

Academy of Excellence

Employee Handbook

August 2020





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1. INTRODUCTION

Academy of Excellence is committed to fair, clearly stated and supportive relationships between its staff. The personnel policies of ACADEMY OF EXCELLENCE have been established in order to provide a guide to the personnel practices of ACADEMY OF EXCELLENCE and to ensure consistency of personnel decisions. It is the intention of ACADEMY OF EXCELLENCE to administer the personnel programs in a manner which complies with the letter and spirit of all applicable federal, state and local regulations. This document is designed to provide guidance to staff. It is not a part of any contract between ACADEMY OF EXCELLENCE and its employees. It is only a set of informal guidelines for personnel practices. Notwithstanding the provisions of the personnel policies, all employees are "at will employees" which means that they may be terminated at any time with or without cause without subjecting ACADEMY OF EXCELLENCE to a claim for breach of an employment contract.

Equal Opportunity Employer

It is fundamental policy of Academy of Excellence to regard disability, genetic information, veteran's status, or military status with respect to recruitment, hiring, training, promotion and other terms and conditions of employment.

At will Employment

This employee handbook does not constitute a contract for employment between Academy of Excellence and its employees. Employees of the Company are considered "at-Will", and therefore, either the employee or the Company may terminate the employment relationship at any time with or without cause or notice. No person other than the Principal has authority to enter into any agreement for employment for any specified period of time and any such agreement must be in writing. The Company reserves the right to modify the provisions of this handbook at any time.

Employee Classification

All employees are classified as either regular or temporary. Regular employees are employees hired without a specific termination date. Temporary employees are employees whose position at the time of hire is for a short-term period. Terms of employment will depend on agency needs, and in no case will a temporary position be construed as being a contract for a definite time.

Employees also are classified as either exempt or non-exempt according to provisions of the Fair Labor Standards Act. Regular Full-time Employees are those employees who work 35 hours per week and are eligible for all fringe benefits.

Regular Part-time Employees are those employees working at least 20 hours but less than 40 hours per week. Part-time salaried employees are eligible for all fringe benefits and earn sick leave and



vacation at a rate proportionate to the hours they work. Regular part-time employees that work less than 20 hours per week are not eligible for fringe benefits.

Temporary Employees are those employees who are paid hourly under Letter of Agreement for a specified period of time. Temporary employees are not eligible for benefits.

2. AFFIRMATIVE ACTION

The policy and intent of MCDONALD PLAYWORLD COMMUNITY DEVELOPMENT, INC. is to provide equal employment opportunity for all persons regardless of race, color, religion, national origin, marital status, political affiliation, affection orientation or gender identity, status with regard to public assistance, disability, sex, or age.

ACADEMY OF EXCELLENCE intends to respond affirmatively in its employment practices. Affirmative action applies to all aspects of employment practices including, but not limited to, recruiting, hiring, placement, promotion, demotion, transfer, training, compensation, benefits, layoff, recall, and termination. The academy encourage equal employment opportunity.

3. RECRUITMENT PROCEDURES

ACADEMY OF EXCELLENCE intends to recruit, hire, and place applicants on the basis of the applicant's relative knowledge, skills, and abilities. The decision to employ an applicant will be based solely on the individual's qualification for the particular position along with other requisite job skills. Minimum qualifications shall be specified in the job description.

When a new position is established, the Principal will prepare a job announcement identifying the position's responsibilities and overall relationship to ACADEMY OF EXCELLENCE for posting or circulation within ACADEMY OF EXCELLENCE and for public notification. Posted positions will be open for a minimum application period of 15 days.

4. COMPENSATION

Persons employed by ACADEMY OF EXCELLENCE in a part-time or full-time capacity will receive a salary negotiated at the time of recruitment, which is based upon an hourly wage. At the time of hire, new employees will receive a letter of hire, a job description, salary and benefits detail and a copy of the personnel policies. The magnitude of the work assignments and the full scope of responsibility for the position will be fully discussed at time of hire. In setting compensation, ACADEMY OF EXCELLENCE may consider, among other things, external labor market rates, equitable relationship with other jobs within ACADEMY OF EXCELLENCE's ability to pay. Each employee may be eligible for a salary review at the beginning of each fiscal year. The Board of Directors will determine the Principal's salary.



