



BridgePrep Academy, Inc
Employee Handbook

2015-2016

ABOUT THIS HANDBOOK / DISCLAIMER

We prepared this handbook to assist you in finding the answers to many questions that you may have regarding your employment with BridgePrep Academy, Inc. Please take the necessary time to read it.

We do not expect this handbook to answer all of your questions. Your Supervisor and Human Resources also will be a major source of information.

Neither this handbook nor any other verbal or written communication by a management representative, is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation. BridgePrep Academy, Inc adheres to the policy of employment at will, which permits the Company or the employee to terminate the employment relationship at any time, for any reason, with or without cause or notice.

Employment at-will may only be altered **IN AN INDIVIDUAL CASE OR GENERALLY** in writing signed by the President or CFO of the Company.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate Company documents. These Company documents are always controlling over any statement made in this handbook or by any member of management.

This handbook states only general Company guidelines. The Company may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to terminate employment at will.

This handbook supersedes all prior handbooks.

Mission

BridgePrep Academy believes every child learns best in a safe, nurturing and stimulating environment where high academic expectations, self esteem, good character and an appreciation for the arts are promoted. BridgePrep Academy's mission is

**To provide a challenging academic curriculum
that will encompass an enriched Spanish language program,
technology and experiences
that will enable students to develop in all areas.**

BridgePrep Academy's goal is to educate well rounded individuals and enable students to reach their maximum potential.

Vision

BridgePrep Academy believes that each child is a unique individual who needs a secure, nurturing and stimulating atmosphere in which to grow and mature emotionally, intellectually, physically and socially. BridgePrep believes in a student-centered educational philosophy that emphasizes hands on learning and students actively participating in learning. Students will be able to discover through hands on, engaging activities that will incorporate different approaches to accommodate each child's learning style and as a result, raise academic achievement.

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Section 1 - Governing Principles of Employment

1-1. Welcome Statement

For those of you who are commencing employment with BridgePrep Academy, Inc (BridgePrep Academy, Inc or the "Company"), on behalf of BridgePrep Academy, Inc let me extend a warm and sincere welcome. We hope you will enjoy your work here. We are glad to have you with us.

For those of you who have been with us, thank you for your past and continued service.

I extend to you my personal best wishes for your success and happiness here at BridgePrep Academy, Inc We understand that it is our employees who provide the services that our customers rely upon, and who will grow and enable us to create new opportunities in the years to come.

1-2. Equal Employment Opportunity

BridgePrep Academy, Inc is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment.

The Company will endeavor to make a reasonable accommodation to the known physical or mental limitations of qualified employees with disabilities unless the accommodation would impose an undue hardship on the operation of our business. If you need assistance to perform your job duties because of a physical or mental condition, please let your supervisor know. Employees may also contact the ADP TotalSource Employee Service Center at (800) 554-1802.

The Company will endeavor to accommodate the sincere religious beliefs of its employees to the extent such accommodation does not pose an undue hardship on the Company's operations. If you wish to request such an accommodation, please speak to your supervisor. Employees may also contact the ADP TotalSource Employee Service Center at (800) 554-1802.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of their supervisor. Note: If your Supervisor is the person toward whom the concern is directed, you should contact any higher level Manager in your reporting chain. Employees may also contact the ADP TotalSource Employee Service Center at (800) 554-1802 if they are uncomfortable for any reason using the above procedure. The Company will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. To ensure our workplace is free of artificial barriers, violation of this policy will lead to discipline, up to and including discharge. All employees must cooperate with all investigations.

1-3. Non-Harassment

It is BridgePrep Academy, Inc policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the next level Manager. Note: If your Supervisor or next level Manager is the person toward whom the complaint is directed, you should contact any higher level Manager in your reporting chain. Employees may also contact the ADP TotalSource Employee Service Center at (800) 554-1802 if they are uncomfortable for any reason using the above procedure. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

1-4. Sexual Harassment

It is BridgePrep Academy, Inc policy to prohibit harassment of any employee by any Supervisor, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the Company. It is to ensure that at the Company all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the next level Manager. Note: If your Supervisor or next level Manager is the person toward whom the complaint is directed, you should contact any higher level Manager in your reporting chain. Employees may also contact the ADP TotalSource Employee Service Center at (800) 554-1802 if they are uncomfortable for any reason using the above procedure. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

1-5. Workplace Violence

BridgePrep Academy, Inc is strongly committed to providing a safe workplace. The purpose of this policy is to minimize the risk of personal injury to employees and damage to Company and personal property.

We do not expect you to become an expert in psychology or to physically subdue a threatening or violent individual. Indeed, we specifically discourage you from engaging in any physical confrontation with a violent or potentially violent individual. However, we do expect and encourage you to exercise reasonable judgment in identifying potentially dangerous situations.

Experts in the mental health profession state that prior to engaging in acts of violence, troubled individuals often exhibit one or more of the following behaviors or signs: over-resentment, anger and hostility; extreme agitation; making ominous threats such as bad things will happen to a particular person, or a catastrophic event will occur; sudden and significant decline in work performance; irresponsible, irrational, intimidating, aggressive or otherwise inappropriate behavior; reacting to questions with an antagonistic or overtly negative attitude; discussing weapons and their use, and/or brandishing weapons in the workplace; overreacting or reacting harshly to changes in Company policies and procedures; personality conflicts with co-workers; obsession or preoccupation with a co-worker or Supervisor; attempts to sabotage the work or equipment of a co-worker; blaming others for mistakes and circumstances; demonstrating a propensity to behave and react irrationally.

Prohibited Conduct

Threats, threatening language or any other acts of aggression or violence made toward or by any Company employee **WILL NOT BE TOLERATED**. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation. To the extent permitted by law, employees and visitors are prohibited from carrying weapons onto Company premises.

Procedures for Reporting a Threat

All potentially dangerous situations, including threats by co-workers, should be reported immediately to any member of management with whom you feel comfortable. Employees may also call the ADP TotalSource Employee Service Center at (800) 554-1802. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede our ability to investigate and respond to the complaints. All threats will be promptly investigated. All employees must cooperate with all investigations. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If the Company determines, after an appropriate good faith investigation, that someone has violated this policy, the Company will take swift and appropriate corrective action.

If you are the recipient of a threat made by an outside party, please follow the steps detailed in this section. It is important for us to be aware of any potential danger in our offices. Indeed, we want to take effective measures to protect everyone from the threat of a violent act by an employee or by anyone else.

Section 2 - Operational Policies

2-1. Employee Classifications

For purposes of this handbook, all employees fall within one of the classifications below.

Full-Time Employees - Employees who regularly work at least 30 hours per week who were not hired on a short-term basis.

Part-Time Employees - Employees who regularly work fewer than 30 hours per week who were not hired on a short-term basis.

Short-Term Employees - Employees who were hired for a specific short-term project, or on a short-term freelance, per diem or temporary basis. Short-Term Employees generally are not eligible for Company benefits, but are eligible to receive statutory benefits.

In addition to the above classifications, employees are categorized as either "**exempt**" or "**non-exempt**" for purposes of federal and state wage and hour laws. Employees classified as exempt do not receive overtime pay; they generally receive the same weekly salary regardless of hours worked. Such salary may be paid less frequently than weekly. You will be informed of your classifications upon hire and informed of any subsequent changes to your classifications.

2-2. Trial Period

The first three months of your employment is a probationary period. This is an opportunity for the Company to evaluate your performance. It also is an opportunity for you to decide whether you are happy being employed by the Company. The Company may extend the probationary period if it desires. Completion of the probationary period does not alter an employee's at-will status.

BridgePrep Academy, Inc will conduct a formal performance review at the end of the probationary period.

2-3. Your Employment Records

In order to obtain your position, you provided us with personal information, such as your address and telephone number. This information is contained in your personnel file.

Please keep your personnel file up to date by informing the HR Department of any changes. Also, please inform the HR Department of any specialized training or skills you may acquire in the future, as well as any changes to any required visas. Unreported changes of address, marital status, etc. can affect your withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach you in a crisis could cause a severe health or safety risk or other significant problem.

2-4. Working Hours and Schedule

BridgePrep Academy, Inc normally is open for business from Monday through Friday. You will be assigned a work schedule and you will be expected to begin and end work according to the schedule. To accommodate the needs of our business, at some point we may need to change individual work schedules on either a short-term or long-term basis.

Employees will be provided meal and rest periods as required by law. Your Supervisor will provide further details.

2-5. Timekeeping Procedures

Employees must record their actual time worked for payroll and benefit purposes. Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, on forms as prescribed by management.

Altering, falsifying or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge.

Exempt employees are required to record their daily work attendance and report full days of absence from work for reasons such as leaves of absence, sick leave or personal business.

Nonexempt employees should report to work no more than 7 minutes prior to their scheduled starting time nor stay more than 7 minutes after their scheduled stop time without expressed, prior authorization from their supervisor.

It is your responsibility to sign your time record to certify the accuracy of all time recorded. Any errors in your time record should be reported immediately to your Supervisor, who will attempt to correct legitimate errors.

2-6. Overtime

Like most successful companies, we experience periods of extremely high activity. During these busy periods, additional work is required from all of us. Your Supervisor is responsible for monitoring business activity and requesting overtime work if it is necessary. Effort will be made to provide you with adequate advance notice in such situations.

Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times (1.5) his/her normal hourly wage for all time worked in excess of forty (40) hours each week, unless otherwise required by law.

Employees may work overtime only with prior management authorization.

For purposes of calculating overtime for non-exempt employees, the workweek begins at 12 a.m. on Monday and ends 168 hours later at 12 a.m. on the following Monday.

2-7. Safe Harbor Policy for Exempt Employees

It is our policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure that you are paid properly and that no improper deductions are made, you must review your pay stubs promptly to identify and report all errors.

If you are classified as an exempt salaried employee, you will receive a salary which is intended to compensate you for all hours you may work for the Company. This salary will be established at the time of hire or when you become classified as an exempt employee. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform.

Under federal and state law, your salary is subject to certain deductions. For example, unless state law requires otherwise, your salary can be reduced for the following reasons:

- Full-day absences for personal reasons.
- Full-day absences for sickness or disability.
- Full-day disciplinary suspensions for infractions of our written policies and procedures.
- Family and Medical Leave absences (either full- or partial-day absences).
- To offset amounts received as payment from the court for jury and witness fees or from the military as military pay.
- The first or last week of employment in the event you work less than a full week.
- Any full work week in which you do not perform any work.

Your salary may also be reduced for certain types of deductions such as your portion of health, dental or life insurance premiums; state, federal or local taxes; social security; or voluntary contributions to a 401(k) or pension plan.

In any work week in which you performed any work, your salary will not be reduced for any of the following reasons:

Partial day absences for personal reasons, sickness or disability.

Your absence on a day because your employer has decided to close a facility on a scheduled work day.

Absences for jury duty, attendance as a witness, or military leave in any week in which you have performed any work (subject to any offsets as set forth above).

Any other deductions prohibited by state or federal law.

However, unless state law provides otherwise, deductions may be made to your accrued leave for full- or partial-day absences for personal reasons, sickness or disability.

If you believe you have been subject to any improper deductions, you should immediately report the matter to your supervisor. If the supervisor is unavailable or if you believe it would be inappropriate to contact that person (or if you have not received a prompt and fully acceptable reply), you should immediately contact the Manager of Human Resources or any other supervisor in the Company with whom you feel comfortable.

2-8. Your Paycheck

All payroll is dispersed on the 5th and 20th of every month with the exception of July 20th payroll, which will occur on the 31st of July. Each paycheck will include earnings for all work performed through the end of the previous payroll period. Pay periods are from the 1st to the 15th and from the 16th to the end of the month. Your paycheck will include all the time you have worked during the past pay period.

Your payroll stub itemizes deductions made from your gross earnings. By law, the Company is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Your payroll stub will also differentiate between regular pay received and overtime pay received.

If you believe there is an error in your pay, bring the matter to the attention of Payroll department immediately so the Company can resolve the matter quickly and amicably.

Your paycheck will be given only to you, unless you request that it be mailed, or authorize in writing another person to accept your check for you.

2-9. Direct Deposit

BridgePrep Academy, Inc strongly encourages employees to use direct deposit. Authorization forms are available from Payroll department.

2-10. Salary Advances

BridgePrep Academy, Inc does not permit advances on paychecks or against accrued paid time off. Advance pay for vacation must be requested in writing at least two weeks prior to the vacation period.

2-11. Performance Reviews

Depending on your position and classification, BridgePrep Academy, Inc endeavors to review your performance annually. However, please understand that a positive performance evaluation does not guarantee an increase in salary, a promotion, or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of management.

In addition to these formal performance evaluations, the Company encourages you and your Supervisor to discuss your job performance on a frequent and ongoing basis.

2-12. Record Retention

The Company acknowledges its responsibility to preserve information relating to litigation, audits and investigations. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the Company and its employees and possible disciplinary action against responsible individuals (up to and including termination of employment). Each employee has an obligation to contact the Human Resources to inform them of a potential or actual litigation, external audit, investigation or similar proceeding involving the Company that may have an impact on record retention protocols.

Section 3 - Benefits

3-1. Benefits Overview

In addition to good working conditions and competitive pay, it is BridgePrep Academy, Inc policy to provide a combination of supplemental benefits to all eligible employees. In keeping with this goal, each benefit program has been carefully devised. These benefits include time-off benefits, such as vacations and holidays, and insurance and other plan benefits. We are constantly studying and evaluating our benefits programs and policies to better meet your present and future requirements. These policies have been developed over the years and continue to be refined to keep up with changing times and needs.

The next few pages contain a brief outline of the benefits programs BridgePrep Academy, Inc provides for you and your family. Of course, the information presented here is intended to serve only as guidelines.

The descriptions of the insurance and other plan benefits merely highlight certain aspects of the applicable plans for your general information only. The details of those plans are spelled out in the official plan documents, which are available for review upon your request from the Human Resources Department. Additionally, the provisions of the plans, including eligibility and benefits provisions, are summarized in the summary plan descriptions ("SPDs") for the plans (which may be revised from time to time). In the determination of benefits and all other matters under each plan, the terms of the official plan documents shall govern over the language of any descriptions of the plans, including the SPDs and this handbook.

Further, BridgePrep Academy (including the officers and administrators who are responsible for administering the plans) retains full discretionary authority to interpret the terms of the plans, as well as full discretionary authority with regard to administrative matters arising in connection with the plans and all issues concerning benefit terms, eligibility and entitlement.

While the Company intends to maintain these employee benefits, it reserves the absolute right to modify, amend or terminate these benefits at any time and for any reason.

If you have any questions regarding your benefits, please contact the Human Resources Department.

3-2. Holidays

BridgePrep Academy will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. When holidays fall or are celebrated on a regular work day, eligible employees will receive one (1) day's pay at their regular straight-time rate. Eligible employees who are called in to work on a holiday will receive one (1) day's pay at their regular straight-time rate, and an additional payment of straight-time for the actual time they work that day.

If a holiday falls within an eligible employee's approved vacation period, the eligible employee will be paid for the holiday (at the regular straight-time rate) in addition to the vacation day, or the eligible employee will receive an additional vacation day at the option of the Company.

If a holiday falls within a jury duty or bereavement leave, the eligible employee will be paid for the holiday (at the regular straight-time rate) in addition to the leave day, or the eligible employee will receive an additional day off at the option of the Company.

3-3. Sick Days

BridgePrep Academy provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

- Regular full-time employees

Eligible employees will accrue sick leave benefits at the rate of 10 days per year (.5 of a day for every pay period, not to exceed 10 days in a fiscal year). Sick leave benefits are calculated on the basis of a "benefit year," the 10-month period that begins when the employee starts to earn sick leave benefits.

Paid sick leave can be used in minimum increments of one-half day. An eligible employee may use sick leave benefits for an absence due to his or her own illness or injury, or that of a child, parent, or spouse of the employee.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence.

If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement must be provided verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.

Before returning to work from a sick leave absence of five (5) calendar days or more, an employee must provide a physician's verification that he or she may safely return to work.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed.

Unused sick days may not be cashed out at the end of the year.

Upon voluntary or involuntary termination, unused sick days will be paid out.

3-4. Lactation Breaks

The Company will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child, in accordance with and to the extent required by applicable law. The break time, if possible, must run concurrently with rest and meal periods already provided to the employee. If the break time cannot run concurrently with rest and meal periods already provided to the employee, the break time will be unpaid, subject to applicable law.

