of the School and should be treated as confidential. Such information may not be disclosed to any person outside of the School nor may any such information be removed from our premises without the express permission of the Principal. Employees are strictly prohibited from accessing, reading and copying data or information stored in the Systems and from accessing, reading and copying communications not directed to them without prior authorization.

**All System messages are School records. The contents of our System may be disclosed to the School without your permission. Therefore, you should not assume that messages and communications are confidential.**

## **Management's Right to Access Information**

Our Computer, Telephone, and Communication hardware and software Systems have been installed and are used to facilitate School communications. Although each employee has an individual password to access these Systems, they belong to the School and the contents of all communications are accessible by management for any business purpose. The School reserves the right to monitor, and will periodically monitor, its Systems in order to ensure compliance with this Policy. Without limitation of the foregoing, the School may track all electronic data, including network and internet history, and inspect all electronic data, including review of emails, texts, images, and other information on the School's Systems, including such information from an employee's personal account, as well as School accounts at any time, without notice. Employees are strictly prohibited from placing personal passwords on any School system for the purpose of preventing such monitoring.

**Employees should not consider any materials created, transmitted, downloaded, received, reviewed, typed, forwarded, or stored in School systems to be private (whether or not password protected).**

## **Personal Use of the School's Communication and Computer Systems**

**General Usage** - Because personal communications can be accessed without prior notice, employees should not use School Systems to transmit any messages, or to access any information, which you would not want a third party to see. Although incidental and occasional personal use of our Systems is permitted, any such personal use will be treated the same as all other communications under this Policy. However, employees are at all times strictly prohibited from downloading information from the Internet for personal use.

**Telephone Usage** - The Telephone Systems (including voice mail) at the School are the property of the School and are provided for business or School purposes. The School may periodically monitor the usage of the Telephone Systems to ensure compliance with this Policy. **Therefore, employees should not consider their conversations on the School's telephone systems to be private.**

**Personal Mail** - All mail that is delivered to the School is presumed to be related to School business. Mail sent to you at the School may be opened by the office personnel and routed to your department.

## **Forbidden Use and Content of Communications**

You may not use our Systems in any way that may be seen as insulting, disruptive, offensive, or harmful to morale. Examples of prohibited, non-business purposes include, but are not limited to, use of the School's Systems:

1. To convey insensitive, improper, profane, obscene, abusive, derogatory, insulting, threatening, or harassing language or remarks, or sexually-explicit messages, cartoons, jokes, or other potentially offensive material;
2. To access pornography, hate sites, or any other inappropriate content;
3. To send propositions, love letters, or any other message that could be construed to be harassment or disparagement of others in violation of our Policy against harassment;
4. To attempt to break into any computer, whether internal or external to the School, to copy or steal electronic files without permission or to knowingly cause or aid the spread of computer viruses;
5. To write resumes, junk mail, mass-mailings, or other documents unrelated to School business or to create and/or forward "chain letters;"
6. For the unauthorized advertisement of services;
7. To run computer games (non-work related) or other personal software during working hours;
8. As a forum for gossip or for personal gain;
9. To intentionally disrupt the use of the network by others or the operation of software or hardware;
10. To alter, hack, crack, reverse engineer, or manipulate any network resource and/or setting; or
11. To attempt to bypass the School's internet filter.

### *Electronic Communications*

***Electronic communication is any of the various systems that transmit some form of electronic representation of a page or message from one location to***

*another, such as e-mail and text messaging. It should be clear that electronic communication cannot be used to harass or threaten others. The School reserves the right to randomly check its Systems, including, without limitation, all electronic communications. Electronic communications must not include personal attacks and should follow the normal rules of appropriate public language. They should not contain any language or content, which the author would not be willing to share from the podium at a School meeting. Employees should be made aware that deleted emails can be retrieved.*

### **Password and Encryption Key Security and Integrity**

All Systems passwords and encryption keys must be available to the School at all times. You may NOT install encryption programs without first receiving permission and turning over encryption keys to IT. You may NOT turn on encryption features on any School Owned device. Further, employees are prohibited from the unauthorized use of passwords and encryption keys belonging to other employees in order to gain access to other employees' messages, accounts, and files. Your password is private and should be treated as such. You are responsible for any and all activity occurring on the School's Systems under your password. Change your password regularly and immediately if there is any suspicion that the password has been compromised.

### **Software, Personal Disks, and Networking**

Computer software, whether purchased, developed, or modified by the School, may not be downloaded, copied, reproduced, altered, deleted, or appropriated by employees without prior School authorization. Any such computer software is the property of the School and may not be copied or appropriated by employees for personal use during employment with the School or upon separation. Employees should be aware that the illegal duplication of computer software may result in the filing of criminal copyright charges by the owners of the copyrights; copyright infringement is punishable by fines and/or imprisonment.

The School does not condone the use of "bootleg" or "pirated" software on its Systems. The use of such software is grounds for discipline, up to and including immediate termination. Any employee who becomes aware of the presence of any "bootleg" or "pirates" software on the School's Systems should notify management immediately.

The use of personal disks or software in the School's Computer System without prior authorization is strictly prohibited. This includes, without limitation, proxy hosting, file sharing, peer-to-peer sharing, instant messaging, or any third-party client email. When use of personal software is approved, the School will not be responsible for installing or maintaining such software. Employees are further prohibited from accessing the

School's Systems from remote locations via modem and from connecting School Systems to outside systems via modem without prior authorization.

Employees may not activate mobile hotspots/devices and/or enable these features on their personal devices while on campus because such features interfere with the School's wireless signals and communication network.

The School makes reasonable efforts to keep our Systems virus- and malware-free. However, even with the best techniques, viruses may still be transmitted to and from any electronic devices, including those in our computer labs. The School is not responsible for the transmission of any virus or harmful code or for damage suffered from these electronic forms of vandalism.

### **Penalties for Violation of the School's Communication and Computer Systems Security and Usage Policy**

VIOLATIONS OF ANY ASPECT OF THE SCHOOL'S COMMUNICATION AND COMPUTER SYSTEMS SECURITY AND USAGE POLICY MAY RESULT IN DISCIPLINE, UP TO AND INCLUDING IMMEDIATE DISCHARGE. The School will also seek civil damages against any employee who appropriates or copies the School's property as described in this Policy.

### **Conflict of Interest [Optional]**

It is our policy to forbid employees to deal in any other business, which competes with our School. If you think that there is a possibility that you may have a conflict in this regard, it is your responsibility to notify your Supervisor.

It is also our policy to forbid employees to engage in any transactions with parents, vendors, or students for financial gain or otherwise, which may give rise to the appearance of impropriety. You must receive written permission from the Head of School for any such transactions. If you think that there is a possibility that you may have a conflict in this regard, it is your responsibility to notify your Administrator.

The Academy encourages employees to report suspected illegal or inappropriate activities in our organization, including, but not limited to, financial improprieties. You will not be retaliated against for reporting information that you reasonably believe is true or represents a violation of law.

### **Confidentiality**

All employees are expected to maintain confidentiality over sensitive school information, especially where the employee has access to it due to the employee's position with the school. Employees are also expected to maintain confidentiality over private information related to individual student and their families, including but not limited to grades, disciplinary issues, medical or disability information, parent financial information, parent divorce or separation issues, etc. To the extent that such information must be disclosed, it should be to the proper person (administrator, teacher, etc.) on a need-to-know basis. All written and oral reports about children are confidential. It is acceptable for a teacher or administrator to have a private discussion with a prior teacher to understand a child's needs, disciplinary history, and similar information. Gossip of any kind is destructive and should not take place at our School.

### **Courtesy**

Courtesy is the responsibility of every employee. Everyone is expected to be courteous, polite and friendly to our students, parents and fellow employees. No one should be disrespectful to a student, parent, or employee; use profanity; or engage in any activity that injures the image or reputation of our School.

### **Contact with the Media**

The Head of School is the official spokesperson for the school and is the **ONLY** person permitted to communicate with the media about school-related business.

### **Damage to Property**

We have made a tremendous investment in our facilities and equipment in order to better serve our needs and to make your job easier. Deliberate or careless damage to the School's property will not be tolerated.

### **Disqualification from Employment Based on Criminal Background**

The School will not employ any person in a position that requires direct contact with students who has been convicted of a disqualifying offense identified under Fla. Stat. § 1012.315. Although not an exhaustive list, the type of offenses that are disqualifying include convictions relating to sexual misconduct; voyeurism; assault; battery; murder; abuse of a child, adult or developmentally disabled person; kidnapping; false imprisonment; certain firearms offenses; carjacking; prostitution, and other similarly egregious crimes. This is not an exhaustive list of disqualifying convictions. You should note that the listing of offenses in Fla. Stat. § 1012.315 that disqualify an individual from employment is the School's minimum standard. The School may determine, in its sole discretion, that other offenses require disqualification from employment. Such



disqualification can occur at any time during an employee's employment with the School.

Employees are required to report to the [Head of School] within 24 hours any change in their criminal background or driving record (including, but not limited to, arrests involving alcohol or drug offenses). The School will assess the information to determine whether the employee remains eligible to work in the School in the current or alternative position. Failure to self-report may result in immediate termination.

### **Drug and Alcohol Policy**

We will not tolerate alcohol abuse or the use of other intoxicants and mind-altering substances, including illegal drugs while working, on campus, or while involved in any School-related event (except as noted below). "Mind-altering" substances include any type of substance ingested, snorted, smoked or inserted into one's body that may impact the individual in some way. Such substances include, without limitation, alcohol, legal or illegal substances (including medical marijuana pursuant to a prescription or physician certification), over the counter salts, spices, vapors, incense, or other similar items.

Our employees may be required to submit to drug screens, blood alcohol tests, breathalyzer tests and medical examinations under the following circumstances: a) when an employee is suspected of working or reporting to work with intoxicants or mind-altering substances in his or her system; b) when an employee suffers an on-the-job injury or is involved in an accident while at work; or c) in connection with a routine fitness for duty examination. The presence of alcohol or the presence of any other intoxicants or mind altering substances in the body is a violation of this policy, regardless of when consumption or ingestion occurred. Refusal of an employee to undergo testing or to cooperate fully with any of these tests is also a violation of our policy.

Our employees are also prohibited from selling, purchasing, possessing or using drug paraphernalia, or possessing, using, having in their body, selling or purchasing any alcoholic beverages or other mind-altering substances at School-related events, in School vehicles or on School property. Alcohol consumption is expressly forbidden while participating in or accompanying students in connection with any school-related event, including but not limited to, field trips, overseas trips, overnight trips, athletic trips, and any other excursions with students. Off-premises possession, use, sale or purchase of mind-altering substances and off-premise alcohol abuse is also prohibited.

This policy does not prohibit the proper use of medication under the direction of a physician, although the use of medical marijuana is prohibited in all circumstances.

However, the misuse or abuse of such drugs is prohibited. Employees who are taking prescription or nonprescription drugs, which could affect their ability to perform their job in a safe manner, must notify their immediate Supervisor of this fact when they report to work.

**This policy does not prohibit adults from light drinking at approved school-related functions, such as auctions, as long as the employee uses good judgment, is an authorized attendee of the function, and alcohol is being served at the function.**

Violation of any aspect of the School's Drug and Alcohol Policy will result in discipline up to and including immediate termination. In order to determine whether this Policy has been violated, the School may examine all evidence available to it, including without limitation, the employee's arrest for alcohol or drug related offenses. In addition, the School may report use, sale or possession concerns to the appropriate authorities.