WORK SCHEDULE

ACADEMY OF EXCELLENCE will establish a weekly work schedule, and whenever possible will accommodate each individual's personal commitments and the academy's needs.

HOLIDAY SCHEDULE

Official holidays are as follows:

New Year's Day - January 1
Martin Luther King Holiday - January
Memorial Day - May
Independence Day - July 4
Labor Day - First Monday in September
Thanksgiving Day - Fourth Thursday in November
Day after Thanksgiving Day - Fourth Friday in November
Christmas Eve - December 24
Christmas Day - December 25

When New Year's Day, Independence Day, or Christmas Day falls on a Sunday, the following day shall be considered the official holiday. When these holidays fall on a Saturday, the preceding Friday shall be considered the official holiday.

LEAVE for Sick or Vacation Time must be requested timely to provide for substitution.

ACADEMY OF EXCELLENCE will provide to each full-time staff employee 10 working days paid annual leave based upon one year's fulltime employment. Accrual of annual leave will commence upon the date of employment for each employee and will be based, on an annual basis, upon each individual's anniversary date.

HARASSMENT POLICY

It is ACADEMY OF EXCELLENCE's belief that the employees of are the primary means by which the goals and objectives will be met. To that end, the rights of all employees must be respected. All employees of ACADEMY OF EXCELLENCE must understand its position on harassment. By definition, harassment is any unwanted attention or action prohibited by law by someone in the workplace that creates an intimidating, hostile, or offensive work environment, including sexual harassment. The procedure for reporting and dealing with this very sensitive issue is as follows:

- If a person's behavior makes an employee uncomfortable, the employee should feel free to immediately advise the person that, in the employee's opinion, the behavior is inappropriate and that the employee would like it stopped.



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- If the employee is not comfortable discussing the issue with the person, or if the person fails to respect an employee's request, the employee should report the incident to his or her supervisor. If, for whatever reason, the employee does not feel that the supervisor is a suitable person to whom to report the incident, the employee should contact the Principal or, if appropriate, the Board Chair or a member of the Personnel Committee.

In all instances, a prompt, thorough and, fair investigation will take place, giving careful consideration to protect the rights and dignity of all people involved. The academy will take those steps it feels necessary to resolve the problem, which may include verbal or written reprimand, suspension or termination.

No retaliation or any kind will occur because an employee has in good faith reported an incident of suspected harassment. The supervisor, or other person to whom the complaint was made, will work to establish mutually agreed upon safeguards against retaliation while attempting to mediate any sexual harassment complaint.

PERFORMANCE REVIEWS

Each performance review should be a positive and interactive process whereby both ACADEMY OF EXCELLENCE and the individual being reviewed receive information about his or her success in meeting the responsibilities of the job, and ACADEMY OF EXCELLENCE can learn about its strengths and weaknesses as an employer of that employee. In general, the goal of the ACADEMY OF EXCELLENCE is to conduct a performance review of each new employee during the sixth month of employment, after the first year of service and annually thereafter.

EMPLOYMENT REFERENCES

When ACADEMY OF EXCELLENCE receives a request for information from another person or entity about an employee, either during employment or after the employee's employment has ended, it is our policy to provide only the following:

- a. dates of employment
- b. last job title

In general, ACADEMY OF EXCELLENCE policy is not to furnish any other information about work performance or employment, unless the employee specifically directs it to do so and signs a release prepared by ACADEMY OF EXCELLENCE which authorizes it to do so. If an employee does not authorize ACADEMY OF EXCELLENCE to furnish any additional information, it will advise the requesting person or entity that, absent a release, it is our policy to provide only the information set out in a-b above



TERMINATION

Resignation

Any employee of ACADEMY OF EXCELLENCE may resign by submitting a letter of resignation to the Principal or in the case of the Principal, the Board of Directors at least ten working days prior to the effective date of the resignation.

At the time of the effective date of the resignation, the employee shall be able to use any accrued annual leave or the employee shall be paid for all unused accrued annual leave. If the employee has used all annual leave due prior to resignation, all hours used in excess of those earned shall be deducted from the employee's final paycheck at the rate of salary paid at the time of resignation. No employee shall be compensated for any unused sick leave at the time of resignation.

Other Discharges

Discipline and/or discharge may result for many reasons including, but not limited to, inappropriate behavior and/or unsatisfactory performance.