The Company will make reasonable efforts to provide employees with the use of a room or location other than a toilet stall for the employee to express milk in private. This location may be the employee's private office, if applicable. The Company may not be able to provide additional break time if doing so would seriously disrupt the Company's operations, subject to applicable law. Please consult the Human Resources Department if you have questions regarding this policy.

Please advise management if you need break time and an area for this purpose. Employees will not be discriminated against or retaliated against for exercising their rights under this policy.

3-5. Insurance Programs

Full-time employees may participate in the Company's insurance programs. Under these plans, eligible employees will receive comprehensive health and other insurance coverage for themselves and their families, as well as other benefits.

Upon becoming eligible to participate in these plans, you will receive summary plan descriptions (SPDs) describing the benefits in greater detail. Please refer to the SPDs for detailed plan information. Of course, feel free to speak to Human Resources if you have any further questions.

3-6. Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under ADP TotalSource's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at ADP TotalSource's group rate plus an administration fee. ADP TotalSource provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under ADP TotalSource's health insurance plan. The notice contains important information about the employee's rights and obligations.

Please refer to the Summary Plan Description or contact the ADP TotalSource Employee Service Center at 800-554-1802 for additional information.

3-7. Workers' Compensation

On-the-job injuries are covered by our Workers' Compensation Insurance Policy, which is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to your Supervisor. Failure to follow Company procedures may affect your ability to receive Workers Compensation benefits.

This is solely a monetary benefit and not a leave of absence entitlement. Employees who need to miss work due to a workplace injury must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

3-8. Jury Duty Leave

The Company realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic service as required by law. Employees are expected, however, to provide proper notice of a request to perform jury duty and verification of their service. Employees who have completed a minimum of 90 calendar days of service in an eligible classification may request up to 1 week of paid jury duty leave over any 1 year period.

Employees also are expected to keep management informed of the expected length of jury duty service and to report to work for the major portion of the day if excused by the court. If the required absence presents a serious conflict for management, employees may be asked to try to postpone jury duty.

Employees on jury duty leave will be paid for their jury duty service in accordance with state law; however, exempt employees will be paid their full salary for any week in which time is missed due to jury duty if work is performed for the Company during such week.

3-9. Bereavement Leave

We know the death of a family member is a time when you wish to be with the rest of your family. If you are a full-time employee and you lose a close relative, you should check with your immediate supervisor for details on the amount of time off allowed to assist in attending to your obligations and commitments. For the purposes of this policy, a close relative includes a spouse, domestic partner, child, parent, sibling or any other relation required by applicable law. Paid leave days only may be taken on regularly scheduled, consecutive workdays following the day of death. You must inform your Supervisor prior to commencing bereavement leave. In administering this policy, the Company may require verification of death.

3-10. Voting Leave

In the event an employee does not have sufficient time outside of working hours to vote in a statewide election, if required by state law, the employee may take off enough working time to vote. Such time will be paid if required by state law. This time should be taken at the beginning or end of the regular work schedule. Where possible, your Supervisor should be notified at least two days prior to the voting day.

3-11. Long-Term Disability

Full-time employees are eligible to participate in the Long-Term Disability plan, subject to all terms and conditions of the agreement between the Company and the insurance carrier.

This is solely a monetary benefit and not a leave of absence. Employees who will be out of work must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

3-12. Employee Assistance Program

BridgePrep Academy, Inc provides an employee assistance program for employees. This program offers qualified counselors to help you cope with personal problems you may be facing. Further details can be obtained by contacting an EAP counselor at (888) 231-7015.

Section 4 - Leaves of Absence

4-1. Military Leave

If you are called into active military service or you enlist in the uniformed services, you will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, you must provide management with advance notice of your service obligations unless you are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable for you to provide such notice. Provided your absence does not exceed applicable statutory limitations, you will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Please ask management for further information about your eligibility for Military Leave.

If you are required to attend yearly Reserves or National Guard duty, you can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). You should give management as much advance notice of your need for military leave as possible so that we can maintain proper coverage while you are away.

4.2. Family and Medical Leave

The Leave Policy

Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA). This policy provides employees information concerning FMLA entitlements and obligations employees may have during such leaves. If employees have any questions concerning FMLA leave, they should contact their supervisor or ADP TotalSource.

I. Eligibility

FMLA leave is available to "eligible employees." To be an "eligible employee," an employee must: 1) have been employed by a covered Company* for at least 12 months (which need not be consecutive); 2) have been employed by the Company for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave; and 3) be employed at a worksite where 50 or more employees are located within 75 miles of the worksite.

***Note a covered Company is one which has employed 50 or more employees for at least 20 workweeks in the current or preceding calendar year.**

II. Entitlements

The FMLA provides eligible employees with a right to leave, applicable health insurance benefits and, with some limited exceptions, job restoration. The FMLA also entitles employees to certain written notices concerning their potential eligibility for and designation of FMLA leave.

A. Basic FMLA Leave Entitlement:

The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined based on a rolling 12-month period measured backward from the date an employee uses his/her FMLA leave. Leave may be taken for any one, or for a combination, of the following reasons:

- To care for the employee's child after birth or placement for adoption or foster care;
- To care for the employee's spouse, son, daughter or parent (but not in-law) who has a **serious health condition**;
- For the employee's own serious health condition (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee's job; and/or
- Because of any **qualifying exigency** arising out of the fact that an employee's spouse, son, daughter or parent is a covered military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty) in the Reserves component of the Armed Forces in support of contingency operations or Regular Armed Forces for deployment to a foreign country. This leave also is available for family members of active duty service members.

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 may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty and attending post-deployment reintegration briefings.

B. Additional Military Family Leave Entitlement (Injured Service member Leave)

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a **covered service member** is entitled to take up to 26 weeks of leave during a single 12-month period to care for the service member with a serious injury or illness. Leave to care for a service member shall only be available during a single-12 month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured service member.

A "**covered service member**" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status or is on the temporary retired list, for a serious injury or illness. These individuals are referred to in this policy as "current members of the Armed Forces."

Covered service members also include a veteran who is discharged or released from military services under condition other than dishonorable at any time during the five years preceding the date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. These individuals are referred to in this policy as "covered veterans."

The FMLA definitions of a "serious injury or illness" for current Armed Forces members and covered veterans are distinct from the FMLA definition of "serious health condition" applicable to FMLA leave to care for a covered family member.

C. Intermittent Leave and Reduced Leave Schedules

FMLA leave usually will be taken for a period of consecutive days, weeks or months. However, employees also are entitled to take FMLA leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member or the serious injury or illness of a covered service member.

D. No Work While on Leave

The taking of another job while on family/medical leave or any other authorized leave of absence is grounds for immediate termination, to the extent permitted by law.

E. Protection of Group Health Insurance Benefits

During FMLA leave, eligible employees are entitled to receive group health plan coverage (if applicable) on the same terms and conditions as if they had continued to work.

F. Restoration of Employment and Benefits

At the end of FMLA leave, subject to some exceptions including situations where job restoration of "key employees" will cause the Company substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms. The Company will notify employees if they qualify as "key employees," if it intends to deny reinstatement, and of their rights in such instances. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA leave.

G. Notice of Eligibility for, and Designation of, FMLA Leave

Employees requesting FMLA leave are entitled to receive written notice from the Company telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of: 1) their rights and responsibilities in connection with such leave; 2) the Company's designation of leave as FMLA-qualifying or non-qualifying, and if not FMLA-qualifying, the reasons why; and 3) the amount of leave, if known, that will be counted against the employee's leave entitlement.

The Company may retroactively designate leave as FMLA leave with appropriate written notice to employees provided the Company's failure to designate leave as FMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA protection, the Company and employee can mutually agree that leave be retroactively designated as FMLA leave.

III. Employee FMLA Leave Obligations

A. Provide Notice of the Need for Leave

Employees who take FMLA leave must timely notify the Company of their need for FMLA leave. The following describes the content and timing of such employee notices.

1. Content of Employee Notice

To trigger FMLA leave protections, employees must inform their supervisor or ADP TotalSource (866-400-6011), Option 1 or email: Totalsource.FMLA@adp.com) of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically, or explaining the reasons for leave so as to allow the Company to determine that the leave is FMLA-qualifying. For example, employees might explain that:

- a medical condition renders them unable to perform the functions of their job;
- they are pregnant or have been hospitalized overnight;
- they or a covered family member are under the continuing care of a health care provider;

- the leave is due to a qualifying exigency cause by a covered military member being on active duty or called to active duty status; or
- if the leave is for a family member, that the condition renders the family member unable to perform daily activities or that the family member is a covered service member with a serious injury or illness.

Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. Employees must respond to the Company's questions to determine if absences are potentially FMLA-qualifying.

If employees fail to explain the reasons for FMLA leave, the leave may be denied. When employees seek leave due to FMLA-qualifying reasons for which the Company has previously provided FMLA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

2. Timing of Employee Notice

Employees must provide 30 days' advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the Company and/or ADP TotalSource notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees, who fail to give 30 days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

B. Cooperate in the Scheduling of Planned Medical Treatment (Including Accepting Transfers to Alternative Positions) and Intermittent Leave or Reduced Leave Schedules

When planning medical treatment, employees must consult with the Company and make a reasonable effort to schedule treatment so as not to unduly disrupt the Company's operations, subject to the approval of an employee's health care provider. Employees must consult with the Company prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both the Company and the employees, subject to the approval of an employee's health care provider. If employees providing notice of the need to take FMLA leave on an intermittent basis for planned medical treatment neglect to fulfill this obligation, the Company may require employees to attempt to make such arrangements, subject to the approval of the employee's health care provider.

When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, including during a period of recovery from a serious health condition or to care for a covered service member, the Company may temporarily transfer employees, during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave.

When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, upon request, employees must advise the Company of the reason why such leave is medically necessary. In such instances, the Company and employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting the Company's operations, subject to the approval of the employee's health care provider.

C. Submit Medical Certifications Supporting Need for FMLA Leave (Unrelated to Requests for Military Family Leave)

Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. As described below, there generally are three types of FMLA medical certifications: an **initial certification**, a **recertification** and a **return to work/fitness for duty certification**.

It is the employee's responsibility to provide the Company with timely, complete and sufficient medical certifications. Whenever the Company requests employees to provide FMLA medical certifications, employees must provide the requested certifications within 15 calendar days after the Company's request, unless it is not practicable to do so despite an employee's diligent, good faith efforts. The Company shall inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven calendar days to cure deficiencies. The Company will deny FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

With the employee's permission, the Company (through individuals other than an employee's direct supervisor) may contact the employee's health care provider to authenticate or clarify completed and sufficient medical certifications. If employees choose not to provide the Company with authorization allowing it to clarify or authenticate certifications with health care providers, the Company may deny FMLA leave if certifications are unclear.

Whenever the Company deems it appropriate to do so, it may waive its right to receive timely, complete and/or sufficient FMLA medical certifications.

1. Initial Medical Certifications

Employees requesting leave because of their own, or a covered relation's, serious health condition, or to care for a covered service member, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.

If the Company has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at the Company's expense. If the opinions of the initial and second health care providers differ, the Company may, at its expense, require employees to obtain a third, final and binding certification from a health care provider designated or approved jointly by the Company and the employee.

2. Medical Recertifications

Depending on the circumstances and duration of FMLA leave, the Company may require employees to provide recertification of medical conditions giving rise to the need for leave. The Company will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification.

3. Return to Work/Fitness for Duty Medical Certifications

Unless notified that providing such certifications is not necessary, employees returning to work from FMLA leaves that were taken because of their own serious health conditions that made them unable to perform their jobs must provide the Company medical certification confirming they are able to return to work and the employees' ability to perform the essential functions of the employees' position, with or without reasonable accommodation. The Company may delay and/or deny job restoration until employees provide return to work/fitness for duty certifications.

D. Submit Certifications Supporting Need for Military Family Leave

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the active duty or call to active duty status of a covered military member, the Company may require employees to provide: 1) a copy of the covered military member's active duty orders or other documentation issued by the military indicating the covered military member is on active duty or call to active duty status and the dates of the covered military member's active duty service; and 2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new active duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different active duty or call to active duty status of the same or a different covered military member.

When leave is taken to care for a covered service member with a serious injury or illness, the Company may require employees to obtain certifications completed by an authorized health care provider of the covered service member. In addition, and in accordance with the FMLA regulations, the Company may request that the certification submitted by employees set forth additional information provided by the employee and/or the covered service member confirming entitlement to such leave.

E. Reporting Changes to Anticipated Return Date & Periodically Concerning Intent to Return to Work

Employees must contact ADP TotalSource at 866-400-6011, Option 1 periodically in accordance with the instructions noted on the Eligibility Notice regarding their status and intention to return to work at the end of the FMLA leave period. If an employee's anticipated return to work date changes and it becomes necessary for the employee to take more or less leave than originally anticipated, the employee must provide the Company or ADP TotalSource with reasonable notice (i.e., within two business days) of the employee's changed circumstances and new return to work date. If employees give the Company unequivocal notice of their intent not to return to work, they will be considered to have voluntarily resigned and the Company's obligation to maintain applicable health benefits (subject to COBRA requirements) and to restore their positions will cease.

F. Substitute Paid Leave for Unpaid FMLA Leave

Employees must (unless the Company specifically informs employees otherwise) use any accrued paid time off while taking unpaid FMLA leave. The substitution of paid time for unpaid FMLA leave time does not extend the length of FMLA leaves and the paid time will run concurrently with an employee's FMLA entitlement.

Leaves of absence taken in connection with a disability leave plan or workers' compensation injury/illness shall run concurrently with any FMLA leave entitlement. Upon written request, the Company will allow employees to use accrued paid time off to supplement any paid disability benefits.

G. Pay Employee's Share of Health Insurance Premiums

During FMLA leave, employees are entitled to continued group health plan coverage (if applicable) under the same conditions as if they had continued to work. Unless the Company notifies employees of other arrangements, whenever employees are receiving pay from the Company during FMLA leave, the Company will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working.

If FMLA leave is unpaid, employees must pay their portion of the group health premium through a "pay-as-you-go" method. Employees should contact their immediate supervisor to make these arrangements.

The Company's obligation to maintain health care coverage ceases if an employee's premium payment is more than 30 days late. If an employee's payment is more than 15 days late, the Company will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date. If employees do not return to work within 30 calendar days at the end of the leave period (unless employees cannot return to work because of a serious health condition or other circumstances beyond their control), they will be required to reimburse the Company for the cost of the premiums the Company paid for maintaining coverage during their unpaid FMLA leave.

IV. Exemption for Highly Compensated Employees

The Company may choose not to return highly compensated employees (highest paid 10% of employees at a worksite or within 75 miles of that worksite) to their former or equivalent positions following a leave if restoration of employment will cause substantial economic injury to the Company. (This fact-specific determination will be made by the Company on a case-by-case basis.) The Company will notify you if you qualify as a "highly compensated" employee, if the Company intends to deny reinstatement, and of your rights in such instances.

V. Questions and/or Complaints about FMLA Leave

If you have questions regarding this FMLA policy, please contact your supervisor or ADP TotalSource (866-400-6011), Option 1 or email: Totalsource.FMLA@adp.com) The Company is committed to complying with the FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA.

The FMLA makes it unlawful for employers to: 1) interfere with, restrain or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If employees believe their FMLA rights have been violated, they should contact ADP TotalSource immediately. The Company will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.

VI. Coordination of FMLA Leave with Other Leave Policies

The FMLA does not affect any federal, state or local law prohibiting discrimination, or supersede any State or local law that provides greater family or medical leave rights. For additional information concerning leave entitlements and obligations that might arise when FMLA leave is either not available or exhausted, please consult the Company's other leave policies in your Company handbook as applicable or contact your supervisor or ADP TotalSource.

4-3. Florida Domestic Violence Leave

Employees may be granted up to 3 days of unpaid leave in any 12 month period if the employee or a family or household member of an employee is the victim of domestic violence. This leave may be used to:

1. Seek an injunction for protection against domestic violence or an injunction for protection in cases of repeat violence, dating violence, or sexual violence;
2. Obtain medical care or mental health counseling, or both, for the employee or a family or household member to address physical or psychological injuries resulting from the act of domestic violence;
3. Obtain 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. Make your home secure from the perpetrator of the domestic violence or to seek new housing to escape the perpetrator; or
5. Seek 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.

"Family or household member" means spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married.

With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.

Except in cases of imminent danger to the health or safety of you or your family or household member, you must provide advance notice of the need for leave (generally 3 days).

You must also provide sufficient documentation of the act of domestic violence. This documentation may include copies of restraining orders, police reports, orders to appear in court, etc.