**[This policy is a summary of our Drug Free Workplace Program, which fully comports with Chapter 440, Florida Statutes. For a complete copy of the Company's Drug Free Workplace Policy, please contact the Business Office.]**

### **Fighting, Threats, and Weapons**

The safety and security of our community is of primary importance to the School. Fighting, threats, threatening and abusive behavior, or acts of violence against employees, students, parents, visitors, or other individuals by anyone on School property, away from School on School business, or at School functions will not be tolerated. The School takes all threats seriously, even when individuals make comments in jest, on the Internet, by text, or away from School toward or about another employee, a student, or the School.

Despite some laws that permit individuals to carry firearms in public, the School prohibits the possession of weapons of any kind on School premises, in School vehicles, away from campus on School business, or at School-sponsored events. This includes, without limitation, any form of weapon or explosive, all firearms, and all knives. If an employee is unsure whether an item is prohibited by this policy, he or she should contact the Head of School. Employees are responsible for making sure that any item they possess is not prohibited by this policy. Police officers, security guards and other individuals who have been given consent by the School to carry a weapon on the property will be allowed to do so.

All employees are responsible for immediately notifying one of the School's administrators or the Head of School of any comment, posting, text, or other form of communication or information that they witness or receive or that they are told another

person witnessed or received that reflects that someone has made a threat toward or about another employee, a student, or the School. Even without a specific threat, all employees should report any behavior or situation they have witnessed that they regard as potentially threatening or violent or which could endanger the health or safety of anyone in our community or harm our School. If there is any communication or behavior that concerns you, report it to one of the School's administrators or the Head of School. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threatening behavior and the person or persons being threatened.

Violations of this policy will lead to corrective action up to, and including, termination and/or referral to appropriate law enforcement agencies for arrest and prosecution. The School reserves the right to take any necessary legal action to protect its community. While the School has a policy prohibiting threats and weapons, nothing in this policy shall be construed as creating any duty or obligation on the part of the School to take any actions beyond those required of an employer by existing law.

### **Fraud, Dishonesty and False Statements**

Falsification of any application, medical history record, invoice, paperwork, reimbursement request, time record, or any other document is strictly prohibited. If you observe any such violations, please report them to your Administrator or the Head of School immediately.

### **General Bulletin Boards**

We maintain bulletin boards at various locations throughout the School as an important information source. These bulletin boards are to be used solely to post information approved by the School regarding School policies, governmental regulations, and other matters of concern to all employees that are related to the employees' employment by the School. Please develop a habit of checking the bulletin boards daily so that you will be familiar with the information posted there. Employees may not post information, flyers, ads etc. on bulletin boards without the approval of the Head of School.

### **Gifts and Gratuities**

Employees should never request any personal gift or gratuity from anyone associated with the School and should never accept one valued at over \$25.00 without the express authorization of your Supervisor or Head of School.

## **Hazing/Bullying/Harassment Among Students**

Although we encourage students to participate in School-related athletics, clubs, associations, organizations and other groups, the School prohibits all forms of hazing. Hazing refers to any activity expected of a student to join or to continue membership or participation in any group where the activity produces or could be expected to produce mental, emotional or physical discomfort, humiliation, embarrassment, harassment, or ridicule to the student, regardless of the student's willingness to participate. If you are not sure whether something constitutes hazing, then you need to ask the Administration.

Similarly, we also prohibit any type of bullying or harassment type activity among our students. The School is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Harassment is broadly defined to include unreasonable conduct or behavior that is personally offensive or threatening, impairs morale, or interferes with the educational environment of students and includes, but is not limited to, slurs, jokes, comments, teasing, and other offensive conduct relating to race, religion, color, sex, gender identity, sexual orientation, national origin, citizenship, or disability. Harassment also includes sexual harassment. Bullying includes a variety of behaviors, but all involve a person or group trying to take advantage of the power they have to hurt or reject someone else. These behaviors can be carried out, physically (hitting, kicking, pushing), verbally (calling names, taunting, teasing, threatening, ridiculing, spreading rumors, etc.), electronically, sometimes called "cyber-bullying" (posting defamatory remarks or photos, sending threatening emails, creating fake profiles, taking over an account and posting as someone else), or through relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion) or emotional aggression (teasing, threatening, intimidating others). Any of these types of offensive conduct can create an uncomfortable school environment.

All School employees are required to immediately report any actual or suspected hazing, bullying, or harassment activity among the students to the Administration. The failure to make such a report could result in disciplinary action in accordance with the School's disciplinary procedures. When the School administration becomes aware of any actual or planned hazing, bullying, or harassment activity, the situation will be promptly investigated. No adverse action will be taken against any person who makes a good faith report of hazing or suspected hazing activity.

## **Honesty**

The mission of the School can only be carried out with the expectation of trust and honesty with respect to all employees. All employees are expected to perform their duties and conduct themselves at all times when working for or representing the School in any setting, with complete honesty and trustworthiness. Without limiting the generality of the foregoing, employees are responsible for honestly completing all School records, reports, timecards and other School documents. Employees must also be honest and trustworthy in all verbal and written communications and general relationships with others, including without limitation, the School, co-workers, students and parents. Any falsification, lying, or untrue oral, written, or other communication will be considered dishonest behavior. Any employee violating any aspect of this policy is subject to disciplinary action, up to and including immediate termination.

### **Intellectual Property**

The School has invested substantial resources in each of its employees, programs, and processes of the School. Every employee is expected to work hard to continually improve the educational experience and the programming offered at the School. The School takes steps to protect this investment by requiring that all Intellectual Property be the exclusive property of the School. Intellectual Property includes all inventions, prototypes, discoveries, developments, formulas, techniques, derivatives and improvements and all works of original authorship or images that are fixed in any tangible medium of expression and know-how related thereto, whether or not copyrightable, patentable or otherwise protectable, which are conceived, designed, created or developed by any of the School's employees, solely or in conjunction with others, during the period of employment and related to or used in connection with the business of the School, and all Confidential Information relating thereto. As examples only, Intellectual Property would include lesson plans, curriculum, projects, music, performances, methods of instruction, website materials and/or creation, inventions created in any science or other class, results of science research and/or experiments, and other similar work done while employed with the School and as a part of the employee's employment with the School.

The Intellectual Property shall be done as "work made for hire" as defined and used in the Copyright Act of 1976, 17 U.S.C. § 101, *et seq.* As a condition of employment, each employee assigns and agrees to assign to the School any and all interest that he/she may have in any Intellectual Property. Employees shall promptly notify the School upon the design, creation or development of any and all Intellectual Property. At the School's request, employees shall execute and deliver to the School all documents or instruments that may be necessary secure or perfect the School's title to or interest in the Intellectual Property, including but not limited to United States and foreign applications for letters of patents and extensions, continuations or reissues thereof, applications for copyrights and documents or instruments of assignments or transfer.

Such obligations shall continue beyond the termination of employment with respect to Intellectual Property designed, created or developed by an employee during employment and shall be binding upon the employee's heirs, assigns, executors administrators and other legal representatives. Employees shall render all assistance that the School may require in any Patent Office proceeding or litigation involving such Inventions or Works, without charge to the School, other than a reasonable payment for time involved in the event Employee is no longer employed by the School.

Of course, it should be clear that any Intellectual Property developed during an employee's employment should not be placed on the Internet (including any social media site, YouTube, or other similar site), shared with other schools, or used for any private purposes. If you have any questions about what types of work you may be engaged in that could constitute Intellectual Property, please talk to your Division Director.

### **Inspection Policy**

Please use good judgment in what you bring onto the School premises. The School is not responsible for the theft of one's personal property. Therefore, you should take care to ensure that it is properly stored at all times.

In order to protect the safety and property of employees, students, and parents, the School reserves the right to inspect all areas on campus, school buses, and employees' personal property, including lockers, tool boxes, desks, purses, briefcases, packages, computers, electronic devices, cabinets and vehicles brought onto school property, school buses, or to school sponsored-events. Inspection of electronic devices includes inspection of all types of devices (computers, laptops, iPhones, iPads, Blackberries, cameras, etc.) and the contents, such as emails, texts, photos, images, documents, and any other information contained therein, including all communications on the School's systems from/to an employee's private email account such as Yahoo, AOL, etc. Failure to cooperate with such inspections is a violation of this policy.

### **Insubordination**

We expect every employee to follow the reasonable and lawful instructions of supervisors and other management officials. Failure to do so constitutes insubordination and may result in immediate dismissal. ethics

### **Interaction, Conduct, and Ethics Standards Required of All Employees**

As employees of an educational institution, you are held to a higher standard of professionalism by parents, students, colleagues, and members of the public. We support and endorse a strict policy of respect toward students and expect employees to abide by a professional, moral, and ethical standard of conduct and model good citizenship for students, parents, and the community. Students typically respond better to faculty and administrators and evidence greater levels of respect when appropriate expectations are established right from the beginning of the relationship.

The interactions between employees and students, on and off School property and during or outside of school hours, should be based on mutual respect and trust and upon an understanding of the appropriate boundaries between adults and students. Many of our employees have contacts with students who attend other schools, through coaching, club activities, academic competitions, etc., and this policy applies to those relationships as well. Even if a student participates willingly in an activity, boundary crossing interactions between employees and students (regardless of the student's age) are a violation of this policy. All employees are expected to accept responsibility for their conduct and should understand that they are representatives and ambassadors of the School 24/7.

Employees are encouraged to discuss questions and concerns with their Administrator whenever they are unsure whether particular conduct may constitute a violation of this policy. Employees must understand that even an appearance of inappropriate relationships will adversely impact their effectiveness in the school environment. If you are not sure whether a particular comment or action may be appropriate, it is far better to avoid the behavior than risk negative consequences.

This policy is intended to guide all employees in conducting themselves in a way that reflects the high standards of behavior expected by our school community and the public. This policy is not intended to restrain appropriate and positive relationships between our employees and students, but to prevent relationships that could lead to, or be perceived as, inappropriate.

#### Guidelines for Maintaining Appropriate Professionalism:

- Be wise and thoughtful in all of your interactions with students, avoiding any communication or activity that could create the appearance of being too friendly, too close, or having too frequent personal conversations or meetings with a student.
- All meetings and interactions should be visible and transparent. You should not meet one-on-one with students in giving lessons, having meetings, or other activities. If you end up one-on-one (such as when only one student shows up for an after-school help session), then think about how you can

- bring transparency to the situation. Put your chair and the student's chair in an area where the door/window is available; keep the door open; bring in another adult if possible; and notify your Administrator of the situation.
- Always treat a student with respect and dignity, even when they are being difficult. If a student does not follow directions, clearly communicate your instructions and, if the student does not listen or respond appropriately, take appropriate action. For example, separate the student from the group; walk up to the student to ensure the student clearly sees you communicating with him/her; remove the student from the activity; communicate with the parent after the event; write a counseling report; etc. You may always contact your Administrator for assistance. Of course, physically moving, grabbing, touching, or hitting a student, or grabbing something from a student, with aggression or because of frustration is never acceptable. Nor is physically threatening a student with words or objects.
  - If touching is appropriate to the instruction, such as dance, music lessons, and so on, explain at the beginning of instruction with students and parents why, when and how, you might touch a student. Before using touch in instruction, use alternatives such as demonstration (for example, your own wrist placement) or verbal description (such as explaining the position or movement of the body part). Keep touch brief and what is appropriate and necessary for the instructional point (such as moving a student's hand for proper finger placement on the musical instrument and only after asking permission to do so), remembering context, gender and age. For example, before touching a student you might ask: "May I adjust your wrist so your hand stays more horizontal?" If a student appears or states that he or she is uncomfortable at any time, immediately cease the contact and report the incident to your Administrator or the Head of School.
  - Avoid giving students rides, except in emergency situations (in such case, report (phone call, text, or email) the situation to your Administrator as soon as practical and make every effort to enlist the assistance of another adult or student, recognizing that the welfare of the student takes precedence);
  - There are times when the use of appropriate physical contact in a public setting to show support and encouragement toward students who are receptive to this form of expression is appropriate. However, always exercise good judgment and never force any physical contact. Examples of brief and appropriate displays of affection may include:
    - Side-hug;
    - Holding hands while walking with small children;
    - Holding hands with small children when they are upset;
    - A pat on the back;
    - An arm around a shoulder;



