MY SCHOOLHOUSE, LLC

Employee & Parent Handbook

Pre-K through 12th Grade | An Innovative Four-Day Academic Week

2026–2027 School Year

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This handbook is organized into two parts: Part I is intended for My Schoolhouse employees, and Part II is intended for parents and guardians. Both parts share the school's mission, values, and core policies, and each includes its own acknowledgment page.

Our Mission

My Schoolhouse cultivates whole learners — students who master rigorous academics while developing the confidence, creativity, and entrepreneurial mindset needed to thrive beyond the classroom.

Nondiscrimination Statement

My Schoolhouse enforces a strict policy of non-discrimination on the basis of race, color, gender, religion, national or ethnic origin, or disability in its hiring, admissions, programs, and all aspects of school operations.

PART I

Employee Handbook

Welcome

Welcome to the My Schoolhouse team! This section outlines the policies and expectations that guide our work together. Questions at any time can be directed to Ms. MyTrang (Mimi) Donahue, Director of Education.

Hiring and Background Screening

All prospective staff — including substitutes — and volunteers complete a Level 2 background screening through the Florida Department of Law Enforcement and FBI Clearinghouse Fingerprinting system prior to any placement involving student contact. Screening includes credential and reference verification and a direct assessment of fit with the school's whole-learner philosophy.

Orientation

New staff complete a structured orientation covering the school's mission and instructional methodology, nondiscrimination and confidentiality policies, behavioral expectations, emergency procedures, mandated reporter obligations, and platform training (Procare, Gradelink). Completion is documented with a signed acknowledgment in the personnel file.

Standards of Ethical Conduct

Adapted from the Code of Ethics of the Education Profession in Florida and Principles of Professional Conduct for the Education Profession in Florida. This Code of Ethics is posted in the main hallway, bathroom hallway, and lunchroom, and published at www.MSHLearning.com/standards-of-ethical-conduct for public review.

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

Our primary concern is the student and the development of the student's potential. Employees will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.

Concern for the Student

Concern for the student requires that our instructional personnel:

- 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.
- Shall not unreasonably restrain a student from independent action in pursuit of learning.
- Shall not unreasonably deny a student access to diverse points of view.
- Shall not intentionally suppress or distort subject matter relevant to a student's academic program.

- Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
- Shall not intentionally violate or deny a student's legal rights.
- 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.
- Shall not exploit a relationship with a student for personal gain or advantage.
- Shall keep in confidence personally identifiable information obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.

Conduct Toward Colleagues

Aware of the importance of maintaining the respect and confidence of colleagues, of students, of parents, and of the community, employees of our school must display the highest degree of ethical conduct. This commitment requires that our employees:

- Shall maintain honesty in all professional dealings.
- 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.
- Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
- 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 shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.
- Shall not make malicious or intentionally false statements about a colleague.

Training Requirement

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

Reporting Misconduct by Instructional Personnel and Administrators

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

Report misconduct by employees to	Ms. MyTrang Donahue — MDonahue@mshlearning.com — 561-603-1101 (Mobile) — 561-559-5577 (School)
Report misconduct by administrators to	Mrs. Ashley Lopez — Ashleylopez@mshlearning.com — (772) 349-5717 — 561-559-5577 (School)

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

Reporting Child Abuse, Abandonment, or Neglect

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

- Signs of Physical Abuse — unexplained bruises, welts, cuts, other injuries, broken bones, or burns; the child may seem withdrawn or depressed, afraid to go home, may run away, shy away from physical contact, be aggressive, or wear inappropriate clothing to hide injuries.
- Signs of Sexual Abuse — torn, stained, or bloody underwear, trouble walking or sitting, pain or itching in the genital area, or a sexually transmitted disease; the child may have unusual knowledge of sex or act seductively, fear a particular person, seem withdrawn or depressed, gain or lose weight suddenly, shy away from physical contact, or run away from home.
- Signs of Neglect — unattended medical needs, little or no supervision at home, poor hygiene, or appearing underweight; the child may be frequently tired or hungry, steal food, or appear overly needy for adult attention.

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

Liability Protections

Any person, official, or institution participating in good faith in any act authorized or required by law, or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency, is immune from any civil or criminal liability which might otherwise result from such action (F.S. 39.203). An employer who discloses information about a former or current employee to a prospective employer, upon request, is immune from civil liability for such disclosure unless it is shown by clear and convincing evidence that the information disclosed was knowingly false or violated a civil right protected under F.S. Chapter 760 (F.S. 768.095).

My Schoolhouse does not use non-disclosure agreements for personnel dismissed due to student-related misconduct. Violations of this Code are addressed under the progressive discipline framework described in the Instructor Operational Protocol.

Acknowledgment

By signing below, I confirm that I have received, read, and understood the My Schoolhouse Standards of Ethical Conduct, and I agree to comply with these standards.