Inappropriate behavior is defined as including, but not limited to, misbehavior on the job, refusal to do work reasonably expected, wrongful use of or taking of agency property, conviction of a felony, violation of any policies or practices of ACADEMY OF EXCELLENCE.

Unsatisfactory performance means failure of an employee to meet performance standards, to complete tasks in a timely, competent way, or to maintain an adequate attendance record. Uncooperative behavior or negative attitudes that affect the work or morale of others may result in termination. At the discretion of the Principal, any staff member facing termination for unsatisfactory performance may be given the option to resign as described in the above section under "Resignation."

Layoffs

ACADEMY OF EXCELLENCE attempts to hire highly qualified staff with broad capabilities. There may be occasions, however (due to program changes, loss of contract support, etc.), when it may be necessary to initiate lay-offs. In such cases, it is the intent of ACADEMY OF EXCELLENCE to attempt to avoid abrupt, arbitrary, and unfair actions whenever possible.



EMPLOYEE RELATIONS

Equal Opportunity Employer

It is fundamental policy of McDonald's Playworld, Inc. not to discriminate on the basis of race, color, religion, sex, national origin, age, handicap or disability, genetic information, veteran's status, or military status with respect to recruitment, hiring, training, promotion and other terms and conditions of employment.

At will Employment

This employee handbook does not constitute a contract for employment between McDonald's Playworld, Inc. (The Company) and its employees. Employees of the Company are considered "at-Will", and therefore, either the employee or the Company may terminate the employment relationship at any time with or without cause or notice. No person other than the [President/CEO] has authority to enter into any agreement for employment for any specified period of time and any such agreement must be in writing. The Company reserves the right to modify the provisions of this handbook at any time.

Duration of Employment
Workplace Harassment Policy
Complaint/Grievance Procedures
Open Door Policy
Requests for Reasonable Acc



EMERGENCY PROCEDURES AND RISK

Absences

In case of absences, please notate the following form.

Academy of Excellence, DBA EMPLOYEE ABSENCE/TARDY FORM		
Name _____		
Date Missed _____	Time Due In _____	
Date Notified _____	Time Called In _____	
Reason For Absence _____		
This is Excused / Unexcused		
White – Employees File	Yellow – Return to Employee	Pink – Payroll Dept



HEALTH AND SAFETY MANUAL

PRINCIPLES OF PROFESSIONAL CONDUCT

CRIMINAL RECORD STATEMENT

MANDATORY REPORTER

Principles of Professional Conduct for the Education Profession in Florida

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

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

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

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

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

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

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

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

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



3. Shall not unreasonably deny a student access to diverse points of view.
 4. Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
 5. Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
 6. Shall not intentionally violate or deny a student's legal rights.
 7. Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
 8. Shall not exploit a relationship with a student for personal gain or advantage.
 9. Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
- (b) Obligation to the public requires that the individual:
1. Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
 2. Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
 3. Shall not use institutional privileges for personal gain or advantage.
 4. Shall accept no gratuity, gift, or favor that might influence professional judgment.
 5. Shall offer no gratuity, gift, or favor to obtain special advantages.
- (c) Obligation to the profession of education requires that the individual:
1. Shall maintain honesty in all professional dealings.
 2. Shall not on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
 3. Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.



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4. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with an individual's performance of professional or work responsibilities or with the orderly processes of education or which creates a hostile, intimidating, abusive, offensive, or oppressive environment; and, further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
5. Shall not make malicious or intentionally false statements about a colleague.
6. Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
7. Shall not misrepresent one's own professional qualifications.
8. Shall not submit fraudulent information on any document in connection with professional activities.
9. Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
10. Shall not withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
11. Shall provide upon the request of the certificated individual a written statement of specific reason for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
12. Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with these Principles of Professional Conduct for the Education Profession in Florida and other applicable Florida Statutes and State Board of Education Rules.
13. Shall self-report within forty-eight (48) hours to appropriate authorities (as determined by district) any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, shall self-report any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering of a plea of guilty or Nolo Contendere for any criminal offense other than a minor traffic violation within forty-eight (48) hours after the final judgment. When handling sealed and expunged records disclosed under this rule, school districts shall comply with the confidentiality provisions of Sections 943.0585(4)(c) and 943.059(4)(c), F.S.
14. Shall report to appropriate authorities any known allegation of a violation of the Florida School Code or State Board of Education Rules as defined in Section 1012.795(1), F.S.