- Hand-shakes; and
- High-fives, hand slaps, and fist bumps;
- Sometimes students initiate physical contact with you, such as full frontal or “bear” hugs. When this occurs, gently redirect the student to equally positive, but more appropriate forms of interactions, such as shaking hands, high fives, fist bumps, side-hug, etc.
- Ensure that all communications with students are professional and related to an appropriate purpose, including oral or written communications; telephone calls; electronic communication (such as texting, instant messaging, e-mail). Electronic and online communications with students, including those through personal devices, must be accessible to the administration and professional in content and tone. Swearing, making inappropriate sexual, racial/or ethnic comments or telling or listening to off-color or sexual jokes or stories is never appropriate.
- Other than the use of group texting tools, such as Remind, Class Parrot, etc., for group communications between the teachers and the class regarding schoolwork and events (such as homework updates, upcoming school events, reminding the class of upcoming tests, etc.), texting between employees and students should be the rare case and not the general rule. Limit texting to matters that need immediate communication, such as changing a time of location or practice, during a field trip when you and the student are trying to locate each other, and so on. Phone numbers should be requested and shared only for legitimate school reasons.
- Emails should be through the School’s system and used to convey information or respond to a question. Emails should not be used for feedback on student performance. You should never email a student on your personal email.
- Texting and email should take place during school hours (including school activities) and when possible another adult should be included on the communication (such as a parent or administrator). Remember that these forms of communication can be taken out of context easily; stay professional.
- Use only school sanctioned social media. Employees shouldn’t initiate or accept friend requests or follow a student on social media. Employees shouldn’t create a social networking site and then invite students to view or permit them to participate in the site. Social media should not be used to communicate with a student.

Examples of Inappropriate, Boundary Crossing Interactions and Communications with Students:

This list is not all inclusive and other, similar activities should also be avoided:

- Encouraging or allowing students to call you by an inappropriate nickname or calling or referring to a student by an inappropriate nickname, term of endearment, pet name, etc. – use the student’s given/preferred name;
- Touching students or their clothing in non-professional ways or inappropriate places, or touching a student with aggression, in frustration, or when you are highly emotional;
- Making too personal comments to students (about their clothing, hair, nail polish, personal habits, etc.);
- Invading personal space; standing or sitting too close; maintaining intense or lingering eye contact;
- Giving or exchanging gifts, cards, or letters with an individual student or students;
- Excessive attention toward a particular student or students;
- Inviting or allowing students in your home;
- Visiting a student in their home or other location when the parents are not present;
- Socializing or spending time with students (including but not limited to activities such as going out for meals, movies, shopping, traveling and recreational activities) outside of class or school-sponsored events;
- Taking students off school property other than for approved field trips and school activities;
- Suggesting or permitting students to sit on your lap at any time;
- Engaging students to complete personal errands for you;
- Discussing the personal affairs of other students or your colleagues;
- Fostering, encouraging, or participating in inappropriate emotionally or socially intimate relationships with students in which the relationship is outside the bounds of the reasonable employee-student relationship and in which the relationship could reasonably cause a student to view the employee as more than a teacher, administrator, advisor, etc.;
- Disclosing personal, sexual, family, employment concerns, or other private matters to students;
- Unnecessarily invading a student’s privacy (such as using the boys’ or girls’ restrooms when any students are present);
- Visiting students to “hang out” in their hotel rooms when on field trips or sporting events;
- Showing pornography to students;
- Providing alcohol or drugs – either prescription or illegal (except for medications provided in accordance with School policy on medication administration) -- to students; and
- Engaging in any romantic or sexual relationships with students, including asking on a date, dating, flirting, sexual contact, kissing, inappropriate

physical displays of affection, speaking with innuendo, banter, or allusions to suggest a relationship or sexual subjects, or sexually suggestive comments between employees and students, regardless of whether employee or student initiates the behavior, whether the relationship is consensual, or whether the student has parental permission.

If you are an employee who is also a parent of a student at our School, you are expected to address perceived problems or alleged inequities by other students (bullying, etc.) in the same way all other parents are to address such actions. Report the problem to the appropriate administrator. Do not take personal action to address the situation.

We certainly encourage close relationships between employees and students. However, *all* after-school and away from campus contact with students (including transporting students in a staff member's vehicle, babysitting, going to dinner, etc.) must first be cleared with the Head of School in each specific instance. In cases where the employee is offering services (such as babysitting, transport, etc.), the parents must submit a properly completed "Release" form available in the Business Office. It is the responsibility of the employee to ensure that the form has been submitted and clearance has been obtained from the School. An exception to this is when employees interact with students outside of School as a result of the employee having children who also attend the School. In those circumstances, employees should be cognizant of their behavior, language and interactions when other students who attend the School are present. Employees should also strive to have more than one adult present if students of the School are staying at their home overnight. Employees must remember that even when acting in the role of parent, they still represent the school and must ensure that all interactions are professional and appropriate.

**Reporting Procedure:** If you have information that raises the possibility that an employee has engaged in inappropriate behavior or misconduct that might affect the health, safety, or welfare of a student, you must notify one of the following individuals immediately. In addition, employees must report any awareness or concern of a student's inappropriate or questionable behavior. If you are unsure whether a particular action or comment is inappropriate, you should err on the side of caution and report the concern.

1. Head of School
2. Executive Director
3. School Psychologists

Do not attempt to resolve the situation yourself. It is vital that one of the individuals above be notified so that the School can handle the situation appropriately. Failure to

report inappropriate behavior or misconduct that may affect the health, safety, or welfare of a child may result in discipline, up to and including termination.

If you have information that raises the possibility that an employee has engaged in child abuse, you must report such concerns as set forth in the school's Child Abuse Reporting Policy. Failure to do so may result in discipline, up to and including termination.

Employees who make a good faith report of a suspected violation of this policy or who cooperate in inquiries or investigations related to the investigation of a report, shall not be penalized in any way. If you believe that you have been retaliated against for making a report under this policy, you must immediately report that concern to one of the above individuals. In addition, you should note that Florida's child abuse reporting law (Fla. Stat. 39.203) provides immunity to persons who report actual or suspected cases of child abuse in good faith.

In addition, as a part of every employee's obligation to keep children and our campus safe, if you have information reflecting that any person who may regularly or periodically visit the school's campus (student, employee, parent, spouse of an employee, family member, volunteer, or contractor) has been accused, arrested, or convicted of any type of potential abuse or sexual misconduct toward any other person, you must immediately report such information to the Head of School.

**Timing of Reports:** Reporting of complaints or concerns should be made promptly so that rapid and constructive action can be taken. Therefore, while no fixed reporting period has been established, we expect employees to make reports as soon as they have reason to believe that an employee's conduct may affect a student's health, safety, or welfare. In addition, even if you are currently hearing about an employee's alleged past misconduct, you must report your concern so that the School can investigate the situation and ensure that appropriate action, if any, has been taken. If the information that you have to report involves the potential of child abuse, please refer to the reporting guidelines under the separate Child Abuse Reporting Policy in this handbook.

**Investigatory Process and Confidentiality:** The administration will assess the information provided and will investigate reports of misconduct. The investigation will be tailored to the report and may include individual interviews with the complaining individual, the person accused of inappropriate conduct and, where necessary, with individuals who may have observed the alleged conduct or may have relevant knowledge. The School will attempt to maintain confidentiality of the information to the extent possible, consistent with the School's obligations to properly investigate.

**Disciplinary and Other Related Action:** The School will discipline any individual found to have engaged in inappropriate behavior or misconduct that may affect the health, safety, or welfare of students. In addition, the School will discipline any person whom it determines was aware of the circumstances and failed to report it. Moreover, to the extent that the individual who knowingly failed to report such misconduct holds a Florida teaching certificate, the Florida Education Practices Commission may suspend the educator's certificate for such failure.

**Employer References:** Only authorized management personnel of the School are permitted to respond to requests for references from potential employers regarding a current or former employee. Any person authorized to respond to such references who does so at the request of a prospective employer or the current or former employee will be immune from liability pursuant to Fla. Stat. 768.095, as long as such response is truthful and not intended to violate the current or former employee's civil rights.

**Employer immunity from liability; Disclosure of Information Regarding Former or Current Employees:** An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under chapter 760.

### **Investigation of Misconduct**

To protect our employees and our students, the School must be able to investigate suspected or alleged misconduct. Employees are required to cooperate and to assist the administration to the fullest extent possible in investigating misconduct, whether their own or another's. Such cooperation and assistance includes, without limitation, being completely honest (including, providing all facts, documents, and information in the employee's possession or control or which the employee has knowledge of), and submitting to searches and/or drug and alcohol tests, if requested to do so. An employee's failure or refusal to cooperate and assist in any investigation, including, without limitation, dishonesty, or a refusal to submit to a search or drug and alcohol test, if requested to do so, is grounds for discipline, up to and including immediate termination.

If an employee fails or refuses to cooperate or assist at any stage of an investigation into the employee's own suspected or alleged misconduct, the School also reserves the right to proceed without the employee's statement or cooperation and to make a decision based on all reasonable inferences from the employee's failure or refusal to

cooperate (including drawing an adverse inference) and information from other sources. The employee's failure or refusal to cooperate remains a separate grounds for discipline, up to and including immediate termination.

### **Leaving the Building**

In general, faculty members may not leave the campus during the school day. Any employee who must leave the premises during the school day **MUST** notify his/her Administrator and sign out - and back in - at the School Office.

### **Misuse of Property**

Our policy prohibits the misuse or use without authorization of the equipment, vehicles or other property of parents, students, vendors, other employees of the School.

### **Outside Employment**

It is important that other employment and outside interests do not interfere in any way with your job at this School. We expect that you will be careful that extra hours of work do not affect your performance here. If a second job is being considered (including teaching Hebrew School), you must discuss the matter with your Administrator, if applicable, or with the Head of School.

### **Overtime**

The School may periodically schedule mandatory after-hours or weekend work in order to meet School needs. We will attempt to give you as much advance notice as possible, and we expect that all employees who are scheduled to work after hours or weekends will be at work, unless excused by their Supervisor.

### **Parking**

So that we have sufficient parking for our visitors, we require all of our employees to park their vehicles in the area designated for employee parking. If you have any questions as to where you should park your vehicle, please ask your Administrator. Each car must have a Staff parking decal displayed on the front windshield. All cars without a decal are subject to being towed at the owner's expense. Parking places at some locations on campus are assigned according to seniority. Employees must park in assigned parking places.

Entry into the high school parking garage is made by a remote control device. These may be obtained from the school office. Parking is available on a first-come, first-served basis. Lost remote controls can be replaced for a charge of \$25.00.

### **Personal Appearance**

All personnel shall dress in a professional, job-appropriate fashion that reflects the school's values and traditions.

Women are to dress in skirts or dresses, and the length or the slit shall not be above the knee. All shirts or tops should have a sleeve that ends at least at the elbow and should have a modest neckline. Nose piercings are strongly discouraged.

Men are to wear a dress shirt with a tie, and slacks. No shorts or sleeveless shirts are permitted. Piercings are strongly discouraged.