Employee Full Name (Print)	_____
Employee Signature	_____
Date	_____

Revised 1/07/2026

Work Schedule

Instructional staff work a flexible four-day week supporting the school's Tuesday–Friday class schedule. My Schoolhouse values staff rest and work-life balance, and Mondays are generally treated as part of a three-day weekend rather than a standing workday. On occasion, staff may be asked to come in on a Monday for a staff meeting or a professional workday; any required time on those days, along with any lesson planning or grading completed, is paid.

Flexibility and Safety Expectations

Teachers are expected to remain flexible and adaptable to shifts in their work schedule, which may include helping cover or rotate beyond their regular class assignment as needed. At all times, staff must prioritize the safety and best interests of students and colleagues, and remain attentive to the students in their care.

Performance Evaluation

Instructional effectiveness is evaluated through a continuous, multi-tiered process that combines regular, unannounced classroom walkthroughs with a formal annual performance review. Walkthroughs are a quality-assurance tool, not a punitive measure, and provide real-time insight into instructional delivery, classroom management, and fidelity to the QuickNotes RRPS Method® . The annual review is the primary formal record supporting decisions on continued employment, compensation, and professional development.

Compensation Review

Compensation decisions are finalized annually prior to the issuance of contracts and consider:

- Retention and longevity — sustained commitment to students and school culture
- Expanded responsibilities — additional duties or leadership of new program initiatives
- Budget availability — the school's financial performance and projected budget

Employee Benefits and Incentives

- On-the-Job Certification Training — Training toward teaching certification through the school's proprietary QuickNotes RRPS Method® is paid.
- Professional Development — Additional training and continuing education support may be provided at the Director's discretion, based on the employee's tenure and the school's budget. My Schoolhouse does not guarantee funding of outside education or certification costs.
- Continuing Education Incentive — Employees who have completed at least two years with My Schoolhouse and have demonstrated merit may be eligible, with the Director's approval, to have a percentage of a required certification course covered by the school.
- Flexible Four-Day Workweek — supporting staff well-being and work-life balance.
- Performance-Based Recognition Bonuses — acknowledging exceptional fulfillment of duties.

Time Off and Leave Requests

My Schoolhouse distinguishes between planned (non-emergency) time off and emergency time off. Both require advance preparation of substitute lesson plans to protect instructional continuity for students.

Non-Emergency (Planned) Time Off

- Requests must be submitted to the Director in writing a minimum of two weeks before the requested date(s).
- The employee must prepare complete substitute teacher lesson plans covering the requested time off before the request is approved.

- The Director reviews the request and confirms approval in writing based on staffing coverage and lesson plan readiness.

Emergency Time Off

- Every teacher must keep a substitute teacher lesson plan ready at all times for their class, so instruction can continue without delay in the event of an unplanned absence.
- The employee must communicate the emergency absence to the Director and administration as far in advance of the workday as possible — preferably at least 12 hours before the employee's scheduled work time begins.
- If the absent employee is scheduled to open the school, the absence must be confirmed by phone directly with the Director or Administrative Assistant at least two hours before the scheduled opening time, so administration can arrange same-day coverage.

Personal Day Allowance

Full-time employees are allotted 4 personal days per school year, reflecting the school's four-day instructional week. Personal days are unpaid — because the school does not operate on non-instructional days, time off is not a paid benefit. All personal day requests still follow the Non-Emergency and Emergency procedures above, including advance notice and substitute lesson plan preparation.

Use of School Equipment and Facilities

Educational hardware, campus facilities, and secured systems are to be used only during supervised school operating hours. All access is monitored through the school's cloud-secure systems.

Health Services and Emergency Response

All staff must be familiar with and follow these procedures at all times during school hours. The Director serves as the primary point of oversight for all health-related matters on school premises.

Health Station

My Schoolhouse maintains a designated health station on the premises, meeting all applicable Fire Department inspection requirements. Staff must know its location at all times. The health station is stocked with:

- A fully stocked first aid kit
- Ice packs
- An emergency contact binder with current contact information for all enrolled students
- Basic health supplies for minor care needs

The Director is responsible for ensuring the health station remains adequately stocked and inspection-ready throughout the school year.

Student Health Information

A current Student Health Information Form is maintained on file for every enrolled student, including known allergies and medical conditions, current medications, primary care physician contact information, and parent/guardian emergency contacts. Staff must review the health information of students in their care at the start of each enrollment period and report any concerns to the Director.

Minor Injury Protocol

For minor injuries (scrapes, bruises, mild discomfort, or non-emergency complaints), staff follow these steps in order:

1. Assess the student's condition calmly and provide reassurance.
2. Administer appropriate first aid using health station supplies.
3. Notify the Director immediately.
4. Contact the parent or guardian using the emergency contact information on file.
5. Complete a written Injury Report on the same day as the incident.

Medical Emergency Protocol

For any serious, escalating, or potentially life-threatening medical concern, staff follow these steps in order:

6. Call 911 immediately.
7. Notify the Director without delay.
8. Contact the parent or guardian using the emergency contact information on file.
9. Do not leave the student unattended until emergency services arrive.
10. Provide emergency responders with the student's Health Information Form upon arrival.
11. Complete a written Injury/Incident Report following the event.