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

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

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

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



Academy of Excellence, DBA

CRIMINAL RECORD STATEMENT CHILD CARE CENTERS AND FAMILY CHILD CARE HOMES

State law requires that persons associated with licensed facilities be fingerprinted and disclose any conviction. A conviction is any plea of guilty or nolo contendere (no contest) or a verdict of guilty. The fingerprints will be used to obtain a copy of any criminal history you may have.

Have you ever been convicted of a crime in this state? YES NO

Have you ever been convicted of a crime from another state, federal court, military court, or jurisdiction outside of the U.S.? YES NO

Criminal convictions from another State or Federal court are considered the same as criminal convictions in this state.

If you answer YES, give details on the back of this page indicating the nature and circumstances of each crime and the date and the location in which each crime occurred.

You must disclose convictions, including reckless and drunk driving convictions, even if:

1. It happened a long time ago;
2. It was only a misdemeanor;
3. You didn't have to go to court (your attorney went for you);
4. You had no jail time or the sentence was only a fine or probation;
5. You received a certificate of rehabilitation;
6. The conviction was later dismissed, set aside, or the sentence was suspended.

NOTE: IF THE CRIMINAL BACKGROUND CHECK REVEALS ANY CONVICTION(S) THAT YOU DID NOT DISCLOSE ON THIS FORM, YOUR FAILURE TO DISCLOSE THE CONVICTION(S) WILL RESULT IN AN EXEMPTION DENIAL, LICENSE APPLICATION DENIAL, LICENSE REVOCATION, OR EXCLUSION FROM A LICENSED FACILITY.

I declare under penalty of perjury under the laws of this state that I have read and understand the information contained in this affidavit and that my responses and any accompanying attachments are true and correct.

FACILITY NAME

FACILITY NUMBER



YOUR NAME (PRINT CLEARLY)

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YOUR ADDRESS		CITY	ZIP
SOCIAL SECURITY NUMBER <i>(See Privacy Statement on reverse side)</i>	DATE OF BIRTH	DMV LICENSE NUMBER	
SIGNATURE		DATE	

I. Instructions to Respondents:

If you have been convicted of a crime in this state or in another state or in a federal court, provide the following information:

What was the offense? _____

In which state and city did you commit the offense? _____

When did this occur? _____

Tell us what happened. (Use additional sheets of paper if needed) _____

I certify under penalty of perjury that the above information is true and correct to the best of my knowledge.

Signature _____ **Date** _____

II. Instructions to Licensees:

If the person discloses a criminal conviction, review the person's statement and discuss it with your Licensing Program Analyst (LPA). Maintain this form in your facility personnel file, and send a copy to your LPA.



PRIVACY STATEMENT

Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (Civil Code section 1798 et seq.), notice is given for the request of the Social Security Number (SSN) on this form. The Department of Justice uses a person's SSN as an identifying number. The requested SSN is voluntary. Failure to provide the SSN may delay the processing of this form and the criminal record check.

NOTE: Insert Your State law or statute concerning the below

In order to be licensed, work at, or be present at, a licensed facility, the law requires that you complete a criminal background check. (Health and Safety Code sections 1522, 1508.09, 1569.17, and 1569.871) The Department will create a file concerning your criminal background check that will contain certain documents, including information that you provide. You have the right to access certain records containing your personal information maintained by the Department (Civil Code section 1798 et seq.) The Department may have to provide copies of some of the records in the file to members of the public who ask for them, including newspaper and television reporters.

NOTE: IMPORTANT INFORMATION REGARDING CHILD CARE CENTERS AND FAMILY CHILD CARE HOMES

The Department is required to tell people who ask, including the press, if someone in a child care center or family child care home has a criminal record exemption. The Department must also tell people who ask, the name of a child care center or family child care home that has a licensee, employee, resident, or other person with a criminal record exemption. The Department cannot give information about the actual criminal conviction unless the information becomes part of a public record.

If you have questions about this form, please contact your local licensing regional office.