Shoes with a closed back and rubber soles are required for Early Childhood Teachers and Maintenance Workers and are strongly recommended for all other staff.

### **Personal Telephone Calls and Visits**

We have a limited number of telephone lines at the School and it is essential that we keep these lines open for School-related calls. Therefore, we ask our employees to refrain from making or receiving unnecessary personal calls. **Cell phones may not be used by employees during the work day except for emergency situations.** If such a need arises, please find a secluded location. Cell phone must be off or in vibrate mode during school hours. No Bluetooth apparatus should be used.

Visits by friends, relatives, or children can be disturbing to our operations. Therefore, we strongly discourage such visits during work hours. Employees who have children attending the School should ensure that appropriate child-care arrangements, including after school care, have been made.

### **Children of Employees on Campus**

As a school, we try to accommodate the needs of our employees, when possible, relating to child care issues. We currently provide an infant room and toddler room for young children of our employees at a reduced rate. In addition, many employees have children enrolled in our academic program.

Please remember, however, that if your child is ill or otherwise unable or ineligible to participate in the school's child care or academic program, it is not appropriate for your child to be with you during the work day. Moreover, it is not appropriate for you to bring your child to your (or anyone else's) working area, classroom, or office during your working hours. In addition, it is not appropriate for you to bring your child to faculty meetings, to work on teacher work days, to parent-teacher conferences, or any other time or event in which you are expected to be at work as an employee. As in any other employment situation, your responsibility during your working day or during after school activities is to the school. Although we have been more flexible in the past with employees in these types of situations, we have come to realize that having children of any age in the working areas is disruptive to our operations, distracting not only to the parent but to other employees, and does not create the professional impression that we strive to achieve.

Therefore, if your child becomes ill or is unable or ineligible to participate in the school's programs, you need to make arrangements for the child to be picked up by a family member or other appropriate child care provider, to be taken home (if old enough to stay alone), or you need to make arrangements to go home to care for your child. These arrangements should be made within an hour or two of the circumstances giving rise to the child not being able to participate in the school's services or programs. The time that you are away from work will, naturally, be charged against your personal and/or sick time accounts.

Finally, we want to remind everyone that employees are responsible for ensuring prompt payment of all tuition and fees relating to any level of participation by the employee's child in our school. If the employee fails to stay current regarding such financial obligations, the employee's child is subject to removal from the school unless the employee makes satisfactory written arrangements with the business office.

### **Personnel Records**

Upon the commencement of employment, employees are required to provide certain information and complete certain documents for the Department of Human Resources.

If eligible, employees may enroll in the health insurance, disability insurance, dental plan, vision plan and/or pension plan. The complete description of these benefits can be found in the "School Benefits" section in this handbook. Forms for enrollment in the various insurance programs are available in the Director of Business and Human Resources' office.

To keep personnel records up to date, to ensure that the School has the ability to contact each employee, and make certain that the appropriate benefits are available,



we ask that each employee notify us as promptly as possible of any change of name, address, phone number, marital status, number of dependents, or other applicable information. In addition, faculty members must ensure that the Director of Operation, Business and Human Resources has up-to-date certifications.

Finally, personnel files are locked in the School's Director of Operation, Business and Human Resources office to ensure maximum confidentiality. Contact the Director of Operation, Business and Human Resources to schedule an appointment to review your personnel file.

### **Photography of Students**

It is generally unacceptable for an employee to photograph any student unless such photograph is a part of the employee's duties and/or the Head of School has given specific permission for the photograph. At no time may names or images of students be maintained on personal devices.

An employee parent of a School student, of course, may photograph the employee's child and the child's School-related ceremonies and special School occasions.

An employee may not use, post, or otherwise disseminate any School student's name, photograph, image, voice, likeness, information, or video unless it is a part of the employee's job duties or specifically approved by the Head of School.

### **Performance Appraisal**

Teachers and assistants are observed during the school year both informally and formally. These observations are used to assist the teacher and the administrator in identifying strengths and areas to improve, and thereby, improving the delivery of classroom teaching and learning. Teachers are also encouraged to do peer observations within the school by contacting their administrator and setting up a schedule.

Each school employee is expected to make every effort to learn his or her job and to perform that job at a satisfactory level. However, if an employee's actions are not in line with established policy or guidelines, the employee will be guided and counseled to correct his/her actions. A fair and appropriate timeline with notification and a schedule for improvement will be designed to assist the employee. However, some actions may be of such a serious nature that dismissal may occur. Any employee who fails to maintain a satisfactory level of performance is subject to termination.

## **Public Relations**

It is of paramount importance that a positive atmosphere is present at all times in dealing with the parents and the public. Because our organization is a private school, we must constantly project the image of a school in which parents would be eager and proud to have their child enrolled. It is extremely important, also, that employees discuss school matters positively with parents and other staff members. It is imperative that telephone calls/emails from parents be returned within 24 hours. If at any time during the school year you feel that you have a legitimate complaint, or would like to discuss policy with the administration, we hope that you will not hesitate to do so. The administration will make every effort to ensure that all reasonable needs and desires of employees are met. You must avoid negative conversations with your colleagues or parents. Talk to your Supervisor or administrator instead.

## **Reference Requests**

All requests for information about current or former employees must be directed to the Head of School or Director of Human Resources for handling.

Typically, the School provides limited information to subsequent employers (dates of employment and position(s) held), unless the departing or departed employee signs the School's consent and waiver permitting the School to provide truthful information about the employee's prior employment. Any employee who responds to a reference request without first obtaining permission from the Business Office and will be subject to disciplinary action, up to and including termination of employment.

## **Social Media and Social Networking Policies and Procedures**

We understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. This policy applies to all employees who work for the School.

**In an effort to maintain professional relationships with students and parents and avoid bias, school policy prohibits employees from initiating or accepting invitations to “friend” or “follow” students, recent alumni (students who have graduated within one year regardless of age), former students under the age of 18, and parents, or other family members of students on any social networking site.** Remember that people classified as “friends” have the ability to download and

share your information with others. Employees should have privacy settings set to “only friends.”

### Guidelines

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with the School, as well as any other form of electronic communication. The same principles and guidelines found in the School’s policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects students, parents, donors, suppliers, or other people who work on behalf of the School or the School’s legitimate business interests may result in disciplinary action up to and including termination.

### Know and Follow the Rules

Carefully read these guidelines, and the School’s discrimination, harassment, and other conduct policies to ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

For example, if you post or say something online that makes another employee feel uncomfortable at work, your activity may result in an investigation and possible discipline. Employees must respect copyright, trademark, and all other intellectual property laws governing intellectual property owned by others, including the School. Employees are not permitted to post photographs of students or parents online. Employees are not permitted to disclose any confidential information of the School, employees, students, parents, or activities online.

As evidenced elsewhere in this handbook, the School expects all employees to be role models for our students and represent the School in a professional and appropriate way, both on and off campus. Photos or comments that contain references to sexual activity, drugs, drinking, partying, or other similar issues which are posted on any social networking or other Internet site that may be accessible to the public or our students are inappropriate and could lead to disciplinary action, up to and including termination of employment. Employees also should not be corresponding, contacting, or

communicating with students or parents on social networking sites unless the student is the employee's child or if the employee receives permission from the employee's division head for special projects or circumstances.

You should be careful when considering posting recommendations for colleagues. School policy requires that all recommendations pertaining to employees come from the Head of School. Therefore, we ask that you clear all potential recommendations and comments with the Head of School for anyone who is or was ever associated with the School.

### Be Professional

Always be professional with fellow employees, students, parents, suppliers or vendors who work on behalf of the School. Also, keep in mind that you are more likely to resolve work related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, vulgar, obscene, threatening or intimidating that disclose confidential information (such as pricing, medical information, donations, student disciplinary action) or that might constitute harassment or bullying. Examples of such conduct might include offensive posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or School policy.

### Be Honest and Accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors about the School, students, parents, donors, suppliers or vendors or other schools that you know to be false.

### Be Mindful of What You Post

Maintain the confidentiality of the School's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, curriculum, know-how and technology. Do not post internal reports, policies, procedures or other internal School-related confidential communications or information about students or their families. **Do not post pictures of students unless**

**you have received approval from your Division Director and it is on a School sanctioned site.** Post only what you want the world to see. Once you post something it may be available, even after it is removed from the site.

Do not create a link from your blog, website or other social networking site to a School website without identifying yourself as an employee. Express only your personal opinions. Never represent yourself as a spokesperson for the School.

**Employees should also be aware that the School periodically checks such sites and may determine that off campus behavior violates the School conduct code.**

### Using Social Media at Work

We do not permit employees to access social media and/or social networking sites while on School time or property unless the use has been authorized as school-related use and approved by your Supervisor. We have taken steps to block many of the social media/networking sites on our network, but technology will undoubtedly work faster than our IT Department. Therefore, even if you are able to access such sites during working time or on School property, you should understand that your activities are in violation of School policy and may result in disciplinary action.

Class activities must be limited to School-sanctioned online tools. If there are other online tools you believe are appropriate, consult with your Division Head. New social networking tools and features are being continually introduced which may or may not be appropriate for course use. The same care must be taken in choosing such tools as other tools and support materials.

Do not use your School email address to register on social networks, blogs or other online tools utilized for personal use.

### Social Media Account Ownership

To the extent an employee is authorized as part of his or her job duties to use social media account(s) to advance the School's interests, the School, not the employee, owns the account(s) and employees are required to return all logins and passwords for such accounts at the end of employment and as requested by the School during employment.

### Retaliation is Prohibited

The School prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this

policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

### **Sleeping and Inattention**

We expect every employee to be fully alert while on the job to ensure the safety of all employees and students and to properly fulfill our responsibilities. Therefore, we cannot tolerate sleeping or inattention on the job.

### **Smoking/Tobacco**

As stated elsewhere in this handbook, the School expects all employees to be role models for our students and represent the School in a professional way. Smoking and use of tobacco products is not permitted anywhere on the campus, in School buses or other School vehicles, or at School-related events. In addition, smoking and use of tobacco products is not permitted on any property surrounding our campus where such property is accessible to and/or can be seen by our students and parents. This policy also applies to electronic cigarettes, also known as e-cigarettes, e-cigs, digital cigarettes, alternative cigarettes and “vaping.”

### **Solicitation of Employees**

Solicitation by an employee of another employee during the working time of either employee for any reason is strictly prohibited. Distribution of advertising materials or other literature is prohibited in all working areas at all times. This policy does not include School-sanctioned fund-raising projects. Solicitation and distribution by non-employees is prohibited on School premises at all times. Please do not place any flyers or advertisements in faculty mailboxes without administrative approval.

### **Solicitation of Parents and Community Members for Personal Gain**

Staff members may not solicit support from parents or other community members in issues of employment and/or termination, or to request support in challenging a policy or procedure set forth by the school.

### **Telephone Usage by Employees**

Telephone use should be limited to school related business or necessary personal calls (doctor, dentist, checking on a child or spouse, who is ill, etc.). In an emergency, long distance calls can be made from the School office, but must be cleared by the office manager first and the long distance phone log must be completed. Please keep in mind

that we are a large faculty with few phone lines, many interconnected, so keep your calls brief.

### **Theft**

We do not tolerate theft in any form. In order to protect you, your co-workers, faculty, our students, and the School, we reserve the right to inspect personal property as outlined in the Inspection Policy.

### **Timekeeping Procedures**

Unless otherwise notified, each employee is required by Federal law and by this School to keep an accurate record of his or her hours worked each day and each week. Your Supervisor will advise you how you are to record your time, either on a time card or a hand-written time sheet. We expect you to record on your time record all time that you work for the School. Working "off the clock" is strictly prohibited. If any administrator or supervisor directs you to, or suggests that you should, perform work while not "on the clock," you must notify the Director of Operation, Business and Human Resources immediately. All time spent working must be reported on the employee's time record.