Section 5 - General Standards of Conduct

5-1. Workplace Conduct

BridgePrep Academy, Inc endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in the Company's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment on the basis of false or misleading information.
2. Stealing, removing or defacing BridgePrep Academy, Inc property or a co-worker's property, and/or disclosure of confidential business information.
3. Completing another employee's time records.
4. Violation of safety rules and policies.
5. The unlawful or unauthorized use, abuse, solicitation, distribution, theft, possession, transfer, purchase, or sale of drugs, drug paraphernalia or alcohol by an individual anywhere on Company premises, while on Company business (whether or not on Company premises), or while representing the Company, reporting to work, or remaining on duty after using drugs or alcohol in any amount that adversely affects the employee's ability to perform the functions of the job. Please refer to your Company's specific policy (if any) for additional information.
6. Failure to follow lawful instructions of a supervisor.
7. Failure to perform assigned job duties.
8. Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness or unexcused absences.
9. Gambling on Company property.
10. Willful or careless destruction or damage to Company assets or to the equipment or possessions of another employee.
11. Wasting work materials.
12. Performing work of a personal nature during working time.

13. Violation of the Solicitation and Distribution Policy.
14. Violation of BridgePrep Academy, Inc Harassment or Equal Employment Opportunity Policies.
15. Violation of the Communication and Computer Systems Policy.
16. Unsatisfactory job performance.
17. Any other violation of Company policy.

Obviously, not every type of misconduct can be listed. Note that all employees are employed at-will, and BridgePrep Academy, Inc reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. The Company will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. However, BridgePrep Academy, Inc will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate an employee at any time for any reason.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

5-2. Punctuality and Attendance

You were hired to perform an important function at BridgePrep Academy, Inc. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, your attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on your fellow employees and your Supervisors. We expect excellent attendance from each of you. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge.

We do recognize, however, that there are times when absences and tardiness cannot be avoided. In such cases, you are expected to notify your Supervisor as early as possible, but no later than the start of your work day. Asking another employee, friend or relative to give this notice is improper and constitutes grounds for disciplinary action. Please call, stating the nature of your illness and its expected duration, every day that you are absent.

Unreported absences of three consecutive work days generally will be considered a voluntary resignation of your employment with the Company.

Reporting to Work

- Staff attendance and punctuality is instrumental to the overall effectiveness of the school operation.

- All personnel are required to sign in and out on a daily basis. Failing to do so will result in inaccurate paychecks.
- When a staff member is unable to report to the scheduled duty for any reason, the following procedures apply: Please notify your school's sub locator.
- If you are aware of an upcoming absence, please inform the substitute locator as far in advance as possible so that they may pre arrange substitute coverage for your classes. Please call the (school) between 7:00 am – 8:00 am.

5-3. Emergency Closings

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during nonworking hours, local radio and/or television stations will be asked to broadcast notification of the closing.

When operations are officially closed due to an emergency the time will be paid. When the decision to close is made AFTER the workday has begun, employees will receive official notification from their immediate supervisor. In these situations, time off from scheduled work will be paid.

5-4. Use of Communication and Computer Systems

BridgePrep Academy, Inc communication and computer systems are intended primarily for business purposes; however limited personal usage is permitted if it does not hinder performance of job duties or violate any other Company policy. This includes the voice mail, e-mail and Internet systems. Users have no legitimate expectation of privacy in regard to their use of the BridgePrep Academy, Inc systems.

BridgePrep Academy, Inc may access the voice mail and e-mail systems and obtain the communications within the systems, including past voice mail and e-mail messages, without notice to users of the system, in the ordinary course of business when the Company deems it appropriate to do so. The reasons for which the Company may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Company operations continue appropriately during an employee's absence.

Further, BridgePrep Academy, Inc may review Internet usage to ensure that such use with Company property, or communications sent via the Internet with Company property, are appropriate. The reasons for which the Company may review employees' use of the Internet with Company property include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that Company operations continue appropriately during an employee's absence.

The Company may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

The Company's policies prohibiting harassment, in their entirety, apply to the use of Company's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state or local law.

Further, since the Company's communication and computer systems are intended for business use, all employees, upon request, must inform management of any private access codes or passwords.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

Violators of this policy may be subject to disciplinary action, up to and including discharge.

5-5. Use of Social Media

BridgePrep Academy, Inc respects the right of any employee to maintain a blog or web page or to participate in a social networking, Twitter or similar site, including but not limited to Facebook and LinkedIn. However, to protect Company interests and ensure employees focus on their job duties, employees must adhere to the following rules:

Employees may not post on a blog or web page or participate on a social networking, Twitter or similar site during working time or at any time with Company equipment or property.

All rules regarding confidential and proprietary business information apply in full to blogs, web pages, social networking, Twitter and similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page, social networking, Twitter or similar site.

Whether an employee is posting something on his or her own blog, web page, social networking, Twitter or similar site or on someone else's, if the employee mentions the Company and also expresses either a political opinion or an opinion regarding the Company's actions, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is his/her personal opinion and not the Company's position. This is necessary to preserve the Company's good will in the marketplace.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous or threatening is forbidden. Company policies apply equally to employee social media usage. Employees should review their Employee Handbook for further guidance.

BridgePrep Academy, Inc encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline, up to and including termination.

5-6. Personal and Company-Provided Portable Communication Devices

Company-provided portable communication devices (PCDs), including cell phones and personal digital assistants, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes as permitted the right to monitor personal communications as necessary.

Some employees may be authorized to use their own PCD for business purposes. These employees should work with the IT department to configure their PCD for business use. Communications sent via a personal PCD also may subject to monitoring if sent through the Company's networks and the PCD must be provided for inspection and review upon request.

All conversations, text messages and e-mails must be professional. When sending a text message or using a PCD for business purposes, whether it is a Company-provided or personal device, employees must comply with applicable Company guidelines, including policies on sexual harassment, discrimination, conduct, confidentiality, equipment use and operation of vehicles. Using a Company-issued PCD to send or receive personal text messages is prohibited at all times and personal use during working hours should be limited to emergency situations.

If an employee who uses a personal PCD for business resigns or is terminated, the employee will be required to submit the device to the IT department for resetting on or before his or her last day of work. At that time, the IT department will reset and remove all information from the device, including but not limited to, Company information and personal data (such as contacts, e-mails and photographs). The IT department will make efforts to provide employees with the personal data in another form (e.g., on a disk) to the extent practicable; however, the employee may lose some or all personal data saved on the device.

Employees may not use their personal PCD for business unless they agree to submit the device to the IT department on or before their last day of work for resetting and removal of Company information. This is the only way currently possible to ensure that all Company information is removed from the device at the time of termination. The removal of Company information is crucial to ensure compliance with the Company's confidentiality and proprietary information policies and objectives.

Please note that whether employees use their personal PCD or a Company-issued device, the Company's electronic communications policies, including but not limited to, proper use of communications and computer systems, remain in effect.

Portable Communication Device Use While Driving

Employees who drive on Company business must abide by all state or local laws prohibiting or limiting PCD (cell phone or personal digital assistant) use while driving. Further, even if usage is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employee is driving, and permitted by law, the employee must use a hands-free option and advise the caller that he/she is unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a cell phone while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

5-7. Camera Phones/Recording Devices

Due to the potential for issues such as invasion of privacy, sexual harassment, and loss of productivity, no employee may use a camera phone function on any phone on company property or while performing work for the Company.

The use of tape recorders, dictaphones or other types of voice recording devices anywhere on Company property, including to record conversations or activities of other employees or management, or while performing work for the Company, is also strictly prohibited, unless the device was provided to you by the Company and is used solely for legitimate business purposes.

5-8. Inspections

BridgePrep Academy, Inc reserves the right to require employees while on Company property, or on client property, to agree to the inspection of their persons, personal possessions and property, personal vehicles parked on Company or client property, and work areas. This includes lockers, vehicles, desks, cabinets, work stations, packages, handbags, briefcases and other personal possessions or places of concealment, as well as personal mail sent to the Company or to its clients. Employees are expected to cooperate in the conduct of any search or inspection.

5-9. Smoking

Smoking, including the use of e-cigarettes, is prohibited on Company premises and in all Company vehicles.

5-10. Personal Visits and Telephone Calls

Disruptions during working time can lead to errors and delays. Therefore, we ask that personal telephone calls be kept to a minimum, and only be made or received after working time, or during lunch or break time.

For safety and security reasons, employees are prohibited from having personal guests visit or accompany them anywhere in our facilities other than the reception areas.

5-11. Solicitation and Distribution

To avoid distractions, solicitation by an employee of another employee is prohibited while either employee is on working time. "Working time" is the time an employee is engaged, or should be engaged, in performing his/her work tasks for BridgePrep Academy, Inc. Solicitation of any kind by non-employees on Company premises is prohibited at all times.

Distribution of advertising material, handbills, printed or written literature of any kind in working areas of Company is prohibited at all times. Distribution of literature by non-employees on Company premises is prohibited at all times.

5-12. Bulletin Boards

Important notices and items of general interest are continually posted on our bulletin board. Make it a practice to review it frequently. This will assist you in keeping up with what is current at BridgePrep Academy, Inc. To avoid confusion, please do not post or remove any material from the bulletin board.

5-13. Confidential Company Information

During the course of work, an employee may become aware of confidential information about BridgePrep Academy, Inc business, including but not limited to information regarding Company finances, pricing, products and new product development, software and computer programs, marketing strategies, suppliers, customers and potential customers. An employee also may become aware of similar confidential information belonging to the Company's clients. It is extremely important that all such information remain confidential, and particularly not be disclosed to our competitors. Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of the Company may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

5-14. Conflict of Interest

It is BridgePrep Academy, Inc policy that all employees avoid any conflict between their personal interests and those of the Company. The purpose of this policy is to ensure that the Company's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the Company.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

1. Holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the Company, by any employee who is in a position to directly or indirectly influence either the Company's decision to do business, or the terms upon which business would be done with such organization.
2. Holding any interest in an organization that competes with the Company.
3. Being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the Company or which competes with the Company.
4. Profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with the Company.

A conflict of interest would also exist when a member of an employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is your responsibility to report any actual or potential conflict that may exist between you (and your immediate family) and the Company.

5-15. Outside Employment

Employees may hold outside jobs as long as they meet the performance standards of their job with BridgePrep Academy. All employees will be judged by the same performance standards and will be subject to BridgePrep Academy's scheduling demands, regardless of any existing outside work requirements.

If BridgePrep Academy determines that an employee's outside work interferes with performance or the ability to meet the requirements of BridgePrep Academy as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with BridgePrep Academy.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside BridgePrep Academy for materials produced or services rendered while performing their jobs.

5-16. Use of Facilities, Equipment and Property, Including Intellectual Property

Equipment essential in accomplishing job duties is often expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards and guidelines.

Please notify your Supervisor if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of loss, damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The Supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment used on the job.

Employees also are prohibited from any unauthorized use of the Company's intellectual property, such as audio and video tapes, print materials and software.

Improper, careless, negligent, destructive, or unsafe use or operation of equipment can result in discipline, up to and including discharge.

Further, the Company is not responsible for any damage to employees' personal belongings unless the employee's Supervisor provided advance approval for the employee to bring the personal property to work.

5-17. Health and Safety

The health and safety of employees and others on Company property are of critical concern to BridgePrep Academy. The Company intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the Company's premises, or in a product, facility, piece of equipment, process or business practice for which the Company is responsible should be brought to the attention of management immediately.

Periodically, the Company may issue rules and guidelines governing workplace safety and health. The Company may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines, as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's Supervisor as soon as possible, regardless of the severity of the injury or accident.

5-18. Hiring Relatives/Employee Relationships

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, BridgePrep Academy, Inc may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists.

In other cases such as personal relationships where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment, at the discretion of the Company. Accordingly, all parties to any type of intimate personal relationship must inform management.

If two employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. The Company generally will attempt to identify other available positions, but if no alternate position is available, the Company retains the right to decide which employee will remain with the Company.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

5-19. Employee Dress and Personal Appearance

You are expected to report to work well groomed, clean, and dressed according to the requirements of your position. Some employees may be required to wear uniforms or safety equipment/clothing. Please contact your Supervisor for specific information regarding acceptable attire for your position. If you report to work dressed or groomed inappropriately, you may be prevented from working until you return to work well groomed and wearing the proper attire.

5-20. Publicity/Statements to the Media

All media inquiries regarding the position of the Company as to any issues must be referred to the Manager of Human Resources. Only the Manager of Human Resources is authorized to make or approve public statements on behalf of the Company. No employees, unless specifically designated by the Manager of Human Resources, are authorized to make those statements on behalf of Company. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the Company must first obtain approval from the Manager of Human Resources.

5-21. Operation of Vehicles

All employees authorized to drive Company-owned or leased vehicles or personal vehicles in conducting Company business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately.

A valid driver's license must be in your possession while operating a vehicle off or on Firm property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

Firm-owned or leased vehicles may be used only as authorized by management.

Portable Communication Device Use While Driving

Employees who drive on Company business must abide by all state or local laws prohibiting or limiting portable communication device (PCD) use, including cell phones or personal digital assistants, while driving. Further, even if use is permitted, employees may choose to refrain from using any PCD while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the PCD.

Regardless of the circumstances, including slow or stopped traffic, if any use is permitted while driving, employees should proceed to a safe location off the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is absolutely necessary while the employee is driving, and permitted by law, the employee must use a hands-free option and advise the caller that he/she is unable to speak at that time and will return the call shortly.

Under no circumstances should employees feel that they need to place themselves at risk to fulfill business needs.

Since this policy does not require any employee to use a PCD while driving, employees who are charged with traffic violations resulting from the use of their PCDs while driving will be solely responsible for all liabilities that result from such actions.

Texting and e-mailing while driving is prohibited in all circumstances.

5-22. Business Expense Reimbursement

Employees will be reimbursed for reasonable approved expenses incurred in the course of business. These expenses must be approved by your Supervisor, and may include air travel, hotels, motels, meals, cab fare, rental vehicles, or gas and car mileage for personal vehicles. All expenses incurred should be submitted to your Supervisor along with the receipts in a timely manner.

Employees are expected to exercise restraint and good judgment when incurring expenses. You should contact your Supervisor in advance if you have any questions about whether an expense will be reimbursed.

5-23. References

BridgePrep Academy, Inc will respond to reference requests through the Human Resources Department. The Company will provide general information concerning the employee such as date of hire, date of termination, and positions held. Requests for reference information must be in writing, and responses will be in writing. Please refer all requests for references to the Human Resources Dept.

Only the Human Resources Department may provide references.

5-24. If You Must Leave Us

Should you decide to leave the Company, we ask that you provide your Supervisor with at least two (2) weeks advance notice of your departure. Your thoughtfulness will be appreciated.

All Company property including, but not limited to, keys, security cards, parking passes, laptop computers, fax machines, uniforms, etc. must be returned at separation. Employees also must return all of the Company's Confidential Information upon separation. To the extent permitted by law, employees will be required to repay the Company (through payroll deduction, if lawful) for any lost or damaged Company property.

As noted previously, all employees are employed at-will and nothing in this handbook changes that status.

5-25. Exit Interview

Employees who resign are requested to participate in an exit interview with Human Resources, if possible.

5-26. A Few Closing Words

This handbook is intended to give you a broad summary of things you should know about BridgePrep Academy, Inc. The information in this handbook is general in nature and, should questions arise, any member of management should be consulted for complete details. While we intend to continue the policies, rules and benefits described in this handbook, BridgePrep Academy, Inc. in its sole discretion, may always amend, add to, delete from or modify the provisions of this handbook and/or change its interpretation of any provision set forth in this handbook. Please do not hesitate to speak to management if you have any questions about the Company or its personnel policies and practices.

Section 6 – School Procedures

6-1. Aids Cases Involving Students

Employees working closely with students with formally disclosed cases of HIV/AIDS will be advised of the students' medical condition only upon formal consent of a natural parent or legal guardian. Where the Department of Health and Rehabilitative Services (HRS) notifies the School Board of a student's positive HIV/AIDS test result, the School Board shall maintain the confidentiality of the report and shall release it only in accordance with the statutory provisions. The consent form is a highly confidential record which must be maintained under the custody of the employee(s) to whom disclosure is authorized.