Academy of Excellence, DBA
STATEMENT ACKNOWLEDGING STATUS AS
MANDATORY REPORTER OF SUSPECTED CHILD ABUSE

<i>NAME</i>	<i>FACILITY NUMBER</i>
<i>SOCIAL SECURITY NUMBER</i>	<i>POSITION</i>

NOTE: Insert Your State Law or Code in the box below

Section 11166 of the Penal Code requires any child care custodian, medical practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse, to report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

“Child Care Custodian” includes licensees, administrators, and employees of licensed community care or child day care facilities, foster parents, group home personnel, and personnel of residential care facilities.

As a prospective employee of this facility, your employment position falls within the definition of “child care custodian”. Therefore, you are mandated to comply with the child abuse reporting requirements as stated above.

PENALTY

Failure to comply with the requirements of Section 11166 of the Penal Code is a misdemeanor, punishable by up to six (6) months in a county jail, by a fine of one thousand dollars (\$1,000), or by both that of imprisonment and fine.

I, _____, have read and understand the requirements as a Mandatory Reporter of suspected child abuse as outlined above and will comply with those provisions and the center policy regarding reporting as listed in the New Teacher Training Handbook I further understand that failure to do so in any form is grounds for immediate dismissal..

<i>SIGNATURE OF EMPLOYEE</i>	<i>DATE</i>
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<i>SIGNATURE OF SUPERVISOR (Acknowledging receipt of same)</i>	<i>DATE</i>
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JOB DESCRIPTION

Job Title: CLASSROOM TEACHER JOB SUMMARY:

To plan, organize and implement an appropriate instructional program in an elementary or secondary learning environment that guides and encourages students to develop and fulfill their academic potential. Work is performed under the supervision of the principal. Essential functions of the job may include but are not limited to the following:

- Plan, prepare and deliver lesson plans and instructional materials that facilitate active learning.
- Develops schemes of work, lesson plans and tests that are in accordance with established procedures.
- Instruct and monitor students in the use of learning materials and equipment.
- Use relevant technology to support and differentiate instruction.
- Manage student behavior in the classroom by establishing and enforcing rules and procedures.
- Maintain discipline in accordance with the rules and disciplinary systems of the school.
- Provide appropriate feedback on work.
- Encourage and monitor the progress of individual students and use information to adjust teaching strategies.
- Maintain accurate and complete records of students' progress and development.
- Update all necessary records accurately and completely as required by laws, district policies and school regulations.
- Prepare required reports on students and activities.
- Participate in department, school, district and parent meetings.
- Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
- Establish and communicate clear objectives for all learning activities.
- Prepare classroom for class activities.
- Provide a variety of learning materials and resources for use in educational activities.
- Observe and evaluate student's performance and development.
- Assign and grade class work, homework, tests and assignments. Other functions of the job include but are not limited to the following
 - Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds.
 - Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
 - Participate in appropriate professional activities.
 - Participate in extracurricular activities such as social activities, sporting activities, clubs and student organizations as directed.
- Other duties as assigned. Knowledge Skills and Ability Required: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - B.A/B.S degree in teaching from an accredited institution or related field teaching
 - Minnesota State certification in teaching in appropriate subject area.
 - Ability to establish and maintain cooperative and effective working relationships with others.
 - Ability to communicate effectively orally and in writing.



- Must have the ability and proven ability to report to work on a regular and punctual basis.
- Perform all other related work delegated or required to accomplish the objectives of the total school program.
- Knowledge and implementation of relevant technology.
- Meet professional teacher education requirements of school, district and state. Physical Requirements Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds.

BEHAVIOR PROBLEMS WITH STUDENTS

What steps can be followed to resolve a child's constant mis behavior?

1. If possible, meet with the child and describe in exact terms the behavior you find unacceptable in the classroom.
2. During the discussion, explain the reason(s) why you find the behavior unacceptable.
3. Be sure the child understands that it is not he/she who is unacceptable, but rather the behavior.
4. Let the student know exactly what will happen if the problem continues.
5. If the misbehavior occurs again, follow through with the previously planned disciplinary action.
6. Throughout the process, keep the parents and the principal informed of the progress or lack of progress.
7. If the child continues to misbehave and you feel that you have utilized all of your options and resources, send the child to the principal's office. Explain to the child that he/she is welcome to return when he/she is ready to follow the classroom rules.