Your obligation to accurately record all hours worked does not relieve you of your obligation to obtain advance approval from your Supervisor *before* working overtime or hours beyond your regular work schedule. Employees who work beyond their regularly scheduled work hours, including overtime or off-schedule hours, without prior authorization by their supervisor are subject to disciplinary action, up to and including termination of employment.

Any changes or corrections to your time card or time record must be initiated by you and your Supervisor. Under no circumstances may any employee punch another employee's time card.

### **Unlawful Activity**

No employee may engage in any unlawful activity (whether prosecuted or not) either on or off the job.

### **Use of Photographs, Videos, Images and Voice Recordings**

Each employee consents to the School's creation and use of photographs, videos, images, or voice recording of the employee (both individual and group) in any of the School's publications, written materials or website without prior consent or compensation. Employees also consent to the recording and distribution of the

employee's identity, voice, and image in instruction or presentations as may be deemed appropriate in the School's discretion.

### **Use of Surveillance Equipment**

The School utilizes surveillance video cameras in its non-private areas to assist in student and employee safety and security twenty-four (24) hours a day, year-round. Aside from bathrooms and locker rooms, the School retains the right to conduct video surveillance of any portion of the School's property, which includes all persons and property located anywhere on School property, including, without limitation, parking lots. Therefore, aside from bathroom and locker rooms, please be on notice that your activities are being recorded and may be monitored. These video recordings are the property of the School.

Employees are prohibited from tampering with, disabling, or otherwise interfering with surveillance equipment or video recordings. Violations will be subject to disciplinary action, up to and including termination.

### **Whistleblower Policy**

The Code of Business Conduct and Ethics requires all employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. The School expects all employees to practice honesty and integrity in fulfilling their responsibilities and to comply with the Code and with all applicable laws and regulations.

This Whistleblower Policy is intended to facilitate the reporting of violations or suspected violations of applicable laws or regulations or of any of School's policies. It is the responsibility of all employees to report any such violations or suspected violations in accordance with this Whistleblower Policy.

1. What types of violations or suspected violations are covered by this Whistleblower Policy?

We strongly encourage the prompt reporting of any of the following violations or suspected violations: questionable accounting, internal accounting controls, or auditing matters; violations of local, state, or federal laws or regulations; violations of the School's harassment, discrimination, drug and alcohol, interactions with students policy, violations of the School's Code of Business Conduct and Ethics.

2. How do I report a Violation?



Employees are strongly encouraged to raise their concerns about violations or suspected violations by submitting them in the form of a complaint to the Head of School. However, if for any reason an employee is not comfortable speaking to the Head of School or does not believe the issue is being properly addressed, the employee may contact the Business Manager or the Chair of the Board of Trustees. All complaints should be in writing and should include a full statement of the acts or omissions, along with relevant dates, forming the basis of the complaint. In addition, the complaint should state that it is being made pursuant to this Whistleblower Policy.

To facilitate the investigation of the complaint, the complaint should include contact information for the person making the complaint. Reports of concerns and investigations pertaining thereto, shall be kept confidential to the extent possible. However, consistent with the need to conduct an adequate investigation, complete confidentiality cannot be guaranteed. An employee submitting a complaint on a confidential, anonymous basis is not required to include contact information, but should be aware that the nature of the concerns may lead to the identification of that person as the source of the complaint.

### 3. How will reported Violations be investigated?

The School will assess every complaint submitted under this Whistleblower Policy and determine the appropriate next steps, including investigation and resulting corrective and/or disciplinary actions, if appropriate.

### 4. Will my employment be terminated if I report a Violation under this Whistleblower Policy?

This Whistleblower policy is intended to encourage all employees to raise serious concerns within the School for investigation and appropriate action. With this goal in mind, the School DOES NOT permit retaliation (for example, disciplinary action, demotion, or job termination) or discrimination of any kind against any individual who submits, in good faith, a complaint under this Whistleblower Policy. Moreover, an individual who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including termination of employment. At the same time, employees are expected to act in good faith. Good faith means that the employee has reasonable grounds for believing the matter raised is a Violation. Reports made not in good faith will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment. Depending on the circumstances, such conduct may give rise to other actions, including civil or criminal lawsuits.

## **FACULTY POLICIES**

## **Faculty Members**

### **General Duties**

1. Prepare and implement appropriate long range goals and objectives within the assigned developmental level, grade level and/or curricular area.
2. Establish, implement, maintain, and evaluate the learning environment in which the spiritual, emotional, psychological, academic and social needs of the students are met.
3. Conduct, on a day-to-day basis, classroom instruction relevant to the attainment of prescribed written goals and objectives.
4. Develop and fulfill the requirements of the religious, academic and education programs of the Academy.
5. Cooperate with colleagues and Administrators in the total operation of the program.
6. Uphold the Vision, Mission and Beliefs of the Academy, both within the School community and in the community at large.

### **Specific Duties**

1. School's mission, goals and objectives:
  - a. Know and embrace the School vision/philosophy, goals, and objectives.
  - b. Understands the spiritual, academic, emotional, psychological and social needs and background of each student. (The early childhood teacher has the added responsibility of obtaining this information for school/center records since he/she is the first faculty member to greet the majority of new students to the school/center).
  - c. Prepare specific learning goals (long range) and objectives (short range) for students within the designated developmental level, grade level and/or curricular area as specified in the Curriculum Guide. Implement the learning goals (long range) and objectives (short term) through appropriate lesson plans and daily instruction

within the designated developmental level, grade level and/or curricular area.

- d. Provide individual accommodations per established accommodation plan for students with special learning requirements.
- e. Carry out supervision responsibilities as designated by Administration; this includes, but is not limited to, substitution, lunch room duty, carpool supervision, trip chaperoning, classroom coverage, media center supervision, etc.

2. The ideal learning environment:

- a. Create and maintain a learning atmosphere which affirms the dignity of the student.
- b. Evaluate and modify, on an on-going basis, teaching techniques and strategies relevant to the progress of each student.
- c. Establish a classroom environment that employs brain-based learning strategies and the recognition of learning styles for differentiated learning.
- d. Maintain a classroom that is organized, clean and tidy, with up to date wall hangings.
- e. Display evidence of student learning.
- f. Renew classroom bulletin boards and display areas monthly.

3. Student development and needs:

- a. Confer with the Administration regarding the developmental levels and educational needs of students.
- b. Be aware of any particular medical needs that have a direct relationship with the student's health, well-being and behavior.
- c. Refer students for in-house guidance and counseling, when appropriate.
- d. Attend student staffing and contribute any significant educational, emotional and/or behavioral observations with regard to student changes or needs.
- e. Follow through on the accommodations and recommendations made for a student. See #1d – Specific Duties.
- f. Maintain up-to-date electronic records on each student's attendance and daily progress in each class. **This is a legal**

**responsibility!** This includes timely updates and parent communication through the school's electronic system.

- g. Provide grades and comments for report cards and progress reports by the deadlines set by the Administration.
  - h. Maintain records of mastery of learning goals so that semester progress reports and report cards can be completed in a timely fashion.
  - i. Determine and request appropriate materials and equipment to aid in the implementation of each student's educational program when assigned by the Administrator.
  - j. Maintain optimum condition of learning materials, furniture, computer hardware, assigned classroom space.
  - k. Communicate with each student's parents to assure that the parents are fully aware of the academic as well as the social progress being made by their children.
  - l. Assist with the supervision of all students and assume responsibility for supervision of all students anywhere on the property and at all school related activities on or off campus.
  - m. Create sub-groups of students in specific subject areas based on diagnostic testing, their needs and talents, and/or enrichment.
  - n. Work with professional staff members, such as, but not limited to, counselors, specialists, and library media specialists, on implementing goals and objectives for students.
  - o. Assist in planning and participate in any outside activity, event, and/or field trip, whether it is for the entire student body or for students in a particular age and developmental level, grade level and/or curricular area.
  - p. Integrate computer education and technology, where appropriate, into the curriculum.
  - q. Assist in the determination of appropriate levels and course choices for students by conferencing with the Administration.
  - r. Create a summer school recommendation list for the appropriate administrator in a timely manner.
4. Social Community
- a. Attend faculty meetings, staffing, assemblies, parent-teacher conferences, State of the School address, and other significant school functions and events as by the Administration.

- b. Become familiar with and uphold the philosophy, goals, policies, and procedures stated within this Handbook, CAJE, the Florida Department of Education, SACS, NAEYC, AISF and any other relevant accreditation agency.
- c. Assist the Administration in preparing the instructional materials/textbook budget by submitting requisitions for materials necessary to carry out the learning goals and objectives.
- d. Communicate and cooperate with staff members in other departments to promote a total community atmosphere.
- e. Work on curriculum committees to develop philosophy/mission, overall program goals and objectives, evaluation of curriculum and textbooks, assessment of students, and the scope and sequence of the curriculum.

### **Teacher Aides**

Teacher aides are directly accountable to their supervising teacher. The duties of the teacher aides include:

1. Run off copies
2. Buy and prepare snacks
3. Supervise outdoor play
4. Supervise lunchroom
5. Help teacher with everyday classroom procedures
6. Help with art activities
7. Supervise dismissal outside classroom
8. Help prepare for and arrange parties
9. Take care of attendance registers
10. Order supplies

### **Faculty Guidelines**

The following guidelines have been established for consistency and smooth functioning of the School:

1. Arrive at location of first responsibility by 7:45 a.m. and remain on campus until at least 4:20 p.m., unless otherwise specified in the Employment Contract.
2. Check faculty mailboxes, email and voice-mail at least two times each day.
3. Be punctual for class and coverage (e.g., lunch supervision, morning break, carpool duty and dismissal coverage).
4. Instruct classes for the entire duration specified by the schedule, and dismiss promptly with the bell, not before.
5. Ensure your classroom is clean and neat at the end of each class and each day.
6. Never leave your class unattended; you are legally responsible for the students. If an emergency arises, notify the office so coverage can be arranged. Always lock classroom doors and shut off lights when you exit.
7. Hold conferences with other faculty, Administrators, parents, or students in conference rooms, classrooms, or appropriate administrative offices. Conferences should never be held in the faculty lounge, front office or hallways.
8. Act in an advisory capacity to a small group of students, when applicable.
9. Be especially alert for, and report, intellectual dishonesty to Administration.
10. Do not permit students to grade the work of other classmates.
11. Watch for individual differences and learning styles, and implement appropriate learning strategies when applicable.
12. Communicate and be consistent with test dates.
13. Enforce all School policies in a consistent manner.

14. Attend official School functions when specified by the Head of School.
15. Set an example for students through personal conduct during and after school Hours, e.g., cell phones, food in classrooms.
16. Be on the School campus throughout the day. Faculty should be able to be located at all times. If for any reason a faculty member must leave for personal business, he or she will notify the direct Administrator, and sign out and sign in upon returning to school.
17. Attend teacher orientations, faculty meetings and planning before the school year begins for the entire time and schedule as notified by the Head of School.



## **Principles of Professional Conduct for the Education Profession in Florida**

### **Rule 6A-10.081, Florida Administrative Code, Principles of Professional Conduct for the Education Profession in Florida.**

(1) Florida educators shall be guided by the following ethical principles:

(a) The educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.

(b) The educator's primary professional concern will always be for the student and for the development of the student's potential. The educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.

(c) Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the educator strives to achieve and sustain the highest degree of ethical conduct.