6-2. Attendance –Students

Attendance Policy –State **Board Rule** 6A-1.044

Student attendance is a means of improving student performance and critical in raising student achievement. Together, the staff of BridgePrep Academy, students, parents and the community must make every effort to lessen the loss of instructional time to students

The Attendance Review Committee

The Attendance Review Committee is comprised of a minimum of a student services representative and an administrator or administrative designee and will provide guidance and support to students with significant absences. They are expected to:

1. Provide early intervention by convening when students reach an accumulation of five (5) unexcused absences in a semester or ten (10) unexcused absences in an annual course.
2. Convene a minimum of six (6) designated times per year.
3. Give consideration to all extenuating circumstances surrounding student absences. The Attendance Review Committee is charged with the responsibility of prescribing activities designed to mitigate the loss of instructional time and has the authority to recommend the following:
 - A. Issuing of quarterly, semester, or final grades.
 - B. Temporary withholding of quarterly, semester, or final grades. The following are among possible options:
 1. Make-up assignments
 2. Attendance probation for the following grading period(s)

3. Completion of a school service project

C. Permanent withholding of quarterly, semester or final grades and credit. The student is to be informed of his/her right of final appeal to the board.

4. Review attendance history for student exhibiting patterns of excused and/or unexcused absences and provide appropriate referrals and counseling support.

Recording Attendance

Student attendance **MUST** be officially recorded daily in the official school attendance record document(s) in use at the school. Staff should note that attendance records and reports are required by Chapter 1003.23, Florida Statutes, which states in part:

“All officials, teachers, and other employees in public schools shall keep all records and shall prepare and submit promptly all reports that may be required by law and by rules of State Board of Education and district school boards. Such records shall include a register of enrollment and attendance and all persons described above shall make these reports there from as may be required by the State Board of Education. The enrollment register shall show the absence or attendance of each student enrolled for each school day of the year in a manner prescribed by the State Board of Education.

Recording Attendance using the Electronic Gradebook

- Homeroom teachers **MUST** report and record students as “present” or “absent” (see criteria below), using the Electronic Grade book by 8:45 a.m. Attendance is the sole responsibility of the teacher.
- Teachers are responsible for **REPORTING** and **RECORDING ATTENDANCE**, using the Electronic Grade Book, for every class period or subject. The school attendance clerk will update attendance records daily based on the information from the Electronic Grade Book. It is imperative for teachers to accurately record attendance.
- Students who report to class after 8:30 **MUST NOT** be admitted to class unless they have a late pass issued by the office. The late pass **MUST BE KEPT** by the teacher to double check any discrepancies in attendance records.
- An “Attendance Bulletin” will be posted daily and **MUST BE REVIEWED** daily by teachers for accuracy. Teachers must initial next to each attendance record that is correct or for which a correction is entered. Any teacher-noted discrepancies must notify attendance clerk immediately and will be corrected and attendance updated by the attendance clerk.

Present

- A student who is physically in school engaged in an educational activity which constitutes part of the approved school program for that student.
- A student who is away from school on a school day, but is engaged in an educational activity that constitutes part of the school-approved instructional program for that student.
- A student who is scheduled at a school center for instructional purposes for a partial day, such as a vocational-technical center, a vocational school, or a community college shall be reported as present, if present at such locations.

Tardy

A student who arrives at school after the scheduled beginning-of-school-day official time of 8:30 a.m. or designated time of arrival is “tardy”.

Absent

A student who is not physically present at school for any part of the school day is considered absent.

All absences are considered unexcused until the student brings the proper documentation.

Teachers will call their homeroom students after three days of the student being absent from school.

6-3. Accident or Injury of Staff

All staff members must make sure to complete an “emergency information and contact card” which is kept in the office for emergency purposes.

If you suffer an injury while on the job at school, you **MUST** report it to the office within 24 hours so that an “Accident Report” can be completed. If this is not done, you will not be eligible for Workmen’s Compensation benefits if the need arises.

6-4. Accident of Students

All students must have an up-to-date “Emergency Contact Card” which is kept in the office in case of an accident/emergency.

When a student is injured, the following procedure must be followed:

The supervising teacher must ensure that the injured child is made as comfortable and safe as possible (MEDICATION MAY NOT BE ADMINISTERED). In case a student is SERIOUSLY INJURED the supervising teacher must, simultaneously with the above, call the office and/or send two reliable students to notify the principal or designee of the situation.

1. Request assistance from the nearest teacher and/or staff member, as necessary.
2. The injured child should be moved to the office as quickly and as carefully as possible. Ask for the help of other teachers or reliable students. DO NOT MOVE THE CHILD IF SERIOUS INTERNAL INJURY OR CONDITION IS SUSPECTED.
3. The supervising teacher must notify the parent or guardian of the situation. In cases where the parent or others listed on the Emergency Contact Card cannot be reached, and it is apparent that immediate professional assistance is needed, the administrator in charge shall contact 911 for the purpose of summoning help.
4. The supervising teacher must complete an accident report and submit it to the main office for processing and record keeping.

6-5. Administrative Team

The administrative team provides assistance and support at all times. It is extremely important to inform the Principal of any situation or incident that may become a potential problem.

6-6. Appliances

Coffee makers, refrigerators, microwave ovens, toaster ovens, and other household appliances create a safety hazard in classrooms and could lead to unwanted pests. Any appliances found in classrooms will be removed. Staff members may use the appliances that are located in each teachers' lounge.

6-7. Arrival Procedure and Dismissal Procedure

The arrival and dismissal procedures are different for each campus. The campus principal will set said procedures.

6-8. Bulletin Boards

- Teachers are responsible for maintaining the bulletin board(s) in the classroom, as well as the grade- or department-designated bulletin board in the hallway of the elementary and PLC Buildings.

- Bulletin boards should be attractive.
- Backing made of fabric or paper should be used on all bulletin boards; fabric is strongly recommended.
- Student work is to be displayed in a neat and attractive manner.
- Due to fire safety issues, only 20% of the walls in the classroom may be used for display.
- Hallway bulletin boards are assigned to the different grade levels; they are to be updated by the first day of every month. (No Exceptions.)

DO NOT use tacks or staples on the wooden areas in the room, doors, or areas other than on bulletin boards. Sticky tack should be used instead. **DO NOT** make holes on the walls or use double adhesive tape that causes the paint to peel off when removed.

6-9. Cafeteria Procedures

In order to maintain an excellent cafeteria program, the following procedures must be followed: Teachers will rotate supervising the cafeteria.

Teachers must make sure students understand the procedures involved and the rules (see basic cafeteria rules below) to be followed while traveling to the cafeteria, going through the serving line, sitting at the assigned table, having lunch in an orderly manner, waiting to be picked up, and returning to the classroom.

1. Teachers must adhere to the scheduled times.
2. Students must be escorted by the teacher to the cafeteria serving line assigned as per the schedule.
3. Students must be picked up by the teacher from the assigned table promptly at the end of the scheduled lunch period and ensure that the area is left clean.
4. Teachers are not allowed to drop off students at the door. They must be escorted to the designated serving line.

Breakfast

Breakfast will be served each morning from 7:45 a.m. to 8:15 a.m. Students must report to the P.E. court or designated waiting area once they have finished eating.

Note: Parents are not allowed to be in the cafeteria.

Lunch

1. Students will use the POS to access their lunch account.
2. Provide time for students to prepare for lunch; wash hands, use the bathroom, get lunches (for those who bring lunch from home), line up and arrive in an orderly fashion. Set the tone in the classroom for the tone expected in the cafeteria.

Cafeteria Monitor

- Cafeteria monitors are employed to supervise children during their lunch period and maintain a neat cafeteria environment.
- A teacher's failure to pick up students promptly at the end of the 30-minute lunch period causes schedule conflicts, disrupts the supervisory process, and limits behavior management.
- Communication between the teacher and the cafeteria monitors is instrumental to maintaining appropriate student conduct in the cafeteria.

Basic Cafeteria Rules

(Teachers must review these rules with students periodically. Students must understand the behavior that is expected in the cafeteria.)

1. Students are to enter the cafeteria quietly.
2. Once seated, students need permission to leave their seats.
3. Food trading is not permissible.
4. Students are responsible for all items on their trays. Food is not to be thrown. It must either be eaten or discarded properly along with trash items.
5. Students are responsible for leaving their area, including the floor, free of trash.
6. Students should engage in quiet conversation only. There is to be no yelling or shouting.

6-10. Cell Phones

The use of cellular phones while performing job-related duties or while walking in the hallway conveys an unprofessional image and is not allowed. Cell phones may be used during planning or in the lounge. Also, telephones are available for staff use in the teacher's lounge.

6-11. Certification

It is the responsibility of all staff members to maintain the certification requirements prescribed for the position they hold. A current copy of this certificate must be submitted to the school's secretary to be filed in the employee's personnel record.

6-12. Child Abuse

Section 415.504, Florida Statutes, requires mandatory reporting of all cases of child abuse. This statute applies to suspected or confirmed reports against any person, regardless of occupation, who is alleged to be involved or any person who is alleged to have committed any act of child abuse. School personnel are not exempt from mandatory reporting of child abuse, even when a fellow employee is suspected or confirmed as the abuser.

Anyone aware of child abuse, suspected or confirmed, shall immediately make a report by contacting The Florida Abuse Hotline which accepts reports 24 hours a day and 7 days a week of known or suspected child abuse, neglect, or abandonment and reports of known or suspected abuse, neglect, or exploitation of a vulnerable adult. To make a report you can -

- report online at <https://reportabuse.dcf.state.fl.us/>
- call 1-800-962-2873
- use 711 for Florida Relay Services
- fax your report to 1-800-914-0004

If you suspect or know of a child or vulnerable adult in immediate danger, call 911.

It is required that once a report is made, the principal or appropriate school administrator be notified. The name of the person reporting child abuse or neglect shall in no case be released to any person other than employees of HRS responsible for child protective services.

Child abuse is defined to include harm or threatened harm to a child's health or welfare and/or willful or negligent acts which result in: neglect: malnutrition: sexual abuse: physical injury: mental injury: or failure to provide sustenance, clothing, shelter, or medical treatment.

Any person including, but not limited to, physician, nurse, teacher, social worker, or employee of a public or private facility serving children, who has reason to believe that a child has been a subject of child abuse shall report this information as indicated in the procedures outlined in this guideline.

Knowing and willful failure to report suspected or confirmed abuse and knowing and willful prevention of another from making such a report is a crime punishable by up to two months in jail and up to a \$500 fine and may be subject to disciplinary action by sponsoring school district.

Reporting of incidents to HRS is not prima facie evidence that child abuse has taken place. A subsequent investigation by HRS will ensure protection for the School Board, the employee, and the student. Additional investigating will not be initiated by school-site personnel.

Whenever in doubt, report child abuse

Employees reporting child abuse from an outside source are not to inform parents of the report; it will be the responsibility of HRS to notify the parent/guardian.

Parents or guardians may try to find out who made the report. If confronted by a parent/guardian, school staff members do not need to confirm or deny making the report.

All contact with school personnel by HRS representatives shall be with the principal or designee, and under no circumstances shall an HRS representative proceed directly to a classroom or other portion of the school plant without the specific authority of the principal or designee.

Anyone aware of suspected or confirmed child abuse committed by School Board employees acting in their official capacity shall immediately make a report to the principal or designee who shall immediately make a report to the police and school board.

6-13. Clinic

- The school has a small area in the main office designated as the “Clinic.”
- The main purpose is to keep students who may become ill comfortable until they can be picked up promptly within 30 minutes of being sent there.
- **NO MEDICATION CAN BE ADMINISTERED** while a student is in the “Clinic.”
- The office personnel will contact (or have the student contact) the parent(s) or person listed on the student Emergency Contact Card to notify them of the situation and to request that the child be picked up as soon as possible.
- When sending a child to the “Clinic,” he/she is to be accompanied by two students, with a hall pass and a note advising office personnel of the student’s problem or illness.

6-14. Code of Ethics

All persons employed by the Governing Board of BridgePrep Academy are expected to conduct themselves in a manner that will reflect adherence to this code. Employees are required to follow [*Code of Ethics & Principles of Professional Conduct for the Education Profession in Florida*](#) these principals are to be read and observed accordingly. The code of ethics also applies to social networking websites and Internet sources.

Code of Ethics of the Education Profession in Florida

6A-10.080 Code of Ethics of the Education Profession in Florida.

1. 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.
2. 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.

3. 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.

6A-10.081 Principles of Professional Conduct for the Education Profession in Florida.

1. The following disciplinary rule shall constitute the Principles of Professional Conduct for the Education Profession in Florida.
2. 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.
- 3. Obligation to the student requires that the individual:**
 - 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. Obligation to the public requires that the individual:**
 - a. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
 - b. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
 - c. Shall not use institutional privileges for personal gain or advantage.
 - d. Shall accept no gratuity, gift, or favor that might influence professional judgment.
 - e. Shall offer no gratuity, gift, or favor to obtain special advantages.
- 5. Obligation to the profession of education requires that the individual:**
 - 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.
- f. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
- g. Shall not misrepresent one's own professional qualifications.
- h. Shall not submit fraudulent information on any document in connection with professional activities.
- i. 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.
- j. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
- k. 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.
- l. 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.
- m. 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), Florida Statutes.
- n. 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), Florida Statutes.
- o. 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), Florida Statutes.
- p. Shall comply with the conditions of an order of the Education Practices Commission.

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

6-15. Background Screening Requirements

Jessica Lunsford Act

On June 20, 2007, Governor Charlie Christ signed into law Senate Bill 988, Relating to High Risk Offenders. The bill, effective on July 1, 2007, requires specific notations on the driver's licenses of sexual predators, and established standards and procedures related to the background screening of individuals who provide contracted non-instructional services to Florida public schools or districts.

The sections of Florida law pertinent to the screening of individuals who are vendors or contractors with a Florida public school or district as amended or created by [Senate Bill 988](#), may be accessed at:

- Section 1012.465, Florida Statutes
- Section 1012.467, Florida Statutes
- Section 1012.468, Florida Statutes

Ethics in Education Act

The 2008 Florida Legislature passed, and Governor Crist signed, [Senate Bill 1712 \(PDF\)](#), the Ethics in Education Act. This legislation became effective July 1, 2008, and amends multiple sections of the Florida Statutes and creates new statutory sections. In part, this Act created section 1012.315, Florida Statutes, and established that a conviction of certain offenses makes one ineligible for a Florida Educator Certificate and instructional personnel and school administrators are ineligible for employment in any position that requires direct student contact in a district school system, charter school, private school that accepts students under the Corporate Tax or McKay Scholarships, or the Florida School for the Deaf and the Blind.

An individual is ineligible for Florida Educator Certification and employment as instructional personnel or school administrator as outlined above, if convicted of any of the following felony offenses:

- Section [393.135](#), relating to sexual misconduct with certain developmentally disabled clients and reporting of such sexual misconduct.
- Section [394.4593](#), relating to sexual misconduct with certain mental health patients and reporting of such sexual misconduct.
- Section [415.111](#), relating to adult abuse, neglect, or exploitation of aged persons or disabled adults.
- Section [782.04](#), relating to murder.

- Section 782.07, relating to manslaughter, aggravated manslaughter of an elderly person or disabled adult, aggravated manslaughter of a child, or aggravated manslaughter of an officer, a firefighter, an emergency medical technician, or a paramedic.
- Section 784.021, relating to aggravated assault.
- Section 784.045, relating to aggravated battery.
- Section 784.075, relating to battery on a detention or commitment facility staff member or a juvenile probation officer.
- Section 787.01, relating to kidnapping.
- Section 787.02, relating to false imprisonment.
- Section 787.025, relating to luring or enticing a child.
- Section 787.04(2), relating to leading, taking, enticing, or removing a minor beyond the state limits, or concealing the location of a minor, with criminal intent pending custody proceedings.
- Section 787.04(3), relating to leading, taking, enticing, or removing a minor beyond the state limits, or concealing the location of a minor, with criminal intent pending dependency proceedings or proceedings concerning alleged abuse or neglect of a minor.
- Section 790.115(1), relating to exhibiting firearms or weapons at a school-sponsored event, on school property, or within 1,000 feet of a school.
- Section 790.115(2)(b), relating to possessing an electric weapon or device, destructive device, or other weapon at a school-sponsored event or on school property.
- Section 794.011, relating to sexual battery.
- Former s. 794.041, relating to sexual activity with or solicitation of a child by a person in familial or custodial authority.
- Section 794.05, relating to unlawful sexual activity with certain minors.
- Section 794.08, relating to female genital mutilation.
- Chapter 796, relating to prostitution.
- Chapter 800, relating to lewdness and indecent exposure.
- Section 806.01, relating to arson.
- Section 810.14, relating to voyeurism.
- Section 810.145, relating to video voyeurism.
- Section 812.014(6), relating to coordinating the commission of theft in excess of \$3,000.
- Section 812.0145, relating to theft from persons 65 years of age or older.
- Section 812.019, relating to dealing in stolen property.
- Section 812.13, relating to robbery.
- Section 812.131, relating to robbery by sudden snatching.
- Section 812.133, relating to carjacking.
- Section 812.135, relating to home-invasion robbery.
- Section 817.563, relating to fraudulent sale of controlled substances.
- Section 825.102, relating to abuse, aggravated abuse, or neglect of an elderly person or disabled adult.
- Section 825.103, relating to exploitation of an elderly person or disabled adult.
- Section 825.1025, relating to lewd or lascivious offenses committed upon or in the presence of an elderly person or disabled person.
- Section 826.04, relating to incest.
- Section 827.03, relating to child abuse, aggravated child abuse, or neglect of a child.
- Section 827.04, relating to contributing to the delinquency or dependency of a child.