Under no circumstances should a staff member delay calling 911 in a medical emergency while attempting to reach a parent or guardian first.

Documentation

All injuries and medical incidents, regardless of severity, must be documented using the My Schoolhouse Injury Report Form. The completed report is submitted to the Director the same day as the incident, with a copy placed in the student's permanent academic record and a copy provided to the parent or guardian. Failure to document an incident on the day it occurs is a protocol violation and must be reported to the Director.

CPR and First Aid Certification

My Schoolhouse is implementing a requirement that all instructional staff maintain current CPR and First Aid certification. Staff will receive advance notice of certification deadlines and approved training resources. Until this requirement is formally in effect, the Director serves as the designated first responder for all on-site health situations.

Confidentiality and Data Privacy

Staff must maintain a secure communication perimeter for all student academic and behavioral records. Records are routed exclusively through encrypted school systems (Procare and Gradelink) or handled through direct, private consultation with the Director, in alignment with Florida data privacy standards.

Leadership Continuity

In the event of a temporary or short-term absence by the Director, a designated lead staff member familiar with daily operations, instructional model, and administrative protocols is authorized to manage school functions.

Employee Acknowledgment

Please sign and return this page to the school office, or acknowledge electronically through the school's onboarding/enrollment portal.

I have received, read, and understood this handbook, and agree to comply with the policies and procedures described within.

Employee Name	_____
Position	_____
Employee Signature	_____
Date	_____

PART II

Parent Handbook

Welcome

Welcome to the My Schoolhouse family! This section outlines the policies and procedures that support a safe, consistent, and successful experience for your child. A companion Student Handbook is also provided and should be reviewed together as a family.

School Hours

Early Morning Care	7:45 AM – 9:15 AM (optional)
Regular School Day	9:15 AM – 3:00 PM
Snack & Transition	3:00 PM – 3:30 PM
PM Tutoring Program	3:30 PM – 5:45 PM (latest dismissal)

Classes are held Tuesday through Friday. Mondays are generally a rest day for staff as part of a three-day weekend, though staff may occasionally be called in for a staff meeting or professional workday.

Arrival and Departure

Arrivals and departures primarily occur at the back entrance of the building. When the back entrance is temporarily blocked or inaccessible — for example, due to construction, deliveries, or maintenance — families are directed to use the front lobby entrance instead. Staff post a visible sign and notify families in advance whenever possible. The same identity verification and sign-out procedures apply at either entrance.

All daily arrivals and departures are recorded through the ProCare terminal:

- Kindergarten, primary-level, and unique-ability students — a parent or guardian signs the student in and out at the terminal using their own secure individual PIN code.
- Older, independent students sign themselves in and out using their own assigned PIN code.
- If a sign-in or sign-out is accidentally missed, administration reconciles the log entry to keep attendance records accurate.

Full procedures are detailed in the Student Handbook.

Enrollment and Tuition Assistance

My Schoolhouse participates in Florida's Step Up For Students scholarship programs, including the Florida Tax Credit Scholarship (FTC), Family Empowerment Scholarship for Educational Options (FES-EO), Unique Abilities Scholarship (UA), and the Personalized Education Program (PEP-FES). Families should confirm current eligibility and requirements directly with the applicable scholarship program.

Communication

Families are encouraged to maintain close contact with teachers and the Director through Gradelink and Procare. The Director maintains an open-door policy, and parents may reach out via phone, text, or email with questions or concerns at any time.

Phone	(561) 559-5577
Email	Admin@MSHLearning.com
Website	www.MSHLearning.com

Textbook and Property Policies

An annual materials fee covers core textbooks and digital resources. Families are responsible for the cost of lost or damaged materials or school property beyond normal wear, billed following written notice.

Health and Safety

My Schoolhouse maintains a fully stocked first aid kit, documents all illness and injury incidents, and conducts monthly emergency drills. The campus is reviewed annually by the Palm Beach County Fire Department and Florida Department of Health, consistently receiving satisfactory ratings. No medication is administered without written parental authorization.

Behavior and the Lobby Dolly System

Student behavior is supported through the Lobby Dolly reward system, in which students earn the school's classroom currency for academic achievement and positive behavior. Behavioral concerns are communicated to families directly by the teacher or Director as needed.

Drug Awareness

My Schoolhouse participates in the D.A.R.E. program and maintains a zero-tolerance policy regarding illegal substances on campus or at school-sponsored events.

Technology Use

Student use of school technology is governed by the school's Acceptable Use and Digital Citizenship Policy, provided separately at enrollment.

Parent/Guardian Acknowledgment

Please sign and return this page to the school office, or acknowledge electronically through the school's onboarding/enrollment portal.

I have received, read, and understood this handbook, and agree to comply with the policies and procedures described within.

Student Name	_____
Grade Level	_____
Parent/Guardian Name	_____
Parent/Guardian Signature	_____
Date	_____