(2) Florida educators shall comply with the following disciplinary principles. Violation of any of these principles shall subject the individual to revocation or suspension of the individual educator's certificate, or the other penalties as provided by law.

(a) Obligation to the student requires that the individual:

1. Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.

2. Shall not unreasonably restrain a student from independent action in pursuit of learning.



3. Shall not unreasonably deny a student access to diverse points of view.
4. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
5. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
6. Shall not intentionally violate or deny a student's legal rights.
7. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
8. Shall not exploit a relationship with a student for personal gain or advantage.
9. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

(b) Obligation to the public requires that the individual:

1. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
2. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
3. Shall not use institutional privileges for personal gain or advantage.
4. Shall accept no gratuity, gift, or favor that might influence professional judgment.
5. Shall offer no gratuity, gift, or favor to obtain special advantages.

(c) Obligation to the profession of education requires that the individual:

1. Shall maintain honesty in all professional dealings.
2. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
3. Shall not interfere with a colleague's exercise of political or civil rights and

responsibilities.

4. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.

5. Shall not make malicious or intentionally false statements about a colleague.

6. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.

7. Shall not misrepresent one's own professional qualifications.

8. Shall not submit fraudulent information on any document in connection with professional activities.

9. Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.

10. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.

11. Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.

12. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.

13. Shall self-report within forty-eight (48) hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and

943.059(4)(c), F.S.

14. Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), F.S.

15. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), F.S.

16. Shall comply with the conditions of an order of the Education Practices Commission imposing probation, imposing a fine, or restricting the authorized scope of practice.

17. Shall, as the supervising administrator, cooperate with the Education Practices Commission in monitoring the probation of a subordinate.

*Rulemaking Authority 1001.02, 1012.795(1)(j) FS. Law Implemented 1012.795 FS. History—New 7-6-82, Amended 12-20-83, Formerly 6B-1.06, Amended 8-10-92, 12-29-98, Formerly 6B-1.006, Amended 3-23-16.*

## **Responsibilities to Students**

As teachers, scholars, counselors, mentors, and friends, faculty and administrators can profoundly influence students' attitudes concerning professional competence and responsibility. Faculty and administrators should assist students to recognize their responsibility to advance knowledge, practice, and justice. Because of their inevitable function as role models, faculty and administrators should be guided by the most sensitive ethical and professional standards.

Faculty and administrators should aspire to excellence in teaching and administration and to mastery of their subjects and responsibilities. They should prepare conscientiously for class and employ teaching methods appropriate for the subject matters and objectives of their courses. The objectives and requirements of their courses, including applicable attendance and grading rules, should be clearly stated. Classes should meet as scheduled; or when this is impracticable, classes should be rescheduled at a time reasonably convenient for students, or alternative means of instruction should be provided.

Faculty and administrators have an obligation to treat students with civility and respect, and to foster a stimulating and productive learning environment in which the pros and cons of debatable issues are fairly acknowledged. Faculty and administrators should nurture and protect intellectual freedom for their students and colleagues.

Evaluation of student work is one of the fundamental obligations of faculty and administrators. Examinations and assignments should be conscientiously designed, and all student work should be evaluated with impartiality. Grading should be done in a timely fashion. A student, who so requests, should be given an explanation of the grade assigned.

Faculty and administrators should be reasonably available to counsel students about academic matters, career choices, and professional interests. In performing this function, faculty and administrators should make every reasonable effort to ensure that the information they transmit is timely and accurate. When in the course of counseling, a faculty member or administrator receives information that the student may reasonably expect to be confidential, the faculty or administrator should not disclose that information, unless required to do so by a School rule or applicable law. Faculty and administrators should inform students concerning the possibility of such disclosure.

Discriminatory conduct based on such factors as race, color, religion, national origin, sex, sexual orientation, disability, age, or political beliefs is unacceptable. Faculty and administrators should seek to make the School a hospitable community for all students, and should be sensitive to the harmful consequences of professional or student conduct

or comments in classroom discussions or elsewhere that perpetuate stereotypes or prejudices involving such factors.

### **Supervision of Children**

Students of any age should never be left unsupervised. Teachers should leave their classroom only in emergency situations. Phone calls, whether personal or with a parent, should never be made or taken during class time. It must be understood that any time a teacher leaves his/her classroom, someone must be responsible for the welfare of the students. Therefore, if an emergency should require a teacher to leave the room, the teacher involved should make sure another teacher, without a class obligation, has taken the responsibility for covering his/her class. The office should be notified immediately. This is for your protection. Also, teachers should use good judgment and take every precaution for the safety of the students. Any teacher who neglects using good judgment in his/her classroom is liable for suit if a student is injured. It is the teacher's responsibility to inform the office promptly if a student is injured within his/her classes or during his/her time of duty. Appropriate paperwork must be completed.

#### Lower School

No child should be left unsupervised at any time. If you need assistance, use the telephone to call the office. Teachers should take whole-class bathroom and water fountain trips during the first weeks of school to teach appropriate rules and health habits. All children should be escorted to the bathrooms by their teacher or assistant. Teachers are responsible for the health and safety of their pupils. Therefore, they should supervise their classes at all times unless relieved by another adult. There can be no deviation from this regulation. Head counts should be taken each time children are taken from one area to another.

### **Classroom Visitors**

Under no circumstances are non-staff adults or students permitted to be visiting in a classroom without prior permission from an Administrator. This includes children of faculty members that do not attend the Academy. Parents need teacher and Administrator approval to visit a classroom. All visitors report to the office to be checked in, and receive a badge indicating that s/he is a "Visitor." If you notice anyone (including vendors, parents or other employees) who are not wearing this label, please direct them to the School Office and notify the School Office and/or security. It is important to note that students from other schools or students that have attended our school cannot visit classes for the day or any portion of the day without the permission of the Administration, Head of School or Director of Admissions.

## Homeroom Teacher Guidelines

The main purpose in having a homeroom system is to eliminate many of the minor problems that occur during the school year. The homeroom teacher is to be in the classroom and available promptly. All students must go directly to their home room upon arrival. All homeroom teachers are responsible for the corridor and/or outside areas near their homeroom.

Other duties of the homeroom teacher include:

1. Attendance Check - take attendance, receive notes for student absences and send tardy students for late slips. Attendance should be sent to the School office. Daily attendance is to be taken by the teacher. This duty is not to be delegated to a student. At the end of each quarter, entries are made in the register, in pencil. After approval by the teacher in charge of registers, they should be completed in black ink.
2. Clothing Check - This is the time to check any student who has arrived at school dressed improperly. It is important that the student be disciplined immediately. Every period and every day that goes by without reprimand increases the problem. Student dress requirements have been sent to parents. Make sure you know what the requirements are.
3. Informal Counseling - The homeroom teacher will take the place of a faculty advisor with informal counseling on all subjects. It will be your responsibility to keep track of the students in your room.

## Internal Class Coverage and Substitutes

A teacher may be assigned to monitor or provide coverage for one or two periods during the school day when a regular substitute cannot be provided. Each teacher in grades 1 through 12 is assured one planning period per day, unless other contractual arrangements have been made. Other unscheduled time may be reclaimed by Administration for miscellaneous duties.

If a substitute teacher is needed in case of emergency, please inform the appropriate individual in your department as soon as possible. Keep lesson plans, supervision schedules, and seating charts available for substitutes. For a planned absence, complete the absence request form and submit to the Administrator prior to the date of planned absence.

## Attendance Records & Procedures

The first period of the day teachers shall accurately record student attendance. Middle School and High School teachers are responsible for recording attendance at the beginning of each class period. First period teachers are also responsible for checking the appropriate dress code of their students and should fully familiarize themselves with the dress code requirements as listed in the Student Handbooks.

Division administrators shall be responsible for the students' regular school attendance. The school must be informed as to the reasons for any student's absence. Students shall not be released from school except in cases of emergency, and then only with permission of the parent/guardian.

A student is tardy if s/he arrives after 7:50 A.M. The parent/guardian of the student should call the school office before 9:00 A.M. advising of the student's anticipated absence from school that day.

School secretaries should call parents of all students that are absent first period to notify parents that a student is not in school.

### **Dismissal**

Under no circumstances may a child be released to anyone other than the parent/guardian listed on the student's attendance record without express permission of the parent/guardian. During the school day, teachers should not release any student until receiving a call or a signed note from the School Office.

Extraordinary care should be taken with regard to early dismissal. Parents presume their child is under the care of the School during school hours. Consequently, a student should be released early only with the explicit knowledge of the parent/guardian. Students should not be detained after school without the knowledge of the parent/guardian. Generally, they should not be detained so as to interfere with bus or transportation schedules.

### **Communication with Parents**

Teachers are requested to establish a professional rapport with the students' parents. The school is responsible for reporting student progress to the parents on a timely and regular basis. Reports to parents will be provided in a variety of forms that will keep parents aware of each student's skills, abilities, and overall progress in school. In the event of a family where parents are divorced or separated, both parents should receive all communications, if the court permits.

## **Methods of Communication**

The following methods of communication are required:

1. **Communication Records:** Teachers are required to keep a communication log and record conference notes whether communication took place by phone, in person, by email. Communication Records will be requested during the course of the year, if necessary.

Return calls or emails must take place within 24 hours of the time the call was placed or/and the email sent. Messages left on an answering machine do not substitute for a direct call to a parent/guardian.

2. **TeacherPlus Gradebook:** Teachers are required to keep track of student grades on a weekly basis utilizing GradeBook. Grades should be uploaded to the TeacherPlus portal at least once a week in order to keep parents apprised of their child's progress on a regular basis.

GradeBook postings do not replace personal communication between teacher and parent if a child is receiving a D or an F, or if an A/B student is slipping into the C-range.

The parent of any student who does not hand in three assignments in a row, must be called in addition to the GradeBook grade posting.

3. **TeacherPlus Portal:** Teachers are required to update their TeacherPlus Portal pages at a minimum of once per week, preferably daily. Pages should include grades, review sheets, links to relevant sites, homework assignments, notice of tests or quizzes, projects or long-term assignments, a syllabus or an outline of the curriculum including requirements of the course and grading policies.

4. **Parent Notification:** Do not let a problem build up or go on for a long period of time without communicating directly with a parent. The Administration and the parents need to hear about issues as soon as you become aware of a pattern or concern in order to rectify the situation. Teachers will not be permitted to fail a student without documented, prior, formal communication notifying that a student is in danger of failure.

5. **Parent/Teacher Conferences:** Formal conferences are held in the fall. On occasion, teachers need to confer with parents either prior to or after the designated conference for the purpose of discussing new concerns that may arise about the student. All conferences are to be documented and the documentation placed in the communication record.



Please do not hold informal conferences in the hallway, carpool line, at school events, etc.

6. **Back-to-School Night:** Within the first two weeks of school, an evening will be set aside for parents to visit the school and the classrooms, and to meet all of the teachers. The evening is set up to inform parents about the curriculum and for them to see the materials and resources used by the students. Since you will have just met the students, it will be impossible for you to provide informed assessments of them. Therefore, all conversations with regard to a student should be kept general.

7. **Happenings:** The Academy e-mails a weekly newsletter called Happenings. Teachers are encouraged to submit articles on a regular basis for consideration of publication. Each teacher must submit at least one article per year.

### **Parent/Teacher/Student Association (PTSA)**

The School is fortunate to have an active and highly supportive PTSA. During the course of the school year, the PTSA organizes fund-raising events and projects. Your support is very important and welcome. If you are approached to help out with a project, please help in any way that you can.

### **Lesson Plans and Grade Books**

Teachers are required to prepare lesson plans. Plan books and/or TeacherPlus may be checked by your Administrator and will be reviewed so that materials and support can be offered. The Plans should include items outlined and formatted by the Administration. Teachers are required to respond to questions and concerns noted on the lesson plans.