- Section 827.071, relating to sexual performance by a child.
- Section 843.01, relating to resisting arrest with violence.
- Chapter 847, relating to obscenity.
- Section 874.05, relating to causing, encouraging, soliciting, or recruiting another to join a criminal street gang.
- Chapter 893, relating to drug abuse prevention and control, if the offense was a felony of the second degree or greater severity.
- Section 916.1075, relating to sexual misconduct with certain forensic clients and reporting of such sexual misconduct.
- Section 944.47, relating to introduction, removal, or possession of contraband at a correctional facility.
- Section 985.701, relating to sexual misconduct in juvenile justice programs.
- Section 985.711, relating to introduction, removal, or possession of contraband at a juvenile detention facility or commitment program.

An individual is ineligible for Florida Educator Certification and employment as instructional personnel or school administrator as outlined above, if convicted of any of the following misdemeanor offenses:

- Section 784.03, relating to battery, if the victim of the offense was a minor.
- Section 787.025, relating to luring or enticing a child.

An individual is ineligible for Florida Educator Certification and employment as instructional personnel or school administrator as outlined above, if convicted of:

- Any criminal act committed in another state or under federal law which, if committed in this state, constitutes an offense prohibited under any statute listed in subsection (1) or subsection (2). (offenses listed above) or;
- Any delinquent act committed in this state or any delinquent or criminal act committed in another state or under federal law which, if committed in this state, qualifies an individual for inclusion on the Registered Juvenile Sex Offender List under s. 943.0435(1)(a)1.d.

6-16. Code of Student Conduct

Code of Excellence

We believe that a safe and orderly school is of primary importance. When children behave in a respectful, responsible, and safe manner, they learn more and develop into responsible children whose “character counts”. The BridgePrep Academy Code of Excellence is a school wide plan, which clearly outlines student expectations.

Proper behavior is recognized and consequences are given for breaking our code. Each parent must take an active role in supporting this plan. We want our children to learn and to be responsible citizens. It is in the children's best interest that parents and staff work together to ensure a happy, safe, and productive learning experience.

Students' Code of Excellence

- Be honest
- Be kind
- Be respectful
- Be patient
- Be proud
- Be courteous
- Be prompt
- Be Prepared
- Be Polite

The Code of Student Conduct delineates the behavior expected from students.

- Students who commit violations of the Code of Student Conduct may be subject to suspension.
- Based on the severity of the violation, students may additionally be recommended for administrative placement to an opportunity school, or expulsion.

For detailed information on the Code of Student Conduct please review it at:

Miami-Dade: www.dadeschools.net/handbook/Code/index.htm

Broward County: <http://bcps.browardschools.com/codeofconduct/sources/index.htm>

Hillsborough County: <http://www.sdhc.k12.fl.us/assets/pdf/studenthandbook.pdf>

6-17. Collection of Monies

- Money collected for school pictures, insurance, or special activities, etc., must be submitted to the office DAILY in an envelope with a RECAP OF COLLECTION sheet listing the students' names and the amount of money for each.
- No money should be kept by teachers overnight.
- Any activity involving collection of money must be approved by the Principal before implementation.

6-18. Committees

A series of committees are established every year at the school to accomplish different objectives all intended to enhance student achievement and the overall character of the school as an institution committed to the overall culture of its members.

- The Principal is responsible for electing/selecting a Chair and Co-Chair for each committee.
- The Chair will be responsible for scheduling meetings, setting up the agenda, and setting the pace of the meetings. He/she must also make sure that the outcomes of the meeting are disseminated to the staff.
- The Chair must make certain that the goals of the committee are being met.
- The committee will appoint a secretary who will keep minutes in a notebook as a record of on-going activities.
- The committee Chair is to work with the principal.

These COMMITTEES include but are not limited to:

School Improvement Committee	FSA Pep Rally Committee
Attendance Committee	Earth Day Committee
Career Fair Committee	Holiday Program Committee
Holiday Toy Drive Committee	Black History Month Committee
Yearbook Committee	Hispanic Heritage Month Committee
Field day Committee	Red Ribbon Week Committee
Technology Committee	Gala Committee
Fundraiser Committee	Thanksgiving Food Drive Committee
Science Fair Committee	Social Committee
PBS Committee	Parental Involvement Committee
Kindergarten Graduation Committee	Interviewing Committee

Academic Committees: All school staff will belong to one of the committees below

**School Leadership Team
Grade Level Team**

**Literacy Leadership Team
RTI Team**

6-19. Communication from the school

- Communication generated, displayed, forwarded and distributed to parents, students, colleagues, agencies, and community should reflect the professional and intellectual level of the school.
- **No form of written communication such as letters, memorandums, e-mails, announcements, forms, notices, flyers, etc., bearing the school's letterhead or the school's name in any way are to be sent without prior approval of the Principal.**

6-20. Comprehensive Research-Based Reading Plan (CRRP)

BridgePrep Academy will follow the sponsoring districts CRRP as a way to provide all students with explicit and systematic reading instruction that will afford them varied opportunities to reach high proficiency levels in reading as prescribed by the Florida State Standards.

Students will:

- Receive initial explicit and systematic instruction in the six essential components of reading (oral language development, phonemic awareness, phonics, fluency, vocabulary, and comprehension) through differentiated instruction utilizing research-based materials.
- Be assessed utilizing three types of assessment tools to effectively identify students' needs (screening, diagnostic, and progress monitoring) and guide instruction.
- Receive immediate intensive intervention when needed utilizing research-based materials.
- Be strongly encouraged to read daily and independently to enhance knowledge and skills development.

6-21. Copy Machine

The copy machines are to be used by authorized personnel only. The following procedures are to be followed when requesting copies:

- A Request for Copies form must be completed and submitted to the main office for approval at least three days prior to the date needed. (No Exceptions.)
- If approved, materials will be copied; if not approved, materials will be returned to the person requesting copies.

**Copyright laws must be observed accordingly.*

ONLY MATERIAL CONSIDERED ABSOLUTELY NECESSARY TO SUPPORT THE LEARNING PROCESS WILL BE COPIED

6-22. Corporal Punishment

BridgePrep Academy prohibits the use of corporal punishment. Staff members may not use of rulers, paddles, or other instruments for the administration of corporal punishment, no matter how lightly administered, or even as a threat to administer corporal punishment.

- Students are not to be asked to stand for any period of time as a means of punishment.

- Restraining force may only be used by trained personnel and be applied in order to a student from injuring self or others.
- Force used beyond restraining force is not allowed.

Any violations of the aforementioned will be reported to local jurisdiction Police Department, the school board, and Department of Children and Families.

6-23. Cumulative Record Folders (CUMS)

- Teachers are responsible for the CUMS of their students.
- Teachers must make sure there is a CUM for each of the assigned students.
- Missing CUMS must be reported immediately to the Registrar.
- CUMS must be updated at the beginning and at the end of each school year by the homeroom teacher and/or any other teacher who services the students (i.e.: Spanish, ESOL, ESE, Gifted, etc.),
- Blue ink pens must be utilized when completing any information in/on a student's CUM. All entries must be accurate and neatly written.
- CUMS may be checked out by the teacher(s) servicing the student through the Registrar by signing out and in when returning the CUM on the same day (CUMS may not be left out of the office overnight).
- Records for students who transfer to another location must be completed within one (1) day after the Registrar informs the teachers of the transfer.
- The CUM checklist form should be used to ascertain that all applicable documentation is in place and in the correct order in each CUM.

Records of students' past achievements in courses of study and on standardized tests are used to:

1. Aid teachers in understanding their students' past achievements and future potential.
2. Screen students for remedial and advanced courses.
3. Aid in educational and vocational counseling.

Cautions

1. The information in the cumulative record folder is confidential. Information contained within the cumulative records is not to be shared with anyone, including the guardian, without authorization from the Principal.
2. Volunteers, parents, and students are not to handle cumulative record folders.
3. Cumulative records must never be taken from the school grounds nor are they to be left in the classroom overnight.
4. The cumulative records are located in the main office under the supervision of the Registrar.
5. Items in the cumulative folder should be organized according to the checklist provided by administration.

6-24. Custodial Staff

The custodial staff works diligently on a timed schedule to maintain the entire school as clean and neat as possible. However, custodians are not expected to clean rooms that are unnecessarily littered.

- Teachers should make an effort to have students pick up after themselves daily in order to alleviate unnecessary cleaning tasks. Chairs should be stacked by students at the end of the school day.
- Notify the Principal immediately if a classroom or other area is left unclean or if any area is out of soap, toilet paper, or paper towels. Custodial assistance needs to be requested in writing.

6-25. Deadlines

- There are a number of deadlines that must be **strictly** observed throughout the school year, particularly assessments and reporting of students' progress (report cards).
- These deadlines are preset/scheduled at the beginning of the school year. Deadlines specific to the school may be set from time to time as the need arises, but will be given with sufficient time for proper completion.
- When emergencies arise, these requests must be handled as efficiently and diligently as possible. If help is needed in meeting a specific deadline, the Principal must be informed as soon as possible.

6-26. Department Grade Level Chairperson

The grade level chairperson reports directly to the Principal. They secure appropriate textbooks and materials, produce assembly programs, and coordinate all activities as so designated by the Principal.

6-27. Detentions

- Students in grades K-8 may be kept after school for detention if need be.
- A detention form must be completed by the teacher and signed by the parents before a detention can take place.
- Parents must be given at least a twenty-four hour notice so that they can make arrangements for transportation if necessary.
- Each teacher will conduct detention in his/her room.

6-28. Discipline

Keeping students engaged in the learning process is the best preventive discipline. Doing this requires careful planning and excellent classroom management.

- Start the day promptly at 8:30 a.m.
- Supervise students at all times.
- Set the tone and establish clear, fair, and comprehensive classroom rules and procedures the first day of school.
- Display and review these rules and procedures the first day of school and periodically thereafter.
- Ascertain that students are aware of the CODE OF STUDENT CONDUCT.
- Arrange classroom to accommodate the safety of the students, the instructional cycle, and the learning needs of the students, paying particular attention to literacy and hands-on activities materials.
- Contact parent(s) to address behavior problems before referring students to the office. All parent contact MUST be documented in the “Parent Contact Log,”
- Extreme disruptive behavior MUST be immediately referred to the respective supervisor (Principal) for action, together with a completed Student Case Management referral (SCM) Form.
- Corridors are to be as quiet as possible at all times so that the teaching and learning taking place in the classrooms is not interrupted.

The following guidelines should be observed:

- Teachers and/or supervising staff member should make sure students know and understand the rules they need to follow.
- Students moving from one area/classroom to another should walk quietly in a single-file line.
- Students moving from one area/classroom to another must be supervised by a teacher at all times, who should walk next to the students at the end of the line to have visual control of the group in movement.
- Any directive/instruction given to students while in the corridors must be done as quietly as possible, avoiding loud voices.

6-29. Teacher Responsibility for Non-Classroom Behavior

All children are to be assisted in behaving in an appropriate manner by any teacher who observes inappropriate behavior.

Responsibilities

Classroom teachers will handle the following student offenses:

1. Tardiness
2. Profanity
3. Eating in class
4. Excessive Talking
5. Getting out of seat without permission
6. Failure to complete assignments
7. Failure to turn in home-learning assignments
8. Minor altercations
9. Wearing inappropriate uniform or no uniform
10. Other minor infractions of classroom/school rules

The following student offenses will be referred to the administration:

1. Leaving the classroom and/or school without permission
2. Bringing weapons and/or drugs to class/school
3. Serious fights which cause injury or disrupt the educational process
4. Excessive profanity
5. Destruction of school property
6. Flagrant disrespect or defiance of authority
7. Verbal or physical assault on teacher
8. Unauthorized removal of another's property
9. Continued tardiness or absences following teacher's warning
10. Continued use of inappropriate uniform or no uniform

6-30. Recommended Discipline Intervention Techniques

- Establish and enforce class rules clearly and consistently
- Use a reward system/positive reinforcement
- Conference with the student
- Call or send letter to parent
- Conference with the parent
- Team meeting
- Conference with student, parent and administrator
- Request that parent observe student in the classroom

The Following Disciplinary Actions Should Never be used

1. Corporal punishment of any kind (hitting, pinching, pulling, pushing, standing, grabbing, etc.)
2. Sending a child to stand outside the classroom without supervision
3. Making a child leave the classroom without supervision
4. Having a child write lines

5. Assigning extra Home Learning or class work
6. Humiliating a child in any way (i.e. verbal or physical)
7. Punishment of the entire class

6-31. Student Case Management (SCM)

- A SCM is used as documentation for recording specific student behaviors.
- The SCM must be filled out entirely including the student’s ID number and parent contact information.
- A complete description of the words and actions observed must be specifically detailed. Do not use general terms.
- A child should not be sent to the office without a SCM referral form.

6-32. Dismissal

Grade Level	Day of the Week	Dismissal Time
K and 1 st	Monday through Friday	2:30 p.m.
2 nd to 5 th	Monday, Tuesday, Thursday, Friday	3:30 p.m.
2 nd to 5 th	Wednesday	2:30 p.m.
6 th to 8 th	Monday through Friday	3:45 pm
All grades	Last three days of school (This has traditionally been done but may vary based on conditions during the school year.)	1:45 p.m.

- Teachers and students must not leave the classroom before the “dismissal time” above.
- Students are to be escorted by the teacher to the designated dismissal area to be picked up.
- Teachers should remain with their students until 3:45 pm Elementary and 4:00pm for Middle School. Students that have not been picked up by 3:45 or 4:00 pm for middle school will be placed in the on-campus after school care program or main office. Parent MUST be notified of their child’s location prior to dropping student off.

6-33. Rainy day Dismissal

1. All Students will remain in their classrooms with their teachers until called. Parents must get out of their cars to pick-up their children.

2. Students riding private door to door van services will be escorted by designated school personnel to the waiting van, weather permitting.
3. When the weather subsides, classes will be walked to the front gate and students placed in cars.
4. All students going to After-School Care will be picked up by an activity leader.

All teachers must have on file an inclement weather plan for each student in their classroom. This plan should be developed at the beginning of the school year. Teachers and students will be notified via the PA system of any changes to the following procedures.

**** Teachers without classroom or homeroom duties will have assigned posts. ****

All staff members must be outside at their assigned posts promptly at 3:30 p.m. (2:30 p.m. on Wednesdays), to monitor students during dismissal time.

6-34. Dress Code

All persons employed by BridgePrep Academy are expected to wear uniforms which reflect professionalism. BridgePrep Academy takes pride in having a staff that dresses in an appropriate manner for the school day.

6-35. Dress Code Students

BridgePrep Academy is a mandatory uniform school. Students are required to wear their uniform to school every day. Teachers are to ensure that students adhere to this dress code, particularly paying attention to the following:

- Shirts must be tucked in at all times.
- A belt must be worn
- ID badges are part of the dress code and must be worn at all times.
- Hats/caps will not be worn in school except for religious purposes.
- See appendix for dress code and uniform requirements.

6-36. Electronic Gradebook

The Electronic Gradebook is an official “legal” document required by state law. It can be summoned in any court case as a legal record of grades and attendance where this information is deemed binding and relevant. Therefore, the necessity for accuracy, neatness and consistency in recording cannot be over emphasized.

Refer to the Gradebook Teacher Reference Manual for specific information of its use. If you are new to the school, do not have a copy, or need assistance with the gradebook, see the Gradebook Manager.