BOASTFUL, ATTENTION-SEEKING STUDENT

What can be done for a student who is constantly disrupting the class in order to gain the teacher's attention?

1. Give the student a position of responsibility in the classroom and encourage him/her to set a good example for others (e.g., passing out papers).
2. Post a chart in the front of the room delineating the rules to be followed when responding. For example:
 - a. *Raise your hand if you wish to talk.*
 - b. *Wait to be called on.*
 - c. *Listen while others talk.*
3. Assign the student a special project of interest and let him/her present the report to the class.

CELL PHONES ARE NOT PERMITTED

PROFANITY IS NOT PERMITTED

VIOLENCE (PERCEIVED OR REAL) NOT ALLOWED



TEAM EVALUATIONS
(FORM ON SEPARATE FILE)



CLASSROOM OBSERVATIONS

(FORM ON SEPARATE FILE)



SCHOOL AND STUDENT'S ASSESSMENTS



Curriculums

MPCDI Academy of Excellence provides a multi-based curriculum. We utilize the resources from ***A.C.E. Curriculum and Harcourt Complete Curriculum*** in order to equip your child with the best education in a manner which they can flow comfortably.

Complete Curriculum by Harcourt Family Learning offers a comprehensive line of workbooks and textbooks developed through a partnership with Harcourt, a leading educational publisher. Based on national teaching standards, these workbooks provide complete practice in math, reading, and other key subject areas, making it fun and interesting for all students to engage in.

Accelerated Christian Education publishes biblically-based curriculum. ACE curriculum is centered around worktexts called PACES, a series of small workbooks that your child will progress through independently, at his or her own pace.

The term “core” is used to distinguish the foundational courses from the enhancement courses in *Florida Virtual* and *Accelerated Christian Education’s* expanded curriculum. Core curriculum provides students with academics, skill building, reading practice, character and wisdom training, and knowledge of God and His Word.

The basic academic disciplines included in the core curriculum focus on essential educational needs, such as Math, English, Literature and Creative Writing, Social Studies, Science, Word Building (spelling), and Bible Reading.

Each core subject contains 156 PACES from Levels K-12. Exceptions are math (144 PACES), Word Building (concludes with Level 9), and Literature and Creative Writing (for Levels 2 through 8). Some core courses are enhanced with online applications, DVDs, videos, and computer software.

Each core subject consists of 12 PACES per level. Typical students work daily on one PACE in each subject and may be performing at varying levels according to the diagnostic test results. Most complete at least 70 PACES per year, maintaining academic balance by completing about the same number of PACES in each assigned subject.

Students must master the material taught in one PACE before they can move on. The materials are meant to build on children's strengths, identify and improve upon weaknesses, and motivate and challenge students. ACE provides diagnostic testing so children can be placed at the proper level in each subject.

This complete package begins with reading development and progresses through high school, giving students a solid foundation for pursuing their life goals.

Students who are more skilled may progress at a faster rate or may accelerate in the areas of their academic strengths. Slower students are encouraged to do their best but are able to work at their levels of proficiency and proceed as they are capable.



Academy of Excellence, DBA

HANDBOOK ACKNOWLEDGMENT FORM

I have received a copy of the Academy of Excellence, DBA’s Employee and Parent Handbook. I have read and reviewed the sections of the Handbook as they apply to me. **I agree** to abide by the policies outlined in the Handbook for employees of Your Organization. If I have questions about any of the material discussed therein, I will have these matters clarified by the center Director or other leadership team member. **I have also received** the orientation on my job expectations and have reviewed the New Teacher Handbook and/or the Job Expectations and Evaluations Handbook.

I further understand that the legal definition of my employment at Academy of Excellence, DBA is that of an “AT WILL EMPLOYMENT” which an employment provision indicating that employer or employee may terminate the employment relationship at any time with or without cause: In consideration of Academy of Excellence, DBA making employment available, **I agree** to conform to the policies, procedures, rules and supervisors directives. **I understand** that each party to this agreement also agrees that my employment and compensation can be terminated, with or without cause, and without prior notice, at any time, at the option of either myself or the Academy of Excellence, DBA management.

Employee : _____ Social Security #: _____

Employee’s Signature: _____ Date: _____

Supervisor’s Signature: _____ Date: _____

Witness Signature: _____ Date: _____