All assignments, tests, essays, etc. must be graded and returned to the student in a timely manner.

### **Expectations of Faculty Members Who Have Children at the School**

Children of faculty members should be encouraged not to stop by his/her parent's classroom during the school day. In addition, children should not be in the faculty lounge or offices. Please only discuss your child with his/her teacher during scheduled conference times.

Faculty children should remain with the parent before and after school until supervision is available. Please use the utmost discretion and confidentiality when discussing the school, and your child's particular classroom teacher and/or students in the community.

## **Student Handbook**

Teachers are expected to review the relevant Student Handbook policies with the students during the first week of school. Teachers should be familiar with, and assist in the implementation of, the policies and procedures set forth in the Student Handbook.

## **Playground**

When a teacher takes his or her class to the playground or field, he/she should supervise the students at all times. If there is more than one class on the playground at the same time, the teachers should spread out on different areas of the playground so that all of the students are being supervised at all times. The ratio of students to adults must be maintained. Playground time cannot be used as an opportunity for one adult to remain in the class to “tidy up” or do paperwork. Students may not engage in any activity which could cause harm to them or any other students. Children who are misbehaving should sit down next to you; do not divert your attention from all the other children. Any unsafe equipment must be immediately reported to the Head of School

## **FACULTY/STUDENT POLICIES**

### **Tests and Assessments**

#### **General Guidelines**

Assessment is done at the discretion of the teacher. There is no rule governing the timing, format or the number of assessments, but a sufficient number and variety should be given in a semester so that a fair evaluation of the student’s progress can be obtained. Assessment design needs to be sensitive to the varied abilities and learning styles of the students.

The type and purpose of final term examinations in the upper grades will vary with the teacher and the course. Examinations are a vital part of the learning experience provided to our students and they are to be given in every course at the end of each term.

Please provide sufficient notice for all tests and include a listing on TeacherPlus to this effect. Please adhere to the test-day schedule. Do not over-test. Each period-length test consumes valuable teaching time. Short, frequent quizzes are often a better way to evaluate the learning process than are fewer long tests.

## **Make-Up Tests**

Make-up tests for an excused absence may be given at the convenience of the teacher, upon the student's return to school. (Please note the High School policy for a make-up test in the High School Parent/Student Handbook.)

## **Final Examinations (Middle School and High School)**

1. Final examinations are to be administered at the end of each term. Exam dates and times will be indicated on the exam schedule distributed to teachers at least one week prior to exam week.
2. Establish complete silence during the examination, and be vigilant during the exam to avoid cheating.
3. Security of exams is important. Do not leave them unattended. Access to the Faculty Lounge should be limited for only teachers and administrators.
4. Teachers should review for exams during the week prior to the exams. It is highly encouraged to prepare a study guide to assist the students in preparation for their exam.
5. Other than reviewing for exams, making up missing work or completing study guides, no additional homework or papers should be assigned or due during the exam period.

## **Homework Policy and Guidelines**

Homework is given at the teacher's discretion. Please follow these guidelines in assigning homework:

1. All assignments should be varied, meaningful and have direct relevance to the curriculum.
2. The length of each assignment should be reasonable, keeping in mind that our students have 8 to 9 classes each day.
3. Research projects, longer compositions, etc., should be assigned with sufficient notice and posted on Ed Line to give students ample time to complete the work. Periodic reminders are useful for every age group.
4. Please avoid assigning work over weekends and Jewish holidays. Review work and reading assignments are acceptable. Long-term assignments that include weekends and long holidays are also appropriate. Since there are restrictions on the type of work that can be performed on the Jewish Sabbath and Holidays, please follow Administrative guidelines for the amount and type of homework that can be assigned over Jewish holidays and the Sabbath.

5. Homework should not be used as a punishment.
6. Homework should be checked and graded in a timely fashion. Students should not be permitted to check or grade the work of another student.
7. The question of homework not completed or completed at a sub-standard level should be handled by the individual teacher. It is assumed that the parent will be informed should this become a problem.

### **Absences and Homework Pick-Up**

Parents are requested to call the Absentee Hotline between 7:30 a.m. and 9:00 a.m. each day a child is absent. If they do not do so, they will be called by the School. It is recommended that teachers contact parents whose children are absent for an extended period of time (two or more days). Please provide the work for the day to the office when requested.

### **Tutoring**

**In general, teachers may not tutor their own students on campus or off campus, for pay.** Exceptions may be made with the approval of an Administrator. Teachers must inform Administration – in writing – if they are using school facilities for private tutoring before or after school hours, or during vacations. In addition, teachers may not to tutor

“one-on-one” behind closed doors.

### **Discipline Procedures General Guidelines**

Whenever possible, teachers should handle disciplinary matters within their own classrooms. If any student is having difficulty maintaining appropriate conduct in the classroom or in another area on campus, the parents should be informed by the teacher so that a mutually agreed course of action can be implemented to correct the inappropriate behavior.

If this course of action is not successful in changing the inappropriate behavior, Administration should be informed in order to assist the teacher in achieving the goal of proper behavior. Parents may be called in for a conference at this point, and more severe consequences might ensue.

### **Portfolios**

General Studies teachers should set up student portfolios in each classroom or subject. A portfolio is a collection of samples of student work, some selected by the students, some selected by the teachers. Samples of work from the beginning of the school year

establish the student's baseline performance level. Subsequent additions to the folder should demonstrate the student's progress and mastery. Samples should include written work, tests, homework samples, artwork, and so on. Portfolios are excellent tools to use when conferencing with parents.

### **Student Records**

Accurate and current files for each student must be maintained in the School office. Student records must always be handled in a confidential manner.

### **Student Evaluation Forms**

If you are asked to complete an evaluation form (for admission to the Academy, or transfer to another school, gifted testing etc.), please make sure it comes from the Administration. When the form is completed, return it to the Administrator. The School will mail these forms with the proper accompanying documents. Do not, under any circumstances, return these documents to the parents directly.

### **Separated/Divorced Parents of Students**

In the event the parents of a student are separated or divorced, both parents are equally entitled to all educational information and records relating to their child, unless a court order specifically limits the rights of a parent. If a parent asks the school not to provide the other parents with access or information, the teacher must refer the parent to the Administrator who will request appropriate court orders substantiating the limitation. Otherwise, both parents should be included in mailings (including report cards) and should be invited to attend parent-teacher conferences. If the parents are unable to be cooperative with each other, discuss alternative arrangements with your Administrator.

### **Cooperation with Law Enforcement Agencies**

The school shall cooperate fully with local, state, and federal law enforcement agencies, keeping in mind the rights of students and parents/guardians. If you are contacted by a governmental or law enforcement agency, you should immediately contact the Head of school.

Employees may, on occasion, be contacted by lawyers or be subpoenaed to appear in court proceedings relating to students or their families. In such cases, the employee should immediately, and before speaking with the lawyer or the issuing authority, contact the Head of School.

## **Field Trips and Transportation**

All field trips should be pre-approved through the Administration through the use of a Field Trip Form. All students traveling under the auspices of the school require written permission from the parent/guardian, proper supervision, and adequate insurance coverage.

At least 30 days before your trip, please email your trip and transportation information through the end of the school year to the Executive Director. No trip can take place unless notification has been received by the Director of Operation, Business and Human Resources at least two weeks prior to your trip.

Please be sure to include:

- Date of Trip/Event
- Location/Address
- Number of participants (students and chaperones)
- Mode of Transportation

Please provide the certificate of liability insurance from the place where you are going and ask them to name Greater Miami Hebrew Academy as an additional insured.

Once Permission Slips are collected, please scan them all and email it to Rachel Weinberger.

**Please remember, while chaperoning a student trip, that ALL food and meals during the trip MUST be KOSHER. This should not be compromised at any point in the trip. If you have any questions or uncertainties, please reach out to your division administrator or the Head of School.**

Ordinarily, field trips should be educational and directly related to the curriculum. Parents/Guardians should be informed at least one week in advance of the trip or outing and must give their written consent, as well as agree to the mode of transportation provided. These permission slips are to be kept on file for thirty (30) days.

The school does not assume responsibility for any bus or carpool transportation to or from school. Teachers should not transport students to or from any school related event or trip, and are discouraged from transporting students to or from school.

Parents may chaperone student trips only through Kindergarten after completing the Field Trip Chaperone Training Course. Teachers may not ask parents to chaperone field trips without prior approval of an Administrator.

## **Volunteers**

Any volunteers working with children, chaperoning field trips, or participating on overnight field trips, are required to have fingerprinting and background checks. The Administrators will advise the Director of Operation, Business and Human Resources of those volunteers and advise regarding the appropriate procedures.

## **Transportation**

The School does not assume responsibility for any bus or carpool transportation to or from school. Parents are fully responsible for the transportation of their children to and from school.

## **Solicitation, Distribution and Fund-Raising**

### **Student Fund-Raising**

Student participation in organized and approved fund-raising activities on behalf of the school may, with approval and permission of Administration, be conducted in the school. In each case there shall be a minimum of interference with the instructional program and a complete avoidance of coercion with regard to monetary contributions.

All other monetary collections among school children are positively prohibited unless authorized by the School. No child acting under School auspices may solicit funds for any purpose on the city streets, in public places, or on a house-to-house basis.

A percentage of all approved fund-raising activities should be allocated back to the Academy. All monies, cash or checks, collected must be turned in daily to the Business Office for safekeeping.

### **Soliciting Funds from Students**

Any direct solicitation of funds from students in school must be approved by the supervising Administrator. These activities are to be kept to a minimum and used only to educate students.

### **Distribution of Materials on Campus**

No promotional or information material may be distributed on campus by any person without the express consent of the Head of School. Flyers may not be posted in school,

sent home or distributed to a particular class or on a carpool line without permission from the Head of School.

### **Mailing Lists and Commercial Solicitation**

The School may not release lists of students, parents or staff to companies for direct mailing of promotional literature of a commercial nature.

## **HEALTH AND SAFETY POLICIES**

### **Dismissal for Emergencies**

Parents will be notified at the beginning of the school year concerning the method the School will use to announce crisis and emergency dismissal and/or cancellation of school policies. Administration, in the exercise of prudent judgment, will arrive at a consensus in deciding to dismiss students or to cancel school due to inclement weather or an emergency.

The School has established an emergency evacuation procedure. The School may dismiss early when there is sufficient reason due to an emergency or civil necessity. Every attempt will be made to announce weather bulletins (on radio and television stations) for hurricane school closing. The School will follow the decision of the public schools in MiamiDade County with regards to school closings and early dismissals due to hazardous weather conditions.

With regard to our school opening, the School has established a Hotline that all employees must access for the latest information. Call **305-460-3246**. It is up to every employee to stay apprised of the School's decision through the Hotline. We will also attempt to reach staff by posting up to date information on the school's website.

Hurricane make-up days have been built into the School calendar to accommodate any potential school closings.

### **Fire**

A sufficient number of fire drills will be conducted to acquaint the students, faculty and staff with proper procedures. An exact record of the date of drills and the amount of time needed to evacuate the building is to be kept in the School file.

Teachers are expected to know the Fire Drill Procedures in order to ensure the safety of the students. The first fire drill will be as early in the school year as possible. For all fire



drills, teachers must carry the attendance list for their classes and must take attendance.

**The following exit procedures are to be used:**

All classes should exit from their rooms and proceed to the area directed. Each class should line up at the area directed according to a diagram distributed at the beginning of the year. Administrative designee will check all classrooms and report to Security.