- An average of two grades per subject per week is recommended in order to provide a clear picture of students' academic progress.
- Assignments must be meaningful and correspond to what students should know and be able to do as prescribed by the Florida Sunshine State Standards. That is, they should specifically name the **skill, concept, or knowledge assessed**. Chapter numbers, titles of stories, and page numbers ARE NOT appropriate or acceptable assignment titles (see Grading Handbook for example).
- All assignments recorded must be filed in the student's work folders.
- The Electronic Gradebook provides a way to record parent-teacher, student-teacher conferences and/or teacher comments. These notes must provide specific details about the conference and include comments such as date, time and method of contact, participant name, reason, and outcome.
- The Gradebook must be updated at least once per week.
- It is required that teachers maintain a hard copy of the Electronic Gradebook.

AT THE END OF EACH GRADING PERIOD teachers should observe the following:

- Follow the End of Nine Weeks Procedure for the Reference Guide Gradebook Teacher Manual.

6-37. Emergency in the Classroom

Each classroom has a call box. In the event of an emergency situation requiring the assistance of an administrator, PRESSING the RED BUTTON will immediately dispatch appropriate personnel to the classroom to provide assistance.

6-38. Emergency School Wide

In case of emergencies, the following codes will be announced over the P.A. system:

- "CODE BLACK." This code is used in the event of a tornado threat. An "all clear" announcement will be made when the threat is over.
- "LOCKDOWN CODE RED. LOCKDOWN CODE RED." This code is used if a proximal threat to students and staff exists on campus. An announcement will be made and all staff and students should remain in lockdown code red mode until an "all clear" announcement is made
- "LOCKDOWN CODE YELLOW. LOCKDOWN CODE YELLOW." This code is used

in the event a **potential** known threat to student and staff safety exists within the community. An announcement will be made and all staff and students should remain in lockdown code yellow mode until an “all clear” announcement is made.

6-39. Emergency Protocol

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When and if an incident or any kind of threat or crisis occurs, the following procedure must be implemented for the safety and security of all students.

1. Staff member will alert the office.
2. Office staff will make necessary phone calls; 911, alert the administrative team, call security and make announcement:

Code Red – Danger in the building

Code Yellow – Danger in the community

Code Black – Tornado or natural disaster
3. All teachers will look outside their doors; pull in any children in from the hallway, or nearby bathrooms. Lock their doors and shut their windows.
4. The administrative team, security and all special area teachers available will walk the campus in search for any stray children.
5. Security will alert the PE teacher immediately.
6. PE teacher will escort his/her class to the closest classroom.
7. Media specialist, ESE teacher and paras will report to the office to assist as necessary.
8. Cafeteria manager and cafeteria monitors will secure the cafeteria.
9. Custodians will lock and secure all doors to building and go to PLC to secure gate by room 5.
10. Everyone remains in emergency mode until alerted by the office.
11. An “All Clear” announcement will be made when the emergency has passed.
12. In the event of a tornado threat, the Code Black will be announced, please follow procedure for tornados.

- 13 In an effort to alleviate chaos or stress, please remain calm and keep teaching in a normal manner. We need to maintain a quiet and safe environment for all our students.

6-40. Employee Student Relationship

All School Board personnel are strictly prohibited from engaging in unacceptable relationships and/or communications with students. This includes, but is not limited to the following: dating, any form of sexual touching or behavior; making sexual, indecent or illegal proposals, gestures or comments (whether in person or electronically); and/or demonstrating any other behavior which gives an appearance of impropriety.

6-41. Entry to the School Building After Hours

Official permission must be obtained from the Principal to enter the school building during hours that the school is not officially open for school business.

6-42. Equipment

All school equipment is the property of BridgePrep Academy and should remain on the school campus at all times. In the event it is necessary for any equipment to leave the school campus, prior authorization must be obtained from the Principal by completing and submitting such request accordingly. Forms are available through the Media Specialist.

Audio-Visual Equipment

Equipment, such as tape players and overhead projectors among others, may be checked out through the Media Specialist for use in the classroom during the school year. The equipment becomes the responsibility of the teacher who checked it out, and must remain in the teacher's classroom until returned to the Media Specialist as per closing of school procedures. Use of any other equipment necessary for special events/presentations must be arranged/scheduled through the Media Specialist ahead of time.

- Damaged equipment must be reported or returned to the Media Specialist for repair.
- Media items are to be transported by adults only.

Protection of Equipment

1. It is imperative that equipment assigned to you is not moved or borrowed. In the case this needs to occur, you must notify administration. .

2. Make sure that laptops, iPads, projectors, calculators, and other removable teaching devices are housed in a designated, safe area each day before leaving the room.
3. All staff members must check the windows and doors of their designated rooms at the end of each day before leaving to make sure that they are locked.
4. It is mandatory that teachers and other staff members leave no money in rooms overnight.
5. If room keys have been stolen or lost, report it to the Principal immediately.
6. Any criminal incident that requires investigation needs to be reported to the Principal immediately.
7. Immediately report all lost, stolen, or missing equipment to the Principal.
8. Property audits will be conducted three times per year.

6-43. Faculty Meetings

Faculty meetings are intended to convey important information, provide instruction and guidance of important tasks, exchange ideas, and promote staff interaction. This practice is vital to the effectiveness of the overall school operation and processes. All faculty meetings will be held on Wednesdays.

Emergency Faculty Meetings may be scheduled from time-to-time, in which case an announcement will be made over the P.A. system.

Attendance at these meetings is mandatory.

The following is a tentative schedule for the 2012-2013 school year Faculty Meetings, including the grade level responsible to take minutes thereof. The grade level responsible for taking the minutes must type them and submit them to Dr. Saunders before 3:00 p.m. on the Friday of the faculty meeting. Changes or rescheduling of meeting dates will be communicated accordingly.

Scheduled Faculty Meetings	Grade Level Responsible for Minutes
August 19, 2015 -General	Administration
August 20, 2015 -LLT	Administration
August 21, 2015 - MLT	Administration
September, 2015	Kindergarten
October, 2015	First Grade
November, 2015	Second Grade
December, 2015	Third Grade
January, 2016	Fourth Grade
February, 2016	Fifth Grade
March, 2016	Kindergarten (6 th Grade for K-8)
March 13, 2016 – SAT 10/FSA Testing	First Grade (7 th Grade for K-8)
April, 2016	Third Grade (8 th Grade for K-8)
May, 2016	Fourth Grade
May, 2016	Fifth Grade

6-44. Field Trips

Field Trips are permitted if they have value in meeting educational objectives, are directly related to the curriculum, or are necessary to the fulfillment of obligations to the interscholastic athletic and activity program. All field trips must be approved by the Principal prior to informing students and parents. In the planning of field trips, absences from school should be restricted to the least number of days possible. The educational purpose and length of the field trip must be approved by the Principal and submitted to the governing board for approval. Provisions for students to make up the assignments for classes missed due to participation in field trips must be in accordance with procedures outlined in Florida Statute 1003.26 Enforcement of School Student Attendance.

The student is expected to:

1. Attend classes one hundred and eighty (180) days each school year.
2. Request the make-up assignments for all excused absences/tardinesses from his/her teachers upon his/her return to school or class. It should be noted that all classwork, due to the nature of instruction, is not readily subject to make-up work.
3. Complete the make-up assignments for classes missed within three days of the return to school. Failure to make up all assignments will result in the lower assessment of the student's academic and/or effort grade.
4. Be reported as present for the school day in order to participate in athletic and extracurricular activities.

A signed parental permission form must be on file at the school prior to each student's participation.

Students shall not be denied the privilege of participating in a field trip because of financial hardship or discipline problems. If a teacher is uncomfortable taking a student on a field trip due to discipline problems, the parent should be informed of this and given the opportunity to attend the field trip to take responsibility for the child. Clubs and/or organizations shall provide funds from fund-raising activities to assist students with demonstrable needs. Provisions shall be made, when necessary, to finance the field trip through fund raising activities. Those students participating in the fund raising efforts shall receive commensurate credit toward the trip. Also, a list should be submitted to the cafeteria designating free and reduced lunch status and food needs at least three weeks prior to the field trip. (No Exceptions.)

Rules, Regulations and Procedures

Field trips should be fully planned and organized by teachers under the direction of the chairperson who is ultimately responsible for overseeing the entire process. In order to ensure that this process is followed in a timely manner, please adhere to the attached checklist.

Ensure that you have enough chaperones prior to the trip (1 to 10 – chaperones to child ratio). The trip will not take place unless you meet the required ratio. Some places allow for more than 1:10, if that is the case, be sure to follow that ratio. Please remember that all chaperones must be on the registered volunteer list before you complete your packet.

All primary students (K – 3rd grade) must wear name tags.

School sponsored trips involving students traveling by air must be with an FAA certified air carrier.

School sponsored trips involving students traveling by ship must be with a carrier certified by the U.S. Coast Guard.

School sponsored trips involving students traveling by train must be with a carrier certified by the Federal Railroad Administration.

School sponsored out of state trips involving students traveling by bus must be with a carrier certified by the Bureau of Motor Carrier Safety; local and intrastate trips involving students traveling by bus must be in accordance with Florida Statutes and School Board Rules.

Bus Transportation

If using a sponsoring school district school bus, the teacher must complete a Request for Bus Form and submit it to the Principal. Private bus lines may be contracted to provide transportation for the field trip, however the vendor must be an approved vendor in the sponsoring school district. Appropriate licensing and insurance requirements must be obtained prior to contracting their services. The Transportation Department will notify the school of the availability of the buses requested. When transportation is approved, the office will notify the requesting teacher.

At the conclusion of the trip, the requesting teacher must sign the voucher for payment of the driver. Never sign a blank form; verify all the information on the form is correct.

When filling out the Recap of Collection Form, make sure that you list each student's name with the amount collected for each student. Once all the student names, and amount paid by each have been listed, you need to total the amount collected and sign the recap form. Once completed turn it in to the treasurer with the money. This form must be completed on a daily basis when money is collected.

Private Car

- Request to use private car forms must be completed. Only the approved vehicles by the School Board may be utilized.
- The car owner must have insurance coverage as required by the sponsoring School District.

- Teachers who transport students must be aware that their insurance is the primary coverage in case of an accident.
- A parental form for transportation must be signed by the parent of any student riding in a private car.
- No students may be transported in mini buses or vans.

****IMPORTANT****

No stops can be made during a field trip except those shown on the field trip request form. This is a firm rule and must be followed.

Provisions must be made for the proper supervision of students by school employees. Certified parent volunteers are not permitted to assist in such supervision. The adult/student ratio shall be 1:15 or less.

***CHAPERONE/ VOLUNTEER GUIDELINES:** School-site employees of the school sponsoring the field-trip as well as the volunteers who have been cleared by the sponsoring district School Volunteer Program (application completed, entered online, background check processed and approval received from the District) are permitted to serve as chaperones for field trips, so long as the person is aged 21 or older.

Chaperones for Field Trips

Volunteers should have Level 1 Clearance for day field trips, and Level 2 clearance, which requires fingerprinting, for overnight field trips.

- Non-school site employees must be cleared as Level I or Level II volunteers (based on the type of trip) before they can assist with students. (See VOLUNTEERS section for more information.)
- Pre-schoolers or children not registered at the school sponsoring the field trip may not accompany chaperones on field trips.
- Chaperones are responsible for student safety above all else.
- Chaperones must check attendance periodically and know the whereabouts of the participants at all times.
- Chaperones must be 21 years of age or older, even if the person is a BridgePrep employee.
- One chaperone per 10 students is required and considered an appropriate proportion.
- Chaperones on out-of-town trips assume 24 hour-a-day responsibility. You are always “on duty.”
- No chaperone is to share a room with students.
 - If a student group has members of each sex, then chaperones of each sex should accompany the group.
- Chaperones bear the increased responsibility for student safety and conduct. Chaperones serve in “loco parentis.”
- Chaperones are required to remain with the group at all times.

6-45. Volunteer Policies

- Pre-school children, or any other children not registered at the school sponsoring the field trip, may not accompany volunteers/ chaperones on field trips.
- Volunteers/chaperones may not be left alone to supervise students. The visual and auditory presence of a BridgePrep employee must be maintained at all times.
- Volunteer/chaperones must wear an identifying badge whenever serving as a volunteer.

6-46. Food and Drink

Eating and/or drinking while performing one's duties or while walking in the hallway conveys an un-professional image, can lead to the danger of scalding hot drinks, and has led to many unnecessary clean-ups. Staff members may eat and/or drink in the teachers' lounge or in the cafeteria.

6-47. Fund Raising Drive (Selling of Merchandise or Services)

In order to provide the employees with the opportunity for united participation in the financial support of the services performed by the humanitarian agencies of this community; no other fundraising is to be conducted among school personnel. Under no circumstances should a school employee capitalize on his/her position in BridgePrep Academy to sell merchandise or services. **Under no circumstances are students to be used for the purpose of money collection to or from any staff member. Any Fund Raising activity must be approved by the Principal. Do not collect any money without prior approval.**

6-48. Grading Procedures

The School Board of Miami-Dade County, Florida has taken major steps to establish standards for the school district for reporting student progress. The steps consist of the adoption of Board Rules 6Gx1 3-SB-i.01 and 6Gx1 3-SB-i.04, the adoption of the Code of Student Conduct, and the passage of the Pupil Progression Plan for the M-DCPS.

Students in Kindergarten will receive the letter grades E, G, S, M, or U. All students in grades 1-5 receive letter grades of A, B, C, D, or F.

Interim Progress Reports should be sent home by midterm of each nine week grading period for every child. These reports should reflect the child's progress, or lack of progress. No student can receive a grade of M, U, D or F on the report card in academics or conduct, or a 3 in effort, unless this was indicated on the Interim Progress Report sent home previously to the parent.

An electronic copy of the Interim Progress Reports will be kept in the main office.

Grading Scale

K Grades	Numerical Value	Verbal Interpretation	Grade Point Value
E	90-100%	Outstanding progress	4
G	80-89%	Above average progress	3
S	70-79%	Average Progress	2
M	60-69%	Lowest acceptable progress	1
U	0-59%	Failure	0

6-49. Guest and Guest Speakers

If you plan on having a guest or a guest speaker, you must request approval from the Principal. On days when such guests are in the building, please notify the Principal accordingly.

6-50. Hall Passes

Students in the upper academy must a yellow hall pass when leaving your classroom. Students in the lower academy must have a hall pass at all times when leaving your classroom. All students found in the hall without a hall pass will be sent back to their classroom. Please do not send students out of your room to deliver your personal messages during instructional time. Students should leave the room only for restroom use or if an emergency arises.

6-51. Home Learning

The School Board's policy on Home Learning emphasizes the importance of reading and encourages parents to become involved in the implementation of the Home learning guidelines, which include a marked emphasis on **reading**. Regular and purposeful Home Learning is an essential component of the instructional program. Home Learning is a vital factor in fostering academic achievement of students and in maximizing the relationship between the school and the home. The revised School Board policy increases the time allotments for Home Learning. In addition, it recognizes the critical importance of reading across all disciplines and reflects a commitment to the improvement of student achievement through increased reading. The policy directs that **reading** be emphasized as an integral part of each Home Learning assignment.

Teachers shall consider the grade level of the child, degree of difficulty of the subject, the maturity of the child, the child's instructional need, the purpose of the assignments, and the

length of the assignments. The staff shall also assure the value of the assigned Home Learning, which is an extension of classroom instruction, clear and definite in purpose, and clearly relates to the objectives being pursued in the classroom, keeping in mind that Home Learning assignments should be review work.

Grade Level	Frequency of Assignments	Total Daily Average (All Subjects)
K-1	Daily (4 days per week)	45 minutes
2-3	Daily (4 days per week)	60 minutes
4-5	Daily (4 days per week)	75 minutes
All Grades	Daily (4 days per week)	Reading for 30 minutes <u>in addition</u> to above time.

Please be advised that Home Learning should not take any more time than that stated above. It is imperative to receive assignments of quality not quantity. It is necessary to devise a schedule with your teams so that students do not receive excessive home learning assignments. All teachers will post home learning assignments for the week on the web on Mondays by 4:00 pm.

6-52. Keys

The Principal of the school is responsible for the school; therefore, he/she oversees the issuance of all keys. At no time is a child allowed to have a key that fits any lock, door, or cabinet in the school building. All keys issued are to be strictly accounted for, and in case of loss, a report should be made immediately to the Principal. Requests for keys are processed through the main office. You must return all keys checked out in your name before your final paycheck can be issued.

6-53. Leaving Campus during the School Day

Staff members are permitted to leave the campus during their designated lunch period without administrative approval, however, they **must sign out at the time they are leaving the building and sign in upon returning**. The sign out book is located in the main office. Persons who find it necessary to leave the campus at any other time during the work day must have approval from the Principal and must also sign out and in as stated above.

6-54. Lesson Plans / Pacing Guides / Focus Calendar

Good teaching results from realistic planning; good PLANS are reflected in systematic and effective teaching. Classroom teachers are required to develop weekly lesson plans, which shall reflect one or more objectives, activities, Home Learning assignments, and a way of monitoring student progress.

Lesson plans shall be available to the Principal or designee during classroom visits or immediately prior to an official observation.

To ensure that the appropriate scope and sequence of the instructional program are maintained, all teachers shall retain their lesson plans for the current school year for review by the Principal or designee upon request.

The plans you have in your lesson plan book should be observable on a given day in your directed instruction with a group of students. Materials to be used with each lesson needs to be prepared in advance and at your fingertips to utilize instructional time to the best advantage. If you plan to use audio-visual materials, they should be in the room and ready for presentation.

If you are aware of an absence, be sure objectives and thorough plans are left for the substitute. Emergency plans should only be used when you have an emergency and are unable to report to work. Updated three (3) day emergency plans must be maintained at all times. It is the teacher's responsibility to replenish emergency substitute plans.

Remember, anyone should be able to teach from your plans, including your emergency substitute plans.

Lesson plans are submitted electronically and are due in the principal's inbox by Wednesday at midnight of the previous week.

Lesson plans will be electronically submitted to the principal on Wednesday by 4:00 pm for the following week.

Emergency Temporary Instructors Plans

All teachers are to complete three daily emergency temporary instructor plans for use by temporary instructors. These are not regular plans that you would prepare if you knew you were going to be out. These will be used only in case of an emergency during your absence. Plans should be updated and replenished on a timely basis, as needed. Updated emergency plans are kept on file by the grade-level/dept. chairperson. The plans should consist of appropriate work that will keep the students occupied for the duration of the day/period.

The standard Temporary Instructor Report will be provided to each temporary instructor for him/her to complete and share with you. Remember, good plans for the temporary instructor will help to provide a day of learning for your group of students.

Ensure that your PLANS contain:

1. Your class roster
2. Seating Chart
3. Daily Schedule with special programs for identified students

4. More plans than you would expect to be covered each day
5. Procedure for taking attendance
6. Indicate names of 2 or 3 students who can be good helpers. Identify those students who need firm control
7. Classroom Rules are evident
8. Various reading, math, and special groups are identified.
9. School map

6-55. Lost and Found

All lost and found articles other than books from students are to be taken to the main office. All lost and found books, however, are to be returned to the teacher who issued. Items lost by adults will be returned to the main office.

Students are to be informed that they should check with the main office to see if a lost item has been recovered. Please urge students to request that parents label such items as sweaters, jackets, lunch boxes, notebooks, etc. Items not claimed are donated monthly to charity.

6-56. Lounge

The lounge is the designated area for staff members to enjoy their lunch. However, staff may also eat in the cafeteria. Staff members are not allowed to consume food and/or beverages in the classroom, in front of the students, or in the hallway.

The appropriate maintenance of our lounge requires the cooperation of all staff members. Please pick up after yourself, when dining at the table, just as you would do in your own home. Personal items stored in the refrigerator should be cleaned out by the end of each week. All items will be discarded on the last day of each week.

DO NOT SEND students to the teachers' lounge or to the cafeteria to purchase food or drinks, or to get ice or water.

6-57. Mailbox and Email Check

Please check your email and mailbox when you arrive, during your planning period, and before leaving in the afternoon. **DO NOT SEND STUDENTS TO PICK UP MATERIALS FROM YOUR MAILBOX.**

6-58. Master Calendar

Each staff member will be issued a school-wide Master Calendar to be used for informational purposes throughout the school year. Changes of dates cannot be made without permission from the Principal.

6-59. Media Center

Teachers Bringing Classes to the Media Center

1. To schedule a class visit, see the Media Specialist at least two weeks in advance to ensure availability.
2. Prior to visiting the Media Center, advise your students of proper behavior standards and expectations.
3. Remind students that the rights of each individual to a quiet study and reading period should not be violated.
4. Have student groups stop at the Media Center door before entering.
5. Have students sit in the section assigned by the Media Specialist.
6. After students are seated, permit them to go in an orderly fashion to find the materials with which they plan to work.
7. Remain with the class at all times.
8. Handle discipline of your students. If a discipline problem should arise, the teacher and Media Specialist should handle it as quietly as possible so that other students are not disturbed.
9. See that students return all materials to the proper place.
10. See that the chairs are placed under the tables and that floor and tables are free of litter.
11. Encourage students to work on an individual basis; group work which requires discussion may be done in a quiet and orderly manner if existing conditions permit.
12. If students are sent to the Media Center without the teacher, they must present a pass to enter the Media Center.

Tips for Teachers

1. Assignments made without knowledge of library resources often prove difficult to implement.

2. TIP: DISCUSS FUTURE ASSIGNMENTS WITH THE MEDIA SPECIALIST DURING MONTHLY COLLABORATIONS.
3. Giving several classes the same assignment at the same time creates student frustration because materials are limited. TIP: TRY TO STAGGER MAJOR ASSIGNMENTS.
4. An entire class assigned to use one or two specific titles may not be able to find materials. TIP: MAKE SURE THE MEDIA CENTER OWNS THE TITLES YOU ASSIGN. Let them put them on reserve for your class.
5. The Media Center may not have books with the most recent data on your assigned subjects. TIP: FOR CURRENT ISSUES, ENCOURAGE THE USE OF MAGAZINES, NEWSPAPERS, INTERNET, ETC.
6. Assignments given orally are sometimes misunderstood. TIP: THE MEDIA SPECIALIST WOULD APPRECIATE A COPY OF THE ASSIGNMENT.
7. Time is required to prepare for class visits, to compile bibliographies, to prepare a book talk, and/or to collect materials for reserve collection. TIP: ARRANGE FOR THESE SERVICES EARLY IN YOUR PLANS.

A Note to all Staff: Teachers are not allowed to eat lunch in the Media Center as it disrupts the learning environment. Teachers will eat in the lounge or in the cafeteria.

6-60. Medication

Only trained school personnel may assist in the administration and/or dispensing of prescribed medication to students in compliance with the following approved by the Miami-Dade County Department of Health:

1. When there exists a long-term or chronic illness or disability that requires maintenance type medication.
2. Where failure to take prescribed medication could jeopardize the student's health.
3. When the medication schedule cannot be adjusted to provide for administration at home.

Procedures to be implemented when administering medication:

- a. The parent must present the office with a completed Authorization for Medication form.
- b. The form will be attached to the student's school health record and placed inside the cumulative folder.
- c. The medication will be kept in the clinic under lock and key.
- d. The administrator or designee will dispense the medication.

6-61. Opening Exercises and Announcements

The opening of the school day for students will begin at 8:30 a.m. by saying the "Pledge of Allegiance" and singing the "Star Spangled Banner" and reciting the vision and mission of the

school. All participating students, along with their teachers, should stand at attention. Talking should not be permitted. Please teach and/or review the words to the “Pledge”, the National Anthem and the Mission Statement. The scheduled time for announcements will be 8:30 a.m. **All students and staff members are to listen attentively to all announcements.** Afternoon announcements will be made only as needed.

6-62. Open House

All teachers are required to attend back-to-school-night. (**No exceptions or excuses.**)

6-63. Parental Involvement

Parental involvement is greatly encouraged at our school. Parents are to be encouraged to visit the school, but must first report to the office to obtain a pass from the administration. Parents will not be sent to your classroom without the office staff notifying you in advance. Please do not hold informal conferences with parents during times when you are responsible for supervising students, when receiving students in the morning, or when dismissing students in the afternoon. Also, do not impart any information to parents regarding any aspect of the school other than exactly what pertains to you and your teaching. Refer them to the principal if they have concerns beyond the scope of your curriculum.

Parents must volunteer 20 hours a school year and register in the office to be approved prior to being placed as a volunteer.

Parent Log / Phone Calls and Conferences

Teacher – Parent communication contributes greatly to the enhancement of the school’s relationship with the community it serves. It also serves to improve the quality of education in the school. Parental communication is part of our School Improvement Plan and as such must be monitored and is auditable. It is suggested that each teacher make positive parent contacts during the first two weeks of school for each student in his/her classroom. These parent contacts should be kept in a log. Additional parent contacts throughout the year should be entered as they occur. This log should be kept in an accessible place, for review by the administration, if needed.

Parent / Teacher Communication

According to the Pupil Progression Plan, the teacher has the responsibility to communicate with the parent about the child’s progress in school. Teacher-parent conferences shall occur when students begin to display a consistent pattern of disruption or when students are demonstrating unacceptable academic achievement through failure to exert sufficient effort. School Board Rules require that parents are to be notified at any time during a grading period when it is

apparent that the student may fail, or is performing unsatisfactorily in any course or grade level. Parents are also to be notified at any time during the grading period when it becomes evident that the student's conduct or effort grades are unsatisfactory. **This notification shall take place with enough time to allow a student to improve their grade.**

Teachers are encouraged to communicate with parents at any time during a grading period when the teacher feels, in their professional judgment, that such communication may be beneficial to the student. Teachers shall afford parents or guardians of the students assigned to their classes an opportunity for a teacher-parent conference. Such teacher-parent conferences shall be scheduled at a time and place and/or manner mutually convenient for the teacher and the parent. Interim Progress Reports are distributed during the 5th week of each grading period. Teachers have the responsibility to notify parents in writing any time a student's work falls below a "C" in the teacher's class. A failing grade for the marking period is not to be given if the above responsibility is not met.

School Guidelines for Parent / Teacher Communication

To assure full compliance with the above provisions, the following guidelines are to be followed:

1. Telephones are available in the teacher's lounge, designated classrooms and workroom.
2. Teachers shall record all efforts to reach parents by telephone. Substantive details should be noted. Teachers must maintain a parent contact log for documenting calls.
3. Teachers may contact parents via emails. However; the use of email is to communicate the need of a conference; not details of the conference.
4. If a teacher tries, but cannot reach a parent by telephone or email; the Principal is to be contacted. The U.S. mail can be used if necessary.
5. Contacts with parents are generally more positive when the action is initiated on the teacher's part as soon as the problem is noted. However, many parents seek to contact teachers by telephoning the school. Office staff will keep a record of such requests and place it in the teachers' mailbox. The note is to record the date and time of the call, the message, and the initials of the person who took the call. The caller will be told that teachers generally do not get such messages until the end of the school day and to expect a call within 24 hours. **Teachers will not be called out of class for telephone calls.**
6. If a teacher anticipates that a conference will be hostile or unproductive without administrative support, the administrator is to be apprised. Representation will be arranged.
7. If a parent over-utilizes the opportunity to confer with teachers, the administrator should be informed so that appropriate action can be taken.
8. Remember to communicate successful, good news to parents too.

Parent Teacher / Conference

Conferences are primarily intended to discuss and resolve academic and/or disciplinary problems ultimately impacting student achievement.

- Conferences may be in person or by phone.

- Conferences may be initiated by a teacher or by a parent, in writing or by phone.
- Conferences need to be scheduled ahead of time.
- Conferences must be documented and entered in the Parent Contact Log.
- The Parent Contact Log must be submitted to administration at the end of the school year.

Tips for Preparing for Parent / Teacher Conference

1. Gather necessary documents about the child.
2. Know background information about the home situation.
3. Use two or three items only as a basis for the conference.
4. Have suggestions for improvement prepared to offer parents.
5. Conduct the meeting in a professional manner.
6. Listen attentively to parent's concerns.
7. Provide positive feedback.
8. Students other than the parents'

Follow-up with a letter to the parents regarding the topics discussed.

6-64. Parent / Teacher Association (PTO)

Teachers' support of and participation in PTO functions is needed, and staff membership is encouraged. Our PTSA is a fine organization dedicated to supporting the school and its efforts to give the finest possible education to students. Faculty members' attendance at meetings is encouraged and appreciated. Our PTSA is supportive and generous toward our school, students, and faculty. Your active participation and support is essential in building good parental and community relationships and in coordinating many of our school and community activities.

6-65. Parking

All staff members should park in the designated staff parking lots only.

6-66. Posters / Flyers

All staff members who sponsor clubs or activities for students are asked not to place posters or flyers on painted areas around the building. Please obtain approval from your respective administrator prior to posting any posters, flyers, etc. When posters and flyers are posted to advertise activities of any kind, they are to be taken down on the last day of the activity by the chairpersons or committee members who sponsored the activity. If tape, staples, etc., are used to put up the posters or flyers, please make sure that they are removed completely.

6-67. Professional Development Days

Teachers' workdays will be designated as Professional Development Days. Please do not schedule medical or other appointments on these days. Tentative dates are included in the faculty meeting dates.

6-68. Professional Development Plan (PDP)

As mandated by the 1998-1999 state legislature, each classroom teacher must complete a Professional Development Plan (PDP) that is to be developed at the opening of the school year in a meeting with the Principal. A copy of the PDP is to be retained by Principal in the teacher's personnel file.

This plan should address the needs of students for whom teachers are assigned utilizing data from the needs assessment section of the School Improvement Plan, student assessment results, individual classroom assessment, or other student performance data. Training objectives identified should be clearly defined and to the extent possible, measurable through student performance data and other relevant benchmarks.

Each grade level can submit the same plan across the grade level or individual plans may be written.

Professional Development Plan Due Dates
August 17– 21, 2015
October 7, 2015
February 3, 2016

6-69. Programs for Assemblies

All programs should be developed by the grade level team or teacher that is having the assembly program. Programs for assemblies should include the date, Principal's name, school name, purpose or title of assembly, BridgePrep logo, and School Board Members' names. All additional information is left up to the teacher or grade level's judgment. **The program must be approved by the Principal before it is duplicated and distributed.**

6-70. Property-care of Building and Equipment

We must properly care for the school building and facilities. One of the important concepts that we wish our students to acquire is thoughtful appreciation and careful use of public property.

Teachers must be constantly alert to detect any defacing of desk tops, writing on walls or in restrooms, loosening of screws and bolts, etc., and report this immediately to an administrator. Each teacher is responsible for the area to which he/she is assigned. Periodically during the year a survey of the school plant and equipment will be made to evaluate the care of the area. Teachers are to immediately report such maintenance needs so that our custodial staff can repair or repaint, as needed.

6-71. Room Appearance and Care

Bulletin boards should display current students' work in an attractive manner. The way a classroom looks sets the tone for instruction. Children should be encouraged and trained to develop an attitude of personal responsibility for careful use of their "home" at school. It is important before the end of the school day to tidy up the instructional areas and to prepare for the next day. **Chairs must be stacked prior to dismissal time, instructional materials and all papers, crayons, etc., must be removed from the floors to enable daily cleaning.** Each child is responsible for his/her immediate seating area: furniture must not be written on or defaced in any way. If this occurs, notify your respective Principal immediately. Ensure that students do not take pencils, crayons, markers, etc. into the bathrooms. If graffiti is occurring in your classroom bathroom, devise a sign-in/sign-out system in order to eliminate temptation.

Microwaves, refrigerators, coffee pots, toaster ovens, and other kitchen appliances are not allowed in the classroom. Such items cause health and safety issues as defined by the health and safety inspector.

6-72. Property Control

A semi-annual inventory of all audio-visual equipment is conducted by the school. All A/V equipment is to be checked out to teachers by the media staff. It is the teacher's responsibility to report any missing equipment to administration immediately, who in turn will notify the Principal.

6-73. Public Address System and Announcements

Teachers are expected to require students to pay attention to all announcements and to model that behavior themselves. Requests for announcements must be submitted in writing to the News Team in the Media Center at least one day prior to the announcement. All announcements must be brief yet comprehensive and legible. Classes will **not** be interrupted to make announcements. The administrator must authorize any emergency announcements.

6-74. Purchase Order

The Principal approves all purchases. Failure to secure prior approval for purchases from the principal will result in the teacher being financially liable for the purchase.

6-75. Recess

Classes have recess consisting of 3 15 minute periods or 2 20-minute periods weekly. Although recess is to be unstructured, it is of utmost importance that the classroom teacher actively supervises his/her students during their recess time. This includes ensuring that the activities in which students participate are appropriate. (For example, tackle football is not appropriate.)

6-76. Safety Patrols

The safety patrols work around the school grounds and in the school corridors at arrival and dismissal. Members of the school safety patrol are on duty to protect every student in our school. The safety patrols are to be obeyed and offered respect by students and adults. Teachers recommend fifth grade students for patrol responsibilities. A staff member will serve as a patrol sponsor. Any child who persistently breaks safety rules should be reported to the safety patrol sponsor. If deemed necessary, the child will be referred to an administrator and/or teacher for appropriate disciplinary action.