1. Classroom teachers must account for all members of their class when they reach the designated area. Teachers are to stay with their class and accompany them back to the room after the “all clear” is given. At the conclusion of the drill, students should return to their classrooms in an orderly fashion.
2. When leaving a room, the teacher should be sure that all doors are closed. Teachers whose rooms have adjacent lavatories are responsible for checking this facility to make sure no child is left behind.
3. Teachers should make sure that students are aware of these rules, especially the need to move quickly, but in a quiet and orderly manner. A copy of the evacuation map will be posted in each room.
4. If you discover a fire near your classroom, the nearest fire alarm pull-box should be activated. Teachers should familiarize themselves with the location of the nearest pull box.
5. File drill instructions will be distributed to High School staff members during orientation.

**School Closure or Modifications Due to a Force Majeure Event**

Should events beyond the control of the School occur, including, but not limited to, fire, act of God, hurricane, tornado, flood, extreme inclement weather, explosion, war (including armed conflict), governmental action, act of terrorism, risk of infectious disease, epidemic, pandemic, shortage or disruption of necessary utilities (water, electricity, etc.), the School has the discretion to close the School and/or modify its operations, curriculum, schedules, length of school day, length of school year, and/or ways/methods in which employees will provide services. During such an event, employees shall fully perform all duties and responsibilities as communicated to him or her by the School. Depending upon the modifications the School makes, if any, the School may in its sole discretion reduce compensation until the crisis passes and operations return to normal. Any such reduction shall be in compliance with all applicable federal and state wage and hour laws. Should the School close, the School’s duties and obligations shall be suspended immediately without notice until such time as the School, in its sole and reasonable discretion, may safely reopen; provided, however, that if the School requires employees to perform certain services during the closure, the

School shall pay such employees their wages/salaries (at the new rate if so communicated) in compliance with all applicable law. If the School cannot reopen due to a force majeure event, the School is under no further obligations, including any wage or salary payment to employees beyond the last date the individual employee actually worked.

### **Telephone Chain**

In order to facilitate communication, administrators and staff are to use the telephone chain outlined in the [Crisis Management Plan].

### **Hazardous and Toxic Materials**

If your job requires that you use hazardous or toxic materials, you are expected to comply with all federal, state and local laws and regulations concerning their safe handling and disposal. Please be sure to familiarize yourself with proper handling and safety procedures. Students in science and art classes must be properly instructed in the use, handling and care of hazardous and toxic materials. If you have any questions, please discuss them with your Administrator.

### **Safety**

The health and well-being of our employees and students is foremost among the School's concerns. For this reason, you are urged to follow common sense health and safety practices, obey all health and safety rules, exercise caution in all work activities, and correct or report any unsafe condition to the Maintenance Department. Employees must wear any personal protective equipment (PPE) issued by the School. Employees must inspect tools, equipment, and any issued PPE on a daily basis to ensure that they are safe for use and for any damage, before and after use, and immediately report any concerns to their supervisor. Should any PPE, tool, or piece of equipment malfunction or break, immediately cease using and notify your supervisor. Employees who violate health and safety standards, who cause hazardous or dangerous conditions, or who fail to report or, where appropriate, fail to remedy such conditions, are subject to disciplinary action, up to and including, termination.

All accidents, including those which do not involve serious injury or those involving students or parents, must be immediately reported to your supervisor.

### **Medical Emergency**

When an employee becomes ill or is the victim of an accident, his/her supervisor should contact the Business Office and the employee's designated family member or contact

person immediately. If no one can be reached or if the situation appears to require immediate medical attention, the supervisor should call the police or rescue unit and seek their assistance.

The School should have information on file and a quickly available listing of emergency contact persons (maintained in the Business Office), their addresses, at home and at work telephone numbers, and information about one or two other persons who have agreed to assume responsibility when the emergency contact person is not available.

### **Communicable Diseases**

The School has a responsibility to provide a safe and healthy environment for employees, parents, students, and visitors. Certain communicable diseases may require a period of time away from the workplace in order to protect the health and safety of others. In the case of more global or local threats, the School will take all reasonable measures that may be necessary to protect the safety and health of members of the School community. These may include implementing infection control guidelines designed to stop or slow the spread of infectious diseases.

A communicable disease is an illness due to a specific infectious agent or its toxic products, which is transmitted directly or indirectly to a person from an infected person, animal, or insect. A communicable disease may be transmitted directly from one body to another without the aid of other objects, such as droplet spray from sneezing, coughing, spitting, singing or talking. It may be transmitted indirectly when an object transmits the organism. Objects of transmission may be clothing, linens, utensils, food, water, milk, air, soil, or insects. Examples can include seasonal influenza; tuberculosis; measles; chicken pox; hepatitis A, C, and D; meningitis; antibiotic-resistant staph; Severe Acute Respiratory Syndrome (SARS); H1N1 Flu; Swine Flu; Avian Flu; Ebola; and novel coronavirus - COVID-19. We recognize that some diseases may not be infectious under certain circumstances.

The School will apply guidance from the Center for Disease Control (CDC) and its affiliate, NIOSH, state and local health departments, and World Health Organization (WHO), and other agencies and resources as appropriate. Each communicable disease is unique. The School's response depends on public health guidance for the specific communicable disease, the nature and stage of the disease, whether mitigation methods are or can be used, and public health guidance on the risk and exposure. Response may include, without limitation, a determination that no risk exists or that no action is required, immunization programs may be put into place, mandatory health screening may be implemented, mitigation steps may be needed such as an employee refraining from some activities, utilizing bandages or other barriers, enhanced housekeeping, travel restrictions or cancelation of business travel (including field trips),

a medical exam and release, and being sent home. Depending on the event, the School may require employees and parents to disclose upcoming travel and to self-quarantine upon return. School closure may be necessary or the School may need to modify its operations, curriculum, schedules, length of school day, length of the school year, and/or means of learning and teaching methods. During certain communicable disease events, threat levels may change rapidly and the School may need to modify various measures as additional information becomes available.

We rely on our employees and our parents as the first step in preventing infection in the school environment. Our employees are professionals and we count on them to use good judgment in protecting our students and their parents, coworkers, our visitors, and the public. Sick employees should stay home. Employees who know or have a reasonable basis for believing that they have a communicable disease that may pose a threat to students, parents, coworkers, visitors, or the public should immediately contact their health provider. Employees have a “reasonable basis” for believing that they have a communicable disease when they show or feel signs or illness, such as coughing, sneezing, fever, joint aches, have an overall ill feeling, or when they know that they have been exposed to someone with a known communicable disease or suspected communicable disease. It is the responsibility of an employee who has a confirmed communicable disease that poses a risk to others in the school community to report that information to the Director of Operation, Business and Human Resources for the health and safety of the School community. Employees have a responsibility to conduct themselves responsibly and to not engage in any activity that creates a material risk of transmission to others in the community. The Florida Department of Health shall be notified when an employee is sent home because of a communicable disease. In case of absence due to the reportable communicable disease, a release card from the Department of Health or a letter from the family physician indicating that the Department of Health regulations have been fulfilled must be presented when the employee returns to work (indicating that the employee is no longer infectious). Our Human Resources Department will work with affected employees about applicable sick or other leave, including under the FMLA.

The School will generally not identify an infected person to coworkers or parents, although public health guidance will guide the School’s communications. It may be necessary to alert others in the community who were in certain areas or at certain times that exposure could have occurred. The School will disclose sensitive medical information of employees and students no further than is necessary to ensure the health and safety of employees, students, parents, and visitors in a manner consistent with applicable law. The School will comply with all federal and state laws in regard to confidentiality and privacy requirements.

## **GENERAL BUSINESS BASICS**

### **Energy and Water Conservation**

It is every employee's responsibility to be conscious of energy conservation. Lights and computers should be turned off at the end of the day. In rooms with thermostats, air conditioning should be adjusted to the warmer/cooler setting, depending on the temperature outside.

### **Keys**

Copies of keys are kept by the Maintenance Department. Please contact [fixit@rasg.org](mailto:fixit@rasg.org) if you need a key for a classroom or for one of the common areas. Keys need to be returned to the Administrator at the conclusion of the school year.

### **Office Hours**

The School Offices are open from 7:30 a.m. to 4:30 p.m., Monday through Thursday, and from 7:30 a.m. to 2:30 p.m. on Fridays. The Business Office and the School offices will be open throughout the summer.

### **Travel Reimbursement**

You must have advance approval from your Administrator if incurring expenses for travel, lodging, meals, etc. while on School business. Reimbursement requests should be submitted on a Purchase Order, which is available through your Administrator. The School reimbursement rate for use of personal automobiles is the IRS approved mileage rate.

## **SEPARATION POLICIES**

### **Notice of Resignation**

In the event that an employee under contract chooses to resign from a position, he/she must file notice in accordance with his/her contract. In the event that a non-contractual employee chooses to resign, we request that you provide the Academy with as much notice as possible, as a professional courtesy. Two weeks is standard in the industry. You are expected to take care of all outstanding accounts with the School, leave your

office in an orderly condition, and return all School property, including keys, documents, and uniforms prior to picking up your final paycheck.

Teachers must allow for the transition of the replacement teacher. Please refer to your employment contract for further details.

### **Exit Interview**

Any employee who decides not to continue his/her employment with the School is required to attend an exit interview conducted by the employee's Administrator. In addition, each staff member should meet with the Director of Business and Human Resources. The purpose of the interviews is to determine the reasons for leaving and to resolve any questions of compensation, insurance continuation, return of School property, or other related matters.

### **Non-Contractual Employee (Staff) Acknowledgment**

This will acknowledge that I have received my copy of \_\_\_\_\_

Employee Handbook and that I will familiarize myself with its contents.

I understand that this Handbook represents the current policies, regulations, and benefits, and that any and all policies or practices can be changed at any time by the School. The School retains the right to add, change or delete wages, benefits, policies and all other working conditions at any time.

I understand that nothing in the employee handbook creates or is intended to create a promise or representation of continued employment and that employment at the School is employment at-will, that may be terminated at the will of either the School or me. I understand that I have the right to terminate my employment at any time, with or without cause or notice, and that the School has a similar right. I further understand that my status as an "at-will" employee may not be changed except in writing signed by the principal. My signature below certifies that I understand the foregoing agreement that at will status is the sole and entire agreement between the School and myself concerning the duration of my employment and the circumstances under which my employment may be terminated. It supersedes all prior agreements, understandings and representations (whether written or oral) concerning my employment with the School.

\_\_\_\_\_  
\_\_\_\_\_  
**Signed**

**Date**

\_\_\_\_\_  
**Print Full Name**

**Contractual Employee Acknowledgment**

This will acknowledge that I have received my copy of \_\_\_\_\_

Employee Handbook and that I will familiarize myself with its contents.

I understand that this Handbook represents the current policies, regulations, and benefits, and that any and all policies or practices can be changed at any time by the

School. The School retains the right to add, change or delete wages, benefits, policies and all other working conditions at any time.

I understand that nothing in this manual creates or is intended to create a promise or representation of continued employment and that my employment at the School is pursuant to a separate, written employment contract. I further understand that my employment may be terminated in accordance with the provisions of the contract. I understand that my contract may not be changed except in writing signed by the principal. My signature below certifies that I understand the foregoing agreement that the separate employment contract is the sole and entire agreement between the School and myself concerning the duration of my employment. My signature also certifies that I understand that, except for the separate written contract I have with the School covering the period designated in such contract, this manual supersedes all prior manuals, handbooks, agreements, understandings and representations (whether written or oral) concerning my employment with the School.

\_\_\_\_\_  
\_\_\_\_\_  
**Signed**

**Date**

\_\_\_\_\_  
**Print Full Name**