6-76. Safety / Security against Theft and Vandalism

In the event you discover vandalism, loss, or theft of school property, please notify the administrator immediately.

The following are presented as general suggestions for establishing and improving security against loss by theft:

1. For safety reasons, lock your classroom doors at all times. This is particularly important after regular school hours, between classes when the room is not in use, and during the lunch period.
2. Certain items of equipment are more subject to theft because they are valuable, portable, personally useful, or are easily disposed. Such items must be carefully treated and secured. To the extent that it is possible, do not leave such items unattended or unsecured, particularly near exit doors, overnight or on weekends.
3. Do not let students use your keys.

6-77. School Improvement Plan

It is the professional responsibility of each staff member to become familiar with and observe the objectives and strategies of the School Improvement Plan.

6-78. School Rules Post and Review Daily

Students must follow directions the first time given. Cooperation, self control and respect for adults and other students are expected from each student. Use of profanity or name calling is prohibited.

1. **No running in the school building or on the school grounds at any time.** This includes dismissal time.
2. **Hands, feet, and objects are to be kept to one's self.** Fighting or play-wrestling is not allowed at any time, and will result in immediate suspension.
3. **A pass from the classroom teacher is required upon leaving the classroom for any reason.** Students in the hallways unescorted and without a hall pass will be issued an after-school detention.
4. **Gum, candy, and toys are not allowed to be brought to school.** Gum, candy and/or toys will be confiscated from students and returned only to parents.
5. **Writing on or defacing school property (building, walls, desks, books, etc.) is never allowed.**
6. **The restrooms should be kept neat and clean.** All trash should be put in trash cans.

7. **Electronic devices (cell phones, IPOD etc.) are not permitted on school grounds.**
8. Warn the student that his/her behavior is inappropriate and will not be tolerated.
9. Make sure that you apply the following:
 - a. Conference with the teacher, parent, and student
 - b. Make parents aware of their responsibility
 - c. Issue detention
 - d. Initiate suspension when deemed appropriate by administration

6-79. School Support Team (SST)

The following steps are an outline of the procedures that will be utilized during the SST process:

1. The student should be receiving Level 1 intervention within the classroom through the core reading curriculum, Wonders (i.e., small group instruction).
2. If there continues to be low classroom performance, low standardized test scores in the “at risk” range, the student is placed in an intervention program (i.e., Wonder Works, Voyager, Achieve 3000). This is considered Level 2 intervention.
3. Once in Level 2 Intervention, the student is monitored for a minimum of a nine-week period.
4. If students are not making adequate progress in Level 2 intervention, a determination is made if further assistance is needed through a screening process based on background information, the appropriateness of intervention strategies, and student response to intervention.
5. If it is determined that further assistance is needed, teachers must request assistance for students who are experiencing academic, behavioral, and/or social-emotional difficulties by submitting the **Request for Assistance Form** (FM 7073 or 6278 for secondary grades) with a PMP, work samples and a **FAB Screening Worksheet** (FM 6277) if behavioral concerns exist. If the student is in ESOL, a LEP committee meeting must be held prior to this step.
6. The Principal reviews the requests and if it is determined that interventions have been implemented with fidelity, but the performance is below standard and not commensurate with peers, an SST meeting will be scheduled with the school psychologist, school social worker, and other necessary individuals. However, if it is determined that the student has not been in an intervention for a sufficient amount of time or that the intervention has not been implemented with fidelity, the PMP must be revised and re-implemented.
7. When an SST meeting is held Level 3 Interventions are developed and documented on the SST Intervention Plan (FM 6290). If significant risk factors are present, the team will also make a referral for evaluation at this meeting. A Parent Support Plan (FM 6280) may also be provided to the parent as a summary of interventions to be put in place at school and at home.
8. The student will be monitored and progress monitoring shall be documented. If the student is making adequate progress, monitoring and exit from the SST process may be considered.

9. If the student is NOT making adequate progress, the teacher will consult with the SST coordinator to determine if there is a need for intervention revision or an evaluation. An SST meeting will be held to discuss possibilities and the team will make a decision based on the needs of the student.

6-80. School Volunteer

It is imperative that all volunteers complete a Miami-Dade County Public School Volunteer Application. A person will not be considered a volunteer, and therefore will not be covered under Florida Workers' Compensation Laws, unless a completed and approved application is on file with the Department of Community Participation. Completed School Volunteer applications may take two weeks to process and be approved. Florida Statutes define a school volunteer as "any non-paid person who may be appointed by a School Board or its designee". School volunteers may include, but not be limited to, parents, senior citizens, students, and others who assist the teacher or other members of the school staff. The administrator will assign volunteers to a specific staff member. The volunteer will need to sign in/out in the office and will be given a daily pass.

6-81. Special Area Classes

The classroom teacher must accompany his/her class to and from all special area classrooms. Students must arrive on time in an orderly manner and are expected to be dismissed on time in an orderly manner. EACH STUDENT IS TO BE IN ATTENDANCE IN ALL SPECIAL CLASSES AS SCHEDULED. Do not send students to assist other teachers while under your supervision unless it has been approved by the principal.

Children should walk to their special area classes' location (classroom, P.E. court) under the direct supervision of their classroom teacher. The teacher bringing his/her students must remain with them until the out-going class leaves. The special area teacher should not release the students until the classroom teacher is there to accompany them back to the classroom. Teachers must be punctual. Children should not be left unsupervised.

All classes in grades 2-5 will have 150 minutes of physical education weekly, delivered by a special area teacher, as noted in the master schedule. Kindergarten and first grade teachers must reflect physical education in their lesson plans according to the time allotted on the master schedule (150 minutes weekly).

Children may not be deprived of their physical education period because of behavioral problems or special tasks in the classroom.

A note from home is required to excuse participation from P.E. in the event of temporary illness. In the event that the child is to be exempted from P.E., the parent must submit a letter requesting exception to the Principal.

In case of inclement weather, physical education classes will be held in the regular classroom.

Free play (other than Recess) is not permitted at any grade level.

6-82. Student Support Services

The counselor works directly under the leadership of the Principal. Counselors will be involved as follows:

1. Maintain a systematic, ongoing program of regular, individual interviews with students in the areas of educational and personal-social counseling.
2. Keep records of conferences with students.
3. Be a liaison between students, teachers, and administrators.
4. Hold parental conferences and respond to parental requests for information under the Florida STATE STANDARDS. Log all conferences in the student's conference log.
5. Assist in identifying students with special needs for referral to the appropriate resources.
6. Process referrals to other student services personnel and community agencies.
7. Seek special program placement for students with special needs.
8. Conduct group advisement sessions.
9. Provide informational sessions for teachers and parents.
10. Conduct group counseling sessions for groups of students with common needs.
11. Provide interpretation of test results to students, teachers, and parents.
12. Maintain and utilize current affective materials and pertinent related information.
13. Participate in articulation and orientation programs.
14. Assist in the assessment and evaluation of the student services program by students, parents, and faculty.

6-83. Student Valuables

If a teacher confiscates or holds valuables or money belonging to a student, the teacher is liable by law for the return of it to the parent or guardian. If there is any question about the item, give it to the administrator to return.

6-84. Student Withdrawals

When a child is withdrawing, the Attendance Clerk will provide you with a Withdrawal Information Sheet. The use of this checklist facilitates the process of withdrawing the child. Please ensure that the student has returned all textbooks and Media Center books. Occasionally a child withdraws and then returns to school after several weeks. In these cases, a child must present an attendance card to you to be re-admitted to class. This is your notification that he/she has cleared through the office and his/her records have been re-activated.

6-85. Student Work Policy

A representative sample of each student's work in all subject areas must be on file. Work folders (portfolio) are required for each student. Representative samples of the students' work, graded, and dated should be on file.

Home Learning assignments should also be maintained. It is helpful to include a paper with the approximate heading for incomplete assignments.

Papers in the work folders should correlate with your lesson plans and should be on the child's level of instruction.

6-86. Supplies

Supplies will not be issued to teachers at any time without a Supply Form being filled out and submitted to the Treasurer. Supplies will be ready for you to pickup in one week after the request has been submitted.

6-87. Teacher Planning Days

During the school year there are a number of planning days. These days are regular hour workdays and can be used for:

- Curriculum planning
- Articulation between grade levels, Department chairs and teachers
- Completion of school records
- Parent conferences
- Staff meetings
- Professional Development
- Other appropriate activities

Work hours during teacher planning days are the same as other work days: 8:15 a.m. – 3:50 p.m. Please be punctual when reporting to school on planning days. Lunch periods shall be one hour in duration – 11:30 a.m. – 12:30 p.m.

6-88. Telephone Usage Messages

The school's telephones are for conducting school business. Personal telephone calls are to be limited to EMERGENCIES ONLY. Charges for long distance calls to the school phones, requests for operator assistance, and operator requests to interrupt a call are prohibited. Telephone messages will be left in your mailbox during the day. Parent phone calls and emails must be returned within 24 hours. You will be informed immediately should you receive an emergency message. The automated phone service will not be operational from 8:00 a.m. to 4:00 p.m. However, you may retrieve your calls before or after these times. Phones on secretaries' desks are not to be utilized. **Teachers are not to use the classroom telephone or cellular phones during scheduled classes. All beepers/cellular phones need to be turned off during your work schedule. Teachers should refrain from talking on or using their cellular phone while walking through the hallways.** Calls will not be transferred to your classroom during instructional time nor will calls be made to locate you, unless it is an emergency.

The use of the telephone by children will be confined to emergency calls only. Under no circumstances are children to call their parents to make after school recreational arrangements, request home learning assignments left behind, etc. A written note to the office staff must accompany the child if a teacher feels it is necessary for a child to call home.

Students are not permitted to use their cell phones nor any other type of electronic device such as beepers, headphones, etc., during the day.

6-89. Textbooks

It is school policy that all students have assigned textbooks available for home use in all the subject areas. You are to issue a textbook number by the student's name when the designated form is provided for you. You are to keep a copy of this form, and submit the original to your Department Chairperson.

All teachers are responsible for the control of textbooks. A large number of textbooks are lost and/or damaged yearly causing a great loss of dollars to the school.

Lost or damaged books must be paid for. All money collected by a school is credited to its textbook account as follows:

In normal usage, the first year a book is in circulation it is in A condition; the second year, B condition; the third year, C; and the fourth, D. When a book is lost, the student responsible for the book should be assessed the following amount:

Condition	Price
New book in "A" Condition	New book price
Book in "B" Condition	$\frac{3}{4}$ of book price
Book in "C" Condition	$\frac{1}{2}$ of book price
Book in "D" Condition	$\frac{1}{4}$ of book price

Deliberate damage such as marking on the edges of a book, tearing out or removal of pages for personal use, should be penalized by payment of the full price for a new book. If the full price is paid for a damaged book, and the student requests it, she/he may keep the book. It is then reported as a lost book paid in full. This does not apply where less than the full price of a book is charged.

- In the case of lost or damaged textbooks, see the grade level/department chair or the School Treasurer for prices.
- When the child brings the money she/he owes, she/he should be sent to the office withal completed Recap Form and a Lost Book Form immediately.
- Upon the student returning to your classroom, the student needs to show you the receipt provided by the treasurer before issuing a replacement textbook.

6-90. Truancy Intervention Program

The Truancy Intervention Program is based upon a system that utilizes the School computer database to identify truant children after five (5) unexcused absences and requires a mandatory meeting at the school between the student, the parent(s) /guardian(s), a representative of the State Attorney's Office, school attendance personnel and counselors, and needed social service agencies. At this meeting, the importance of parental responsibility to ensure regular school attendance and compliance with state attendance laws are stressed. By state statute, schools are required to notify the parent, guardian, or other person having control/responsibility for the child when the child has more than three (3) but less than (6) unexcused absences within 90 calendar days.

6-91. Tutoring

The tutoring of students for a fee is prohibited. Under no circumstances are contract teachers permitted to tutor or provide other services to students for fees or solicit for a private school or business.

6-92. Use of School Facility

No individual or organization may use the school facility without the consent of the School; this necessitates filing the BridgePrep Academy forms with sufficient time for approval.

6-93. Visitors / Guests

According to Regulation 1240 approved by the Miami-Dade County Board of Public Instruction on April 20, 1996, “Parents and other persons who wish to visit the public schools must be routed to the school office, greeted by the Principal and provided an escort. All visitors are to be made to feel welcome.” The Board and staff of BridgePrep Academy welcome members of the community and other interested persons to visit our schools.

All visitors must report to the office to sign in and secure a visitors pass. If you notice an unfamiliar face on the school grounds or suspect someone is trespassing please do not hesitate to ask him/her for a visitors pass. This will help to ensure the safety of everyone in our school.

The School Board is authorized to establish such regulations at will:

1. Encourage visitors to observe our schools.
2. Provide for appropriate hospitality for visitors.
3. Ensure that such visits will not interfere with the educational program.

Please be advised that bringing relatives to school is a liability to the school system if something should happen to your loved one. Please **do not** bring relatives to the school at any time during the school year, including Teachers’ Work Days.

General Handbook Acknowledgment

This Employee Handbook is an important document intended to help you become acquainted with BridgePrep Academy, Inc. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the Company's operations may change, the contents of this Handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Employee Handbook.

I have received and read a copy of BridgePrep Academy, Inc Employee Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the Company at any time.

I further understand that my employment is terminable at will, either by myself or the Company, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.

I understand that no contract of employment other than "at will" has been expressed or implied, and that no circumstances arising out of employment will alter "at will" status except IN AN INDIVIDUAL CASE OR GENERALLY in writing signed by the President or CFO of the Company.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the Company's Employee Handbook.

Employee's Printed Name: _____ Position: _____

Employee's Signature: _____ Date: _____

The signed original copy of this acknowledgment should be given to management - it will be filed in your personnel file.

Receipt of Sexual Harassment Policy

It is BridgePrep Academy, Inc policy to prohibit harassment of any employee by any Supervisor, employee, customer or vendor on the basis of sex or gender. The purpose of this policy is not to regulate personal morality within the Company. It is to ensure that at the Company all employees are free from sexual harassment. While it is not easy to define precisely what types of conduct could constitute sexual harassment, examples of prohibited behavior include unwelcome sexual advances, requests for sexual favors, obscene gestures, displaying sexually graphic magazines, calendars or posters, sending sexually explicit e-mails, text messages and other verbal or physical conduct of a sexual nature, such as uninvited touching of a sexual nature or sexually related comments. Depending upon the circumstances, improper conduct also can include sexual joking, vulgar or offensive conversation or jokes, commenting about an employee's physical appearance, conversation about your own or someone else's sex life, or teasing or other conduct directed toward a person because of his or her gender which is sufficiently severe or pervasive to create an unprofessional and hostile working environment.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the next level Manager. Note: If your Supervisor or next level Manager is the person toward whom the complaint is directed, you should contact any higher level Manager in your reporting chain. Employees may also contact the ADP TotalSource Employee Service Center at (800) 554-1802 if they are uncomfortable for any reason using the above procedure. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

I have read and I understand BridgePrep Academy, Inc Sexual Harassment Policy.

Employee's Printed Name: _____ Position: _____

Employee's Signature: _____ Date: _____

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.

Receipt of Non-Harassment Policy

It is BridgePrep Academy, Inc policy to prohibit intentional and unintentional harassment of any individual by another person on the basis of any protected classification including, but not limited to, race, color, national origin, disability, religion, marital status, veteran status, sexual orientation or age. The purpose of this policy is not to regulate our employees' personal morality, but to ensure that in the workplace, no one harasses another individual.

If you feel that you have been subjected to conduct which violates this policy, you should immediately report the matter to your Supervisor. If you are unable for any reason to contact this person, or if you have not received a satisfactory response within five (5) business days after reporting any incident of what you perceive to be harassment, please contact the next level Manager. Note: If your Supervisor or next level Manager is the person toward whom the complaint is directed, you should contact any higher level Manager in your reporting chain. Employees may also contact the ADP TotalSource Employee Service Center at (800) 554-1802 if they are uncomfortable for any reason using the above procedure. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. Violation of this policy will result in disciplinary action, up to and including discharge. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. Employees who make complaints in bad faith may be subject to disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

Employee's Printed Name: _____ Position: _____

Employee's Signature: _____ Date: _____

The signed original copy of this receipt should be given to management - it will be filed in your personnel file.